I. Call to Order

Committee Chair Flowers called the Operations Committee meeting to order at 6:10 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Gilmour made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

IV. Citizens to be Heard

There were no citizens to be heard.

V. Review of Financial Statement Reports through November 30, 2018

Director Guritz presented the financial statement reports through November 30, 2018. YTD the District is head in revenue. The Capital project budget was highlighted. Cost center that were positive in revenue were noted.

Operations Committee discussed areas of improvement and changes in FY18 that made improvements.

Director Guritz remarked Environmental Education school program, Natural Beginnings, and Ellis House and Equestrian Center riding lessons have increased in revenue. Expansion of Natural Beginnings was discussed.

VI. Special Use Permit Requests

   a. University of Illinois Cooperative Extension – 2019 Special Use Permits and Discussion of a Proposed Intergovernmental Agreement
Director Guritz present a special use permit for University of Illinois Cooperative Extension. There was a meeting with U of I extension to review the General Use Ordinance.

Operations Committee discussed having an intergovernmental agreement to simplify the Special Use permit process.

Commissioner Purcell made a motion to approve the special use permit request from the University of Illinois Cooperative Extension – 2019 special use permits and discussion of a proposed intergovernmental agreement. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

VII. KCFPD Personnel Policies Manual Review – Amended Ethics Policy Draft

Director Guritz reported the changes made were based on direction given by the board. There were changes made to address interpersonal relations and FMLA leave policies.

Operations Committee discussed the language addressing interpersonal relations and FMLA leave. Direction was given to clear the language with the State’s Attorney’s Office.

Commissioner Gilmour made a motion to forward the KCFPD personnel policies manual review – amended ethics policy draft to Committee of the Whole. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

VIII. Operations Updates and Discussions

- Environmental Education
  1. Natural Beginnings Scholarship Program
     Emily Dombrowski, Environmental Education Program Manager, presented a Natural Beginnings scholarship by the Forest Foundation of Kendall County that would result in a reduction in tuition cost for the recipient.
  2. 2019 Summer Camps Schedule
     Emily Dombrowski presented the 2019 summer camp themes, age groups, and time line.
  3. December-January Marketing Plan
     Emily Dombrowski presented the marketing plans for December and January, including Facebook ads with the Natural Beginnings open house and public programs. Strategic plans to use Facebook ads and marketing were discussed. The school program revenue was presented with additional data.
Operations Committee remarked the District pulls from schools outside of the county.
Commissioner Prochaska left the meeting room at 7:25 pm.

- Grounds and Natural Resources Updates
  Director Guritz remarked the a plan was made before a winter storm came to safely open preserves.

- Ellis House and Equestrian Center
  1. Change Drawer Petty Cash Request
  2. Preferred Catering Program – Renewal and Recruitment
     Antoinette White presented current preferred caterers and the invitation to invite additional caterers to the program. The insurance requirements have been adjusted based on responses from preferred caterers.
  3. 2019 Bridal Expo
     Antoinette White remarked the date March 3, 2019 was chosen for the Ellis House Bridal Expo.
  4. Rental Venue Coordinator – Position Evaluation Period and Incentive Program Discussion

- Illinois Clean Energy Community Foundation – K-12 Pollinator Grant
  Director Guritz presented a joint grant application with the Kendall County Outdoor Education Center for an Illinois Clean Energy Community Foundation grant. The District would be the fiscal agent providing the 10% required by the grant. This would help to aid restoration efforts at Hoover and tie into an IDNR pollinator Entice teacher workshop.

- Little Rock Creek Forest Preserve – Preserve Soft-Opening Date Discussion
  Director Guritz presented updates on Little Rock Creek Forest Preserve. There was a tour with Michelle Kelly. A soft opening is estimated for June 1, 2019.

- Pickerill-Pigott Forest Preserve – Resident Grounds Maintenance Position and Estate Use Interests
  Director Guritz remarked the District would like to place a resident ground maintenance position. Possibilities for renting the facility were discussed.

- 2018 Farm License Updates and 2019 Farm License Agreements
  Director Guritz presented request that went out to farm license for FY18 for yield payment and FY19 agreements.

IX. Executive Session

None.

X. Other Items of Business
Antoinette White remarked there will be a fundraiser through the Forest Foundation of Kendall County at Salsa Verde in Yorkville and Oswego on December 6, 2018.

XI. Citizens to be Heard

No public comments were offered by those in attendance.

XII. Adjournment

Commissioner Purcell made a motion to adjourn. Seconded by President Gilmour. Aye, all.
Meeting adjourned at 7:37 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District