

**KENDALL COUNTY FOREST PRESERVE DISTRICT
OPERATIONS COMMITTEE MEETING MINUTES**

MAY 1, 2024

I. Call to Order

Acting Chairman Rodriguez called the meeting to order at 6:00 pm in the Kendall County Administrative Office Building –Second Floor Board Meeting Rooms 209 and 210.

II. Roll Call

| | | | |
|---|----------|---|-----------|
| X | Bachmann | | Koukol |
| | DeBolt | | Peterson |
| X | Flowers | X | Rodriguez |
| | Gengler | | Shanley |
| | Kellogg | | Wormley |

Commissioners Bachmann, Flowers, and Rodriguez were all present.

III. Approval of Agenda

Commissioner Flowers made a motion to approve the meeting agenda as presented. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

IV. Public Comments

No public comments were offered from citizens in attendance.

V. Review of Financial Statements and Cost Center Reports through April 30, 2024

Acting Executive Director White presented an overview of the District’s financial statements and cost center reports through April 30, 2024.

VI. APPROVAL OF SPECIAL USE PERMITS

A. Board of Trustees – University of Illinois Extension – Harris Horse Arena and Shelter 7 – Saturday, July 13, 2024 from 8:00 AM to 7:30 PM – Amended License Agreement

B. Kendall County Horse Show Association – October 13, 2024 “Spooky Trail” Special Use Permit – Approval to Waive Fees and Charges

C. Kendall County 2024 LEAD Youth Program (KC Sheriff’s Office Deputy Dan Briars) – Harris Forest Preserve - Shelter 1 and 4 - June 28, 2024 – Approval to Waive Fees and Charges

Commissioner Flowers made a motion to approve the University of Illinois Extension - Board of Trustees amended license agreement for use of the Harris Horse Arena and Shelter 7 on Saturday, July 13, 2024 from 8:00 AM to 7:30 PM. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

Commissioner Bachmann made a motion to approve the Kendall County Horse Show Association "Spooky Trail" Special Use Permit for use of the Harris Hill woodland trail on October 13, 2024, including the waiving of District fees and charges. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Commissioner Bachmann made a motion to approve the Kendall County 2024 LEAD Youth Program (KC Sheriff's Office Deputy Dan Briars) host date at Harris Forest Preserve including use of Shelter 1 and 4 on June 28, 2024, with approval to waive District fees and charges. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Commissioner Bachmann made a motion to approve an amended Kendall County Planning, Building, and Zoning license agreement (Economic Development – Todd Volker) for use of the Pickerill Estate House on June 20, 2024. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

VII. Grounds and Natural Resources Reports

- A. Grounds and Natural Resources Project Updates
- B. Project Bid Specifications Progress Report (Hoover Shop and Ellis House; Hoover Well Pump)
- C. Bunkhouse Shelters – Structural Repairs
- D. Licensed Facilities Tour Policy - District Bunkhouses and Event Venues
- E. Groot Industries Contract Renewal
- F. Equipment Replacement Updates

Acting Executive Director White presented Grounds and Natural Resources project updates.

Executive Advisor Guritz provide an update on the Subat Nature Center project, including bid timeline and additional funds available. Director Guritz provided insight into how project funds can be recovered, as well as how the approach taken will significantly conserve District resources because of the approaches taken, and State grant support funding received. The new facility will not require District staffing to be present, costly utilities, or extension of significant long term maintenance efforts.

Acting Executive Director White presented a quote for structural repairs on the bunkhouse shelters. Direction was received to present the proposal to the Committee of the Whole.

Commissioner Bachmann made a motion to forward the licensed facilities tour policy to the Committee of the Whole for discussion. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

The Operations Committee discussed equipment replacement sources. Commissioner Bachmann stated that the KC Highway Department also relies on SourceWell.

VIII. Environmental Education and Ellis House and Equestrian Center Reports

A. Policies, Procedures and Guidelines for Review and Processing Special Requests – Hoover Forest Preserve Special Use Areas and Programming

Commissioner Flowers made a motion to forward a Bill of Sale for the purchase of "Bullseye" a paint gelding from Sunrise North Therapeutic Riding to the Kendall County Forest Preserve District for \$1.00 to the Committee of the Whole for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

Environmental Education and Outreach Division Manager Wiencke provided an overview of the internal review process and guidelines in place for handling education program requests to extend special use permissions and/or use of licensed facilities at Hoover Forest Preserve by outside organizations. In addition to the education program charges, the District assigns both special use permit fees and licensed facility fees in accordance with the District's approved fee structures.

IX. Other Items of Business

No items posted for consideration.

X. Chairman's Report

None.

XI. Public Comments

No public comments were offered from citizens in attendance.

XII. Executive Session

None.

XIII. Adjournment

Commissioner Flowers made a motion to adjourn the meeting. Seconded by Commissioner Bachmann. Aye, all. Opposed, none. Meeting adjourned at 7:03 pm.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District