

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES
FEBRUARY 3, 2016**

I. Call to Order

Commissioner Prochaska made a motion to elect Commissioner Gilmour as Chairman Pro Tem for the February 3, 2016 Programming and Events Committee meeting. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

Programming and Events Committee Chairman Pro Tem Gilmour called the meeting to order at 6:07 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Prochaska, and Purcell all were present.

III. Approval of Agenda

Commissioner Prochaska 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. Special Event Permit – Yorkville High School Cross Country Meet at Hoover Forest Preserve – August 22, 2016

Director Guritz presented a special event permit for hosting a Yorkville High School cross country meet at Hoover Forest Preserve in August 2016. Cost for the permit is \$250.00.

The Programming and Events Committee inquired into whether the permit fee should be waived under the approved policy. Director Guritz stated that the policy waives fees for Kendall County government offices, but not requests from other municipalities or taxing bodies.

Commissioner Purcell made a motion to forward the Yorkville High School special event permit to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Commissioner Flowers entered the meeting at 6:20 pm and presided over the remainder of the meeting.

VI. Waiver of Facility Usage Fees for U of I Extension – 4H Programs

The Programming and Events Committee revisited the request from the University of Illinois Extension office to waive facility usage fees for the Extension's 4H programs. Director Guritz reported that the U of I Extension office will consider the contribution of facility

usage fees as a sponsorship, and acknowledge the District accordingly. The Extension office will also assist with marketing District programs and summer camps to the 4H program participants, and has already included upcoming spring program information in its electronic communications to parents.

Commissioner Flowers entered the meeting at 6:20 pm and presided over the remainder of the meeting.

Commissioner Purcell made a motion to approve the waiver of facility usage fees for the University of Illinois Extension – 4H programs as presented. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Motion passed unanimously.

VII. Special Use Permit Request(s) and Policies Discussion

The Programming and Events Committee reviewed a request for extending use of a Harris Forest Preserve shelter for the purpose of constructing a volleyball net for a family reunion.

The Programming and Events Committee reviewed the provisions of the General Use Ordinance that establish policy for allowable activities within forest preserve areas.

Within the General Use Ordinance, Commission may identify and establish special use areas to allow certain activities and exceptions to generally prohibited activities, including team sports.

Commissioner Purcell observed that the District maintains large mowed areas, which invites these types of uses from the public.

Director Guritz cautioned that the public does not differentiate where allowable activities in preserves can occur when they see certain types of activities taking place.

Director Guritz also suggested that if Commission was interested in expanding allowable uses in preserve areas, establishing permit fees could also be examined. The Programming and Events Committee provided direction to staff to bring back permit fee examples from other forest preserve districts.

The Programming and Events discussed the topic in depth, and suggested that time be set aside in future meetings to further examine the General Use Ordinance.

The Programming and Events Committee provided direction to staff to approve the request to allow the family to setup a volleyball net as part of their shelter use within designated area for special use. Commissioner Prochaska requested a Word version of the General Use Ordinance and Director Guritz stated that a copy would be forwarded to Commission to support continued discussion on allowable activities within forest preserve areas.

VIII. 2016 Spring Public Program Offerings

The Programming and Events Committee reviewed the 2016 spring public program offerings. The spring program offerings were approved by Commission at the last meeting, so no Committee action was needed.

The Programming and Events Committee discussed the upcoming Maple Syrup program. Emily Dombrowski reported that she would be rescheduling this program to March 17 to allow time to market and prepare for the event.

Emily also highlighted that more Toddling Naturalist programs are being offered, as these programs have seen higher registrations than programs for older ages.

Emily provided copies of the teacher evaluations for review by the Committee members. Emily reported that one outreach program to an Oswego school had cancelled citing cost of the program as the issue. Commissioner Gilmour stated that \$3 per student should not be an issue for schools to pay. Consensus of the group is that the District's fees are reasonable, and needed in order to offset direct and administrative program costs.

IX. Yorkville Fury License Agreement – Hoover Forest Preserve Ballfield

Director Guritz presented a draft agreement extending a license to the Yorkville Fury to use the Hoover Forest Preserve ball field from mid-March through the end of June to host games and practices. Director Guritz reported that within the proposed agreement, the District is extending additional use of the area, with a corresponding increase in license fees to \$1,700.00. The purpose of the agreement is to structure use and support of maintenance of the ball field which has been the case over the last few years.

Commissioner Purcell inquired into whether this would restrict other groups or the general public from using the ball field during this time. Director Guritz stated that the license will restrict others from using the ball field during those times that games or practices are taking place, but the field will be open to other permits or open public use at all other times.

Commission discussed the insurance coverage requirements, and how smaller firms have a difficult time securing the high coverage levels.

The Programming and Events Committee discussed whether there was a need for review of the license agreement from the State's Attorney's Office. Director Guritz stated that the agreement was modeled after a similar agreement created by the Wilmette Park District, and did not want to complicate what should be a simplified agreement.

Commissioner Purcell made a motion to forward the proposed license agreement with Yorkville Fury to Commission for approval, and subject to completion of final negotiations with the Association. Seconded by Commissioner Prochaska.

Commissioner Purcell and Commissioner Prochaska, aye. Opposed, Commissioners Gilmour and Flowers. Motion denied.

Commissioner Gilmour made a motion to forward the proposed license agreement to the State's Attorney's Office for review, subject to final negotiations with the Association, with presentation to the Committee of the Whole following review for approval. Seconded by Commissioner Flowers. All, aye. Opposed, none.

X. Oswegoland Park District – Beginner Lessons Contract Review

Director Guritz presented a revised contract with the Oswegoland Park District offering beginner lessons program packages within the Park District's brochure. Within the agreement, the Park District coordinates registrations, and informs District staff of the number of participating students that have registered for the program. This agreement has been in place for the past few years, but this is the first time the agreement is being presented for Commission consideration and approval. Director Guritz reported that it is a standard Park District agreement, and as such, is not planned for review by the District's attorneys.

The Programming and Events Committee discussed the proposed contract.

Commissioner Purcell made a motion to forward the Oswegoland Park District contract to the Committee of the Whole for review. Seconded by Commissioner Prochaska. Commissioners Gilmour, Prochaska, and Purcell, aye. Opposed, Commissioner Flowers. Motion carried by a vote of 3 to 1.

XI. Lesson Horse Acquisition and Equestrian Program Updates

The Programming and Events Committee discussed progress with securing new lesson horses for Ellis. The Committee discussed a new lesson horse candidate, "Shadow" available for sale from Breanne Reichert of Morris. Emily Dombrowski provided insights on the horse received from joining a local Facebook group where the horse was advertised for sale. The Programming and Events Committee strongly recommended negotiating at least a one-week trial period.

Director Guritz stated that discussions have been open with a therapeutic riding program that has expressed interest in establishing a license agreement and program operations at Ellis House and Equestrian Center. This could be a good opportunity and partnership that could bring in additional revenues, volunteers, and philanthropic support for the equestrian program. Director Guritz stated that it is fairly common for support groups to assist with operating forest preserve district facilities.

XII. Program Website Design Updates

Director Guritz presented the draft website template designed by Shaw Media for review. The Programming and Events Committee requested clarification on whether the site code was developed using a HTML platform. Director Guritz stated he would look into this and report back. Commissioner Prochaska cautioned against using Flash which carries issues with proprietary rights.

Commissioner Purcell adjourned from the meeting at 7:48 pm.

Commissioner Prochaska inquired into whether the District will be able to integrate the RecPro online module into the new website. Director Guritz stated that the likely approach will be posting hyperlinks in the new website to the actual online registration specific to each of the programs offered.

Commissioner Gilmour provided direction to make sure the Forest Foundation is named and promoted as part of the “Donate Here” functionality.

Commissioner Gilmour also stated that links to the District’s transparency functionality on the County website needs to be linked to the new website.

XIII. General Discussions and Updates

Director Guritz reported that Shaw Media is extending a second complimentary email blast due to a functional link error in the first email blast that went out to market the District’s summer camp programs.

Director Guritz reported that the Forest Foundation will be considering a \$600 grant to support Natural Resource Tours, a cooperative agency program at Hoover Forest Preserve that reaches over 600 late-elementary students in May. As part of the grant, the District will be able to direct market its summer program offerings to participating students. The Programming and Events Committee discussed the potential grant, and suggested that the

District should be the grant recipient, with reimbursement for direct costs extended to those agencies supporting the program.

XIV. Executive Session

None.

XV. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Meeting adjourned at 8:07 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District