I. Call to Order
Commissioner Flowers called the meeting to order at 6:06 p.m. in the Kendall County Board Room.

II. Roll Call
Commissioners Gilmour, Prochaska, Purcell, and Flowers all were present.

III. Approval of Agenda
Commissioner Prochaska made a motion to approve the agenda. Seconded by Commissioner Gilmour. All, aye. Opposed, none.

IV. Citizens to be Heard
No public comments were offered.

V. Scout and Birthday Party Proposed Programs, Fees and Charges
The Committee discussed the proposed scout and birthday party program fees and charges.

Director Guritz stated that the District does not currently publish nature-based scout and birthday party programs. Emily Dombrowski and Elise Worthel reviewed the Cub Scout badges required to achieve Eagle Scout, and created this first set of offerings.

All proposed programs carry a $6 per scout charge, with a $40 per program, with the exception of the Backyard Jungle program which carries a $20 per scout charge for supplies needed to construct a birdhouse as part of the program.

As part of the fees and charges, scout packs will be extended a $10 discount on use of a bunkhouse, and $15 discount per night for a group campsite.

Commissioner Prochaska stated he was pleased with the proposed program titles and alignments.

Commissioner Purcell made a motion to forward the proposed scout and birthday party programs, fees and charges, with the addition Girl Scout offerings to be developed within the proposed pricing structure to Commission for approval. Seconded by Commissioner Prochaska. All, aye. Opposed, none.
VI. **Ellis Equestrian Center Boarding Permit Fees and Policies Discussion**

The Committee reviewed the proposed boarding permit fees and policies.

Director Guritz stated that Liz O’Mara-Clockars has expressed an interest in adopting the lesson horse, Princess. Ellis Equestrian Program Manager Clever stated that this would be a good fit for a second career, as Princess is no longer a good fit for beginner lessons. Beyond fit, Princess is also prescribed monthly medications.

Five lesson horses are needed to sustain the program. If ownership of Princess is conveyed to Liz O’Mara-Clockars, two additional lesson horses will be needed.

With five lesson horses, Ellis has two stalls that can be used for temporary boarding to generate revenue.

The Committee discussed options for securing additional lesson horses.

Commissioner Purcell stated that acquisition of additional horses should be a full board decision. Director Guritz stated that options will be presented to the full board for approval.

Amy Clever expressed concerns with conveying ownership of Princess without securing at least one additional horse to support programming through November. Current workload is 25-30 lessons per week, with additional use of horses within birthday party programs and family fun night. Typically, lesson load is reduced over the winter months, weather dependent.

The Committee discussed the capacity for boarding, and costs associated with boarding in terms of staff time and level of care provided.

The Committee discussed the current hay contract. Director Guritz stated that the hay contract is up for renewal this year, and terms of the contact are currently under review. Commissioner Purcell suggested that the opportunity cost for production of hay should be examined.

Under the current contract, and in this year, approximately 1,600 bales of hay were harvested, with the District retaining approximately 700 bales. The District is entitled to half of the production, with options to sell surplus hay back to the hay farmer for $2.50 per bale, or offer the hay for public sale, which currently carries a market value between $4 and $5 per small bale.

Commissioner Purcell expressed concerns over whether the District will have sufficient staffing in order to support longer term boarding. Director Guritz stated that minimally, a
nightly and weekly boarding fee could be approved and promoted, understanding that longer term agreements may be problematic.

The Committee discussed the boarding agreement contract template. Director Guritz stated that the template presented has been reviewed by the State’s Attorney’s Office.

Director Guritz stated that a permit approach should be taken for short-term boarding agreements, with policies in place similar in approach to rental of District bunkhouses.

Commissioner Purcell expressed concern over the proposed fees for pasture boarding, suggesting that the $3.33 per day rate would not cover the staff costs incurred.

Director Guritz stated that he views this as cost recovery, but would be open to examining the price structure for short-term, temporary permits.

The Committee discussed the level of care extended for pasture boarding. In practice, the boarder provides the care, but staff are required to support care on an as-needed basis to support wellness of horses taken in under a temporary boarding permit.

Commissioner Flowers suggested that if additional service and support is needed, additional charges should be assessed to offset staff costs incurred with care support.

**VII. Executive Session**

Commissioner Purcell 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 Gilmour.

Roll call: Commissioners Gilmour, Prochaska, Purcell, and Flowers, aye. Opposed, none. Executive session called to order at 6:56 p.m.

Commissioner Prochaska made a motion to adjourn from the executive session. Seconded by Commissioner Gilmour. Aye, all. Opposed, none. Regular meeting reconvened at 7:18 p.m.
VIII. Waiver of Fees for Use of Meadowhawk Lodge and Hoover FP Shelters and Bunk Houses for Natural Resource Tours Programming May 5, 6, 12 and 13, 2016

Director Guritz reported that the District has been approached to waive fees for cooperative Natural Resource Tour programs offered in partnership with the University of Illinois Cooperative Extension, Kendall County Soil and Water Conservation District, and Kendall County Outdoor Education Center. Approximately 200 students participate on each day, with use of Hoover facilities and support staffing extended.

The programs are currently advertised for the year. The Committee requested that future requests be considered prior to promotion of the program schedule. Director Guritz stated that Natural Resource Tours should not be scheduled on Friday evenings in the future in order to insure revenue is not lost from potential bunkhouse rentals.

Commissioner Purcell made a motion to waive fees for use of Meadowhawk Lodge and Hoover FP shelters and bunk houses for Natural Resource Tours scheduled for May 5, 6, 12 and 13, 2016. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

IX. Waiver of Fees for Use of Meadowhawk Lodge and Hoover Facilities for the Juvenile Justice Council SKY 5K Run on April 23, 2016.


X. FY 15-16 Marketing Plan – Shaw Media Promotional Opportunities

Director Guritz reported that a meeting was held with Tina Villarreal and Shaw Media to examine digital media opportunities. Director Guritz stated that for approximately $5,000, a comprehensive marketing plan can be developed to take advantage of digital media and marketing opportunities based on the tools presented.

Discussion of the FY 15-16 marketing plan was tabled to the November Programming and Events Committee meeting.

XI. Programming and Event Evaluations and Discussions

Director Guritz reported on recent program evaluations. With the exception of one issue, all programs have received favorable reviews.
XII. General Discussions and Updates

Commissioner Prochaska inquired into a report received that the District was planning to alter/demolish an Eagle Scout project. Director Guritz reported that the report related to the Neshnabe’k restoration project. As part of the renewal of Neshnabe’k, new mats had been purchased for installation. An Eagle Scout had replaced one of the mat covers to a wigwam in Neshnabe’k over the summer, and was not part of the restoration project. Director Guritz stated that the project was completed outside of District oversight.

XIII. Citizens to be Heard

No public comments were offered.

XIV. Adjournment

Commissioner Purcell made a motion to adjourn. Seconded by Commissioner Prochaska. All, aye. Meeting adjourned at 7:32 p.m.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District