

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES**

FEBRUARY 20, 2018

I. Call to Order

President Gilmour called the meeting to order at 9:00 am in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

X	Cullick	X	Gryder
X	Davidson	X	Hendrix
X	Flowers	X	Kellogg
X	Gilmour	X	Prochaska
	Giles	X	Purcell (Entered the meeting at 9:07 am)

Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, and Gilmour all were present. Commissioner Purcell entered the meeting at 9:07 am.

V. Approval of Agenda

Commissioner Prochaska made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

VI. Citizens to Be Heard

No public comments were offered by citizens present at the meeting.

VII. Approval of Claims in an Amount Not-to-Exceed \$36,217.44

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$36,217.44. Seconded by Commissioner Hendrix.

Motion: Commissioner Cullick
Second: Commissioner Gryder

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

VIII. Approval of Minutes

- **Kendall County Forest Preserve District Commission Meeting Minutes of February 6, 2018**
- **Kendall County Forest Preserve District Operations Committee Meeting of February 7, 2018**
- **Kendall County Forest Preserve District Finance Committee Meeting of February 14, 2018**
- **Kendall County Forest Preserve District Committee of the Whole Meeting of February 14, 2018**

Commissioner Cullick made a motion to approve the Commission meeting minutes of February 6, 2018; the Operations Committee meeting for February 7, 2018; the Finance Committee meeting February 14, 2018, and the Committee of the Whole meeting minutes for February 14, 2018.

Seconded by Commissioner Flowers. Aye, all. Opposed, none.

IX. Operations Committee Report

Commissioner Flowers reported that the Operations Committee reviewed the public program fee changes.

The Operations Committee also reviewed the year-to-date rental contracts for Meadowhawk Lodge. Commissioner Flowers reported that Meadowhawk Lodge rental contracts are ahead of prior year bookings.

The Operations Committee reviewed the special use permit for the Shoop Scoot 5k Run at Baker Woods Forest Preserve.

X. Finance Committee Report

Commissioner Cullick reported that the Finance Committee reviewed claims which included the Harris Shop boiler replacement, Hoover fuel delivery, and culvert pipe replacement at Harris.

The Finance Committee reviewed the Top Notch events rental proposal for the Ellis tent, and the proposed promotional discount of \$500.00 for 2018 Special Event rentals at Ellis House and Equestrian Center.

OLD BUSINESS

XI. 2018 IDNR-FHA Regional Trails Program – Public Hearing Results and Comments

Director Guritz reported on the FHA-Regional Trails Program required public hearing held on February 15, 2018. During the hearing, the Fox River Bluffs trail maps, access road configuration, parking lot, and future trails were discussed with public hearing participants.

The Recreational Trails Program grant provides a maximum of \$200,000, with a required match of 20%, or \$50,000.

The Committee of the Whole reviewed the draft ordinance, which included updated costs for initial site improvement projects. The resolution was redrafted based on projected costs to include a District grant request of \$177,179 with a required 20% match of \$44,299.

Commissioner Davidson asked what occurs if the grant is not received. Director Guritz reported that that trail would not be constructed.

Commissioner Davidson asked whether the District had anticipated the required match in the FY18 budget. Director Guritz reported that the \$44,299 will need to be included in the FY19 capital fund appropriations because the grant will not be rewarded until half way through FY19. There are sufficient appropriations in the capital fund's FY18 appropriations as well.

Commissioner Purcell entered the meeting at 9:07 am.

Commissioner Purcell asked how long of a time lapse there will be from when the District receives the grant and when it appropriates the funds to complete the project. Director Guritz responded that the grant is reimbursable, and the District will need to anticipate expending funds to complete the project in fall 2019 following notification of award anticipated in June of 2019.

Commissioner Purcell asked Director Guritz to elaborate on any concerns expressed by the public during the hearing. Director Guritz reported the only concern discussed was related to insuring proper drainage from adjoining lands to the south through the preserve's south-west corner, noting that the entry drive will need to be constructed to allow water to continue to follow through the existing drainage swale, with possible trail concrete spillways retrofitted to reduce trail erosion following the initial installation.

Commissioner Davidson asked if the grant agreement and trail construction contract will be first reviewed by a committee. Director Guritz reported that the grant agreement, if awarded, along with subsequent project bid documents will be submitted to the State's Attorney's Office for review prior to presenting these to District Committees and Commission for approval.

XII. Resolution #18-02-001: A Resolution Authorizing Participation in the 2018 IDNR-FHA Regional Trails Program, Including a Request of \$177,179.00 of Grant Funding Representing 80% of the Total Estimated Project Costs of \$221,474.00, including Payment of the Required \$300.00 Application Fee, for the Proposed Construction of a 1.05 Mile Multi-Purpose Trail Loop and Spur, and ADA Parking Stall Improvements at Fox River Bluffs Forest Preserve.

President Gilmour recited resolution #18-02-001.

Commissioner Gryder motioned to approve resolution #18-02-001 authorizing participation in the 2018 IDNR-FHA Regional Trails Program, including submission of a request for \$177,179.00 of grant funding representing 80% of the total estimated project costs of \$221,474.00, including payment of the required \$300.00 application fee, for the proposed construction of a 1.05 mile multi-purpose trail loop and spur, and ADA parking stall improvements at Fox River Bluffs Forest Preserve.

Seconded by Commissioner Flowers.

Commissioner Purcell asked if the finances for resolution #18-02-001 will be funded by capital expenditures.

Director Guritz responded the project would be funded from the District's capital fund.

Motion: Commissioner Gryder					
Second: Commissioner Flowers					
Roll call: Resolution #18-02-001					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

NEW BUSINESS

XIII. MOTION: Approval of a Letter of Intent to Purchase 132.49± Acres of Property known as “Little Rock Creek Forest Preserve – Maramech Addition” from The Conservation Foundation, Naperville, Illinois for an Amount Not-To-Exceed \$4,906.04 Per Acre, Representing a Total Extended Land Value and Cost of \$650,000.00, which Sum Represents 50% of the \$1,300,000.00 Certified Fair Market Valuation of the Property, with the Remaining 50% of the Certified Fair Market Valuation of \$650,000.00 to be Donated to the Kendall County Forest Preserve District by The Conservation Foundation

Commissioner Gryder made a motion to approve the letter of intent to purchase 132.49± acres of property known as "Little Rock Creek Forest Preserve-Maramech Addition" from The Conservation Foundation of Naperville, Illinois for an amount not-to-exceed \$4,906.04 per acre, representing a total extended land value and cost of \$650,000.00, which sum represents 50% of the \$1.3M certified fair market valuation of the property, with the remaining 50% of the certified fair market valuation of \$650,000.00 to be donated to the Kendall County Forest Preserve District by The Conservation Foundation.

Seconded by Commissioner Hendrix.

Director Guritz noted that the \$650,000 that the Kendall County Forest Preserve District will initially transfer at closing is fully reimbursable by the Illinois Department of Natural Resources Land and Water Conservation Fund - Open Space Land Acquisition and Development grant award.

Director Guritz thanked Brook McDonald, President and CEO of the Conservation Foundation for their support of the land purchase agreement.

Brook McDonald thanked the Forest Preserve District for their partnership.

Director Guritz noted the formal notification has been received from the IDNR approving the grant forms attached to the District’s Letter of Intent. The Letter of Intent and Purchase Ordinance will be brought forward to the Commission meeting on March 6, 2018. All documents have been reviewed by The Conservation Foundation's attorney as well as Assistant State’s Attorney Lisa Coffey.

Commissioner Kellogg commented that the motion is supported, but stated that Pickerill-Pigott and Henneberry Forest Preserves should be opened before improvements are made within the Little Rock Creek Forest Preserve.

Commissioner Purcell questioned when the Kendall County Forest Preserve District would be reimbursed for the \$650,000.00 initially expended on the Little Rock Creek Forest Preserve acquisition.

Director Guritz stated that reimbursement is anticipated within 2-3 months following submission of the final billing statement.

Motion: Commissioner Gryder Second: Commissioner Hendrix					
Roll call: Approval of Letter of Intent to Purchase					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

XIV. Motion: Approval of a Proposal from Chamlin & Associates, Inc. for the Completion of Legal Descriptions for Those Portions of District-Owned Property at Maramech Forest Preserve Located within the Rights-of-Way of Fox River Drive and Griswold Springs Road in the Amount of \$880.00

Commissioner Cullick made a motion to approve the proposal from Chamlin & Associates Inc. for the completion of legal descriptions for those portions of District-owned property at Maramech Forest Preserve located within the rights-of-way of Fox River Drive and Griswold Springs Road.

Seconded by Commissioner Hendrix.

President Gilmour noted that the cost had been reduced.

Director Guritz stated that the development of an exhibit was removed. Only the legal descriptions are needed, with the cost reduced to \$880.00.

Commissioner Davidson asked why the completion of the legal descriptions had not been completed at an earlier date by the surveyors.

Director Guritz stated that the District's legal descriptions in the District's files covered the whole property. Because Fox River Drive, Griswold Springs Road, and the Burr Oak Road rights-of-way will be exempted from the conservation covenants separate legal descriptions are needed to describe the exemptions.

Motion: Commissioner Cullick
Second: Commissioner Hendrix

Roll call: Completion of Legal Descriptions

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

XV. Motion: Approval of the Kendall County Forest Preserve District's Spring Public Program Fees and Charges

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District's spring public program fees and charges. Seconded by Commissioner Flowers.

Director Guritz reported that the fees and charges were reviewed at Committee of the Whole meeting.

Director Guritz noted that the District's spring public programs primarily target younger audiences; however the Forest Preserve District is meeting with Waubensee Community College to discuss development of programs based on interests of young and older active adults as part of the Pickerill-Pigott Forest Preserve master plan discussions.

Motion: Commissioner Hendrix
Second: Commissioner Flowers

Roll call: Spring Public Program Fees and Charges

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

XVI. MOTION: Approval a Promotional Discount of \$500.00 for 2018 Special Event Rentals at Ellis House and Equestrian Center, Subject to Date Availability and Presentation of a Promotional Tracking Code, for Events Contracted During the Promotion Period Beginning February 21, 2018 and Ending July 30, 2018

Commissioner Hendrix motioned to approve the promotional discount of \$500.00 for 2018 special event rentals at Ellis House and Equestrian Center, subject to date availability and presentation of a promotional tracking code. Seconded by Commissioner Cullick.

Commissioner Prochaska asked what the total cost for a special event rental would be with this promotion.

Director Guritz remarked that prices vary by day of the week, with charges after the discount of \$3,300 for Saturday events, and \$3,100 for Friday and Sunday events.

Commissioner Hendrix remarked that this promotion will help book rentals that are open and otherwise not generating revenue.

Commissioner Purcell asked if the special events rentals at Ellis House and Equestrian Center have surpassed the breakeven point for revenues after costs.

Director Guritz responded that there are currently 9 events scheduled at Ellis House and Equestrian Center, with 5-events included in the FY18 budget representing the break-even point for the program.

Commissioner Davidson noted that the cost of maintenance should be included in the future budget estimates within the Ellis rental cost centers.

Commissioner Hendrix questioned if the Ellis House and Equestrian Center current rentals will exceed the breakeven point for operations.

Director Guritz responded that Ellis House and Equestrian Center carries maintenance cost as a part of Baker Woods Forest Preserve. The costs for maintenance of grounds, including public use areas and trails at Baker Woods Forest Preserve, are not covered by the revenue generated from the special event rentals. The direct maintenance costs of the programs and special event rentals are covered by the revenue generated by the programs, with net revenue gains helping to offset the overall maintenance costs for the full operation of Ellis House and Equestrian Center, which includes those costs for maintaining Baker Woods Forest Preserve.

Motion: Commissioner Hendrix

Second: Commissioner Cullick

Roll call: Ellis House and Equestrian Center \$500.00 Promotional Discount

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
	X	Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion carried by a vote of 8:1.

XVII. MOTION: Approval of a Request from the Forest Foundation of Kendall County, Pursuant to Satisfying Two \$5,500.00 Illinois Clean Energy Community Foundation Amenities and Events Grant Application Submission Requirements, to Allow the Forest Foundation of Kendall County to Complete Grant-Funded Improvements and to Host Special Events at Hoover Forest Preserve and Fox River Bluffs Forest Preserve

Commissioner Cullick made a motion to approve a request from the Forest Foundation of Kendall County, pursuant to satisfying two \$5,500.00 Illinois Clean Energy Community Foundation Amenities and Events Grant application submission requirements, and allow the Forest Foundation of Kendall County to complete grant-funded improvements and host special events at Hoover Forest Preserve and Fox River Bluffs Forest Preserve. Seconded by Commissioner Gryder.

Commissioner Purcell asked Director Guritz to go over the program details.

Director Guritz reported that this motion is to allow the Forest Foundation to apply for two Amenities and Events grants through the Illinois Clean Energy Community Foundation. The two grants are reimbursable to the Forest Foundation, with the Forest Foundation reimbursed directly by ICECF. For the Fox River Bluffs grant, \$5,000.00 would help fund the preserve drive entrance sign and required donor agency acknowledgement signage. The remaining \$500.00 will be used to offset costs associated with a public opening event.

The second grant for Hoover Forest Preserve will fund a second-phase improvement at the Hoover Nature Play Space, and support the 2019 Winter Fest event currently under discussion for development as part of the Community Restoration Challenge Grant program application.

Commission Davidson asked why this motion was on the agenda without going through Committee of the Whole.

Director Guritz responded that do to timing issues with the grant application deadline, and scheduling of the Forest Foundation’s recent meeting, President Gilmour decided to place the motion on the agenda for consideration.

Director Guritz noted that the costs that would be covered by these grants would otherwise be the responsibility of the Kendall County Forest Preserve District. Donor signage is required because of previous grants accepted. The Forest Foundation was encouraged and invited to apply by the Illinois Clean Energy Community Foundation to apply, with the ICECF extending land acquisition grants for the purchase of both Hoover Forest Preserve and Fox River Bluffs Forest Preserve.

Commissioner Purcell asked who would have the final approval of any signs.

Director Guritz responded that the Forest Foundation of Kendall County and District staff will work collectively on the donor signage.

Motion: Commissioner Cullick					
Second: Commissioner Gryder					
Roll call: Forest Foundation Grant Application Request					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

XVIII. MOTION: Approval of a Proposal from Scott Kobal of Wheaton, Illinois for Completion of Floristic Quality Inventories at Henneberry Forest Preserve and Reservation Woods, and Plants of Concern Locating at Maramech Forest Preserve, for an Amount Not-to-Exceed \$2,500.00

Commissioner Prochaska made a motion to approve the proposal from Scott Kobal of Wheaton, Illinois for completion of floristic quality inventories at Henneberry Forest Preserve and Reservation Woods, and plants of concern locating at Maramech Forest Preserve, for an amount not-to-exceed \$2,500.00. Seconded by Commissioner Flowers.

Commissioner Gryder questioned if this proposal was related to the summer intern’s project.

Director Guritz remarked that the projected is directly connected. A floristic quality study has not been completed for Henneberry Forest Preserve. \$2,000.00 of the proposal cost will be offset by an individual donor’s contribution to the Forest Foundation.

Commissioner Hendrix asked about the time estimate for completing the floristic quality inventories.

Director Guritz responded that Scott Kobal will come out several times during the growing season from April to July to inventory plant species at all sites, which includes assistance with relocating plants of concern populations to support ongoing District monitoring and management efforts.

President Gilmour asked Director Guritz to explain the advantages to the District to have a floristic quality study.

Director Guritz responded that floristic quality inventories are needed in many cases to secure outside funding for restoration projects and wildlife conservation projects. The studies provide an important baseline documenting preserve habitat types and quality.

Motion: Commissioner Cullick					
Second: Commissioner Gryder					
Roll call: Scott Kobal Floristic Quality Inventories					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

XIX. Executive Session

None.

XX. Other Items of Business

Commissioner Purcell asked Director Guritz to comment on tick monitoring for Lyme disease.

Director Guritz responded that Lyme disease is known to be increasing in Kendall County, with Maramech Forest Preserve found to have the highest number of ticks carrying the bacteria that causes Lyme disease from Kendall County Health Department monitoring efforts. The District is partnering with the Kendall County Health Department to expand tick collection efforts through the iTick partnership which provides free testing of ticks collected from preserve areas. This will allow Kendall County Forest Preserve District to know where Lyme disease is occurring to help inform management strategies to reduce populations and preserve visitor education efforts.

Commissioner Gryder questioned what a citizen should look for if they have a possible tick bite.

Director Guritz responded that when a tick imbeds, the bacteria spreads within the first 24 hours causing a red target-shaped rash to appear on the surface of the skin. However a rash does not always present. Rapid tick assays can be used to confirm whether individual ticks are carriers.

Health Department Executive Director, Dr. Aamal Tokars noted that the sampling underway is for deer ticks. These are smaller than dog ticks, and might not be detected. If symptoms present, individuals should always follow-up with their primary doctor.

Commissioner Flowers noted that Lyme disease is a very serious health risk and questioned what symptoms should be watched for.

Dr. Tokars remarked that symptoms are vague, such as headaches and flu symptoms. If a citizen is near an area where ticks are present then a tick body check should be performed when conducting activities near or within these areas.

Commissioner Kellogg noted that the Health Department has a video presentation on ticks and suggested it be linked to the Kendall County Forest Preserve District website.

Commissioner Flowers remarked that the chronic wasting disease has been documented as well, and questioned if the Kendall County Forest Preserve District will be doing any testing for the disease.

Director Guritz remarked that chronic wasting disease is not an immediate human health concern, but is expanding in terms of both incident rate and range within the deer population in Kendall County as part of the IDNR's ongoing monitoring and management activities. The IDNR also has begun to perform testing on deer harvested by local hunters at mandatory check stations, which is increasing the data collected within Kendall County as part of the study.

XXI. Citizens to Be Heard

None.

XXII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 9:55 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District