I. Call to Order

Acting Programming and Events Committee Chairman Pro Tem Gilmour called the meeting to order at 6:00 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Prochaska, and Purcell all were present. Director David Guritz, Equestrian Program Instructor Michelle Salato, and Environmental Education Coordinator, Emily Dombrowski also was present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered.

V. Motion to Forward 2016 Summer Camps Fees and Charges for Commission Approval

The Programming and Events Committee reviewed the 2016 Summer Camp program budget spreadsheets.

Director Guritz presented a report developed with Environmental Education Coordinator Dombrowski for review by the Committee.

The spreadsheet provided an overview of proposed fees and charges, revenues based on minimum and maximum enrollments, staffing and supply costs, and projected net loss/gain over costs dependent on enrollment achieved.

Program Coordinator Dombrowski reported on changes to the Summer Camp program schedule, including new Spring Break Camp offerings, and a proposed Counselor in Training program where program participants will pay the District an enrollment fee in order to gain
background knowledge and skills with supporting Summer Camp programming towards possible employment with the District in the future as a summer camp counselor.

Environmental Education Program Coordinator also provided an overview of the number of counselors needed for each program, contact time, and prep time needed for each program.

Commissioner Purcell inquired into whether the net gain/loss figures presented in the last two columns were based on total anticipated loss/gains after expenses. Director Guritz responded that the figures presented represented program revenues, less camp counselor staffing costs. Gains are tallied, and from these figure, costs for coordinator salaries and supplies are subtracted to determine net loss/gain based on total enrollment achieved.

Commissioner Purcell stated that the supply costs should be examined based on enrollment. With less students participating, supply cost savings should be recognized.

Based on enrollment, the District will incur a loss if enrollment achieves 50%, and a gain over costs if 75% enrollment is achieved.

The Programming and Events Committee discussed whether resident versus non-resident fees were considered. Director Guritz stated that this was not considered, but it is unclear how many non-resident camp participants are attracted to the program.

Commissioner Prochaska noted that Summer Camp fees will be increasing. Director Guritz stated that the increases are necessary in order to achieve budget goals.

Commissioner Purcell expressed enthusiasm for the camp titles and offerings. Environmental Education Coordinator Dombrowski stated that certain themes were selected based on name recognition and popularity with students.

Commissioner Purcell inquired into what the District had budgeted for revenues for summer camps. Director Guritz stated that the budget $32,970 in total revenues, which is at about the midpoint of revenues between the minimum and maximum range presented.

Emily Dombrowski reported that last year, enrollment in camps was around 60%, and we hope to achieve 75% or more for the coming year with marketing and promotion.

Director Guritz stated that December is typically the time that summer camp registration opens, and this will help allow time to market and fill the programs.
Commissioner Gilmour inquired into whether summer camp brochures have been created. Director Guritz stated that the summer camp brochure will be created in the next few weeks, and following, promotion of the camps will be a central focus of the email blast through Shaw Media.

Commissioner Gilmour stated that staff should consider distributing the summer camp offerings at the upcoming Natural Beginnings open house.

Commissioner Flowers arrived at 6:20 pm, and presided over the remainder of the meeting as Committee Chair.

Emily Dombrowski reported that Counselor in Training programs are a new trend, and growing in popularity with area park district programs.

Emily Dombrowski reported that the program is budgeted to enroll 2 to 4 counselors, but could support up to 10.

The Programming and Events Committee discussed the Counselor in Training Program, providing direction to explore background check requirements with the State’s Attorney’s Office. Commissioner Prochaska asked that staff also inquire into whether students will participate in youth protection training.

Commissioner Flowers made a motion to forward the proposed 2015 camp fees and charges to the Committee of the Whole for review, holding off on moving the Counselors in Training program forward pending inquiries with the State’s Attorney’s Office. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VI. Temporary Boarding Permit Fees for Ellis Equestrian Center

The Programming and Events Committee discussed proposed pricing and program structure for temporary boarding permits at Ellis House and Equestrian Center.

Director Guritz stated that the District may be in a better position for offering temporary boarding opportunities rather than long term, suggesting this may be a better fit for the facility.

Commissioner Gilmour stated that this should be explored, and could be a good source of supporting revenue for the facility.

Commissioner Purcell stated that he supported the concept, but would want to insure that prices are set to generate revenue over staff costs incurred.
Equestrian Program Instructor Michelle Salato stated that generally taking on another horse would not require a significant amount of daily staff time to manage, suggesting the additional time would be no more than 5 minutes per feeding, or a little over an hour each week.

The Committee discussed different scenarios that could require additional staff time. Michelle Salato suggested that any issues that could present requiring additional care or supervision would need to be addressed by the owner, not Ellis staff.

The committee discussed the permitting requirements and considerations, suggesting that detailed policies be formulated to minimize impacts to District staff, requiring owners to pay for any additional services that may be needed.

The Programming and Events Committee discussed access.

Commissioner Purcell inquired into the difference between dry stall boarding and pasture boarding. Director Guritz stated that with pasture boarding, owner’s horses are provided access to pasture and water only, using the indoor arena as turn in with severe weather. Dry stall boarding requires owners to handle all daily horse care, with staff insuring sufficient water is provided during two daily wellness checks.

Michelle Salato stated that with all boarding opportunities, owners typically provide the feed, supplements, medications, and any other supplies needed due to specific care requirements for each individual horse.

Commissioner Purcell stated that this needs to be spelled out as part of the lease, and that we need to be consistent with services extended.

The Committee discussed whether pasture boarding would be offered year round, or just when grass is in season. Michelle Salato suggested that pasture boarding would only be offered May through October.

The Committee discussed pasture versus dry stall boarding, suggesting that because pasture boarding may be preferred over dry stall boarding, a premium over dry stall boarding should be charged because this is easier to the owners in terms of daily care.

Commissioner Purcell stated that the full cost of offering this needs to be examined in order to make sure that the full costs of staff time extended are covered, with the District earning net revenues based on the fees charged.
The Programming and Events Committee provided direction to bring back a more detailed proposal for review.

VII. Waiver of Fees and Charges for University of Illinois Extension – Kendall County 4H

The Programming and Events Committee discussed the scope of use of District facilities and waiver of fees requested by the University of Illinois Extension Service, including use of facilities by Kendall County 4H Clubs.

Director Guritz presented a report on the scope of use of District facilities for hosting University of Illinois Extension Service programs and events. Facility use requests included the Hoover bunkhouses for the cooperative Environmental Science in Action programs, and use of the Historic Courthouse conference rooms and Harris horse arena for 4H meetings and clinics.

Director Guritz stated that the Rockin’ KC’s 4H Club is closely affiliated with the Kendall County Horse Show Association.

Commissioner Purcell inquired into whether any of the other 4-H Clubs receive waived fees for use of District facilities. Director Guritz stated that five 4-H clubs have an equestrian focus. The scope of facility use presented in the report to the Committee includes all support traditionally extended to the extension service and Kendall County 4-H clubs.

Commission inquired into whether the request matches the District’s policy. Director Guritz stated that the request does not necessarily fit the policy perfectly, but does come close if the promotional and service project support is extended to the District.

The Programming and Events Committee discussed the request to waive fees, and provided direction to staff to secure recognition for the sponsorship, support with promoting District programs through the 4H clubs, and service project support in exchange for the use of facilities.

VIII. General Discussions and Updates

The Committee discussed a proposal received by the District for the purchase of the lesson horse “Raven” from Michele Crecy of St. Anne’s, Illinois. Raven is 18 years old, and appears to be a good fit for the lesson program. The owner has offered to sell Raven for $1,200. This price was negotiated down from $2,000.
Michelle Salato stated that the age should not be an issue. Horses can live an average of 25 to 30 years. The Ellis program does need another lesson horse. Right now, there are no substitutions for lessons and programs should one of the center’s three horses come up lame.

The Committee directed staff to present the opportunity of the horse purchase to the Committee of the Whole for review.

Emily Dombrowski provided a report comparing 2014 to 2015 enrollment and student participation in the District’s Native American school program.

5K run currently has 22 registrations. Michelle Salato reported that the Bristol-Kendall fire department helps to support the event by providing emergency responders at the event.

Director Guritz stated that the background check for the Equestrian Program Manager has delayed hiring for the position.

Director Guritz reported on behalf of Tina Villarreal that the number of weddings scheduled at Ellis is currently exceeding budget projections by 2-3 events for 2015.

**IX. Executive Session**

Commissioner Flowers made a motion to enter into executive session under 2(c)(21) of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Gilmour.

Roll call: Commissioners Flowers, Gilmour, Prochaska, and Purcell, aye. Opposed, none. Executive session called to order at 7:33 pm.

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

Regular meeting reconvened at 7:35 pm.

**X. Motion to Forward Executive Session Minutes from October 7, 2015 for Commission Approval**

The Programming and Events Committee discussed whether or not the motion is needed. Director Guritz reported that regardless, the minutes will need to be brought to
Commission for approval. Commissioner Prochaska stated that this is the correct interpretation for process for approval of executive session minutes.

**XI. Adjournment**

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Meeting adjourned at 7:36 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District