

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

**JANUARY 10, 2018**

**I. Call to Order**

President Gilmour called the meeting to order at 6:27 pm in the Kendall County Board Room. (50:27 on tape).

**II. Roll Call**

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

**III. Approval of Agenda**

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

**IV. Citizens to be Heard**

No public comments were offered by citizens present at the meeting.

**V. Executive Director's Report**

Director Guritz provided updates on priority projects. Installation of the monitoring line conduit was completed in December with donated support from TT Technologies, Inc. for equipment use and support. The Forest Foundation of Kendall County completed submission of an application to the Illinois Clean Energy Community Foundation for a large-scale restoration project for Hoover Forest Preserve.

**VI. Operations Committee Report**

Operations Committee member Purcell presented a report on topics discussed at the January 3, 2018 Operations Committee meeting.

Commissioner Purcell reported that special use permits were approved, with fees waived, for the Kendall County Horse Show Association and University of Illinois Cooperative Extension – 4H.

Commissioner Purcell reported that the Operations Committee opened a discussion on staff enforcement of the General Use Ordinance.

Director Guritz reported that the Ellis Equestrian Center ended with a net surplus of \$89 for FY17.

## **VII. Finance Committee Report**

Finance Committee Chair Cullick presented a report on topics discussed at the January 10, 2018 Finance Committee meeting. Commissioner Cullick reported that 2018 is off to a good start. The Committee reviewed the equestrian center year-end report. The FY17 audit is underway, with District staff submitting all requested documents.

Commissioner Purcell stated that there are other costs associated with running the equestrian center, including capital expenses that are not coded to the specific program cost centers.

### **OLD BUSINESS**

## **VIII. Ellis Equestrian Center Herd Assessment and Lesson Horse Acquisition Discussion**

Ellis Farm Manager Vick, Equestrian Center Coordinator Norton, and Sunrise Center Program Director Mondrella presented a herd assessment, and request to move forward with the acquisition of a new lesson horse, pending a favorable assessment based on a scheduled inspection.

## **IX. Little Rock Creek Preserve Acquisition Project Updates**

Director Guritz reported that State certification of the Polach Appraisal Group's reported fair market value was delayed due to submission of the required reports to the State in December. This has been rectified, with the appraisal reports now under review, with certification anticipated no later than the first week of February.

### **NEW BUSINESS**

## **X. Illinois Department of Natural Resources – 2017 Chronic Wasting Disease Incidence Monitoring Report and Forest Preserve Lethal Harvest Request**

Director Guritz presented a letter from the IDNR requesting access and permission to conduct lethal sharpshooting of White-tailed Deer in several forest preserve areas as part of monitoring and management efforts to control the prevalence of Chronic Wasting Disease in the Kendall County deer population.

The Committee of the Whole discussed the proposal. Direction was received to notify the IDNR that lethal harvest within forest preserve areas would not be permitted in 2018. IDNR CWD management staff members are able to enter preserve areas to subdue deer wounded through sharpshooting activities.

## **XI. 2018 Work Plan – Discussion on Strategic Operational Needs and Efficiencies**

The Committee of the Whole reviewed the 2018 work plan priorities. Director Guritz reported that objectives and strategies would be added to the report, as well as timeline information for completion of the various projects.

Director Guritz reported that as far as finances for the District, efforts should be taken to stretch out the remaining capital funds for five years by leveraging outside funds.

The Committee of the Whole discussed the capital needs (roof and painting) of the Ellis House and Equestrian Center. Director Guritz suggested the roof replacement and exterior painting will cost approximately \$60,000.

Commissioner Purcell stated that a decision should be made on closing Ellis House, understanding that the District cannot sustain the ongoing capital costs.

## **XII. Pickerill-Pigott Forest Preserve – Riemenschneider Electric, Inc. Proposal**

Director Guritz presented a revised proposal that included installation of LED lights in closet areas for the Pickerill House, with a revised total cost of \$1,947.00 to complete the safety and required code improvements.

The Committee of the Whole discussed the proposal, and process for determining whether the house will be sold, demolished, or adaptively reused for District operations.

Director Guritz reported that he is meeting with Upland Design on Friday, January 12, 2018 to develop a schedule for completion of a master plan for Pickerill-Pigott Forest Preserve.

## **XIII. Kendall County Forest Preserve District Updated Organizational Chart**

The Committee of the Whole reviewed the updated organizational chart for the District. Direction was received to include a note regarding the joint supervision of the Natural Beginnings Manager position by both the Executive Director (program) and Hoover Supervisor and Resident (grounds and facilities).

Commissioner Purcell made a motion to forward the 2018 Organizational Chart to Commission for approval. Seconded by Commissioner Cullick. All, aye. Opposed, none.

## **XIV. 2018 Farm Lease Agreements**

Director Guritz presented a summary report and draft farm lease agreements for 2018. Farm lease agreements will be presented to Commission for approval at the January 16, 2018 Commission meeting.

Director Guritz reported that calculated yield payments for the 2017 farm lease agreements is just under \$20,000, which will be credited to FY17.

**XV. Kendall Heating and Plumbing Proposal – Harris Shop Boiler Replacement**

Director Guritz presented the completed proposal from Kendall Heating and Plumbing for the emergency replacement of the boiler at the Harris Shop. Total cost for the replacement was \$4,800.00 and will appear as a capital fund expense on the next claims list.

**XVI. Executive Session**

Commissioner Gryder made a motion to enter into executive session under 2(c)21 of the Open Meetings Act to discuss the minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Prochaska.

Roll call: Commissioners Cullick, Davidson, Gryder, Prochascka, Purcell, and Gilmour, aye. Opposed, none.

Executive session called to order at 6:52 pm.

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

Regular meeting reconvened at 7:13 pm.

**XVII. Summary of Action Items to be Taken**

**XVIII. Citizens to be Heard**

**XIX. Adjournment**

Commissioner Davidson left the meeting. Meeting summarily adjourned at 7:14 pm due to lack of a quorum.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District