

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

JANUARY 11, 2017

I. Call to Order

President Gilmour called the meeting to order at 5:38 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Davidson made a motion to amend the agenda order to present the Director's Report at the end of the agenda, time permitting. Seconded by Commissioner Purcell. All, aye. Opposed, none. Motion passed unanimously.

IV. Citizens to be Heard

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

V. Summary of Underwriter Proposals Received and Speer Financial, Inc. Recommendations

Speer Financial, Inc. Senior Vice President Anthony Miceli presented the results of underwriter proposals received for the 2017 series refund bonds.

Anthony Miceli presented the proposal results received from seven firms, and recommended moving forward with approval of RBC Capital Markets as Senior Underwriting Manager, and Bernardi Securities as co-manager with sale of bonds at a 60% to 40% ratio, respectively. For the sale of bonds, Bernardi Security will match the RBC bond sale fee schedule of \$3.45 per \$1,000.

Commissioner Purcell asked what the projected savings will be from the refunding based on the underwriter proposals received. Anthony Miceli stated that the projected savings is just over \$1.2M.

Commissioner Purcell asked when the refunding will take place. Anthony Miceli reported that the refund bonds will be sold on open market in late February or early March, with the parameters ordinance presented for approval at the February 7, 2017 Commission meeting.

Commissioner Purcell made a motion to forward approval of the Speer Financial Inc. recommendations for underwriter services as presented to Commission for approval. Seconded by Commissioner Cullick. All, aye. Opposed, none.

Director Guritz stated that a motion to approve Ice-Miller as disclosure council in the amount of \$15,000 will also be presented for approval on the upcoming Commission meeting agenda.

Anthony Miceli reported that he had contacted Ice-Miller to serve as disclosure council, with a recommendation to approve their proposed fee of \$15,000 that will be included within the closing costs of the 2017 refunding.

VI. Kendall County Outdoor Education Center – License Agreement and KCOEC Services Overview

President Gilmour introduced Deanna Bazan, Director of the Kendall County Outdoor Education Center, to present an overview of Outdoor Education Center operations.

The Kendall County Outdoor Education Center is in its 47th year of operation, and has operated at Hoover Forest Preserve for the past 10-years.

Kendall County Outdoor Education Center reaches over 9,000 student participants each year, with most participation from the three cooperative school districts.

The Outdoor Education Center also runs summer camps in partnership with the District.

Director Bazan reported that as part of the license agreement, Outdoor Education Center staff keep the license agreement area mowed, clear of snow, and trails maintained including an annual inspection of the teams challenge course elements. Building improvements and maintenance projects have included roof and gutter replacements, window and door replacements, bathroom and kitchen renovations, drinking fountain and sidewalk projects, shelter construction, and construction of two fire rings.

The District assists with plowing and any tree removals within the license agreement area.

Deanna Bazan presented information on canoes recently purchased to support Outdoor Education Center and District programs.

Director Guritz stated that term of the license agreement will be 5-years, with the option to renew the agreement with Commission approval for a second 5-year term.

The Board of Commissioners expressed appreciation for all the Kendall County Outdoor Education Center has accomplished.

Director Guritz stated that two areas of the contract are under development. The first outlines shared use of the canoes and equipment owned by the Kendall County Outdoor Education center. The second provision will allow Kendall County Outdoor Education staff members to drive the District's 10-passenger van to support Fox River canoe trip programming.

Commissioner Davidson made a motion to forward the agreement to Commission for approval. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Motion passed unanimously.

VII. 2017 Farm License Agreement Renewals

Director Guritz presented a spreadsheet overview of terms for the 2017 farm lease agreements, with a recommendation to renew lease agreements under the same terms as the 2016 lease agreements for the Mathre farm lease agreement for cropland acres at Millbrook North and South and Millington Forest Preserves; the Roberts lease agreement for cropland acres at Baker Woods Forest Preserve; the Connell lease agreement for Baker Woods Forest Preserve; and the Collins lease agreement for Henneberry Woods Forest Preserve.

Director Guritz recommended a reduced base rent to \$175 per acre from \$195 per acre for the Ormiston 2017 lease agreement at Henneberry, including removal of yield payment provisions. In discussions with Chris and Maurice Ormiston, the timber soils within the cropland footprint produce lower yields, and it is important to keep this area under crop production until the District is prepared to restore the 4-acres to grassland and shrubland habitat.

Director Guritz stated that for the Fox River Bluffs lease agreement with Trenton Toftoy, the agreement will also need to be forwarded and approved by the Kendall County Board because 18-acres of cropland located within the Eldamain Road corridor is included as part of the agreement.

Commissioner Davidson stated that the District needs to insure and confirm that there will not be pesticide residues that could impact the installation of seeds, trees, and shrubs at Henneberry Forest Preserve and Fox River Bluffs prior to restoration. Director Guritz stated that the contracts did contain the needed provisions excluding use of certain pesticides, and that he would be checking in with Junior Collins to secure product labeling to confirm what pesticides have been applied over the past two years.

Commissioner Hendrix made a motion to forward the farm license agreements as presented and discussed. Seconded by Commissioner Cullick.

Director Guritz recommended renewal of the Connell hay field agreement to include a \$1 per small bale storage fee in order to store District inventory share year-to-year for delivery. Delivery charge is included at \$3.00 per mile transported, or approximately \$60.00 for each delivery. This provision will allow the District to continue to minimize staff support needed for handling of bales, and retain sufficient inventory for feeding District and Sunrise North horses year-to-year without need for purchase and restocking of hay on the open market.

Commissioner Hendrix asked what the result would be if for any reason there was a total loss of District-owned hay due to a fire. Director Guritz stated that minimally, the District would be owed \$3.50 per bale to compensate the District under the agreement for the loss.

President Gilmour called the question. All, aye. Opposed, none. Motion passed unanimously.

VIII. Review of Ellis Tent Rental Proposals

Director Guritz presented two tent lease proposals received from Blue Peak Tents of West Chicago, Illinois and Top Notch Rental Services of Naperville, Illinois.

Both proposals are comparable, and include the lease of a comparable tent model, sidewalls with windows, can lights and dimmer switch, and fans.

The Blue Peak tent lease proposal cost is \$18,444.00. The Top Notch Rental Services cost is \$15,255.00, and includes a damage waiver fee, representing a \$3,189.00 savings below the Blue Peak proposal cost.

Commissioner Davidson asked what amount is used for the District's bidding threshold. Director Guritz stated that the District's threshold is \$20,000.00.

Commissioner Purcell inquired into references for the company. Director Guritz stated that Mr. Vick met with the owner who met with him on site prior to developing the proposal, and he is recommending approval of the agreement with Top Notch Rental Services based on his experiences with the company.

Commissioner Prochaska made a motion to forward the Top Notch Rental Services proposal to the Commission for approval. Seconded by Commissioner Davidson. All, aye. Opposed, none.

IX. Natural Resources Technician Position Description Review

Director Guritz presented a final draft of the Natural Resources Technician position description.

Director Guritz reported that weekend and holiday work requirements were added to the description. Commissioner Prochaska made a motion to forward the position description to Commission for approval. Seconded by Commissioner Cullick.

President Gilmour requested clarification on the proposed essential duties of the position. Director Guritz confirmed that a section of the essential duties referring to unrelated activities performed by Grounds Maintenance staff will be deleted from the final description.

President Gilmour stated that primary roles will include working with volunteers, controlled burning, brush removals, seeding, planting.

All, aye. Opposed, none. Motion passed unanimously.

X. Executive Session

None.

XI. Director's Report

Director Guritz reported that Nelson Land Management will begin clearing efforts at Maramech Forest Preserve as part of the District's grant agreement with the US Fish and Wildlife Service.

Director Guritz reported that efforts are underway to develop the bid specifications for the restoration of Henneberry Woods Forest Preserve. The bids will cover first year planting and care, and seeding of the 45-acre footprint.

The District will be bidding the purchase of a 2-ton dump to replace the 1991 GMC, and securing quotes to replace a 2X4 John Deere gator, with existing vehicles traded in towards the purchase of the replacement vehicles.

The Committee of the Whole discussed the incident report, including the report of a staff member's encounter with an owl while closing preserves. The Committee discussed other recent wildlife sightings.

XII. Other Items of Business

None.

XIII. Citizens to be Heard

None.

XIV. Summary of Action Items to be Taken

Approved action items included the forwarding of RBC Capital Markets and Bernardi Securities as co-managing underwriting firms for the 2017 refund bonds, appointment of Ice-Miller as disclosure council for the 2017 refunding, approval of the Kendall County Outdoor Education Center license agreement, approval of the 2017 tent lease proposal with Top Notch Rental Services, approval of the Natural Resources Technician position description, and approval of the 2017 farm lease agreements as outlined during the meeting.

XV. Adjournment

Commissioner Purcell adjourned from the meeting. The meeting was summarily adjourned due to lack of a quorum. Meeting adjourned at 6:24 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District