

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

JULY 19, 2016

I. Call to Order

President Wehrli 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 Shaw requested a moment of silence honoring the police officers who have recently lost their lives in the line of duty.

IV. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Koukol, Prochaska, Shaw, and Wehrli all were present.

V. Approval of Agenda

Commissioner Purcell entered the meeting at 9:02 am.

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

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

VII. Approval of Claims in an Amount Not-to-Exceed \$16,606.55.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$16,606.55. Seconded by Commissioner Prochaska.

Director Guritz reported on the transformer and meter rental fees charged to the District as part of ComEd monthly billing at Hoover Forest Preserve.

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

VIII. Approval of Minutes

- a. Kendall County Forest Preserve Commission Meeting – July 5, 2016
- b. Kendall County Forest Preserve Programming and Events Committee Meeting – July 6, 2016
- c. Kendall County Forest Preserve Finance Committee Meeting – July 13, 2016
- d. Kendall County Forest Preserve Committee of the Whole Meeting – July 13, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on July 5, 2016; the Programming and Events Committee meeting held on July 6, 2016; the Finance Committee meeting held on July 13, 2016, and the Committee of the Whole meeting held on July 13, 2016 as presented. Seconded by Commissioner Flowers. All, aye. Opposed, none. Motion passed unanimously.

IX. Motion to Approve a Proposal from Hampton, Lenzini and Renwick, Inc. for Phase I Engineering Services Including Permitting and Cost Estimation for Repair or Removal of Millbrook Bridge for a Cost Not-to-Exceed \$26,000.00.

Commissioner Cullick made a motion to approve a proposal from Hampton, Lenzini and Renwick, Inc. for phase I engineering services including permitting and cost estimation for repair or removal of Millbrook Bridge for a cost not-to exceed \$26,000.00. Seconded by Commissioner Prochaska.

President Wehrli reported that Steve Megginson from HLR Engineering presented a proposal to the District for development of a permit application to the Army Corps of Engineers for the removal or restoration of Millbrook Bridge. The permit is required regardless of the decision that will be made to either remove or restore the bridge, and the proposal will also provide cost estimates for comparison.

President Wehrli stated that the Village of Millbrook has not extended support requested by the District for the restoration of the bridge, and the District needs to move forward to address the bridge's structural issues.

Commissioner Koukol asked whether the work that will be performed, including permitting, will be relevant for the next couple of years.

Director Guritz stated that the permitting process will take up to one year to complete, with the permitting window for completing the work open for an undetermined amount of time. Director Guritz stated he will inquire into the construction window timeframe for work to be completed.

President Wehrli reported that the permitting is complex, with sign-off needed from the Army Corps of Engineers, Illinois Department of Natural Resources, Illinois Environmental

Protection Agency, and Illinois Historic Preservation Agency as part of the joint application review process.

Director Guritz reported that the project will involve constructing a causeway into the Fox River within a high-quality area of the river, which may require approaches for mitigating impacts to threatened or endangered wildlife species known to occur.

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

X. Motion to Approve a District Procurement Card Limit Increase to \$5,000.00 for the District's Executive Director, David Guritz

Commissioner Cullick made a motion to approve a District procurement card limit increase to \$5,000.00 for the District's Executive Director, David Guritz. Seconded by Commissioner Flowers.

Commissioner Purcell asked where the current limit is set, and why additional credit is needed.

Director Guritz reported that the current limit is \$3,000.00. A limit increase is needed in order to cover the monthly bills for phone, trash, drinking water service, and other bills that have been set for auto-pay using this card.

President Wehrli reported that as part of the increase, the Finance Committee will be reviewing the actual credit card statements on a monthly basis.

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

XI. Motion to Approve the Issuance of a District Procurement Card to Marshall Vick, Ellis House and Equestrian Center Manager, with a Procurement Card Limit of \$1,500.00 and Single Purchase Limit of \$500.00

Commissioner Flowers made a motion to approve the issuance of a District procurement card to Marshall Vick, Ellis House and Equestrian Center Manager, with a procurement card limit of \$1,500.00 and single purchase limit of \$500.00. Seconded by Commissioner Cullick.

Commissioner Purcell asked how many cards are currently assigned. Director Guritz reported that there are 5 cards issued to the District's Director (Guritz), Superintendent (Olson), Events Coordinator (Villarreal), Natural Beginnings Manager (Gessler), and Environmental Education Coordinator (Dombrowski).

Commissioner Purcell asked whether the purchases could be handled using the Director's card. Director Guritz stated that it is more efficient to allow support staff to handle credit

card purchases. There are times where the purchases need to be made where the Director is not immediately available to extend support for the purchase. This has resulted in staff using their own credit cards to make purchases, which is less efficient.

Director Guritz stated that opportunities will be explored for eliminating the card issued to the Ellis Events Coordinator.

Commission discussed whether there is a need for two cards for Ellis.

President Wehrli stated that if it appears that the purchasing activity at Ellis can be handled by a single card, a proposal to eliminate the second card will be brought forward.

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

XII. Motion to Approve a District Procurement Card Limit Reduction to \$1,000.00 for Tina Villarreal, Ellis House and Equestrian Center Events Coordinator

Commissioner Cullick made a motion to approve a District procurement card limit reduction to \$1,000.00 for Tina Villarreal, Ellis House and Equestrian Center Events Coordinator. Seconded by Commissioner Flowers.

President Wehrli stated that there is an overall reduction in the amount of credit extended from \$3,000 down to \$2,500.

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

XIII. Motion to Approve Fees and Charges for a 5K Run and Family Fall Fest Cooperative Fundraising Event with Sunrise Center North on October 29, 2016 at Ellis House and Equestrian Center Including a \$35 (\$30 Early Registration) 5K Run Registration Fee; \$10 Per Child Fun Run Registration Fee, and \$5 Per Person Family Fall Fest Activity Fee

Commissioner Cullick made a motion to approve fees and charges for a 5K run and Family Fall Fest cooperative fundraising event with Sunrise Center North on October 29, 2016 at Ellis House and Equestrian Center including a \$35 (\$30 early registration) 5K run registration fee; \$10 per child fun run registration fee, and \$5 per person Family Fall Fest activity fee. Seconded by Commissioner Purcell.

President Wehrli stated that this event will likely replace the District's 5K Reindeer Run.

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

XIV. Motion to Approve a \$10 per Student Fee for the 2017 Maramech Forest Preserve Natural Areas Management Classroom Outreach and Field Trip Experience

Commissioner Flowers made a motion to approve a \$10 per student fee for the 2017 Maramech Forest Preserve Natural Areas Management classroom outreach and field trip experience. Seconded by Commissioner Cullick.

President Wehrli stated that this is a great approach to get the community involved in a Forest Preserve habitat restoration projects.

Director Guritz presented a program budget that includes participation from both the Oswego and Plano school districts.

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

XV. Motion to Approve Farm License Agreement #16-07-002 with Maurice and Chris Ormiston for the Lease of 3.75 Acres of District Property at Henneberry Forest Preserve for a Total Amount of \$731.25 for Base Rent, Plus a Calculated Yield Payment

Commissioner Cullick made a motion to approve farm license agreement #16-07-002 with Maurice and Chris Ormiston for the Lease of 3.75 acres of District property at Henneberry Forest Preserve for a total amount of \$731.25 for base rent, plus a calculated yield payment. Seconded by Commissioner Flowers.

President Wehrli reported that this is for the small section of property under crop production on the northeast corner of Henneberry Forest Preserve.

Director Guritz reported that this is the first year that Maurice and Chris Ormiston are farming this property.

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

XVI. Motion to Approve an Intergovernmental Agreement Between the County of Kendall and the Kendall County Forest Preserve District Regarding Land Exchange of 1.6 Acres of District Owned Property at Subat Forest Preserve with an Appraised Value of \$16,100 for 1.9 Acres of County Owned Property Adjacent to Hoover Forest Preserve with an Appraised Value of \$32,000 as Part of the Eldamain Road Improvement

Project, Including Approval of Associated Temporary Construction Easements

Commissioner Cullick made a motion to approve an intergovernmental agreement between the County of Kendall and the Kendall County Forest Preserve District regarding land exchange of 1.6 acres of District owned property at Subat Forest Preserve with an appraised value of \$16,100 for 1.9 acres of County owned property adjacent to Hoover Forest Preserve with an appraised value of \$32,000 as part of the Eldamain Road improvement project, including approval of associated temporary construction easements. Seconded by Commissioner Koukol.

Director Guritz reported that an unanimous vote is required to approve the exchange. District staff recommends approval of the proposed land exchange. The exchange is favorable to the District from the perspective of both land value and habitat quality.

Highway Supervisor Fran Klaas provided an overview of the project and proposed property exchange. The property exchange is required in order for the Eldamain Road project to proceed.

Commission discussed the proposed land exchange and road improvement project. Director Guritz reported that IDNR sign-off for the project has been received.

Commissioner Purcell questioned the fair market value for the properties to be exchanged. Director Guritz reported that the property at Subat Forest Preserve carries a conservation easement, which reduce the overall market value for the property.

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

XVII. Executive Session

None.

XVIII. Other Items of Business

None.

XIX. Citizens to Be Heard

No public comments were offered by those in attendance.

XX. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 9:34 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District