

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

**JANUARY 3, 2018**

**I. Call to Order**

Committee Chair Flowers called the Operations Committee meeting to order at 6:05 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Hendrix, Prochaska, and Flowers all were present. Commissioner Purcell entered the meeting at 6:10 pm.

**III. Approval of Agenda**

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Hendrix. 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 December 31, 2017**

Director Guritz presented the District's income statements through December 31, 2017. The Operations Committee discussed the financial statements.

Director Guritz reported that the Ellis House and Equestrian Center has 7 wedding events contracted in 2018, and that Equestrian Center operations ended positive for FY17. The District also experienced increase sales in gift certificates in December over the past year.

Director Guritz reported that Lodge rental contracts have increased over the past year's bookings at this point in the fiscal year.

Director Guritz reported that final 2017 farm lease yield payments should bring the District into a positive surplus for FY17, even after coding the unanticipated additional payroll period to the FY17 November financial statements.

Commissioner Purcell entered the meeting at 6:10 pm.

Commissioner Hendrix inquired into whether the Equestrian Center achieved a positive net gain for the year. Director Guritz stated that this was likely the case, with a final report scheduled for presentation to the Finance Committee that will be shared. The FY18 budget projects a surplus over direct program expenses for the year.

Director Guritz reported that improved social media marketing efforts should result in increased participation in all program areas in the coming year.

Commissioner Purcell inquired into the Ellis Wedding cost center revenues and expenses.

Director Guritz reported that the seven rental events currently booked should result in the District meeting budget projections for the year.

Commissioner Purcell inquired into why the security deposit revenues are scheduled to exceed security deposit payments. Director Guritz stated that the goal is to receive 15 contract deposits of \$1,000 each in the coming year for FY19 events, with FY18 security deposit returns, or expenditures based on the number of FY18 events scheduled at the time the budget was approved.

Director Guritz reported that additional part time Facility Attendant(s) may be needed to support the FY18 rental events at Hoover Forest Preserve.

## **VI. Special Use Permits**

### **a. University of Illinois Cooperative Extension – 4H**

### **b. Kendall County Horse Show Association**

Director Guritz presented a report from Administrative Assistant Antrim detailing the schedule for events and associated facility usage costs for the proposed special use permits.

The Operations Committee discussed the proposed special use permits. Commissioner Purcell stated that the KC Horse Show Association takes on the responsibility for maintaining the horse arena at Harris Forest Preserve. Commissioner Purcell inquired into whether the University of Illinois Cooperative Extension continues to support efforts to market District programs and services. Director Guritz stated that the University of Illinois Cooperative Extension staff has been responsive to all District requests for support.

Commissioner Purcell made a motion to approve the special use permits for the University of Illinois Cooperative Extension – 4H, and the Kendall County Horse Show Association as presented, including the waiving of fees and charges presented for use of District facilities. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

## **VII. Environmental Education Department Agenda Items**

Director Guritz presented a report from Emily Dombrowski, Environmental Education Program Manager for the 2018 winter nature camps, and the 2018 Summer Camps catalog, which includes registration materials for the District's nature camps and equestrian camps.

The Operations Committee discussed a pilot program with the Friends of the Fox River to offer a reservation-based canoe trip. The District has received an inquiry from a church group interested in a guided Fox River canoe trip.

The Operations Committee provided direction to develop a per person charge for the trip that exceeds the cost for delivery of the service.

Commissioner Purcell stated that offering canoe trips is a great idea so long as the District's price structure exceeds costs by a good margin.

The Operations Committee discussed past experiences with canoe trips led by District staff.

## **VIII. Ellis House and Equestrian Center Agenda Items**

### **a. Lesson Horse Overview and Needs**

### **b. Wedding and Rental Event Updates**

Director Guritz reported that Ellis Equestrian staff are in-process for evaluating a candidate lesson horse for purchase. The Operations Committee discussed the pros and cons of leasing horses from private individuals. Director Guritz reported that the equestrian center staff will be providing a herd status update to the Committee of the Whole in January, which will include a request for directions with herd management strategies and horse acquisition prospects.

Commissioner Purcell stated that he would not be in favor of leasing horses for the program, citing concerns over lease provisions and District liability and responsibilities for horse care.

The Operating Committee discussed diversification of target market efforts for District facility rentals and large events. Director Guritz stated that staff are beginning to examine target audiences for social media marketing efforts.

Director Guritz presented a report from Administrative Assistant Antrim detailing 2018 contracts for Ellis House weddings and rental events. The Operations Committee requested a similar report for Hoover's Meadowhawk Lodge in February. Director Guritz reported that Lodge rentals are already up for the year over last year's bookings.

## **IX. Operations Updates**

### **a. Little Rock Creek Acquisition Project Updates**

### **b. Millbrook Bridge Permitting Updates**

### **c. General Use Ordinance Violations and Enforcement Discussions**

Director Guritz reported that the State did not receive the Polach Appraisal Group's appraisal hard copies, which has delayed the start of the review of the reports for

certification of fair market value. Director Guritz reported that the State is holding a firm position that the LWCF-OSLAD grant will only reimburse up to 50% of the FMV of the acquisition project costs. FMV according to the appraisal report is \$1.3M. The Conservation Foundation's purchase contract total is \$1.42M. The Conservation Foundation has indicated that they intend to move forward with the acquisition. Director Guritz reported that the \$1.42M contract was based on the land value reported by Polach Appraisal Group within the preliminary appraisal report. Based on the report, the acquisition footprint was reduced by approximately 25-acres. This reduction in total acreage resulted in an overall reduction in the per-acre appraised value.

Director Guritz reported that HLR Engineering is working through the final draft of the conservation plan for incidental take permitting for State-listed Fox River species that will be impacted by in-stream construction or demolition activities for Millbrook Bridge. Acquisition of the Little Rock Creek Forest Preserve will serve to mitigate impacts to State listed species.

Director Guritz reported that a proposal will be requested from HLR Engineering to assist with the development of demolition bid specifications and project bidding, presuming this is the direction from Commission, in order to meet the timeframe for the fall construction window.

The Operations Committee discussed the historic preservation requirements for holding public hearing(s), including public notification of the opportunity for purchase and removal of the bridge.

Director Guritz reported on recent violations of the District's General Use Ordinance and concerns for public safety of other preserve users. Director Guritz reported that the KC Sherriff's Office and KC State's Attorney's Office have provided an opinion that District staff members are able to issue citations for violations to the District's General Use Ordinance.

The Operating Committee discussed the possibility for staff-enforcement of violations of certain provisions of the General Use Ordinance related to public safety concerns within preserves. Direction was received to continue discussions towards formulating a working policy and appeal process for citations issued for violations of the Ordinance. The Operations Committee discussed scenarios where District staff enforcement actions would be appropriate, including issues with off-leash dogs, vandalism and/or damages to District facilities.

The Operating Committee requested additional research into how other conservation and/or park districts handle staff issuance of citations for violations of use ordinances.

Commissioner Purcell stated that the enforcement of the General Use Ordinance will need to be tempered, with an appeal process integrated into the citation process.

Commissioner Hendrix stated that District staff will need to demonstrate proof of violations, and trained in how to safely handle the issuance of citations.

Director Guritz stated that reporting from future discussions held during Commission meetings may help generate greater public awareness of General Use Ordinance provisions, and preserve rules and regulations.

#### **X. Executive Session**

None.

#### **XI. Other Items of Business**

Director Guritz presented a proposal from Riemenschneider Electric, Inc. for electrical system repairs and upgrades for the Pickerill house. Commissioner Purcell stated that the proposal should include LED fixtures scheduled for replacement in the Pickerill house closets. Director Guritz stated that a revised proposal will be requested.

Director Guritz reported that interviews will be scheduled with the District's two internal candidates for the Pickerill-Pigott Resident – Grounds Maintenance position opening.

Director Guritz reported that Natural Resources Technician, Patrick McCrae resigned from the District to accept a full-time position with the DeKalb County Forest Preserve District.

#### **XII. Citizens to be Heard**

No public comments were offered by those in attendance.

#### **XIII. Adjournment**

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, Commissioners Hendrix, Prochaska, and Flowers. Opposed, Commissioner Purcell. Motion carried by a vote of 3:1.

Meeting adjourned at 7:05 pm.

Respectfully submitted,

David Guritz  
Executive Director,  
Kendall County Forest Preserve District