

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

**JUNE 20, 2017**

**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		Gryder
X	Davidson	X	Hendrix
X	Flowers		Kellogg
X	Gilmour	X	Prochaska
X	Giles	X	Purcell

Commissioners Cullick, Davidson, Flowers, Giles, Hendrix, Prochaska, Purcell, and Gilmour all were present.

**V. Approval of Agenda**

Commissioner Prochaska made a motion to approve the 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 \$614,991.76.**

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$614,991.76. Seconded by Commissioner Prochaska.

Commissioner Purcell inquired into whether the claims list included bonded debt service payments. Commissioner Cullick stated that the claims presented list includes debt service payments.

Motion: Commissioner Cullick  
Second: Commissioner Prochaska

**Roll call**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

### **VIII. Approval of Minutes**

Kendall County Forest Preserve Commission Meeting – June 6, 2017

Kendall County Forest Preserve Programming and Events Committee Meeting – June 7, 2017

Kendall County Forest Preserve District Finance Committee Meeting – June 14, 2017

Commissioner Hendrix made a motion to approve the minutes for the Forest Preserve Commission meeting held on June 6, 2017; the Programming and Events Committee meeting held on June 7, 2017, and the Finance Committee meeting held on June 14, 2017. Seconded by Commissioner Flowers.

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

### **IX. Ordinance #17-06-002 Approval of the Establishment of an Endowment Fund for the Kendall County Forest Preserve District**

Commissioner Cullick made a motion to approve Ordinance #17-06-002 approving the establishment of an Endowment Fund for the Kendall County Forest Preserve District. Seconded by Commissioner Prochaska.

Commission discussed the proposed ordinance.

Commissioner Davidson asked how the proposed endowment fund is different than how District funds are currently managed. Director Guritz stated that the District does not currently have an endowment fund established, which allows acceptance and long-term investment of private funds held in restriction for specific projects or areas of operational support. As part of the Ordinance, the Subat Project Fund will become a sub account of the District's endowment fund.

Director Guritz reported that the State's Attorney's Office provided an opinion that the investment earnings of a particular restricted fund are reinvested within that restricted fund until the project is completed. Should funds remain following project completion, Commission will be able to decide how best to apply the remaining funds.

Commissioner Davidson asked whether any other party would have responsibility for determining how funds are managed or expended. Director Guritz stated that funds deposited for investment will be controlled exclusively by the Board of Commissioners.

Commissioner Purcell inquired into whether alternate investment options other than deposit with the State of Illinois' Treasurer's Office were available. Director Guritz stated that there would be other investment options for future deposits.

Motion: Commissioner Cullick					
Second: Commissioner Prochaska					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**X. Resolution #17-06-003 Approval of the Rules of Order of the Kendall County Forest Preserve District**

Commissioner Hendrix made a motion to approve Resolution #17-06-003 approving the Rules of Order for the Kendall County Forest Preserve District. Seconded by Commissioner Cullick.

President Gilmour thanked Commissioner Prochaska, the State's Attorney's Office, and Director Guritz for their help and support with development and review of the Rules of Order. President Gilmour reported that a third reading of the document had been completed, and that establishment of the Rules of Order was completed to insure Commission actions comply with State of Illinois laws.

President Gilmour stated that once approved, the District's Programming and Events Committee will transition into the District's Operations Committee.

Commissioner Purcell asked whether changes requested regarding suspension of the Rules of Order had been incorporated into the final document. Commission discussed the changes that were completed.

Motion: Commissioner Hendrix					
Second: Commissioner Cullick					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XI. Motion to Approve a Farm License Agreement between the Kendall County Forest Preserve District, Village of Minooka, and Farm Operator Jim Fleming of Minooka for a Base Rent Payment of \$110.00 per Acre for 10-acres for Parcel #09-34-300-010 (McDaniel’s Property)**

Commissioner Davidson made a motion to approve the proposed farm license agreement between the District, Village of Minooka, and Farm Operator Jim Fleming of Minooka for a base rent payment of \$110.00 per acre for 10-acres. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Motion unanimously approved.

Director Guritz stated that there was uncertainty whether the Farm Operator will have the equipment access needed to farm the property in 2017. Having the agreement approved will allow the Farm Operator to proceed with planting if farm equipment is able to access the parcel.

Motion: Commissioner Davidson					
Second: Commissioner Hendrix					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XII. Motion to Approve Insurance Certificate Coverage Requirements for Catering and Bartending Service Businesses Enrolled in the District’s Preferred Caterers Program**

Commissioner Purcell made a motion to approve the proposed insurance certificate coverage requirements for catering and bartending service businesses enrolled in the District’s preferred caterers program. Seconded by Commissioner Cullick.

Commissioner Purcell asked whether any changes to the proposed requirements were made following the initial presentation to the Programming and Events Committee.

Director Guritz reported that Wine-Sergi had amended their initial recommendations presented for review by the Finance Committee, with their final recommendations incorporated and recommended for approval. Director Guritz added that if catering firms express concerns with the additional coverage requirements that Commission will be consulted to consider reductions in specific coverages. Director Guritz stated that staff is in process of auditing current coverages in place from firms enrolled in the District's Preferred Caterers Program. Director Guritz reported that changes include a requirement for bartending firms to secure insurance coverage for hired, non-owned automobiles, and a general liability umbrella coverage increase from \$2M to \$5M for catering firms. Director Guritz stated that the general liability coverage increase could pose problems for smaller firms.

Commission discussed costs for special event policy coverage for individuals wishing to prepare their own food that may be addressed in future discussions.

President Gilmour called the question.

Motion: Commissioner Purcell					
Second: Commissioner Cullick					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

### **XIII. Motion to Approve Prorated Lesson Package Fees and Charges and Session-Based Scheduling for the Ellis Equestrian Center Lessons Program**

Commissioner Hendrix made a motion to approve the proposed prorated lesson package fees and charges and session-based scheduling for the Ellis Equestrian Center lessons program. Seconded by Commissioner Flowers.

Commissioner Hendrix inquired whether recommended changes in wording of reservation and cancellation policies had been worked into the session-based schedule document for communication to lesson clients. Director Guritz reported that the changes had been incorporated into the final document.

President Gilmour called the question.

Motion: Commissioner Hendrix Second: Commissioner Flowers					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XIV. Motion to Approve the Fee Structure, Promotional Benefits, and Program Policies for an Annual Sponsorship Program for the Kendall County Forest Preserve District**

Commissioner Hendrix made a motion to approve the fee structure, promotional benefits, and program policies for an annual sponsorship program for the Kendall County Forest Preserve District. Seconded by Commissioner Cullick.

Commissioner Hendrix thanked Director Guritz for the addition of a Premier sponsorship level for \$5,000.00. Director Guritz stated that the associated benefit for a Premier Sponsor would be complimentary use of Meadowhawk Lodge or Ellis House and Tent to host an event.

Motion: Commissioner Hendrix Second: Commissioner Cullick					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XV. Motion to Approve Submission of a Grant Application for \$12,000.00, Including a Required District In-Kind Match of \$12,000.00 to The Morton Arboretum's 2017 Community Forestry Grant Program for the Purchase and Installation of Trees at Henneberry Forest Preserve as**

## Part of the Henneberry Woods Tree Mitigation and Prairie-Shrubland Restoration Project

Commissioner Flowers made a motion to approve the submission of a grant application for \$12,000.00, including a required District in-kind match of \$12,000.00 to The Morton Arboretum's 2017 Community Forestry Grant Program for the purchase and installation of trees at Henneberry Forest Preserve. Seconded by Commissioner Hendrix.

Commissioner Purcell asked whether the District has received other grants, and whether the other grants received required District match. Director Guritz stated that in addition to the \$15,000.00 Fox Corridor Monarch Habitat Project previously awarded, the District received notification of another \$10,000.00 ComEd Green Region grant, with both grants requiring a direct 1:1 match similar to the proposed application. Director Guritz stated all matching fund requirements are included as part of the approved contract with SemperFi Land, Inc. for completion of the restoration project at Henneberry Forest Preserve.

Director Guritz stated that this project may be very competitive, which may reduce the District's chances of securing funds through this program.

President Gilmour asked when the District should expect to hear on whether or not the grant is awarded. Director Guritz stated that notification should be received within 2-months following submission.

Commissioner Purcell asked whether the District would need to match the grant award with additional funds. Director Guritz stated that the matching funds would be assigned from the existing contract agreement, and that no additional funds outside of the approved project would be needed.

Motion: Commissioner Flowers					
Second: Commissioner Hendrix					
<b>Roll call</b>					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

### **XVI. Motion to Approve Submission of a Grant Application for \$1,500.00 in Restoration Project Supplies to the Volunteer Stewardship Network – Illinois Nature Preserves Commission Grant Program**

Commissioner Hendrix made a motion to approve the submission of a grant application for \$1,500.00 in restoration project supplies to the Volunteer Stewardship Network – Illinois Nature Preserves Commission grant program. Seconded by Commissioner Flowers.

Commissioner Purcell asked what this grant program will fund. Director Guritz reported that the grant if awarded will provide up to \$1,500.00 in restoration equipment and supplies to support restoration efforts at Maramech Forest Preserve and Tucker-Millington Fen. Both sites are currently under a multi-year restoration plan to manage invasive species present.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

## **XVII. Executive Session**

Commissioner Purcell made a motion to enter into Executive Session under 2(c)5 of the Open Meetings Act for the purpose of discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Flowers.

Motion: Commissioner Davidson					
Second: Commissioner Hendrix					
<b>Roll call</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick			Gryder
X		Davidson	X		Hendrix
X		Flowers			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

Commission entered into Executive Session at 9:34 am.

Commissioner Hendrix was absent at the start of the Executive Session at 9:35 am, returning into closed session at 9:38 am.



Commissioner Davidson made a motion to adjourn from Executive Session. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Regular meeting reconvened at 10:10 am.

### **XVIII. Other Items of Business**

President Gilmour reported on discussions for the rescheduling of the District's Committee of the Whole and first Finance Committee from the first Wednesday following the first Commission meeting of each month to the first Tuesday following the first Commission meeting of each month starting at 5:30 pm (following the Kendall County Highway Committee meeting). President Gilmour asked Commission to let Director Guritz know if there would be opposition to rescheduling the proposed meeting time.

Director Guritz reported on the upcoming Forest Foundation sponsored Family Canoe Trip tied to the upcoming Summer Solstice celebration in Yorkville, and Celebrity Bartender Night on Thursday, June 29, 2017.

Director Guritz reported that cancellation of the Finance Committee scheduled for next Thursday is under consideration.

Director Guritz reported that the asphalt road loop at Harris Forest Preserve has been temporarily closed due to undercutting of the road.

Director Guritz reported that quotes were being secured for water heater and softener replacements at Hoover Forest Preserve that will be presented at the upcoming Commission meeting.

### **XIX. Citizens to Be Heard**

No public comments were offered by citizens in attendance.

### **XX. Adjournment**

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 10:15 am.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District