

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

**JUNE 5, 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 Gilmour, Prochaska and Flowers all were present. Commissioner Hendrix arrived at 6:15 pm.

**III. Approval of Agenda**

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

**IV. Public Comments**

Public comments were not offered by citizens present.

**V. Review of Financial Statement Reports through May 31, 2019**

Director Guritz presented a review of financial statement reports through May 31, 2019. Wedding revenue for Ellis House and Equestrian Center is down significantly for the year. Director Guritz provided updates on farm license agreements, as well as issues with planting due to unseasonably wet weather. Environmental education revenues are up overall year-to-date.

**VI. Special Use Permit Requests**

No special use permit requests were submitted for consideration.

**VII. FY20 Fees and Charges Discussion**

Director Guritz presented the draft FY20 fees and charges spreadsheet. A single rate is proposed for wedding events at Meadowhawk Lodge. Government and non-for-profit discounts are proposed for a 10% discount year round. Coffee service is scheduled for elimination. There is an increase in Ellis hourly house rentals. Ellis lessons and birthday party

program fees are also recommended for fee increases. Select school field trip programs are scheduled for per student increases. Natural Beginnings second sibling discount is discontinued moving forward.

Commissioner Hendrix entered the meeting room at 6:15 pm.

Commissioner Hendrix made a motion to forward FY20 fees and charges to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

## **VIII. Operations Updates and Discussions**

- Superintendent Position Restructuring Discussion

Director Guritz reported that Chris Kellogg resigned from the Superintendent position. A proposed restructuring plan was discussed for the Superintendent position to increase grounds maintenance support. A Human Resources, Accounting and Preserve Reservations Manager revised position description was discussed for replacing the Administrative Assistant position description, with a corresponding increase in pay based on expanded primary duties. The revised position description was discussed.

Commissioner Hendrix made a motion to forward the personnel restructure plan and FY20 budget spreadsheet to Finance for review. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

The Operations Committee provided direction to present the HR, Accounting and Reservations Manager position description to the State's Attorney's Office for review.

## **IX. Environmental Education Updates**

Director Guritz presented updates on the Environmental Education program. Emily Dombrowski reported that summer camp enrollment is up compared to this time last year.

## **X. Grounds, Natural Resources, and Preserve Projects Updates**

- **Henneberry Forest Preserve Soil Erosion Control Project – WBK Site Plan**

Director Guritz presented updates on the soil erosion control project at Henneberry Forest Preserve. Quotes to complete the work have been requested.

- **Pickerill-Pigott Phase I Site Plan – Discussion of Cost-Savings Approaches**

Director Guritz presented Phase I plans for the Pickerill-Pigott Forest Preserve.

The Operations Committee discussed plans for the Pickerill estate and possible grants.

Direction was received to complete the Phase I plan under the OSLAD grant as approved.

- **Millbrook Bridge Updates – HLR Bid Specifications Development and Bidding Timeframe**

There were no updates on the finalization of the bid documents or bidding timeframe. Commissioner Prochaska recommended not moving forward with the Millbrook Bridge demolition until the Millington Bridge repairs are completed.

#### **XI. Ellis House and Equestrian Center Updates**

- **Ellis House and Event Tent Rental – Client Contracts Report and Service Transition Discussion**

Director Guritz presented revenue and expenditures on Ellis House and Equestrian Center events and tent rentals. The venue inquiries report for the month and year-to-date were presented. There is not enough revenue projected in FY20 to cover the rental cost of the tent with only two contracted events.

The Operations Committee discussed the wedding program services at Ellis.

The Operations Committee gave direction to continue the discussion at Committee of the Whole.

#### **XII. Hoover Rail Crossing Updates**

- **Status Update on the Draft Ordinance and Grant of Easement for Illinois Railway LLC – OmniTRAX, Inc.**

Director Guritz presented the final drafts of the ordinances and grants of easement for ComEd and Illinois Railway.

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

Director Guritz presented the working draft of the tri-party crossing agreement.

#### **XIII. Executive Session**

None.

**XIV. Other Items of Business**

None.

**XV. Citizens to be Heard**

No public comments were offered by those in attendance.

**XVI. Adjournment**

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 7:55 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District