

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

MARCH 7, 2018

I. Call to Order

Committee Chair Flowers called the Operations Committee meeting to order at 6:00 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Hendrix, Prochaska, and Flowers all were present. Commissioner Purcell entered the meeting at 6:05 pm.

III. Approval of Agenda

Commissioner Hendrix made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

**V. Review of Preliminary Financial and Income Statement Reports
through February 28, 2018**

Director Guritz presented the District's income statements through February 28, 2018. The Operations Committee discussed the financial statements.

Director Guritz reported that the Kendall County Forest Preserve District is exceeding last year's revenues by \$33K. Ellis House and Equestrian Center is showing a \$6K increase in program revenues over the same period in FY17. Hoover Forest Preserve is up over \$7K YTD. Environmental Education is up over \$14K YTD.

Director Guritz reported rental revenue is up over \$4K YTD, with program revenue up over \$17K YTD for the District as a whole. Security deposits are up \$7K.

Commissioner Purcell entered the meeting.

Commissioner Purcell asked about Ellis House and Equestrian Center expenditure categories, and what costs were included.

Director Guritz responded that each category represents a collection of expenses that are combined into the category summary report from each of the Ellis program cost centers.

VI. Special Use Permits

a. Kendall County Juvenile Justice. April 21, 2018 @ Meadowhawk Lodge SKY 5K Walk / Run - Request for Waived Special Use Permit Fees 2017 permit included a request for District donation portable washroom units

Director Guritz presented a special use permit for the Kendall County Juvenile Justice Council's SKY 5K Walk / Run. The District will be listed as a sponsor for the permit and donation of portable restroom rental.

Commissioner Purcell made a motion to approve the special use permit for the Kendall County Juvenile Justice Council as presented. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

b. SD 115 - Yorkville High Cross Country Meet - Seth Schoonover Monday, August 20, 2018 - \$250 + Portable Washroom Reimbursement

Director Guritz presented a special use permit for SD 115 for Monday, August 20, 2018, for their annual 5K cross country meet, which includes a special use permit fee of \$250 plus reimbursement for portable washroom rental.

Commissioner Purcell made a motion to approve the special use permit for SD 115 as presented. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

c. Kendall County 4H Special Use Permit Amendment - Kim Eisenaugle Waived Rental Fee for Bunkhouse Use - 4H Exchange Program June 19-20, 2018 (Tuesday through Wednesday)

Director Guritz presented a requested amendment for a previously approved special use permit for a waived rental fee for bunkhouse use for Kendall County 4H exchange program on June 19-20.

Commissioner Hendrix made a motion to approve the amended special use permit for the Kendall County 4H exchange program on June 19-20 as presented. Seconded by Commissioner Prochaska. Aye, Commissioner Flowers, Commissioner Prochaska, and Commissioner Hendrix. Opposed, none. Commissioner Purcell abstained from voting. Motion carried.

**d. Kendall County 4H Special Use Permit Amendment - Kim Eisenaugle
Waived Rental Fee for Bunkhouse Use - 4H Outdoor Skills Overnight
Campout April 28-29, 2018 (Saturday to Sunday)**

Director Guritz presented a special use permit amendment for the waived rental fee for bunkhouse use for a Kendall County 4H outdoor skills overnight campout event on April 28-29.

The Operations Committee discussed that the special use permits from Kendall County 4H will be considered only when received from Kim Eisenaugle. Future special use permits from Kendall County 4H will be waived for weekday uses, but weekend rentals should be discouraged so as not to impact District revenues and use by the general public.

Commissioner Hendrix made a motion to approve the special use permit for the Kendall County 4H Outdoor Skills Overnight Campout as presented. Seconded by Commissioner Prochaska. Aye, Commissioner Flowers, Commissioner Hendrix, and Commissioner Purcell. Opposed, Commissioner Prochaska. Motion carried by a vote of 3:1.

VII. Environmental Education Department Agenda Items

• Makin' Maple Magic Program Report

Emily Dombrowski, Environmental Education Program Manager presented a report on Makin' Maple Magic for Saturday, March 10, 2018. The program is sold out with 61 participants. The Forest Foundation donated \$150 to offset supply cost. Silver Dollar Restaurant of Yorkville is donating the pancakes for the breakfast.

Director Guritz remarked that as a part of Forest Foundation's application for the Community Restoration Challenge Grant, the Winter 2019 Makin' Maple Magic program will be combined to include support of the community restoration challenge grant project.

The Operations Committee discussed opportunities for program growth, including consideration of a price increase and increase within the overall program capacity.

VIII. Ellis House and Equestrian Center Agenda Items

**a. Preferred Caterers Program Update - Request to Waive Certain
Coverage Requirements for Upper Crust Catering - Yorkville**

Director Guritz presented a report on a preferred caterer request to waive certain coverage requirements for Upper Crust Catering - Yorkville. The request is to waive the requirement for the \$5M umbrella insurance requirement.

The Operations Committee discussed the current \$5M umbrella liability, suggesting that \$1M umbrella policy coverage would be preferred.

The Operations Committee provided direction to forward a policy change to reduce the umbrella coverage to \$1M umbrella for Upper Crust Catering.

Committee Chair Flowers requested a motion to forward the policy change request to the Committee of the Whole. Commissioner Prochaska made a motion to approve the forward the policy change to the Committee of the Whole for consideration. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

b. Ellis Horse "Candyman" Conveyance of Ownership Request

Director Guritz presented a report on Ellis horse "Candyman" on the possible conveyance of ownership due to medical issues and behavioral issues. There is an individual interested in adopting "Candyman" which is recommended due to reliability for continued use within programs.

The Operations Committee discussed the impacts to horse lessons. The possible loss of two horses requires increased use of Sunrise's horses. Outplacement of "Candyman" allows Ellis House and Equestrian Center to acquire another horse that would help alleviate burden on Sunrise Center horses.

Committee Chair Flowers made a motion to postpone consideration of conveyance of ownership request for Ellis lesson horse "Candyman". Second by Commissioner Prochaska. Aye, all. Opposed, none.

IX. Meadowhawk Lodge FY 18 YTD Rental Contracts Report

Director Guritz presented a report on FY18 YTD rental contracts updates for Meadowhawk Lodge. Contracts are in place through September 30, 2018. Projected rental payments are \$10,640.00 with \$5,320.00 in security deposits collected.

X. TCF Spring Benefit Dinner Participation

Director Guritz presented a report on participation in the TCF Spring Benefit Dinner with the suggestion to be a Silver Sponsor of \$1,500 considering TCF previous donations and support to the District, including the recent Little Rock Creek property donation.

Commissioner Prochaska made a motion to forward participation as a Silver Sponsor in TCF Spring Benefit Dinner to Commission. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

XI. Operations Updates

a. Marketing Initiatives Updates

Emily Dombrowski, Environmental Education Program Manager presented a report marketing initiative updates. A workshop on Facebook ads with Ellis House and Equestrian Center was completed in February, with an Ellis House and Equestrian Center ad currently running. All of the District's Facebook pages are showing an increase in traffic and page likes. The Bridal Expo promotional ad, and Spring Break and Summer Camps ad has finished running.

The Operations Committee discussed activity through The Knot wedding website. The standard subscription rate with The Knot is being kept and a 2018 event discount promotion will be posted on the website.

b. General Use Ordinance Violations and Enforcement Discussions

Director Guritz presented that there were no updates since the last discussion.

c. Pickerill-Pigott Forest Preserve Master Plan - Community Outreach Efforts

Director Guritz presented a report on the community outreach efforts with Pickerill-Pigott Forest Preserve master planning. There are tour schedules with administration staff from Waubensee Community College that will include possible future partnership efforts with the District for adult and community education programs, and potential for use of the Pickerill-Pigott Forest Preserve as a classroom and field station. Outreach to local park districts and parks departments are also in progress.

The Operations Committee discussed possible interests from the Veterans' Affairs Commission to use the Pickerill estate house. The Committee also discussed the possibility of renting office space to multiple agencies, with public use on the first floor.

XII. Executive Session

None.

XIII. Other Items of Business

Director Guritz presented a request for a special use permit request for the use of Meadowhawk Lodge for a Drug Court participant graduation from Michelle Del Mauro.

The Operations Committee provided direction to allow the District's Director to determine whether or not to waive fees for the use of Meadowhawk Lodge and other District facilities for internal department requests.

Director Guritz presented a request to waive fees for a special use permit for Shelter 4 at Harris Forest Preserve for Kendall County Emergency Management.

The Operations Committee provided direction to the District's Director to determine whether or not to waive fees for the use of Shelter 4 by the Kendall County Emergency Management's GPS training.

Commissioner Purcell made a request to discuss 2019 fees and charges at the April Operations Committee meeting.

XIV. Citizens to be Heard

No public comments were offered by those in attendance.

XV. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 7:24 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District