

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

FEBRUARY 7, 2017

I. Call to Order

President Gilmour called the meeting to order at 6:00 pm 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

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

V. Approval of Agenda

President Gilmour requested that agenda item XV for review and approval of a letter of engagement for Cityview Capital Solutions, LLC be moved up in the agenda order to follow item X. Commissioner Prochaska made a motion to approve the agenda as amended. Seconded by Commissioner Cullick. 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 \$21,358.05.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$21,358.05. Seconded by Commissioner Gryder.

Motion: Commissioner Cullick

Second: Commissioner Gryder

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

VIII. Approval of Minutes

Kendall County Forest Preserve Commission Meeting – January 17, 2017

Kendall County Forest Preserve District Finance Committee Meeting – January 26, 2017

Kendall County Forest Preserve District Programming and Events Committee Meeting – February 1, 2017

Commissioner Hendrix made a motion to approve the minutes for the Forest Preserve Commission meeting held on January 17, 2017; the Forest Preserve Finance Committee meeting held on January 26, 2017, and the Programming and Events Committee meeting held on February 1, 2017. Seconded by Commissioner Gryder.

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

IX. “The Moving Wall” Vietnam War Memorial Presentation – Dave Krahn and Herschel Luckinbill

David Krahn and Herschel Luckinbill presented plans for the upcoming “The Moving Wall” Vietnam War Memorial Presentation in the Village of Oswego, Illinois.

“The Moving Wall” will be in Oswego June 29 through July 3, 2017 near the Oswegoland Park District’s Prairie Point fields. 100,000 to 150,000 are expected to attend. The Memorial Presentation Committee is working to secure donations, sponsors, and volunteers for the exhibition.

X. Ordinance #17-02-001 Authorizing the Issuance of Not-to-Exceed \$22,000,000 General Obligation Refunding Bonds, Series 2017, of the Kendall County Forest Preserve District

Commissioner Gryder adjourned from the meeting at 6:14 pm.

Commissioner Cullick made a motion to approve Ordinance #17-02-001 authorizing the issuance of not-to-exceed \$22,000,000 general obligation refunding bonds, Series 2017, of the Kendall County Forest Preserve District. Seconded by Commissioner Hendrix.

Anthony Miceli, Senior Vice President with Speer Financial, Inc. presented the authorizing ordinance for the Series 2017 refunding bonds.

Commissioner Purcell inquired into the status for projected savings. Anthony Miceli stated that the refunding should generate \$1.2M in net savings through 2024.

Commissioner Davidson asked whether the District will be able to pursue additional refunding opportunities. Anthony Miceli stated that this is the last refunding of the 2007 Series callable bonds.

Motion: Commissioner Cullick

Second: Commissioner Hendrix

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

Commissioner Gryder reentered the meeting at 6:17 pm.

XI. Motion to Approve the Cityview Capital Solutions, LLC Engagement Letter in the Amount of \$4,500.00 for Escrow Bidding Agent Services for the 2017 Series Refunding Bonds, Payable Only Upon Acceptance and Award of Purchase of an Escrow Investment Portfolio

Anthony Miceli presented an overview of the scope of services outlined in the Cityview Capital Solutions, LLC engagement letter. Cityview Capital Solutions proposes the bidding and presentation of an alternate escrow investment portfolio through purchase of US Treasury bonds that may yield additional interest earnings and resulting net savings for the 2017 series refund bond issuance. Anthony Micelli stated that if the additional savings is less than \$10,000, than the Cityview portfolio will be rejected. Typically, the District invests the escrow fund proceeds in "SLUGS" (State and Local Government Securities) through the US Treasury Department.

Commissioner Purcell requested clarification on how the escrow funds are invested, requesting verification that any alternate portfolio selected would not pose any additional risk. Anthony Miceli stated that both escrow investment approaches and strategies are secured with the US Department of Treasury, carrying the same type of low-risk Treasury bond investments.

Director Guritz inquired into whether the Board or Speer Financial, Inc. would approve the final selection of escrow investments. Anthony Miceli confirmed that Speer Financial, Inc. would make the final determination and selection based on a minimum \$10,000 net savings threshold.

Motion: Commissioner Hendrix

Second: Commissioner Prochaska

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XII. Resolution#17-02-002 Authorizing Submission of a ComEd Green Region Grant Application in the Amount of \$10,000 with One-to-One District Matching Funds to Support the 2017 Henneberry Forest Preserve Restoration and Tree Mitigation Project

Director Guritz presented a resolution authorizing submission of a ComEd Green Region grant application in the amount of \$10,000 to support the 2017 Henneberry Forest Preserve restoration and tree mitigation project.

Commissioner Purcell asked whether the item had been reviewed by District committees. Director Guritz stated that the Finance Committee reviewed materials cost projections and proportional project cost share by the District, the Kendall County Highway Department's tree mitigation project, and The Conservation Foundation's "Fox River Valley Monarch Corridor Project" \$15,000 grant. The Programming and Events Committee reviewed the draft resolution, recommending approval by Commission.

Director Guritz stated that the District has a great project, and is eligible to apply for funding under the new Green Region grant program rules.

Commissioner Purcell asked whether the matching requirement would be met by using funds currently dedicated to the project. Director Guritz stated that the District's matching funding is already included within the overall project costs.

Motion: Commissioner Davidson

Second: Commissioner Cullick

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIII. Motion to Approve a License Agreement with the Grundy-Kendall Regional Office of Education for the Operation of the Kendall County Outdoor Education Center

Director Guritz presented a final draft of the license agreement with the Kendall County Outdoor Education Center.

Commissioner Purcell requested confirmation that the term of the agreement is 5-years. Director Guritz stated that the initial term is 5-years, with an option to renew for an additional 5-year term with Commission approval.

Motion: Commissioner Cullick

Second: Commissioner Hendrix

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIV. Motion to Approve a Farm Lease Agreement with Kyle Connell of Morris, Illinois for Hay Production at Baker Woods Forest Preserve

Commissioner Purcell asked whether the current agreement is working, and whether the proposed agreement is fair. Commissioner Davidson reported that the proposed agreement is fair, and similar to arrangements he has for property leased for hay production, including the provisions for storage of hay.

Director Guritz stated that the agreement is working well. In addition to providing the hay needed for both District and Sunrise Center North horses, the surplus generated restocks inventory over the winter months, with additional proceeds of just over \$2,000 generated this past year under the agreement's buy-back provisions.

Commissioner Gryder asked how many cuts took place in 2016. Director Guritz stated that due to the wet weather, only two cuts came off the fields in 2016.

Motion: Commissioner Kellogg

Second: Commissioner Hendrix

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XV. Motion to Approve an Equipment Use Upcharge (Eco Mulcher) of \$500.00 for Nelson Land Management, LLC to Complete the Clearing of 5-Acres of Non-Native Woody Vegetation at Maramech Forest Preserve as Part of the District's US Fish and Wildlife Service Partners for Fish and Wildlife Cooperative Program Agreement

Commissioner Hendrix made a motion to approve the equipment use upcharge for Nelson Land Management, LLC in the amount of \$500.00. Seconded by Commissioner Gryder.

Director Guritz presented a request for a change order for Nelson Land Management, LLC extending a \$100 per acre equipment usage fee upcharge for clearing of 5-acres of non-native woody vegetation at Maramech Forest Preserve as part of the District's US Fish and Wildlife Service Partners for Fish and Wildlife cooperative program agreement.

Director Guritz reported that inspection of the western preserve border revealed older dense thickets of non-native woody vegetation that require use of heavy equipment to efficiently remove. While other areas of the preserve could be assigned to the Nelson Land Management work crew for clearing, the company has offered to complete the clearing work with an Eco Mulcher for an additional \$100 upcharge per acre cleared, and clearing out the dense thickets will allow District staff and volunteers to keep the area cleared. Future seeding and planting will help improve the habitat quality and native plant competition within the dedicated nature preserve buffer areas.

Motion: Commissioner Hendrix

Second: Commissioner Gryder

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XVI. Motion to Approve the Kendall County Forest Preserve District Spring 2017 Public Program Fees and Charges

Commissioner Prochaska made a motion to approve the District's spring 2017 public program fees and charges as presented. Seconded by Commissioner Hendrix.

Commissioner Purcell inquired into whether the fees and charges were consistent with previous fees and charges presented. Director Guritz stated that charges were consistent, and the District cancels classes that do not achieve minimum enrollment.

Motion: Commissioner Prochaska

Second: Commissioner Hendrix

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XVII. Motion to Approve a \$20.00 Per Participant Environmental Education Program Fee Extending Weekday (Tues. – Wed.) Overnight Use of the Hoover Forest Preserve Bunkhouses

Director Guritz reported that the District was approached by school groups interested in receiving programming in combination with an overnight stay at Hoover Forest Preserve.

Commissioner Purcell inquired into how the programs would be scheduled.

Director Guritz advised that weeknight use of the bunkhouses for overnight stays is rare. Extending this opportunity for small school groups could potentially boost revenues for environmental education by taking advantage of weeknight bunkhouse capacity on Tuesday and Wednesday evenings, so long as sufficient cleanup time remains after weekday use to prepare the bunkhouses for weekend reservations.

Depending on group size, the District may generate revenues over and above typical bunkhouse rental rates.

Motion: Commissioner Purcell

Second: Commissioner Cullick

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XVIII. Motion to Approve the 2017-2018 Natural Beginnings Late Payment Policy

Commissioner Purcell inquired into the recommended changes to the late payment policy.

Director Guritz reported that the current late payment policy assigns a \$5 late fee for late payments received for quarterly tuition fees. The revised policy extends a 5-day grace period following notification to receive payment payment, after which a \$15 late payment fee is assessed. Payments not received within two weeks following the scheduled payment date will result in a suspension of the student from the program until the quarterly payment and late fee is paid.

Motion: Commissioner Hendrix

Second: Commissioner Cullick

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIX. Motion to Approve the Natural Beginnings Scholarship Program Guidelines and Application

Commissioner Kellogg made a motion to approve the Natural Beginnings Scholarship Program application. Seconded by Commissioner Prochaska.

Commissioner Hendrix requested a meeting discussion recap from the Programming and Events Committee's review of the scholarship application. Director Guritz reported that the draft scholarship guidelines were reviewed by the Committee, with direction received to include the federal poverty guidelines for household income, and to include DHS award letter as one of the forms of documentation that could be submitted to document need.

Commissioner Purcell inquired into whether the Forest Foundation's scholarship fund was a donor-restricted fund, and whether the District would be extending scholarship support. Director Guritz stated that the Foundation's restricted fund pays the District directly for the tuition difference awarded, and that the District does not contribute to, or discount tuition rates, which requires Commission approval.

Commissioner Gryder inquired into whether individuals receiving scholarships would take the place of individuals paying full tuition. Director Guritz stated that in order to qualify for consideration in the scholarship program, participating families first need to register for the upcoming school year by submitting the required paperwork and \$150 registration fee. Students are assigned to their requested sessions on a first-come first-served basis.

President Gilmour asked how scholarship funds are awarded. Director Guritz stated that there is currently \$2,400 held in a restricted fund. The Foundation will meet to discuss the program later this week, but the recommendation will be to extend scholarships totaling \$800 in each year for the next three program years to the pool of qualified applicants, with a maximum award of \$500 for a single student.

Commissioner Purcell asked what the qualifying criteria would be. Director Guritz stated that beyond low-income thresholds, other hardship criteria could be considered including families experiencing out of the ordinary hardships due to job loss or other factors. Commissioner Purcell stated that it would be prudent to confirm with the Forest Foundation that the criteria for scholarship award is based solely on financial need.

Commissioner Hendrix stated that because the Foundation is making the decisions on the award of scholarships, the Foundation should make the decisions on criteria put forward in the application.

Commission discussed the alignment, nature of the relationship, and separation of the Forest Foundation and the Kendall County Forest Preserve District.

Commissioner Hendrix inquired into whether there were any legal liability issues that could result from Commission's approval of the application materials. Assistant State's Attorney David Berault stated that the State's Attorney's Office would need to gain a greater understanding of the program and connection to the Forest Foundation to present an informed opinion.

Commissioner Gryder asked how the school districts handle these types of situations. Commissioners Giles and Gilmour stated that the sponsoring not-for-profit typically determines the guidelines and criteria for their scholarship awards.

Commissioner Davidson made a motion to amend the motion on the table to approve the scholarship application for the 17-18 school year only in order to reexamine the application and guidelines for upcoming years. Seconded by Commissioner Purcell.

Commissioner Kellogg stated his convictions that the Board of Commissioners should not be reviewing and approving a document for a program that will be administered by the Forest Foundation, but did not want to vote against the program, which he supports, by abstaining.

Commissioner Kellogg made a motion to table approval of the scholarship application and guidelines, postponing consideration of approval indefinitely. Seconded by Commissioner Purcell.

Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, Commissioner Flowers. Motion to postpone consideration indefinitely approved by a vote of 9:1.

XX. Motion to Approve the Revised Reservation Payment and Security Deposit Policies for Use of Meadowhawk Lodge and Bunkhouses at Hoover Forest Preserve

Commissioner Gryder made a motion to approve the revised reservation payment and security deposit policies for use of Meadowhawk Lodge and Bunkhouses at Hoover Forest Preserve. Seconded by Commissioner Hendrix.

Director Guritz presented an overview of current and revised reservation payment and security deposit policies for use of Meadowhawk Lodge and Bunkhouses at Hoover Forest Preserve. Current Bunkhouse rental policies, for example allow for a full refund and return of security deposit if cancellations are made prior to 72-hours before a scheduled event. Under the revised policies, the security deposit would be forfeit if the event were cancelled more than 30 calendar days prior to the scheduled event, and 100% of the rental payment would be forfeit if cancelled with less than 30 calendar days prior to the scheduled event.

The Programming and Events Committee amended the proposed policy to allow for the security deposit and/or rental payment to be applied one time only to a

rescheduled event, and otherwise refundable for both Meadowhawk Lodge and Bunkhouse rentals.

Commissioner Davidson stated that there should be a timeframe for allowing for rescheduled events. Director Guritz stated that the rebooking timeframe should be limited to 1-year. This is consistent with current policy for allowing the scheduling of reservations 1-year prior to the event date.

Commissioner Davidson made a motion to amend the motion on the table limiting the timeframe for rescheduling a cancelled event, and applying payments received to within one year of the date of the scheduled event. Seconded by Commissioner Prochaska.

Commissioner Davidson called the question for voice vote on the amended motion. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Motion unanimously approved.

President Gilmour requested voice vote on the amended motion to approve the Meadowhawk Lodge and Bunkhouse rental and payment policy revisions as amended by limiting application of collected rental fees and security deposits to a single rescheduled event within a one-year timeframe from the date of the cancelled event. All, aye. Opposed, none. Motion unanimously approved.

XXI. Motion to Approve the Purchase of a John Deere PR15 Gator TS from AHW LLC of Somonauk, Illinois in the Amount of \$7,434.70, Less a \$2,000.00 Trade-In Allowance for the District's 2003 John Deere 4X2 Gas Turf Gator, for a Total Amount Less Trade-In Value of \$5,434.70

Commissioner Purcell inquired into whether the budget included the replacement of the vehicle, or whether there was a vehicle replacement contingency scheduled. Director Guritz stated that the capital fund does include a contingency for vehicle replacement. The District's approved budget also includes appropriations from the 2009 capital fund, which has historically been used to afford vehicle replacement expenditures.

Commissioner Gryder inquired into where this vehicle will be primarily used. Director Guritz stated that the vehicle will support grounds maintenance at Harris Forest Preserve.

Motion: Commissioner Prochaska

Second: Commissioner Hendrix

Roll call: Commissioners Cullick, Davidson, Flowers, Giles, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XXII. Executive Session

None.

XXIII. Other Items of Business

None.

XXIV. Citizens to Be Heard

No public comments were offered by those in attendance.

XXV. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 7:17 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District