I. Call to Order

President Wehrli called the meeting to order at 9:00 a.m. in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Shaw offered an invocation and moment of silence to honor the US Marines and Sailor recently killed in Chattanooga, Tennessee.

IV. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Shaw, and Wehrli all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

No citizen present offered public comment.

VII. Approval of Minutes

b. Programming and Events Committee Meeting – July 8, 2015

Commissioner Cullick made a motion to approve the meeting minutes for the Commission meeting of July 7, 2015 and the Programming and Events Committee Meeting of July 8, 2015 as presented. Seconded by Commissioner Koukol. All, aye. Opposed, none. Motion passed unanimously.
VIII. Approval of Claims in an Amount Not-to-Exceed $18,098.36.

Commissioner Cullick made a motion to approve the claims list in the amount of $18,098.36. Seconded by Commissioner Koukol.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Shaw, and Wehrli, aye. Opposed, none.

IX. Motion to Approve an Updated Organizational Chart for the Kendall County Forest Preserve District.

Commissioner Gryder made a motion to approve the updated organizational chart for the Kendall County Forest Preserve District. Seconded by Commissioner Cullick.

All, aye. Opposed, none.

X. Motion to Approve a Tree Removal Proposal from Busted Knuckles, Inc. from Hoover Forest Preserve in the Amount of $500.00.

Commissioner Cullick made a motion to approve a tree removal proposal from Busted Knuckles, Inc. from Hoover Forest Preserve in the amount of $500.00. Seconded by Commissioner Koukol.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Shaw, and Wehrli, aye. Opposed, none.

XI. Motion to Approve Contract Number PP062015 with GRAINCO FS, Inc. of Morris, Illinois for Prepayment of Propane Fuel for Ellis House and Equestrian Center and Harris Forest Preserve through May 31, 2016 in the Amount of $4,847.00.

Commissioner Cullick made a motion to approve contract number PP062015 with GRAINCO FS, Inc. in the amount of $4,847.00. Seconded by Commissioner Flowers.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Shaw, and Wehrli, aye. Opposed, none.

Commissioner Purcell entered the meeting at 9:09 a.m.
XII. Motion to Approve Option 1 of a Special Risk Insurance Policy Proposal through Chubb Group of Insurance Companies in the amount of $1,009.00 for Coverage of Ellis House and Equestrian Center Horsemanship, Summer Camp, Special Event, and Volunteer Programs.

Commissioner Cullick made a motion to approve a special risk insurance policy proposal through Chubb Group of Insurance Companies in the amount of $1,009 for coverage of Ellis House and Equestrian Center horsemanship, summer camp, special event and volunteer programs. Seconded by Commissioner Gilmour.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none.

XIII. Motion to Approve a Revised Schedule of Permit Fees and Charges for Rental of District Facilities.

Commissioner Cullick made a motion to approve the revised schedule of permit fees and charges for rental of District facilities as presented. Seconded by Commissioner Flowers.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Purcell, Shaw, and Wehrli, aye. Opposed, none.

XIV. Motion to Approve a Sponsorship Proposal from Uncle Bub’s, Inc. for Promotion of Ellis House and Equestrian Center Weddings and Programs.

Commissioner Flowers made a motion to approve the sponsorship proposal from Uncle Bub’s Inc. for promotion of Ellis House and Equestrian Center weddings and programs. Seconded by Commissioner Cullick.

Aye, all. Opposed, none. Motion passed unanimously.

XV. Motion to Approve a Proposal to Establish Barrel Racing Competition Events at Ellis House and Equestrian Center.

Commissioner Cullick made a motion approving a proposal to establish barrel racing competitions at Ellis House and Equestrian Center. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Motion passed unanimously.
XVI. Motion to Approve a Standing Meeting Date and Time Change for the First of Two Monthly District Finance Committee Meetings on the Thursday Following the District’s Committee of the Whole Meetings at 6:30 PM, to the Wednesday of the District’s Committee of the Whole Meetings at 4:00 PM.

Commissioner Cullick made a motion to approve a standing meeting date and time change for the first of two monthly District Finance Committee meetings on the Thursday following the District’s Committee of the Whole Meetings at 6:30 pm, to the Wednesday of the District’s Committee of the Whole Meetings at 4:00 pm. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

XVII. Motion to Approve the Grounds Maintenance Worker and Environmental Education Instructor Position Descriptions.

Commissioner Purcell made a motion to approve the Grounds Maintenance Worker and Environmental Education Instructor position descriptions. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

XVIII. Executive Session

None.

XIX. Other Items of Business

Director Guritz stated that the Ellis House and Equestrian Center intern was completing her last week of work. Kaitlyn Wendling completed a full two year analysis of District programming at Ellis, which should provide important insights into equestrian center operations.

XX. Citizens to be Heard

No citizens offered public comment.
XXI. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 9:22 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:42 pm in the Kendall County Board Room.

II. Pledge of Allegiance

III. Roll Call

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

IV. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Wehrli. Aye, all. Opposed, none.

Commissioner Koukol entered the meeting at 6:43 pm.

V. Citizens to be Heard

No public comments offered.

VI. Approval of a Motion to Forward Claims for Approval in an Amount Not-to- Exceed $18,098.36.

Commissioner Davidson made a motion to forward claims in the amount of $18,098.36 for Commission approval. Seconded by Commissioner Wehrli.

The Finance Committee discussed the AT&T bills for the District presented as claim #228. Director Guritz reported that all AT&T bills are now paid collectively on his procurement card, with the exception of the bill paid for Ellis House. Director Guritz stated that staff were working to transition internet service from AT&T to Verizon using JetPacks which provide faster service at a lower monthly cost.

Commissioner Koukol inquired into claim #253 for John Deere Financial for an alternator purchase for a District’s mower. The claim’s costs were reviewed by the committee.

Commission Gryder inquired into claim #254 for Newark Sanitary District. Director Guritz stated that this cost covers water quality testing for sanitary sewage treatment ponds. This cost could be reduced or eliminated if the District purchases the equipment needed to complete testing in house.
Commissioner Gryder inquired into claim #252 for the IEPA permit. Director Guritz stated this was for our NPDES (Non-Point Discharge Elimination System) annual permit through IEPA for the Hoover sanitary treatment ponds.

Commissioner Davidson inquired into whether the $1,700 cost for fuel is for one or two months. Review of the claim showed that the bill represented one month’s supply of gasoline (486 gallons) and diesel (180 gallons).

Commissioner Cullick called the question. All, aye. Opposed, none. Motion passed unanimously.

VII. Park District Risk Management Association – Overview Presentation

Director Guritz introduced Dane Mull to the Finance Committee to present an overview of the Park District Risk Management Agency (PDRMA). Mr. Mull presented an overview of PDRMA member agencies, which includes the majority of forest preserve districts in Illinois.

PDRMA formed in the 1980’s as an intergovernmental cooperative agency and insurance pool. Funds and insurance claims are both managed within a single pool. While PDRMA does carry insurance, it is better classified as a risk management agency.

PDRMA does not dictate what a member agency can or cannot do, but does help to guide best practices around risk management for programs and activities.

Members approve the coverage that is extended under the insurance coverage pool, and generally provides lower cost premiums for the coverage extended.

PDRMA employs its own claims management and legal counsel. These services are provided at no additional charges to members, and support HR management assistance.

PDRMA also provides extensive risk management training to staff, online training services, and regional training opportunities. Other online resources include model policies and templates for a variety of program and risk management purposes.

PDRMA field consultants guide member agencies through a loss control review. This includes a comprehensive review and inventory of property and structures.

Commissioner Davidson inquired into what happens when a member agency files a large claim. Mr. Mull stated that PDRMA carries additional coverage with high deductibles to insulate member agencies. A credit-debit formula is applied to agencies experiencing a high loss. For example an agency experiencing a $5 million loss would be required to pay $25,000 according to the formula.
PDRMA carries first dollar coverage in all coverage areas, and actively manages all litigation issues either using in-house or contracted attorneys. Because all PDRMA members may be adversely impacted by case law outcomes, the agency works to protect all member interests in approaching and managing litigation issues. There are no separate defense costs, and member agencies actively participate in supporting the litigation process and decisions.

PDRMA membership requires a three-year commitment, with proper notification required for those agencies leaving the membership.

Director Guritz stated that PDRMA is a stable and strong agency, with few instances of members leaving the agency.

PDRMA requires that at least one full-time administrative staff member be employed with the agency.

Director Guritz stated that the District’s membership to PDRMA will require a strong effort and commitment to bring the District’s risk management program up to PDRMA standards.

Mr. Mull stated that currently, the District’s premium-loss ratio precludes the District from joining at this time. Membership could be considered in early 2017 with improvements to this ratio. The District’s premium-loss ratio exceeds PDRMA standards in three of four areas; property loss, workers’ compensation, and general liability.

Application for membership will include a loss review and risk management program audit and assessment. This audit and accreditation process is repeated every four years.

Evaluation of commitment to work to meet best practices is part of the assessment.

The District would be eligible to participate in the health insurance pool, and the Finance Committee instructed Director Guritz to explore this opportunity.

VIII. Approval of a Motion to Forward a Tree Removal Proposal from Busted Knuckles, Inc. in the Amount of $500.00 for Commission Approval

Commissioner Gryder made a motion to forward the tree removal proposal from Busted Knuckles, Inc. in the amount of $500.00 for Commission approval. Seconded by Commissioner Wehrli.
Director Guritz reported that an ash tree at Hoover Forest Preserve along the Poplar Drive property lines needs to be addressed. The tree is located entirely on District property, and is leaning towards and will likely impact a neighboring home if left unaddressed.

Aye, all. Opposed, none.

IX. Henneberry Forest Preserve Updated Site Plan and Cost Estimates

Director Guritz presented the updated site plan and site improvement cost assessment for Henneberry Forest Preserve improvements.

Total cost for the proposed improvements, including construction of the north-south trail and wetland boardwalk, and restoration of approximately 48 acres of short grass prairie, is $497,427, which includes $40,000 for architecture and engineering fees.

Laura Stuart will be contacted to determine if the District would be able to offset total costs with a state or federal trail construction grant.

The Finance Committee provided direction to request trail construction access from the Whitetail Ridge Homeowner’s Association prior to presenting the revised master plan for Commission approval.

X. Lyon Forest Preserve Groundwater Well Removal and Sealing Costs Update

Director Guritz reported that staff has been directed to move forward with removal of a groundwater hand pump and sealing of the well at Lyon Forest Preserve. The hand pump has been locked down from public use for the past few years after testing results indicated presence of E. coli contamination was present. Repeated efforts to treat and disinfect the well have proven unsuccessful. Staff reports the depth of the well is shallow, and source contamination may be the adjacent pet boarding facility.

K&K Well Drilling, Inc. provided a quote for $750 to cap the well in coordination with the KC Health Department. Should costs exceed $1,000, and updated proposal will be brought back to the Finance Committee for consideration prior to moving forward.

XI. Stephanie’s Garden Landscaping Design Proposal

Director Guritz presented a proposal requested from Upland Design, Inc. to facilitate development of a phased design and plan for an outdoor nature play area including cost estimates for enhancement of Hoover Forest Preserve. Goals for the project include leading a group of stakeholders through a design process, which includes development of low-
maintenance nature play elements for the area, and phased cost estimates for completion of plan with outside funding support. If approved, the initial proposal will be funded from the District’s capital fund, with future development costs secured from outside donations and contributions. Total cost for the development of the site plan is $7,250, plus an additional $320 for reimbursable project expenses.

Director Guritz stated that the garden committee has secured over $7,000 for next phase improvements, with the Forest Foundation acting as the project’s fiscal agent for funds raised by the committee.

The Finance Committee discussed the proposal, suggesting that the committee should be approached to discuss the project. The Finance Committee also discussed development of a policy for considering future community-based project interests that would require consent and approval from the Board of Commissioners.

The Finance Committee instructed Director Guritz to discuss the project with representatives from the garden committee, Forest Foundation, and Commission to discuss the project including supporting roles and responsibilities.

**XII. Neshnabe’k Restoration Project – Flex Bark Purchase Discussion**

Director Guritz presented costs for purchase of flex bark for covering of primitive structures at the Neshnabe’k village site. Flex Bark is a durable fabricated material that replicates bark from local trees used for outdoor exhibits. Currently, $3,000 is budgeted in the capital project fund to support the purchase, which would allow for partial covering one of the four structures in need of improvement at a cost of $13-14.50 per square foot covered.

The Finance Committee discussed the project, and instructed Director Guritz to look into alternate materials for the project.

Director Guritz stated that there alternate products on the market including reed mats and rawhide/buckskin that could be purchased at a lower cost. Estimates will be brought back to the Finance Committee for discussion.

**XIII. Finance Committee Meeting Date and Time Changes**

The Finance Committee discussed rescheduling the first Finance Committee meeting date for each month. The Committee reached consensus to reschedule the first Finance Committee meeting for each month to 4:00 pm Wednesday prior to the District’s Committee of the Whole meetings.
XIV. Executive Session

None.

XV. Other Items of Business

Commissioner Davidson inquired into the status of discussions regarding the Stevenson Property adjacent to Maramech Forest Preserve. President Wehrli and Director Guritz participated in a site tour at the request of The Conservation Foundation. While the property may be considered for purchase in the future, the District lacks the capital funding available to secure the property.

Commission discussed the provisions for trading property within the Downstate Forest Preserve District Act. Director Guritz stated he would request a legal opinion from the State’s Attorney’s Office, and relay this information to the Board for consideration.

XVI. Citizens to be Heard

None.

XVII. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Koukol. All, aye. Meeting adjourned at 8:14 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

President Wehrli called the meeting to order at 5:33 p.m. in the Kendall County Board Room.

II. Pledge of Allegiance

III. Invocation

IV. Roll Call

Commissioners Davidson, Gilmour, Koukol, Prochaska, Purcell, and Wehrli all were present.

V. Approval of Agenda

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

VI. Citizens to be Heard

No public comments were offered.

VII. Director’s Report

Director Guritz commended staff efforts for keeping trails clear and facilities free of vandalism over the summer months.

Director Guritz reported on the following:

- 5 teenagers trespassed and destroyed the closure signs at Millbrook Bridge.
- A large group rental is coming up at Hoover that will generate over $4,000 in revenue.
- Summer camps are going well and in full swing.
- Efforts continue to complete research on the Dobson Road easement.
- Coordination with the City of Yorkville is underway to dedicate Hoover Road as a public road under an intergovernmental agreement.
- Research into possible grant opportunities for Henneberry Woods improvements is being conducted with Laura Stuart of Charles Schrader and Associates.
- Upland Design has submitted a proposal to update a site plan for Stephanie’s Garden. Director Guritz stated that he has met with several members of the
committee to discuss future improvements. The goal of the project is to develop an outdoor nature play area for the community. Commission discussed the history of the project, and involvement of family and community members.

Commissioner Cullick entered the meeting at 5:42 p.m.

VIII. Proposed Organizational Chart Updates

Director Guritz presented an updated organizational chart for the District. Within the proposed chart, there are four divisions: Grounds and Maintenance, Environmental Education, Hoover Forest Preserve and Ellis House and Equestrian Center.

Commission Koukol inquired into the grounds maintenance staff member at Ellis. Director Guritz stated that at the time that Craig Johnson retired from the District, Mike Prinos was transferred from Ellis House and Equestrian Center to Hoover, and Marshall (Marty) Vick was transferred to Ellis. Marty Vick works part time for the District, and has assumed greater roles and responsibilities with his transfer to Ellis.

Commission discussed the assignment of authority in the absence of the Director of the District. It was suggested that temporary assignment of authority be written into the Superintendent of Grounds and Resources position description.

Director Guritz stated that the organizational chart will continue to be updated as changes are made in District staffing and divisions.

Commissioner Purcell made a motion to forward the organizational chart to Commission as amended. Seconded by Commissioner Davidson. All, aye. Opposed, none.

IX. Review of Proposed Position Descriptions

Director Guritz presented the job descriptions for the District’s Grounds Maintenance Worker, Environmental Education Instructor, Office Assistant and Equestrian Center Manager positions.

Director Guritz stated that there are four additional position descriptions that need to be developed to complete all position description updates.

Director Guritz stated that it is important to have these updated in order to insure that position duties are clearly defined, as well as the qualifications for the positions. This is particularly important when examining duty restrictions.

Commission discussed the Grounds Maintenance and Environmental Education Instructor position descriptions.
Commissioner Gilmour inquired into the minimum requirements for the Environmental Education Instructor position. Director Guritz stated that the minimum requirement is for an individual to possess an associate’s degree, with preference given to individuals with a bachelor’s degree possessing a teacher certification.

Commissioner Purcell made a motion to forward the Grounds Maintenance Worker and Environmental Education Instructor position descriptions as presented for Commission approval. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

X. Review of Proposed Facility Rental Fees and Charges

Director Guritz presented the updated facility rental fees and charges spreadsheet for discussion. The revised spreadsheet includes reduced fees and charges for staff assistance with set-up and cleanup of events held at Meadowhawk Lodge and Ellis House and Equestrian Center. Fees were also reduced for use of Meadowhawk Lodge to attract facility use.

Commission discussed the proposed fees and charges.

Commissioner Cullick requested that the contract and agreement for use of Meadowhawk Lodge provide information specific to use of this facility.

Commissioner Cullick made a motion to forward the proposed rental fees and charges to Commission for approval. Seconded by Commissioner Purcell. All, aye. Opposed, none.

XI. Equestrian Program Gap Insurance Proposal

Director Guritz reported that Wine Sergi Insurance had secured quotes for gap insurance for the District’s equestrian center programs to cover claims up to $10,000. Grubb Insurance Group was the low-quote provider for the coverage needed for a cost of $1,009 per year. Coverage includes general liability for all equestrian program participants and volunteers, and includes participant coverage for lessons, camps, and birthday parties, and includes coverage for special equestrian competitions.

Commissioner Cullick made a motion to forward option one of the group insurance proposal to Commission for approval. Seconded by Commissioner Koukol. All, aye. Opposed, none.
XII. Proposed Barrel Racing Events at Ellis House and Equestrian Center

Director Guritz provided a report on the proposed barrel racing events for Ellis House and Equestrian Center. Anticipated net proceeds from the event totals over $400 from registrations, timed practice exhibition runs, and concessions sales.

Commissioner Wehrli suggested that local outfitters be contacted to secure sponsors with an offer to exhibit or vend at the event.

Commissioner Purcell made a motion to forward the proposal for hosting barrel racing events at Ellis House and Equestrian Center to Commission for approval. Seconded by Commissioner Gryder. All, aye. Opposed, none.

XIII. Review of a Proposed Promotional Sponsorship of Ellis from Uncle Bub’s Restaurant and Catering

Director Guritz reported that Uncle Bub’s has extended an offer to underwrite the full cost of a sponsored ad in Chicago Wedding Magazine, and purchase and loan of a farm box wagon for mounting banners to promote weddings and other Ellis programs and events along Route 52.

Commissioner Purcell stated he would be comfortable with the sponsorship proposal if Uncle Bub’s confirmed in writing an understanding that Ellis operations may be impacted in next year’s budget, which could impact events scheduled for the upcoming year, and that the sponsorship would not impart preferential treatment within the District’s approved caterers’ program. Director Guritz stated he would work to secure this understanding in writing from Uncle Bub’s owner.

Commissioner Purcell made a motion to forward a proposed promotional sponsorship of Ellis House and Equestrian Center from Uncle Bub’s Restaurant and Catering to Commission for approval. Seconded by Commissioner Cullick. All, aye. Opposed, none.

XIV. Raffle Fundraiser for Ellis House and Equestrian Center

Director Guritz stated that the District would be promoting a raffle and fundraiser for Ellis House and Equestrian Center. Tickets are on sale for $5 per ticket or 5 tickets for $20, with a first prize weekend getaway to Galena, Illinois. Tickets will be sold through the month of August, with the drawing in early September.

Director Guritz stated that staff and Commissioners are not eligible to participate, and should not purchase tickets.
Commissioner Cullick asked that the raffle poster and sign-up form be sent out to Commissioners for support in distribution.

XV. IDOT Rail Safety Grant Updates

Director Guritz presented a letter written to Bart Olson, Administrator for the City of Yorkville outlining a request to dedicate Hoover Road as a public road presented by President Wehrli to the Economic Development Committee on Tuesday, July 8, 2015. Yorkville consented to support of the project under the condition that the District assume all maintenance and liability associated with maintaining the public road. In addition to dedication of the road, Yorkville will need to file a petition with the Illinois Commerce Commission to change the designation of the rail crossing from private to public.

Commissioner Wehrli reported that the committee was amenable to supporting the project, with the understanding that if for any reason they needed to perform repairs, the City of Yorkville would be reimbursed for its costs.

Once the rail safety gates are installed, Omni

XVI. Executive Session

Commissioner Gryder 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 Prochaska.

Roll call: Commissioners Cullick, Davidson, Gilmour, Gryder, Koukol, Prochaska, Purcell, and Wherli, aye. Opposed, none.

Executive session called to order at 6:45 pm.

Commissioner Davidson made a motion to adjourn from executive session and reconvene the regular meeting. Seconded by Commissioner Cullick. All, aye. Regular meeting reconvened at 7:09 pm

XVII. Other Items of Business

None.
XVIII. Citizens to be Heard

None.

XIX. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District