

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

**JUNE 7, 2016**

**I. Call to Order**

President Wehrli called the meeting to order at 6:01 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, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli all were present.

**V. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

**VI. Citizens to Be Heard**

Jerry Bannister commented that he would like to see the surplus hay under consideration donated to Equine Dreams rather than sold on the open market.

Commissioner Davidson entered the meeting at 6:04 pm.

**VII. Approval of Claims in an Amount Not-to-Exceed \$6,785.10.**

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$6,785.10. Seconded by Commissioner Koukol.

Director Guritz reported that the County Finance Committee reviewed claims with questions fielded from the group.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

## **VIII. Approval of Minutes**

- a. Kendall County Forest Preserve Commission Meeting – May 17, 2016
- b. Kendall County Forest Preserve Programming and Events Meeting – June 1, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on May 17, 2016 and the Programming and Events Committee Meeting held on June 1, 2016. Seconded by Commissioner Shaw. All, aye. Opposed, none. Motion passed unanimously.

## **IX. Motion to Approve the Public Sale of Surplus Grass and Alfalfa Mix Small-Bale Hay at \$4.50 per Small Bale**

Commissioner Cullick made a motion to approve the public sale of surplus grass and alfalfa mix small-bale hay at \$4.50 per small bale. Seconded by Commissioner Flowers.

Director Guritz reported that there should be approximately 400 surplus small bales generated with the first cutting of the year. Surplus hay will be stored in the lower level of the storage barn and sold to the general public.

Director Guritz suggested that the District work with Kyle Connell to store a portion of the hay produced in the year in order to replenish inventory over the winter months.

Commissioner Koukol asked whether the proposed price is consistent with market rates. Commissioner Davidson confirmed that \$4.50 per bale is a reasonable cost.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

## **X. Motion to Approve the Purchase of a Frigidaire Gallery 22.1 Cu. Ft. Side-by-Side Refrigerator and 5 ft. Water Hose from Sears Hometown Store in Plano, Illinois for the Ellis House Kitchen in the Amount of \$1,104.97.**

Commissioner Cullick made a motion to approve the purchase of a Frigidaire Gallery refrigerator and water hose from Sears Hometown Store in Plano, Illinois for the Ellis House Kitchen in the Amount of \$1,104.97.

Director Guritz reported that the repair estimate for the existing custom refrigerator received was \$1,800.00.

Commissioner Flowers inquired into whether the refrigerator was equipped to dispense water and ice. Director Guritz confirmed that this was built into the unit.

Commissioner Purcell inquired into whether the fridge is used for weddings, and where the purchase will be coded in the budget. Director Guritz reported that the fridge is used for weddings, and will be coded to the Ellis House cost center in the operating budget.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Purcell, Shaw, and Wehrli, aye. Opposed, Commissioners Gryder and Koukol. Motion carried by a vote of 7 to 2.

## **XI. Motion to Approve a \$100.00 Seven Day Continuation of the District's Summer Camp Facebook Advertisement**

Commissioner Cullick made a motion to approve a \$100.00 seven day continuation of the District's Summer Camp Facebook advertisement. Seconded by Commissioner Flowers.

Director Guritz reported on the initial metrics for the first \$100.00 advertisement currently running.

After 4 days, the ad generated 13,000 impressions, with 8,162 reached. 448 post engagements (clicks) were registered, with 16 Facebook users sharing the post and 52 users liking' the ad.

The advertisement is also increasing the number of visitors to the Facebook page, with 60 people liking the District's Facebook page.

Commissioner Flowers inquired into whether the ad had resulted in registrations. Director Guritz stated that 4-5 registrations were received for both Ellis Equestrian and nature-based camps on Monday and Tuesday. Director Guritz stated that this was a positive sign, with the hope that additional registrations will be received as viewers download the registration materials and sign up for the camps.

Commissioner Purcell asked whether the camp enrollments were for higher cost camps. Director Guritz stated he was not certain what camps were selected by the recent registrants.

Commissioner Gryder inquired into the budget and cost center for the ad placements. Director Guritz reported that while the promotions budget for the District currently shows expenses below appropriations, costs will exceed appropriations in the current year.

Commissioner Gryder pointed out that in budget discussions, concerns were expressed over the limited promotional budget proposed for the year.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

**XII. Motion to Approve a Not-to-Exceed Project Budget Amount of \$1,595.00 for a Direct Bulk Mail Campaign to Promote District Summer Programs**

Director Guritz reported that some time ago, the Programming and Events Committee discussed options for direct mail campaigns. In working with Latreese Caldwell, figures were presented for a 5,000 household “everyday” direct mail postcard campaign based on selection of mail carrier routes. The figures were provided for discussion purposes, and included on the agenda to provide an option to Commission to move forward after discussion, with a neutral recommendation from District staff on whether or not to move ahead with the campaign.

Commission discussed the proposed costs for a direct mail campaign.

Commissioner Koukol stated that the Facebook ad is generating interest and reach with only a \$100.00 investment.

Commissioner Purcell stated that these types of direct mail campaigns typically generate less than a 10% response rate. The Programming & Events Committee had discussed the Facebook ad, but had not considered this additional proposal.

Commissioner Gilmour agreed that this had not been discussed, but the Facebook ad looks like it is generating a positive response.

Commissioner Flowers suggested that staff look into different social media options for promoting the District’s program.

The agenda item failed for lack of a motion and second for approval.

**XIII. Motion to Approve a Bill of Sale Transferring Ownership of the Ellis Equestrian Center Miniature Horse “Polly” and Lesson Horse “Madrid,” Including Miniature Horse Driving Equipment, to Lisa Hoekstra of Yorkville, Illinois for a Purchase Amount of \$500.00**

Commissioner Gilmour made a motion to approve a bill of sale transferring ownership of the Ellis Equestrian Center miniature horse “Polly” and lesson horse “Madrid” including miniature horse driving equipment to Lisa Hoekstra of Yorkville, Illinois for a purchase amount of \$500.00. Seconded by Commissioner Flowers.

Commissioner Koukol inquired into whether the District would be looking to replace the horses. Director Guritz stated that this would bring the Ellis lesson horse count down to three, with four needed to support the program.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

**XIV. Motion to Approve a Change Order to Contract #04-16-001 with Big Ben Builders in the Amount of \$665.00 for Drywall and Window Framing Removal, Replacement and Finishing of the Ellis House Bride's Room Window**

Commissioner Cullick made a motion to approve a change order to contract #04-16-001 with Big Ben Builders in the amount of \$665.00 for drywall and window framing removal, replacement, and finishing of the Ellis House Bride's Room window. Seconded by Commissioner Flowers.

President Wehrli reported that removal of the window in the Bride's Room revealed structural issues with the window frame that needed to be addressed.

Director Guritz stated that Barry Niles reported that this is the only window frame exhibiting structural damage.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Shaw, and Wehrli, aye. Opposed, Commissioners Gryder, Koukol, and Purcell. Motion carried by a vote of 6 to 3.

**XV. Motion to Approve a Change Order to Contract Number #04-16-002 with Custom Manufacturing, Inc. in the Amount of \$1,800.00 for Removal of the Existing Bridge Structure Contracted for Replacement in Richard Young Forest Preserve**

Commissioner Cullick made a motion to approve a change order to contract #04-16-002 with Custom Manufacturing, Inc. in the amount of \$1,800.00 for removal of the existing bridge structure contracted for replacement in Richard Young Forest Preserve. Seconded by Commissioner Flowers.

President Wehrli stated that due to current staffing constraints, the District is not able to extend the support anticipated to remove the existing bridge structure. Staffing levels are currently down by one full-time and one part-time staff. Mowing season is in full swing, and staff cannot devote the 2-3 days of work required to remove the existing bridge.

Commissioner Purcell inquired into whether the change order would be coded to the capital fund. Director Guritz confirmed that the cost would be covered by the capital fund.

Commissioner Gryder inquired into whether this would place total project cost over \$20,000.00. Director Guritz stated that the \$1,800.00 change order would bring total project cost to \$18,800.00.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

**XVI. Motion to Approve a Modification of the Ellis House and Meadowhawk Lodge Event Agreement and Policy to Require Prepayment of 50% of Event Rental Fees Six Months Prior to the Date of Reservation, Non-Refundable for Cancellations**

Commissioner Flowers made a motion to approve the modification of the Ellis House and Meadowhawk Lodge event agreement and policy to require prepayment of 50% of event rental fees six months prior to the date of reservation, non-refundable for cancellations. Seconded by Commissioner Cullick.

Director Guritz reported that a recent cancellation within two weeks prior to the event date prompted examination of the current policy.

Under the current policy, renters lose their damage deposit, but are refunded any rental fees paid. Under the revised policy, 50% of the non-refundable rental fee would be paid six months prior to the event, with the remaining balance paid 30-days prior to the event.

Commissioner Purcell suggested that the policy be examined to allow the District to retain 75% of the rental fees for cancellations within 30-days prior to the event.

Commission discussed the proposed policy change. President Wehrli called the question.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion passed unanimously.

**XVII. Executive Session**

Commissioner Davidson made a motion to enter into executive session under 2(c)1; 2(c)5, and 2(c)11 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; 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, and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Seconded by Commissioner Koukol.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none.

Executive session called to order at 6:34 pm.

Commissioner Koukol made a motion to adjourn from executive session. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Regular meeting reconvened at 7:12 pm.

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

None.

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

Bill Davis of Plano, Illinois presented concerns with water drainage on properties adjacent to Subat Forest Preserve. Mr. Davis reported that he had discussed the issue with Director Guritz, and has arranged a time to inspect the property issues.

Commissioner Davidson stated that the District had installed new drain tile after acquiring the Subat property.

Commissioner Gryder suggested flying a drone over the property to identify problems or issues.

Commissioner Davidson stated that the residents adjacent to Subat Forest Preserve did trap beavers over the winter months.

### **XX. Adjournment**

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 7:15 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District