

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

OCTOBER 4, 2017

I. Call to Order

Committee Chair Flowers called the Operations Committee meeting to order at 7:35 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Hendrix, Prochaska, and Flowers all were present.

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 Financial and Income Statement Reports through September 30, 2017

Director Guritz presented the District's income statements through September 30, 2017.

VI. Ellis Equestrian Center Budget Tracking Report through September 30, 2017

Director Guritz presented a cost center report for the equestrian center, noting that the program revenues have exceeded expenses in the last two months, closing the overall program deficit by approximately \$2,500.00.

VII. Fox Valley Trail Riders Association – Special Use Permit Application Including a Proposed Donation and Installation of a Mounting Block at Hoover Forest Preserve

Director Guritz presented a special use permit application for the Fox Valley Trail Riders Association for a trail ride to begin at Hoover Forest Preserve on October 15, 2017. Director Guritz recommended waiving the \$50.00 special use permit fee in lieu of the Association's offer to construct a mounting block in the Hoover Forest Preserve main parking lot.

Commissioner Prochaska made a motion to approve the special use permit, including waiving of the \$50 permit fee. Seconded by Commissioner Hendrix. All, aye. Opposed, none.

VIII. Proposed Environmental Education Field Trip Opportunities

Commissioner Prochaska made a motion to forward the proposed fees and charges for the Wetlands Field Trip Experience to the Committee of the Whole for consideration. Seconded by Commissioner Hendrix. All, aye. Opposed, none.

IX. Forest Foundation of Kendall County Updates

Director Guritz presented updates from the Forest Foundation of Kendall County, including recent approval of an education supply grant from the Weidman Memorial Fund, reimbursements to the District from current fiscal year program activities, and the Foundation's Treasurer's Report through September 1, 2017.

X. Operations Updates

- a. **Henneberry Forest Preserve Restoration Project Updates**
- b. **General Use Ordinance Violations and Enforcement Discussions**
- c. **Review of Draft Position Descriptions and Lease Agreements**
 - i. **Environmental Education Program Manager**
 - ii. **Ellis House Caretaker Position Description and Lease Agreement**
 - iii. **Pickerill-Pigott Forest Preserve Caretaker Position Description and Discussion**
 - iv. **Hoover Supervisor and Resident Lease Agreement**

XI. Executive Session

None.

XII. Other Items of Business

The Operations Committee reviewed the Illinois Department of Revenue PTAX-300 form for the Pickerill-Pigott life estate parcel. Director Guritz reported that because the EAV of the life estate exceeds \$100,000, notification of local taxing bodies of the pending parcel exemption is required.

XIII. Citizens to be Heard

No public comments were offered by those in attendance.

XIV. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 8:00 pm.

Respectfully submitted,

David Guritz

Executive Director, Kendall County Forest Preserve District