

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES  
MARCH 2, 2016**

**I. Call to Order**

Chairman Flowers called the meeting to order at 6:07 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Gilmour, Purcell, and Flowers all were present.

**III. Approval of Agenda**

Commissioner Gilmour made a motion to approve the agenda. Seconded by Commissioner Purcell. All, aye. Opposed, none.

**IV. Citizens to be Heard**

No public comments were offered by those in attendance.

**V. Ellis House and Equestrian Center – Proposed License Agreement Updates**

Director Guritz presented a summary of terms for the proposed license agreement to relocate a therapeutic riding program and not-for-profit to the Ellis Equestrian Center.

Director Guritz reported that the agency is a PATH (Professional Association for Therapeutic Horsemanship) member program, and retains the recommended insurance requirements recommended by the Association, which is less in certain coverage areas than the deductible limits recommended by the State's Attorney's Office.

Based on the attorney review, joint indemnification provisions have been removed, as this practice is not allowable for a government agency. The revised agreement also included provisions for payment of leasehold taxes under State law, which is being examined to determine what impact, if any, this would have within the agreement.

Director Guritz reported that the agency provides services for approximately 30 clients with varying disabilities. These types of programs are fairly common, with another program operating in northern Kendall County. Their clients are primarily children, but they do extend services to disabled adults as well.

As part of the agreement, the agency would relocate to Ellis. They will stall four horses at Ellis, with provisions allowing for mutual exchange of horses to support each agency's program needs. These exchanges will need to be evaluated over the first year of operation to determine suitability of horses to extend support to each program.

The Programming and Events Committee discussed the anticipated revenues and expenses. Within the agreement, a monthly fee of \$1,490 is paid to the District, with District staff extending time to support the care of the horses 5.5 days per week, with the licensee extending care on 1.5 days per week, requiring an estimated 12 hours of additional staff time per week, approximately 2 hours per day.

Commissioner Gilmour inquired into whether the therapeutic riding program would impact the District's schedule for programs. Director Guritz stated that this has been examined. Within the agreement, both agencies agree to work together to create a shared program schedule. On high volume program days, both agencies will limit lessons and programs taking place within the shared use arenas, but both programs will be able to operate at the same time. In taking this approach, impact to programs and lessons should be minimal.

Both agencies will work to steer clear of high volume program days.

Commissioner Purcell asked who would be overseeing scheduling for the license agreement. Director Guritz stated that Amy Martin will be coordinating the schedule. Amy Martin stated that she anticipates the partnership will likely bring in additional clients to the District's programs.

Commissioner Purcell asked whether the agreement includes provisions that would limit or preclude the agency from offering lessons to non-disabled clients. Director Guritz stated he would review the agreement to make sure that limiting language is included, but added that the agency has extended lessons to a limited number of non-disabled individuals with some immediate relation to the disabled rider, usually a parent or sibling. Commissioner Purcell stated that he would not support the agreement unless provisions limiting this extension were included, expressing that the District should not be in direct competition with the agency.

Amy Martin added that the agency runs a very different program than the District's public program offerings, and carries a higher expense over the District's lessons program.

The Programming and Events Committee discussed re-homing Polly. Polly is no longer a good fit for the program, and the additional stall space is needed to support the agreement.

The Programming and Events Committee discussed the ADA access improvement needs for the program. The agency is expected to cover the costs and/or secure donations for the improvements which include blocking off the wash stall for tack storage, and installing approximately 50-75 feet of sidewalk and side entrance to the indoor arena. The agency has a grant that should cover these improvements.

The Programming and Events Committee discussed the division of horse care responsibilities. Director Guritz reported that high volume program days for the agency occurs on Sunday and Monday. On these days, the agency has offered to extend horse care support on these work days. In addition, it is anticipated that the agency's volunteers will likely extend support for horse care alongside District volunteers to support horse care activities.

Commissioner Purcell inquired into how the monthly fee was established. Director Guritz stated that the fee is based on what the agency currently pays for boarding at their current facility.

The Programming and Events Committee reviewed the monthly fees and costs. Staff costs discussed, for estimation purposes, is \$9,600 including benefits representing 730 hours at \$11 per hour plus 18% for extended benefits. \$2,400 is anticipated for purchase of stall shavings, with an opportunity cost resulting from extending hay supplies. Amy Martin stated that each horse would need half a bale per day. With four horses, two bales per day would be needed October through April. At a market cost of \$5 per bale, cost would be approximately \$2,100. Based on the analysis, after costs, the District's net would be approximately \$5,000.

Based on this review, it was recommended to negotiate an increase in the initial monthly fee to \$1,500 through the end of the fiscal year, with an increase to \$1,600 per month (or higher) in the subsequent fiscal year, and \$1,700 in the following year. Director Guritz stated he would discuss this with the agency and modify the agreement accordingly. The District also can extend other opportunities, including waived usage fees of District facilities to support the agency's fundraising efforts.

## **VI. Environmental Education Program Updates**

The Programming and Events Committee reviewed a report from Program Coordinator Emily Dombrowski. The Animals in Winter program that initially cancelled its program due to fees as reported at the last Committee meeting did come up with the funding to move forward, and the program received good reviews.

The Programming and Events Committee discussed a comparison of FY 15 and FY 16 program reservations for Animals in Winter. While revenues were up in FY 16, attendance was higher in FY 15. The Programming and Events Committee requested that future reports include a comparison of all programs offered over the period.

Director Guritz presented a summary report on current summer program reservations generated by Rebecca Antrim.

Director Guritz reported that Natural Beginnings is nearly full, with only two openings remaining in the 3-day afternoon program.

The Programming and Events Committee discussed the supply purchase request for two rugged digital cameras at a cost of \$278 for each unit. Director Guritz stated he would request a justification from Megan Gessler prior to making the purchase.

The Programming and Events Committee discussed credit card purchases and application of reward points. Changes in how these points are applied would need to be discussed with the Treasurer's Office.

## **VII. Equestrian Program Updates**

The Programming and Events Committee discussed progress with integrating the new horse, Shadow, into District programs. Amy Martin reported that Shadow will be eased into program usage, with some initial training needed prior to utilizing Shadow within inexperienced rider lessons. The veterinarian's assessment is that at 17 years of age, Shadow is in great shape for her age.

Amy Martin reported that a steady stream of lessons has continued over the winter months. Lessons are taking place on Tuesday and Thursday evenings, and Saturday and Sunday mornings, 9 am to 1 pm, with 5 lessons extended within each session on average.

Commissioner Purcell requested a comparison of FY 15 to FY 16 lessons offered.

The Programming and Events Committee discussed negative comments that were published on a District's call for volunteers within a social media group. Director Guritz stated that addressing these types of issues that present are a team effort, with emphasis on reporting and communicating how these issues are being handled.

## **VIII. Facility Rental Updates – Ellis House and Meadowhawk Lodge**

The Programming and Events Committee discussed facility use projections for Ellis House weddings and use of Meadowhawk Lodge. The District budgeted for 12 events, with 16 currently scheduled. Reservations for Meadowhawk Lodge currently scheduled will achieve 90% of the projected revenues for the year.

The Programming and Events Committee emphasized the need to manage staff salaries to insure that program costs fall below the program gains.

The Committee reviewed the report on weddings provided by Tina Villarreal. Based on the report, additional online marketing opportunities with "The Knot," "Rustic Bride," and "The Wedding Wire."

Director Guritz attributed the increase in facility usage to marketing, word of mouth, and increase in exposure resulting from the increased number of events hosted.

The Committee reviewed the RecPro report format included with the Committee's packets.

**IX. Citizens to be Heard**

None.

**X. General Discussions and Updates**

None.

**XI. Executive Session**

None.

**XII. Adjournment**

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Purcell. Aye, all. Meeting adjourned at 7:28 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District