

KENDALL COUNTY FOREST PRESERVE DISTRICT

MEETING AGENDA

TUESDAY, MARCH 1, 2022

6:00 PM

KENDALL COUNTY OFFICE BUILDING - ROOMS 209 & 210

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call
- V. Approval of Agenda
- VI. Public Comments
- *CONSENT AGENDA**
- VII. Approval of Minutes
 - Kendall County Forest Preserve District Committee of the Whole of February 8, 2022
 - Kendall County Forest Preserve District Commission Meeting of February 15, 2022
- VIII. *Approval of Claims in the Amount of \$35,471.28
- IX. ***MOTION:** Approval of the Promotion of Austin Luettich to the Position of Forest Preserve Grounds and Projects Manager, including an Annualized Promotional Salary Increase of \$3,250.00 effective March 12, 2022
- X. ***MOTION:** Approval of Finance Committee Executive Session Minutes, with Determination to Retain the Confidentiality of all Executive Session Minutes Presented for the Following Committee Meeting Dates: 1/13/2016; 6/30/2016; 1/26/2017; 3/1/2017; 4/12/2017; 9/13/2017; 9/27/2018; 2/27/2020, and 1/28/2021
- XI. ***MOTION:** Approval of Commission Executive Session Minutes, with Determination to Retain the Confidentiality of all Executive Session Minutes Presented for the Following Commission Meeting Dates: 4/5/2016; 4/19/2016; 5/17/2016; 6/7/2016; 10/4/2016; 10/18/2016; 11/1/2016; 12/6/2016; 1/3/2017; 4/18/2017; 6/20/2017; 9/5/2017; 6/5/2018; 7/17/2018; 11/20/2018; 2/19/2019; 4/16/2019; 5/21/2019; 7/2/2019; 8/6/2019; 2/18/2020; 6/2/2020; 8/4/2020; 10/6/2020; 1/5/2021; 1/19/2021; 8/3/2021, and 8/17/2021
- XII. ***MOTION:** Approval of a \$1,500 Sponsorship of The Conservation Foundation's 2022 Earth Day Benefit Event
- OLD BUSINESS**
- XIII. *No items posted for consideration*
- NEW BUSINESS**
- XIV. ***MOTION:** Approval of Final Architectural Drawings, Bid Specifications, and Competitive Bidding for the Pickerill Estate House Public Access Improvements Project in Accordance with the Terms and Conditions of the District's Park and Recreational Facility (PARC) Grant Agreement #PARC 21-114 with the Illinois Department of Natural Resources
- XV. Public Comments
- XVI. Executive Session
- XVII. Other Items of Business
- XVIII. Adjournment

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

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

FEBRUARY 8, 2021

I. Call to Order

President Gilmour called the meeting to order in the Kendall County Office Building – Kendall County Board Rooms 209 and 210 at 4:30 pm.

II. Roll Call

X	Cesich	X	Gryder
X	DeBolt	X	Kellogg
X	Flowers (entered at 4:56 pm)	X	Koukol
X	Gengler	X	Rodriguez
X	Gilmour		Vickers

Roll call: Commissioners Cesich, DeBolt, Gengler, Gryder, Kellogg, Koukol, Rodriguez and Gilmour were all present.

Commissioner Flowers entered the meeting at 4:56 pm.

Commissioner DeBolt left the meeting at 5:41 pm and did not return.

III. Approval of Agenda

Commissioner DeBolt made a motion to approve the Committee of the Whole meeting agenda as presented. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

IV. Public Comment

Sara Spang of Millbrook, offered public comment inquiring about the possibility of establishing permitting for licensed falconers to hunt on forest preserve lands.

V. Executive Director's Report

Director Guritz presented highlights from the Executive Director's report.

VI. Review of Preliminary Financial Statements and Cost Center Reports for the Period Ending January 31, 2022

Director Guritz presented an overview of the preliminary financial statements and cost center reports for the period ending January 31, 2022. End-of-year adjustments will be made following completion of the FY21 audit. An end-of-year accruals report was presented.

VII. Motion to Forward Claims to Commission

Commissioner Gryder made a motion to forward claims to Commission. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

VIII. Motion to Approve a Special Use Permit and Waiving of Fees and Charges for the U of I Extension – 4H Horse Show at Harris Forest Preserve on July 16, 2022

Commissioner DeBolt made a motion to approve the Special Use Permit including waiving fees and charges for the U of I 4H Horse Show at Harris Forest Preserve on July 16, 2022. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

OLD BUSINESS

IX. Upland Design – 2018 RTP Grant Contract – Final Review and Discussion

Director Guritz presented a draft contract for the 2018 RTP Grant with Upland Design.

The Committee of the Whole gave direction to bring the contract forward for discussion and consideration for approval at the upcoming Commission meeting.

NEW BUSINESS

X. Renewal of the Kendall County ROE Outdoor Education Center 5-Year License Agreement of Facilities and Preserve Areas at Hoover Forest Preserve

Commissioner Gryder made a motion to forward the renewal of the Kendall County ROE Outdoor Education Center 5-year license agreement of facilities and preserve areas at Hoover Forest Preserve to Commission for approval. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Commissioner Flowers entered the meeting at 4:56 pm.

XI. MOTION: 2022 Farm License Agreement Renewals

Commissioner DeBolt made a motion to forward the 2022 farm license agreement renewals to Commission for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

XII. Grounds Maintenance Staffing – Forest Preserve Grounds and Projects Manager Position Description

Antoinette White, Grounds and Natural Resources Division Supervisor, presented a position description for a Forest Preserve Grounds and Projects Manager position to assist in field supervisor and management of projects.

Commissioner Cesich made a motion to forward the Forest Preserve Grounds and Projects Manager position description to Commission for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

XIII. Pickerill-Pigott Estate House Conversion Project – Solar Panel Installation Opportunities

Director Guritz presented options for solar panel installation once the shelter at the Pickerill-Pigott Estate House is completed. The Committee of the Whole discussed the Progressive Energy Proposal. The architect is working to confirm suitability of the panels presented as part of the GRNE Solar proposal.

XIV. Review of a Proposal to Complete an Updated Floristic Quality Study and Management Recommendations for Lyon and Richard Young Forest Preserves

Director Guritz presented a proposal for the completion on an FQI study at Lyon and Richard Young Forest Preserves.

Commissioner Cesich made a motion to forward the proposal for completing an updated FQI study and management recommendations report for Lyon and Richard Young Forest Preserves to Commission for approval. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Commissioner DeBolt left the meeting at 5:41 pm.

XV. Other Items of Business

- Millington Forest Preserve – Brighter Daze Farm Reciprocal Access Agreement Updates
- FY21 Audit Updates
- ICECF Land Acquisition Grant – Grant Reimbursement Request
- Millington Forest Preserve – Brighter Daze Farm Reciprocal Access Agreement Updates
- Maramech Forest Preserve – Property Damage Claim and Quote

Director Guritz provided updates on the other items of business. The Millington Forest Preserve reciprocal access agreement has been finalized. The District submitted the final report and payment request for grant reimbursement for the Illinois Clean Energy Community Foundation land acquisition grant.

XVI. Public Comments

No public comments were offered from citizens in attendance.

XVII. Executive Session

Commissioner Cesich made a motion to enter Executive Session under 2(c)21 of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of

DRAFT FOR COMMISSION APPROVAL: 3/1/22

approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Gengler. Roll call: Commissioners Cesich, Flowers, Gengler, Gryder, Kellogg, Koukol, Rodriguez and Gilmour, aye. Opposed, none. Executive session called to order at 5:49 pm.

Commissioner Gryder made a motion to adjourn executive session. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Regular meeting reconvened at 5:56 pm.

XVIII. Summary of Action Items

Director Guritz provided a summary of action items.

XIX. Adjournment

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

Meeting adjourned at 5:57 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
FEBRUARY 15, 2022**

I. Call to Order

President Gilmour called the meeting to order at 10:50 am in the Kendall County Office Building - Second Floor Board Rooms 209 and 210.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance at the start of the Kendall County Board meeting.

III. Invocation

An invocation was offered at the start of the Kendall County Board meeting.

IV. Roll Call

X	Cesich	X	Gryder
X	DeBolt	X	Kellogg
	Flowers	X	Koukol
X	Gengler	X	Rodriguez
X	Gilmour	X	Vickers

Roll call: Commissioners Cesich, DeBolt, Gengler, Gryder, Kellogg, Koukol, Rodriguez, Vickers, and Gilmour were all present.

V. Approval of Agenda

Commissioner Koukol made a motion to approve the agenda as presented. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

VI. Public Comment

No public comments were offered from citizens in attendance.

CONSENT AGENDA

VII. Approval of Minutes

- Kendall County Forest Preserve District Finance Committee Meeting of January 27, 2022
- Kendall County Forest Preserve District Commission Meeting of February 1, 2022

VIII. Approval of Claims in the Amount of \$26,590.37

IX. MOTION: Approval of Intergovernmental Agreement #22-02-002 between the Kendall County Forest Preserve District and Grundy-Kendall Regional Office Extending Use of the Kendall County Outdoor Education Center Building and Grounds at Hoover Forest Preserve through May 17, 2027

- X. **MOTION: Approval of Farm License Agreement #22-02-003 with Albert Collins, Jr. for the Lease of 51.5 Acres of District Property at Henneberry Forest Preserve for a Total Amount \$7,725.00 for Base Rent**
- XI. **MOTION: Approval of Farm License Agreement #22-02-004 with Mark and Tom Mark and Tom Mathre for the Lease of 157.31 Acres of District Property at Millbrook North, 118.58 Acres at Millbrook South, and 127.41 Acres at Millington Forest Preserve for a Total Amount of \$87,956.50 for Base Rent, Including a \$0.01 per Bushel Surcharge for Grain Dryer Use, Utility Bill Reimbursement, Plus a Calculated Yield Payment**
- XII. **MOTION: Approval of Farm License Agreement #22-02-005 with Tom Anderson of Somonauk, Illinois for the Lease of 6.25 Acres of District Property at Little Rock Creek Forest Preserve for a Total Amount of \$625.00 for Base Rent**
- XIII. **MOTION: Approval of Farm License Agreement #22-02-006 with Chris and Maurice Ormiston of Ottawa, Illinois for the Lease of 3.75 Acres of District Property at Henneberry Forest Preserve for a Total Amount of \$375.00 for Base Rent**
- XIV. **MOTION: Approval of Farm License Agreement #22-02-007 with Kyle Connell of Morris, Illinois for the Lease of 106.7 Acres of Property at Baker Woods Forest Preserve for a Total Amount of \$24,997.80, Plus a Calculated Yield Payment**
- XV. **MOTION: Approval of a Forest Preserve Grounds and Projects Manager Position Description**
- XVI. **MOTION: Approval of Proposal from Scott Kobal of Wheaton, Illinois for the Completion of Floristic Quality Survey of Lyon and Richard Young Forest Preserves for a total Amount Not-to-Exceed \$3,500.00**

Commissioner Cesich made a motion to approve the Consent Agenda as presented. Seconded by Commissioner Rodriguez.

Motion: Commissioner Cesich					
Second: Commissioner Rodriguez					
Roll call: Consent Agenda					
Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder	X	
DeBolt	X		Kellogg	X	
Flowers			Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	
Motion unanimously approved.					

Roll call: Commissioners Cesich, DeBolt, Gengler, Kellogg, Koukol, Rodriguez, Vickers, and Gilmour, aye. Opposed, none. Motion unanimously approved.

OLD BUSINESS

- XVII. **MOTION: Approval of a Professional Services Contract with Upland Design, LTD. Of Plainfield, Illinois for Landscape Architectural Services including Design, Development of Bid Documents, and Construction Observation for a Public Access Improvements Project**

at Fox River Bluffs Forest Preserve, to be Completed as Part of an IDNR-2018 Regional Trails Program Grant Award, in the Amount of \$28,800.00 Plus Reimbursable Expenses Not-to-Exceed \$1,200.00

Commissioner Cesich made a motion to approve a professional services contract with Upland Design, LTD. of Plainfield, Illinois for landscape architectural services including design, development of bid documents, and construction observation for a public access improvements project at Fox River Bluffs Forest Preserve, to be completed as part of IDNR-2018 Regional Trails Program Grant award, in the amount of \$28,800.00 plus reimbursable expenses not-to-exceed \$1,200.00. Seconded by Commissioner DeBolt.

Motion: Commissioner Cesich
 Second: Commissioner DeBolt
Roll call: Upland Design Landscape Architectural Services Contract for \$28,800.00

Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder	X	
DeBolt	X		Kellogg	X	
Flowers			Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	

Motion unanimously approved.

Roll call: Commissioners Cesich, DeBolt, Gengler, Kellogg, Koukol, Rodriguez, Vickers, and Gilmour, aye. Opposed, none. Motion unanimously approved.

NEW BUSINESS

XVIII. MOTION: Approval of a 1-Year Reciprocal Access and Designated Trail License Agreement at Millington Forest Preserve and Brighter Daze Farm between the Kendall County Forest Preserve District and Robert Bright, as Trustee of the Madison Trust and Castle Bank, N/A

Commissioner Koukol made a motion to approve a 1-year reciprocal access and designated trail license agreement at Millington Forest Preserve and Brighter Daze Farm between the Kendall County Forest Preserve District and Robert Bright as Trustee of the Madison Trust and Castle Bank, N/A, subject to the presentation of a final Trust certificate. Seconded by Commissioner DeBolt.

Motion: Commissioner Koukol
 Second: Commissioner DeBolt
Roll call: Reciprocal Access – Brighter Daze

Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder	X	
DeBolt	X		Kellogg	X	
Flowers			Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	

Motion unanimously approved.

Roll call: Commissioners Cesich, DeBolt, Gengler, Gryder, Kellogg, Koukol, Rodriguez, Vickers, and Gilmour, aye. Opposed, none. Motion unanimously approved.

XIX. Public Comments

No public comments were offered from citizens present.

XX. Executive Session

Commissioner Cesich made a motion to enter into Executive Session under 2(c)21 of the Open Meetings Act for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Gryder.

Roll call: Commissioners Cesich, DeBolt, Gengler, Gryder, Kellogg, Rodriguez, and Vickers, aye. Opposed, Commissioner Koukol. Motion carried by a vote of 8:1.

Executive Session called to order at 10:50 am.

Commissioner Rodriguez made a motion to adjourn executive session at 11:04 pm. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

Regular meeting reconvened at 11:09 am.

XXI. Other Items of Business

None.

XXII. Adjournment

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 11:10 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

Claims Listing

2/23/2022 10:44:35 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis House	51	SYNCB/AMAZON	1TVJ-P9PD-CGPL	Amazon Ellis Paper, Office Supplies	19001160 62000	Office Supplies	\$52.28
						Sub-Total	\$52.28
	1323	MENARDS	35083	Menards Ellis Ice melt, toilet paper, trash bags	19001160 68580	Grounds and Maintenance	\$63.72
	1323	MENARDS	35213	Menards Ellis light bulbs, vacuum	19001160 68580	Grounds and Maintenance	\$111.81
						Sub-Total	\$175.53
					Ellis House	Total	\$227.81
Ellis Riding Lessons	51	SYNCB/AMAZON	1C6Q-TYD6-FCP9	Amazon Animal Care-Collar	19001164 63000	Animal Care & Supplies	\$66.00
	51	SYNCB/AMAZON	1HP3-GJGN-D76M	Ellis Animal Care-Litter	19001164 63000	Animal Care & Supplies	\$48.13
						Sub-Total	\$114.13
	2057	MATTHEW CAVINESS	12021863	Shoes and Trim-Ellis Animals	19001164 63020	Vet & Farrier	\$390.00
						Sub-Total	\$390.00
					Ellis Riding Lessons	Total	\$504.13

Environmental Education Camps		SYNCB/AMAZON	17WR-DPMF-FPNW	Camp supplies, office supplies, grounds supplies	19001177 63030	Program Supplies	\$42.45
						Sub-Total	\$42.45
					Environmental Education Camps	Total	\$42.45
51	SYNCB/AMAZON	17WR-DPMF-FPNW	Camp supplies, office supplies, grounds supplies	190011 62000	Office Supplies		\$20.00
					Sub-Total		\$20.00
3262	WIGHT & COMPANY	210143-003	Professional Services-Subat	190411 62150	Contractual Services		\$2,800.00
					Sub-Total		\$2,800.00
67	AMEREN ILLINOIS	2786444006-022822	Millbrook S electric	190011 63510	Electric		\$27.43
					Sub-Total		\$27.43
1276	MACK & ASSOCIATES, P.C.	10914	Auditing Services for FY21	190011 65490	Auditing & Accounting		\$8,240.00
					Sub-Total		\$8,240.00
1132	KENDALL EXCAVATING & SEPTIC, LLC	22-1038	Sewer investigation and repairs	190711 66500	Miscellaneous Expense		\$10,084.00
					Sub-Total		\$10,084.00

Forest Preserve Director	1007	ILLINOIS COUNTIES RISK MANAGEMENT TRUST	March 22 installment	March 2022 installment	1900111 68000	Liability Insurance Premiums	\$7,730.00
						Sub-Total	\$7,730.00
	1199	KLUBER, INC.	7960	Pickerill Re-roofing	1907111 68500	Project Fund Expenses	\$129.50
						Sub-Total	\$129.50
1199	KLUBER, INC.	7959	Pickerill Conversion	1913111 70650	Professional Services (A&E)	\$1,005.62	
					Sub-Total	\$1,005.62	
				Forest Preserve Director	Total		\$30,036.55
Grounds and Natural Resources	90	ATLAS BOBCAT	N81058	Bobcat Service	19001183 62160	Equipment	\$215.00
						Sub-Total	\$215.00
	3536	NUWAY DISPOSAL	7719542	Dry run retrieval charge	19001183 63070	Refuse Pickup	\$67.50
						Sub-Total	\$67.50
1452	NICOR	85-66-26-1012-022822	Nicor Millbrook S	19001183 63090	Natural Gas	\$160.74	
1452	NICOR	87-94-61-1000-022822	Nicor Harris	19001183 63090	Natural Gas	\$426.64	
					Sub-Total	\$587.38	

Grounds and Natural Resources												
51	SYNCB/AMAZON	17WR-DPMF-FPNW	Camp supplies, office supplies, grounds supplies	19001183	63110	Shop Supplies						\$24.88
1323	MENARDS	35057	Menards-Ellis ice melt	19001183	63110	Shop Supplies						\$29.97
						Sub-Total						\$54.85
						Grounds and Natural Resources						\$924.73
Hoover												
3531	ABBY CHRISTIANSEN	22-00008	MHL Sec Dep Return	19001171	63040	Security Deposit Refund						\$105.00
3532	JESSICA OSSYRA	21-00242	MHL Sec Dep Return	19001171	63040	Security Deposit Refund						\$157.50
3533	SHANDRA TREMAIN	22-00035	MHL Sec Dep Return	19001171	63040	Security Deposit Refund						\$60.00
3534	JASON HEDMAN	22-00041	Kingfisher Sec Dep Return	19001171	63040	Security Deposit Refund						\$100.00
3535	AUSTIN ALLGAIER	21-00262	Moonseed Sec Dep Return	19001171	63040	Security Deposit Refund						\$100.00
						Sub-Total						\$522.50
1452	NICOR	22-82-70-8302-022822	Nicor Hoover Shop	19001171	63090	Natural Gas						\$53.18
1452	NICOR	23-33-66-9829-022822	Nicor Rookery	19001171	63090	Natural Gas						\$258.45
1452	NICOR	24-61-42-0362-022822	Nicor Blazing Star	19001171	63090	Natural Gas						\$205.43
1452	NICOR	28-23-52-9973-022822	Nicor Moonseed	19001171	63090	Natural Gas						\$189.57

Hoover	1452	NICOR	30-83-10-3489-022822	Nicor Kingfisher	19001171	63090	Natural Gas	\$274.28
	1452	NICOR	50-98-01-9712-022822	Nicor Meadowhawk Lodge	19001171	63090	Natural Gas	\$63.69
	1452	NICOR	72-38-93-7412-022822	Nicor Hoover Residence	19001171	63090	Natural Gas	\$115.23
	1452	NICOR	88-55-14-0114-022822	Nicor Hoover Maintenance	19001171	63090	Natural Gas	\$275.06
							Sub-Total	\$1,434.89
	2047	COMED	0793673015022822	ComEd Hoover Multiple	19001171	63100	Electric	\$1,778.22
							Sub-Total	\$1,778.22
						Hoover	Total	\$3,735.61
							Grand Total	\$35,471.28

Will you offer your support as a sponsor?

**\$7,500
OAK**

- Name on invitation & all pre-event communications
- Logo on website & social media
- Logo on-screen during event
- Logo on Silent Auction site
- 8 tickets & reserved seats
- Recognition during event
- Logo on banner
- Invite to Canoe with the CEO

**\$5,000
MAPLE**

- Name on invitation & all pre-event communications
- Logo on website & social media
- Logo on-screen during event
- Logo on Silent Auction site
- 8 tickets & reserved seats
- Recognition during event
- Logo on banner

**\$2,500
BIRCH**

- Name on invitation & all pre-event communications
- Logo on website & social media
- Logo on-screen during event
- 8 tickets
- Recognition during event

**\$1,500
REDBUD**

- Name on invitation & all pre-event communications
- Logo on website & social media
- Logo on-screen during event
- 8 tickets

Commit before March 7th, 2022 to be included on the invitation.
Additional sponsorship opportunities up to \$1,500 are available by contacting
Abby Beck at 630-428-4500 Ext. 135

Yes! I/We would like to support The Conservation Foundation as a
2022 Earth Day Benefit Sponsor!

Please Check One:

Oak (\$7,500) Maple (\$5,000) Birch (\$2,500) Redbud (\$1,500)

Name Kendall County Forest Preserve District
 Company Name (if applicable) KCFPD
 City, State, Zip 110 W. Madison Street Yorkville, IL 60560
 Telephone 630-553-4025
 Email kcforest@co.kendall.il.us
 Name on card _____
 Credit Card #/Exp. Date _____
 Signature _____

Please scan this code to complete online, or
mail or email this form to:

The Conservation Foundation
 Attn: Abby Beck
 10S404 Knoch Knolls Road
 Naperville, IL 60565



abeck@theconservationfoundation.org