

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

JULY 12, 2017

I. Call to Order

President Gilmour called the meeting to order at 5:37 pm in the Kendall County Board Room.

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 as presented. 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. Director's Report

Director Guritz provided updates on priority projects.

Director Guritz reported on Forest Foundation initiatives in June including the Volunteer Appreciation picnic, Summer Solstice "Water Break" canoe trip, and "Celebrity Bartending" event at The Law Office which generated approximately \$500.00 in revenue.

Director Guritz reported that the District was not awarded the Recreational Trails Program grant for Millbrook South citing the need to complete a Phase II archaeological survey.

The District is anticipating an announcement from the Department of Interior – National Park Service awarding the 2016 Land and Water Conservation Fund grant for the Little Rock Creek acquisition project.

VI. Overview and FY 18 Recommendations for District Fees and Charges

Director Guritz presented proposed changes to the District's fees and charges schedule.

The Committee of the Whole reviewed the proposed increases.

Director Guritz stated that the updated spreadsheet includes projections for additional revenues based on current program volumes.

Commissioner Purcell requested an informational report on how the fees and charges have changed for Meadowhawk Lodge rentals. Director Guritz stated that this would be provided before the Commission meeting for consideration.

Commissioner Cullick recommended creation of a facility rental package that would include a 50% reduced-cost facility rental with the purchase of a wedding package at either Meadowhawk Lodge or Ellis House.

Commissioner Purcell asked what proportion of the Hoover bunkhouse rentals are resident versus non-resident. Director Guritz stated that that this was examined with Rebecca Antrim in the development of the spreadsheet, with a 50/50 ratio assumed.

Commissioner Purcell recommended creating a separate fees and charges spreadsheet that automatically calculates impact from the proposed increases based on program volumes.

The Committee of the Whole discussed the proposed tuition increase fees for the Natural Beginnings Early Learning Program. The fees presented will offset anticipated program expense increases for the coming year, generating an additional \$3,000 in total revenues. The Committee of the Whole suggested reducing the Tuesday-Thursday afternoon tuition to encourage registrations if the afternoon program is not filling to capacity.

The Committee of the Whole discussed possibilities for creating a second program space for the Natural Beginnings program. Director Guritz reported that this would need to be carefully examined, but there are possibilities that could be considered should program demand dictate consideration of a program expansion. The Committee of the Whole debated program capacity limits and teacher ratios. Commissioner Prochaska noted that national standards allow for a teacher-student ratio of 1:8. Commissioner Cullick argued that increasing the teacher-student ratio would impact program quality and enrollments.

The Committee of the Whole discussed the proposed tuition increases for Environmental Education School Field Trip programs. Director Guritz stated that the goal is to continue to close the gap in order to cover the direct costs of the department.

Commissioner Davidson suggested creating new programs that target adult audiences who have more disposable income when compared to parents with young children.

President Gilmour requested a motion to forward the proposed fees and charges schedule, as amended to include a 50% discounted second-rental with the purchase of a wedding package.

Commissioner Cullick made a motion to forward the fees and charges schedule as amended to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Motion unanimously approved.

VII. HLR Millbrook Bridge Permitting Updates and Directions

Director Guritz presented highlights from the HLR Engineering report from the June 14, 2017 Finance Committee meeting.

The Committee of the Whole discussed the report and correspondence between HLR Engineering and the Illinois Historic Preservation Agency, recognizing the need to provide clear direction to HLR Engineering regarding the prescribed approach to permitting.

The Committee of the Whole consensus and direction included the following:

1. Provide direction to HLR Engineering to complete the permitting process as a “removal of structure” project.
2. Provide direction to HLR Engineering to plan for approach of in-stream construction activities from the Shu Shu Gah canoe launch area.
3. Provide direction to HLR Engineering to secure a permit that will allow the bridge piers to remain in place in the event the bridge is removed.
4. Provide direction to HLR Engineering to take the steps necessary to file a 106 Report with the Illinois Historic Preservation Agency, and to secure an Incidental Take Permit with the Illinois Department of Natural Resources.

VIII. Fuel Dispensing Tank Costs and Options for Hoover Forest Preserve

Director Guritz presented an overview of the fuel dispensing tank options and costs for Hoover Forest Preserve.

District staff recommendation is to accept the GRAINCO FS, Inc. proposal to refurbish the 1,000 gallon split-fuel tank for \$1,771.00.

The Committee of the Whole reviewed the proposals received from GRAINCO FS, Inc., Elburn Cooperative, and estimates for a pickup truck bed-mounted refueling tank.

The Committee of the Whole discussed security and access to the refueling station at Hoover Forest Preserve. Director Guritz stated that fuel tank access at the Hoover Forest Preserve refueling station will be under lock and key, and a log maintained for fuel consumption. Access will be limited to the District’s Director, Superintendent, and Hoover Site Supervisor. Additional electrical line inspection and possible replacement may be needed in addition to this cost.

Commissioner Cullick made a motion to forward the GRAINCO FS, Inc. proposal for refurbishing the 1,000 gallon split-chamber tank, including removal of the second 500 gallon

tank, to Commission for approval. Seconded by Commission Gryder. All, aye. Opposed, none.

IX. Executive Session

None.

X. Other Items of Business

Commissioner Purcell requested a list of preserve access and amenities for presentation at a future meeting. Director Guritz stated that this will be developed as part of the sponsorship program opportunities, and will be presented at a future meeting for review as part of discussions of the District's 5-year capital plan.

XI. Citizens to be Heard

None.

XII. Summary of Action Items to be Taken

President Gilmour requested a summary of action items to be taken.

Director Guritz reported that from the Finance Committee, the Commission agenda will include approval of the claims list, and approval of the FY 17-18 GRAINCO FS, Inc. propane contract.

From the Committee of the Whole meeting, action items include communicating the Millbrook Bridge directions to HLR Engineering, Inc., and forwarding for Commission consideration the approval of the proposed fees and charges schedule as amended, and the GRAINCO FS, Inc. proposal for refurbishing the 1,000 gallon split-fuel tank, and removal of the second 500-gallon tank from Hoover Forest Preserve.

Separately, an updated proposal for the repair of the Harris west-loop drive will be forwarded to Commission once received from Jeff Wehrli, Excavating, Inc.

XIII. Adjournment

Commissioner Prochaska made a motion to adjourn the meeting. Seconded by Commissioner Gryder. All, aye. Opposed, none. Meeting adjourned at 7:02 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District