

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES**

**AUGUST 7, 2019**

**I. Call to Order**

Commissioner Flowers called the Operations Committee meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Flowers, Gengler, and Prochaska all were present.

**III. Approval of Agenda**

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

**IV. Public Comments**

No public comments were offered from citizens in attendance.

**V. Review of Financial Statement Reports through July 30, 2019**

Director Guritz presented a review of financial statement reports through July 30, 2019. Generally, the District is on track with the prior fiscal year. The Environmental Education Division is exceeding projections for the year. Equestrian Center programs area also on track for meeting or exceeding budget projections. The District is also recognizing budget savings from the Superintendent vacancy.

**VI. Special Use Permit Requests**

No Special Use Permits were presented for consideration.

**VII. Operations Updates and Discussions**

- i. Human Resource, Accounting and Preserve Reservations Manager Final Position Description

Commissioner Prochaska made a motion to forward the Human Resources, Accounting and Preserve Reservations Manager final position description to Committee of the Whole. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

- ii. Review of a Revised Draft of the District’s Organizational Chart  
Commissioner Prochaska made a motion to forward the review of a revised draft of the District’s Organizational Chart to Committee of the Whole for consideration. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

**VIII. Environmental Education Updates**

- i. Natural Beginnings Market Study  
Stefanie Wiencke presented a market study on Natural Beginnings program. Generally, the District’s tuition fees are in line with other early learning programs in the region.
- ii. Fall 2019 Public Program Offerings, Fees and Charges  
Emily Dombrowski presented the fall 2019 public programs. Highlights were given on increasing enrollments in the District’s Toddling Naturalist programs. Commissioner Prochaska made a motion to forward the fall 2019 public program offerings, fees and charges to Commission for approval. Seconded by Commissioner Gengler. Aye, all. Opposed, none.
- iii. Environmental Education Summer Camps and Programs Report  
Emily Dombrowski presented participation reports on summer camps and public programs. The District saw more campers this summer with less camps running, which have improved budget performance. Daycare programs and assisted living program offerings were also highlighted.

**IX. Grounds, Natural Resources, and Preserve Projects Updates**

- i. Fall 2019 Projects Overview  
Director Guritz presented an overview on the fall 2019 projects.
- ii. Henneberry Forest Preserve Erosion Restoration Project  
Director Guritz presented updates on the Henneberry Forest Preserve stormwater erosion control project.
- iii. Hoover Forest Preserve Bluff Erosion Restoration Project  
Director Guritz reported that the project has been completed.
- iv. Fox River Bluffs Forest Preserve Restoration Project Updates  
Director Guritz reported that the District is working with the Foundation to complete the project this fall, including additional woodland clearing, and planting and seeding core prairie areas.
- v. Little Rock Creek Bluff Trail – Trail Erosion Control Project  
Director Guritz reported on the results of an initial soil clearing effort which revealed storm water control structures present along the bluff-trail that need to be cleared in order to prevent trail washout events in the future.
- vi. Millbrook Bridge Updates – HLR Bid Specifications Updates

Director Guritz reported that the State's Attorney's Office is completing a review of the final bid specifications for the removal of Millbrook Bridge.

vii. Hoover Designated Trails Updates

Director Guritz presented updates on the designated trail project at Hoover. An Eagle Scout candidate is working on installing trail markers and addressing encroachment trail impacts to the preserve's natural areas.

viii. Bright Property Access Easement

Director Guritz reported that a letter will be sent to the Bright family requesting consideration for establishing a limited access easement for Millington Forest Preserve.

ix. 2019 Bow Hunt Pilot Program Discussion

Director Guritz reported that work will begin to design the pilot program later this month with a presentation to the Operations Committee for discussion.

**X. Ellis House and Equestrian Center Updates**

i. Ellis House and Event Tent – Top Notch Rental Event Tent Sale Offer or License Arrangement

Director Guritz presented a proposal received from Top Notch Rental for the event tent. Direction was received to discuss setting a fee of \$1,000 per event with Top Notch.

**XI. Hoover Rail Crossing Updates**

ii. Hoover Road Repairs

Director Guritz reported that Midsouth Rail Company will be paying for costs for repairs to Hoover Road, including staff time incurred from construction activity cleanup efforts.

iii. Tri-Party Crossing Agreement (Illinois Railway-OmniTRAX; KCFPD; United City of Yorkville)

Director Guritz reported that OmniTRAX/IL Railway has signed off on the agreement as presented. The final version is under State's Attorney's Office review. The easements have not been filed, as the company likely installed the electric service line outside of the proposed easement area.

**XII. Executive Session**

There was no need for executive session.

**XIII. Other Items of Business**

Director Guritz presented updates on the District's iParks insurance application.

#### **XIV. Citizens to be Heard**

No public comments were offered by those in attendance.

#### **XV. Adjournment**

Commissioner Gengler made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 7:27 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District