

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES
JANUARY 4, 2017**

I. Call to Order

Chairman Flowers called the meeting to order at 6:02 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Hendrix, Prochaska, Purcell, and Flowers all were present.

III. Approval of Agenda

Commissioner Hendrix made a motion to approve the agenda. 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 FY 2015-2016 Program Budget Performance

Director Guritz presented a breakdown of environmental education program revenues comparing FY 14-15, FY 15-16 budget figures versus end-of-year actuals, and the FY 16-17 budget figures.

The report included goals and strategies within each program cost center that will be taken to achieve budget projections.

Director Guritz provided a report summary, as well as overview in staffing changes for the environmental education department. Overall, the environmental education program budget deficit was reduced from an estimated (\$54,500) in FY 14-15 to just under (\$19,000) in FY 15-16. School field trip and summer camp programming underperformed in FY 15-16, with expanded marketing efforts underway to close the deficit in the current year.

The Programming and Events Committee reviewed and discussed the report.

Commissioner Purcell asked why part time salaries for school programs came in at budget levels, when program revenues were down between 30 to 35% for the year.

Director Guritz stated that the administrative load and salaries for the two part time program coordinators for the department is carried in the school programs cost center.

Commissioner Purcell asked why the FY 16-17 budget levels fall below the previous year's projections, with corresponding increases in part time salary expenditures. Director Guritz stated that last year was the first year that cost center tracking was available. The FY 16-17 budget was developed based on FY 15-16 end-of-year projections, with adjustments made

accordingly based on FY 15-16 performance. While the budget trend shown is moving in the wrong direction from the standpoint of reduced projected net gain, the goal is to keep moving towards a net zero budget, where revenues cover all expenses, and from that standpoint, positive gains have been achieved. Director Guritz recommended that the Committee review program performance in the current fiscal year in order to determine what adjustments may be needed in the program to achieve a net zero budget.

Director Guritz stated that there are other potential gains over budget that may be realized in the upcoming year.

Commissioner Prochaska inquired into bunkhouse rental performance. Director Guritz stated that some policy changes are needed, particularly in the area of cancellations with refund. Current policy calls for a full refund within 72-hours of the cancellation.

Commissioner Hendrix asked what is different from the standpoint of marketing in the coming year. Director Guritz stated that District staff members have worked to complete marketing materials, with a plan to more aggressively market summer camps using social media in the current year, with the goal of increasing enrollments in the upcoming year.

Commissioner Hendrix stated that the overall year-over-year deficit reduction in the environmental education program was impressive.

The Committee discussed the cost versus benefit of contractual instructors.

Director Guritz stated that a similar report will be generated for the Ellis equestrian program for the next meeting. Completing these reports provides an added benefit of training coordination staff to understand and manage towards budget objectives.

Commissioner Purcell asked whether Natural Beginnings tuition and enrollment figures will be examined in the current year. Director Guritz stated that this program's market position can be examined over the course of the coming year. The Programming and Events Committee discussed the program's market position including current tuition costs and student-teacher ratios for the program. Commissioner Hendrix expressed strong convictions that the student-teacher ratio should not be increased in order to properly insure student safety. Commissioner Purcell stated that because of the high quality of the program, the District should be charging at the high end of what the market will afford.

The Programming and Events Committee discussed other aspects of the Natural Beginnings program, including providing affordable early childhood education, private sector competition, indirect program costs, and community needs and demand for early childhood education services, participant demographics, and possible program expansion at other facilities.

VI. Yorkville Athletic Association, NFP – Pending Proposal for Hoover Ball Field Improvements and License Agreement Renewal

Director Guritz presented the draft of the 2017 license agreement with the Yorkville Athletic Association, NFP for use of the Hoover Ball Field. The following changes are proposed for the 2017 agreement:

1. The license agreement fee has been increased \$300.00 to offset costs for additional mowing services requested.
2. A \$500 damage deposit is required, with a \$50 per event penalty assigned to cover instances where District staff is needed to address trash removal.
3. Provisions have been added to allow the Yorkville Athletic Association to construct ball field improvements.

The draft agreement has been sent to the Yorkville Fury President, Mike Klimavicius for review, who is scheduled to present improvement plans during an upcoming Committee of the Whole meeting.

The Programming and Events Committee discussed the draft agreement. Commissioner Purcell requested the purpose of the fee increase. Director Guritz stated that when this was discussed at a previous meeting, the fee increase was proposed to offset direct costs for District staff time to perform the additional work requested.

Commissioner Purcell stated that the \$500 damage deposit should be renewable if the initial fund is depleted.

VII. Kendall County Outdoor Education Center Updates and License Agreement Renewal

Director Guritz presented a draft 5-year license agreement with the Grundy-Kendall Regional Office of Education – Outdoor Education Center to continue operations at Hoover Forest Preserve.

The Programming and Events Committee discussed the agreement. Commissioner Purcell requested opened discussion on whether building improvements and maintenance costs are covered by the Outdoor Education Center. The Committee discussed the maintenance and repair provisions within the agreement.

Director Guritz stated that the draft agreement also includes provisions allowing for shared use of the canoes owned by the Outdoor Education Center and stored at Hoover Forest Preserve that would also extend use of the District's 10-passenger van for Outdoor Education Center canoe trips.

Director Guritz stated that he would speak directly to the point with Deanna Bazan about the building improvements and maintenance provisions. Deanna Bazan has been invited to present an overview of services at the upcoming Committee of the Whole meeting.

VIII. Stephanie's Garden Phase 1(b) Development Updates

Director Guritz presented updates on Phase 1(b) projects. Projects include the development of a raised stream bed and water feature. The Hoover Forest Preserve well

house infrastructure is being examined to insure that the groundwater well capacity, flow volume, and service line pressure are known in order to properly design the water feature.

The water feature will be actuated with metered flow in order to insure that the sufficient pressure and volume is available for all District facilities supplied by the well.

As part of the review, it appears that the groundwater pump installed in 1999 may be reaching the end of its useful life, and will need to be replaced in the not-too-distant future.

Director Guritz reported that the Nature Play Space has been recertified under The National Arbor Day Foundation's Nature Explore program.

IX. Citizens to be Heard

No public comments were offered by those in attendance.

X. General Discussions and Updates

Director Guritz reminded the Committee of the upcoming open house for the Natural Beginnings program.

Director Guritz stated that bid specifications are under development for the Henneberry Forest Preserve restoration and tree mitigation project. Director Guritz reported that he will be presenting plans to the Whitetail Ridge HOA in March, including a request to access to the preserve for restoration purposes from a small parcel owned by the HOA along Whitetail Ridge road.

Director Guritz reported that the District's 2017 Farm License Agreements are being prepared for review and approval by Commission.

XI. Executive Session

Commissioner Prochaska made a motion to enter into executive session under 2(c)21 of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Purcell.

Roll call: Commissioners Hendrix, Prochaska, Purcell and Flowers, aye. Opposed, none. Executive session called to order at 7:28 pm.

Commissioner Prochaska made a motion to adjourn from executive session. Seconded by Commissioner Hendrix. All, aye. Opposed, none.

Regular meeting reconvened at 7:33 pm.

XII. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Meeting adjourned at 7:34 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District