

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

NOVEMBER 14, 2018

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 5:40 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Hendrix and Purcell all were present. Commissioner Gryder entered the meeting at 5:45 pm. Commissioner Prochaska entered the meeting at 6:04 pm.

III. Approval of Agenda

President Hendrix made a motion to approve the agenda as presented. Seconded by Commissioner Cullick. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Executive Director's Report

Director Guritz provided highlights from his written report along with reports from site supervisors. Director Guritz reported on the schedule for the OLSAD grant site inspection for the Pickerill-Pigott public access project. An Eagle Scout project will be reviewed by the Eagle Board for construction of a trail-head welcome center for Hoover Forest Preserve.

The Committee discussed the status of the lift station sewage intake pipe at Hoover and provided suggestions for moving forward.

Commissioner Gryder entered the meeting room at 5:45 pm.

**VI. MOTION: Forward Claims to Commission for an Amount Not-to-Exceed
\$31,081.59**

Commissioner Hendrix made a motion to forward claims to Commission for an amount not-to-exceed \$31,081.59. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

OLD BUSINESS

VII. MOTION: Forward the HLR Engineering Phase II and Phase III Proposal for the Development of Bid Specifications and Construction Management for the Demolition of Millbrook Bridge to Commission

Director Guritz remarked this proposal had been revised in consultations with ASA Webb with the State's Attorney's Office. The final revision of the proposal will be presented once a final review is completed.

Commissioner Davidson suggested including a not-to-exceed amount.

The Committee recommended anything that goes above and beyond the proposal be brought back for approval.

Commissioner Prochaska entered the meeting room at 6:04 pm.

Commissioner Hendrix made a motion to forward the HLR Engineering Phase II and Phase III proposal for the development of bid specifications and construction management for the demolition of Millbrook Bridge to Commission. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

NEW BUSINESS

VIII. Review of the Final Draft FY 18-19 Operations Fund, Capital Fund, Endowment Fund, and Dept Service Funds Budget

Director Guritz presented the final draft FY 18-19 Operations Fund, Capital Fund, Endowment Fund, and Dept Service Funds budgets.

The Committee discussed operations revenue expectations, and the operations budget for weddings, environmental education, and donations. The Committee of the Whole reviewed and discussed the budget for donations and grants.

The Committee discussed the details of the Capital Fund projects, including costs for crop land conversion at Fox River Bluffs, and proposed Ellis House improvements. Suggestions to transfer operating fund surplus to a new capital fund was discussed.

Latreese Caldwell offered additional suggestions to the budget.

Direction was given to revise down the proposed budgets for donations in the final budget.

IX. Review of the Draft FY 18-19 Combined Budget and Appropriations Ordinance #11-18-001

Director Guritz reported a review of the draft of FY 18-19 combined budget and appropriations ordinance #11-18-001.

The Committee offered direction to revise the ordinance once final revisions are completed for the District's operating fund budget

X. Review of the Draft FY 18-19 General Fund Levy Ordinance #11-18-002

Director Guritz presented a r draft of the FY 18-19 General Fund Levy Ordinance #11-18-002.

Commissioner Purcell made a motion to forward agenda items IX and X to Commission for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

XI. Review of a Request from the Yorkville Historical Society Requesting the Waiving of Fees and Charges, and Insurance Coverage Requirements for the Use of the Kendall County Historic Courthouse for a Proposed Holiday Celebration and Fundraiser Scheduled for December 16, 2018

Director Guritz presented an overview of a request received from the Yorkville Historical Society requesting the waiving of fees and charges, and insurance coverage requirements for the use of the Kendall County Historic Courthouse for a proposed Holiday Celebration and Fundraiser scheduled for December 16, 2018.

Commissioner Gryder made a motion to waive Yorkville Historical Society fees and charges, and insurance coverage requirements for the use of the Kendall County Historic Courthouse for a proposed holiday celebration and fundraiser scheduled for December 16, 2018. Seconded by Commissioner Cullick. Aye, all. Opposed, none.

XII. KCFPD Draft Organizational Chart and Discussion of Proposed Position Restructuring

Director Guritz presented a KCFPD draft organizational chart revision, and discussion of proposed position restructuring. Recommended changes include the addition of a Communications, Marketing, and Public Program Specialist position with the elimination of a part-time Natural Resource Technician, and the addition of a Rental Venues Coordinator with the elimination of the Events Coordinator position. The FTE headcount will remain unchanged for FY19.

XIII. Executive Session

Commissioner Cullick made a motion to enter Executive Session under 2c1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Seconded by Commissioner Purcell. Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Prochaska, and Purcell, aye. Opposed, none.

Executive session called to order at 7:42 pm.

Commissioner Flowers made a motion to adjourn from Executive Session. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Regular meeting reconvened at 8:12 pm.

XIV. Review of Draft Position Descriptions for a Part Time Rental Venues Coordinator and a Part Time Communications, Marketing, and Public Programs Specialist

Director Guritz presented an overview of draft position descriptions for a part time Rental Venues Coordinator and a part time Communications, Marketing, and Public Programs Specialist. The Committee of the Whole discussed the proposed positions.

XV. Other Items of Business

- **FY 18-19 Preliminary Budget and Levy – Review of the Final Public Notice Published on November 1, 2018**

Director Guritz presented the FY 18-19 preliminary budget and levy final public notice published on November 1, 2018. The reduction in taxes to be levied for FY19 is expected to be about 8% less over FY18 to address the over levy of FY18 debt service taxes per guidance from bond counsel.

Commissioner Purcell left the meeting room at 8:17 pm.

- **Proposed Transfer of Funds to Kendall County in the Amount of \$40,979.66 for Reimbursement of the District's Share of FY18 Insurance Coverages Premium**

Director Guritz presented information on the proposed transfer of funds to Kendall County in the amount of \$40,979.66 representing reimbursement of the District's share of FY18 insurance coverage premiums.

- **Kendall County State’s Attorney’s Office Event Venue Rental Contracts Review**

Director Guritz reported that the Kendall County State’s Attorney’s Office will be completing a review of the District’s event venue rental contracts.

Commissioner Davidson reported on issues with beavers near Subat Preserve. Director Guritz offered to reach out to Mr. Davidson’s contact to discuss proposed trapping activities.

XVI. Summary of Action Items

Summarization of action items was not discussed prior to adjournment due to time constraints of members present.

XVII. Citizens to be Heard

No public comments were offered by those in attendance.

XVIII. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 8:20 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: Dave Guritz, Executive Director

RE: Grant Applications and Grant-Funded Project Updates

Date: December 4, 2018

Status Report on FY19 Grant-Funded Projects and Applications

Grant Program	Agency	Amount Requested	Status	Completion Date
Recreational Trails Program	IDNR (80/20)	\$177,100 for Fox River Bluffs Public Access and Trails	IDNR recommendation to FHA for Award	Start within 6-months of award and completed within 2-years following award
FY19 OSLAD	IDNR (50/50)	\$316,500 for Pickerill-Pigott Phase I Public Access Improvements	Currently under review (see attached SHPO response report)	Within 2-years following award
Restoration Project Grant	The Conservation Foundation	\$3,500 for Ellis Farm Pond Restoration	Initial herbicide application completed	June 2019
Community Stewardship Restoration Challenge Grant	Forest Foundation – Illinois Clean Energy Community Foundation	\$21,000 with a \$7,000 matching requirement for Hoover Restoration Project	1/8 woodland restoration work days completed (Pizzo)	October 2019
FHA-IDOT Rail Crossing Improvements	FHA-IDOT	\$250,000 for Crossing Gates and Warning Devices	Easement Application Payments Pending; IDOT-Illinois Railway Grant Agreement Under Development; Crossing Application Under Development	2019

Amenities and Events	The Conservation Foundation – Illinois Clean Energy Community Foundation	\$5,000 for public access improvements at Little Rock Creek + \$500 for opening event	Upland Design site plan under development	June 2019
Amenities and Events	Forest Foundation – Illinois Clean Energy Community Foundation	\$5,000 for Nature Play Space Improvements at Hoover + \$500 for Winterfest Event	Hobbit tunnel under development	June 2019
Amenities and Events	Forest Foundation – Illinois Clean Energy Community Foundation	\$5,000 for Public Access Improvements at Fox River Bluffs + \$500 for opening event	Welcome center under design	October 2019
K-12 Pollinator Program	Illinois Clean Energy Community Foundation	\$10,000 for pollinator habitat improvements and K-12 classroom field trips	<i>Review and Approval for Submission of an Application</i>	June 2020



Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
www.dnr.illinois.gov

Bruce Rauner, Governor
Wayne A. Rosenthal, Director

FAX (217) 524-7525

Kendall County
Yorkville

New Construction/Rehabilitation/Demolition - Pickerill-Pigott Forest Preserve Recreational Development
SE of Hilltop Road & Minkler Road, Pickerell House - 6350A Minkler Road, Pigott House - 6350B Minkler Road
B&MC-108240
SHPO Log #001101518

October 31, 2018

Dawn Cobb
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271

Dear Ms. Cobb:

Thank you for requesting comments from our office concerning the possible effects of your project on cultural resources. Our comments are required in accordance with Section 4 of the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et. seq.).

Our staff has reviewed the specifications of the referenced project as submitted by your office. We cannot adequately review this proposed project until the following additional documentation has been submitted to our office:

Project narrative, i.e., detailed description of proposed undertaking for Pickerell Residence (work write-up).

Current interior photos 35 mm or digital no smaller than 4" x 4" (not xerox) of all primary spaces of the Pickerell Residence.

Current interior and exterior photos 35 mm or digital no smaller than 4" x 4" (not xerox) of all areas where work will occur at the Pickerell Residence, clearly labeled and keyed to a floor plan.

Name of the original architect for the Pickerell Residence.

Original plans for the Pickerell Residence, if they exist.

In your reply, please refer to IHPA Log #001101518. If you have any further questions, please call 217/782-4836.

Sincerely,

Robert F. Appleman
Deputy State Historic
Preservation Officer

KENDALL COUNTY FOREST PRESERVE DISTRICT

HISTORIC KENDALL COUNTY COURTHOUSE

110 WEST MADISON STREET

YORKVILLE, IL 60560

December 4, 2018

Dawn Cobb and Ann Fletcher
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271

Robert Appleman
Deputy State Historic Preservation Officer
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271

RE: IHPA Log #001101518
FY18 OSLAD Grant Application – PFP Access and Glacial Trail Development

Dear Mr. Appleman:

In fall 2017, Ken Pickerill filed a quit claim deed for the life estate held on the residence parcel at Pickerill-Pigott Forest Preserve prompting the District's master planning efforts concluded in 2018.

Earlier this year, your office received the District's Phase I Archaeological Survey Report from Burns McDonnell Engineering Company – Doug Kullen, Archaeologist containing the following description of the Pickerill estate home:

5.1 Pickerill Residence

The Pickerill residence is in the western part of the survey area (Figure 2-2). The residence consists of a large house and a small barn, both accessed by a paved asphalt driveway that leads in from the west. The house (Figure 5-2 and Figure 5-3) is a two-story contemporary style brick and frame dwelling built in 1978 (Central States Appraisal 2007a). The barn is a pole building with dirt floor and metal-sided walls and roof (Figure 5-4 and Figure 5-5). It was built circa 1980. Because of their recent construction dates, neither building is considered a potential cultural resource.

*Excerpt from Burns McDonnell Engineering Company, Inc. - Doug Kullen, Archaeologist
Phase I Archaeological Survey at Pickerill-Pigott Forest Preserve
Pickerill-Pigott Forest Preserve Improvements - Project No. 108240 - 7/16/2018*

I am attaching a .pdf exhibit to this letter that contains scanned copies of architectural drawings with labeled interior rooms and photos.

Please note that the estate house was constructed by Ken Pickerill. The District has no records with respect to the architect, nor were the partial drawings set that were recovered stamped by the architect. Separately, I will be mailing a CD that will include

our photos and scanned architectural drawings (elevations and floor plans only) for your review in order to comply fully with your request letter dated October 31, 2018.

Per your letter, you request a detailed description of the proposed undertaking for this structure. At this time, the District is working to pull together preliminary cost information for improving the facility to meet code for public access and occupancy.

This proposed work would include, but not be limited to the following scope of work:

1. Septic field installation
2. Fire and smoke alarm installation (wireless connections and monitoring)
3. Asbestos abatement
4. Interior finishes stripping and painting
5. Installation of ADA access ramps, automatic entry doors, ADA washroom improvements (first floor only) and removal of non-ADA compliant flooring and/or wheelchair-obstructing thresholds (first floor only)

The District completed an initial building and code inspection, radon mitigation project, and asbestos survey in 2018. These reports are available for review as needed.

At this time, the District's Board of Commissioners has not determined whether adaptive reuse of the facility will be completed. Cost estimates for required public access improvements will be developed and reviewed in 2019 to determine whether the structure will be modified to support public recreational and educational programming. The District is also exploring the potential for intergovernmental partnerships for facility operations and staffing.

Currently, the structure does meet code for housing of a District Grounds-Maintenance Worker, and the structure was occupied for 3-months by a District employee in 2018.

The current FY19 OSLAD grant proposal does not include or request funding for modification of this structure.

Please contact me if I can be of any further assistance. I will submit the photos of the facility and scanned architectural drawings included within the exhibit to you separately on a CD due to e-mail file size limitations.

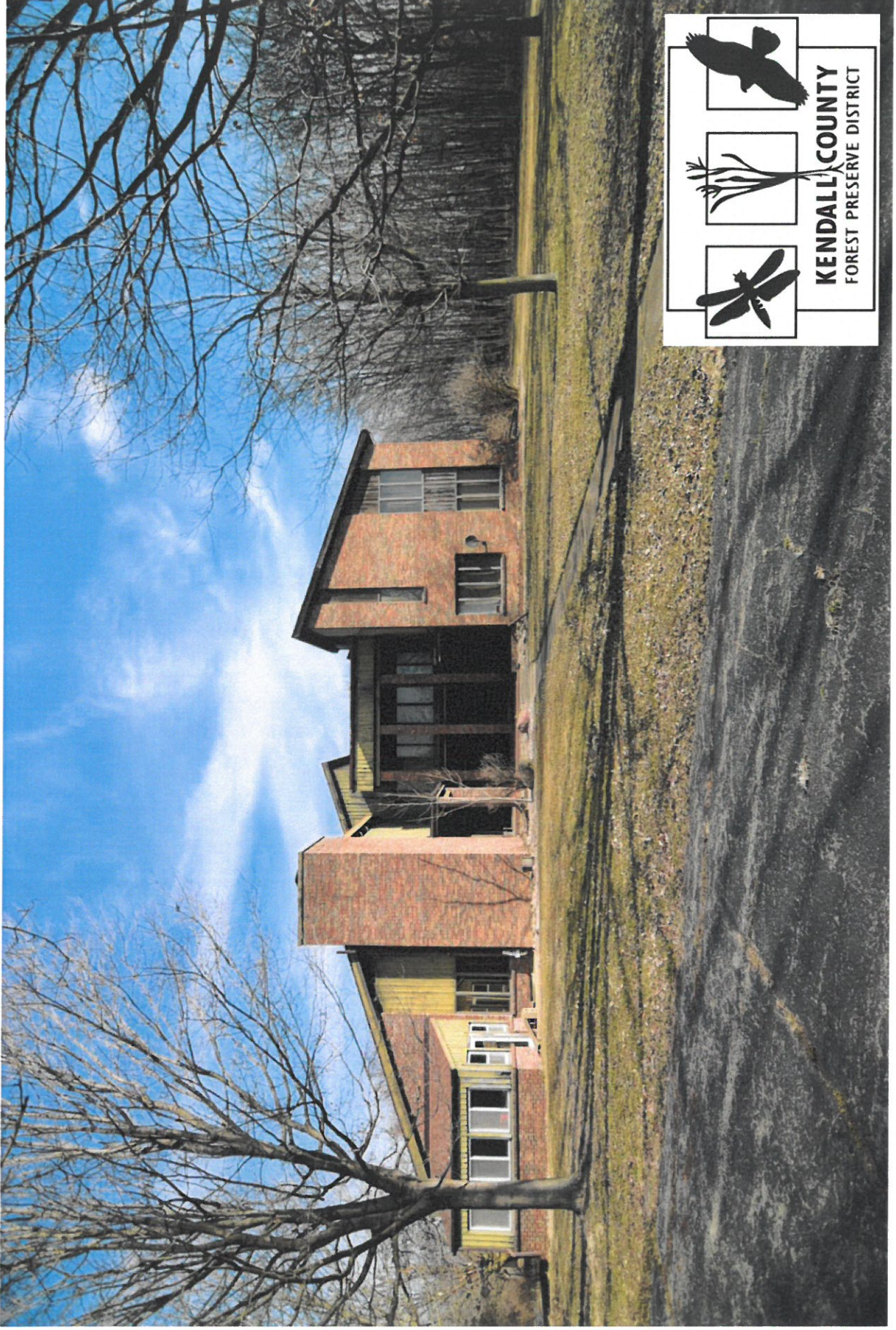
Sincerely,



David Guritz, Executive Director
Kendall County Forest Preserve District
(630) 553-4131
dguritz@co.kendall.il.us

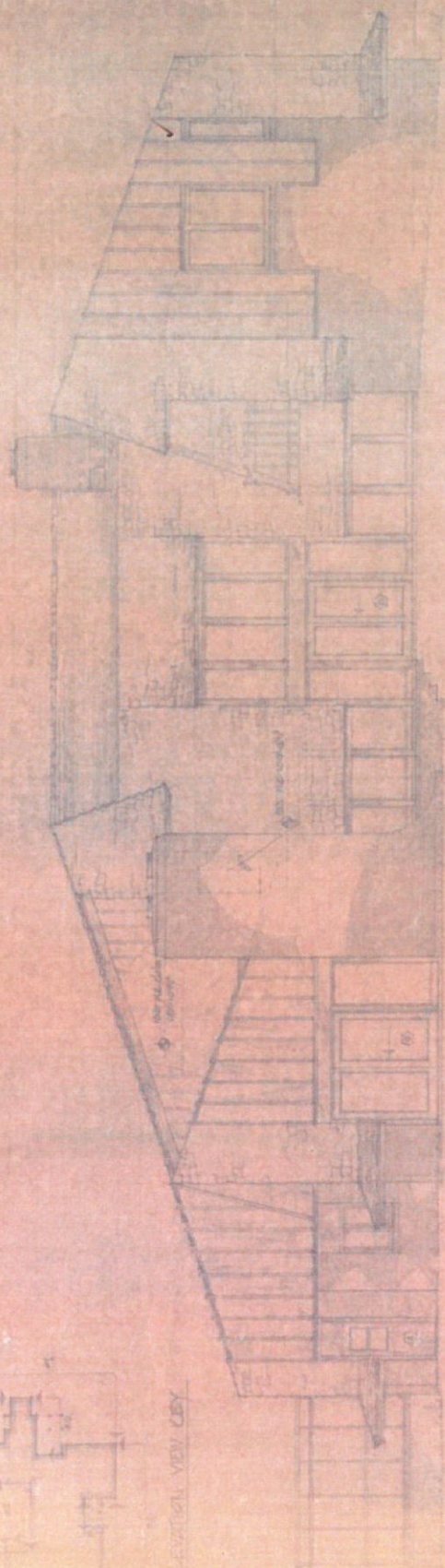
Attachments: Pickerill Estate Exhibit A

Pickerill Estate House—Pickerill Pigott Forest Preserve—Exhibit A—SHPO Log # 001101518

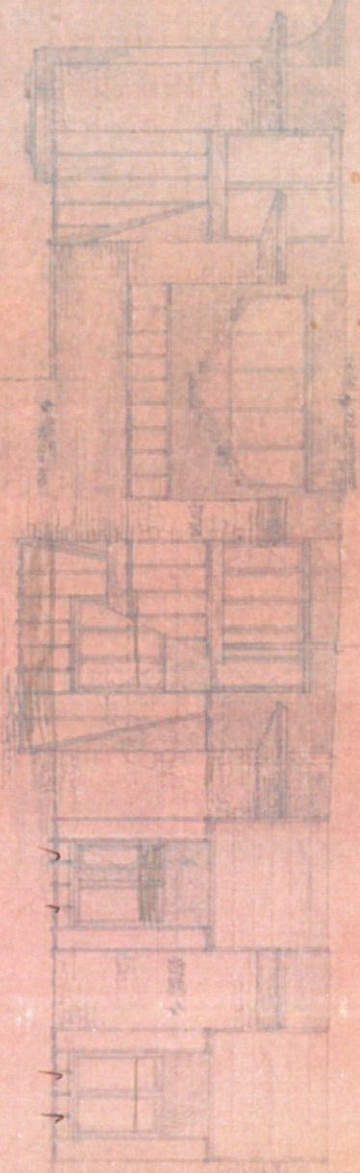




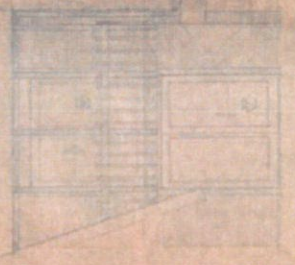
PLAN ELEVATION VIEW ONLY



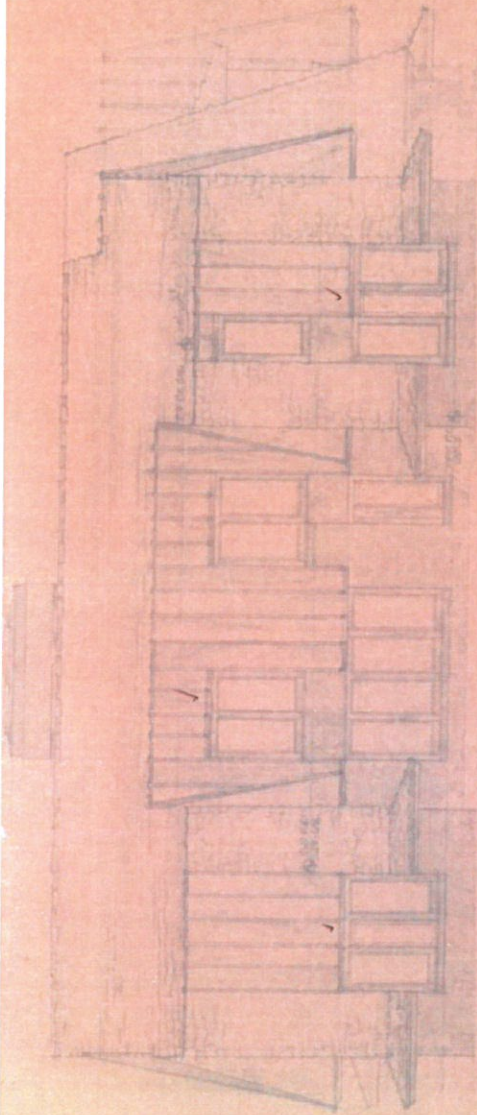
FRONT ELEVATION #2



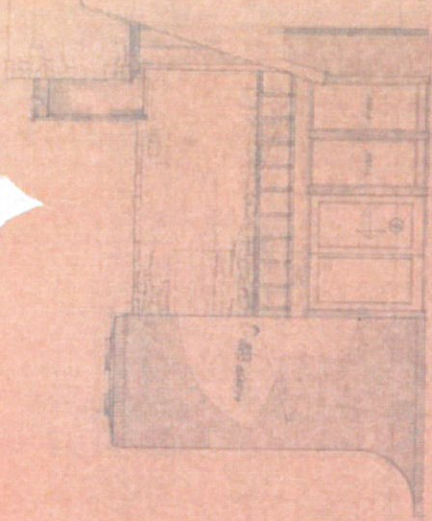
RIGHT SIDE ELEVATION #1



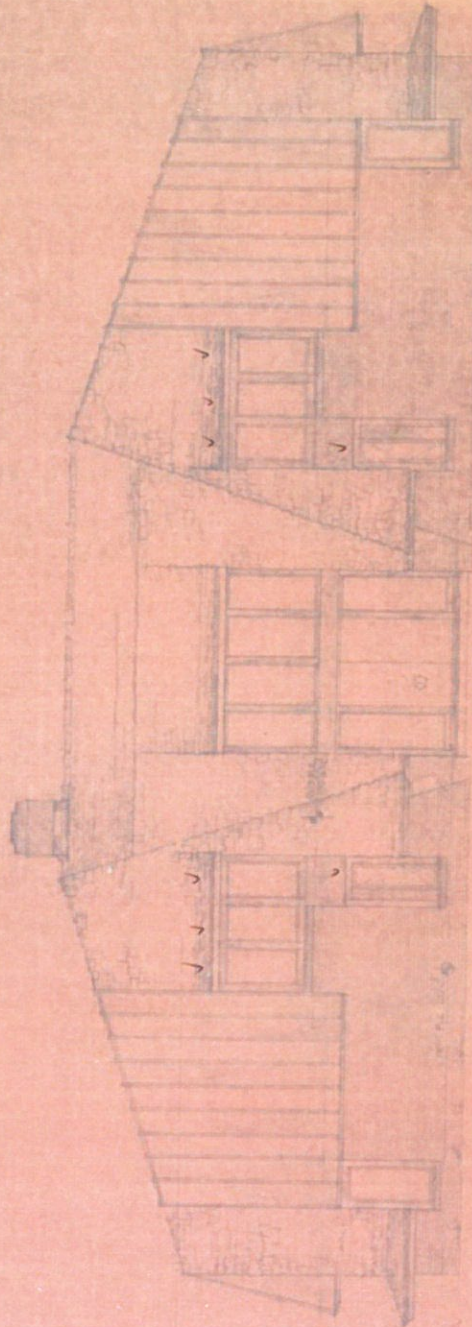
REAR ELEVATION #3



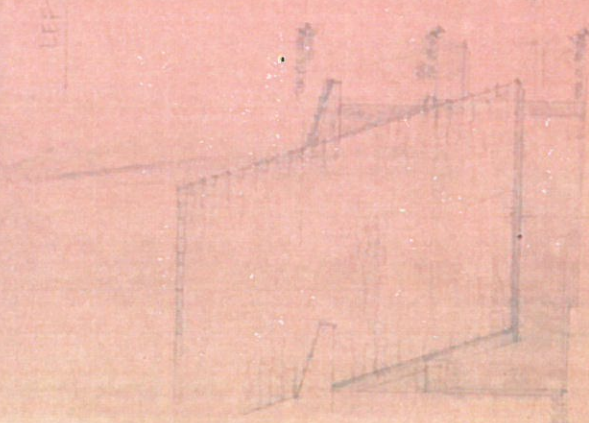
LEFT SIDE ELEVATION #5



LEFT SIDE (COUNT) ELEVATION #4

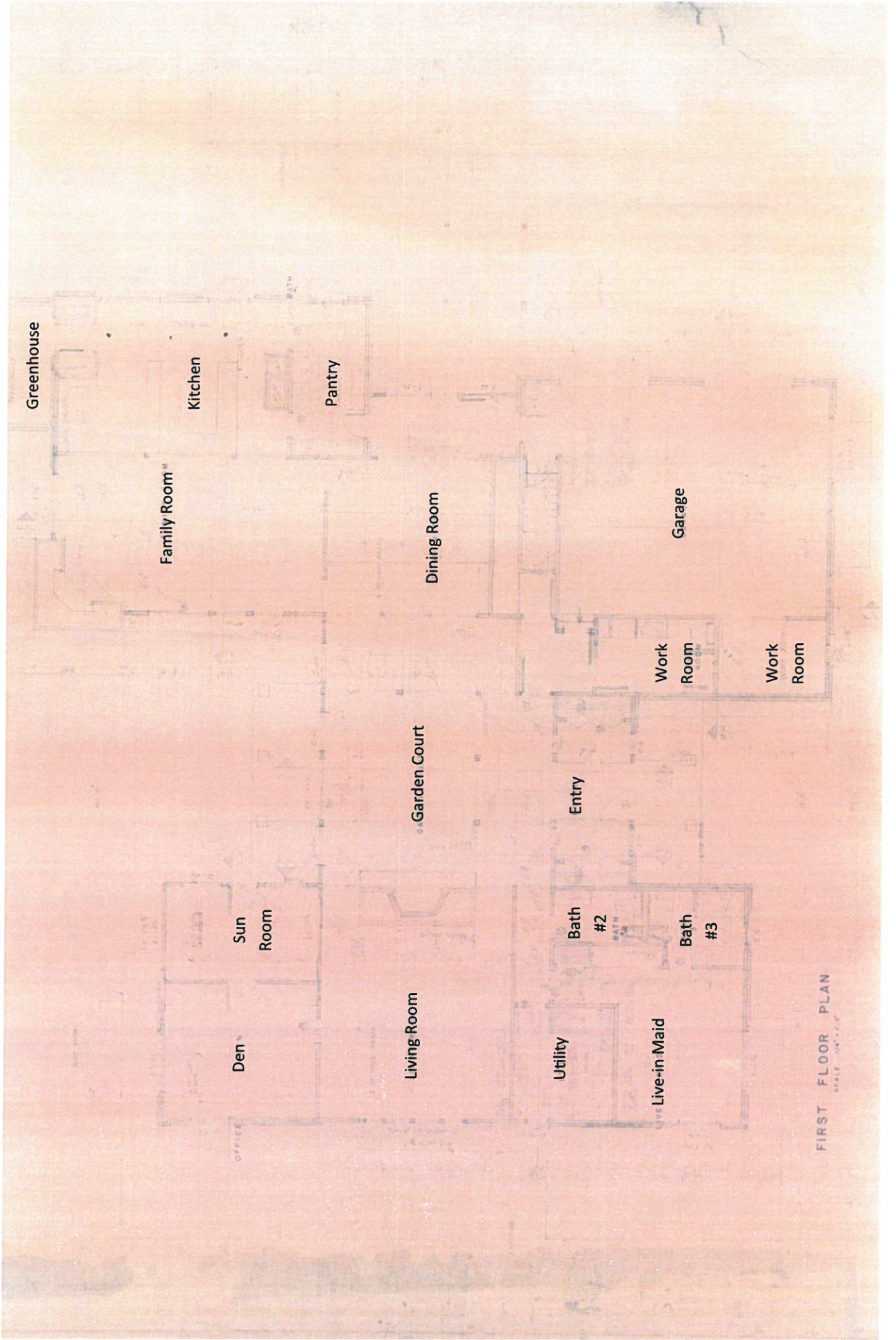


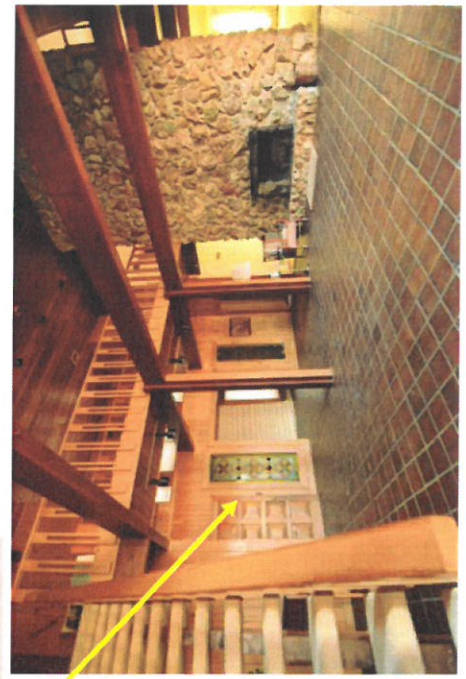
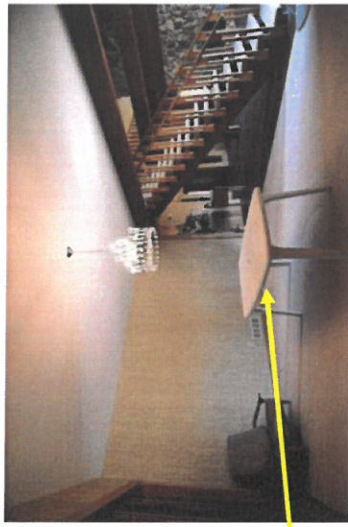
FRONT ELEVATION #6



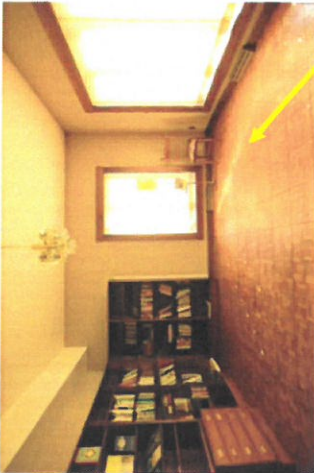
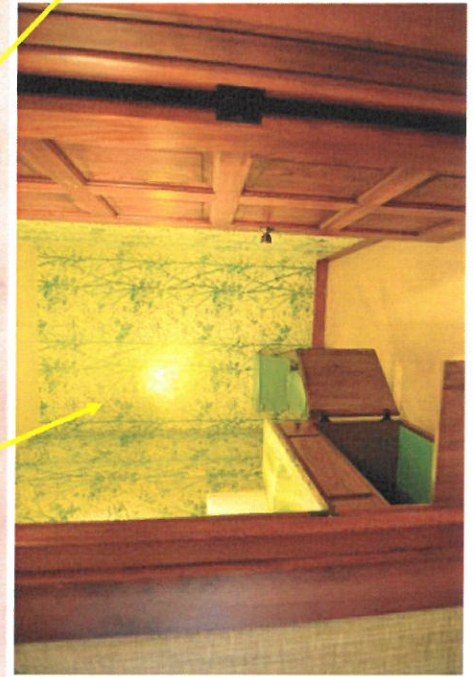
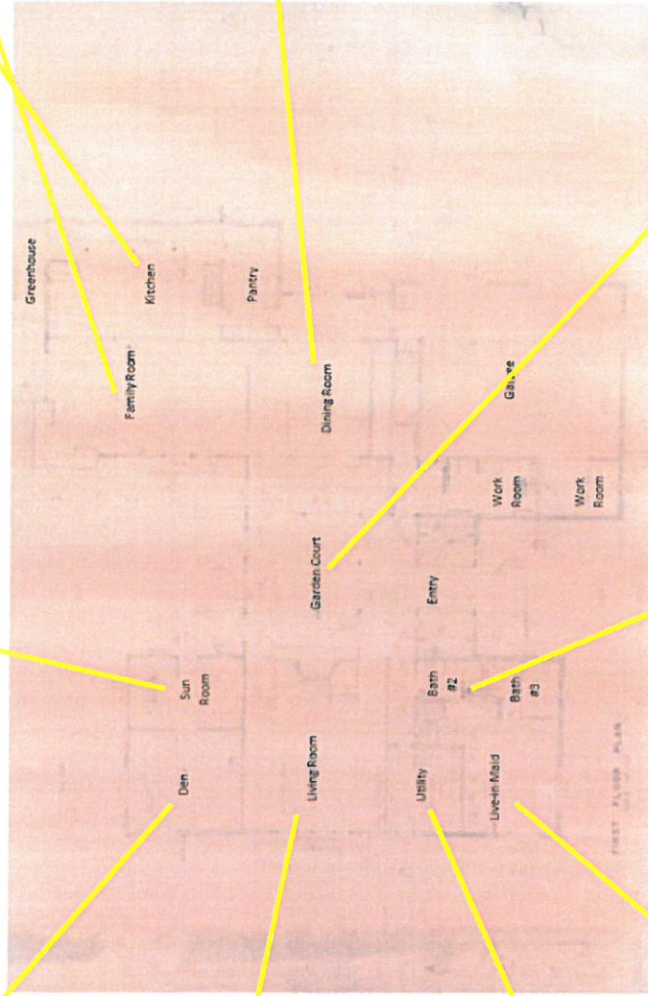
REAR (OVER) ELEVATION #47X
BY THE REAR CHIMNEY

Pickerill Estate House—First Floor

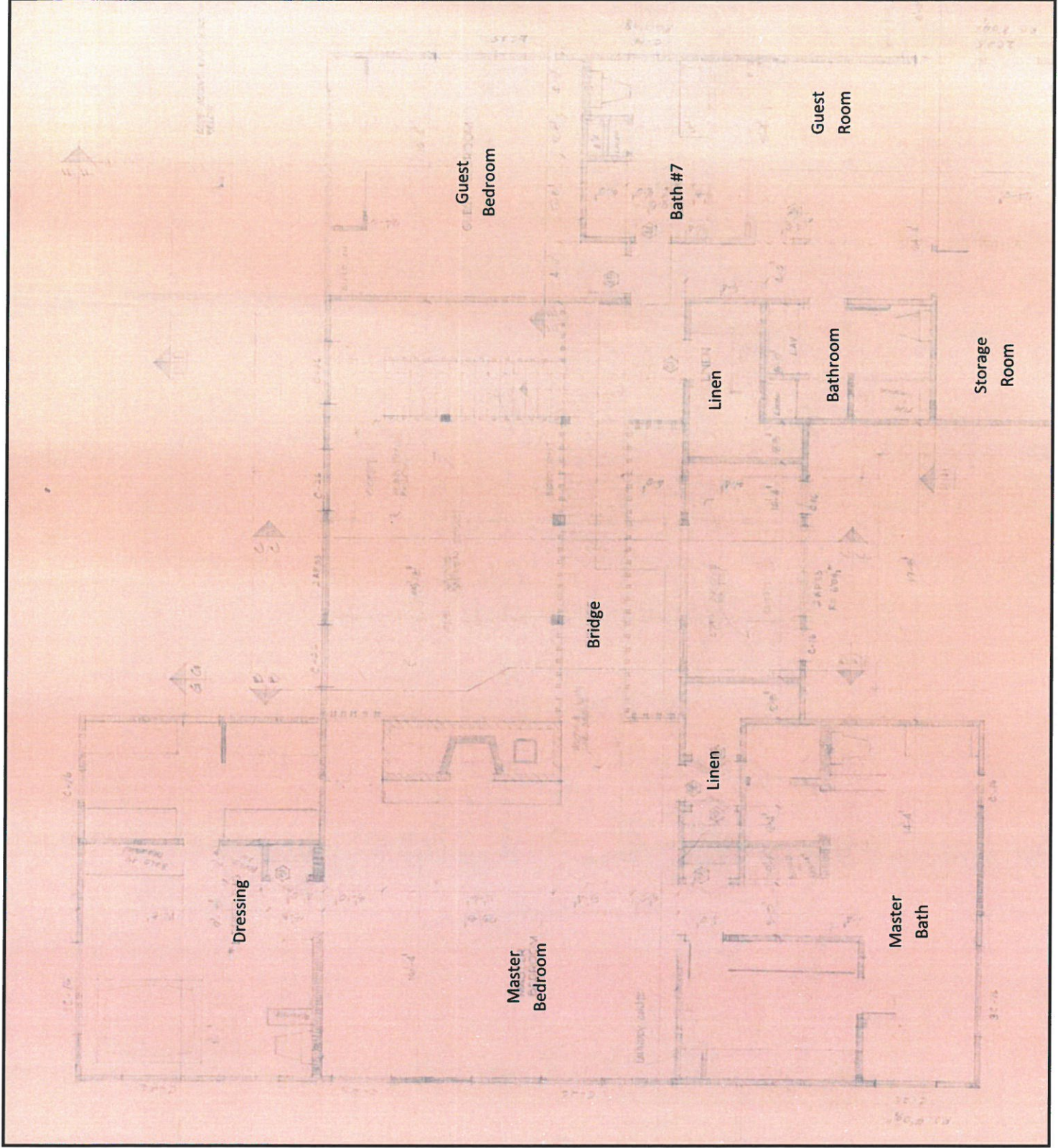


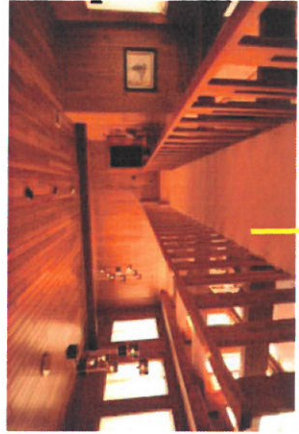
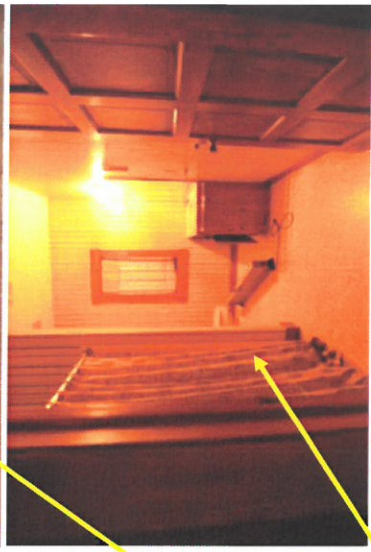


Pickerill Estate House — First Floor

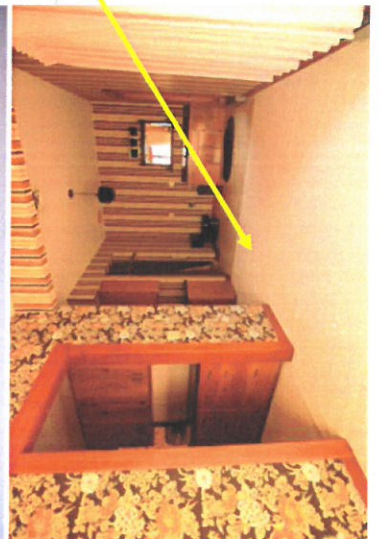
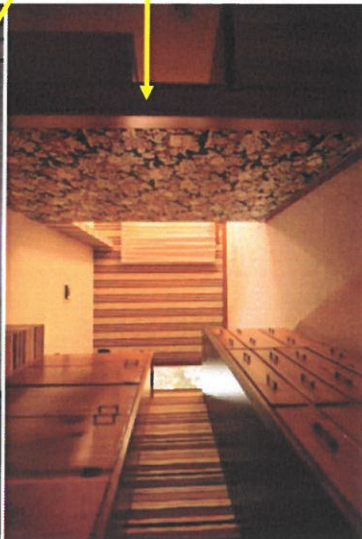
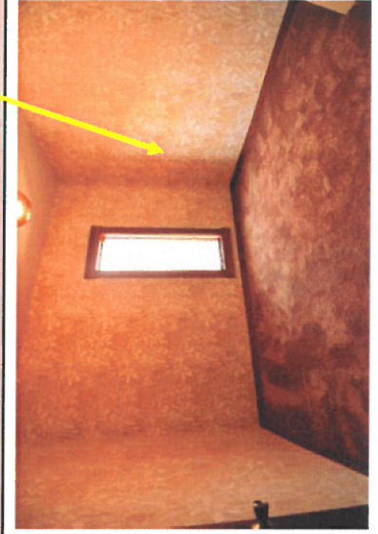
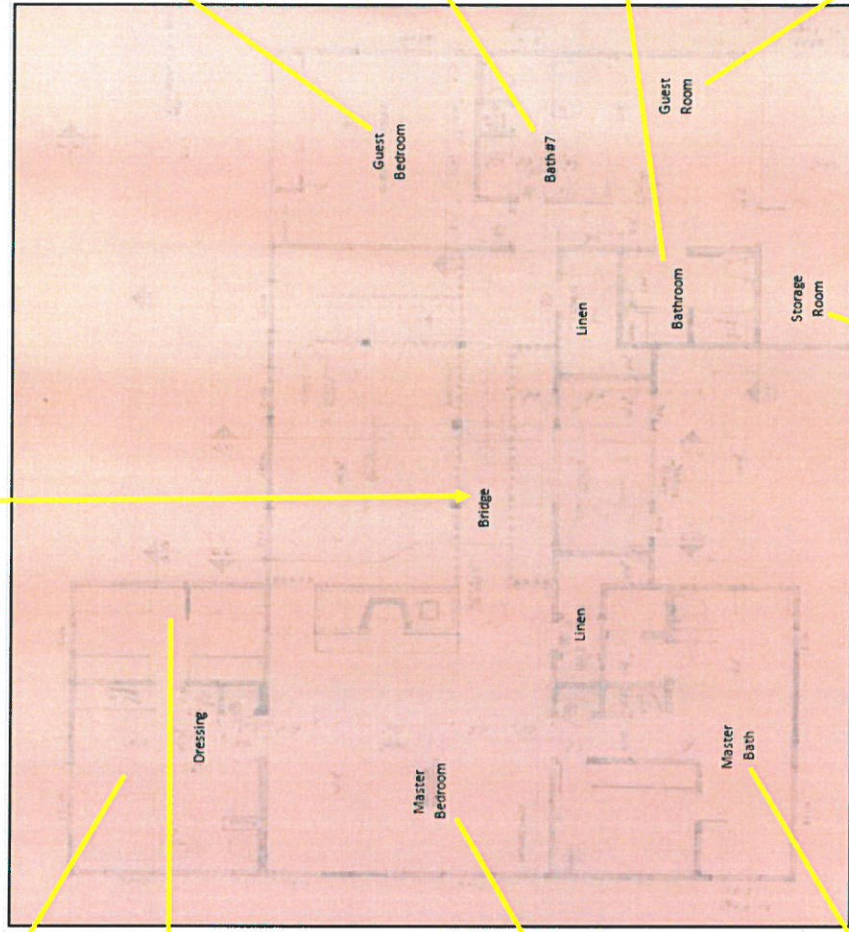


Pickerill Estate House—Second Floor

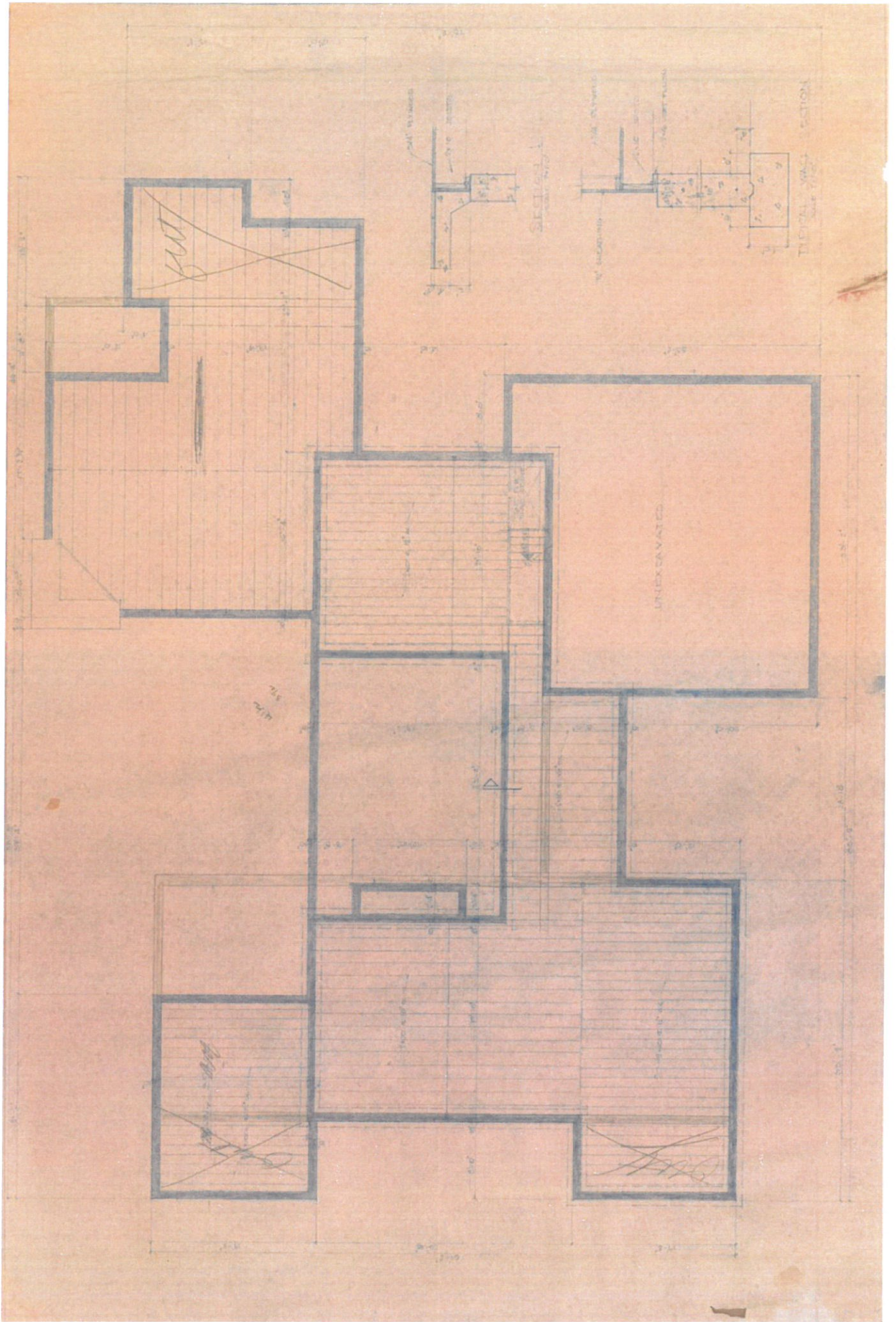




Pickerrill Estate House — Second Floor



Pickerill Estate House—Basement



To: Kendall County Forest Preserve District Board of Commissioners

From: Dave Guritz, Executive Director

RE: FY18 Highlights Report
Review of FY19 Capital and Operations Project Priorities

Date: December 4, 2018

FY18 Project Highlights

1. Projected Operating Fund Surplus
2. Acquisition of Little Rock Creek Forest Preserve – OSLAD/LWCF Grant Administration
3. Master Plan Completion for Pickerill-Piggott Forest Preserve – Submission of a FY19 OSLAD Proposal
4. Henneberry Forest Preserve Cropland Conversion and Tree Mitigation Project (45-acres)
5. Illinois Clean Energy Community Foundation Grants (Community Stewardship Restoration Challenge Grant and 4-Amenities and Events Grants)
6. Hoover Rail Crossing Project – ICC Updates and Pending Easement Purchases
7. Fox River Bluffs RTP Grant Application and Plan for Cropland Conversion
8. Kendall County Oak Woodland Recovery Group – Events and Seminar
9. Plants of Concern Workshop & ID – Chicago Botanic Garden
10. IDNR ENTICE Workshop for Early Childhood Educators
11. KCFPD Personnel Policies Manual Development – Draft Completed and Under Review
12. Ellis Equestrian Center Budget Performance
13. Environmental Education School Programs and Natural Beginnings Enrollments
14. Event Venue and Bunkhouse Rentals – Meadowhawk Lodge

FY19 Capital and Operations Project Priorities

1. Pickerill-Piggott Forest Preserve – Phase I Improvements and Opening
2. Fox River Bluffs RTP Trails Grant and Cropland Conversion
3. Little Rock Creek Public Access Improvements and Opening
4. Henneberry Forest Preserve – Preserve Access Improvements
5. Millbrook Bridge Demolition
6. Hoover Restoration Project and Nature Play Space Improvements
7. Ellis House Roof Replacement
8. Event Venue Marketing
9. Summer Camp Marketing

To: Kendall County Forest Preserve District Board of Commissioners

From: Dave Guritz, Executive Director

RE: December 2018 Remaining Meeting Schedule

Date: December 4, 2018

Operations Committee – Wednesday, December 5, 2018 at 6:00 PM

Finance Committee – Wednesday, December 12, 2018 at 4:30 PM (Cancellation pending)

Committee of the Whole – Wednesday, December 12, 2018 at 5:30 PM

Commission Meeting – Tuesday, December 18, 2018 at 9:00 AM

Finance Committee – Thursday, December 27, 2018 – TBD for discussion