

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

**JULY 13, 2016**

**I. Call to Order**

President Wehrli called the meeting to order at 5:35 pm in the Kendall County Board Room.

**II. Roll Call**

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

**III. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.

**IV. Citizens to be Heard**

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

**V. Director's Report**

Director Guritz reported that June was a busy month for District operations, including coverage of the Administrative Assistant position for the past two weeks.

District staff is in the process of hiring a part time Grounds Maintenance Worker, and will soon post a second part time maintenance position, and a Facility and Events Attendant position in order to cover scheduled events in the year.

Director Guritz reported that Sunrise Center North is scheduling the installation of their ADA access ramp, with the side entrance now completed. Sunrise Center North has established program operations at Ellis House and Equestrian Center, and two lease payments have been received year-to-date.

Director Guritz completed District enrollment in the federal ASAP automated payment program in order to gain access to and draw down federal funds available for the continued restoration of Maramech Forest Preserve in the upcoming fiscal year.

Director Guritz reported that website changes are needed to promote the updated fees and charges for the District.

The ICC hearing was held, and is the final step needed in order to move forward with the design and construction of the warning devices for the Hoover Forest Preserve railway crossing.

Director Guritz responded to a local residents' complaint on standing water adjacent to property owned by the District. The adjacent property is a stormwater detention basin that is retaining and draining water from the area as designed.

Director Guritz reported that Adam Fowler completed his Eagle Scout project improvements at the Neshnabe'k Village site at Hoover Forest Preserve.

Fox River Run Junkees will be out this weekend assisting with trail clearing activities at Richard Young and Lyon Forest Preserves.

The District's budget is on track for the year.

Director Guritz thanked Superintendent Olson for all she has done in the year to keep preserve operations running smoothly given staffing constraints in the current year.

Natural Beginnings is full going into this fall. Registrant turnover has resulted in increased registration fee revenues for the year.

## **VI. HLR Engineering Proposal – Millbrook Bridge Permitting and Cost Assessments**

Director Guritz invited Steve Megginson, Vice-President for HLR Engineering, Inc. to discuss the submitted proposal.

Mr. Megginson reported that a site meeting was held with Director Guritz to discuss approaches for repair or removing the structure.

Mr. Megginson cautioned Commission on the current state of the bridge, warning that a significant flood event could compromise the structure, potentially impacting the downstream vehicular crossing.

Scope of work within the proposal will include review and potential mitigation for State threatened or endangered species, including the River Redhorse. The IDNR has been contacted to request copies of completed studies for this section of the river.

HLR Engineering will complete and file the required Army Corps of Engineer permits. The process for review and approval of the permit will take between 9 and 12 months to complete.

Director Guritz stated that the recommended approach will include build-out of a temporary causeway, with the causeway material reused for shoreline erosion protection at the Shuh-Shuh-Gah Canoe Launch area to enhance shoreline stabilization and fishing opportunities.

Mr. Megginson reported that approaching the bridge from the south approach would be costly and problematic, with permissions needed from Millbrook and requiring construction of a temporary construction road through Millbrook North Forest Preserve.

Commissioner Gryder inquired into whether the letter from IDOT requiring the removal of the bridge at the time the vehicular bridge was constructed would suffice for satisfying the permitting requirement. Mr. Megginson stated that the permit would be needed in place and in effect within the project completion timeframe, but could help with securing Illinois Historic Preservation sign-off on the project.

Director Guritz questioned whether grant funds would be available if the decision was made to remove the structure. Mr. Megginson suggested that ITEP funding may be available to support rehabilitation if this included construction of a new pedestrian crossing using the existing piers and abutments.

The Committee of the Whole discussed the current state of Millbrook Bridge.

Commissioner Davidson stated that even if the Millbrook Bridge were restored, the District lacks sufficient funding to maintain the bridge following restoration.

President Wehrli stated that regardless of outcome, permitting is needed which is the purpose of the HLR, Inc. proposal.

Commissioner Purcell inquired into the scope of the proposal. Mr. Megginson stated that the project will take the District through permitting, and establish cost estimates for removal or repair of the structure. Mr. Megginson noted that if the direction is rehabilitation, additional funding will be needed to complete a full set of construction specifications.

Mr. Megginson stated that the project should be able to achieve permitting through the Army Corps of Engineers established nationwide permit authority.

Director Guritz asked how the project would be billed to the District. Mr. Megginson stated that the District will be billed on a monthly basis based on time and materials.

Commissioner Purcell made a motion to forward the HLR, Inc. proposal for Commission approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Motion unanimously approved.

## **VII. Maramech Field Trip Fees and Charges**

Director Guritz presented a report from Emily Dombrowski and April Morris, Environmental Education Coordinators, recommending a \$10.00 per student fee for the proposed Maramech Field Trip experience. The recommended fee is consistent with District charges for a combined outreach and field trip experience, and may include a formal or informal teacher in-service opportunity depending on the classrooms enrolled and teacher interest.

Commissioner Gryder expressed concern over approving the proposed fee without considering the upcoming fiscal year budget. Director Guritz reported that the proposed fee is slightly higher than the established fees for outreach and field trip services, and that the Environmental Education department budget is on track for the year. Classroom

outreach and field trip experiences will take place in March and April, and should not cut into the existing high-demand schedule for spring field trips.

Director Guritz stated that a program budget will be presented at the Commission meeting for review and approval.

## **VIII. General Use Ordinance – Chapter 4 Discussions**

### **a. Section III (Engine Powered or Radio Controlled Models or Toys)**

### **b. Section IX (Field and Team Sports)**

Commissioner Prochaska reported that the items were discussed at the Programming and Events Committee.

Commissioner Gilmour stated that she was opposed to allowing use of engine or radio controlled toys or models, citing concerns for impacts to wildlife and preserve enjoyment by other visitors.

Director Guritz reported that these types of uses are discussed to develop policy by the Illinois Association of Conservation and Forest Preserve Districts. Currently other District do permit use of drones, and other model aircraft restricted to certain areas.

Commissioner Prochaska stated that this would only be considered for certain areas.

Superintendent Olson stated that part of the challenge would be monitoring the activity to insure that it was only taking place in permitted areas.

The Committee of the Whole discussed Section IX of the Ordinance. Superintendent Olson shared insights and examples of activities including team sports currently allowed in preserves, citing concern with damages to turf and trees and surrounding preserve areas.

Commissioner Davidson stated that team sports should be allowed in the open grass areas.

Director Guritz stated that only Commission reviews the actual Ordinance. This is translated within the policy statements for shelter rentals. This document, and the Ordinance will be drafted to include common sense changes in the allowable activities in the mowed field areas of preserves and brought back to the Committee of the Whole for review and further discussion.

Director Guritz stated that the changes will relax restrictions for public users, but expressed interest in retaining the appropriate language requiring permits for licensed use of areas for organized sports teams that result in restricted use by the public of certain areas for organized sports leagues and clubs. For more intensive uses, the District needs to reserve the right to consider and permit activities so that these activities can be appropriately planned and coordinated.

## **IX. Sunrise Center North Joint Fundraising Event Proposal**

Director Guritz provided an updated report on the proposed fundraising event activities. The event will include a 5K run with a registration fee of \$35 (\$30 for early registration), a \$10 registration fee for a kids' fun run, and a Family Fall Festival for a cost of \$5 per person to participate in all activities planned for the event.

The Committee of the Whole discussed the proposed event.

Commissioner Gilmour noted that the proposed fees had changed from the initial proposal, asking whether admission to the family event would be included in the 5K run registration fee. Director Guritz stated that admission to the family event will be marketed as included as part of the run registration fee.

Commissioner Purcell inquired whether Uncle Bub's will extend food service for the event. Director Guritz stated that Mark Link will donate one food item, but felt it was cost prohibitive to sponsor a full lunch for everyone in attendance.

Commissioner Purcell inquired into whether the event will be included in the FY 16-17 budget. Director Guritz stated that the outcome from sponsorship drive will be known for the upcoming fiscal year budget, with estimates for participation included.

## **X. ComEd Green Region Grant – Tucker-Millington Fen Common Reed (*Phragmites australis*)**

Director Guritz reported that the District's remaining match is \$1,500.00. Proposals will be secured to complete the work at Tucker-Millington Fen for control of Phragmites, and submitted to Commission for approval.

## **XI. Intermittent Part Time Staffing Needs – Grounds Maintenance Worker and Events and Facilities Attendant**

President Wehrli reported that this item was discussed at the Finance Committee, with direction provided to Director Guritz to move forward with hiring of additional staff to support maintenance and rental events within the approved part time staff budgets for these positions.

Director Guritz reported that additional part time staffing is needed to support closing activities and associated maintenance, and for staffing wedding functions at Ellis House and Meadowhawk Lodge.

## **XII. Citizens to Be Heard**

Jerry Bannister of Oswego inquired into an individual that frequents Jay Woods around closing time. Superintendent Olson reported the individual hikes the preserve, and rests in the back of his car following his hikes.

## **XIII. Executive Session**

Commissioner Wehrli made a motion to enter into executive session under 2(c)1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Cullick.

Roll call: Commissioners Cullick, Gilmour, Gryder, Purcell, Prochaska, and Wehrli, aye. Opposed, none.

Executive session called to order at 6:51 pm.

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

Regular meeting reconvened at 7:00 pm.

## **XIV. Other Items of Business**

None.

## **XV. Adjournment**

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Cullick. Aye, all. Opposed, none. Meeting adjourned at 7:00 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District