

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
MEETING AGENDA**

**TUESDAY, APRIL 7, 2020  
6:00 P.M.**

**KENDALL COUNTY BOARD ROOM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call
- V. Approval of Agenda
- VI. Public Comments

**CONSENT AGENDA**

- VII. Approval of Minutes
  - Kendall County Forest Preserve District Commission meeting on March 18, 2020
- VIII. \*Approval of Claims in the Amount of \$11,281.71

**OLD BUSINESS**

No agenda items posted for consideration

**NEW BUSINESS**

- IX. **\*MOTION:** Approval of a Proposal from Scott Kobal of Wheaton, Illinois for the Completion of Baseline Floristic Quality Surveys of Fox River Bluffs Forest Preserve in 2020, and Little Rock Creek Forest Preserve in 2021 for a total Amount Not-to-Exceed \$3,250.00
- X. Executive Session
- XI. Other Items of Business
  - KCFPD COVID 19 (Coronavirus) Response Report Updates
- XII. Public Comments
- XIII. Adjournment

*(\* Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section G.2.b.v.a)*

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
MARCH 18, 2020**

**I. Call to Order**

President Gilmour called the meeting to order at 11:01 am in the Kendall County Board Room. Vice-President Prochaska facilitated the meeting.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited at the beginning of the Kendall County Board meeting.

**III. Invocation**

Commissioner Prochaska offered an invocation at the beginning of the Kendall County Board meeting.

**IV. Roll Call**

X	Cesich	X	Gryder (entered the meeting at 10:41 am)
X	Flowers (via conference call)	X	Hendrix (via conference call)
X	Gengler (via conference call)	X	Kellogg (entered the meeting at 10:41 am)
X	Giles (via conference call)	X	Prochaska
X	Gilmour (via conference call)	X	Vickers (via conference call)

Commissioners Cesich, Flowers, Gengler, Giles, Gilmour, Gryder, Hendrix, Kellogg, Prochaska, and Vickers were all in attendance. Commissioners Flowers, Gengler, Giles, Gilmour, Hendrix and Vickers participate by conference call.

**V. Approval of Agenda**

Commissioner Kellogg made a motion to approve the amended Commission meeting agenda, which amendment included the removal of items VII; XIV; XV, and the ComEd-Openlands Green Region Application Submission report under Other Items of Business from consideration. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

**VI. Public Comment**

No public comments were offered from citizens in attendance.

**VII. Operations Committee Chair Report**

Item removed from agenda.

## **CONSENT AGENDA**

### **VIII. Approval of Minutes**

- **Kendall County Forest Preserve District Commission meeting of February 18, 2020 and March 3, 2020**
- **Kendall County Forest Preserve District Planning and Advisory Committee meeting of February 26, 2020**
- **Kendall County Forest Preserve District Finance Committee meeting on February 2, 2020**
- **Kendall County Forest Preserve District Operations Committee meeting on March 4, 2020**

Director Guritz presented minutes for approval from the Kendall County Forest Preserve District Commission meetings of February 18, 2020 and March 3, 2020; the Kendall County Forest Preserve District Planning and Advisory Committee meeting of February 26, 2020; the Kendall County Forest Preserve District Finance Committee meeting of February 27, 2020, and the Kendall County Forest Preserve District Operations Committee meeting of March 4, 2020.

### **IX. Approval of Claims for an Amount Not-to-Exceed \$57,485.46**

Director Guritz presented claims for an amount not-to-exceed \$57,485.46.

- X. Approval of Farm License Agreement #20-03-003 with Kyle Connell of Morris, Illinois for Farming of 8.5-acres at Aux Sable Springs Park for a Base Rent Cost of \$50.00 per Acre**
- XI. Approval of a Lesson Horse Donation Agreement with Karen Hemza of St. Anne, Illinois Conditioned on Acceptance following a 30-day Trial Period**

Commissioner Gryder made a motion to approve the consent agenda. Seconded by Commissioner Kellogg.

Motion: Commissioner Gryder

Second: Commissioner Kellogg

#### **Roll call: Consent Agenda**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**OLD BUSINESS**

No agenda items posted for consideration.

**NEW BUSINESS**

**XII. MOTION: Approval of the Extra Work Authorization #2 with Upland Design, Inc. of Plainfield, Illinois for the Preparation of a Bulletin, Change Order Coordination, and Construction Plan Set Changes for the Pickerill-Pigott Forest Preserve: Public Access Phase I OSLAD Project in the Amount of \$2,070.00**

Commissioner Kellogg made a motion to approve the Extra Work Authorization #2 with Upland Design, Inc. of Plainfield, Illinois for the Preparation of a Bulletin, Change Order Coordination, and Construction Plan Set Changes for the Pickerill-Pigott Forest Preserve: Public Access - Phase I OSLAD Project in the Amount of \$2,070.00. Seconded by Commissioner Gryder.

Motion: Commissioner Kellogg					
Second: Commissioner Gryder					
<b>Roll call: Upland Design</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

**XIII. MOTION: Approval of a Revised Position Description for the Environmental Education Program Manager (Change in Status from a FLSA Non-Exempt to FLSA Exempt Position) Effective March 23, 2020**

Commissioner Gryder made a motion to approve a revised position description for the Environmental Education Program Manager (change in status from a FLSA non-exempt to FLSA exempt position) effective March 23, 2020. Seconded by Commissioner Flowers.

Motion: Commissioner Gryder					
Second: Commissioner Flowers					
<b>Roll call: Revised Education Manager Position</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

**XIV. MOTION: Approval of the Revisited Ellis Equestrian Center Program Coordinator Position Description**

Item removed from the meeting agenda.

**XV. Executive Session**

None.

**XVI. Other Items of Business**

- KCFPD COVID-19 (Coronavirus) Response Report

The Board of Commissioners discussed the District’s COVID-19 Response Report.

- ComEd-Openlands Green Region Application Submission

Item removed from the meeting agenda

**XVII. Public Comments**

No public comments were offered from citizens in attendance.

**XVIII. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Kellogg. Aye, all. Opposed, none. Meeting adjourned at 11:12 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

# Claims Listing

4/3/2020 4:10:55 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Invoice Amount
Ellis Barn	21	ADS, INC	SI-524504	Ellis Utilities House and Barn	19001161 62270	\$147.50
					<b>Sub-Total</b>	<b>\$147.50</b>
					<b>Ellis Barn Total</b>	<b>\$147.50</b>
Ellis Grounds	1323	MENARDS	31640400	Ellis Grounds	19001162 68580	\$35.97
					<b>Sub-Total</b>	<b>\$35.97</b>
					<b>Ellis Grounds Total</b>	<b>\$35.97</b>
Ellis House	21	ADS, INC	SI-524504	Ellis Utilities House and Barn	19001160 62270	\$147.50
	2047	COMED	9361548011	Ellis House	19001160 62270	\$463.11
					<b>Sub-Total</b>	<b>\$610.61</b>
				<b>Ellis House Total</b>	<b>\$610.61</b>	
Ellis Riding Lessons	2301	CATON CROSSING ANIMAL HOSPITAL	204981	Animal Care Supplies - Ellis Barn Cats	19001164 63000	\$42.07
					<b>Sub-Total</b>	<b>\$42.07</b>
					<b>Ellis Riding Lessons Total</b>	<b>\$42.07</b>
	529	EQUINE VETERINARY PRACTICE LLC	0214302	Ellis - Horses - Vets	19001164 63020	\$436.00
					<b>Sub-Total</b>	<b>\$436.00</b>
					<b>Ellis Riding Lessons Total</b>	<b>\$478.07</b>

2170	ANTOINETTE MECIEJ	000	Envir Ed Program Supplies - 2702-304- 6849	19001179	63030	\$20.35
					<b>Sub-Total</b>	<b>\$20.35</b>
<b>Environ. Educ. Other Pblic Prg</b>						
<b>Environ. Educ. Other Pblic Prg</b>						
<b>Total</b>						
<b>\$20.35</b>						
2294	CENTRAL ELEMENTARY SCHOOL	KCFPD 09-11-19 Refun	Central Elem. School Prog. Refund	19001176	63040	\$700.00
2295	LINCOLN ELEMENTARY SCHOOL	KCFPD 10/01/19 Refun	Lincoln Elem. School Prog. Refund	19001176	63040	\$732.00
2296	NEWARK GRADE SCHOOL	KCFPD 01-17-20 Refun	Newark Grade School Program Refund	19001176	63040	\$77.00
<b>Sub-Total</b>						
<b>\$1,509.00</b>						
<b>Environmental Education School</b>						
<b>Total</b>						
<b>\$1,509.00</b>						
<b>Forest Preserve Director</b>						
2047	COMED	Baker Woods	Baker Woods	190011	63510	\$19.10
900136	AMEREN ILLINOIS	2786444006	Ameren - Millbrook	190011	63510	\$35.02
<b>Sub-Total</b>						
<b>\$54.12</b>						
236	CENTRAL LIMESTONE CO INC	20440	Road Mix for Hoover & LRC Rip-Rap	190111	68500	\$92.00
601	FRED WAYNE & SON TRUCKING INC	9499	Stone LRC - Preserve Improvements	190111	68500	\$145.00
735	HAMPTON, LENZINI & RENWICK	000020200508	HLR - Capital Project Funds - Millbrook Bridge	190111	68500	\$1,108.75

Forest Preserve Director	2286	PROFESSIONAL GARAGE DOOR SERVICES	KCFPD Estimate 3/19	LRC Shed Repair - Inspection Marking	190111	68500	\$124.00
					<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$1,523.87</b>
	60	AMERICAN TIRE AND AUTOMOTIVE	3059	GM Equipmt	19001183	62160	\$1,037.74
	413	DEKANE EQUIPMENT CORP	IA69312	Harris Equipmt 2702-500-6216	19001183	62160	\$162.92
	556	FLATSO'S TIRE SHOP	14490	Harris Trailer Rim Repl.	19001183	62160	\$90.07
	1060	JOHN DEERE FINANCIAL	10109254	General Maint. Equip	19001183	62160	\$46.08
	1323	MENARDS	31640256	Hoover Equip. Bldg, Grnds, Shop	19001183	62160	\$136.89
	1323	MENARDS	78519	Equipment and Building Supplies	19001183	62160	\$11.55
	1323	MENARDS	78718	HOOVER VEHICLE SUPPLIES	19001183	62160	\$119.90
	1367	MONROE TRUCK EQUIPMENT	R77671	Harris Grounds Equipmt 2702-500-6216	19001183	62160	\$1,626.68
					<b>Sub-Total</b>		<b>\$3,231.83</b>
	1452	NICOR	85-66-26-1012-1	Nicor- Grounds - Millbrook	19001183	63090	\$122.60
	1452	NICOR	87-94-61-1000-1	Nicor Gas - Grounds - Harris	19001183	63090	\$169.53
					<b>Sub-Total</b>		<b>\$292.13</b>



Grounds and Natural Resources									
1323	MENARDS	78217	GM Supplies - COVID 19	19001183	63110				\$116.85
					<b>Sub-Total</b>				<b>\$116.85</b>
236	CENTRAL LIMESTONE CO INC	20441	Preserve Improvements	19001183	68530				\$83.89
					<b>Sub-Total</b>				<b>\$83.89</b>
				<b>Grounds and Natural Resources</b>	<b>Total</b>				<b>\$3,724.70</b>
<b>Hoover</b>									
2274	ANDREA APODACA	20-00024	ML Sec Dep Retn	19001171	63040				\$135.00
2275	JODI MARS	20-00015	Bunkhouse Sec Dep Rtn	19001171	63040				\$100.00
2276	KATIE FREELAND	20-00016	ML Sec Dep & Rental Fee	19001171	63040				\$517.50
					<b>Sub-Total</b>				<b>\$752.50</b>
1452	NICOR	03/13/20	Hoover Moonseed	19001171	63090				\$77.38
1452	NICOR	23-33-66-9829 7 3/20	NICOR HOOVER ROOKERY	19001171	63090				\$121.30
1452	NICOR	24-61-42-0362 8 3/20	NICOR - HOOVER BLAZING STAR	19001171	63090				\$79.54
1452	NICOR	30-83-10-3489 4 3/20	NICOR HOOVER KINGFISHER	19001171	63090				\$125.96
1452	NICOR	50-98-01-9712-8	Nicor- Hoover Gas	19001171	63090				\$41.87
1452	NICOR	HO House	Hoover House	19001171	63090				\$68.60
1452	NICOR	Hoover Maint	Hoover Maint Bldg	19001171	63090				\$110.10
1452	NICOR	Hoover Shop	Hoover Shop	19001171	63090				\$49.55
1452	NICOR	Meadowhawk	Meadowhawk	19001171	63090				\$47.07

**Hoover**

									<b>Sub-Total</b>	<b>\$721.37</b>
1323	MENARDS	31640256		Hoover Equip. Bldg, Grnds, Shop	19001171	63110				\$21.50
								<b>Sub-Total</b>	<b>\$21.50</b>	
1323	MENARDS	31640256		Hoover Equip. Bldg, Grnds, Shop	19001171	63120				\$64.08
1323	MENARDS	77933		Hoover - Bldg	19001171	63120				\$49.24
1323	MENARDS	78519		Equipment and Building Supplies	19001171	63120				\$5.91
								<b>Sub-Total</b>	<b>\$119.23</b>	
236	CENTRAL LIMESTONE CO INC	20440		Road Mix for Hoover & LRC Rip-Rap	19001171	68580				\$948.25
1207	LAFARGE AGGREGATES ILLINOIS INC	712377492		Hoover Grounds Improvement	19001171	68580				\$301.67
1323	MENARDS	31640256		Hoover Equip. Bldg, Grnds, Shop	19001171	68580				\$12.78
2297	FOX RIDGE STONE	2831		Hoover Road Repair Stone	19001171	68580				\$354.34
								<b>Sub-Total</b>	<b>\$1,617.04</b>	
					<b>Hoover</b>	<b>Total</b>			<b>Total</b>	<b>\$3,231.64</b>
								<b>Grand Total</b>		<b>\$11,281.71</b>

March 13, 2020

Mr. David Gurtiz

Director – Kendall County Forest Preserve District

RE: Proposal for Inventory and Assessment of Fox River Bluffs Forest Preserve in 2020 and Little Rock Creek Forest Preserve in 2021

During the 2020 growing season I will inventory the 63 acres of the Fox River Bluffs Forest Preserve and during the 2021 growing season I will inventory the 130 acre Little Rock Creek Forest Preserve in Kendall County for their vascular flora. This will involve visiting the site several times during the growing season to ensure that species with different phenologies are accurately identified and recorded. From these inventories a species list will be generated that will calculate the Floristic Quality of the site.

In addition to the inventory list I will describe the various plant communities at Fox River Bluffs Forest Preserve in 2020 and Little Rock Creek Forest Preserve in 2021 and record any regionally rare and state listed species that are encountered and make recommendations for monitoring rare plant species on the site through the Chicago Botanic Gardens' Plants of Concern Monitoring Program. Also, I will collect specimens and voucher plant species currently not known from Kendall County (using the 2017 *Flora of the Chicago Region* by Gerould Wilhelm and Laura Rericha) and deposit these specimens at the Morton Arboretum Herbarium.

As mentioned earlier, this will involve floral inventories and inspection of the sites during the 2020 and 2021 growing seasons, data entry and analysis of Floristic Quality information and writing up a final reports that will be delivered to the Kendall County Forest Preserve District by November 1, 2020 and 2021 respectfully.

The total cost for the projects described above and report will be as follows:

2020 Survey of Fox River Bluffs Forest Preserve - \$1,250.00.

2021 Survey of Little Rock Creek Forest Preserve - \$2,000.00.

Please let me know if you have any questions or if I can provide any further information.

Thank you.

Scott N. Kobal

26W121 Durfee Road

Wheaton, IL 60189-7867

**EMERGENCY RESPONSE PLAN**  
**KENDALL COUNTY FOREST PRESERVE DISTRICT**

**Stay-at-Home Order from the State of IL 3/20/2020**

**GENERAL PUBLIC HEALTH AND SAFETY**

1. Commission meetings will be conducted with remote access, and limited to essential business only. All standing and special committee meetings cancelled.
2. Historic Court House closed to the public.
3. FP District office closed to the public. Public can reach the District by phone or email.
4. All facilities, public buildings, shelters, and public washrooms closed to the public.
5. All rentals, events, public programs, and lessons are cancelled through May 15, with opportunity to reschedule at a later date. Refunds for prior payments are offered.
6. All preserves remain open, with monitoring in place for attendance, parking lot usage over 50% capacity, and social distancing.
7. Information for public is posted online regarding closures, preserve use guidelines, social distancing, means of contacting the District, and other current information.

**WORKER PUBLIC HEALTH AND SAFETY**

1. Work- from- home required for all staff where applicable, specifically educational program staff and administrative staff.
2. Only 2 staff present in District office at any one time.
3. Only 1 staff at a time working in other buildings (Rookery and Meadowhawk.)
4. Cross-train staff to do tasks other than their normal assignments.
5. Field staff at Hoover, Ellis, and Grounds Maintenance on staggered schedules to promote social distancing and limited employee contact.
6. Animal care at Ellis limited to essential personnel only.
7. All facilities equipped with sufficient disinfecting supplies for daily use within shared buildings and high-contact work area surfaces.
8. For any and all staff-related illnesses, including COVID and/or flu-like symptoms, employee asked to report illness to the District Director and to remain home and follow current CDC and County Health Dept. guidelines for distancing when recovered and back at work.
9. Families First FMLA leave will be extended per SAO and Federal USDL guidelines .

**KCFPD Response Plan for Federal, State, or Local Quarantine Order**  
**Additional Provisions**

1. All preserves will remain closed during quarantine period.
2. Grounds maintenance limited or discontinued, subject to order.
3. Live animals (other than Ellis) relocated to The Rookery for daily care by Hoover Supervisor and resident.
4. Families First FMLA leave extended to all grounds staff as needed based on restrictions.
5. The District will set a date to extend timeline for closures and cancellations.