

frmPrtClaim	Kendall County	COMBINED Claims Listing	06/24/19	1:03:49 PM	Page 011		
Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
219 110535	KENDALL CO FOREST PRESERVE DIS	JUN 2019:	CARD STOCK	06/28/19	27020006200	OFFICE SUPPLIES & POSTAGE	12.83
220 111513	KONICA MINOLTA	33661969	MONTHLY LEASE JUNE 19	06/28/19	27020006200	OFFICE SUPPLIES & POSTAGE	213.01
221 111514	KONICA MINOLTA BUSINESS SOLUTI	9005780536	MONTHLY CLICKS 5/13-6	06/28/19	27020006200	OFFICE SUPPLIES & POSTAGE	217.47
222 180060	R.C. SYSTEMS, INC	18105	RECPRO SUPPORT YRLY	06/28/19	27020006215	CONTRACTUAL SERVICE	443.31*
223 011359	AMEREN IP	6/14/19:MILLBRO	MILLBROOK SOUTH	06/28/19	27020006351	ELECTRIC	1,650.00
224 031510	COMMONWEALTH EDISON	6/14/19:BAKER	BAKER WOODS	06/28/19	27020006351	ELECTRIC	1,650.00*
							34.95
							21.27
							56.22*

**FOREST PRESERVE EXPENDITURE**

\*\* bantrim  
 \*\* ghaughe  
 \*\* ghaughe

COMBINED Claims Listing

Vendor #	Vendor Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
225 190816	SHAW MEDIA	5/31/19	WEBSITE HOSTING	06/28/19	27020006843	PROMOTION/PUBLICITY	59.99 59.99*
	<b>ELLIS HOUSE</b>						<b>2,209.52*</b>
226 031510	COMMONWEALTH EDISON	6/14/19:ELLIS	ELLIS HOUSE	06/28/19	27021007076	UTILITIES - ELLIS HOUSE	406.46 406.46*
	<b>ELLIS BARN</b>						<b>406.46*</b>
227 190560	GRAINCO FS	PP062020	EL-PROPANE YRLY	06/28/19	27021017076	UTILITIES - ELLIS BARN	4,602.00 4,602.00*
228 101297	JOHN DEERE FINANCIAL	6/1/19:ELLIS	ELLIS-MAINT SUPPLIES	06/28/19	27021017080	GROUND & MAINT - ELLIS B	92.69 92.69*
	<b>ELLIS GROUNDS</b>						<b>4,694.69*</b>
229 101297	JOHN DEERE FINANCIAL	6/1/19:ELLIS	ELLIS-MAINT SUPPLIES	06/28/19	27021027080	GROUND & MAINT - ELLIS G	237.40
230 130506	MENARDS	51454	ELLIS SUPPLIES	06/28/19	27021027080	GROUND & MAINT - ELLIS G	20.66
231 130506	MENARDS	51303	ELLIS SUPPLIES	06/28/19	27021027080	GROUND & MAINT - ELLIS G	14.52 272.58*
	<b>ELLIS CAMPS</b>						<b>272.58*</b>
232 190147	MICHELLE SALATO	REIMB	PROGRAM SUPPLIES: EL	06/28/19	27021107087	PROG SUPPLIES - ELLIS CAM	181.01 *** 181.01*
	<b>ELLIS WEDDINGS</b>						<b>181.01*</b>
233 081370	HOLLY SEPTIC SERVICE	6020	PORT RESTROOM-CLEAN	06/28/19	27021207078	REFUSE PICKUP - ELLIS	280.00
234 081370	HOLLY SEPTIC SERVICE	6019	EL-PORT REST-CLEAN	06/28/19	27021207078	REFUSE PICKUP - ELLIS	300.00 580.00*
235 268925	JEFFERY PLYS	OCT 2020	EL SEC DEP RTN	06/28/19	27021207088	ELLIS SECURITY DEPOSIT RE	1,000.00 1,000.00*
	<b>ELLIS OTHER RENTALS</b>						<b>1,580.00*</b>
236 268931	DENISE SCHROECK	6/15/19:EL	EL SEC DEP RTN	06/28/19	27021217088	SECURITY DEPOSIT REFUND	260.00 260.00*

COMBINED Claims Listing

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**HOOVER**

237 140937	NICOR	6/13/19:MOON	MOONSEED	06/28/19	27022006860	HOOVER - GAS		37.41	bantrim
238 140937	NICOR	6/12/19:SHOP	HOOVER SHOP	06/28/19	27022006860	HOOVER - GAS		45.24	bantrim
239 140937	NICOR	6/12/19:HOUSE	HOOVER HOUSE	06/28/19	27022006860	HOOVER - GAS		29.74	bantrim
240 140937	NICOR	6/12/19:MAINT	HOOVER MAINT BLDG	06/28/19	27022006860	HOOVER - GAS		37.24	bantrim
241 140937	NICOR	6/12/19:ROOK	HOOVER ROOKERY	06/28/19	27022006860	HOOVER - GAS		48.08	bantrim
242 140937	NICOR	6/12/19:BLAZING	BLAZING STAR	06/28/19	27022006860	HOOVER - GAS		41.50	bantrim
243 140937	NICOR	6/12/19:KING	KINGFISHER	06/28/19	27022006860	HOOVER - GAS		39.65	bantrim
244 140937	NICOR	6/12/19:MEADOWH	MEADOWHAWK	06/28/19	27022006860	HOOVER - GAS		40.97	bantrim
<b>Total ELLIS OTHER RENTALS</b>								<b>260.00*</b>	

245 031510	COMMONWEALTH EDISON	6/3/19:BATHHOSE	HOOVER BATHHOUSE	06/28/19	27022006861	HOOVER - ELECTRIC		177.81	bantrim
246 031510	COMMONWEALTH EDISON	6/3/19:MULTIPLE	HOOVER MULTIPLES	06/28/19	27022006861	HOOVER - ELECTRIC		754.53	bantrim
247 031510	COMMONWEALTH EDISON	6/3/19:HOUSE	HOOVER HOUSE	06/28/19	27022006861	HOOVER - ELECTRIC		59.65	bantrim

248 011850	ARTLIP AND SONS INC	5307	CSA-SERVICE AGREEMEN	06/28/19	27022006862	HOOVER - OTHER UTILITIES		1,827.00	bantrim
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249 130506	MENARDS	52279	HOOVER SUPPLIES	06/28/19	27022006863	HOOVER - SHOP SUPPLIES		23.16	bantrim
250 211430	UNIQUE PRODUCTS & SERVICE	367524	HOOVER SUPPLIES	06/28/19	27022006863	HOOVER - SHOP SUPPLIES		512.34	** bantrim

251 130506	MENARDS	51485	HOOVER BLDG SUPPLIES	06/28/19	27022006864	HOOVER - BUILDING MAINTEN		556.72	bantrim
252 180925	RIEMENSCHNEIDER ELECTRIC	12334	ROOKERY BLDG SERVICE	06/28/19	27022006864	HOOVER - BUILDING MAINTEN		90.00	bantrim
253 268924	KULLY SUPPLY	490130	HOOVER-MUD KITCHEN R	06/28/19	27022006864	HOOVER - BUILDING MAINTEN		97.20	bantrim

254 130506	MENARDS	51485	HOOVER GROUND SUPPLI	06/28/19	27022006865	HOOVER - GROUNDS MAINTENA		30.00	bantrim
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255 268928	JEAN BIRCH	19-00144	ML SEC DEP RTN	06/28/19	27022007088	HOOVER SECURITY DEPOSIT R		110.00	bantrim
256 268929	FRED PETERSON	19-00060	BUNKHOUSE SEC DEP RT	06/28/19	27022007088	HOOVER SECURITY DEPOSIT R		100.00	bantrim
257 268930	JOHN ADKINS	19-00049	ML SEC DEP RTN	06/28/19	27022007088	HOOVER SECURITY DEPOSIT R		300.00	bantrim

**ENV ED SCHOOL**

258 110535	KENDALL CO FOREST PRESERVE DIS JUN 2019:		GAMES, TOYS-SCHOOL	06/28/19	27023016849	ENV EDUC - SCHOOL PROG EX		17.80	** bantrim
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**ENV ED CAMPS**

259 268926	APRIL STRAIT	CAMP1	CAMP REFUND	06/28/19	27023026849	ENV EDUC - CAMPS EXPENSE		185.00	bantrim
260 268927	TABITHA CALVERT	CAMP2	CAMP REFUND	06/28/19	27023026849	ENV EDUC - CAMPS EXPENSE		185.00	bantrim

**Total HOOPER**

**4,958.24\***

**Total ENV ED SCHOOL**

**17.80\***

**Total ENV ED CAMPS**

**17.80\***

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>ENV ED OTHER PUBLIC PROGRAMS</b>							
261 110535	KENDALL CO FOREST PRESERVE DIS JUN 2019:		MAPLE SYRUP PROGRAM	06/28/19	27023046849	ENV EDUC - OTHER PUBLIC P	20.00 20.00*
						<b>Total ENV ED CAMPS</b>	<b>370.00*</b>
<b>ENV ED LAWS OF NATURE</b>							
262 110535	KENDALL CO FOREST PRESERVE DIS JUN 2019:		PET SUPPLIES	06/28/19	27023056849	ENV EDUC - LAWS OF NATURE	37.02 37.02*
<b>NATURAL AREA VOLUNTEER</b>							
263 110535	KENDALL CO FOREST PRESERVE DIS JUN 2019:		GLOVES-INTERN	06/28/19	27024006835	NATURAL AREA VOLUNTEER SU	6.99
264 130506	MENARDS	52482	VOLUNTEER PICNIC	06/28/19	27024006835	NATURAL AREA VOLUNTEER SU	17.76
265 160985	PIZZO & ASSOC, LTD	SI-15566	PLANIS-VOLUNTEER	06/28/19	27024006835	NATURAL AREA VOLUNTEER SU	380.00 404.75*
						<b>Total ENV ED LAWS OF NATURE</b>	<b>37.02*</b>
<b>GROUNDS &amp; NATURAL RESOURCES</b>							
266 040538	DEKANE EQUIPMENT CORP	RA42829	HVR MOWER REPAIR	06/28/19	27025006216	EQUIP - GROUNDS & NATURAL	269.79
267 061595	FOX VALLEY FIRE & SAFETY	IN273592	FIRE EXT SERVICE-HAR	06/28/19	27025006216	EQUIP - GROUNDS & NATURAL	567.53 837.32*
268 071807	GRAINCO F.S. INC	5303257	HOOVER-DIESEL	06/28/19	27025006217	FUEL - GAS & OIL	1,017.12
269 071807	GRAINCO F.S. INC	707007536	ELLIS-GAS	06/28/19	27025006217	FUEL - GAS & OIL	467.83 1,484.95*
270 081370	HOLLY SEPTIC SERVICE	6020	PORT RESTROOM-CLEAN	06/28/19	27025006847	REFUSE PICKUP - GROUNDS &	1,120.00 1,120.00*
271 140937	NICOR	6/11/19:HARRIS	HARRIS	06/28/19	27025006848	GAS - GROUNDS & NATURAL R	69.05
272 140937	NICOR	6/10/19:MILL	MILLBROOK SOUTH	06/28/19	27025006848	GAS - GROUNDS & NATURAL R	107.88 176.93*
273 110535	KENDALL CO FOREST PRESERVE DIS JUN 2019:		SHELTER REIMBURSEMENT	06/28/19	27025007088	SECURITY DEPOSIT REFUNDS	25.00 25.00*
274 071807	GRAINCO F.S. INC	78016725	HARRIS-CHEMICALS-WEE	06/28/19	27025007089	SUPPLIES - SHOP	383.10
275 211430	UNIQUE PRODUCTS & SERVICE	367524	HARRIS SUPPLIES	06/28/19	27025007089	SUPPLIES - SHOP	341.56 724.66*



Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
						Total GROUNDS & NATURAL RESOURCES	4,368.86*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>FP BOND PROCEEDS 2007</b>							
347 080151	HAMPTON, LENZINI & RENWICK INC	20191024	MILLBROOK BRIDGE	06/28/19	95020006850	PROJECT FUND EXPENSES	5,062.50
348 180839	RICH MC CASLIN CONSTRUCTION	LITTLEROCK	LITTLE ROCK- PARKING	06/28/19	95020006850	PROJECT FUND EXPENSES	450.00
349 180925	RIEMENSCHNEIDER ELECTRIC	12333	HOOVER-LIFT STATION	06/28/19	95020006850	PROJECT FUND EXPENSES	820.00
							6,332.50*
350 111975	KLUBER, INC.	6804	PICKERILL-CONVERSION	06/28/19	95020006858	PRESERVE IMPROVEMENTS / M	3,550.00
							3,550.00*

**Total FP BOND PROCEEDS 2007      9,882.50\***  
**GRAND TOTAL      \$29,663.43**

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

**JUNE 11, 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, Prochaska, and Vickers all were present, constituting a quorum of the majority of elected Commissioners present due to a current vacancy on the Board of Commissioners.

Commissioner Flowers entered the meeting at 5:14 pm.

**III. Approval of Agenda**

Commissioner Prochaska made a motion to approve the agenda as amended by moving item X to XIV. Seconded by Commissioner Cesich. All, aye. Opposed, none.

**IV. Public Comments**

Jerry Bannister offered public comments on land for sale along the Fox River.

**V. Executive Director's Report**

Director Guritz reported that the IDNR has announced several grant programs for FY19 including OSLAD due August 17. The railroad crossing gates at Hoover Forest Preserve have been installed.

**VI. MOTION: Forward Claims to Commission for an Amount Not-to-Exceed \$11,006.91**

Director Guritz presented claims for an amount not-to-exceed \$11,006.91.

Committee of the Whole discussed the Verizon bill. Director Guritz reported that in addition to the ten District employee cell phones, the bill includes wireless internet at Ellis, Harris and Hoover, as well as wireless phone systems at Hoover and Ellis. Transition of telecommunications services to Verizon resulted in a cost savings over AT&T.

Commissioner Vickers made a motion to forward claims to Commission for an amount not-to-exceed \$11,006.91. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

**OLD BUSINESS**

**VII. Review of the Revised 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.

The Committee of the Whole discussed the revised position description. Director Guritz reported that a motion will be presented to Commission to approve the final draft for presentation to the State's Attorney's Office for review.

**NEW BUSINESS**

**VIII. Review of Financial Statements and Cost Center Reports for Period Ending May 31, 2019**

Director Guritz presented an overview of the District's financial statements and cost center reports for the period ending May 31, 2019. Financial Statements are comparable YTD to FY18. The Natural Beginnings program and cost center was discussed.

**IX. Henneberry Forest Preserve – Review of Quotes for Completion of the WBK Soil Erosion Control Site Plan**

Director Guritz presented a review of quotes for completion of the WBK soil erosion control site plan for Henneberry Forest Preserve. Quotes were requested from three firms, with two responding with the quotes presented. The quote from SemperFi Land, Inc. was recommended for approval.

Commissioner Prochaska made a motion to forward the quote from SemperFi Land, Inc. for the amount of \$7,560.00 to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

**X. Review of the Final Proposed Crossing Agreement for Hoover Forest Preserve (KCFPD-Yorkville-OmniTRAX/IL Railway)**

Director Guritz presented a final draft of the proposed crossing agreement for Hoover Forest Preserve (KCFPD-Yorkville-OmniTRAX/IL Railway). The final draft has been submitted to OmniTRAX for review.

**XI. Review of Nursery Stock Orders (Trees and Shrubs) for Grant-Funded Projects**

Director Guritz presented a Possibility Place Nursery stock quote (trees and shrubs) for fall planting for grant-funded projects.

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

**XII. Aux Sable Springs Park – Property Boundary Encroachment Updates**

Director Guritz presented updates on the Aux Sable Springs Park property boundary encroachment. A formal motion will be presented at an upcoming Commission meeting for approval to begin the process for prosecuting the encroachment.

**XIII. Review of a Proposal for the Purchase of Trail Markers**

Director Guritz presented a proposal for the purchase of trail markers for Hoover Forest Preserve.

Commissioner Flowers made a motion to forward the purchase of trail markers from TAPCO for an amount not-to-exceed \$1,464.00 for 100 trail markers to Commission for approval. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

**XIV. Recommendations and Directions for the Ellis House Tent and Associated Program Services**

Director Guritz requested recommendations and directions for the Ellis House tent and associated program services.

The Committee of the Whole discussed the associated programs and marketing.

The Committee of the Whole provided direction not to not renew the tent contract for the upcoming year, and to extend a 50% discount off of the contracted use fees to the two wedding clients for FY20. The clients are able to host their events at Ellis, but will need to secure a tent from an outside vendor.

**XV. Other Items of Business**

Commissioners were invited to attend the KCFPD Volunteer Picnic on Thursday, June 13 at Harris Forest Preserve from 4:30-6:30 pm, and The Conservation Foundation's Annual Spring Luncheon on Tuesday, June 18 from 11:30-2:00 pm. A resolution mirroring action taken by Kendall County changing the minimum employment hours for IMRF participation will be presented for approval at the next Commission meeting.

**XVI. Summary of Action Items**

Director Guritz provided a summary of action items.

**XVII. Public Comments**

No public comments were offered from citizens in attendance.

**XVIII. Executive Session**

Commissioner Prochaska made a motion to enter executive session under 2(c)5 of the Open Meetings Act to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Gryder.

Roll call: Commissioner Cesich, Flowers, Gilmour, Gryder, Prochaska, and Vickers, aye. Opposed, none. Executive Session called to order at 6:15 pm.

Commissioner Prochaska made a motion to adjourn from executive session at 6:27 pm. Seconded by Commissioner Cesich. Aye, all. Opposed, none.

**XIX. Adjournment**

Commissioner Flowers made a motion to adjourn the meeting. Seconded by Commissioner Gryder. 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  
JUNE 18, 2019**

**I. Call to Order**

President Gilmour called the meeting to order at 10:41 am in the Kendall County Board Room.

**II. Pledge of Allegiance**

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

**III. Invocation**

An invocation was offered at the Kendall County Board meeting.

**IV. Roll Call**

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

Commissioners Cesich, Flowers, Giles, Gilmour, Gryder, and Prochaska were present.

Commissioner Vickers entered the meeting at 10:43 am.

Commissioners Hendrix and Gengler entered the meeting at 10:44 am.

**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. MOTION: Approval of the Appointment of Scott Gengler to the Board of Commissioners of the Kendall County Forest Preserve District with a Term Limit Expiration of November 30, 2020**

Commissioner Vickers entered the meeting room at 10:43 am.

Commissioner Cesich made a motion to approve the appointment of Scott Gengler to the Board of Commissioners of the Kendall County Forest Preserve District with a term expiration of November 30, 2020. Seconded by Commissioner Gryder.

Motion: Commissioner Cesich  
 Second: Commissioner Gryder

**Roll call: Appointment of Scott Gengler**

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

Motion unanimously approved.

**VII. Appointment of Commissioner Gengler to the Kendall County Forest Preserve District’s Operations Committee**

Commissioner Cesich made a motion to approve the appointment of Commissioner Gengler to the Kendall County Forest Preserve District’s Operations Committee. Seconded by Commissioner Flowers.

Motion: Commissioner Cesich  
 Second: Commissioner Flowers

**Roll call: Appointment of Commissioner Gengler to KCFPD Operations**

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

Motion unanimously approved.

**VIII. Public Comment**

There were no citizens that offered public comments.

**IX. Approval of Claims for an Amount Not-to-Exceed \$11,006.91**

Commissioner Flowers made a motion to approve claims not-to-exceed \$11,006.91. Seconded by Commissioner Cesich.

Commissioners Hendrix and Gengler entered the meeting room at 10:44 am.



Motion: Commissioner Flowers					
Second: Commissioner Cesich					
<b>Roll call: Claims Not-to-Exceed \$11,006.91</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			Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Gengler
X		Gryder	X		Vickers
Motion unanimously approved.					

**X. Approval of Minutes**

- **Kendall County Forest Preserve District Commission Meeting of June 4, 2019**
- **Kendall County Forest Preserve District Operations Committee Meeting of June 5, 2019**

Commissioner Flowers made a motion to approve the Commission meeting minutes of June 4, 2019, and the Operations Committee meeting minutes of June 5, 2019. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

**XI. Executive Session**

Commissioner Cesich 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 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; 2(c)5 to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and 2(c)6 to discuss the setting of a price for sale or lease of property owned by the public body. Seconded by Commissioner Gryder.

Roll call: Commissioner Cesich, Flowers, Giles, Gilmour, Gryder, Hendrix, Prochaska, Gengler, and Vickers, aye. Opposed, none. Executive session called to order at 10:46 am.

Commissioner Kellogg made a motion to adjourn from executive session. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Regular meeting reconvened at 11:45 am

**OLD BUSINESS**

No items posted for consideration.

**NEW BUSINESS**

**XII. RESOLUTION #19-06-001: Approval of a Change in the Minimum Hours of Work Required for Kendall County Forest Preserve District Employee Enrollment in the Illinois Municipal Retirement Fund (IMRF) from 600 Hours to 1,000 Hours Effective June 18, 2019 for All New District Employees, with the Minimum Hours of Work Required Remaining at 600 Hours for all Current and Rehired Past Employees of the Kendall County Forest Preserve District**

Commissioner Gryder made a motion to approve Resolution #19-06-001 approving a change in the minimum hours of work required for Kendall County Forest Preserve District employee enrollment in the Illinois Municipal Retirement Fund (IMRF) from 600 hours to 1,000 hours effective June 18, 2019 for all new District employees, with the minimum hours of work required remaining at 600 hours for all current and rehired past employees of the Kendall County Forest Preserve District. Seconded by Commissioner Flowers.

Motion: Commissioner Gryder					
Second: Commissioner Flowers					
<b>Roll call: IMRF</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
X		Giles	X		Prochaska
X		Gilmour	X		Gengler
X		Gryder	X		Vickers
Motion unanimously approved.					

**XIII. MOTION: Approval of a Proposal from GRAINCO FS, Inc. of Morris, Illinois for a Prepaid Liquid Propane Contract #PP062020 for FY 19-20 in the Amount of \$4,602.00 Representing 3,543 Gallons at \$1.299 per Gallon for Harris Forest Preserve and Ellis House and Equestrian Center**

Commissioner Flowers made a motion to approve a proposal from GRAINCO FS, Inc. of Morris, Illinois for a prepaid liquid propane contract #PP062020 for FY 19-20 in the amount of \$4,602.00 representing 3,543 gallons at \$1.299 per gallon for Harris Forest Preserve and Ellis House and Equestrian Center. Seconded by Commissioner Hendrix.

Motion: Commissioner Flowers  
 Second: Commissioner Hendrix

**Roll call: GRAINCO FS**

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

Motion unanimously approved.

**XIV. MOTION: Approval of a Proposal from SemperFi Land, Inc for the Grading and Installation of Three Soil Erosion Check Dams at Henneberry Forest Preserve for an Amount Not-to-Exceed \$7,560.00**

Commissioner Hendrix made a motion to approve a proposal from SemperFi Land, Inc for the grading and installation of three-soil erosion check dams at Henneberry Forest Preserve for an amount not-to-exceed \$7,560.00. Seconded by Commissioner Prochaska.

Motion: Commissioner Hendrix  
 Second: Commissioner Prochaska

**Roll call: SemperFi Land, Inc**

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

Motion unanimously approved.

**XV. MOTION: Approval of a Proposal from Possibility Place Nursery of Monee, Illinois for the Wholesale Purchase of One Hundred and Forty-Five (145) Native Trees and Shrubs for Hoover Forest Preserve in the Amount of \$3,012.50**

Commissioner Hendrix made a motion to approve a proposal from Possibility Place Nursery of Monee, Illinois for the wholesale purchase of one hundred and forty-five (145) native trees and shrubs for Hoover Forest Preserve in the amount of \$3,012.50. Seconded by Commissioner Gryder.

Motion: Commissioner Hendrix  
 Second: Commissioner Gryder

**Roll call: Possibility Place Nursery of Monee, Illinois**

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

Motion unanimously approved.

**XVI. MOTION: Approval of the Purchase of 100 Trail Markers for Hoover Forest Preserve from TAPCO of Brown Deer, Wisconsin in the Amount of \$1,570.00**

Commissioner Gryder made a motion to approve the purchase of 100 trail markers for Hoover Forest Preserve from TAPCO of Brown Deer, Wisconsin in the amount of \$1,570.00. Seconded by Commissioner Hendrix.

Motion: Commissioner Gryder  
 Second: Commissioner Hendrix

**Roll call: TAPCO**

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

Motion unanimously approved.

**XVII. MOTION: Approval of the FY20 Fees and Charges of the Kendall County Forest Preserve District**

Commissioner Hendrix made a motion to approve the FY20 fees and charges of the Kendall County Forest Preserve District. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix  
 Second: Commissioner Flowers

**Roll call: FY20 Fees and Charges**

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

Motion unanimously approved.

**XVIII. Other Items of Business**

Director Guritz reported that the Operations Committee meeting scheduled for July 3, 2019 will take place as scheduled.

**XIX. Public Comments**

No public comments were offered by citizens in attendance.

**XX. Adjournment**

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Vickers. Aye, all. Opposed, none. Meeting adjourned at 11:55 am.

Respectfully submitted,

David Guritz

Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: 1) SemperFi Land, Inc. – Rescinding of Approval of a Proposal for Grading and Installation of Soil Erosion Control Structures at Henneberry Forest Preserve in the Amount of \$7,560.00

2) SemperFi Land, Inc. – Approval of an Amended Proposal for Grading and Installation of Soil Erosion Control Structures at Henneberry Forest Preserve in the Amount of \$9,050.00

Date: July 2, 2019

Following the June 18, 2019 Commission meeting, the Kendall County State's Attorney's Office reported that the SemperFi Land, Inc. proposal did not include payment of prevailing wage.

The Illinois Department of Labor has stated that "earthmoving and grading" and "installation of retaining walls, sidewalks, sprinkler systems, curbs, and other hardscape work" is covered work subject to the Prevailing Wage Act.

An amended proposal that includes payment of prevailing wages was requested from SemperFi Land, Inc., with the amended quote totaling \$9,050.00. The amount of the revised proposal is less than half of the amount of the comparative quote received.

**Recommendations:**

Consider motions to rescind the initial proposal, and approve the amended proposal received from SemperFi Land, Inc. of Yorkville, Illinois for an amount not-to-exceed \$9,050.00.

June 7, 2019

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

**Proposal for Services: Henneberry Woods Erosion Control**

**Scope:**

This proposal includes all materials, equipment, and labor necessary to install specified erosion control structures at Henneberry Woods Forest Preserve located in Yorkville, IL.

Item	Qty	Unit	Unit Cost	Total Cost
<b>Rock Check Dam Installation &amp; Channel Grading</b>				
Rock Check Dam Installation (3 total)	1	LS	\$4,605.00	\$4,605.00
Grade and Shape Channel	1	LS	\$2,955.00	\$2,955.00
			<i>Total</i>	<b><u>\$7,560.00</u></b>

**Additional Services**

Native Seed and Erosion Control Blanket Installation	760	SY	\$4.45	\$3,382.00
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**Services:**

**Rock Check Dam and Channel Grading**

Semper Fi will install three (3) rock check dams and grade/shape existing channel as specified.

**Native Seed and Erosion Control Blanket Installation**

Semper Fi will install a native wetland seed mix with cover crop over the graded channel. The native seed mix will be covered with erosion control blanket. Semper Fi proposes using NAG SC150BN erosion control blanket to stabilize the channel.

**Terms and Conditions**

This proposal does NOT include prevailing wage rates.

Payment terms are Net 30.



The Contractor is committed to delivering quality services to all buyers, and encourages them to immediately report any deviation from the requirements as agreed upon in this contract.

All work will be performed by uniformed, trained, and properly supervised personnel in accordance with industry standard horticultural practices.

**Service Pledge**

All of the work described in this contract will be performed in a professional manner for the duration of this contract. All work is supervised by a crew leader and is over seen by the owner of SEMPER FI LAND SERVICE to insure that we are consistent in bringing you the customer the 100% quality service that SEMPER FI LAND SERVICE provides its customers. We have built a solid reputation on our dependable, quality service, and are very proud of what we do for our customers. We will always monitor your property and bring any problems or possible problems to your attention as soon as we spot them.

If accepted, please sign below and return one copy to our office.  
Upon receipt, we will schedule this project.

 \_\_\_\_\_ 06/07/19

Shawn Sinn  
Vice President of Land Services  
Semper Fi Land Services, Inc.

date

\_\_\_\_\_  
Accepted by: \_\_\_\_\_ date  
Kendall County Forest Preserve District



June 20, 2019

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

**Proposal for Services: Henneberry Woods Erosion Control**

**Scope:**

This proposal includes all materials, equipment, and labor necessary to install specified erosion control structures at Henneberry Woods Forest Preserve located in Yorkville, IL.

Item	Qty	Unit	Unit Cost	Total Cost
<b>Rock Check Dam Installation &amp; Channel Grading</b>				
Rock Check Dam Installation (3 total)	1	LS	\$5,350.00	\$5,350.00
Grade and Shape Channel	1	LS	\$3,700.00	\$3,700.00
			<b>Total</b>	<b><u>\$9,050.00</u></b>

**Additional Services**

Native Seed and Erosion Control Blanket Installation	760	SY	\$7.25	\$5,510.00
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**Services:**

**Rock Check Dam and Channel Grading**

Semper Fi will install three (3) rock check dams and grade/shape existing channel as specified.

**Native Seed and Erosion Control Blanket Installation**

Semper Fi will install a native wetland seed mix with cover crop over the graded channel. The native seed mix will be covered with erosion control blanket. Semper Fi proposes using NAG SC150BN erosion control blanket to stabilize the channel.

**Terms and Conditions**

Proposal includes current Kendall County prevailing wage rates.

Payment terms are Net 30.

The Contractor is committed to delivering quality services to all buyers, and encourages them to immediately report any deviation from the requirements as agreed upon in this contract.

All work will be performed by uniformed, trained, and properly supervised personnel in accordance with industry standard horticultural practices.

**Service Pledge**

All of the work described in this contract will be performed in a professional manner for the duration of this contract. All work is supervised by a crew leader and is over seen by the owner of SEMPER FI LAND SERVICE to insure that we are consistent in bringing you the customer the 100% quality service that SEMPER FI LAND SERVICE provides its customers. We have built a solid reputation on our dependable, quality service, and are very proud of what we do for our customers. We will always monitor your property and bring any problems or possible problems to your attention as soon as we spot them.

If accepted, please sign below and return one copy to our office.  
Upon receipt, we will schedule this project.



Shawn Sinn  
Vice President of Land Services  
Semper Fi Land Services, Inc.

06/20/19  
date

Accepted by: \_\_\_\_\_ date \_\_\_\_\_  
Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Kendall County Forest Preserve District Executive Director Position Description

Date: July 2, 2019

Commission approval is requested to forward the final draft of the Executive Director position description to the State's Attorney's Office for review.

The final draft was reviewed and discussed at the Committee of the Whole meeting in June. The final draft incorporates position responsibilities previously covered under the District's Superintendent of Grounds and Natural Resources position, which will not be filled at this time due to budget constraints.

Recommendation:

Consider a motion to forward the final draft of the Executive Director position description to the Kendall County State's Attorney's Office for review.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Executive Director

**WAGE CATEGORY:** FLSA Exempt

**REPORTS TO:** Kendall County Forest Preserve District Board of Commissioners

**EFFECTIVE DATE:** July XX, 2019

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**SUMMARY:**

This position is primarily responsible for the administration, management, and supervision of the Kendall County Forest Preserve District ("District"). This position serves as the primary administrator for the Kendall County Forest Preserve District's Board of Commissioners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties for this position shall include, but not be limited to, the following:

- Customarily and regularly directs the oversight of all aspects of planning and operations of the Kendall County Forest Preserve District.
- Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent).
- Customarily and regularly reports to the Board of Commissioners of the Kendall County Forest Preserve including, but not limited to the following:
  - Prepares all regular, special meeting and committee meeting agendas and packets in compliance with the State of Illinois Open Meetings Act;
  - Directs the preparation of meeting minutes for all regular, special, committee, and executive session meetings of the District;
  - Maintains the confidentiality and record-keeping for the District's closed-session and attorney-client privileged communications in compliance with the State of Illinois Open Meetings Act;
  - Prepares the District's operating levy and annual budget for all District funds in compliance with the District's fund balance policy;
  - Administers the District's vouchers and claims list generation for Commission approval;
  - Recommends changes to the District's fees and charges for programs and services;
  - Secures quotes and/or prepares bid specifications for all District projects in accordance with the Illinois Downstate Forest Preserve District Act;
  - Supports the formulation and implementation of ordinances and policies approved by the Board of Commissioners, including administration of the District's General Use Ordinance;
  - Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties;
  - Prepares land acquisition assessments and recommendations. Coordinates the development of land acquisition projects with the Kendall County State's Attorney's Office;
  - Prepares organizational and preserve planning documents including the District's Master Plan, and site plans and master plans for District preserves for approval by the Board of Commissioners.
  - Prepares monthly reports on District projects for presentation to the District's Board of Commissioners;
  - Acts as the District's primary liaison to the not-for-profit Forest Foundation of Kendall County.
- Executive Director, or their designee directs, performs, and oversees the District's natural areas management program including direct participation in prescribed burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
- Executive Director, or their designee supervises, coordinates, and directly participates in preserve improvement projects, including construction and maintenance projects, and natural area restoration projects.

- Executive Director, or their designee directs and administers the District's grant projects for land acquisition, preserve improvements, natural areas management, and other preserve improvement projects approved by the Board of Commissioners.
- Represents the District within local, regional and national partnership initiatives, speaking engagements, and other land-management, outdoor recreation, and public educational programs and events.
- Supervises and administers permitting under the District's General Use Ordinance, and Commission-approved licensing contracts, including but not limited to special use permits for various forest preserve public use areas and facilities, farm license agreements, and licensing agreements extending rights for use of District preserves, recreational areas, and facilities.
- **Executive Director, or their designee supervises and administers general permits for various forest preserve public use areas and facilities, including coordinating schedules for use for internal program reservations.**
- **Executive Director, or their designee supervises, coordinates, and directly participates in grounds and building improvement projects, including construction and maintenance projects and natural area restoration projects.**
- **Executive Director, or their designee customarily and regularly performs supervisory and management duties in various preserve locations including, but not limited to the following:**
  - **Setting and adjusting employees' hours of work;**
  - **Maintaining production and operations records for use in supervision and control of the District's repair, maintenance, and custodial services;**
  - **Handling employee and public complaints and grievances;**
  - **Apportioning the work among grounds maintenance and custodial service employees and volunteers within the grounds maintenance division;**
  - **Providing for the safety and security of the employees, volunteers, visitors, and District property;**
  - **Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services for District buildings and preserve areas.**
- **Executive Director, or their designee develops maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.**
- **Executive Director, or their designee prepares, maintains and oversees the inventory, maintenance, and repair records for all of the District's equipment to ensure such records are accurate, complete, and properly preserved pursuant to District policies and procedures.**
- **Executive Director, or their designee determines the materials, supplies, machinery, equipment, and tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings, natural areas, and public use areas.**
- Executive Director, or their designee supervises, coordinates, and directly participates the marketing, sponsorship and fundraising efforts of the District, including management of social media platforms, advertising, website development and eNewsletter publications.
- Customarily and regularly performs supervisory and management duties in various preserve locations including, but not limited to the following:
  - Interviewing, selecting, hiring, and training of District staff;
  - Preparing and maintaining confidential personnel records;
  - Maintaining confidentiality of confidential or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);
  - Setting and adjusting employees' hours of work;
  - Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the Board of Commissioners;
  - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the Board of Commissioners;
  - Handling employee and public complaints and grievances;
  - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the Board of Commissioners;



- Providing for the safety and security of the employees, volunteers, visitors, and District property;
- Develops recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Manages and submits cash and cash receipts collected occasionally from preserve rental clients, program participants, and facilities, including approval of records of deposit and vouchers submitted to the Kendall County Treasurer's Office.
- Executive Director, or their designee determines the materials, supplies, machinery, equipment, and tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings, natural areas, and public use areas.
- Oversees project management for the District's construction contractors, grounds maintenance staff, and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Executive Director, or their designee manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the Board of Commissioners.
- Responds to address off-hour emergency issues.
- Safely and effectively operates District vehicles, tools and equipment including, but not limited to hand-operated mechanical and power tools (drills, saws, chainsaws, and brush cutters) and grounds maintenance equipment (rototiller, power washers, and other mechanical tools).
- Oversees and supervises grounds maintenance and custodial services at various District locations including, but not limited to the following:
  - Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing manual or powered-equipment methods;
  - Splitting, loading and hauling firewood;
  - Gathering, loading and hauling refuse and vegetation from grounds and user areas;
  - Removal of snow and ice from District roads/walks/trails, utilizing both powered equipment and manual methods;
  - The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
  - Completing carpentry, painting and flooring projects, as needed, at District facilities and structures.
  - Preparing special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions;
- Participates in emergency preparedness and response activities, as needed.
- Communicates District rules and regulations to the public, staff, and volunteers.
- Appoints an Acting Director for the District during short-term absences and vacations.
- Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties.
- Maintains regular attendance and punctuality.
- Performs any other duties as required or assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position supervises the District's Hoover Supervisor and Resident, Environmental Education Program Manager, Ellis House and Equestrian Center Manager, Administrative Assistant, Grounds Maintenance full time and other part-time, and seasonal positions as necessary.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

**A. EDUCATION and/or EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- A Master's degree in environmental sciences or natural resources management is preferred.
- A preferred minimum of four (4) years' experience in a natural resources-based agency administrative role, with a minimum of (4) years' experience within a supervisory role, or equivalent combination of training and experience.
- Requires knowledge of State and federal laws pertaining to employment practices, worker and public safety, labor law, property law, the American with Disabilities Act, Open Meetings Act, and Illinois Downstate Forest Preserve Act.
- Requires knowledge of natural areas management, tools, equipment, and project approaches.
- Completion of all assigned equipment and natural areas management training.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word, Publisher, and PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, employees, volunteers, and Commissioners of the District.
- Requires good knowledge of the English language, spelling and grammar.

**C. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to measure volumes.
- Ability to compute costs and to make change.

**D. REASONING ABILITY:**

- Ability to employ safe work practices and use sound judgment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- A valid Driver's License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Operator's License or, in the alternative, obtain a valid Illinois Pesticide Operator's License within the first 12-months of employment.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment, or an equivalent combination of training and experience.
- All other training, certificates, permits and/or registrations required for specific tasks and duties performed.

**PHYSICAL DEMANDS:**

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.

- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain for extended periods of time.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually quiet within the office environment, and occasionally loud due to equipment operational noise and special event functions.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements, including extreme weather conditions.
- Employee will be required to have frequent contact with animals, nature, volunteers, and other members of the general public.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle, and other restoration work vehicles and equipment to perform assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.



To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Upland Design Proposal – Freeman Forest Preserve Site Plan

Date: July 2, 2019

Freeman Forest Preserve is located along the Fox River near Millington. The preserve's existing access lane has been improved by the Kendall County Highway Department to facilitate repairs to the Fox River bridge crossing at Millington.

Freeman Forest Preserve would serve as an ideal location for a new canoe launch area.

The Illinois Department of Natural Resources Boat Access Area Development Program provides up to \$80,000 in grant funding, with no required match, to improve non-motorized watercraft launch areas in Illinois.

Installation of a canoe launch and small shelter will complete the Fox River Water Trail in Kendall County, with Kendall County non-motorized watercraft launch sites currently located in Montgomery, Oswego, Yorkville and Millbrook.

In the coming months the Fox River Ecosystem Partnership intends to apply for inclusion of the Fox River within the National Park Service National Water Trail System.

A proposal was requested from Upland Design, Ltd. of Plainfield, Illinois to complete a site plan and cost estimation for Freeman Forest Preserve.

**Recommendation:**

Consider a motion to approve a proposal from Upland Design, Ltd. for the development of a site plan for Freeman Forest Preserve for \$1,600.00, plus reimbursable expenses.



June 28, 2019

Dave Guritz  
Executive Director  
Kendall County Forest Preserve District  
110 W. Madison  
Yorkville, Illinois 60560

RE: Freeman Forest Preserve Canoe Launch

Dave:

Thank you for considering Upland Design to assist the Forest Preserve District with a design, cost estimating for a canoe launch and support amenities at the Freeman Forest Preserve. We understand the goal is for the Forest Preserve to apply for a Boat Access Area Development Program through the IDNR in 2019.

Enclosed is a scope of services for your review. Please feel free to contact me with any questions or concerns. We look forward to working with you on this project. A list of deliverables and fee are attached on the following page.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Kelly".

Michelle A. Kelly, PLA, CPSI  
Principal Landscape Architect

## **Freeman Forest Preserve Boat Launch**

### **Professional Services**

The scope of services will include visiting the site and reviewing current site conditions with Forest Preserve Staff. Photos will be taken. The County will share GIS data for the site. The GIS data along with aerial photographs will be used as a base plan.

Upland Design will create a sketch including materials and layout for the boat launch. A cost estimate will be prepared. Both the layout sketch and cost estimate will be emailed for review with a phone call to follow to discuss the plan. Updates will be made based on the discussion.

### **Deliverables: Boat Launch**

- Layout Sketch
- Cost Estimate
- Final Layout Sketch and Updated Costs

### **Professional Service Fees**

In accordance with the described services above, the following fees are a lump sum fee for Upland Design Ltd. Invoices will be structured to reflect completed work.

Landscape Architecture Fee: \$1,600

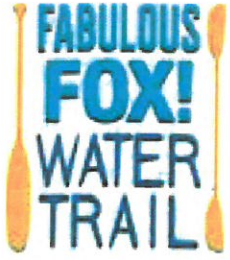
Reimbursable Items will be charged to the KCFPD and shall include the direct cost of printing plans, presentation boards and mileage at current IRS rates.

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### **Optional Services:**

Additional meetings can be scheduled by the District at the costs below:

Staff Meetings \$ 525    Site Visits \$ 625    Public Meetings        \$ 860



Fabulous Fox River Water Trail  
Fox River Ecosystem Partnership  
c/o Kane-DuPage Soil & Water Conservation District  
2315 Dean Street, St. Charles, IL 60174  
630.584.7960 x3

June 3, 2019

FOR IMMEDIATE RELEASE

Contact: Karen Miller  
630.232.3418  
millerkaren@co.kane.il.us

## Fox River Water Trail Organizers Seek Public Input

Geneva, Illinois The Core Development Team (CDT) of the Fabulous Fox! River Water Trail will be hosting several workshops in June sharing the results of their efforts with volunteers who have paddled the river collecting data. The CDT will display maps of the trail identifying the access sites and amenities, and information about journeys on segments of the river. The CDT will also be seeking input from paddlers and others familiar with the river to review the information collected and share additional information that would help paddlers enjoy safe and pleasant experiences. The CDT will then do a gap analysis and provide recommendations to public landowners including county and municipal governments.

Three Illinois workshops have been scheduled with plans to hold a fourth one in an additional community along the river. Currently scheduled workshops:

**Monday, June 17** – Geneva at Kane County Government Center, 719 S. Batavia Ave.

**Monday, June 24** – Yorkville at Hampton Inn, 310 E. Countryside Parkway

**Friday, June 28** – McHenry at City of McHenry Rec Center, 333 S. Green St.

The Fabulous Fox! River Water Trail has been in development for several years with organizers from two states working with the National Park Service, SE Wisconsin Regional Planning Commission and the Fox River Ecosystem Partnership

Volunteer paddlers assisted to collect data on access sites, journey segments, hazards, dams and portages, amenities at access sites, and more. The Core Development Team is ready to share the results of those efforts and look for input from stakeholders to share their knowledge of the river to help fill in gaps and other information before applying for inclusion in the National Water Trail System.

Please join us at the workshop closest to you to learn and share.

For more information, visit our developing website at <https://fabulousfoxwatertrail.org/> or Karen Miller at [millerkaren@co.kane.il.us](mailto:millerkaren@co.kane.il.us) (630)232-3418.

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Hoover Forest Preserve – Lift Station Controller Repairs - Xylem Inc. Proposal

Date: July 2, 2019

A proposal has been received from Xylem, Inc. in the amount of \$1,255.37 for the replacement of a control relay and 2-channel isolator switch totaling \$1,255.37.

On May 1, 2018, Commission approved a 1-year preventative maintenance contract, along with the repair cost for the installation of the 4-replacement floats.

This repair quote is based on a recent lift station inspection completed on June 20, 2019, where work was performed by Xylem Inc. outside of the terms of the 1-year maintenance contract, including the installation of the remaining 2-actuator floats originally contracted for completion on May 1, 2018. This work was delayed until a new conduit line could be installed to connect the floats to the controller.

An invoice has been received totaling \$1,176.00 for the June 20, 2019 site inspection and repair work. The District is contacting the company to confirm that the float installation previously invoiced and paid by the District in 2018 is not included within the June 20, 2019 billing statement, with the final billing statement to be submitted for payment within the second claims run in July.

**Recommendation:**

Consider a motion to approve a proposal from Xylem, Inc. for repairs to the Hoover Forest Preserve lift station controller, including the installation of one control relay and one 2-channel isolator switch in the amount of \$1,255.37.





**Xylem Water Solutions USA, Inc.  
Flygt Products**

June 27, 2019

9661 194th Street  
Mokena, IL 60448  
Tel (708) 342-0484  
Fax (708) 342-0491

KENDALL COUNTY FOREST  
110 W MADISON ST  
Yorkville IL 60560

Quote # 2019-CHI-0619  
Re:Kendall County Forest Preserve

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

**Hoover Woods**

Qty	Part Number	Description	Extended Price
1		Relay 24VAC 10A RH3BU	\$ 26.75
1		Switch, Isolator 2 Channel WE77/EX-2	\$ 712.62
3	14-69 00 08A	LABOR,MOBILE FLYGT,NOTAX Z5-TP MODELS: 3000,7000,8000	\$ 441.00

**Total Project Price \$ 1,180.37**

**Freight Charge \$ 75.00**

**Total Project Price \$ 1,255.37**

**Terms & Conditions**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

**Freight Terms:** 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2010)

See Freight Payment (Delivery Terms) below.

**Taxes:** State, local and other applicable taxes are not included in this quotation.

**Back Charges:** Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

**Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Taxes:** State, local and other applicable taxes are not included in this quotation.



**Terms of delivery:** PP/Add Order Position

**Terms of payment:** Net 30 Standard

**Validity:** This Quote will expire in ninety (90) days unless extended in writing by Xylem Water Solutions USA, Inc..

**Customer Acceptance:** A signed facsimile copy of this quote is acceptable as a binding contract.

Signature: \_\_\_\_\_ Company/Utility: \_\_\_\_\_

Name : \_\_\_\_\_ Address: \_\_\_\_\_  
(PLEASE PRINT)

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Phone \_\_\_\_\_

PO#: \_\_\_\_\_ Fax: \_\_\_\_\_

**Schedule:** Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Aaron Flitcraft  
Direct Sales Representative  
Phone: 312-796-4961

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Paul Weinert  
Inside Technical Sales  
Phone: 708-781-0187

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