

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES
JULY 6, 2016**

I. Call to Order

Chairman Flowers called the meeting to order at 6:00 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Facility Use Fee Waiver Requests

a. Yorkville CUSD 115 – Bristol Grade School

b. Art of Living Foundation

Director Guritz reported that Yorkville CUSD 115 did not submit the anticipated request to waive facility usage fees.

The Programming and Events Committee discussed the request for reduced facility use fees for the Art of Living Foundation.

Director Guritz presented the fee waiver requests, including waiving the deposit requirements, and reduced rates for bunkhouse uses below resident not-for-profit rates.

Director Guritz reported that the Art of Living Foundation is not a financially strapped agency based on the most current 990 federal tax reports.

The Programming and Events Committee discussed the fee waiver policy guidelines, requesting inclusion of the guidelines within Committee packets when presenting fee requests at future meetings.

Commissioner Purcell made a motion to deny the request for reduced facility use fees from the Art of Living Foundation, and extend pricing based on District policy guidelines. Seconded by Commissioner Gilmour. Aye, all. Opposed, none. Motion unanimously approved.

VI. Nature-Based Summer Camps – Enrollment Updates

Environmental Programs Coordinator, Emily Dombrowski reported on the current enrollments for the nature-based summer camps.

Ms. Dombrowski and Ellis Equestrian Center Coordinator, Amy Martin, credited the Facebook advertisement for increasing summer camp enrollments.

Ms. Dombrowski reported that four additional registrations were received following completion of the spreadsheet report presented.

Commissioner Purcell asked whether parents were reporting how they heard about the program. Ms. Dombrowski stated that a feedback form will be distributed to parents at the end of the summer camp season.

Ms. Dombrowski shared an example of materials provided to parents providing insights into what summer camp students were learning during their camp experiences.

The Programming and Events Committee discussed summer camp curricula.

VII. Natural Beginnings Enrollment Updates

Director Guritz reported that all 2-day and 3-day sessions are currently filled. Due to changes in the policies regarding registration fees, the District received an additional \$750 this year due to enrollment cancellations.

The Programming and Events Committee provided direction requesting that Megan Gessler attend the August Committee meeting to provide updates on registrations and program directions for the coming year.

VIII. Sunrise Center North – KCFPD Combined Family Fun & 5K Fundraising Event

Director Guritz outlined a proposal to host a combined fundraising event at Ellis House and Equestrian Center on October 29, 2016. The proposed fundraising event includes a 5K run and Family Fall Festival event.

The proposed 5K run will replace the December “Reindeer Run” at Ellis, which did not meet anticipated registrations and budget goals.

The Programming and Events Committee discussed the proposed pricing, asking that staff work to examine pricing, including an early registration discount for the run, and clarify what activities will be offered as part of the Fall Festival entry fee.

Director Guritz reported that efforts to cross market the event with Heap’s Farm Halloween events.

Commissioner Gilmour stated that race certification helps to boost the number of runners attending.

Director Guritz stated that planned activities will have limited supply costs in order to keep expenditures down for the event.

The Programming and Events Committee discussed whether families registered to participate in the run would be charged for the Fall Fest event. Director Guritz stated that participation in the Fall Fest will be included as part of the 5K registration costs.

The Programming and Events Committee provided direction to staff to work out the details for presentation to the Committee of the Whole.

IX. Maramech Field Days – Proposed Program Fees

Programming and Events Committee Chair Flowers requested a motion to forward the proposed fees to the Committee of the Whole for consideration.

Commissioner Prochaska made a motion to forward the proposed Maramech Field Days program fees to the Committee of the Whole for discussion. Seconded by Commissioner Flowers.

Emily Dombrowski, Environmental Education Coordinator, reported that the \$10.00 per student proposed fee will include an outreach program for participating classrooms, and a field trip experience to learn about Maramech Forest Preserve and assist with natural resource management efforts.

Commissioner Gilmour requested that staff provide a curricula overview for Maramech Field Day content and activities at the August Programming and Events Committee meeting.

All, aye. Opposed, none. Motion passed unanimously.

X. Grass and Alfalfa Hay Sale Updates

Director Guritz provided a report on the estimated surplus from the first cutting of hay at Baker Woods Forest Preserve. Anticipated proceeds totals \$4,158.00 for the sale of the equivalency of 924 small bales.

Amy Martin, Equestrian Program Coordinator stated that the District will work to increase the Ellis hay inventory from the second cutting.

The Programming and Events Committee discussed the quality of the first cutting. The second cutting should be higher quality with less course stems.

Director Guritz stated that the first cutting was problematic due to the amount of rainfall in May and June. Ellis has a history of wet ground and standing water in the spring that can delay the first cutting.

Director Guritz reported that the Committee of the Whole will discuss lowering the surplus inventory purchase cost to the licensee to provide incentive for storing and selling surplus inventory to the licensee's clients. For this first cutting, Kyle Connell has agreed to support District efforts to sell the hay at \$4.50 per bale.

XI. General Use Ordinance Discussions

The Programming and Events Committee discussed General Use Ordinance provisions pertaining to prohibited activities within forest preserves, focusing on provisions that prohibit the playing team sports and use of radio-controlled devices and toys within preserve areas.

The Committee discussed the General Use Ordinance provisions, with consensus reached to review the prohibited activities with the Committee of the Whole, with the goal of formulating policy to make it less restrictive in terms of allowable activities.

Commissioner Prochaska suggested that drone use is growing in popularity, and should be considered so long as users are following FAA regulations, and that the activity is limited to certain areas.

Commissioner Gilmour expressed concerns about potential impacts to wildlife from drone users in preserves.

Director Guritz pointed out that team sports are allowed in certain areas in accordance with the General Use Ordinance. The Committee discussed examples including use of the Hoover ballfield by the Yorkville Fury, and a recent request to erect a volleyball net at a family event. Director Guritz pointed out that the public is currently allowed to use the area adjacent to Shelter 1 and 4 at Harris for use of bounce houses.

XII. Citizens to be Heard

No public comments were offered by those in attendance.

XIII. General Discussions and Updates

Equestrian Program Coordinator, Amy Martin, requested discussion on a proposed Pony Club program for Ellis House and Equestrian Center. The Pony Club would meet year round, with quarterly membership fees set to breakeven with five club members enrolled.

The Club would meet once a week from May through October for three hours (total 36 hours contact time per quarter), and once every two weeks from November through April for three hours (18 hours contact time per quarter). Participation in the Pony Club would require current enrollment within lesson programming, and include a service hour requirement.

Ms. Martin reported that a survey to lesson student parents indicated high interest in participation in this service.

Director Guritz reported that the cost proposed, per quarter, would be \$100 in the summer months (2-quarters), and \$50 per quarter in the winter months (2-quarters).

Staffing expense for the proposed contact hours would be \$1,620 per year, with minimum revenues of \$1,500.

Commissioner Purcell cautioned that the program could draw revenues away from the lesson program. Ms. Martin stated that eligibility would be contingent on concurrent enrollment in structured lessons.

Commissioner Flowers made a motion to support the continued development of the proposed Pony Club program. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

The Programming and Events Committee discussed the potential acquisition of the lesson horse, "Candy Man." The Committee discussed the price point for purchasing lesson horses, noting that horses purchased at lower costs can often exhibit issues with physical condition that may impact utility and care costs.

Commission should expect to pay over \$2,000 for lesson horses that would come without lesson issues. Director Guritz provided direction to work with Kris Mondrella to insure that the horse is suitable to support both programs.

Director Guritz reported that staffing limitations are impacting the number of students enrolled in the Ellis House and Equestrian Center lessons program. Additional staffing, coupled with an additional horse is needed to increase student enrollment capacity.

XIV. Executive Session

None.

XV. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gilmour. Aye, all. Meeting adjourned at 7:45 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District