

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

**TUESDAY, OCTOBER 6, 2020
6:00 P.M.**

KENDALL COUNTY HISTORIC COURTHOUSE – 3RD FLOOR COURTROOM

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call
- V. Approval of Agenda
- VI. Public Comments
- VII. Planning and Advisory and Finance Committee Chair Reports

CONSENT AGENDA

- VIII. Approval of Minutes
 - Kendall County Forest Preserve District Committee of the Whole Meeting of September 8, 2020
 - Kendall County Forest Preserve District Commission Meeting of September 15, 2020
- IX. *Approval of Claims in the Amount of \$81,542.45
- X. *Approval of a Proposal from O'Malley Welding and Fabricating, Inc. of Yorkville for the Leveling and Repair of the Little Rock Creek Forest Preserve – Creek Crossing I-Beams (4 beams 40' each) for an Amount Not-to-Exceed \$5,800.00.
- XI. *Approval of Change Order #7 for D. Construction for Picnic Shelter Electrical Improvements (Service Line Installation and Outlets) for the Pickerill-Pigott Forest Preserve: Phase I OSLAD Project in the Amount of \$4,144.46

OLD BUSINESS

- No items posted for consideration

NEW BUSINESS

- XII. **Ordinance #10-20-001: Amending the Kendall County Forest Preserve District's Rules of Order (Meetings Held Electronically)
- XIII. Millbrook Bridge Removal Project – Engineer's Field Report on Pier Impacts and Sonar Survey for In-Stream Debris
- XIV. Executive Session
- XV. Other Items of Business
 - Meeting Date and Time Changes
 - Thursday, October 29, 2020 Finance Committee - Time change only: 4:00 PM
 - Tuesday, November 3 Commission Meeting – Date change to November 4, 2020 at 6:00 PM
 - Wednesday, November 4, 2020 Operations Committee Meeting - Meeting cancelled
 - Tuesday, November 24, 2020 Planning and Advisory Committee Meeting - Meeting cancelled
- XVI. Public Comments
- XVII. Adjournment

() Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section G.2.b.v.a)*
*(**) Requires affirmative vote of 2/3 majority of all Commissioners for passage (KCFPD Rules of Order Section 5.A.2)*

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Kendall County

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

SEPTEMBER 8, 2020

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 4:37 pm in the Kendall County Historic Court House - 2nd Floor East Wing Conference room.

II. Roll Call

Commissioners Cesich, Gengler, Gilmour, Gryder, Kellogg, Prochaska, and Vickers all were present.

III. Approval of Agenda

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

IV. Public Comments

Barry Lawlers offered public comments on trial closures at Hoover Forest Preserve.

V. Executive Director's Report

Director Guritz provided an overview of District priorities. Items discussed include the OSLAD Pickerill-Pigott – Phase I Project, and updates on the KCFPD 20-21 Bowhunt program.

**VI. Review of Preliminary Financial Statements and Cost Center Reports
for the Period Ending August 31, 2020**

Director Guritz presented financial statements and cost center reports for the period ending August 31, 2020.

VII. Motion to Forward Claims to Commission

Commissioner Cesich made a motion to forward claims in the amount of \$120,122.88 to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

OLD BUSINESS

No items posted for consideration.

NEW BUSINESS

VIII. Millbrook Bridge Removal Project

a. Fox River In-Stream Debris Survey Update

b. Review of Correspondence with "D." Construction, Inc. and Hampton, Lenzini & Renwick, Inc.

Director Guritz presented updates on the Millbrook Bridge removal project. A timeline for in-stream survey was provided.

The Committee of the Whole discussed the need for a significant contract credit for the Millbrook Bridge removal. The Committee of the Whole also discussed the need for an in-stream pier assessment including documentation of damages to the piers that may have resulted from the tear-down.

IX. FY21 Preliminary Budget Progress Report

Director Guritz presented FY21 budget updates including salary projections.

The Committee of the Whole discussed FY21 budget timeline and updates.

X. Kendall County Forest Preserve District Employee Handbook

Director Guritz presented updates on efforts to complete the Kendall County Forest Preserve District Employee Handbook. Significant revisions are needed to align the handbook to the District's governance structure and operations.

XI. Executive Session

Commissioner Cesich made a motion to enter executive session at 5:41 pm 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 Gryder.

Roll call: Commissioners Cesich, Gengler, Gryder, Kellogg, Prochaska, Vickers, and Gilmour, aye. Opposed, none. Executive Session called to order at 5:47 pm.

Commissioner Prochaska left the meeting room at 6:05 pm and returned at 6:06 pm.

Commissioner Kellogg made a motion to adjourn from executive session. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Regular meeting reconvened at 6:15 pm.

XII. Summary of Action Items

Director Guritz provided a summary of action items.

XIII. Other Items of Business

**a. Discussion of Pickerill-Pigott Forest Preserve – Phase I OSLAD Project
Change Orders #7 & 8 for Electrical Service Line Improvements**

Director Guritz reported that the electric service line to the shelter was completed, with a change order for time and material only forthcoming.

XIV. Public Comments

Jim Wyman offered public comment on the Millbrook Bridge removal.

Leann Koch offered public comment requesting clarification on the KCHSA responsibilities for the arena at Harris Forest Preserve.

XV. Adjournment

Commissioner Cesich made a motion to adjourn the meeting at pm. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:20 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
SEPTEMBER 15, 2020**

I. Call to Order

President Gilmour called the Commission meeting to order at 11:02 am in the Kendall County Board Room.

II. Pledge of Allegiance

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

III. Invocation

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

IV. Roll Call

X	Cesich	X	Gryder
	Flowers	X	Hendrix
X	Gengler	X	Kellogg
	Giles	X	Prochaska
X	Gilmour	X	Vickers

Commissioners Cesich, Gengler, Gryder, Hendrix, Prochaska, and Gilmour were all present. Commissioners Kellogg and Vickers entered the meeting after Roll Call at 11:10 am.

V. Approval of Agenda

Commissioner Cesich made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Motion: Commissioner Cesich					
Second: Commissioner Prochaska					
Roll call: Approval of Agenda					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers	X		Hendrix
X		Gengler	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

VI. Public Comment

No public comments were offered from those in attendance.

VII. Planning and Advisory Committee Chair Report

Commissioner Prochaska provided updates on the Planning and Advisory Committee.

CONSTENT AGENDA

VIII. Approval of Minutes

- Kendall County Forest Preserve District Commission meeting of August 18, 2020
- Kendall County Forest Preserve District Planning and Advisory Committee meeting of August 25, 2020
- Kendall County Forest Preserve District Commission meeting of September 1, 2020
- Kendall County Forest Preserve District Operations Committee meeting of September 2, 2020

Director Guritz presented minutes for approval from the Kendall County Forest Preserve District Commission meeting of August 18, 2020; the Kendall County Forest Preserve District Planning and Advisory Committee meeting of August 25, 2020; the Kendall County Forest Preserve District Commission meeting of September 1, 2020, and the Kendall County Forest Preserve District Operations Committee meeting of September 2, 2020.

IX. Approval of Claims for an Amount of \$\$120,122.88

Director Guritz presented claims in the amount of \$120,122.88.

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

Motion: Commissioner Hendrix

Second: Commissioner Gryder

Roll call: Consent Agenda

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers	X		Hendrix
X		Gengler	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

OLD BUSINESS

No items posted for consideration.

NEW BUSINESS

X. Millbrook Bridge Removal Project – Field Report on Initial In-Stream Debris Removal and Contracted Sonar Survey

Director Guritz presented updates on progress with completing the removal of in-stream debris from the Fox River. HLR representative Steve Megginson provided updates on the contracted sonar survey.

XI. Executive Session

None.

XII. Other Items of Business

- Meeting Date Change – KCFPD Commission Meeting of November 3, 2020 rescheduled to November 4, 2020
- Cancellation of November 26, 2020 KCFPD Finance Committee Meeting

XIII. Public Comments

Todd Milliron offered public comments on the Millbrook Bridge removal project.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 11:27 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

Claims Listing

9/23/2020 9:51:11 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	2047	COMED	9361648011	Service 08/12/20 to 09/11/20	19001161 62270	Utilities	\$535.20
						Sub-Total	\$535.20
					Ellis Barn	Total	\$535.20
Ellis Grounds	556	FLATSO'S TIRE SHOP	16586	Carlisle Turf Master	19001162 68580	Grounds and Maintenance	\$101.81
						Sub-Total	\$101.81
					Ellis Grounds	Total	\$101.81
Ellis House	1152	KENDALL PLUMBING & HEATING	20030805	Remove Anode Rod	19001160 68580	Grounds and Maintenance	\$100.00
	1323	MENARDS	94022	Supplies	19001160 68580	Grounds and Maintenance	\$22.72
	1323	MENARDS	94433	Sign and tape	19001160 68580	Grounds and Maintenance	\$42.35
	1323	MENARDS	94928	Supplies	19001160 68580	Grounds and Maintenance	\$58.44
						Sub-Total	\$223.51
					Ellis House	Total	\$223.51

Ellis Riding Lessons

2823	ARMELINDA DEBOLT	09222020	Ellis Riding Lessons Refund	19001164	63040	Security Deposit Refund	\$156.00	
							Sub-Total	\$156.00
							Total	\$156.00
1192	KONICA MINOLTA	9007114422-F	Konica clicks 8/13-9/12/2020	190011	62000	Office Supplies	\$181.03	
1823	ULINE	123987653	Outdoor brochure holder	190011	62000	Office Supplies	\$192.12	
							Sub-Total	\$373.15
2047	COMED	9361578000	Service 08/12/20 to 09/11/20	190011	63510	Electric	\$19.10	
900136	AMEREN ILLINOIS	09152020	Meter Read 08/12/2020 - 09/13/2020	190011	63510	Electric	\$35.08	
							Sub-Total	\$54.18
401	D CONSTRUCTION INC	2000023.4	Payment #4	190711	68530	Preserve Improvements	\$54,038.70	
583	FOX VALLEY SANDBLASTING & COATINGS, INC	43985	Sandblast brackets, powder coat 26 pieces	190111	68530	Preserve Improvements	\$520.00	
1293	MARTENSON TURF PRODUCTS, INC	78292	Oats, Straw, Stakes	190711	68530	Preserve Improvements	\$1,687.00	
1323	MENARDS	95187	Screws, Washers, Bolts, Nuts, Post	190111	68530	Preserve Improvements	\$242.98	
1343	MIDWEST ENVIRONMENTAL	20-703	Asbestos Project Mgt	190111	68530	Preserve Improvements	\$6,384.00	

Forest Preserve Director

2828	KINSALE CONTRACTING GROUP INC	12961	Order 20-07-422-PD Asbestos abatement	190111 68530	Preserve Improvements	\$12,500.00
					Sub-Total	\$75,372.68
				Forest Preserve Director	Total	\$75,800.01
90	ATLAS BOBCAT	BW1481	Repair parts	19001183 62160	Equipment	\$95.97
1152	KENDALL PLUMBING & HEATING	20030945	Replace tank #K-4645-0	19001183 62160	Equipment	\$475.00
1950	YORKVILLE ACE & RADIO SHACK	093020	Account 400515 Trimmer & Chain supplies	19001183 62160	Equipment	\$380.00
					Sub-Total	\$950.97
1471	OFFWORLD DESIGNS	20081307	Uniform screenprint and embroider	19001183 62400	Uniforms / Clothing	\$831.30
					Sub-Total	\$831.30
1655	SERVICE SANITATION, INC	092220	Service Dates 09/18/20	19001183 63070	Refuse Pickup	\$308.43
					Sub-Total	\$308.43
1452	NICOR	85662610121	Millbrook Service 08/07/20 to 09/05/20	19001183 63090	Natural Gas	\$125.64
1452	NICOR	8794611000	Service 08/09/20 to 09/06/20	19001183 63090	Natural Gas	\$49.90
					Sub-Total	\$175.54
1323	MENARDS	94912	Supplies	19001183 63110	Shop Supplies	\$21.72
					Sub-Total	\$21.72

Grounds and Natural Resources		1934	WINDING CREEK NURSERY, INC	20-1	Invoice 220492	19001183	68530	Preserve Improvements	\$120.00
								Sub-Total	\$120.00
Hoover						Grounds and Natural Resources		Total	\$2,407.96
2824	TRACY WINDLE	091020	Meadowhawk Security Deposit Refund	19001171	63040	Security Deposit Refund			\$900.00
2825	KIERA WHITE	20-00107	Hoover Security Deposit Return	19001171	63040	Security Deposit Refund			\$135.00
						Sub-Total		\$1,035.00	
1452	NICOR	22827083027	Service 08/10/20 to 09/07/20	19001171	63090	Natural Gas			\$49.93
1452	NICOR	23336698297	Hoover Service 08/11/20 to 09/09/20	19001171	63090	Natural Gas			\$45.06
1452	NICOR	28235299733	Service 08/10/20 to 09/07/20	19001171	63090	Natural Gas			\$42.85
1452	NICOR	30831034894	Service 08/10/20 to 09/07/20	19001171	63090	Natural Gas			\$42.85
1452	NICOR	50980197128	Service 08/10/20 to 09/07/20	19001171	63090	Natural Gas			\$45.21
1452	NICOR	72389374124	Service 08/10/20 to 09/07/20	19001171	63090	Natural Gas			\$26.36
1452	NICOR	88551401149	11285 Fox Rd Service 08/10/20 to 09/07/20	19001171	63090	Natural Gas			\$43.45
						Sub-Total		\$295.71	

Hoover

2047	COMED	0793673015	Service 07/30/20 to 08/28/20	19001171 63100	Electric	\$543.04	
						Sub-Total	\$543.04
1323	MENARDS	94912	Supplies	19001171 63110	Shop Supplies	\$88.21	
						Sub-Total	\$88.21
1937	WIRE WIZARD OF ILLINOIS INC	34970	Repair Horn Circuit	19001171 66500	Miscellaneous Expense	\$120.00	
						Sub-Total	\$120.00
1820	UNIQUE PRODUCTS & SERVICE	3916073	2 ply 250SH Whi	19001171 68580	Grounds and Maintenance	\$118.00	
1820	UNIQUE PRODUCTS & SERVICE	3949012	Jumbo 2 Ply 250SH Whi	19001171 68580	Grounds and Maintenance	\$118.00	
						Sub-Total	\$236.00
					Hoover	Total	\$2,317.96
					Grand Total	Grand Total	\$81,542.45

Change Order #7

#737

Date: 21-Sep-20

Project: Pickerill-Pigott Forest Preserve: Public Access
Phase 1 OSLAD Development

Owner: Kendall County Forest Preserve District

Contractor: D. Construction, Inc.

The following items shall be added and/or deducted from the overall scope of the project listed above. These shall become part of the contracted work by the general contractor and its' subcontractors. Work shall be paid for in the amount(s) listed below. No further payment beyond these amount(s) shall be considered. This change order shall not change the completion date of the project.

Additions to Contract

Item #	Description	Price
CH7-1	Add Outlets (Labor)	\$ 3,458.40
CH7-2	Add Outlets (Material)	\$ 686.06
Total Additions:		\$ 4,144.46

Deductions from Contract

Item #	Description	Price
Total Deductions:		\$ -
Total Change:		\$ 4,144.46

Original Contract Amount:	\$ 506,467.50
Total Previous Change Orders:	\$ 29,378.91
Contract Total	\$ 535,846.41
Additions this Change Order:	\$ 4,144.46
Deductions this Change Order:	\$ -
Contract Total Including All Change Orders:	\$ 539,990.87

ACCEPTED:

Contractor Signature Title Date

APPROVED:

Paul Curitt Director 10/07/2020

Owner Signature Title Date

O'Malley Welding and Fabricating, Inc.

1209 Badger St
 Yorkville IL 60560
 630-553-1604

QUOTE

DATE	QUOTE NO.
9/17/2020	1105

NAME / ADDRESS
Kendall County Forest Preserve 110 W Madison ST Yorkville, IL 60560

Ship To
Little Rock Creek Forest Pres.

P.O. NO.	TERMS
Dave	Net 30

DESCRIPTION	QTY	COST	TOTAL
Portable welding & Installation: Labor and material required to level out bridge beams *Option: Add \$2000.00 to remove all bridge beam bolts and existing diamond plate See attached description of scope of work		5,800.00	5,800.00

Sales Tax (8.25%)	\$0.00
TOTAL	\$5,800.00

Fax #
630-553-1605

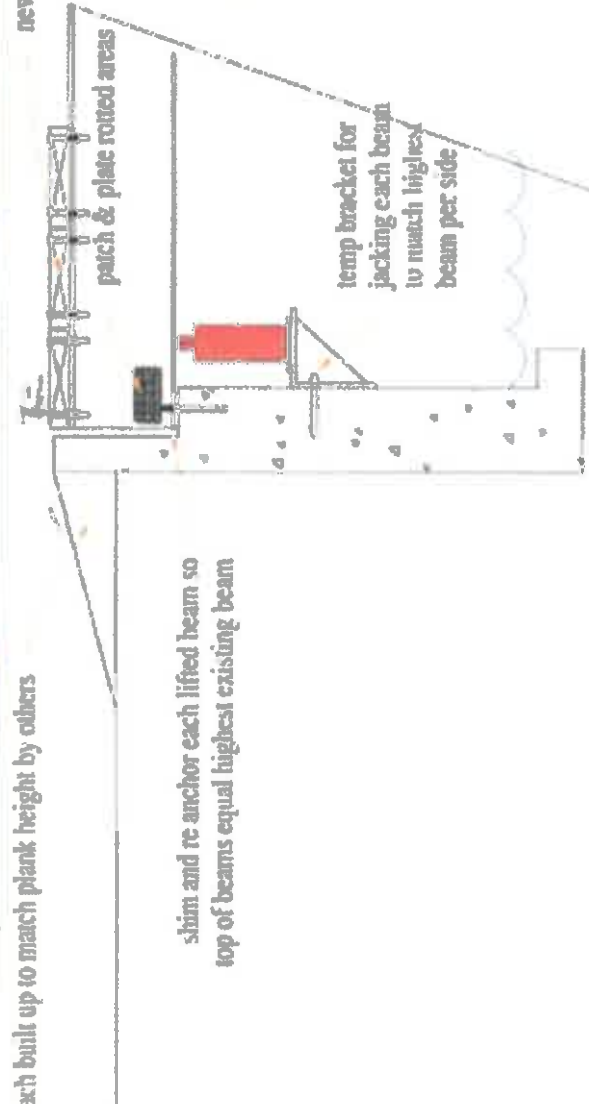
Handwritten signature
 10/06/2020



approach built up to match plank height by others



new planks by others



O'Malley

Welding & Fabricating Inc.

www.omalleywelding.com

(630) 553 1604 Fax (630) 553 1605

omalleywelding@sbcglobal.net

INVOICE

From: D Construction 1488 So. Broadway Coal City, IL 60416 815-634-2555	Invoice: 2000023T32 Invoice Date: 09/18/20 Due Date: 09/18/20 Disc Date:
To: KENDALL CO. FOREST PRESERVE DISTRICT 110 W. MADISON STREET YORKVILLE, IL 60560	
Contract : 20-00023- PICKERILL PIGOTT FOREST PRESERVE	

Change Order#7 -Outlets

Labor						
Electrician Journeyman	Regular	09/03/20	8.00 HRS @	118.01000		708.08
Electrician Journeyman	Regular	09/03/20	8.00 HRS @	118.01000		944.08
Electrician Journeyman	Overtime	09/03/20	1.00 HRS @	154.12000		154.12
Electrician Journeyman	Regular	09/03/20	8.00 HRS @	118.01000		944.08
	Total		Labor			2,750.34
Labor						
Electrician Journeyman	Regular	09/04/20	3.00 HRS @	118.01000		354.03
Electrician Journeyman	Regular	09/04/20	3.00 HRS @	118.01000		354.03
	Total		Labor			708.06
Material						
D Construction		09/04/20	Inv#			596.57
	Sub-Total		Material			596.57
Material Mark-up		596.57 @	0.15			89.49
			Change Order#7 -OutletsSub-Total:			4,144.48

Summary

2000	Change Order#7 -Outlets	4,144.48
CURRENT DUE :		4,144.48

**KENDALL COUNTY FOREST PRESERVE DISTRICT
KENDALL COUNTY, ILLINOIS**

ORDINANCE NO. 10-20-001 AMENDING ORDINANCE NO. 12-19-001

**AN ORDINANCE AMENDING RULES OF ORDER FOR THE KENDALL
COUNTY FOREST PRESERVE DISTRICT**

WHEREAS, the Kendall County Forest Preserve District (hereinafter the "District") is a body politic and corporate and municipal corporation organized and existing under the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 et seq. as amended (hereinafter the "Act"); and

WHEREAS, the mission of the District is to acquire and hold lands containing natural forests, and lands capable of being restored to a natural condition, for the purpose of protecting and preserving the flora, fauna, and scenic beauties within Kendall County for the education, pleasure, and recreation of the public; and

WHEREAS, the Board of Commissioners of the District determined that it was both desirable and necessary to amend the District's Rules of Order for conducting the business of the District in accordance with the provisions of the Downstate Forest Preserve District Act, and the Open Meetings Act (5 ILCS 120/1, et seq.) by approving Resolution No. 17-06-003 on June 20, 2017; and

WHEREAS, in accordance with the Rules of Order, the Board of Commissioners may amend the Rules of Order by approval of an ordinance with concurrence of a two-thirds majority of all of the Commissioners; and

WHEREAS, the Board of Commissioners has determined it is desirable and necessary to include a "Meetings Held Electronically" section as part of the general order of business for Commission meetings in response to specific emergencies.

NOW THEREFORE BE IT ORDAINED that the Kendall County Forest Preserve District Board of Commissioners hereby amends the "RULES OF ORDER FOR THE KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION OF COMMISSIONERS" as provided herein as attached Exhibit "A", effective October 6, 2020.

Approved and adopted by the Kendall County Forest Preserve District Board of Commissioners this 6TH day of October, 2020.

Approved:

Judy Gilmour, President

Attest:

Matt Kellogg, Secretary

**RULES OF ORDER FOR THE
KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION OF COMMISSIONERS**

<u>PAGE</u>	
1 & 2	TABLE OF CONTENTS
3	PREFACE
	I. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION MEETINGS
	A. REGULAR MEETINGS
	B. CANCELED AND RESCHEDULED REGULAR MEETINGS
	1. Cancellation of Regular Meetings
	2. Rescheduling of Regular Meetings
	C. SPECIAL MEETINGS
4	D. EMERGENCY MEETINGS
	E. MEETING LOCATIONS
	F. AGENDA
	1. Content of Agenda
	2. Consent Agenda
	3. Preparation and Contents of Commission Packet
5	G. RULES OF PROCEDURE
6	1. Adoption of Roberts Rules of Order
7	2. Meetings Held Electronically
	3. Rules for Commission Meetings
	a. Quorum
	b. General Voting Requirement
8	c. Early Departure of Commissioner
	d. Minutes
	e. Suspension of Rules
9	H. PUBLIC PARTICIPATION
	1. Public Comments
	2. Recording by the Media and Public
	II. KENDALL COUNTY FOREST PRESERVE DISTRICT OFFICERS AND OFFICIALS
	A. OFFICERS
10	1. President
	2. Vice-President
	3. Secretary
	4. Treasurer
	5. Executive Director
	6. Absence of Officers

- 11 **B. ELECTION OF PRESIDENT AND VICE-PRESIDENT**
 C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS
 1. Secretary and Treasurer
 2. Executive Director of the District
- 12 **III. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION**
 COMMITTEES
- A. STANDING COMMITTEES**
 1. Finance Committee
 2. Operations Committee
 3. Committee of the Whole
- 13 **B. SPECIAL COMMITTEES**
 1. Ad Hoc Committees
 2. Advisory Committees
- C. APPOINTMENT OF COMMITTEE MEMBERS**
 1. Appointment of all Members
 2. Appointment of Chairman and Vice-Chairman
 3. Removal of Committee Members
 4. Term of Committee Members
 5. Vacancies of Committee Members
- 14 **D. QUORUM**
- 15 **E. MINUTES**
- F. PROCEDURES OF STANDING AND SPECIAL COMMITTEES**
- 16 **IV. FINANCE**
- A. FISCAL YEAR**
- B. ANNUAL AUDIT**
- C. REMUNERATION OF COMMISSIONERS**
 1. Per Diem
- 17 2. Attendance
 3. Remuneration Vouchers
 4. Mileage
- 18 **V. AMENDMENT, CONFLICTS, TRANSITIONS, AND REPEALS**
- A. AMENDMENTS**
- B. CONFLICTS**
- C. SEVERABILITY AND INVALIDITY**
- D. TRANSITION**
- E. REPEAL**
- F. EFFECTIVE DATE**

PREFACE

The Kendall County Forest Preserve District ("District") was created by referendum in April of 1964, and is governed by the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 *et seq.* (the "Act"). The boundaries of the District are co-extensive with the boundaries of Kendall County. Therefore, the District is governed by a Board of Commissioners ("Commissioners") who also serve as the current Kendall County Board Members. (70 ILCS 805/3a (West 2016.)

I. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION MEETINGS

A. REGULAR MEETINGS

Regular Meetings of the Kendall County Forest Preserve District Commission shall be held at the date and times specified by resolution, which shall be passed every year in December, by the Kendall County Forest Preserve District Commission. All regular meetings of the District shall be conducted in accordance with the Illinois Open Meetings Act, (5 ILCS 120/1, *et seq.*), the Downstate Forest Preserve District Act (70 ILCS 805/.01 *et seq.*), and any and all other applicable laws and regulations.

B. CANCELED AND RESCHEDULED REGULAR MEETINGS

1. Cancellation of Regular Meetings

When the President of the District ("President") determines that no business of the District requires the convening of a particular Regular Meeting of the Commission, or that a quorum will not be available for any such Regular Meeting, or that other good cause exists for not holding such Regular Meeting, the President may cancel such meeting, with or without rescheduling. The President shall promptly notify the Executive Director of the Forest Preserve District ("Director") of any such cancellation, and the Director shall promptly issue written notice of such cancellation to each Commissioner and to all news media that have filed requests for notice of District meetings pursuant to the Illinois Open Meetings Act.

2. Rescheduling of Regular Meetings

When any Regular Meeting of the Commission has been canceled, the President may reschedule such Regular Meeting to such day and time as he or she shall deem appropriate by directing the Director or designee to give notice of such Rescheduled Regular Meeting pursuant to the Illinois Open Meetings Act.

C. SPECIAL MEETINGS

Special Meetings of the Commission may be called pursuant to a "Special Call" by the President or by any six of the Commissioners of the Commission. Special Calls shall be in writing, shall be addressed to the Director or designee, and shall specify the time, place, and reason of the Special Meeting. Such a Special Call, from either the President or six Commissioners, shall be given in sufficient time to allow the Director to give at least 48 hours' notice of the Special Meeting, pursuant to the Illinois Open Meetings Act.

D. EMERGENCY MEETINGS

The President, upon notice in writing addressed to the Director or designee, declaring that a bona fide emergency exists and stating the nature of the emergency, may call an Emergency Meeting of the Commission and set the agenda. Promptly upon receipt of such notice, the Director or designee shall give notice of such Emergency Meeting, pursuant to the Illinois Open Meetings Act.

E. MEETING LOCATIONS

All meetings of the Commission shall normally be held in the County Board Room of the Kendall County Office Building, 111 W. Fox Street, Yorkville, Illinois. In the event that a meeting must be held elsewhere, the Director or designee shall give proper notice of the location pursuant to the Open Meetings Act.

F. AGENDA

1. The agenda and accompanying documentation for all Commission meetings shall be prepared by the Director or designee at the direction of the President.

2. *Content of Agenda*

The following shall be the general order of business set forth on the agenda for each Regular, Special, Emergency, and Rescheduled Regular Meetings of the Commission, subject to such changes thereof as may be directed by the President:

- a. Call to Order
 - b. Pledge of Allegiance
 - c. Invocation
 - d. Roll Call of Commissioners
 - e. Determination of Quorum
 - f. Approval of Agenda
 - g. Approval of Minutes
 - h. Public Comment
 - i. Consent Agenda
 - j. Old Business
 - k. New Business
 - l. Executive Session
 - m. Public Comment
 - n. Adjournment
3. The Executive Director, or their designee, shall be responsible for reviewing the Commission meeting agendas prior to posting. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items. The District President, Executive Director, or a standing committee of the Board of Commissioners may place items on the Consent Agenda. The Consent Agenda may

include, but is not limited to the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts. At the request of any Commissioner an item shall be removed from the Consent Agenda. The request to remove an item does not require a second or a vote of the Board of Commissioners. Any items removed from the Consent Agenda will be considered as the first item under New Business. Approval of the Consent Agenda shall be done by a roll call vote of the Board of Commissioners. (Amended 12/17/2019)

4. **Preparation and Contents of Commission Packet**

- a. The Commission packet shall be prepared by the Director or designee at the direction of the President and shall include all necessary supporting documentation as related to action items or discussion items on the agenda. This would include, but not be limited to:
 - i. All agreements proposed for approval, and all agreements included as action items for the agenda; and
 - ii. Resolutions and ordinances, such as those for land acquisition or otherwise, included as action items for the agenda; and
 - iii. Signature pages that are ready to be executed, summaries, staff reports, resolutions and ordinances, and such land acquisition resolutions and ordinances that have been included as action items on the agenda.

G. **RULES OF PROCEDURE**

1. **Adoption of Roberts Rules of Order**

In the absence of a governing provision of these Rules, the most current edition of *Roberts Rules of Order Newly Revised* shall govern.

2. **Meetings Held Electronically**

All meetings of the Kendall County Forest Preserve District Board of Commissioners, including special committees and standing committees, are to be held in-person. The following rules shall remain dormant unless the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area, and the President of the Kendall County Forest Preserve District determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster. If these conditions are met then the following rules shall apply for electronic meetings of the Kendall County Forest Preserve District, including special committee and standing committee meetings: (Amended 10/06/2020)

- a. **Remote Only Meeting.** If the Kendall County Office Building and Kendall County Historic Courthouse is closed to the public, all meetings will be remote only.
- b. **Hybrid Meeting.** If the Kendall County Office Building is open to the public, and the President of the District decides that a complete in-person meeting is not prudent, then all meetings will be hybrid (in-person and remote attendance are both allowed).
- c. **Executive Session.** The Commissioner shall be in a private area away from other individuals before joining an executive session.
- d. **Limitations on Commissioners.** Commissioners are encouraged to be in a quiet room to limit interruption to the meeting.
- e. **Login Time.** The Secretary of the Board of Commissioners or the Committee Chair shall schedule Internet meeting and login 15-minutes prior to the scheduled start of the meeting.
- f. **Quorum Calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating Commissioners, unless any Commissioner demands a quorum count by audible roll call. Such a demand shall be made following any vote for which the announced totals add to less than a quorum. If in a hybrid meeting the combination of in person attendance and the online list shall determine quorum.
- g. **Technical Requirements and Malfunctions.** Each Commissioner is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of a Commissioner's individual connection prevented participation in the meeting.
- h. **Disruption of the Meeting.** The President or Chair may cause or direct the muting of a Commissioner's connection if it is causing undue interference with the meeting. The President's or Chair's decision to do so, which is subject to an undebatable appeal that can be made by any Commissioner, shall be announced during the meeting and recorded in the minutes. The President or Chair may cause or direct the disconnection or muting of any non-Commissioner participant that is causing a disruption of the meeting.
- i. **Assignment of the Floor.** To seek recognition by the President or Chair, a member shall utilize the raise hand feature. If a meeting is hybrid then the President or Chair shall recognize the speakers based on those raising

their hand in meeting room and the electronic room.

- j. **Interrupting a Commissioner.** A Commissioner who intends to make a motion or request that under the Rules may interrupt a speaker shall use raise hand feature for so indicating, and shall thereafter wait a reasonable time for the President's or Chair's instructions before attempting to interrupt the speaker by voice.
- k. **Location of Presiding Officer.** If a hybrid meeting, then the presiding officer of the meeting must be present in the meeting room.

3. **Rules for Commission Meetings**

a. **Quorum**

A quorum (as defined in the Illinois Open Meetings Act) shall be necessary for the transaction of business at any Commission meeting. A majority consisting of at least six (6) Commissioners shall constitute a quorum.

b. **General Voting Requirement**

All Ordinances and all other proposals shall require the concurrence of a majority of those present for passage, except for those items requiring greater than a simple majority as required by law. Unless a different vote is required by applicable law, any other motion may be approved by a voice vote of the Commission, although any Commissioner may ask for and require a roll call vote on any such other motion, in which case the motion is approved if it receives affirmative votes of a majority of the Commissioners present.

Votes Requiring Other Than a Simple Majority

For purposes of these Rules, any Ordinance or Resolution authorizing the acquisition of land or any interest in land, shall be deemed to authorize the expenditure of District funds, and necessitate a majority vote of all elected Commissioners pursuant to 70 ILCS 805/12.

The following matters require a vote by an amount of Commissioners above a simple majority of those present at a particular meeting:

i. ***Two-thirds vote of the members of the Commission***

- a. The making of appropriations in excess of those authorized by the appropriation ordinance in order to meet an immediate emergency.
- b. The sale of any one or more parcels of land owned by the District that are less than one acre in size whenever the Commission determines the sale to be advantageous to the District.
- c. The sale of outlots when the forest preserve district acquires a parcel of land in excess of 600 acres that includes one or more vacant, subdivided residential outlots on the boundary of the 600 acres, regardless of

whether the outlots are contiguous to one another, when the Commission determines that the sale is advantageous to the District.

- d. Overturning a veto by the President.
- ii. *Three-fourths of the members of the Commission*
 - a. Vacating any street, roadway or driveway, or part thereof, located within a forest preserve by an ordinance pursuant to the public's interest.
- iii. *Three-fifths vote of the members of the Commission*
 - a. Authorize the conveyance or sale of personal property of the District.
- iv. *Unanimous Vote of the Members of the Commission*
 - a. The trade any one or more parcels of land owned by the District for one or more parcels of land owned by one or more individuals or any public or private entity whenever the Commission determines the trade to be advantageous to the District.
- v. *Majority of those elected*
 - a. The passage of ordinances and all proposals to create any liability, or for the expenditure or appropriation of money.
- c. *Early Departure of Commissioner*

A Commissioner wishing to excuse himself or herself from any portion of a meeting, while the meeting is in session, shall inform the President or designee, and it shall be noted in the meeting minutes.
- d. *Minutes*

The Director or designee shall be the official keeper of records of all Forest Preserve Commission Meetings. The Director or designee shall be responsible for the audio recording of minutes, the taking of notes, and preparing minutes for Commission review. In addition, the Director shall be the official custodian of all records and minutes of the Commission. The minutes shall be approved by a majority vote of the Commissioners present within thirty (30) calendar days after the meeting or at the Commission's second subsequent regular meeting, whichever is later. The approved minutes shall be available for public inspection within ten (10) calendar days after the Commission approves the minutes. Also, all approved minutes shall be posted on the District's website within ten (10) calendar days after the approval of the minutes by the Commission, and such minutes shall remain posted on the District's website for at least sixty (60) calendar days after their initial posting.

e. Suspension of Rules

These Rules may be suspended in any particular case by a vote of two-thirds of the Commissioners present. These Rules shall not be suspended for the purposes of considering the approval or amendment of the fiscal year budget, or to consider compensation increases for employees of the District.

H. PUBLIC PARTICIPATION

1. Public Comments

At all Regular, Special, and Emergency Commission meetings, as well as all Committee meetings, members of the public of the District shall be afforded time to comment. Such public comment shall be limited to a five-minute comment per individual, and no more than sixty minutes for any public comment period. Recognition of individuals shall be made by the President. Members of the public making public comments shall refrain from statements, remarks, or conduct that are uncivil, rude, vulgar, profane, or otherwise disruptive to the Commission meeting. If any person makes such prohibited statements or remarks or engages in such prohibited conduct, the President may terminate that person's public comment and direct the person to leave the meeting.

2. Recording by the Media and Public

Recording of the proceedings of the Commission may be done by the news media representatives or the public in such a manner that does not disrupt the meeting.

II. KENDALL COUNTY FOREST PRESERVE DISTRICT OFFICERS AND OFFICIALS

A. OFFICERS

The officers of the District shall be a President, a Vice-President, a Secretary, a Treasurer, and an Executive Director.

1. President

- a. The President shall preside at all meetings of the Commission, be the executive officer of the District, and be a member of the Commission.
- b. The President shall sign all ordinances, resolutions, and other papers necessary to be signed, and shall execute all contracts entered into by the District and perform other duties as may be prescribed by ordinance.
- c. The President may veto any ordinance, orders, resolutions and actions, or any items therein contained, of the Commission that provide for the purchase of real estate, or for the construction of improvements within the preserves of the District. Such veto shall be filed with the Secretary of the District within 5 days

after the passage of the ordinance, order, resolution or action, and when so vetoed the ordinance, order, resolution or action, or any item therein contained is not effective unless it is again passed by two-thirds vote of all the members of the Commission pursuant to 70 ILCS 805/12.

- d. The President may vote in the same manner as the other members of the Commission.
- e. In the event of the death of the President, the Vice-President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission, at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor President.
- f. In the event of the incapacity of the President, the Vice-President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of President shall be declared vacant. In such event, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor President.

2. *Vice-President*

- a. If the President will be absent from a meeting, or any portion thereof, the Vice-President shall act as President pro-temp.
- b. The Vice-President shall fulfill the duties of the President during any period when the President is unable to serve because of personal reasons, injury, Incapacity, or emergency, until the President is again able to serve or until the President's successor is elected.
- c. In the event of the death of the Vice-President, the President shall, within fifteen calendar days, call a Special or Emergency meeting of the Commission at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor Vice-President.
- d. In the event of the incapacity of the Vice-President, the President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of Vice-President shall be declared vacant. In such event, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor Vice-President.
- e. The Vice-President shall perform any other duties as assigned by the President of the District.

3. *Secretary*

- a. If the President or Vice-President will be absent from a meeting, or any portion

thereof, the Secretary if a commissioner shall act as President pro-temp.

- b. The Secretary shall sign as witness or attest to all documents as required by law, and customary practice.
- c. The Secretary shall be the keeper of the Official Seal of the District.
- d. The Secretary shall perform any other duties as assigned by the President of the District.
- e. In the event of the death of the Secretary, the President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission, to confirm a new secretary.

4. Treasurer

- a. Shall follow all rules and regulations according to State Statute.
- b. Shall be the duly elected Kendall County Treasurer upon his or her acceptance.
- c. Shall perform any other duties as assigned by the President of the District.

5. Executive Director

- a. Shall perform any duties as approved by the Commission.
- b. Shall have authority to sign and execute contracts approved by the Commission.
- c. Shall perform any other duties as assigned by the President of the District.

6 Absence of Officers

In the event of the absence of the President, Vice-President, and Secretary from any meeting of the Commission, or any portion thereof, the Commission shall select a President pro-tem.

B. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The President and Vice-President of the District shall each be elected for a two-year period from among the Commissioners by an affirmative majority vote of the Commissioners present during the Commission's initial organizational meeting following the election of new Commissioners every two years. The President and Vice-President shall each serve thereafter until his or her successor is elected or until his or her term as a Commissioner has expired.

C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS

1. *Secretary and Treasurer*

The President, as soon as possible after assuming office, shall appoint a Secretary and Treasurer, with the advice and consent of the Commission by a majority affirmative vote of those present, all of whom shall serve at the pleasure of the President and, if serving at the time of the expiration of the President's term, after such expiration until their successors are appointed. (70 ILCS 805/8(b))

2. *Executive Director of the District*

The Commission has the authority to hire the Executive Director of the District by an affirmative majority vote of the Commissioners present.

III. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION COMMITTEES

A. STANDING COMMITTEES

There shall be three Standing Committees of the Commission. All Standing Committees serve in an advisory capacity and shall not have any authority to take final action on behalf of the Commission unless otherwise authorized to do so by a majority vote of the Commission members present. All Standing Committee meetings shall be subject to the Illinois Open Meeting Act. These Standing Committees shall have the following duties as well as any other duties directed by the Commission:

1. *Finance Committee*

The Finance Committee shall review and make recommendations to the Commission concerning all financial affairs of the District, including but not limited to, bond issues, applications for grants, the preparation of budgets, appropriations and tax levies, wage and job classification policies, compensation and benefit program, insurance, safety, user fees, review of claims, and concession, leases, licenses, or similar arrangements. The Committee also shall review fundraising strategies for the District. The Committee shall not commit District funds or incur liabilities.

2. *Operations Committee*

The Operations Committee shall review and make recommendations to the Commission concerning operational affairs and policies of the District, including but not limited to all general use regulations, maintenance, programming and promotion of all District properties; the use of District facilities, programs and services; the conservation of District lands, waters, flora and fauna.

3. *Committee of the Whole*

The Committee of the Whole shall be up made of all serving Commissioners. The

jurisdiction of the Committee of the Whole is the overall Standing Committee coordination, discussion of overall Forest Preserve District Policies and Objectives, and other items as decided by the President of District or the Commission.

B. SPECIAL COMMITTEES

A special committee is a committee established for a special purpose or special matter and it is of a limited duration. The following forms of special committees may be established in writing by the President with the approval of the majority of Commissioners present. These special committees shall not have any authority to take final action on behalf of the Commission unless otherwise authorized to do so by a majority of the Commission members present. All special committee meetings are subject to the Illinois Open Meeting Act, shall follow Roberts Rules of Order, Newly Revised and these Rules of Order.

1. Ad Hoc Committees

Ad Hoc Committees may be formed to study any matter of interest to the District and to perform any other functions as deemed necessary by the Commission. An Ad Hoc Committee shall consist of Commissioners and shall report to the Commission. An Ad Hoc Committee shall cease on the earlier of (a) when the President determines that they have completed their duties, including, if required by the President, the rendition of a final report, or (b) at the end of the President's term. Any determination of dissolution shall be submitted by the President to the Commission for its approval or disapproval by majority vote of the Commission members present.

2. Advisory Committees

Advisory Committees may be formed to hold hearings on specific matters and to perform other functions as deemed necessary. Advisory Committees shall consist of Commissioners and/or members of the public and shall report to the Commission. No ordinances or resolutions shall be referred, discussed, or voted on by an Advisory Committee. An Advisory Committee shall cease the earlier of (a) when the President determines that the Advisory Committee has completed its duties, including, if required by the President, the rendition of a final report, or (b) at the end of the President's term. Any determination of dissolution shall be submitted by the President to the Commission for its approval or disapproval by a majority vote of the Commissioners present.

C. APPOINTMENT OF COMMITTEE MEMBERS

1. Appointment of all Members

All Members of Standing and Special Committees shall be appointed by the President, with the advice and consent of a majority of the Commission members present. All Standing Committees and Ad Hoc Committees shall have five (5) members, with the exception of the Committee of the Whole, which shall be comprised of all serving Commissioners. The number of members of all Advisory

Committees shall be set by the President with the approval of a majority vote of the Commissioners present. Reappointments of members to all Standing Committees shall take place at the beginning of each new term in the same manner as stated above.

2. Appointment of Chairman and Vice-Chairman

The President of the District, with the advice and consent of a majority of Commissioners present, shall appoint a Chair for each Standing and Special Committee. The Chair of each Committee shall appoint a Vice-Chairman from the membership of the Committee with the advice and consent of the Committee members present. In the absence of the Chairman, the Vice-Chairman shall conduct the Committee meeting.

3. Removal of Committee Members

Any Standing or Special Committee Member may make a request to the President in writing at any time to remove himself or herself from one or more assignments to a Standing or Special Committee. The President shall then promptly review the request and make a determination in writing as to whether the request is approved or denied. The President may make changes in appointments to Standing or Special Committees when appropriate.

4. Term of Committee Members

Members of Standing Committees will serve until the end of the current term, unless removed pursuant to III (C) (3) above.

5. Vacancies of Committee Members

- a. A vacancy in a Standing or Special Committee is effective when any one or more of the following occur:
 1. The President approves a Committee member's written request for removal from the Committee.
 2. The death of a Committee member.
 3. The involuntary removal of a Committee member.
- b. When a vacancy occurs in a Standing or Special Committee, the President may fill the vacancy by appointment, with the advice and consent of a majority of the Commission members present.

D. QUORUM

A quorum (as defined in the Illinois Open Meetings Act) shall be necessary for the transaction of business at any Standing or Special Committee meeting.

E. MINUTES

Every Standing and Special Committee shall keep minutes of each of its meetings. All minutes shall be prepared by the Executive Director or designee who shall also serve as the custodian of the minutes. Copies of all minutes shall be forwarded to the Commission for approval by a majority vote of the Commission members present within thirty (30) calendar days after the Committee meeting or at the Commission's second subsequent regular meeting, whichever is later. The approved minutes shall be available for public inspections within ten (10) calendar days after the Commission approves the minutes. All minutes shall be posted on the District's website within ten (10) days after the approval of the minutes by the Commission and such minutes shall remain posted on the District's website for at least sixty (60) calendar days after their initial posting. (5 ILCS 120/2.06)

F. PROCEDURES OF STANDING AND SPECIAL COMMITTEES

1. Any individual or any spokesperson for a group shall be permitted to address a Standing or Special Committee. Recognition of such individuals shall be made by the Chair.
2. Agendas for Standing or Special Committee meetings shall be prepared by the Director or designee, and reviewed by the Committee Chair and the President. Agendas shall be posted at least forty-eight (48) hours prior to the Standing or Special Committee meeting, pursuant to the Open Meetings Act.
3. The following shall be the general order of business set forth on the agenda for Standing or Special Committees, subject to such changes thereof as may be directed by the Committee Chairperson or by the President:
 - a. Call to Order
 - b. Roll Call of Committee Members
 - c. Determination of Quorum
 - d. Approval of Agenda
 - e. Approval of Minutes
 - f. Public Comment
 - g. Old Business
 - h. New Business
 - i. Executive Session
 - j. Public Comment
 - k. Adjournment
4. If a Standing or Special Committee Member arrives late or leaves early, it shall be so noted in the meeting minutes along with the time.
5. Any Standing or Special Committee member wishing to absent himself or herself from any portion of a meeting while the meeting is in session shall so inform the Committee Chair.

6. Direction of work efforts of the District's Director and staff members shall be determined by the President, Vice-President, the Commission, and Standing and Special Committees of the District.

IV. FINANCE

A. FISCAL YEAR

The Fiscal Year for the Kendall County Forest Preserve District shall be December 1 through November 30 of the subsequent year.

B. ANNUAL AUDIT

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants certified to practice public accounting in the State of Illinois. The auditor shall be selected by the Commission by majority vote of those present.

C. REMUNERATION OF COMMISSIONERS

1. Per Diem

- a. The President and Commissioners are authorized to receive a per diem of \$36.00 for attendance at all regular Commission meetings, Special or Emergency meetings, and Standing and Special Committee meetings. In addition, the President and Commissioners are authorized to receive the per diem when serving as an "interim Standing or Special Committee member" to fill a vacancy to form a quorum for the meeting. In order to receive the per diem, the Commissioner must be appointed to serve as an interim Committee member by the Chairperson of the applicable Committee, and said appointment must be identified in the Committee's approved minutes. The Commissioner's interim Committee member appointment shall expire upon the conclusion of the Committee meeting.
- b. The President or his or her designee is also authorized to receive a per diem fee in the amount of \$36.00 per day for attendance at a real estate closing in the President's official capacity on the District's behalf, for attendance at a Kendall County Forest Preserve District staff meeting called for the purpose of personnel matters, or when acting as a liaison in the President's official capacity on behalf of the District.
- c. No Commissioner shall file for and/or receive a per diem payment for services rendered on the same day for which the Commissioner filed for and/or received a per diem payment as a Kendall County Board Member. Per diems are allowed only on days where a per diem is not otherwise paid to a Commissioner to conduct the business of the County.

2. Attendance

Attendance is recorded at each regular Commission meeting and Standing or Special Committee meetings by use of a sign-in sheet, which is attached as "Exhibit 1A," signed by the President (for Commission meetings) or applicable Committee Chair (for Standing and Special Committee meetings) and submitted to the Kendall County Treasurer's Office at the close of the meeting.

3. Remuneration Vouchers

The following rules apply regarding voucher submissions:

- a. Attendance is noted on the "Kendall County Board & Forest Preserve District Salary Voucher" form, which is attached as "Exhibit 1B." The Commissioners are required to submit their completed voucher forms monthly to the Kendall County Treasurer's Office at the end of each month for which payment is requested.
- b. Only the Commissioner should prepare and sign the voucher form. No payment shall be distributed until the voucher form is accurately and timely completed and signed by the Commissioner in accordance with these Rules of Order.
- c. There is no prepayment or deferment of payment for meetings attended.

4. Mileage

The President and Commissioners are authorized to receive the mileage reimbursement at the IRS rate for out-of-county District related meetings for which they are eligible to receive a per diem. Mileage shall be claimed from the point of departure to the destination, except if the Commission member's home address is closer to the destination.

Mileage reimbursement is reported on the "Mileage Reimbursement Form," which is attached as Exhibit 1C. The Commissioners are required to submit their completed mileage reimbursement forms monthly to the Kendall County Treasurer's Office at the end of each month for which payment is requested.

V. AMENDMENT, CONFLICTS, TRANSITIONS, AND REPEALS

A. AMENDMENTS

1. Any Commissioner may propose an amendment to these Rules in writing to the President of the District or designee. The proposed amendment shall be referred to the Committee of the Whole for its consideration prior to being submitted to the Commission.
2. Amendments of these Rules may be adopted only by an ordinance approved by the concurrence of a two-thirds majority of all of the Commissioners.

B. CONFLICTS

In the event of any conflict of these Rules with the Downstate Forest Preserve District Act, or any other statute, the applicable statutory provision shall prevail. In the event of any conflict or inconsistency between these Rules and any previously adopted rule, regulation, Resolution or Ordinance of the District, these Rules shall govern.

C. SEVERABILITY AND INVALIDITY

These Rules are severable. That is, if any one of these Rules (or any part thereof) is found to be contrary to law, such finding shall not affect any other Rule (or any part thereof).

D. TRANSITION

1. The membership of current Standing Committees of the District shall be maintained, with the membership of the Programing and Events Committee becoming the membership of the Operations Committee.
2. The Chairs of the current Standing Committees shall become of the Chairs of the new Standing Committees.
3. All actions, ordinances, and resolutions of the Commission passed before the adoption of these rules shall be deemed to have been adopted in compliance thereof, and remain in effect.
4. All current Officers of the Commission shall remain in place.

E. REPEAL

All Kendall County Forest Preserve District Rules of Order previously adopted are hereby repealed.

F. EFFECTIVE DATE

Passed and approved by the President and Board of Commissioners of the District and in full force and effect upon date signed below.

Effective Date: June 20, 2017 Resolution #17-06-003
Amended: December 17, 2019 Ordinance #12-19-001
Amended: October 6, 2020 Ordinance #10-20-001

Judy Gilmour, President of the District

Matt Kellogg, Secretary of the District



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hlrengineering.com

To: Dave Guritz
Kendall County Forest Preserve
110 West Madison Street
Yorkville, Illinois 60560

From: Steve Megginson, PE, SE
HLR, Inc.

Subject: Millbrook Bridge Pier Evaluations
Kendall County Forest Preserve District

Date: September 25, 2020

On September 9th, 2020, HLR, performed an inspection of the two piers and two abutments of the Millbrook Bridge. The purpose is to review the condition of the piers after the removal of the steel truss superstructure and timber plank deck.

The nose of the east pier (#1) has lost a number of the original stone blocks that comprise the main body of the structure. There does appear to be one stone from level 6 (Photos 1, 2) displaced after the removal of the superstructure. The lower level blocks at the water line also appear to have been affected during the removal process (photos 1-4). The spacing of the blocks at the water line are enlarged from previous photos. We have included photos from February 2020 (Photo 6) and from May 2017 (Photo 7) showing that stone intact.

The loss of blocks does affect the structural integrity of the pier as a whole. There is a concrete cap at the north end of the pier and the full-length bearing seat that does provide stability to the overall length of pier blocks. We do not believe there is an internal concrete core within each pier. There may be some material from the cap installation, but it could not be considered as a structural member.

Due to the condition of the pier prior to removal combined with the damage from the removal operations, the east pier is likely to continue to deteriorate from the effects of water flow and weather cycles. As the deterioration continues, additional blocks could become unstable. Once flow can access the interior of the blocks, freeze thaw cycles break down the grout and the blocks are dislodged over time. The photos show similar displacement and loss of the stone blocks at the nose over time.

The west pier (#2) and the abutments do not have any structural damage noted. These do not have significant deterioration from the truss removal operations. There is debris on the pier cap consisting of broken limestone blocks. This should be removed as well as any remaining steel anchor bolts or bearing plate. A tree within the north-west wingwall shall be removed to prevent future damage to the structure. These are indicated in the photos.

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel. 847.697.6700
Fax 847.697.6753

6825 Hobson Valley Drive
Unit 302
Woodridge, Illinois 60517
Tel. 847.697.6700
Fax 847.697.6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel. 217.546.3400
Fax 217.546.8116

323 West 3rd Street
P.O. Box 160
Mt Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

Mr. David Guritz
Kendall County Forest Preserve
September 30, 2020
Page 2 of 2

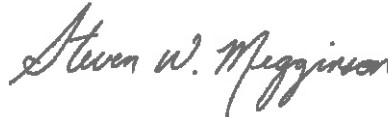
We recommend the pier stone configuration be secured to protect the public using the river. The piers could become an attraction for vandalism or climbing. The pier walls could be enclosed with cables or fencing to retain the stones. At the point the global stability is compromised, the pier would need to be repaired or removed.

The channel bottom sonar survey map is included for review. There are two locations noted that could possibly be debris from the superstructure. These are located Northeast of Pier 1. These should be investigated and removed if they are bridge related objects. See Exhibit A included with this report.

Please contact if you have questions or wish to discuss this further.

Sincerely,
HAMPTON, LENZINI AND RENWICK, INC.

By:



Steven Megginson
Vice President

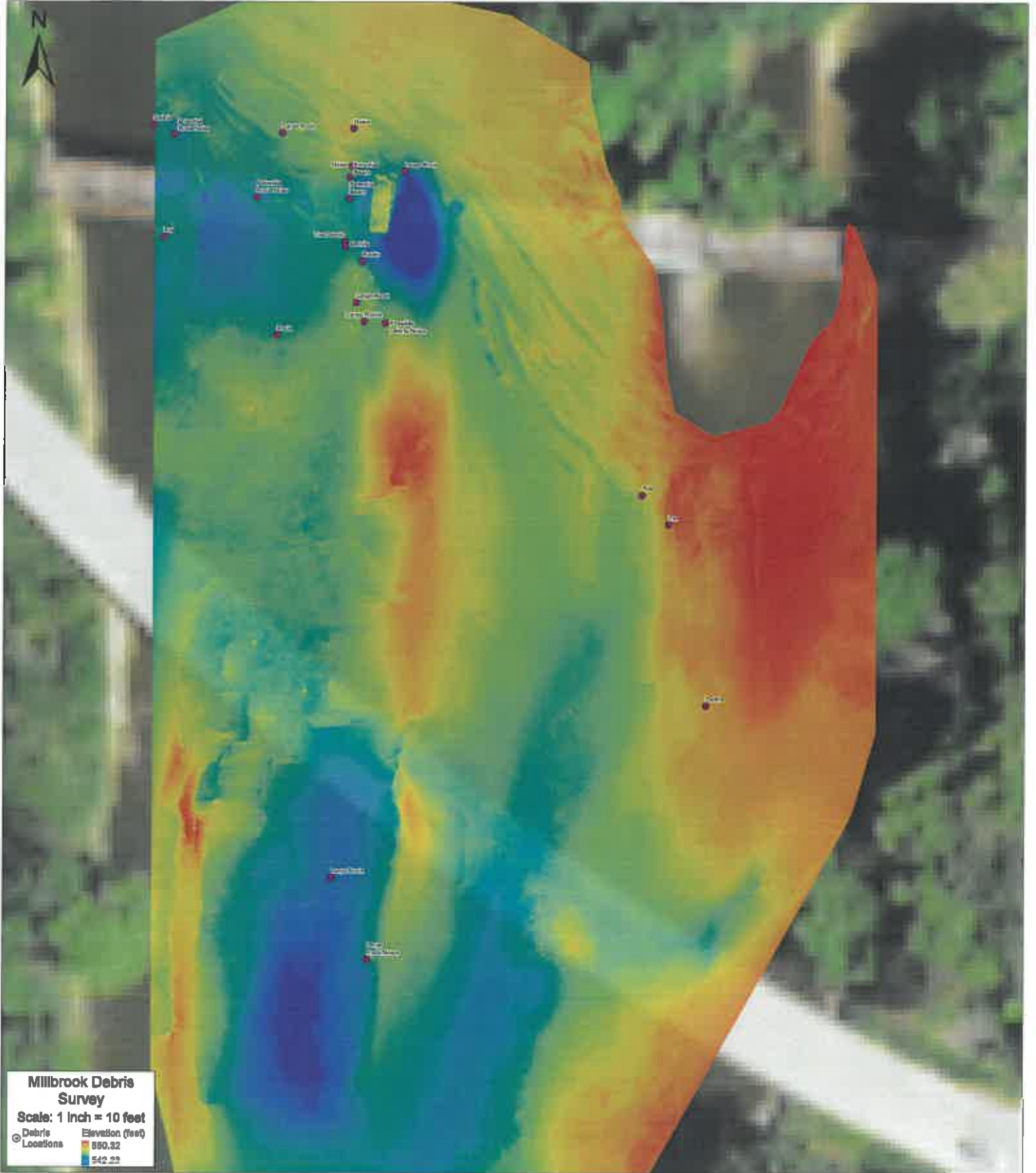
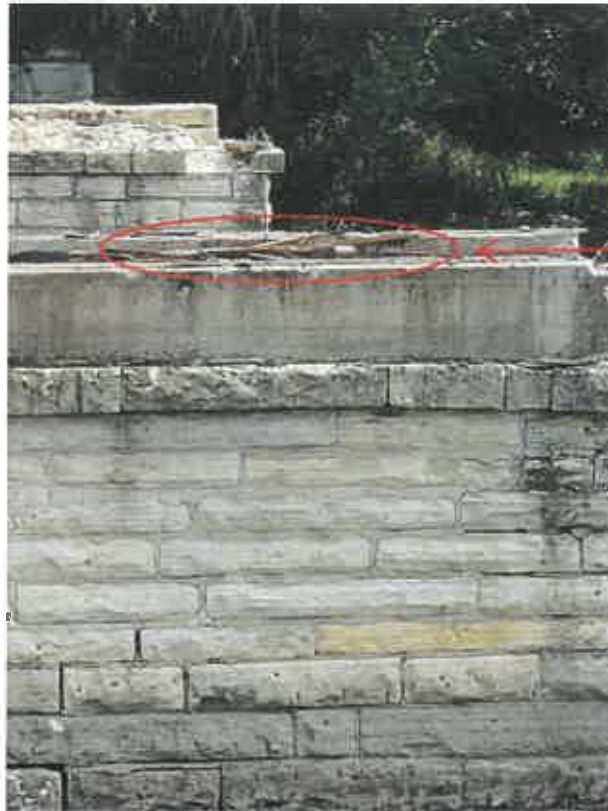




Photo 1_Pier 1-East Elevation

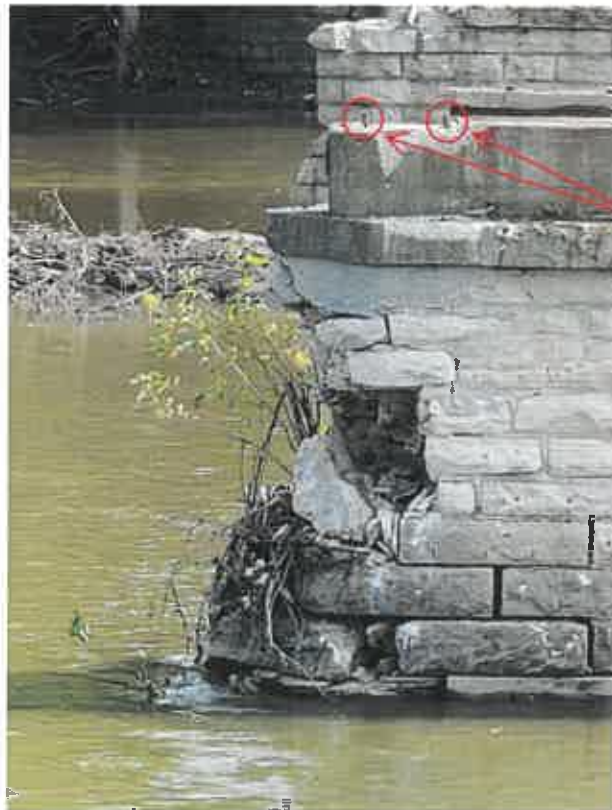


Photo 2_Pier 1-Upstream-Northeast Nose



**DEBRIS/ANCHOR BOLT
TO BE REMOVED**

Photo 3_Pier 1-East Face



**ANCHOR BOLTS
TO BE REMOVED**

Photo 4_Pier 1-East Face



Photo 5_Pier 1-West Face



Photo 6_Pier 1-February 2020



Photo 7_Pier 1-East Face-May 2017



Photo 8_Pier 1-West Face-May 2017



Photo 9_Pier 2-East Elevation



Photo 10_Pier 2-East Elevation



Photo 11_Pier 2-East Face



Photo 12_Pier 2-East Face-May 2017



Photo 13_Pier 2-East Face-May 2017



Photo 14_Pier 2-West Face-May 2017



Photo 15_View of Pier 1, Looking East-April 2015



Photo 16_View of Crack at Downstream Wingwall of West Abutment, Looking Northwest-April 2015



Photo 17_View of Section Loss at Upstream Nose of Pier 1, Looking Upward-April 2015



Photo 18_View of Section Loss at Upstream Nose of Pier 1, Looking South-April 2015



Photo 19_Southeast Wingwall



Photo 20_East Abutment-South Bearing Plate-Anchor Bolt



Photo 21_East Abutment-North West Wingwall



Photo 22_East bank



Photo 23_East Abutment-Bearing Seat.