

fzmPrctClaim

Kendall County

COMBINED Claims Listing

03/25/19 10:30:38 AM Page 011

Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

FOREST PRESERVE EXPENDITURE

228 111514 KONICA MINOLTA BUSINESS SOLUTI 9005498967

MONTHLY - CLICKS FEB

03/28/19

27020006200

OFFICE SUPPLIES & POSTAGE

409.72

409.72* ** ghaug

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
229	011359 AMEREN IP	3/15/19:MILL	MILLBROOK SOUTH	03/28/19	27020006351	ELECTRIC	35.42 35.42*
230	141562 NORTHERN IL RAPTOR REHAB & EDU	32471	NB-RAPTOR PROGRAM	03/28/19	27020007079	ENVIRONMENTAL EDUC PRESEN	300.00 300.00*
ELLIS HOUSE							745.14*
231	130506 MENARDS	43924	ELLIS-MAINT SUPPLIES	03/28/19	27021007080	GROUNDS & MAINT - ELLIS H	58.72 58.72*
ELLIS BARN							58.72*
232	101297 JOHN DEERE FINANCIAL	3/1/19:EL	ELLIS-SUPPLIES	03/28/19	27021017080	GROUNDS & MAINT - ELLIS B	62.44 62.44*
ELLIS CAMPS							62.44*
233	130450 MEGAN SAPP EQUINE MASSAGE	1:ELLIS	ELLIS-VET CARE	03/28/19	27021107084	VEI & FARRIER - ELLIS CAM	40.00 40.00*
ELLIS RIDING LESSONS							40.00*
234	101297 JOHN DEERE FINANCIAL	3/1/19:EL	ELLIS-ANIMAL SUPPLIE	03/28/19	27021117082	ANIMAL CARE & SUPPLIES -	15.36 15.36*
235	130450 MEGAN SAPP EQUINE MASSAGE	1:ELLIS	ELLIS-VET CARE	03/28/19	27021117084	VEI & FARRIER - ELLIS RID	40.00 40.00*
ELLIS BIRTHDAY PARTIES							55.36*
236	130450 MEGAN SAPP EQUINE MASSAGE	1:ELLIS	ELLIS-VET CARE	03/28/19	27021127084	VEI & FERRIER - ELLIS B-D	40.00 40.00*
HOOVER							40.00*
237	140937 NICOR	3/13/19:SHOP	HOOVER SHOP	03/28/19	27022006860	HOOVER - GAS	45.65
238	140937 NICOR	3/13/19:MOON	MOONSEED	03/28/19	27022006860	HOOVER - GAS	35.98
239	140937 NICOR	3/13/19:HOUSE	HOOVER HOUSE	03/28/19	27022006860	HOOVER - GAS	88.07
240	140937 NICOR	3/13/19:MAINT	HOOVER MAINT BLDG	03/28/19	27022006860	HOOVER - GAS	152.82
241	140937 NICOR	3/13/19:BLAZING	BLAZING STAR	03/28/19	27022006860	HOOVER - GAS	164.08
242	140937 NICOR	3/13/19:KING	KINGFISHER	03/28/19	27022006860	HOOVER - GAS	165.85
243	140937 NICOR	3/13/19:ROOKERY	HOOVER ROOKERY	03/28/19	27022006860	HOOVER - GAS	160.05
Total ELLIS BIRTHDAY PARTIES							40.00*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
244	140937 NICOR	3/15/19:ML	MEADOWHAWK	03/28/19	27022006850	HOOVER - GAS	43.51 856.01*
245	031510 COMMONWEALTH EDISON	3/5/19:HOUSE	HOOVER HOUSE	03/28/19	27022006861	HOOVER - ELECTRIC	82.00
246	031510 COMMONWEALTH EDISON	3/7/19:BATHHOU	HOOVER BATHHOUSE	03/28/19	27022006861	HOOVER - ELECTRIC	514.23
247	031510 COMMONWEALTH EDISON	3/5/19:MULTIPLE	HOOVER MULTIPLE	03/28/19	27022006861	HOOVER - ELECTRIC	1,370.43 1,966.66*
248	130506 MENARDS	44437	HOOVER-SHOP	03/28/19	27022006863	HOOVER - SHOP SUPPLIES	18.87
249	130506 MENARDS	43834	HOOVER-SHOP SUPPLIES	03/28/19	27022006863	HOOVER - SHOP SUPPLIES	129.37
250	141587 NORTHERN SAFETY CO, INC	903356940	HOOVER-GLOVES	03/28/19	27022006863	HOOVER - SHOP SUPPLIES	122.59 270.83*
251	130506 MENARDS	44437	HOOVER-BLDG SUPPLIES	03/28/19	27022006864	HOOVER - BUILDING MAINTEN	29.58
252	130506 MENARDS	43834	HOOVER-ML SUPPLIES	03/28/19	27022006864	HOOVER - BUILDING MAINTEN	64.52
253	180081 R.J. O'NEIL, INC	J71148	HOOVER-TANKLESS WATE	03/28/19	27022006864	HOOVER - BUILDING MAINTEN	924.50
254	180925 RIEMENSCHNEIDER ELECTRIC	12272	HOOVER-BATHROOMS	03/28/19	27022006864	HOOVER - BUILDING MAINTEN	179.88 1,198.48*
255	040538 DEKANE EQUIPMENT CORP	IA62660	HOOVER-KUBOTA-FILTER	03/28/19	27022006865	HOOVER - GROUNDS MAINTENA	262.10 262.10*
256	120010 KRISTY LAGGER	19-00004	ML SEC DEP RTN	03/28/19	27022007088	HOOVER SECURITY DEPOSIT R	180.00
257	131330 DEBRA MOHLER	18-00187	ML SEC DEP RTN	03/28/19	27022007088	HOOVER SECURITY DEPOSIT R	400.00
258	161551 MICHELE POREDA	19-00061	ML SEC DEP RTN	03/28/19	27022007088	HOOVER SECURITY DEPOSIT R	47.50
259	190342 ANGIE SCHILTZ	18-00269	BUNKHOUSE SEC DEP RT	03/28/19	27022007088	HOOVER SECURITY DEPOSIT R	100.00
260	230095 JEFF WADE	18-00317	BUNKHOUSE SEC DEP RT	03/28/19	27022007088	HOOVER SECURITY DEPOSIT R	200.00 927.50*
ENV ED CAMPS							5,481.58*
261	080902 AMY HICKMAN	3/19/19:CAMP	CAMP REFUND	03/28/19	27023026849	ENV EDUC - CAMPS EXPENSE	220.00 220.00*
NATURAL AREA VOLUNTEER							220.00*
262	110415 KAT	2-16-19:FEST	WINTERFEST-TRANSIT S	03/28/19	27024006855	NATURAL AREA VOLUNTEER SU	50.00 50.00*
Total NATURAL AREA VOLUNTEER							50.00*
GROUND & NATURAL RESOURCES							50.00*
263	012061 ATLAS BOBCAT	BV8981	HOOVER-MIRROR REPAIR	03/28/19	27025006216	EQUIP - GROUNDS & NATURAL	66.89
264	012061 ATLAS BOBCAT	BV8962	HOOVER-BELT	03/28/19	27025006216	EQUIP - GROUNDS & NATURAL	25.23
265	130506 MENARDS	44437	HOOVER-BOBCAT	03/28/19	27025006216	EQUIP - GROUNDS & NATURAL	39.77
266	130850 O'MALLEY WELDING & FABRICATING	18618	HOOVER-EQUIP REPAIR	03/28/19	27025006216	EQUIP - GROUNDS & NATURAL	20.00 151.89*

Vendor#	Vendor Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
267 110531	KENDALL CO HIGHWAY DEPT	MAR 2019	2018-19 SALT	03/28/19	27025006217	FUEL - GAS & OIL	1,429.38 1,429.38*
268 190563	SERVICE SANITATION, INC	3/8/19	PORTABLE RESTROOMS	03/28/19	27025006847	REFUSE PICKUP - GROUNDS &	67.00 67.00*
269 140937	NICOR	3/12/19:MILL	MILLBROOK SOUTH	03/28/19	27025006848	GAS - GROUNDS & NATURAL R	104.33
270 140937	NICOR	3/12/19:HARRIS	HARRIS	03/28/19	27025006848	GAS - GROUNDS & NATURAL R	206.54 310.87*

Total GROUNDS & NATURAL RESOURCES 1,959.14*

frmPrtClaim

Kendall County

COMBINED Claims Listing

Page 017

10:30:38 AM

03/25/19

Vendor# Name

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Dist Amount

FP BOND PROCEEDS 2007

343 010162	A&B EXTERIORS, LLC.	4180	HARRIS SHELTER 4 IMP	03/28/19	95020006859	BUILDING IMPROVEMENTS / D	8,057.52	dguritz
							8,057.52*	

Total FP BOND PROCEEDS 2007 8,057.52*

GRAND TOTAL \$16,769.90

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
MARCH 5, 2019**

I. Call to Order

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

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

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

V. Approval of Agenda

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

VI. Citizens to Be Heard

There were no public comments offered from citizens in attendance.

VII. Approval of Claims for an Amount Not-to-Exceed \$6,090.77

Commissioner Hendrix made a motion to approve claims for an amount not-to-exceed \$6,090.77. Seconded by Commissioner Cesich.

Motion: Commissioner Hendrix
Second: Commissioner Flowers

Roll call: Claims Not-to-Exceed \$6,090.77

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

Motion unanimously approved.

VIII. Approval of Minutes

- **Kendall County Forest Preserve District Operations Committee Meeting of February 6, 2019**
- **Kendall County Forest Preserve District Committee of the Whole Meeting of February 13, 2019**

Commissioner Hendrix made a motion to approve the Finance Committee meeting minutes of February 6, 2019; and the Committee of the Whole meeting minutes of February 13, 2019. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

OLD BUSINESS

There were no items posted for consideration under Old Business.

NEW BUSINESS

IX. MOTION: Approval of Farm License Agreement #19-03-001 with Kyle Connell of Morris, Illinois for the Production of Hay at Baker Woods Forest Preserve

Director Guritz presented farm license agreement #19-03-001 for the production of hay at Baker Woods Forest Preserve. It is the same agreement as presented in prior years.

Commissioner Hendrix made a motion to approve the farm license agreement #19-03-001 with Kyle Connell of Morris, Illinois for the Production of Hay at Baker Woods Forest Preserve. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix
Second: Commissioner Flowers

Roll call: Agreement #19-03-001 – Hay Production at Baker Woods

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

Motion unanimously approved.

X. Executive Session

There was no need for Executive Session.

XI. Other Items of Business

- **Makin’ Maple Magic – Hoover Forest Preserve – Saturday, March 9, 2019 – 9:30 am – 11:30 am**

XII. Citizens to Be Heard

Todd Milliron of Yorkville offered public comment on proposed changes to the Kendall County Rules of Order pertaining to proposed time limitations to receive public comments, and whether the District was considering similar changes.

MaryJo Klas offered public comment regarding an overpayment of property taxes.

XIII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Vickers. Aye, all. Opposed, none. Meeting adjourned at 6:09 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

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

MARCH 6, 2019

I. Call to Order

Committee Chair Flowers called the Operations Committee meeting to order at 6:00 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Flowers, Gilmour, and Purcell all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

There were no citizens to be heard.

V. Review of Financial Statement Reports through February 28, 2019

Director Guritz presented the financial statement reports through February 28, 2019. Environmental Education YTD is positive \$9,000 over the previous year. Crop yield payments have been collected, and will be credited to the prior fiscal year during the FY19 audit. The District will be monitoring revenues and expenditures, which are slightly off track from the prior year. Yield payments were down from the previous year due to the schedule for crop rotations. The Operations Committee discussed Millbrook Bridge.

VI. Special Use Permit Requests

- a. **University of Illinois Cooperative Extension – 4H for April 24, 2019 for an Outdoor Skills Cooking Workshop (Bunkhouse Shelter (no overnight) and Firewood Bundle**
- b. **University of Illinois Cooperative Extension – 4H for May 18-19, 2019 for an Outdoor Skills Overnight (Bunkhouse Overnight) and 2-Firewood Bundles**

- c. Kendall County Soil and Water Conservation District – Kendall County Natural Resources Tour – Bunkhouse Shelter Use and Eagle’s Nest for May 1, 2, and 8, 2019**
- d. Kendall County Sheriff’s Office – Law Enforcement Youth Academy Graduation, Ellis House and Tent August 1, 2019**
- e. Kendall County Probation Department – 23rd Circuit Event Graduation – Meadowhawk Lodge – July 24, 2019**

Director Guritz presented the special use permits requested by various agencies.

The Operations Committee discussed the special use permit requests.

Commissioner Purcell made a motion to approve the special use permit requests from the University of Illinois Cooperative Extension, Kendall County Soil and Water Conservation District, Kendall County Sheriff’s Office, and Kendall County Probation Department. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VII. Operations Updates and Discussions

- **Environmental Education**
 - 1. **Winter Woodland and Wildlife Fest Event at Hoover Forest Preserve**
Director Guritz remarked that 200 attendees at the Fest.
 - 2. **Social Media Reports**
Director Guritz presented a report prepared by Emily Dombrowski providing updates on the District’s social media ads and subscribers.
 - 3. **Environmental Education Coordinator Position**
Director Guritz reported that this position will not be filled per recommendation from Emily Dombrowski.
- **Grounds and Natural Resources Updates**
Director Guritz presented updates on the District’s search for a new Superintendent, and updates on grounds and natural resources projects.
- **Ellis House and Equestrian Center**
 - 1. **2019 Bridal Expo Updates**
Director Guritz presented updates on the upcoming 2019 Bridal Expo.
 - 2. **Lesson Horse Report and Donation**
Nicole Norton presented a report on Ellis’s lesson horses.
The Operations Committee discussed the need for additional horses.

3. Event Venue Rentals – Marketing and Contacts Report

Director Guritz presented an updated report on event venue rental contracts.

VIII. Executive Session

None.

IX. Other Items of Business

None.

X. Citizens to be Heard

No public comments were offered by those in attendance.

XI. Adjournment

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Purcell. Aye, all. Opposed, none. Meeting adjourned at 6:55 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

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

MARCH 12, 2019

I. Call to Order

President Gilmour called the Committee of the Whole meeting to order at 4:48 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cesich, Gilmour, Gryder, Kellogg, Prochaska, and Purcell all were present. Commissioner Vickers entered the meeting at 5:07 pm.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered from citizens in attendance.

V. Executive Director's Report

Director Guritz provided an Executive Director's report along with reports from site supervisors and managers.

VI. MOTION: Forward Claims to Commission for an Amount Not-to-Exceed \$20,468.28

Commissioner Gryder made a motion to forward claims to Commission for an amount not-to-exceed \$20,468.28. Seconded by Commissioner Kellogg.

Director Guritz presented claims for an amount not-to-exceed \$20,468.28. The claims list included reimbursable capital expenditures for grant-funded clearing at Hoover Forest Preserve. Commissioner Purcell asked whether Claim #240 for the Positive Media Solutions advertisement was for Valarie Burd's work the Yorkville Community Guide. Director Guritz confirmed that this was the case, and that the guide will also feature an article on the Little Rock Creek Forest Preserve acquisition.

Aye, all. Opposed, none.

OLD BUSINESS

No items were posted for consideration under Old Business.

NEW BUSINESS

VII. Review of Proposals from Architectural Firms for Cost Estimation Services for the Conversion of the Pickerill Estate House for Public Access

Director Guritz presented a report from two architectural firms for cost estimation services for the Pickerill Estate. The Committee of the Whole reviewed and discussed the proposals.

Commissioner Vickers entered the meeting at 5:07 pm.

Commissioner Purcell motioned to forward the proposal from Kluber Architects and Engineers to complete a cost study for the conversion of the Pickerill estate house for public use to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

VIII. Upland Design, LTD Pickerill-Pigott Forest Preserve OSLAD Public Access Phase I Project Proposal

Michelle Kelly presented a proposal for the development of bid specifications and construction observation services for the Phase I public access improvements project for Pickerill-Pigott Forest Preserve that will be funded through the District's OSLAD grant.

The proposal will be considered once the District has entered into the OSLAD grant agreement with the State of Illinois.

IX. FY18 Audit Review and Discussion

Director Guritz presented the District's FY18 audit report completed by Mack & Associates for discussion. The Committee of the Whole congratulated the District on a successful fiscal year, with no significant issues reported. The Committee of the Whole discussed the auditor's recommendations for improving District tracking focused on maintaining proper checks and balances.

X. Hoover Rail Crossing Agreement – Review of United City of Yorkville Resolution and OmniTRAX Crossing Agreement Application with the Stated \$4,000 Application Fee Waived

Director Guritz presented a report on the Hoover Rail Crossing Agreement. Direction was requested for signing-off on the application with the United City of Yorkville listed as a co-applicant. OmniTRAX has confirmed that they are waiving the customary \$4,000.00

DRAFT FOR COMMISSION APPROVAL: April 9, 2019

application fee. Direction was received for the Executive Director to sign-off on the application document as presented.

XI. Review of Proposed Grant of Easement Fees for ComEd for Completion of Proposed Rail Crossing Safety Improvements at Hoover Forest Preserve

Commissioner Purcell left the meeting room at 5:20 pm.

Director Guritz reported that the Hoover rail crossing improvement project is beginning to come into focus, and reported on a recent conference call to discuss timeframes for construction of the improvements, and process for ComEd and OmniTRAX to receive reimbursement for the calculated easement fees presented. Director Guritz reported that the proposed fees will be presented to Commission for approval. Following approval, ComEd will complete the required survey work and legal description to describe the location of the proposed easement per District Ordinance.

XII. Review of Proposed Grant Easement Fees for OmniTRAX for Completion of Proposed Rail Crossing Safety Improvements at Hoover Forest Preserve

Commissioner Gryder made a motion to forward the proposed calculated grant of easement fees for ComEd and OmniTRAX for completion of proposed rail crossing safety improvements at Hoover Forest Preserve to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Commissioner Gryder adjourned from the meeting, resulting in the lack of a quorum.

Consideration of the remaining agenda items was subsequently postponed:

- XIII. KCFPD Organizational Chart Revisions**
- XIV. KCFPD Revised Application for Employment**
- XV. Proposed Lesson Horse Including a 30-Day Trial Period**
- XVI. Proposed Lesson Horse Donation to the University of Illinois**
- XVII. Waste Management Trash and Recycling Collection Services – Contract Review and 1-Year Extension**
- XVIII. ICECF K-12 Pollinator Education Grand Agreement**
- XIX. Executive Session**
- XX. Other Items of Business**
 - **Millbrook Bridge Updates**
- XXI. Summary of Action Items**
- XXII. Citizens to be Heard**

XXIII. Adjournment

The meeting was summarily adjourned at 5:30 pm due to the lack of a quorum to conduct the business of the District.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners
From: David Guritz, Director
RE: Wilderness Graphics Kiosk Purchase and Interpretive Design Production Services
Date: April 9, 2019

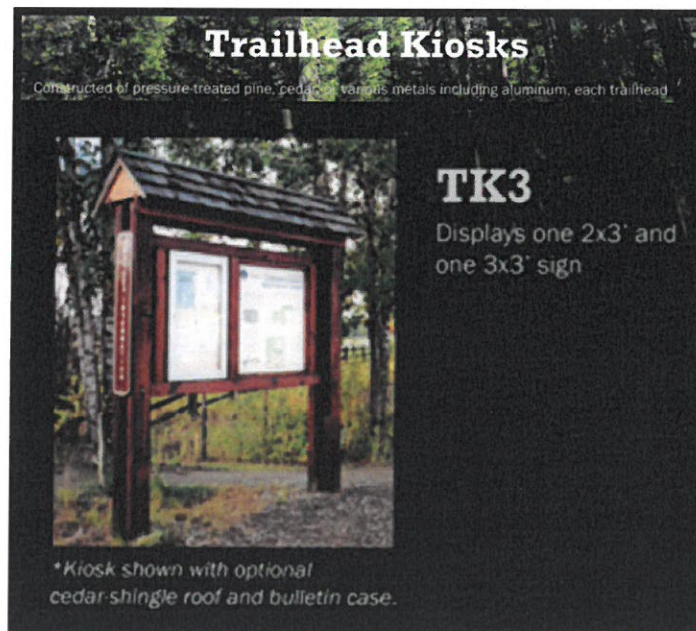
The District has completed research of trail head kiosk kits for use at Hoover Forest Preserve (Hoover Trails Welcome Center); Little Rock Creek (Trailhead Kiosk), and Fox River Bluffs (Trailhead Kiosk).

The TK3 model produced by Wilderness Graphics is a cost-effective design and fit for the two trailhead kiosk units.

Base costs for the TK3 unit is \$3,245.00. For the Little Rock Creek trailhead kiosk, recommended upgrades include a metal roof for durability (\$500.00); welded foot bracket for mounting into a concrete footing (\$250.00); lockable bulletin case (\$350.00); and a custom-designed aluminum printed interpretive and wayfinding sign with a clear-coat protectant finish.

The purchase of the TK3 trailhead kiosks at both Little Rock Creek and Fox River Bluffs are underwritten in part by two Amenities and Events grants of \$5,000 each from the Illinois Clean Energy Community Foundation.

Recommendation: Consider a motion to approve the purchase of a TK3 interpretive kiosk kit from Wilderness Graphics of Tallahassee, Florida including aluminum interpretive sign design and production; metal roof option; welded foot bracket; lockable bulletin case, and shipping and handling charges for an amount not-to-exceed \$6,675.84.



Wilderness Graphics Inc.
3465 Garber Drive
Tallahassee, FL 32303 US
info@wgi.cc
www.wildernessgraphics.com



ESTIMATE

ADDRESS

David Guritz
Kendall County Forest
Preserve District
110 W. Madison Street
Yorkville, IL 60560

SHIP TO

David Guritz
Kendall County Forest
Preserve District
110 W. Madison Street
Yorkville, IL 60560

ESTIMATE # 01025

DATE 03/28/2019

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
TK3	kiosk with space for (1) 3x3' and (1) 2x3' vertical signs; pressure-treated pine with cedar-shingle roof	1	3,245.00	3,245.00
Metal Roof	aluminum roof added to kiosk, choice of colors	1	500.00	500.00
Welded Foot Bracket	aluminum bracket to install kiosk on a deck or concrete pad	1	250.00	250.00
Bulletin Case	outdoor lockable bulletin case	1	350.00	350.00
3x3' Permprint	3x3' custom designed and printed Permprint sign on 1/8" aluminum with clear-coat protectant	1	1,378.00	1,378.00
Shipping/Handling			952.84	952.84

TOTAL

\$6,675.84

Accepted By

Accepted Date