

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES
SEPTEMBER 7, 2016**

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 Gilmour, Prochaska, Purcell, and Flowers all were present.

III. Approval of Agenda

Commissioner Gilmour 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. Maramech Field Trip Experience – Curriculum Overview

Environmental Education Coordinator Emily Dombrowski presented a report on the Maramech Forest Preserve curriculum, including alignment to state and national education standards.

Director Guritz reported that the County's GIS mapping capabilities will be integrated into the program.

Commissioner Gilmour asked whether the curriculum had been shared with teachers expressing interest in the program. Emily Dombrowski reported that this will be the next step to schedule participation.

VI. Pony Club Curriculum Overview

Ellis Equestrian Center Manager Amy Martin presented a curriculum overview for the Ellis Pony Club, with enrollment for the first session underway for October 2016.

The Programming and Event Committee discussed the curriculum and appreciated her report.

Commissioner Gilmour asked how the different ages will be challenged. Amy Martin stated that the club will include a wide range of ages and abilities, with learning goals structured accordingly.

VII. Native American Program Updates and Proposed Fee Change

Emily Dombrowski presented information on changes to the District's Native American program. Participating schools have been informed that the District will not be retaining the services of a cultural interpreter for this year's program. Because of the resulting cost savings generated, the District is able to lower its fee to \$5 per student, and still improve the net gain on the program over last year.

Director Guritz detailed communication issues that surfaced during programming in the spring.

Emily Dombrowski stated that the program will remain largely the same.

Commissioner Purcell inquired into the budget change. While the District will be down in overall tuition fees, the savings in contractual costs for the interpreter fully offsets the loss in tuition fees.

Emily Dombrowski presented a report proposing a new Winter Camp for the District, requesting Commission approval of the proposed camp tuition fees.

Commissioner Purcell made a motion to forward the proposed per student fee changes for the District's Native American program, and winter break camp to the Committee of the Whole for review. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

VIII. Yorkville Fury License Agreement Evaluation and 5K Run Special Use Permit

Director Guritz presented a report for discussion on the first year license agreement with Yorkville Fury. Director Guritz reported that Yorkville Fury has requested that additional areas around the small pavilion be cleared for parking. Calculation of the additional time and material is estimated at \$300.00. Separately, the license agreement requires Yorkville Fury to remove trash following each practice and game. On several occasions, District staff had to clean up trash and surrounding areas, with the suggestion that a \$500 maintenance security deposit be paid up front and charged \$50 for each instance that District staff time is used to clean up the ballfield area.

Director Guritz reported that a final invoice for temporary washrooms will be invoiced prior to the end of the fiscal year.

Director Guritz reported that this year's agreement ran from mid-March through the end of July, expecting that a similar schedule in future years.

The Programming and Events Committee discussed the license agreement increase for the additional mowing, and the maintenance security deposit.

The Programming and Events Committee also discussed the Hoover Forest Preserve speed limit, and requests for additional services, providing instruction to Director Guritz to negotiate next year's agreement points for presentation to the Committee.

Director Guritz reported that he is working with the Yorkville Fury to host a 5K fundraising event under a special use permit. Under the permit, the Fury will be allowed to use the Eagle's Nest pavilion for race registration for an additional \$50, which is consistent with use of District shelters.

IX. Grundy-Kendall ROE – Outdoor Education Center – License Agreement Review and Renewal Timeframe

Director Guritz presented a report on the timeframe for renewal of the license agreement with the Grundy-Kendall County Regional Office of Education for use of the building and grounds at Hoover Forest Preserve to host the Kendall County Outdoor Education Center.

The Programming and Events Committee discussed the current terms of the agreement, which allows use of the facilities and grounds at Hoover Forest Preserve for no charge, with the KC-ROE paying for all utility, building maintenance, and grounds maintenance activities (trails and teams course). As part of the agreement, the District covers tree removal and snow removal costs.

Direction was received to negotiate a draft agreement for review by the State's Attorney's Office prior to presenting a final draft to the Committee for further discussion.

X. Special Event Insurance – Fall Fest and Family Fun Day

The Programming and Events Committee reviewed the special event insurance proposals received from Wine Sergi Insurance, Inc. The premium cost for special event insurance is \$824. The policy that would be extended also contained several coverage exemptions that significantly limited scope of coverage.

The Programming and Events Committee provided direction to inquire further into whether a lower cost policy could be purchased to cover the District's deductible, and to determine whether the District's current per occurrence deductible would be met if multiple claims presented from a single special event, with the response to these questions presented to the Committee of the Whole.

Director Guritz stated that for this year, the District will extend certificate coverage to the Forest Foundation and Sunrise Center North to insure that both events and all parties are covered.

XI. Citizens to be Heard

No public comments were offered by those in attendance.

XII. General Discussions and Updates

The Programming and Events Committee discussed policy for use of the Kendall County Historic Courthouse for political forums open to the general public. The District does not charge for public hearings and candidate forums open to the public.

Direction was received to process a refund for the Kendall County Farm Bureau for fees paid in March 2016 through the Treasurer's Office for presentation to the Kendall County Board for approval for the hosting of a candidate's forum in the Kendall County Historic Courthouse in the amount of \$160.00.

XIII. Executive Session

None.

XIV. Adjournment

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Meeting adjourned at 7:23 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District