

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES
JUNE 7, 2017**

I. Call to Order

Programming and Events Committee Pro Tem Chair Prochaska called the meeting to order at 6:03 pm.

II. Roll Call

Commissioners Hendrix, Purcell, and Prochaska all were present.

III. Approval of Agenda

Commissioner Hendrix made a motion to approve the agenda as presented. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

IV. Citizens to be Heard

No citizens were present at the meeting.

V. Ellis Wedding and Rental Program Agenda Topics

• Preferred Caterers' Program Overview

Director Guritz presented a report and overview of the District's Preferred Caterers' Program, including an overview of required insurance coverages for licensed caterers, and proposed coverages for companies extending BASSETT certified bartending services.

Director Guritz reported that an audit is in process to verify that the insurance certificate coverages are in place for all firms enrolled in the Preferred Caterers' Program.

Director Guritz stated that the State's Attorney's Office and Wine-Sergi have been contacted to review current insurance certificate coverage requirements for the program.

Director Guritz stated that staff recommendation is to follow the Wine-Sergi Insurance, Inc. recommendations for the program.

Director Guritz reported that the \$5M umbrella liability insurance is not considered customary practice.

Director Guritz presented a breakdown of insurance coverage costs received from 11TH Hour Bartending Service that would need to be purchased at a cost of approximately \$4,000 to meet the District's insurance coverage requirements.

The new insurance limits will be required for all new program enrollments, and for firms renewing enrollment in the upcoming year.

The Programming and Events Committee discussed the proposed insurance coverage requirements. The Programming and Events Committee recommended that Rich Ryan with Wine-Sergi be contacted to respond to questions from the Committee of the Whole.

Commissioner Purcell recommended that the District highlight that individual glass bottles cannot be served at District facilities.

Commissioner Hendrix made a motion to forward the insurance coverage requirements recommended by Wine-Sergi Insurance, Inc. to the Committee of the Whole for review. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

VI. Ellis Equestrian Center Agenda Topics

• Lesson Program Scheduling Changes – Prorated Package Discussion

Director Guritz provided an overview of proposed scheduling changes for private and semi-private horsemanship lesson sessions for the remainder of 2017 and 2018.

Director Guritz reported that Amy Martin has resigned from District employment effective the first week of July.

Director Guritz reported that under the current program, lesson packages can be purchased with no expiration. Under the proposed changes, individuals purchasing lesson packages will need to complete all five lessons within a 6-week session timeframe.

For individuals purchasing a mid-session package, or for sessions that have scheduled holidays, clients will be able to purchase a prorated 3- or 4-lesson package at current resident and non-resident rates. Clients will be required to purchase single lessons within any particular session if they do not intend to take more than 2-lessons within that session.

Director Guritz stated that high-demand, peak season lesson slots will be reserved for those individuals purchasing 5-lesson packages.

Director Guritz stated that the District can accommodate up to 36 private or semi-private lesson slots within each session, which ties well into the District's budget model.

Director Guritz stated that in addition to the change to a session-based schedule, staff is recommending approval of fees and charges to prorate 3- and 4-lesson packages.

Commissioner Purcell offered edits to the schedule and policy document presented. Changes were discussed and will be made to the draft schedule and policy document.

The Programming and Events Committee discussed the equestrian center program. Director Guritz stated that he was disappointed in the program budget performance this year. Director Guritz stated that the program should be extended additional time to build program volume.

Commissioner Hendrix made a motion to forward the proposed lesson program schedule, including a recommendation for charging mid-session prorated lesson package registration fees to the Committee of the Whole for consideration. Seconded by Commissioner Purcell. All, aye. Opposed, none.

VII. Proposed Annual Sponsorship Program Structure

The Programming and Events Committee reviewed a proposed annual sponsorship program structure for the District.

Environmental Education Coordinator Emily Dombrowski presented an overview of the sponsorship levels and associated promotional benefits.

The Programming and Events Committee reviewed the sponsorship levels and associated promotional benefits.

Commissioner Purcell asked what the participation is expected for each program. Director Guritz reported that expected participation is typically 50-100 for each of the proposed events.

Commissioner Prochaska stated that the District's program should include policies that would allow the District to reject a potential sponsor that would not fit well with the District's mission and brand.

The Programming and Events Committee provided direction to amend the draft sponsorship program structure to include sponsorship policies and a \$5,000 signature sponsorship level to the Committee of the Whole for consideration.

VIII. Environmental Education Agenda Topics

Emily Dombrowski presented environmental education program updates. Ms. Dombrowski reported that all summer camp staff members have completed first aid training, with camps starting next week.

IX. Operations Agenda Topics

- **Approval of Special Use Permit – Fox Valley Trail Riders Association**
- **KCFPD Cost Center Budget Report through May 31, 2017**
- **Review and Discussion of Fees and Charges**
- **Millbrook Bridge Permitting Updates**
- **Henneberry Restoration Project Updates**
- **RTP and LWCF Grant Application Updates**

Director Guritz presented operational updates for the District.

Commissioner Purcell made a motion to approve a potential special use permit for the Fox Valley Trail Riders Association to include a \$50 fee for trailer parking at Hoover Forest Preserve, and a separate \$50 picnic shelter fee for use of the Eagle's Nest shelter. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

The Programming and Events Committee reviewed the District's cost center budget reports through May 31, 2017.

Director Guritz presented an overview of budget performance for the year. Overall, revenues are down \$68K, with personnel costs up \$54K. Farm license revenue is projected to fall short of projections by \$13K, less any yield payments received at the end of the year.

Director Guritz reported that the District should achieve budget for the year, but revenue performance is disappointing in a few key areas. Generally, staff time exceeds program performance, particularly with the Ellis Equestrian Center. The District will not be seeking to fill the second Equestrian Center Coordinator position in order to work to close the budget performance gap.

The Programming and Events Committee reviewed the District's fees and charges spreadsheet. Director Guritz stated that now is the time to consider price increases in order to have an effect within the FY17-18 budget. The Programming and Events Committee provided direction to update the spreadsheet to include historic program participation data so the Committee is able to understand how fee increases will translate into additional generated revenue for the upcoming year. Director Guritz reported that the goal will be to propose price increases to generate an additional \$10K to \$15K for the coming year.

Director Guritz reported that Steve Megginson will be presenting at the upcoming Committee of the Whole to provide permit progress updates. Director Guritz stated that HLR Engineering will need direction from the group to insure that the final permits will allow the District to move forward with the full scope of repair or deconstruction activities within the Fox River.

Director Guritz provided updates on the Henneberry Forest Preserve restoration project, and the District's Recreational Trails Program grant application, and Land and Water Conservation grant award. Director Guritz reported that the District has secured permission to access District preserve lands from Ron Wehrli. The Programming and Events Committee discussed possible future access to the preserve.

Director Guritz reported that if the RTP grant is awarded, the District will need to secure the crossing agreement with Omnitrax, Inc. in order to complete trail improvements within the railroad corridor.

Director Guritz reported that The Conservation Foundation has received a \$500,000 Illinois Clean Energy Community Foundation grant to support the Little Rock Creek acquisition project.

X. Citizens to be Heard

No citizens were present at the meeting.

XI. General Discussions and Updates

- **Hoover Nature Play Space Updates**
- **Forest Foundation Volunteer Appreciation Picnic – June 8, 2017 at Jay Woods Forest Preserve**

Director Guritz reported that the District is beginning efforts to design the second water feature for the nature play space, and complete the installation of the faucet for the mud kitchen.

Director Guritz reminded the Committee of the upcoming Forest Foundation volunteer appreciation picnic.

XII. Executive Session

None.

XIII. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Purcell. Aye, all. Meeting adjourned at 7:37 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District