

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

**TUESDAY, SEPTEMBER 8, 2020
4:30 P.M.**

**KENDALL COUNTY HISTORIC COURTHOUSE
2ND FLOOR EAST WING CONFERENCE ROOM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments
- V. Executive Director's Report
- VI. Review of Preliminary Financial Statements and Cost Center Reports for the Period Ending August 31, 2020
- VII. Motion to Forward Claims to Commission

OLD BUSINESS

No items posted for consideration

NEW BUSINESS

- VIII. Millbrook Bridge Removal Project
 - Fox River In-Stream Debris Survey Update
 - Review of Correspondence with "D." Construction, Inc. and Hampton Lenzini & Renwick, Inc.
- IX. FY21 Preliminary Budget Progress Report
- X. Kendall County Forest Preserve District Employee Handbook
- XI. Executive Session
- XII. Summary of Action Items
- XIII. Other Items of Business
 - Discussion of Pickerill-Pigott Forest Preserve – Phase I OSLAD Project Change Orders #7 & 8 for Electrical Service Line Improvements
- XIV. Public Comments
- XV. Adjournment

Kendall County Forest Preserve
Income Statement
For Period Ended 8/31/20

9 Month Budget Percent = 75.0%

FOREST PRESERVE CATEGORIES

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 341,881	\$ 341,881	\$ 344,356	\$ 344,356	\$ (2,475)	
Revenue						
Property Tax	615,000	341,103	595,374	337,140	3,964	1%
Interest Income	1,700	515	700	1,214	-699	-58%
Other Income	14,500	723	7,500	-	723	0.0%
Donations	2,000	830	4,500	1,469	-639	-44%
Rental Revenue	79,706	33,169	74,625	54,854	-21,686	-40%
Program Revenue	320,987	187,652	292,530	253,122	-65,470	-26%
Grants	10,000	-	3,500	3,818	-3,818	-100%
Farm License Revenue	100,932	95,379	151,030	128,882	-33,503	-26%
Security Deposits	17,600	11,880	26,600	19,935	-8,056	-40%
Credit Card Revenue	3,000	1,504	3,000	2,189	-686	-31%
Total Revenue	1,165,425	672,753	1,159,359	802,622	(129,870)	-16%
Expenditure						
Personnel	685,421	486,105	672,046	457,915	28,190	6%
Benefits	261,580	179,124	245,086	106,682	72,442	68%
Contractual	44,850	38,947	55,705	51,401	-12,454	-24%
Commodities	127,630	103,305	128,285	98,751	4,554	5%
Other	45,100	85,048	48,100	44,369	40,679	92%
Total Expenditure	1,164,581	892,529	1,149,222	759,118	133,411	18%
ENDING BAL	\$ 342,725	\$ 122,105	\$ 354,493	\$ 387,860	\$ (265,756)	-68.5%
Surplus/(Deficit)	\$ 844	\$ (219,777)	\$ 10,137	\$ 43,504	\$ (263,281)	

Kendall County Forest Preserve
Income Statement
For Period Ended 8/31/20

9 Month Budget Percent = 75.0%

ELLIS HOUSE & EQUESTRIAN CENTER

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	200	-	500	103	-103	
Security Deposit	600	7,500	10,600	4,555	2,945	65%
Credit Card Revenue	-	-	-	-	-	
Program Revenue	127,687	85,825	132,100	111,581	-25,755	-23%
Total Revenue	128,487	93,325	143,200	116,238	(22,913)	-20%
Expenditure						
Personnel	92,805	72,229	101,436	81,588	-9,359	-11%
Employee Benefits	11,753	9,059	11,070	8,830	229	3%
Contractual	7,000	7,026	20,355	20,419	-13,393	-66%
Commodities	28,830	17,619	29,920	19,686	-2,067	-11%
Other	11,600	11,251	17,600	11,382	-131	-1%
Total Expenditure	151,988	117,183	180,381	141,905	(24,721)	-17%
Surplus/(Deficit)	\$ (23,501)	\$ (23,858)	\$ (37,181)	\$ (25,666)		
	0.2%			20.5%		
	0.5%			43.0%		
	99.4%			84.5%		
	100.0%			81.2%		
	61.1%			80.4%		
	7.7%			79.8%		
	4.6%			100.3%		
	19.0%			65.8%		
	7.6%			64.7%		
	100.0%			78.7%		

Kendall County Forest Preserve
Income Statement
For Period Ended 8/31/20

9 Month Budget Percent = 75.0%

ENVIRONMENTAL EDUCATION

Revenue
 Donations
 Security Deposit
 Credit Card Revenue
 Program Revenue
Total Revenue
Expenditure
 Personnel
 Employee Benefits
 Contractual
 Commodities
 Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		
	Budget	YTD	%
	800	830	103.8%
	-	193,300	99.6%
	193,300	101,827	52.7%
	194,100	102,657	52.9%
	140,936	89,950	63.8%
	18,731	13,479	72.0%
	-	-	
	7,450	2,806	37.7%
	-	14,045	
	167,117	120,280	72.0%
	\$ 26,983	\$ (17,624)	

	Prior Year FY19		
	Budget	YTD	%
	2,500	300	12.0%
	-	157,430	89.9%
	157,430	141,541	89.9%
	159,930	141,841	88.7%
	126,927	87,026	68.6%
	15,791	10,514	66.6%
	-	-	
	7,900	4,373	55.4%
	-	-	
	150,618	101,913	67.7%
	\$ 9,312	\$ 39,928	

	YTD Variance	
	\$ Change	% Change
	530	177%
	-39,714	-28%
	(39,184)	-28%
	2,924	3%
	2,965	28%
	-1,567	-36%
	14,045	
	18,367	18%

Kendall County Forest Preserve
Income Statement
For Period Ended 8/31/20

9 Month Budget Percent = 75.0%

GROUNDS & NATURAL RESOURCES

Revenue
Other Income
Donations
Grants
Credit Card Revenue
Rental Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
45.5%	12500	103	1000	-	103	
1.8%	500	-	500	525	-525	
36.4%	10,000	-	3,500	3,818	-3,818	
16.4%	4,500	2,075	6,200	3,400	-1,325	-39%
100.0%	27,500	2,075	10,200	7,743	(5,668)	-73%
55.1%	147,821	100,609	173,848	104,020	-3,411	-3%
21.8%	58,411	35,728	66,417	36,934	-1,206	-3%
6.8%	18,250	13,429	17,250	13,419	10	0%
8.7%	23,300	18,281	23,025	17,229	1,052	6%
7.6%	20,500	49,880	17,500	19,972	29,908	150%
100.0%	268,282	217,926	298,040	191,573	26,354	14%
	\$ (240,782)	\$ (215,851)	\$ (287,840)	\$ (183,830)		

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NEW INVOICES

VENDOR REMIT NAME INVOICE

PO CHECK RUN NET AMOUNT EXCEEDS PO BY PO BALANCE CHK/WIRE ERR

HELD INVOICES

50	00000	AMERICAN TIRE AN 3665		091520F		80.50	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:2018 GMC - Filter, Oils			19001183	62160	80.50	1099:			
50	00000	AMERICAN TIRE AN 3670		091520F		161.90	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:2014 F-150 - Battery			19001183	62160	161.90	1099:			
50	00000	AMERICAN TIRE AN 3866		091520F		67.61	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:2014 F-150 - Oil, Filter			19001183	62160	67.61	1099:			
50	00000	AMERICAN TIRE AN 4034		091520F		96.15	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:2014 F-150 - Headlight Repair			19001183	62160	96.15	1099:			
236	00000	CENTRAL LIMESTON 22570		091520F		84.01	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:2014 F-150 - Headlight Repair			19001183	63040	84.01	1099:			
236	00000	CENTRAL LIMESTON 22688		091520F		33.95	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:Preserve Improvements - Jay Woods			19001183	68530	33.95	1099:			
401	00000	D CONSTRUCTION I 20000235		091520F		104,109.30	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:Pickerill			190511	66500	104,109.30	1099:7			
529	00000	EQUINE VETERINAR 8/20/20		091520F		2,238.00	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/15/2020	DESC:Ellis - Vet Care			19001163	63020	746.00	1099:			
						19001164	63020	746.00	1099:			
						19001165	63020	746.00	1099:			
541	00000	FIRST NATIONAL B S Wiencke - Sep 2020		091520F		201.93	.00					
CASH 000008	2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00								
ACCT 1Y210	DEPT 11	DUE 09/28/2020	DESC:Natural Beginnings Supplies			19001178	63030	201.93	1099:			



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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1323 00000 MENARDS	93072		091520F	30.63	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Ellis Supplies		19001160	68580		30.63	1099:
1323 00000 MENARDS	93359		091520F	39.80	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Harris Supplies		19001183	63110		39.80	1099:
1477 00000 O'MALLEY WELDING	19453		091520F	250.00	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Willbrook Bridge Placque Removal		190011	68500		250.00	1099:
1665 00000 SHAW MEDIA	10085118-9/20		091520F	59.99	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/30/2020	DESC:Website Posting		190011	68430		59.99	1099:
1849 00001 VERIZON	9861068628		091520F	958.33	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/11/2020	DESC:Cell Phones		19001183	63540		958.33	1099:
1871 00000 JESSICA VOSBURGH	8-27-20 - NB		091520F	104.42	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Natural Beginnings Reimbursement		19001178	63030		104.42	1099:
1937 00000 WIRE WIZARD OF I	34657-34658		091520F	285.00	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/25/2020	DESC:Hoover Alarm Monitoring		19001171	63120		285.00	1099:
1946 00000 XYLEM WATER SOLU	3556B36485		091520F	607.00	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Hoover - Pump Repair		19001171	63120		607.00	1099:
1954 00000 YORKVILLE NAPA A	263402-263032		091520F	39.67	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Harris Equip		19001183	62160		39.67	1099:
2047 00000 COMED	0927007163-9/20		091520F	24.87	.00			
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/09/2020	DESC:Richard Young		190011	63510		24.87	1099:



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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
2792 00000 Ed Reyes	20-00047		091520F	100.00	.00	.00		
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Bunkhouse Sec Dep Rtn			19001171 63040	100.00	1099:	
2806 00000 Nicole Renzetti	20-00100		091520F	157.50	.00	.00		
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:ML Sec Dep Rtn			19001171 63040	157.50	1099:	
2807 00000 Candice Van Voor Ellis	20-00100		091520F	2,000.00	.00	.00		
CASH 000008 2020/10	INV 09/03/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 09/15/2020	DESC:Horse Acquisition			19001163 63010	500.00	1099:	
					19001164 63010	1,000.00	1099:	
					19001165 63010	500.00	1099:	
39 HELD INVOICES				TOTAL		120,122.88		

0 INVOICE(S) REPORT POST TOTAL .00

REPORT TOTALS .00

David Guritz

From: ANDY MOORE <a.moore@dconstruction.com>
Sent: Tuesday, September 8, 2020 11:12 AM
To: David Guritz; Steve Megginson
Cc: Joe Frazee
Subject: [External]RE: - Weekend In-Stream Cleanup Activities and Access Issues - Found word(s) optin in the Text body

Hi David,

As discussed and sent in the email last week, we were onsite today and getting our barges and machinery in place. Our crew spent the morning looking through the area and seeing what we could find. Tomorrow, we will be onsite with a small work barge with a mini-excavator equipped with a thumb to grab material.

Steve,

Whatever survey you can get going, please get it going. Thanks.

Andy Moore

"D" Construction, Inc.

Office - (815)634-2555

Mobile - (815)482-3939

From: David Guritz <dguritz@co.kendall.il.us>
Sent: Tuesday, September 08, 2020 10:53 AM
To: Steve Megginson <swmegginson@hlreng.com>; ANDY MOORE <a.moore@dconstruction.com>
Cc: Joe Frazee <jwfrazee@hlreng.com>
Subject: [SPAM] - Weekend In-Stream Cleanup Activities and Access Issues - Found word(s) optin in the Text body

Good morning all:

Andy, sounds like you were able to get into the Fox River to conduct some cleanup efforts.

Can you please provide a quick summary of the effort & copy Steve?

Steve reports that the sonar equipment is not readily available this week, and so has offered to conduct an initial manual survey.

This sounds like a good idea to me, so I would ask that you two have a brief discussion to coordinate.

Please be advised the District installed a new master lock after learning that the canoe launch gate was left open with public visitors on Friday, I believe.

We locked it back up using a District lock (the D Construction lock was no longer on site), and assume the work crew took this with them. This could pose an issue for access, but D Construction does have one of our master keys, I believe, although I'm not sure which staff member has this in their possession.

As a reminder, the canoe launch area is to remain closed to the public until the in-stream and abutment safety issues are addressed.

Thanks so much.

David Guritz

From: Steve Megginson <swmegginson@hlreng.com>
Sent: Thursday, September 3, 2020 3:30 PM
To: David Guritz
Cc: Joe Frazee; Judy Gilmour; Gordon Snyder
Subject: [External]Re: FINAL COST PROJECTION AND MISC ITEMS TO BE ADDRESSED

David,

This
HLR has reviewed the Pay Estimate / cost projection for the final project and offer the following comments:

- The pay estimate offered is full payment for the pay items completed in the project. The "cost savings" is simply work they did not do, so they are offering exactly \$0. There is not an offer to reduce the cost of the pay item Removal of Existing Super-Structure as a gesture for not complying with the conditions of the permits and construction contract.
- The fact they were \$200k below the next lowest bidder is not relevant.
- There are and will be a few quantities that will differ from the contract amounts. The other quantities listed match what HLR has recorded to date, although I have a slightly different tonnage for riprap. The fence work has yet to be performed, so it's just the plan quantity listed.
- The contract and permits issued by the IDNR and US Army Corp of Engineers do not have a penalty for not listed complying with the permit. Each agency has not given notice that there is one forthcoming. So the only way to recoup additional savings would likely end up in litigation.
- It is my opinion that the structural integrity of the truss was not anticipated, but it likely should have been apparent at the time the deck planks were removed from the first truss. Removal continued through all three trusses before the decision was made to enter the river and remove the trusses.
- Communications should have been made to the resident engineer for a structural consult. Then a plan developed to remove the truss if deemed structurally unsafe. At that time the Forest Preserve and regulatory agencies could have been consulted regarding the plan and possible violation of the permit.
- We admit that demolition is an inexact process and decisions need to be made. But D Construction completed the removal of the deck from two additional spans without communications for outside opinions.
- The HLR inspector was onsite from 7am to 9am on August 24 and 25th. This is a correction from my statement at the board meeting. Our inspector discussed the anticipated work for the day with "D"s superintendent. The deck plank removal and equipment mobilization was the only items scheduled for the day. At that point, he left the site to minimize time charged to the Observation contract.
- The river bed investigation will be completed by HLR and a subconsultant for the sonar work. HLR is being contracted through D construction and is anticipated to be complete early next week.
- A public comment was made regarding the impact of the lead paint of the truss contaminating the water. HLR's environmental department has indicated there are no municipalities that draw water from the Fox River between Aurora and Peoria. The normal lime softening process as part of the raw water processing removes lead and other metals from the water before distribution.

Pls let me know if you have any other questions or wish to discuss these further.

Regards, Steve



Steve Megginson, PE, SE

David Guritz

From: Chris Piazza <c.piazza@dconstruction.com>
Sent: Tuesday, September 8, 2020 3:19 PM
To: David Guritz; Heath Wright
Cc: Brian Hansen
Subject: RE: [SPAM] - RE: [External]RE: [SPAM] - Change Order #7 and #8 - Found word(s) optin in the Text body - Found word(s) optin in the subject

Hi Dave,

Change order #7 T&M tickets are coming out to around \$4,000.00. I will send over a formal total with the breakdown as soon as my office can put it together.

As for change order #8, Brian is planning on taking a better look at this on-site tomorrow. He is going to let me know after, and I can give you a better idea what he is thinking.

Thank you

Chris Piazza
D. Construction, Inc.
1488 S. Broadway
Coal City, IL 60416
815-634-2555 (O)
815-634-8748 (F)
815-715-7776 (M)

From: David Guritz <dguritz@co.kendall.il.us>
Sent: Tuesday, September 8, 2020 11:02 AM
To: Chris Piazza <c.piazza@dconstruction.com>; Heath Wright <hwright@uplanddesign.com>
Cc: Brian Hansen <hansen9652@dconstruction.com>
Subject: [SPAM] - RE: [External]RE: [SPAM] - Change Order #7 and #8 - Found word(s) optin in the Text body - Found word(s) optin in the subject

Thanks, Chris.

Just making sure we can expect to see Change Order #7 today, and timeframe for review of Change Order #8.

I believe we may be working to plan a punch list walk through later this week.

Thanks so much.

Dave

Dave Guritz
Director
Kendall County Forest Preserve District
(630) 553-4131
dguritz@co.kendall.il.us