





Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
362 041511	EMILY DOMBROWSKI	5/21/19:ED	ENV ED CAMP SHIRTS	05/30/19	27025005240	UNIFORMS	72.99 72.99*
363 140937	NICOR	5/10/19:HARRIS	HARRIS	05/30/19	27025005848	GAS - GROUNDS & NATURAL R	112.71
364 140937	NICOR	5/10/19:MILL	MILLBROOK SOUTH	05/30/19	27025005848	GAS - GROUNDS & NATURAL R	106.77 219.48*

**Total GROUNDS & NATURAL RESOURCES      1,361.92\***

**FP DEBT SERVICE**

365 011309	AMALGAMATED BANK OF CHICAGO	4	INTEREST DUE	05/30/19	32020005875	DEBT SERVICE 2012 INTERES	23,775.00 23,775.00*
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**Total FP DEBT SERVICE      23,775.00\***



Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
428 022190	BUSTED KNUCKLES LANDSCAPING	2308	LITTLE ROCK PRESERVE	05/30/19	95020006850	PROJECT FUND EXPENSES	325.00
429 022190	BUSTED KNUCKLES LANDSCAPING	2309	LITTLE ROCK PRESERVE	05/30/19	95020006850	PROJECT FUND EXPENSES	1,500.00
430 080151	HAMPTON, LENZINI & RENWICK INC	20190875	MILLBROOK BRIDGE	05/30/19	95020006850	PROJECT FUND EXPENSES	9,018.75
431 130506	MENARDS	49587	LITTLE ROCK SUPPLIES	05/30/19	95020006850	PROJECT FUND EXPENSES	467.89
							11,311.64*
432 111975	KLUBER, INC.	6791	PICKERILL HOUSE	05/30/19	95020006858	PRESERVE IMPROVEMENTS / M	4,514.75
							4,514.75*
							<b>16,018.39*</b>
<b>FP DEBT SERVICE 2007</b>							
433 011309	AMALGAMATED BANK OF CHICAGO	3	INTEREST DUE	05/30/19	96020006875	DEBT SERVICE 2015 INTERE	178,285.00
							178,285.00*
434 011309	AMALGAMATED BANK OF CHICAGO	2	INTEREST DUE	05/30/19	96020006885	DEBT SERVICE 2016 INTERES	150,093.75
							150,093.75*
435 011309	AMALGAMATED BANK OF CHICAGO	1	INTEREST DUE	05/30/19	96020006895	DEBT SERVICE 2017 INTERES	411,500.00
							411,500.00*

**Total FP DEBT SERVICE 2007**

**739,878.75\***

**GRAND TOTAL**

**\$786,151.19**

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

**MAY 14, 2019**

**I. Call to Order**

President Gilmour called the Committee of the Whole meeting to order at 4:45 pm in the Kendall County Board Room.

**II. Roll Call**

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

**III. Approval of Agenda**

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

**IV. Citizens to be Heard**

Dick Hutter shared remarks on the Pickerill-Pigott Forest Preserve.

**V. Executive Director's Report**

Director Guritz provided an overview of the executive director's report. A report on the Environmental Education School Programs was provided. The OSLAD grant for Pickerill-Pigott has been awarded.

**VI. MOTION: Forward Claims to Commission for an Amount Not-to-Exceed \$35,503.96**

Director Guritz presented claims not-to-exceed \$35,503.96.

Commissioner Hendrix made a motion to forward claims to Commission for an amount not-to-exceed \$35,503.96. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

**OLD BUSINESS**

**VII. Review of an Updated Draft Position Description for the Executive Director of the Kendall County Forest Preserve District**

Director Guritz presented an updated position description for the Executive Director of the Kendall County Forest Preserve District.

**VIII. Hoover Forest Preserve – OmniTRAX-Illinois Railway Easement and Rail Crossing Agreement Updates Including an Overview of ICRMT Requirements for Meeting and Extending District Insurance Coverage**

Director Guritz presented updates on the OmniTRAX-Illinois Railway easement and rail crossing agreement. The agreement is under final review by OmniTRAX. The District insurance coverage will be extended as primary for liability purposes for the crossing, with new limitations on construction work taking place within 50' of the Illinois Railway property.

**NEW BUSINESS**

**IX. Review of Financial Statements and Cost Center Reports for Period Ending April 30, 2019**

Director Guritz presented a review of the financial statements and cost center reports for period ending April 30, 2019. Financial Statements are comparable YTD. The Committee of the Whole discussed the sustainability of Ellis House weddings.

**X. Review and Discussion of Ordinance #19-05-003 Establishing a Forest Preserve Project Reserve Fund**

The Committee of the Whole reviewed the draft Ordinance #19-05-003 to establish a Forest Preserve Project Reserve Fund through transfer of capital fund and debt-service fund interest earnings to be deposited with The Illinois Fund.

**XI. Little Rock Creek Soft-Opening Updates – Busted Knuckles Contracted Work**

Director Guritz presented updates of the Little Rock Creek Soft Opening. An initial staff work day is scheduled with tree clearing and fencing installation support contracted with Busted Knuckles Landscaping.

**XII. Hoover Forest Preserve Sewage Treatment Infrastructure Updates – Innovative Underground and Reimenscheider Electric Proposal**

Superintendent Chris Kellogg presented updates on the infrastructure of the Hoover Forest Preserve sewage treatment system. Maps and drawings of the areas to be investigated by Innovative Underground were presented.

The Committee of the Whole discussed the status of repairs needed to the sewage treatment infrastructure at Hoover Forest Preserve.

Commissioner Purcell left the meeting at 5:25 pm.

Commissioner Gryder made a motion to forward the Innovative Underground proposal to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

### **XIII. Henneberry Forest Preserve – Soil Erosion Control Measures**

Director Guritz presented an update on soil erosion control needs at Henneberry Forest Preserve. A proposal was received from WBK Engineering to complete a study and drawings to calculate and design an effective soil erosion control site plan.

Commissioner Hendrix made a motion to forward the WBK proposal to prepare a soil erosion control site plan for Henneberry Forest Preserve to Commission. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

### **XIV. Subat Forest Preserve Shelter Repair Proposal Discussion**

Director Guritz presented a proposal for Subat Forest Preserve shelter repair and roof replacement received from A&B Exteriors.

The Committee of the Whole discussed options for approach of the repair to the shelter, with direction received to present the A&B Exterior roof repair proposal to Commission for approval at an upcoming meeting.

### **XV. Superintendent Procurement Card and Cellular Phone Allowance Discussion**

Director Guritz presented a request to issue a procurement card and extend a cell phone allowance to the District's Superintendent position. Direction was received to include a motion to issue a new procurement card to Chris Kellogg on the upcoming Commission agenda.

### **XVI. Millbrook Bridge Demolition Project – Bid Specifications, Bidding Timeframe Updates, and IDNR Permit Requirements for Recreational Traffic Management**

Director Guritz presented bid specifications, bidding timeframe, and IDNR permit requirements for recreational traffic management for the Millbrook Bridge Demolition project. The District will need to make arrangements to transport recreational river traffic downstream from the demolition area.

### **XVII. Review of Nursery Stock Orders for Grant-Funded Projects**

Director Guritz presented an order for perennial stock for grant-funded projects from Possibility Place Nursery, low-quote provider for the supply purchase.



DRAFT FOR COMMISSION APPROVAL: 06/04/2019

Commissioner Prochaska made a motion to forward the Possibility Place order to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

Commissioner Gryder left the meeting at 6:10 pm.

### **XVIII. Review of Bid Specifications for PLS Seed for Fox River Bluffs and Hoover Forest Preserve**

Director Guritz presented an overview of seed mix bid specifications and acreage coverage calculations for cropland conversion and grant-funded habitat enhancement projects at Fox River Bluffs and Hoover Forest Preserve. The final seed mix specification to be placed out for bid will include provisions for supplier responsibility for costs associated with control and eradication of contaminated seed containing Palmer amaranth.

### **XIX. Aux Sable Springs Park – Property Boundary Encroachment Directions**

Director Guritz presented a map with Aux Sable Springs Park (McDaniel's Property) with notification that boundary markers are now in place. Direction was requested for how the Committee of the Whole would like to proceed to address the property encroachment.

Commissioner Hendrix made a motion to directing the Executive Director to move forward with the efforts to prosecute the adjunct landowner for encroachment on District lands. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

### **XX. Millington Forest Preserve – Concept Discussion for a Reciprocal Access Agreement**

Director Guritz requested a discussion and direction on whether to negotiate a reciprocal access agreement for Millington Forest Preserve with BrighterDaze Farm.

The Committee of the Whole discussed preserve encroachment issues.

### **XXI. Other Items of Business**

- **Little Rock Creek Forest Preserve Soft Opening June 1, 2019**
- **Kendall County Forest Preserve District Finance Committee Meeting Cancellation for May 30, 2019**

### **XXII. Summary of Action Items**

Director Guritz provided a summary of action items.

### **XXIII. Citizens to be Heard**

No public comments were offered by citizens in attendance.

**XXIV. Executive Session**

There was no need for an executive session.

**XXV. Adjournment**

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:30 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
MAY 21, 2019**

**I. Call to Order**

President Gilmour called the meeting to order at 10:20 am in the Kendall County Board Room.

**II. Pledge of Allegiance**

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

**III. Invocation**

An invocation was provided by Commission Prochaska at the beginning of the Kendall County Board meeting.

**IV. Roll Call**

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

Commissioners Cesich, Flowers, Gilmour, Hendrix, Kellogg, Prochaska, and Vickers were all present at roll call.

**V. Approval of Agenda**

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

**VI. Public Comment**

No public comments were offered from citizens in attendance.

**VII. Approval of Claims for an Amount Not-to-Exceed \$35,503.96**

Commissioner Hendrix made a motion to approve claims for an amount not-to-exceed \$35,503.96. Seconded by Commissioner Vickers.

Motion: Commissioner Hendrix					
Second: Commissioner Vickers					
<b>Roll call: Claims Not-to-Exceed \$35,503.96</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell
		Gryder	X		Vickers
Motion unanimously approved.					

**VIII. Approval of Minutes**

- **Kendall County Forest Preserve District Finance Committee Meeting of April 23, 2019**
- **Kendall County Forest Preserve District Operations Committee Meeting of May 1, 2019**
- **Kendall County Forest Preserve District Commissions Meeting of May 7, 2019**

Commissioner Flowers made a motion to approve the Finance Committee meeting minutes of April 23, 2019; the Operations Committee meeting minutes of May 1, 2019, and the Commission meeting minutes of May 7, 2019. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

**IX. Executive Session**

Commissioner Hendrix made a motion to enter into Executive Session under 2(c)1 and 2(c)6 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, and to discuss the setting of a price for sale or lease of property owned by the public body.

Roll Call: Commissioner Cesich, Flowers, Gilmour, Hendrix, Kellogg, Prochaska, and Vickers, aye. Opposed, none. Executive Session called to order at 10:24 am, with Debbie Gillette, Kendall County Clerk extending meeting recording support for the session.

Commissioner Kellogg made a motion to adjourn from executive session. Seconded by Commissioner Prochaska. Regular meeting reconvened at 11:11 am.

**OLD BUSINESS**

- X. **ORDINANCE #19-05-002: Approval of a Utility Easement Agreement with OmniTRAX, Inc. of Denver, Colorado and its Subsidiary, Illinois Railway, LLC of Ottawa, Illinois Granting an Easement to Construct a New Electrical Service Line within the Easement Area at Hoover Forest Preserve, Kendall County, Illinois, for a Calculated Payment to be received from OmniTRAX, Inc. in the Amount of \$1,937.00**

Commissioner Hendrix made a motion to postpone consideration of a utility easement agreement with OmniTRAX, Inc. of Denver, Colorado and its subsidiary, Illinois Railway, LLC of Ottawa, Illinois granting an easement to construct a new electrical service line within the easement area at Hoover Forest Preserve, Kendall County, Illinois, for a calculated payment to be received from OmniTRAX, Inc. in the amount of \$1,937.00. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call: Ordinance #19-05-002 Postponement</b>					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell
		Gryder	X		Vickers
Motion unanimously approved.					

**NEW BUSINESS**

- XI. MOTION: Approval of an Open Space Land Acquisition and Development (OSLAD) Grant Agreement #OS 19-2018 between the State of Illinois, Department of Natural Resources and the Kendall County Forest Preserve District for Phase I Public Access Improvements at Pickerill-Pigott Forest Preserve in the Amount of \$316,500.00, Including a District Commitment to Expend the Required 50/50 Matching Funds from the District’s Capital Fund in the Amount of \$316,500.00**

Commissioner Hendrix made a motion to approve an Open Space Land Acquisition and Development (OSLAD) Grant Agreement #OS 19-2018 between the State of Illinois, Department of Natural Resources and the Kendall County Forest Preserve District for Phase I Public Access Improvements at Pickerill-Pigott Forest Preserve in the amount of \$316,500.00, including a District commitment to expend the required 50/50 matching funds from the District’s Capital Fund in the amount of \$316,500.00. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix  
 Second: Commissioner Flowers

**Roll call: OSLAD Grant Agreement #OS 19-2018**

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

Motion unanimously approved.

**XII. MOTION: Approval of a Professional Services Proposal and Agreement with Upland Design, LTD of Plainfield, Illinois for the Development of Construction Designs and Specifications, Project Permitting and Bidding, and Construction Observation Services in the Amount of \$52,500.00 for Public Access Improvements at Pickerill-Pigott Forest Preserve, Including an Additional Amount for Reimbursable Costs Not-to-Exceed \$1,800.00**

Commissioner Hendrix made a motion to approve a professional services proposal and agreement with Upland Design, LTD of Plainfield, Illinois for the development of construction designs and specifications, project permitting and bidding, and construction observation services in the amount of \$52,500.00 for public access improvements at Pickerill-Pigott Forest Preserve, including an additional amount for reimbursable costs not-to-exceed \$1,800.00. Seconded by Commissioner Prochaska.

Motion: Commissioner Hendrix  
 Second: Commissioner Prochaska

**Roll call: Upland Design, LTD Proposal for Pickerill-Pigott Forest Preserve**

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

Motion unanimously approved.

**XIII. ORDINANCE #19-05-003: Approval of the Establishment of a Forest Preserve Projects Reserve Fund, Including the Transfer and Deposit of Cumulative Interest Earnings into the Forest Preserve Improvement Fund from Fund 320 (Dept Series 2003/2012) in the Amount of \$14,181.06; Fund 960 (Debt Series 2007/2015/2016/2017) in the Amount of \$31,981.27, and Fund 950 (Capital Projects) in the Amount of \$329,065.48, for a Total Deposit of \$375,227.81 into The Illinois Funds of the State of Illinois Treasurer’s Office**

Commissioner Hendrix made a motion to approve Ordinance #19-05-003 approving the establishment of a Forest Preserve Projects Reserve Fund, including the transfer and deposit of cumulative interest earnings into the Forest Preserve Improvement Fund from Fund 320 (Dept Series 2003/2012) in the amount of \$14,181.06; Fund 960 (Debt Series 2007/2015/2016/2017) in the amount of \$31,981.27, and Fund 950 (Capital Projects) in the amount of \$329,065.48, for a total deposit of \$375,227.81 into The Illinois Funds of the State of Illinois’ Treasurer’s Office. Seconded by Commissioner Prochaska.

Motion: Commissioner Hendrix

Second: Commissioner Prochaska

**Roll call: Ordinance #19-05-003 Establishing a Forest Preserve Projects Reserve Fund**

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

Motion unanimously approved.

**XIV. MOTION: Approval of a Proposal from Innovative Underground, LLC of Sandwich, Illinois for the Cleaning, Televising and Assessment of Sewer Intake and Force Main Pipe (\$7,200.00); Spot Repair of Three Damaged Sections of Sewer Intake Pipe (\$9,000.00), and Installation of Two Sanitary Sewer Outflow Pipe Plugs (\$700.00) at Hoover Forest Preserve for a Total Amount Not-to-Exceed \$16,900.00.**

Commissioner Hendrix made a motion to approve a proposal from Innovative Underground, LLC of Sandwich, Illinois for the cleaning, televising and assessment of sewer intake and force main pipe (\$7,200.00); spot repair of three damaged sections of sewer intake pipe (\$9,000.00), and installation of two sanitary sewer outflow pipe plugs (\$700.00) at Hoover Forest Preserve for a total amount not-to-exceed \$16,900.00. Seconded by Commissioner Kellogg.

Motion: Commissioner Hendrix  
 Second: Commissioner Kellogg  
**Roll call: Innovative Underground, LLC – Hoover Forest Preserve Sanitary Sewer Repairs**

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

Motion unanimously approved.

**XV. MOTION: Approval of a Proposal from WBK Engineering, LLC of St. Charles, Illinois to Complete a Soil Erosion Site Plan for Henneberry Forest Preserve for an Amount Not-to-Exceed \$1,500.00**

Commissioner Hendrix made a motion to approve a proposal from WBK Engineering, LLC of St. Charles, Illinois to complete a soil erosion site plan for Henneberry Forest Preserve for an amount not-to-exceed \$1,500.00. Seconded by Commissioner Cesich.

Motion: Commissioner Hendrix  
 Second: Commissioner Cesich  
**Roll call: WBK Engineering, LLC**

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

Motion unanimously approved.

**XVI. MOTION: Approval of a Native-Plant Purchase Order from Possibility Place Nursery of Monee, Illinois for Perennial Native-Species Flats for an Amount Not-to-Exceed \$11,278.00 to be Reimbursed Under Approved Grant Agreements with the Illinois Clean Energy Community Foundation, Forest Foundation of Kendall County, and The Conservation Foundation**

Commissioner Flowers made a motion to approve a native-plant purchase order from Possibility Place Nursery of Monee, Illinois for perennial native-species flats for an amount not-to-exceed \$11,278.00 to be reimbursed under approved grant agreements with the Illinois Clean Energy Community Foundation, the Forest Foundation of Kendall County, and The Conservation Foundation. Seconded by Commissioner Hendrix.



Motion: Commissioner Flowers  
 Second: Commissioner Hendrix

**Roll call: Possibility Place Nursery Perennial Order**

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

Motion unanimously approved.

**XVII. MOTION: Approval of the Issuance of a Procurement Card for Chris Kellogg, Superintendent of Grounds and Natural Resources with a Single Purchase Limit of \$1,000.00 and Total Monthly Expenditures Limit Not-to-Exceed \$5,000.00**

Commissioner Hendrix made a motion to approve the issuance of a procurement card for Chris Kellogg, Superintendent of Grounds and Natural Resources with a single purchase limit of \$1,000.00 and total monthly expenditures limit not-to-exceed \$5,000.00. Seconded by Commissioner Prochaska.

The Board of Commissioners discussed the procurement card purchase documentation process and limitations.

Motion: Commissioner Hendrix  
 Second: Commissioner Prochaska

**Roll call: Chris Kellogg, Superintendent Procurement Card**

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

Motion unanimously approved.

**XVIII. MOTION: Approval of a Proposal from A&B Exteriors of Sandwich, Illinois for Repairs to the Subat Forest Picnic Shelter including the Tear-Down and Installation of New Shingles; Installation of 15lb Felt Paper, Ice and Water Shield, and Drip Edge; and Repair of 9-Rows (344') of Cedar Decking for a Total Amount Not-to-Amount \$6,736.88**

Commissioner Prochaska made a motion to approve a proposal from A&B Exteriors of Sandwich, Illinois for repairs to the Subat Forest picnic shelter including the tear-down and

installation of new shingles; installation of 15lb felt paper, ice and water shield, and drip edge; and repair of 9-Rows (344') of cedar decking for a total amount not-to-amount \$6,736.88. Seconded by Commissioner Cesich.

Motion: Commissioner Prochaska

Second: Commissioner Cesich

**Roll call: A&B Exteriors – Subat Shelter Repair Proposal**

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

Motion unanimously approved.

**XIX. Executive Session**

None.

**XX. Other Items of Business**

The Kendall County Forest Preserve District Finance Committee scheduled for May 30, 2019 at 6:00 pm has been cancelled.

**XXI. Public Comments**

Todd Milliron of Yorkville suggested that questions from the press should be added as an agenda item for future forest preserve meetings.

**XXII. Adjournment**

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Meeting adjourned at 11:28 am.

Respectfully submitted,

David Guritz

Executive Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Executive Director

RE: Natural Resources Project Manager Position Description

Date: June 4, 2019

During the Commission meeting held on January 15, 2019, Commission approved the establishment of the Natural Resources Project Manager position and appointment of Kim Olson to the position for a probationary period extending through June 7, 2019.

During the probationary period, the position extended support to the following projects:

1. Prescribed burning at Maramech, Harris and Hoover Forest Preserves
2. Invasive species clearing at Hoover Forest Preserve as part of the Community Stewardship Challenge Grant project sponsored by the Illinois Clean Energy Community Foundation
3. Support of the District's Winter Woodlands & Wildlife Festival at Hoover Forest Preserve
4. Seeding of perennial seed mixes at Little Rock Creek and Henneberry Forest Preserves
5. Support for the development of the fall perennial species list and orders for ICECF and TCF grant-funded projects
6. Support of field trip program delivery tied to the Community Stewardship Challenge grant invasive species clearing effort
7. Supervision of Natural Area Volunteer workdays at Hoover and Millbrook South Forest Preserves
8. Support of site planning and soft-opening projects for Little Rock Creek Forest Preserve
9. Support of the development of the plan for restoration at Fox River Bluffs Forest Preserve

In addition to these support areas, Kim Olson continues to extend volunteer support to the District's Administrative Assistant on a weekly basis, and continues to support the transition of the Superintendent position's responsibilities.

Continual natural resources project management support is a core area of need for the District to support the organizational mission and natural resource management projects. Many of these projects are grant funded, year-to-year.

This summer and fall, this position will extend support of the District's state-listed species monitoring requirements during the Millbrook Bridge removal project; the Fox River Bluffs cropland conversion project; the ICECF Community Restoration Challenge and K-12 Pollinator Education grants; priority invasive species control in various preserves, and support of natural area volunteer work days.

**Recommendation:**

Consider a motion to approve the establishment of the Natural Resources Project Manager position as an intermittent part time position (under 600 hours per year) to support the District's natural resources restoration, monitoring, and preserve improvement projects.

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Executive Director

RE: Lesson Horse Donation

Date: June 4, 2019

Ellis House and Equestrian Center staff have continued to identify candidate horses to support lessons and program services.

Previous lesson horses brought in this year have not resulted in an end-purchase following acclimation trial periods.

Nicole Norton, Equestrian Program Manager, and Kris Mondrella, Sunrise Center North Program Director both recommend consideration of the acceptance of a donation of the lesson horse "Oliver" following a 30-day trial period.

**Recommendation:**

Consider a motion to approve a bill of sale for the donation of the lesson horse "Oliver" from Marcella Sparks of Custer Parks, Illinois following a thirty-day trial period extending through July 5, 2019.

**BILL OF SALE (LESSON HORSE DONATION)**

**Property:** “Oliver” (Rocky Mountain Horse - Gelding)

**Condition:** As is, with no known medical issues. Approximate age: 20

**Donator:** Marcella Sparks  
22444 County line Rd.  
Custer Park, IL 60481

**Purchaser:** Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, Illinois 60560

**Date of Commission Approval:** June 4, 2019

**Conditions of Acceptance/ No Warranty:** For consideration of an amount to be paid-in-hand of one-dollar and no cents (\$1.00) to Marcella Sparks of Custer Park, Illinois, hereinafter the “Donor,” for the donation of “Oliver,” a Rocky Mountain horse, hereinafter the “Property” following a thirty-day trial period, hereby transfers, assigns and delivers any and all rights, title and interest to the Kendall County Forest Preserve District, hereinafter the “Beneficiary,” and the Beneficiary hereby accepts all rights, title and interest in the Property subject to the following terms and conditions:

1. The District as Beneficiary will pick up the Property from the Donor’s stable, and Donor agrees to allow a thirty-day trial period that shall commence on the first day following delivery to the Ellis House and Equestrian Center located at 13986 McKanna Road in Minooka, IL 60447 on or around June 5, 2019.
2. Upon successful conclusion of the thirty-day trial period, the Beneficiary, Kendall County Forest Preserve District, shall accept full and complete responsibility for the Property from the date the Property is accepted by the Kendall County Forest Preserve District, or will transport “Oliver” from the Kendall County Forest Preserve District’s Ellis House and Equestrian Center to the Seller’s stable.
3. The Donor is not a seller of horses and disclaims to the fullest extent authorized by law any and all warranties, promises, whether express or implied, including warranties of merchantability and or fitness for a particular use and makes no promises, warranties or other representations regarding the horse’s conditions at the time of transfer, and by accepting the Property after a thirty-day trial period, the District accepts the Property “as is.”
4. The Donor on behalf of itself, its successors and assigns hereby forever waives and releases the Kendall County Forest Preserve District, its elected officials, employees, agents, volunteers and assigns from any and all known and unknown claims, actions, causes of action, damages, injuries, costs and fees related in any manner to acceptance of this transfer or the condition of the Property at the time of the transfer.



5. The Donor will provide a negative Coggins test for “Oliver” prior to the start of the thirty-day trial period. If the horse does not have a current Coggins, the trial period will be delayed until one is completed.
6. If the Kendall County Forest Preserve District does accept the donation of “Oliver” and deems that the horse no longer meets the needs of Ellis Equestrian Center’s Programs, and decides to rehome “Oliver”, the Donor will be contacted and will be offered the first right of refusal. The Donor will have 7 days from the time that they are contacted to accept or refuse the District’s offer to convey ownership back to the Donor. Seven days following the Donor’s notification, if no request is made to assume ownership of “Oliver” or fails to respond within the seven day timeframe following notification, the Donor forfeits the right of first refusal, and the Kendall County Forest Preserve can rehome “Oliver” to an outside party or entity.

Kendall County Forest Preserve District, Illinois

Marcella Sparks; Custer Park, Illinois:

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Judy Gilmour, President

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Marcella Sparks

