

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMITTEE OF THE WHOLE MEETING MINUTES  
DECEMBER 13, 2017**

**I. Call to Order**

President Gilmour called the meeting to order at 5:30 pm in the Kendall County Board Room.

**II. Roll Call**

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

**III. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda. Seconded by Commissioner Hendrix. 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. Director Guritz reported that preparations for the conduit and monitoring line replacement project at Hoover Forest Preserve have been completed. Director Guritz reported that JW Excavation, Inc. assisted with excavation work for the project. TT Technologies, Inc. will be assisting with underground boring and conduit installation.

Director Guritz reported that Kendall County GIS helped document the utility location efforts for the project.

Director Guritz stated that efforts are underway to market District facility rentals and events, and spring break and summer camp program opportunities.

District staff is working to calculate final yield payments owed for the 2017 farm lease agreements which, once paid, should result in a positive surplus for FY 16-17.

District staff is beginning to submit required documentation for the FY 16-17 audit.

Director Guritz provided an update on the Little Rock Creek acquisition project. At this point, the District is waiting to receive certification of the Polach Appraisal Group appraisal, and notification to proceed with extending an initial offer for purchase. It is unclear at this point whether the State will allow the District to extend an offer above the \$1.3M appraised value, understanding that The Conservation Foundation's court-ordered purchase cost and contract total is \$1.42M. Director Guritz reported that Assistant State's Attorney Lisa Coffey

will negotiate the acquisition contract with The Conservation Foundation's attorneys once Board direction is received.

Director Guritz reported on a proposed change order with SemperFi Land, Inc. for additional materials installed for the Henneberry Forest Preserve mitigation and restoration project, with excellent results from the first-phase planting effort. Director Guritz reported that the District has received the \$70,000 project reimbursement from Kendall County Highway Department.

Director Guritz reported that two temporary easements have been requested from the Kendall County Highway Department for highway work along Galena Road and the Millington Bridge replacement project.

Director Guritz complimented Grounds Maintenance staff on keeping the preserves safe and well-maintained. Several District staff will attend pesticide applicator training later in the week.

#### **VI. Motion to Forward Claims for Commission Approval for an Amount Not-to-Exceed \$3,842,099.63**

Commissioner Flowers made a motion to forward claims in the amount of \$3,842,099.63 to Commission for approval. Seconded by Commissioner Hendrix.

Commissioner Hendrix inquired into claim #299 for Pickerill-Pigott electricity. Director Guritz reported that the Pickerill house has an electrical heating system, with increased costs anticipated in the FY 17-18 budget.

Commissioner Hendrix inquired into claim #334 for the utility sprayer. Director Guritz reported that the sprayer will improve the efficiency of District control of invasive species, with the cost for purchase reimbursed to the District by a Volunteer Stewardship Network grant awarded earlier this year.

Director Guritz reported that the District has been approached by an individual interested in possibly funding Pickerill-Pigott driveway and entrance improvements in exchange for an access easement to a new home site planned for the adjoining parcel to the north of preserve lands.

President Gilmour called the question. Aye, all. Opposed, none.

#### **OLD BUSINESS**

#### **VII. Hoover Rail Crossing Improvements Project - ICC Docket Update**

Director Guritz reported that the OmniTRAX hearing requesting a time extension for completing the ICC court-ordered improvements has been scheduled for January 11, 2018.

## **VIII. Proposed Ellis Lesson Horse Lease Agreement**

Director Guritz reported that Ellis Equestrian Center staff will present an update on the status of lesson horses at the Committee of the Whole meeting in January. A new lesson horse is needed to support the program. Equestrian Program Coordinator Norton is scheduling an inspection of a possible candidate horse for the program, which if suitable, would be a preferred solution over the proposed horse lease agreement. Director Guritz reported that one other lesson horse is currently on loan to the Center, although there is no formal paperwork on the arrangement which will be discussed at the January Committee of the Whole meeting.

The Committee of the Whole discussed the Center's lesson horse needs and herd management strategies.

## **IX. Motion to Forward the Proposed 2018 Maple Syrup Program Fees and Charges to Commission for Approval**

Environmental Education Program Manager, Emily Dombrowski, reported on the growth of the District's Maple Syrup Program. This will be the third year for the program, with 43 participants in the prior year. The proposed fee of \$7.00 represents a \$2.00 per participant program charge increase over last year's cost. The program is sponsored by, and supported by volunteers from the Forest Foundation of Kendall County.

Commissioner Purcell made a motion to forward the proposed 2018 Maple Syrup Program fees and charges of \$7.00 per participant to Commission for approval. Seconded by Commissioner Hendrix. All, aye. Opposed, none.

## **X. Henneberry Forest Preserve Tree Mitigation and Restoration Project Status Report and Requested Change Order Discussion**

Director Guritz presented a draft change order from SemperFi Land, Inc. for discussion. As part of the mitigation project, SemperFi Land, Inc. installed an additional 89 cubic yards of mulch, and 189.67 linear yards of tree-protection fencing. Based on the material and labor unit costs submitted, the additional cost for materials installed above and beyond specifications totaled \$7,607.54 (\$4,628.00 for mulch and \$2,979.54 for fencing).

A meeting was held with SemperFi Land, Inc. to discuss the additional material costs, and informed that the Board of Commissioners would need to consider the change order. The company agreed to accept an overall 50% change order cost reduction to \$3,803.77.

Director Guritz reported that an inventory will be performed in June 2018 to determine the amount of payment that will be extended to SemperFi Land, Inc. for that portion of pre-planted perennial stock that was not handled in accordance with project specifications.

The Committee of the Whole discussed the proposed change order, with direction received to cover the additional material and labor costs incurred within the approved contract cost by reducing the supplementary 2018 planting order by a commensurate sum.

## **NEW BUSINESS**

### **XI. Pickerill-Pigott Building Inspection Report and Required Radon Mitigation Proposals**

Director Guritz presented two proposals for the mitigation of radon gas from the Pickerill house. Guardian Radon Mitigation of Oswego, Illinois and Trinity Electrical & Radon Mitigation Services of Oswego, Illinois submitted comparable proposals, with the Guardian Radon Mitigation proposal carrying the lower-cost of the two proposals submitted. Within the Guardian proposal, the firm proposal included an initial mitigation project phase, with follow-up testing to determine whether any additional mitigation work would be needed.

The Committee of the Whole discussed the two proposals, providing direction to secure a 5-year warranty from Guardian Radon Mitigation for materials and labor, including a guarantee that the company will complete any additional mitigation work necessary to bring levels below the regulatory threshold, if needed, following the completion of the second phase of work, if needed, after follow-up testing is performed following completion of the proposed first phase of work.

Provided these requirements are confirmed, the Committee of the Whole provided direction to present the Guardian Radon Mitigation proposal to Commission for approval.

### **XII. Review of a Proposed Anti-Harassment Ordinance and Amended Policy for the Kendall County Forest Preserve District**

The Committee of the Whole reviewed the proposed anti-harassment ordinance and amended policy for the District.

The Committee of the Whole provided direction to consult with the State's Attorney's Office on proposed revisions to the Complaint Procedures (Section C) discussed during the meeting, and to present the final policy for approval once completed. Amendments included changes to the District's staff and elected officer contacts for reporting complaints of unlawful harassment.

Commissioner Prochaska made a motion to forward the proposed Anti-Harassment Ordinance and Policy, as amended, to the State's Attorney's Office for review, with subsequent presentation to Commission following completion of the final review. Seconded by Commissioner Flowers. All, aye. Opposed, none.

### **XIII. Review of a Proposed Temporary Easement for the Kendall County Highway Department Galena Road Improvements Project**

Director Guritz reported that there were no concerns with impacts to preserve lands from the proposed highway project. Director Guritz reported that a second temporary easement will be presented directly to Commission for the Millington Bridge repair project. Approval of the second temporary easement for the Millington Bridge repair project is time-sensitive.

Commissioner Prochaska made a motion to forward the Galena Road temporary easement documents for the Kendall County Highway Department's Galena Road Improvements Project to Commission for approval. Seconded by Commissioner Flowers. All, aye. Opposed, none.

### **XIV. 2017 Farm Lease Updates and 2018 Farm Lease Agreements Contract Terms**

Director Guritz presented updates on the 2017 farm lease agreements, and terms for the 2018 farm lease agreements. Direction was received from the Committee of the Whole to draft the 2018 agreements based on the terms presented for approval by the Board of Commissioners.

### **XV. Henneberry Grounds Maintenance Seasonal Position Description Review**

Director Guritz presented a draft position description for a Grounds Maintenance Seasonal – Henneberry Forest Preserve. The position will be funded by a grant from the Forest Foundation of Kendall County. The Forest Foundation has received a pledge from a private donor interested in supporting habitat improvements at Henneberry Forest Preserve.

The position and donation are both anticipated in the FY 17-18 budget.

Commissioner Prochaska made a motion to forward the proposed position description to Commission for approval. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

### **XVI. Executive Session**

None.

## **OTHER ITEMS OF BUSINESS**

### **XVII. Forest Foundation of Kendall County - Illinois Clean Energy Community Foundation Community Stewardship Challenge Grant- Hoover Forest Preserve Restoration Project**

Director Guritz reported that the Forest Foundation has approved the submission of a preliminary proposal to the Illinois Clean Energy Community Foundation for completion of a Community Stewardship Challenge Grant project at Hoover Forest Preserve.

### **XVIII. Summary of Action Items to be Taken**

The Committee of the Whole discussed the action items to be taken. The District's claims, Maple Syrup Program fees and charges, anti-harassment ordinance, Galena Road temporary easement, and seasonal grounds maintenance position will be forwarded to Commission for approval.

### **XIX. Citizens to be Heard**

None.

### **XX. Adjournment**

Commissioner Prochaska made a motion to adjourn the meeting. Seconded by Commissioner Flowers. All, aye. Opposed, none. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District