

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

WEDNESDAY, NOVEMBER 4, 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

CONSENT AGENDA

- VII. Approval of Minutes
 - Kendall County Forest Preserve District Operations Committee Meeting of October 7, 2020
 - Kendall County Forest Preserve District Committee of the Whole Meeting of October 13, 2020
 - Kendall County Forest Preserve District Commission Meeting of October 20, 2020
- VIII. *Approval of Claims in the Amount of \$46,554.51

OLD BUSINESS

- No items posted for consideration

NEW BUSINESS

- IX. ***MOTION**: Approval of a Proposal from Tarp Supply, Inc. of Lombard, Illinois for the Purchase of (12) Clear PVC Vinyl Tarps with Grommets in the Amount of \$2,609.74 for Construction of (2) Outdoor Education Program Warming Shelter Areas at Hoover Forest Preserve
- X. ***MOTION**: Approval of Grant Agreement #8133 with the Illinois Clean Energy Community Foundation for Completion of a Land Acquisition Project in the Reservation Woods Acquisition Area, Including Acceptance of \$136,640.00 in Foundation Funds for Land Purchase (80%) and \$10,000.00 for a Post-Acquisition Restoration Project
- XI. **MOTION**: Approval of the Kendall County Forest Preserve District FY21 Preliminary Operating Fund, Capital Fund, and Debt-Service Fund Budgets for Publication Purposes
- XII. ***MOTION**: Approval of an Insurance Policy Renewal Proposal from the Illinois Counties Risk Management Trust for District Liability and Workers Compensation Insurance Coverage for 12/1/2020 through 12/01/2021 in the amount of \$58,007.00
- XIII. Other Items of Business
 - Draft FY21 Levy Ordinance, and Draft FY21 Combined Budget and Appropriations Ordinance
- XIV. Public Comments
- XV. Executive Session
- XVI. Adjournment

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

For public remote electronic participation, please use the information provided below:

Microsoft Teams meeting

Click here to join the meeting

+1 309-248-0701, 763532012# United States, Rock Island

Phone Conference ID: 763 532 012#

Kendall County Historic Courthouse - 3RD Floor Courtroom - 110 W. Madison Street - Yorkville, Illinois 60560

If special accommodations or arrangements are needed to attend this District meeting, please contact the Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.

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

OCTOBER 7, 2020

I. Call to Order

Commissioner Flowers called the Operations Committee meeting to order at 6:02 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Prochaska, and Flowers all were present.

III. Approval of Agenda

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

IV. Public Comments

No citizens in attendance offered public comment.

OLD BUSINESS

V. 20-21 Bow Hunt Program Updates

Director Guritz presented updates on the 20-21 Bow Hunt program. The District's program is full for the year, with harvest reports exceeding the prior year.

VI. KCFPD Insurance Claim Updates

- a) Shuh Shuh Gah Canoe Launch**
- b) Pickerill-Pigott Estate House Inspection**

Director Guritz presented updates on KCFPD insurance claims.

NEW BUSINESS

VII. Review of Preliminary Financial Statements through September 30, 2020

Director Guritz presented preliminary financial statements through September 30, 2020.

VIII. Review and Approval of Special Use Permit Requests

a) No Special Use Permit Requests

IX. Natural Beginnings Early Learning Program – Proposed Fees and Charges

Director Guritz presented proposed fees and charges for the Natural Beginnings Early Learning Program 21-22 program year.

Commissioner Prochaska made a motion to forward the proposed Natural Beginnings Early Learning Program fees and charges to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

X. Environmental Education Program Enrollment Updates

Emily Shanahan presented Environmental Education program enrollment updates.

XI. KCFPD Personnel Policies – Working Draft for Review

Director Guritz presented a working draft of the District's Personnel Policy Manual.

Commissioner Prochaska made a motion to forward the KCFPD Personnel Policies to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

XII. Ellis Equestrian Center – Preliminary Budget Report

Director Guritz presented the Ellis Equestrian Center preliminary FY21 budget report.

XIII. Capital Project Updates

a) Pickerill-Pigott Phase I OSLAD Development Project

b) ICECF Completed Grant Applications

c) IDNR PARC Grant

d) Eagle Scout Project Updates

Director Guritz presented updates on active capital projects.

XIV. KCFPD 20-21 Organizational Chart and Position Description Changes

a) Hoover Supervisor and Resident

b) Communications, Marketing and Public Program Specialist

c) Natural Beginnings Program Manager

Commissioner Prochaska made a motion to forward the proposed KCFPD 20-21 Organizational Chart and position description to the Committee of the Whole for review. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

XV. Hoover Supervisor and Resident – Residence Lease Agreement Changes

Director Guritz presented an updated Hoover Supervisor and Resident lease agreement.

XVI. Grounds Maintenance Worker Position Openings

Director Guritz presented updates on the District's Grounds Maintenance position openings.

XVII. Executive Session

There was no need for executive session.

XVIII. Summary of Action Items

Director Guritz provided a summary of action items.

XIX. Citizens to be Heard

No public comments were offered from citizens in attendance.

XX. Other Items of Business

a) November 4, 2020 Meeting Cancelled

XXI. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gilmour. Aye, all. Opposed, none. Meeting adjourned at 8:06 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

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

OCTOBER 13, 2020

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 4:47 pm in the Kendall County Historic Courthouse 3rd Floor Courtroom.

II. Roll Call

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

Commissioner Flowers entered the meeting at 4:52 pm.

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered from those in attendance.

V. Executive Director's Report

Director Guritz presented the Director's Report for September 2020.

**VI. Review of Preliminary Financial Statements and Cost Center Reports
for the Period Ending September 30, 2020**

Director Guritz presented financial statements and cost center reports for the period ending September 30, 2020.

VII. Motion to Forward Claims to Commission

Director Guritz presented the claims list for review.

Commissioner Hendrix made a motion to amend claims to exclude payment of the HLR claim. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

Commissioner Hendrix made a motion to forward amended claims to Commission. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

OLD BUSINESS

VIII. FY21 Preliminary Budget Progress Report and Approval Timeframe

Director Guritz provided updates on the District's FY21 preliminary budget.

The Committee of the Whole reviewed the budget approval timeline and progress report.

IX. Millbrook Bridge Removal Project Updates

- **Fox River In-Stream Debris Removal; Pier Repair Approach, and Abutment Fencing**

Director Guritz presented project updates on the Millbrook Bridge removal projects including status of in-stream debris removal, pier repair work, and abutment fencing. The Committee of the Whole discussed anticipation of a reduced payment for the Millbrook Bridge Removal Project contract.

NEW BUSINESS

X. Proposed FY21 Organizational Chart and Draft Position Descriptions

Director Guritz presented a proposed FY21 Organizational Chart and draft position descriptions. The Committee of the Whole reviewed the proposed changes.

XI. FY21 Hoover Resident Lease Agreement

Director Guritz presented the FY21 Hoover Resident Lease Agreement.

The Committee of the Whole reviewed the proposed agreement.

XII. FY21 Ellis Caretaker Lease Agreement

Director Guritz presented FY21 Ellis Caretaker lease agreement.

The Committee of the Whole reviewed the proposed agreement.

XIII. Millbrook Trail Rides Proposed License Agreement – Millbrook North Forest Preserve

Director Guritz presented a report and recommendation on a license agreement concept with Millbrook Trail Rides for use of designated trails at Millbrook North Forest Preserve.

XIV. Summary of Action Items

Director Guritz provided a summary of action items.

XV. Other Items of Business

None.

XVI. Public Comments

No public comments were offered by citizens in attendance.

XVII. Executive Session

Commissioner Prochaska made a motion to enter executive session 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

DRAFT FOR COMMISSION APPROVAL: 11-4-20

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 Flowers. Roll call: Commissioners Cesich, Flowers, Gryder, Hendrix, Prochaska, Vickers, and Gilmour, aye. Opposed, none. Executive session called to order at 5:53 pm

Commissioner Prochaska made a motion to adjourn from executive session. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Regular meeting reconvened at 6:42 pm

XVIII. Adjournment

Commissioner Prochaska made a motion to adjourn the meeting. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Meeting adjourned at 6:46 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
OCTOBER 20, 2020**

I. Call to Order

President Gilmour called the meeting to order at 11:07 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, Kellogg, Prochaska, Vickers, and Gilmour were all present.

V. Approval of Agenda

Commissioner Prochaska made a motion to approve the Commission meeting agenda with the removal of item XIV. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

Motion: Commissioner Prochaska
Second: Commissioner Kellogg

Roll call: Approval of Agenda – Removal of Item XIV

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 citizens in attendance.

CONSENT AGENDA

VII. Approval of Minutes

- **Kendall County Forest Preserve District Planning and Advisory Committee meeting of September 22, 2020**
- **Kendall County Forest Preserve District Finance Committee meeting of September 24, 2020**
- **Kendall County Forest Preserve District Commission meeting of October 6, 2020**

Director Guritz presented minutes for approval from the Kendall County Forest Preserve District Planning and Advisory Committee meeting of September 22, 2020; the Kendall County Forest Preserve District Finance Committee meeting of September 24, 2020, and the Kendall County Forest Preserve District Commission meeting of October 6, 2020.

VIII. Approval of Claims for an Amount of \$84,538.89

IX. Approval of Tuition Fees for the 21-22 Natural Beginnings Early Learning Program Year: 3-day program - \$2,060.00 and 2-day program – \$1,660.00

X. Approval of Grant Agreement #8130 with the Illinois Clean Energy Community Foundation for Completion of a K-12 Pollinator Education Program and Prairie Enhancement Project at Hoover Forest Preserve Including Acceptance of \$11,000.00 in Grant Funds and \$1,000.00 Required District Match

XI. Approval of Grant Agreement #8131 with the Illinois Clean Energy Community Foundation for Completion of a Turfgrass to Prairie Meadow Conversion Project at Hoover Forest Preserve Including Acceptance of \$10,000.00 in Grant Funds and \$10,000.00 Required District Match

XII. Approval of the Renewal of a 1 – Year Lease Agreement with Jay Teckenbrock, Hoover Supervisor and Resident for Use of the Hoover Residence Effective December 1, 2020 through November 30, 2021 for a \$250.00 Monthly Rent Payment

XIII. Approval of the Renewal of a 1 – Year lease Agreement with Shannon Prette, Ellis Resident and Caretaker for Use of the Ellis House Studio Apartment Effective December 1, 2020 through November 30, 2021 for a \$346.67 Monthly Rent Payment

Commissioner Kellogg made a motion to approve the Consent Agenda. Seconded by Commissioner Prochaska.

Motion: Commissioner Kellogg Second: Commissioner Prochaska					
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

XIV. Approval of the Kendall County Forest Preserve District Employee Handbook

Item removed from agenda, with a request for KC-State’s Attorney’s Office review of the final draft of the District’s Employee Handbook.

XV. Executive Session

None.

XVI. Other Items of Business

- ICRMT Insurance Claim – Pickerill Estate House Roof Repairs

Director Guritz reported that the District received a check in the amount of \$21,600.00, with a second disbursement of \$5,000.00 to be received following project completion.

XVII. Public Comments

Luke Robison from the Record, requested updates on the in-stream debris removal for the Millbrook Bridge Removal Project.

Jim Wyman from WSPY, asked for updates on the HLR billing statement.

XVIII. Adjournment

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Meeting adjourned at 11:15 am.

DRAFT FOR COMMISSION APPROVAL: 11-4-2020

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

Claims Listing

10/28/2020 9:16:28 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Ellis Grounds	1323	MENARDS	97179	Ellis Supplies	19001162	68580	Grounds and Maintenance	\$51.85
							Sub-Total	\$51.85
					Ellis Grounds		Total	\$51.85
Ellis House	2047	COMED	9361548011-Oct 2020	Ellis House	19001160	62270	Utilities	\$423.26
							Sub-Total	\$423.26
Environmental Educ. Natrl Beg.	124	BARRETT'S ECOWATER	10/20/2020-EL	Ellis - Water: October 2020	19001160	68580	Grounds and Maintenance	\$25.00
	1323	MENARDS	97014	Ellis Supplies	19001160	68580	Grounds and Maintenance	\$45.31
	1323	MENARDS	97392	Ellis Supplies	19001160	68580	Grounds and Maintenance	\$125.16
							Sub-Total	\$195.47
					Ellis House		Total	\$618.73
	1871	JESSICA VOSBURGH	10-14-20-JV	Natural Beginnings Supplies	19001178	63030	Program Supplies	\$83.56

Environmental Educ. Natrl Beg.	2151	TINA BRANNING	NB-10-15-20	Nat'l Beginnings Supplies	19001178 63030	Program Supplies	\$45.68
						Sub-Total	\$129.24
					Environmental Educ. Natrl Beg.	Total	\$129.24
Forest Preserve Director	1020	ILLINOIS STATE POLICE SERVICES FUND	IL - 10-30-20	Background Reports	190011 62000	Office Supplies	\$10.00
	1192	KONICA MINOLTA	36508942-F	konica lease ocy	190011 62000	Office Supplies	\$203.01
	1192	KONICA MINOLTA	9007197611F	konica copiers 9/13- 10/12/20	190011 62000	Office Supplies	\$164.05
						Sub-Total	\$377.06
	67	AMEREN IP	2786444006-Oct 20	Millbrook South	190011 63510	Electric	\$35.08
	2047	COMED	1123166102-Oct 30 20	Jay Woods	190011 63510	Electric	\$24.82
	2047	COMED	9361578000-Oct 2020	Bakers Woods	190011 63510	Electric	\$19.10
						Sub-Total	\$79.00
	401	D CONSTRUCTION INC	737-Oct 30 2020	Pickerill - OSLAND Grant	190511 66500	Miscellaneous Expense	\$30,754.31
	1557	POSSIBILITY PLACE NURSERY	00118045	Pickerill Pigott	190511 66500	Miscellaneous Expense	\$5,083.50
						Sub-Total	\$35,837.81

Forest Preserve Director	695	GROUND EFFECTS INC 445645-000	Pickerill - Mulch	190011 68500	Project Fund Expenses	\$50.30
					Sub-Total	\$50.30
	1477	O'MALLEY WELDING & FABRICATING INC 19543	Little Rock Creek - Bridge Repair	190111 68530	Preserve Improvements	\$5,800.00
					Sub-Total	\$5,800.00
1696	SPEER FINANCIAL, INC d6/20-17	Bonds 2012, 2015, 2016 - Services	190111 68640	Fiscal Agent Fee	\$482.50	
					Sub-Total	\$482.50
				Forest Preserve Director	Total	\$42,626.67
Grounds and Natural Resources	413	DEKANE EQUIPMENT CORP RA46522	Harris - Blade Repair	19001183 62160	Equipment	\$66.18
	1152	KENDALL PLUMBING & HEATING 20030870	Hoover - Gas Leak Repair	19001183 62160	Equipment	\$385.00
	1323	MENARDS 96915	Ellis - Washer	19001183 62160	Equipment	\$644.08
					Sub-Total	\$1,095.26
1655	SERVICE SANITATION, INC 8038313-816	Portable Restrooms	19001183 63070	Refuse Pickup	\$443.57	
					Sub-Total	\$443.57
1452	NICOR 8566261012-Oct 2020	Millbrook South	19001183 63090	Natural Gas	\$126.51	
1452	NICOR 8794611000-Oct 2020	Harris	19001183 63090	Natural Gas	\$89.21	
					Sub-Total	\$215.72

Grounds and Natural Resources											
1323	MENARDS	98120	Harris Supplies	19001183	68530	Preserve Improvements					\$40.13
2170	ANTOINETTE MECIEJ	10-15-20 AM	Little Rock Supplies - Bridge	19001183	68530	Preserve Improvements					\$98.82
						Sub-Total					\$138.95
				Grounds and Natural Resources		Total					\$1,898.50
2899	TRACY MARTI	20-00119	ML Sec Dep Rtn	19001171	63040	Security Deposit Refund					\$172.50
						Sub-Total					\$172.50
1452	NICOR	2282708302-Oct 2020	Hoover Shop	19001171	63090	Natural Gas					\$51.23
1452	NICOR	2333669829-Oct 2020	Hoover Rookery	19001171	63090	Natural Gas					\$45.47
1452	NICOR	2823529973-Oct 2020	Moonseed	19001171	63090	Natural Gas					\$51.23
1452	NICOR	3083103489-Oct 2020	Kingfisher	19001171	63090	Natural Gas					\$43.08
1452	NICOR	5098019712-Oct 2020	Meadowhawk Lodge	19001171	63090	Natural Gas					\$46.92
1452	NICOR	7238937412-Oct 2020	Hoover House	19001171	63090	Natural Gas					\$29.72
1452	NICOR	8855140114-Oct 2020	Hoover Maint Bldg	19001171	63090	Natural Gas					\$46.36
						Sub-Total					\$314.01
1323	MENARDS	98014	Hoover Supplies	19001171	63110	Shop Supplies					\$22.69
						Sub-Total					\$22.69

Hoover	1323	MENARDS	98014	Hoover Supplies	19001171	63120	Building Maintenance	\$28.75
							Sub-Total	\$28.75
	1323	MENARDS	97584	Hoover Grounds Supplies	19001171	68580	Grounds and Maintenance	\$247.89
	1323	MENARDS	98014	Hoover Supplies	19001171	68580	Grounds and Maintenance	\$123.88
	2170	ANTOINETTE MECIEJ	10-23-20 AM	Tree Filling Supplies - Hoover	19001171	68580	Grounds and Maintenance	\$324.80
							Sub-Total	\$696.57
						Hoover	Total	\$1,234.52
							Grand Total	\$46,554.51

To: Kendall County Board of Commissioners

From: Emily Dombrowski, Environmental Education Programs Manager

RE: Purchasing Tarps from Tarp Supply Inc. for Construction of 2 Warming Shelter Areas

Date: November 4, 2020

The Education Department has been working with the Kendall County Health Department to implement best practices for COVID-19 spread prevention in our program activities. We presently keep all student groups outdoors and separated, and use the Eagle's Nest Pavilion and Blazing Star shelter to support our education programming.

With the weather turning colder, we need to provide warming areas and the best experience possible as we continue to conduct all-outdoor programming over winter. We propose purchasing tarps to wrap the shelters to create warming shelters. This will provide the best approach for ventilation and surface cleaning between sessions as opposed to use of indoor spaces.

We have purchased propane heaters to use inside the warming shelters, which will be used only under direct supervision.

The purchase of the tarps will support warming for Natural Beginnings, public programming and future winter public special events.

Recommendation:

Consider a motion to approve the purchase of tarps from Tarp Supply, Inc. of Lombard, Illinois in the amount of \$2,609.74



TARP SUPPLY, INC.

266 Eisenhower Lane N.
Lombard, IL 60148
Tel: 1-630-953-4700
www.tarpsupply.com

QUOTATION

Date	Quote No.
10/30/2020	1773

Name / Address	Ship To
Kendall County Forest Preserve District 110 W. Madison Street Yorkville, IL 60560	Kendall County Forest Preserve District Pick Up Yorkville, IL 60560

Shipping Terms	Sales Rep	Payment Terms	Due Date
Net 30	JN201		11/29/2020

Item	Description	Qty	Unit P...	Total
V20MC081...	8'x12' Clear PVC Vinyl Tarp Heavy Duty 20 Mil with grommets	2	113.99	227.98
V20MC082...	8'x25' Clear PVC Vinyl Tarp Heavy Duty 20 Mil with grommets	1	237.21	237.21
V20MC081...	8'x18' Clear PVC Vinyl Tarp Heavy Duty 20 Mil with grommets	4	170.80	683.20
V30MC081...	8'x10' Clear PVC Vinyl Tarp Super Duty 30 Mil with grommets	2	161.49	322.98
V20MC082...	8'x20' Clear PVC Vinyl Tarp Heavy Duty 20 Mil with grommets	1	189.71	189.71
V20MC085...	8'x50' Clear PVC Vinyl Tarp Heavy Duty 20 Mil with grommets	2	474.33	948.66

Thank you for your inquiry. If you have any questions, please contact us
1-630-953-4700 or email orders@tarpsupply.com

Total

\$2,609.74

To: Kendall County Board of Commissioners

From: David Guritz, Executive Director

RE: Illinois Clean Energy Community Foundation - Reservation Woods Land Acquisition Grant

Date: November 4, 2020

The District has been working with The Conservation Foundation to acquire additional parcels in the Reservation Woods acquisition area adjacent to Henneberry Forest Preserve.

The District has been awarded a \$136,640.00 grant from the Illinois Clean Energy Community Foundation covering 80% of the fair market value for the land purchase, with The Conservation Foundation pledging to donate the required 20% in matching funds totaling \$34,160.00 to the District.

The ICECF grant also provides an additional \$10,000.00 for an initial restoration project.

The District is working with The Conservation Foundation to identify a willing seller to sell a parcel, or part of a parcel to establish connectivity between Henneberry Forest Preserve and the Reservation Woods parcels.

Recommendation:

Consider a motion to enter into Grant Agreement #8133 with the Illinois Clean Energy Community Foundation to acquire up to three land parcels in Reservation Woods.

Reservation Woods Parcels Acquisition
 ICECF Grant and Acquisition Cost Analysis
 3-Nov-20

Max Acreage	12.2	ICECF -	TCF Donation to		
Est. FMV	\$ 14,000.00	Estimated FMV	KCFPD	District Costs	Notes
Total Land Cost	\$ 170,800.00	\$ 136,640.00	\$ 34,160.00	\$ 16,413.35	TCF - Costs to Date
		80%	20%	\$ 15,000.00	TCF Project Fee
				\$ 2,500.00	TCF Attorney (closing-est.)
				\$ 2,500.00	Appraisal est.
				\$ 1,500.00	Title est. (3-Parcels)
				\$ 1,500.00	Final survey est.
				\$ 39,413.35	Total KCFPD Project / Closing Costs



October 27, 2020

Mr. David Guritz
Executive Director
Kendall County Forest Preserve District
110 West Madison Street
Yorkville, IL 60560

Re: **Request ID: 8133**
Kendall County Forest Preserve
District - The Conservation
Foundation - Reservation Woods
Acquisition
(3-parcels +/- 12.2-acres)

Dear Mr. Guritz:

The Illinois Clean Energy Community Foundation ("the Foundation") is awarding an 18-month grant of \$146,640 to the Kendall County Forest Preserve District ("the Grantee") for the above-referenced project that will provide:

Up to \$136,640 or 80% of the purchase price, whichever is less;

and

Up to \$10,000 to be applied towards restoration activities detailed in the project work plan submitted with the above-referenced grant request.

This letter defines the terms and conditions of the grant and constitutes the grant agreement ("the Agreement") between the Foundation and the Grantee. Please read it carefully. If the Grantee agrees to the terms and conditions in the Agreement, please return one complete counter-signed copy of the Agreement via your online account. Contact the Foundation if you have any questions.

Duration and Payment of Grant

This grant is to be used during the period November 1, 2020 through April 30, 2022 (the "Grant Period"). The grant will be paid by the Foundation as follows:

Payment 1: \$136,640 for acquisition and \$7,500 for restoration as described above upon receipt of an official request for payment, which includes the following:

- a. a completed *Grant Payment Request Checklist* saved as **(a)PA1Chk1st8133**
- b. a copy of the signed purchase agreement showing the Grantee as the buyer saved as **(b)PAContract8133**
- c. an appraisal of the property's market value saved as **(c)Appr8133**

2 N. LaSalle St. Suite 1140
Chicago, IL 60602
tel 312.372.5191
fax 312.372.5190
www.IllinoisCleanEnergy.org

To be eligible for payment, the agreed upon purchase price cannot exceed the value estimated by appraisal by more than 10%. The appraisal must be commissioned by the Grantee and prepared by an Illinois certified appraiser. The appraisal cannot be more than 12 months old at the time of closing.

- d. verification of the appraiser's license saved as **(e)ApprCert8133**

Please verify the appraiser's license in the State of Illinois' database. The document needs to include the date verified.

- e. a copy of a draft management plan saved as **(e)MgmtPln8133**
- f. a copy of the conservation easement document or other agreement covering the management and use of the property, if applicable, with the language allowing for public access highlighted saved as **(f)MOU8133** or **(f)Esmt8133**
- g. a copy of a Revised Restoration Budget if you have made changes to your original Restoration Budget or if the Foundation has specifically requested a revision saved as **(g)RevisedRestBudg8133**.

Payment 2: \$2,500 for restoration upon receipt of an official payment request submitted via your online account, which includes the following:

- a. a completed Grant Payment Request Checklist saved as **(a)PA2Chklst8133**
- b. a statement comparing actual expenditures against your approved Restoration Budget, saved as **(b)FRestExp8133** Please note that this installment is a reimbursement to be paid after the Grantee has spent \$10,000 on restoration activities approved by the Foundation and covered in part or fully by this grant.)

The Foundation reserves the right to suspend, modify or cancel any payments that might otherwise be due under this grant, to require a refund of any unexpended grant funds, or both, if:

1. such action is necessary to comply with any applicable law or regulation;
2. the Grantee has used the grant funds for purposes other than as described in the Agreement or otherwise violated any part of the Agreement; and/or
3. the Grantee's performance under the grant has not been satisfactory.

The Foundation's judgment on these matters will be final and binding.

Purpose and Use of Grant

This grant is for the Kendall County Forest Preserve District - The Conservation Foundation - Reservation Woods Acquisition (3-parcels +/- 12.2-acres) (the "Project") as described in the Project proposal and budget submitted to the Foundation by the Grantee. The Grantee confirms that this grant will be used solely for the specific tax-exempt purposes described in the

Project proposal and budget. **No variance in the purchase price or acreage of the Project property and no substantial variance in any other aspects of the Project will be made without the Foundation's prior approval.**

*The Grantee agrees to maintain and care for the property as a natural area in perpetuity. Should the Grantee wish to transfer the Property to another entity, the Grantee agrees to inform the Foundation of such transfer no less than 60 days **before** the proposed transfer is to close. Such notice shall include documentation describing how the Project property (the "Property") will be protected in perpetuity for the purposes outlined in this Agreement. The receiving entity must be either a 501(c)(3) land conservation organization or a government agency serving Illinois residents. The transfer must be subject to a permanent conservation easement or deed restriction held and enforceable by the Grantee or other government or charitable conservation entity. Such conservation easement or deed restrictions shall provide that the Property be maintained as a natural area and be accessible to the public. Such public access may be subject to reasonable terms and conditions.*

*If the Grantee receives funds in exchange for the subsequent transfer of title of the Property, the Grantee agrees to inform the Foundation in writing of the amount of funds received **and hereby agrees to spend those funds in the State of Illinois for the acquisition and restoration of natural areas and wildlife habitat.** Prior to using any funds received for subsequent acquisition projects, the Grantee agrees to notify the Foundation in writing no less than 60 days in advance of the use of those funds, and to provide information on: (1) appraised value, (2) agreed upon purchase price, (3) descriptions of the additional natural areas to be purchased, and (4) plans for permanent protection of this additional land.*

The Grantee also confirms that the Project is under its complete control and that it has and will exercise control over the process of selecting any sub-grantees, sub-contractors or consultants involved in the Project. The Grantee and the Foundation are not partners or joint venturers with respect to each other.

Furthermore, the Grantee agrees that funds from this grant will be used exclusively for tax exempt purposes as described in Section 501(c)(3) of the Internal Revenue Code and will not be used for any activities prohibited by law, including, without limitation, attempting to influence legislation or participating in any political campaign on behalf of any candidate for public office. The Grantee agrees that it and its employees, agents and sub-contractors will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of the Grantee's obligations under this Agreement.

Reporting Requirements

Interim Report

The Foundation requires the Grantee to submit an interim report on this grant by **July 31, 2021**, 9 months after the start of the Grant Period, which should include the following:

- a. a completed Interim Report Form saved as **IntrmRep8133** (PDF or Word document)
- b. a statement of your project expenditures to date showing actual expenditures against the approved Project Budget saved as **IntrmExpStmt8133**

Final Report

The Foundation requires the Grantee to submit a final report on this grant no later than 2 months after the end of the Grant Period. The report should cover the **entire Grant Period** and consist of:

- a. a completed *Grant Final Report Checklist* saved as **(a)FRepChklist8133**
- b. a written letter from the Grantee to the Foundation saved as **(b)FRepLtr8133** indicating that the project is complete and containing a detailed description of what was accomplished using the grant funds, including progress made towards achieving the Project goals and erecting signage at the site
- c. a statement of Project expenditures and income labeled as **(c)FExpStmnt8133** showing the actual expenditures against the approved Project Budget and listing all grant, loan and/or other funds received by the Grantee for the Project
- d. a description of the plans for managing, using, and monitoring the property or easement acquired and any relevant maps or agreements related to management if not already submitted saved as **(d)MgmtPln8133** and **(d2)MgmtMap8133**
- e. a copy of the recorded deed, if not already submitted, saved as **(e)RcrdDeed8133**
- f. a copy of the closing statement, if not already submitted saved as **(f)ClngStmnt8133**
- g. a copy of any media coverage on the Project saved as **(g)Media8133.pdf**
- h. Mailed or emailed **digital** images of the property (not required, but appreciated)
- i. a statement of final restoration expenditures compared to the approved restoration budget labeled as **(i)FRestExp8133** if not previously submitted with a second restoration payment request.

The Grantee's Primary Contact at the Foundation

Please direct all questions and correspondence regarding this grant, including all required reports, to Frances Kane, who may be reached by mail at the Foundation's office, by telephone at (312) 372-5191 or by e-mail at fkane@illinoiscleanenergy.org.

Signage and Publicity

The Grantee agrees to acknowledge the Foundation's contribution to the Project with permanent signage at the property displaying the Foundation's full name and colored logo.

The Foundation believes it is important that many organizations and individuals in Illinois learn about the Project and the ways it benefits the public. Accordingly, the Foundation strongly encourages the Grantee to publicize the receipt of this grant and the results of the Project.

The Grantee agrees to share with the Foundation a draft of any press release or public announcement of the grant prior to distributing the release or announcement and to provide the Foundation with access to resulting media coverage.

The Grantee also agrees to allow the Foundation to publicize the Grantee as a grant recipient and to use the name and description of the Project and photographs or other audiovisual representations of subjects related to the Project.

Maintenance of Records and Evaluation

The Grantee is responsible for maintaining adequate financial records regarding use of the grant funds, consistent with generally accepted accounting principles.

The Grantee agrees to cooperate fully in any evaluation of this grant and/or the Project that the Foundation may conduct. Such an evaluation may include a visit from Foundation staff or consultants, interviews with Project participants, a review of financial and other records about the Project maintained by the Grantee and/or similar investigative activities.

Confirmation of Tax-Exempt Status and Good Standing

The Grantee confirms that it is currently a unit of government or a nonprofit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation under Section 509(a) of the Internal Revenue Code. **The Grantee agrees to submit with the signed Agreement written evidence of its tax-exempt, non-private foundation status if it has not previously provided such evidence to the Foundation.**

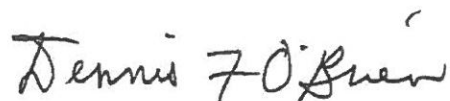
The Grantee further confirms that it is currently in good standing with appropriate state government agencies. If requested by the Foundation, the Grantee agrees to provide written evidence of its good standing.

If there is any change in the Grantee's tax exempt status or good standing during this grant, the Grantee agrees to immediately notify the Foundation of that change.

Acceptance of Terms and Conditions of Agreement

If the Grantee agrees to the terms and conditions in the Agreement, please return to the Foundation one complete copy of this letter signed by an authorized representative of the Grantee in the space provided below. For future reference, please retain a copy of the Agreement in your files. This grant award may be withdrawn if the Foundation has not received a counter-signed copy of the Agreement within one month from the date of this letter.

Sincerely,



Dennis F. O'Brien
Executive Director

The Grantee acknowledges that relevant organization executives and Project personnel have read and understand the Agreement, that its terms and conditions are acceptable to the Grantee and that the Grantee will comply with those terms and conditions.

Grantee _____
(This must be the legal name of the organization accepting the grant and it must have federal tax-exempt status.)

Name of Authorized Signer for the Grantee _____

Title of Signer _____

Authorized Signature _____
(This must be an original signature of an authorized representative of the Grantee.)

Date Signed _____