

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

MARCH 14, 2018

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 5:33 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Executive Director's Report

Director Guritz provided updates on priority projects. Multiple grants are being prepared to be submitted on behalf of the District and the Forest Foundation. The District will be meeting with the Health Department to implement the iTick partnership. The FY17 audit is nearing completion. The District will be working to replace the solar backup batteries for the Meadowhawk Lodge parking lot fixtures. The District will close on Little Rock Creek Forest Preserve on March 29, 2018. The USGS received a request from a local resident to name a feature after a family member. The feature is a drainage channel, with a response sent to USGS with field notes and images. The Environmental Education school programs are reported full for April and May. Meadowhawk Lodge rentals are exceeding their expected revenue. Ellis House and Equestrian Center horse lessons are nearly full for this season.

OLD BUSINESS

**VI. Millbrook Bridge Phase II (Bid Specifications) and Phase III
(Construction Project Oversight) Proposal and Discussion - HLR
Engineering**

Director Guritz introduced Joe Frazee from HLR engineering to discuss the Phase II and Phase III proposal, and Section 106 USACoE permitting process.

Joe Frazee remarked that the current work underway is for Phase I permitting. The Incidental Take permit from the IDNR will conclude after the public comment period which runs through April 1. After the public comment period, the IDNR will notify the District of any concerns and issue the permit about 60 days thereafter.

Commissioner Purcell asked what the incidental take permit covers.

Joe Frazee responded that when any work is done that has the possibility of affecting a state listed threatened and/or endangered species, an incidental take permit is needed. Separately, a draft permit has been submitted to the Army Corps of Engineers to address permit provisions related to historic structures, which will also be reviewed by the Illinois State Historic Preservation Agency because the bridge is considered a historic feature. This process is expected to take about 9 months.

Commissioner Hendrix asked what the possible implications of going through the historical review would be.

Joe Frazee responded that the Army Corps and Historic Preservation Agency examines the alternatives for lessening impact(s) to the historical structure. All of the alternatives will be considered. Bid specifications are expected to be completed and ready for bidding, following the receipt of both permits, with the work performed during the Fox River low-water season in August and September.

Director Guritz remarked that the goal is to bid the project in early January of 2019.

Joe Frazee remarked that the Army Corps is the lead agency for this permit, and they determine how the public comment period and community outreach should be handled.

Commissioner Hendrix asked what would be done if this bridge, that is not structurally sound, does happen to collapse before permitting is secured.

Joe Frazee responded the incidental take permitting process would remain unchanged, and the permit with the ACoE-Historic Preservation Agency would be changed to salvage material from the river. The timeframe of the Historic Preservation Agency permit is the only permit that could be shortened due to the condition of the bridge.

Director Guritz remarked that the current condition of the bridge is noted in the reports for these permits.

Director Guritz asked the Committee how the Kendall County Historic Structures Commission should be involved and included within the process.

Joe Frazee remarked that within the permitting process, any agency or group that wants to be notified of the process may register with the State Historic Preservation Office.

Jeff Wherli from the Kendall County Historical Structures Commission remarked that the Kendall County Historical Structures Commission will review the permit once the Historical Preservation Agency has issued it.

Director Guritz asked if the District needs a Kendall County permit for this project.

Commissioner Prochaska responded that since the structure is more than 50-years old, a permit would be required by the County.

Commissioner Gryder asked if the Historic Structures Commission has discussed the possibility of keeping the bridge.

Jeff Wherli responded that although the bridge is an important historical structure in the community, the situation does not lend itself to restoring the bridge.

Director Guritz remarked that there was originally lead-based paint used on the bridge. It has since been sandblasted and repainted, which may impact the approach for demolition of the bridge.

Joe Frazee responded that if demolition is the route then there is no additional concern. If another individual is taking responsibility for the bridge then the District would need to inform the individual about any lead-based paint concerns.

Director Guritz asked the Kendall County Highway Department if there is anything else regarding the bridge that the District should be aware of.

John Bershire from the Kendall County Highway Department responded that the bridge has long been a concern due to the condition, and that there is not structurally much to be preserved.

President Gilmour responded that the Committee agrees that to preserve any structurally sound sections of the bridge would not be cost effective.

Commissioner Davidson asked if there is any possibility of moving the bridge.

Joe Frazee responded that there is the ability to move the bridge to adjacent lands, but the bridge would then still have to be maintained. Cost for relocating the bridge are estimated between \$30,000 to \$40,000.

Commissioner Gryder asked if part of the structure was left, would the District be responsible for maintaining it.

Joe Frazee responded that partial removal of the bridge and demolishing what is left is a possible option.

Director Guritz remarked that in the Phase II and Phase III proposal, an additional 2-weeks was added into the construction timeframe, asking how the actual work performed would be billed.

Joe Frazee responded that time would be billed on an hourly basis, and would not exceed the maximum amount within the timeframe.

Director Guritz asked when the development of specifications should be done if the permitting is still being worked on.

Joe Frazee responded that following review of the first set of comments are received from the Army Corps, the Board of Commissioners can approve the Phase II and Phase III contracts, which should be received within 60 days. Methods for removal was presented as part of the plan for demolition currently under review.

Commissioner Hendrix asked how removal methods such as use of explosives will impact the incidental take permit.

Joe Frazee responded that the possibility of use of explosive was already written into the permit and the IDNR did not express concerns.

NEW BUSINESS

VII. WIPFLI CPAs Presentation of the Kendall County Forest Preserve District's FY17 Audit

Matt Schueler and Sara McKenna presented the Kendall County Forest Preserve District's FY17 audit. The overall audit process was discussed, and the audit report presented. Total assets for FY17 are \$85M, with \$72M being from capital assets such as land. The net position of the District is about \$31.5M. The governmental reports balance sheet for the next 12 months shows an increase in the general fund. The income statement shows that key operating fees increased. The District has no deficit fund balances. Overall there was about \$3.2M paid on principal debit over the bonded year. Capital asset adjustments were made to account for lands gifted to the District.

Director Guritz remarked that the Pickerill-Pigott Forest Preserve was an addition to capital land. Based on the type of land and time of sale, an land value estimate was extended to support the total amount for the adjustment.

Commissioner Gryder asked what property was purchased.

Director Guritz responded that the Pigott property was purchased as a part of the agreement for the donation of the Pickerill property.

Matt Schueler remarked that the net change in the operating fund balance was a positive \$33K increase. The five year analysis shows that property taxes and grants are the main revenues for the District. Discussions on comments were reviewed, including a suggestion for establishing a policy for monthly credit card statement reviews.

President Gilmour stated that the Kendall County credit cards policy to under review to establish a single and unified record system.

Commissioner Hendrix motioned to forward the FY17 audit to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VIII. DeKane Equipment Inc. Proposal Zero-Turn Mower Replacement and Equipment Trade-Ins

Director Guritz remarked that the Dekane Equipment Inc. proposal was reviewed and forwarded by Finance Committee to Committee of the Whole. Equipment trade-ins will lower purchase cost for the new mower to \$7,900.00. The trade in value for the current mower is (\$4,250.00), with the Kubota tractor trade in value of (\$1,250.00).

Commissioner Gryder remarked that the Kubota tractor was inherited when the District purchased Ellis House and Equestrian Center.

Commissioner Prochaska motioned to forward the proposal to Commission for consideration. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

IX. The Conservation Foundation - Illinois Clean Energy Community Foundation Proposed Amenities and Event Grant for Little Rock Creek Forest Preserve

Director Guritz remarked that the District was approached by the Conservation Foundation and the Illinois Clean Energy Community Foundation requesting support for an Amenities and Events grant proposal. This grant would allow The Conservation Foundation to support completion of a gravel parking and preserve entrance sign at Little Rock Creek Forest Preserve.

Commissioner Gryder motioned to forward the proposed Amenities and Events grant request to Commission for consideration. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

X. The Conservation Foundation - 2018 Spring Benefit Dinner - Table Sponsorship Discussion

Commissioner Prochaska remarked that the sponsorship was discussed at Operations Committee. The Operations Committee recommended approval of a Silver-level Sponsorship of The Conservation Foundation's 2018 Earth Day Benefit Dinner.

Commissioner Prochaska motioned to forward the sponsorship materials to Commission for consideration. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

XI. Preferred Catering Program Updates and Discussion of Request to Waive Certain Insurance Coverage Requirements

Director Guritz remarked that Upper Crust Catering – Yorkville, brought up concerns about the required insurance. This was discussed at the Operations Committee. Since that

meeting, two other local catering companies expressed concerns about joining the District's Preferred Catering Program if the \$5M insurance requirement is not adjusted.

Commissioner Prochaska remarked that changing the policy for the umbrella requirement is a preferred option over issuing waivers.

Commissioners Flowers and Hendrix both agreed that changing the policy to a \$1M umbrella is more favorable than issuing waivers.

Commissioner Gryder motioned to amend the insurance policy, reducing the umbrella requirement from \$5M to \$1M. Seconded by Commissioner Prochaska.

The Committee of the Whole discussed the policy change, and how this should be moved forward. Commissioner Gryder withdrew the motion. Commissioner Prochaska withdrew his second.

Commissioner Prochaska motioned to forward the proposed policy change to Commission to amend the umbrella insurance requirement policy for preferred caterers. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

XII. Capital Fund Three Year Plan - Draft Document for Discussion

Director Guritz remarked that this was previously discussed at the Finance Committee and Commission meetings. The report provides a breakdown of anticipated revenues and expenses including the current Land-Cash fund balance, and anticipated grant expenses and reimbursements.

The three-year plan includes Pickerill-Pigott improvements, natural area management projects, Millbrook Bridge, and Fox River Bluffs public access projects.

Commissioner Davidson left the room at 7:07.

XIII. Pickerill-Pigott Forest Preserve - Review of Tax Refund Intergovernmental Agreements

Commissioner Prochaska motioned to forward the intergovernmental agreements to Commission for consideration. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

President Gilmour asked what the intergovernmental agreements would involve.

Director Guritz responded that the taxing bodies will be presented drafts of the intergovernmental agreements prior to Tuesday's approval.

XIV. Conveyance of Title of the District's 1970 Homemade Plat Trailer and Wood Frame Stage Platform to the United City of Yorkville

Director Guritz remarked that the District is waiting on the United City of Yorkville to hear that this will be taken over. Once received, consideration will be placed on a Commission meeting agenda for consideration.

XV. West Bend Insurance - Property Damage Release and Settlement for Property Damage Sustained at the District's Shuh-Shuh-Gah Canoe Launch Area

Director Guritz remarked this item was discussed at Finance Committee. The District is in communication with West Bend Insurance to review an estimate submitted for the fencing repairs.

XVI. Pickerill-Pigott Forest Preserve - Grounds Maintenance Resident Lease Agreement Review

Director Guritz reported that interviews have been completed for two internal candidates. Candidates will be discussed with the President and Vice President before extending an offer. The offer for the position will be extended following these discussions, subject to formal approval of a final lease agreement by Commission.

XVII. Executive Session

None.

XVIII. Other Items of Business

Commissioner Prochaska remarked that in a meeting with the Minooka Mayor, a joint piece of property to be developed was discussed. There is a high quality creek on the side of the property. The Mayor of Minooka noted that restoration and maintaining this property is of interest.

Director Guritz remarked that seed could put down on the property. The area is too wet to support a farm lease. The Conservation Foundation was contacted to discuss their involvement and support for this project.

Director Guritz remarked that there is refund that will be presented on the claims list representing half of the deposit of \$800.00 a cancelled Meadowhawk Lodge event. Under the District's policy, the District retains 50% of the security deposit, or \$400.00, for events cancelled 6-months prior to the scheduled date. The Committee of the Whole suggested that the refund of the remaining \$400.00 may be granted if the District schedules a rental event for the cancelled date.

XIX. Citizens to be Heard

No public comments were offered by those in attendance.

XX. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Meeting adjourned at 7:23 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District