

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

August 1, 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 Prochaska, Gilmour, and Flowers all were present. Commissioner Hendrix entered the meeting at 6:17 pm and adjourned from the meeting at 6:56 pm. Commissioner Purcell entered the meeting at 6:23 pm and left the meeting room at 7:50 pm.

III. Approval of Agenda

President Gilmour 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 Financial Statement Reports through July 31, 2018

Director Guritz presented the District's income statements through July 31, 2018. The Operations Committee discussed the financial statements.

Director Guritz reported that the comparative YTD of fund balance has increased due to property taxes and farm revenue agreements. There is additional land lease agreements to be bid.

VI. Special Use Permits

a. Fox Valley Trail Riders Association – Reverse River Ride - Hoover Forest Preserve, Sunday, September 23, 2018

Director Guritz presented an approved special use permit for the Fox Valley Trail Riders Association to host a reverse river ride. There was a meeting with the Fox Valley Trail Riders to discuss the paths used at Hoover Forest Preserve. The path will exit Hoover and continue

to adjacent land with land owner's permission and to Fox River Bluffs Preserve. The path would end back at Hoover on an established path.

Cindy Benson, Fox Valley Trail Rider Association Secretary, remarked that the main use of Hoover is for parking and trails. Lunch would be eaten elsewhere so there would be no use of the shelters.

Director Guritz responded that this could be a positive group to promote a better relationship with equestrians. Rules and regulations were discussed in a meeting with the Fox Valley Trail Riders Association.

Commissioner Hendrix entered the meeting at 6:17 pm.

President Gilmour remarked there is appreciation with the Fox Valley Trail Riders Association working with the District to plan this event so that it fits rules and regulations. The decision to cross over into Fox River Bluffs Forest Preserve is not supported. The preserve is not yet open to the public, including special permit use groups.

The board advised Fox River Trail Riders Association to change the route so that the group does not go into Fox River Bluffs due to conservation efforts.

b. Kendall County Sheriff's Office – Perimeter Control Training – Hoover Forest Preserve, Thursday, November 1 and November 8

Commissioner Purcell entered the meeting at 6:23 pm.

Director Guritz reported the Kendall County Sheriff's Office requested the special use permit for two Thursdays in November. The departure time would be at 12:00 am and there would be signage at the entrance informing the public. Meadowhawk Lodge and Blazing Star are requested for use in the permit.

The board asked if there would be there would be dogs or drones used.

Director Guritz responded there would be drones but no dogs. The Sheriff's office offered to notify nearby residents of the event.

Commissioner Hendrix made a motion to approve the special use permits for the Kendall County Sheriff's Office at Hoover Forest Preserve for Thursday, November 1 and 8. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

VII. Yorkville Athletic Association – License Agreement Review and Field Improvements and Advertising Requests

Director Guritz presented a request by the Yorkville Athletic Association for an extension the back stop and the addition of a spot on the outfield fence to present sponsorship recognition. The general use ordinance does not allow for advertisement, a modified lease agreement would be needed.

The board remarked that advertisement is not in the forest preserve mission.

Commissioner Hendrix made a motion to forward to Committee of the Whole with recommendation of the field improvements and recommendation to deny the request for sponsorship advertisements. Seconded by Commissioner Prochaska.

There was discussion of the fireman's hose used as a foul line and the banner mentioned. A picture of what is requested was suggested for clarification.

Commissioner Hendrix amended the motion to recommend requests 1, 2, and 4 and deny requests 3, and 5. Commissioner Prochaska amended the second. Aye, all. Opposed, none.

Commissioner Purcell asked how the problems with trash left by teams have been.

Director Guritz responded that there have been improvements, there have still been complaints of trash but the number of complaints has decreased since last year's baseball season. There have still been issues with disrespectful activity to staff and preserve rules.

President Gilmour suggested a meeting with Director Guritz and Hoover staff to discuss how to solve these issues.

VIII. Sunrise Center North – 3-Year License Agreement Renewal

Director Guritz reported the district is approaching the end of the first agreement with Sunrise Center North in November. The current agreement is working well with horse exchanges. The draft is similar to the current agreement. The current agreement had increases in payments each year. Direction is asked as to if these increases in payments should be placed in the second agreement.

Commissioner Purcell asked how long the current rent has been in place. The cost to maintain the facility will increase.

Director Guritz replied this is the first year the rent is at \$1,600.00.

The board gave direction to increase the rent by \$500.00 each year for the next 3-year agreement, starting at \$1,600.00 a month.

The board asked how programs in that area are doing.

Director Guritz responded that expected costs are all on tract as budgeted. Sunrise does take on some of the horse care a duty that lessens the staff demand.

Commissioner Hendrix left the meeting at 6:56 pm.

President Gilmour made a motion to forward the 3-year agreement with Sunrise Center North to Committee of the Whole. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Committee Chair Flowers asked if there is any joint advertising between Sunrise Center and Ellis House.

Director Guritz responded that there is joint advertisement. There is the shared 5K, as well as cross promotion on both Facebook pages and newsletters. Growth in joint fundraisers could be increased in the future.

IX. General Use Ordinance – Chapter VI, Section III(a) Policy Discussion on Temporary Structures and Chapter VII – Section III Fine and Penalties

Director Guritz presented the chapters of the General Use Ordinance that has to do with temporary structures. There have been pervious issues with multiple groups using pop-up tents.

President Gilmour remarked that some groups have remarked that the rules are not always known. It is suggested these rules are made known to these groups although they are posted on the District website and outline at the information boards in the preserves.

Director Guritz remarked that there would need to be discussion on how to post these rules in the park so that they are most easily seen. A program to issue citations after a warning has been given could also be implemented.

Commissioner Purcell asked what the reasons are not to allow pop-up tents.

Director Guritz responded that if a small pop-up tent is allowed in specific areas it can be difficult to limit the size of the structure and regulate where these tents can be used.

President Gilmour remarked that there is issue with groups not following the rule as it is in place current when informed of the rule by staff.

Director Guritz remarked that the District cannot control the safety of the tents as to if they are staked in the ground properly. There could also be conflict in the mowing schedules of the grass areas where there may be pop-up tents.

The board continued discussion on the additional precautions needed if there were to be a change to the general use ordinance that allowed pop-up tents with special use permits. The board suggested on limits of the pop-up tents to rented open areas if noted in the special use permit, stakes no larger than 6", and pop-up tents no larger than 12' by 12'.

Director Guritz remarked that there would need to be a continued discussion on the fees and fines for when groups do not follow these rules and regulations.

The board gave direction to revisit the general use ordinance and how to handle fees for not following posted rules.

X. Ellis Equestrian Center Program Participation Report

Director Guritz presented a report of the Ellis House and Equestrian Center program participation. There were 16 birthday parties, scout groups, and tours between May and July. Ellis Equestrian Center hosted the PNA camp field day. There was an increase in lesson this summer season in comparison to last. Ellis Equestrian Center lesson cost center have increased over 7K YTD to show a positive increase in revenue.

Commissioner Purcell remarked that the personal and commodity cost for Ellis birthday parties have greatly increased.

Director Guritz responded that will be looked into. There has been an increase in number of birthday parties. The horse purchases are also spread out to all the cost centers at Ellis Equestrian Center. Camp revenue at Ellis Equestrian Center has also increased YTD.

Director Guritz reported there is one wedding booked at Ellis House for 2019. There has been a pattern of late bookings for the weddings.

Commissioner Purcell asked about competition with other wedding venues in the area and suggested that these other places have more wedding bookings.

Director Guritz remarked that there is the rental fee of the tent every year.

Commissioner Purcell responded that if the tent was purchased the cost of up-keep would be on the District and building a structure would greatly increase the capital invested in the cost center.

Committee Chair Flowers remarked that there limitations on the parking but the District is competitive with prices and services.

XI. 2018 Summer Camp Survey Results

Environmental Education Program Manager Emily Dombrowski presented the survey results from 2018 summer camp season. There was 115 camp participants and 33 surveys submitted. Out of the 31 survey participants, half were new participants to KCFPD summer camps, suggesting the Facebook marketing increased new participants. All survey participants reported being highly satisfied or satisfied with the summer camps. Survey results showed the participants thought the camps were priced correctly.

President Gilmour asked how common it is for there to be families with multiple children enrolled in camps.

Emily Dombrowski responded that it is common and there are a wide age range of camps offered so that siblings can attend camps the same week.

President Gilmour asked about the Nature Quest camp.

Emily Dombrowski responded that this was the first year the District ran Nature Quest independently. There were 22 Nature Quest participants over all this summer.

Commissioner Purcell left the meeting at 7:50 pm.

XII. Fall 2018 Public Program Fees and Charges

Emily Dombrowski presented the proposed public program fees and charges. New programs for older children and adult programming were highlighted.

Commissioner Prochaska motioned to forward the fall 2018 public program fees and charges to Commissions for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

XIII. KCFPD Personnel Policies Manual Review

Addenda item KCFPD Personnel Policies Manual Review was moved to a future meeting.

XIV. Operations Progress Updates

a. Pickerill-Pigott Forest Preserve Master Plan and OSLAD Grant Updates

Director Guritz reported that the Pickerill-Pigott Master plan is completed with revisions for phase I and phase II. The archeological report is in the process of being completed.

b. Hoover Forest Preserve Lift Station Repair

Director Guritz reported that the lift station repairs are still in the process of being repaired and the board will be updated when the repairs are complete.

c. Hoover Forest Preserve – Meadowhawk Lodge Parking Lot Lighting

Director Guritz reported that the Meadowhawk Lodge parking lot lighting is in the process of being completed and updates will be presented as they are made.

d. Hoover Railway Crossing Agreement and Improvements Updates – ComEd and Illinois Railway Easement Request

Director Guritz reported the ICC requested a 1-year extension on the need to establish easements. There is an application for the ComEd easement with other easements. The allowable reimbursement will also be found. There were updates with the efforts with the Core of Engineers and with the WOW conference.

e. Hoover Supervisor and Resident – Hoover Resident Lease Agreement

The Hoover Resident Lease Agreement agenda item will be discussed at a future meeting.

XV. Executive Session

President Gilmour made a motion to go into executive session at 8:10 pm to discuss 2/c/21. Seconded by Commissioner Prochaska. Aye, all. Opposed none.

President Gilmour made a motion to adjourn executive session at 8:13 pm. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XVI. Other Items of Business

Director Guritz reported that the Nature Play Space area plan was viewed by the Health Department.

Committee Chair Flowers asked for an update on iTick.

Director Guritz responded that has mainly been wood ticks found, not deer ticks. There will be more data as ticks are submitted to iTick.

XVII. Citizens to be Heard

No public comments were offered by those in attendance.

XVIII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Committee Chair Flowers. Aye, all. Meeting adjourned at 8:15 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District