

KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA
TUESDAY, MARCH 15, 2022
9:00 AM
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 Finance Committee meeting of February 24, 2022
 - Kendall County Forest Preserve District Commission meeting of March 1, 2022
 - Kendall County Forest Preserve District Operations Committee meeting of March 2, 2022
- VIII. ***Approval of Claims in the Amount of \$30,901.53**
- IX. ***MOTION: Approval of Affiliation Agreement #22-03-001 between the Kendall County Forest Preserve District and Aurora University to Provide Field Experience Opportunities for Selected Student Interns**
- X. **MOTION: Approval of Committee of the Whole Executive Session Minutes, with Determination to Retain the Confidentiality of all Executive Session Minutes Presented for the Following Committee Meeting Dates: 1/13/2016; 3/9/2016; 7/13/2016; 9/14/2016; 2/15/2017; 9/13/2017; 11/15/2017; 1/10/2018; 7/11/2018; 11/14/2018; 12/12/2018; 4/9/2019; 6/11/2019; 7/9/2019; 8/13/2019; 6/09/20; 10/13/2020; 3/10/2020; 6/9/2020; 1/12/2021; 3/9/2021, and 10/12/2021**
- XI. **MOTION: Approval of Operating Committee Executive Session Minutes, with Determination to Retain the Confidentiality of all Executive Session Minutes Presented for the Following Committee Meeting Dates: 8/1/2018; 3/4/2020, and 1/6/2021**
- OLD BUSINESS**
- XII. *No items posted for consideration*
- NEW BUSINESS**
- XIII. **MOTION: Acceptance of the Mack & Associates, PC Audit Report for the Kendall County Forest Preserve District for Fiscal Year 2021**
- XIV. Public Comments
- XV. Executive Session
- XVI. Other Items of Business
- XVII. 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
FINANCE COMMITTEE MEETING MINUTES
February 24, 2022**

I. Call to Order

Chairman Gengler called the meeting to order at 4:10 pm in the Kendall County Administration Building, Board meeting rooms 209 and 210.

II. Roll Call

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

Commissioners DeBolt, Gilmour, Kellogg, and Gengler were all present.

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered from citizens present.

V. Motion to Forward Claims to Commission for Approval

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

VI. Review of Financial Statements through January 31, 2022

Director Guritz presented an overview on the financial statements through January 31, 2022. The District is tracking in a similar fashion to FY21 for both revenues and expenditures.

VII. Pickerill-Pigott Estate House Construction Project Management

- a) Pavilion Solar Panels Discussion – Progressive Energy
- b) Bid Specifications Discussion
- c) Updated Project Building Schedule and Timeframe for Bid Opening and Contract Approvals

Director Guritz presented an updates on the Pickerill-Pigott Estate House construction project management.

Arnie Schramel, from Progressive Energy Group, presented information on solar panel options for the Pickerill-Pigott Estate House.

Commissioner Kellogg made a motion to forward the Progressive Energy Solar Panel contract to the Kendall County States Attorney's Office for review once received. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

VIII. FY21 Audit Updates

There were no FY21 Audit updates to report. The FY21 audit report should be completed by mid-March for review and approval.

IX. Other Items of Business

a) Groot Inc. Overpayment Credit

b) T-Mobile Wireless Services Proposal (Phones and Wireless Internet)

Director Guritz presented an update on the Groot Inc. overpayment for dumpster service. Groot is working to confirm the amount of overpayment.

Director Guritz presented preliminary figures for switching over cellular phone and internet services to T-Mobile. District staff will be taking time to confirm network coverage in Kendall County.

X. Public Comments

No public comments were offered from citizens in attendance.

XI. Executive Session

Commissioner DeBolt made a motion to enter Executive Session at 4:54 pm to discuss 2(c)1 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 2(c)21 for the 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. Aye, all. Opposed, none.

Executive Session called to order at 4:54 pm.

Commissioner DeBolt made a motion to adjourn from executive session. Seconded by Commissioner Kellogg. Aye, all. Opposed, none. Regular meeting reconvened at 5:07 pm.

XII. MOTION: Approval of a Motion to Forward Finance Committee's Executive Session Minutes to Commission for Approval, Under Recommendation to Retain the Confidentiality for All Executive Session Minutes for the Following 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

Commissioner Kellogg made a motion to forward Finance Committee's executive session minutes to Commission for approval, under recommendation to retain the confidentiality for all executive session minutes for the following 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.

Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

XIII. Adjournment

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

Meeting adjourned at 5:09 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
MARCH 1, 2022**

I. Call to Order

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Office Building - Second Floor Board Rooms 209 and 210.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

President Gilmour offered an invocation at the start of the meeting.

IV. Roll Call

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

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

V. Approval of Agenda

Commissioner Rodriguez made a motion to approve the agenda as presented. Seconded by Commissioner Flowers. 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 Committee of the Whole Meeting 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 Luetlich 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**

Commissioner Gryder made a motion to approve the Consent Agenda as presented. Seconded by Commissioner DeBolt.

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

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

OLD BUSINESS

None.

NEW BUSINESS

- XIII. **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**

Commissioner Koukol made a motion to approve the 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. Seconded by Commissioner DeBolt.

Motion: Commissioner Gryder					
Second: Commissioner DeBolt					
Roll call: Pickerill Estate House Final Drawings and Bidding					
Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich			Gryder	X	
DeBolt	X		Kellogg	X	
Flowers	X		Koukol	X	
Gengler			Rodriguez	X	
Gilmour	X		Vickers		
Motion unanimously approved.					

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

XIV. Public Comments

No public comments were offered from citizens present.

XV. Executive Session

None.

XVI. Other Items of Business

None.

XVII. Adjournment

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 6:08 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
OPERATIONS COMMITTEE MEETING MINUTES
MARCH 2, 2021**

I. Call to Order

Commissioner Flowers called the meeting to order at 6:00 pm in the Kendall County Administrative Office Building – Second Floor Rooms 209 and 210.

II. Roll Call

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

Commissioners Gryder, Koukol, Rodriguez, and Flowers, were all present.

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered from citizens in attendance.

V. Review of Financial Statements and Cost Center Reports through February 28, 2022

Director Guritz presented a review on the financial statements and cost center reports through February 28, 2022.

VI. Review and Approval of Special Use Permits

None.

VII. 21-22 KCFPD Bow Hunt CWD Management Program Report

Antoinette White, Grounds and Natural Resources Division Supervisor, presented a harvest report on the 21-22 KCFPD Bow Hunt CWD Management program season.

VIII. Aurora University Internship Agreement – Education Department Intern

Stefanie Wiencke, Environmental Education and Special Projects Manager, presented a proposed internship host affiliation agreement with Aurora University.

Commissioner Koukol made a motion to forward the Aurora University affiliation agreement to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

IX. Facility Rentals Contact Integration – Special Events Insurance Requirements Survey and Horse Arena Contract Development

The Operating Committee discussed the final rental contract templates for integration into the RecPro software permitting system.

The Operating Committee directed District staff to include the proposed language and requirements for clients to secure and present special event insurance coverage per KC-SAO recommendations.

Commissioner Gryder made a motion request the KC-SAO to develop the rental contract template for use of the Harris Forest Preserve horse arena, and to forward the final collective facility rental contract templates, with the language requiring special event insurance coverage, to the Committee of the Whole with a recommendation for approval. Seconded by Commissioner Rodriguez. Roll call: Commissioner Flowers, Gryder, and Rodriguez, aye. Opposed, Commissioner Koukol. Motion carried by a vote of 3:1.

Commissioner Rodriguez left the meeting room at 6:47 pm and returned at 6:51 pm.

X. Pickerill Estate House – KCFPD General Use Ordinance and Kendall County Liquor Ordinance Amendment

Commissioner Gryder made a motion to forward the proposed changes to the District’s General Use Ordinance allowing for the consumption of alcohol at the Pickerill Estate House to the Committee of the Whole for discussion, and presentation of a request to the Kendall County Board to amend the Kendall County Liquor Ordinance to allow for same under the Class I permitting provisions. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

XI. KCFPD General Use Ordinance – Proposed Designated Use Areas for Use of Unmanned Aerial Vehicles (UAV)

The Operations Committee discussed possible areas for the use of UAV’s within select forest preserves allowable under an approved special use permit.

Commissioner Rodriguez made a motion to forward the proposed KCFPD General Use Ordinance revisions to allow for use of Unmanned Aerial Vehicles (UAV) within designated preserves and use areas to the Committee of the Whole for discussion. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

XII. Other Items of Business

- **FY21 Audit Updates**
- **Vehicle and Equipment Discussion and Recommendations**

- **Review and Discussion of a Contracted Mowing Quote for All District Turf Areas**

Antoinette White provide updates on vehicle and equipment and contracted mowing quotes. The Operating Committee discussed current limitation in the marketplace for purchasing vehicle replacements. The Operating Committee directed staff to work to develop a quote for replacement of the 1-ton dump truck.

Elizabeth Flowers adjourned from the meeting at 7:06 pm, and did not return.

Vice Chair Rodriguez presided over the remainder of the Committee meeting.

XIII. Public Comments

No public comments were offered from citizens in attendance.

XIV. Executive Session

None.

XV. MOTION: Approval to Forward Operating Committee Executive Session Minutes to Commission for Approval, under Recommendation to Retain the Confidentiality of all Operations Committee Executive Session Minutes Presented for the Following Committee Meeting Dates: 8/1/2018; 3/4/2020; 1/6/2021

Commissioner Koukol made a motion to forward the Operating Committee executive session minutes to Commission for approval, under recommendation to retain the confidentiality of all Operations Committee executive session minutes presented for the following Committee meeting dates: 8/1/2018; 3/4/2020; 1/6/2021. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

XVI. Adjournment

Commissioner Rodriguez made a motion to adjourn. Seconded by Commissioner Koukol. Aye, all. Opposed, none. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

Claims Listing

3/9/2022 12:14:41 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	Guritz358303152 2	Guritz Credit Card Feb 2022 Charges	19001160	Utilities	\$164.87
	2047	COMED	93615480110315 22	ComEd-Ellis House	19001160	Utilities	\$902.02
						Sub-Total	\$1,066.89
Ellis Riding Lessons	51	SYNCB/AMAZON	1VW7-DC7V- 1YWL	Amazon Ellis House Vacuum bags	19001160	Grounds and Maintenance	\$69.93
	124	BARRETT'S ECOWATER	0010381032022	Ellis Water Service	19001160	Grounds and Maintenance	\$25.00
	1323	MENARDS	35795	Ellis House-air filter, lumber	19001160	Grounds and Maintenance	\$64.54
						Sub-Total	\$159.47
				Ellis House	Total	\$1,226.36	
Ellis Riding Lessons	51	SYNCB/AMAZON	1F1W-K1JH- 4TTV	Ellis Animal Care-Joint Support for Horses	19001164	Animal Care & Supplies	\$64.10
	541	FIRST NATIONAL BANK OF OMAHA	Guritz358303152 2	Guritz Credit Card Feb 2022 Charges	19001164	Animal Care & Supplies	\$1,968.27
	541	FIRST NATIONAL BANK OF OMAHA	Vick6660031522	Vick Credit Card Feb 2022 charges	19001164	Animal Care & Supplies	\$22.59
						Sub-Total	\$2,054.96
				Ellis Riding Lessons	Total	\$2,054.96	

Ellis Weddings	3131	GROOT INC	8470005T102	Trash and recycle services	19001168 63070	Refuse Pickup	\$55.78
						Sub-Total	\$55.78
					Ellis Weddings	Total	\$55.78
Environ. Educ. Laws of Nature	541	FIRST NATIONAL BANK OF OMAHA	Weinske3433031522	Weinke Credit Card Feb 2022 charges	19001180 63030	Program Supplies	\$130.56
						Sub-Total	\$130.56
					Environ. Educ. Laws of Nature	Total	\$130.56
Environmental Educ. Natrl Beg.	541	FIRST NATIONAL BANK OF OMAHA	Guritz3583031522	Guritz Credit Card Feb 2022 Charges	19001178 63030	Program Supplies	\$104.30
	1950	YORKVILLE ACE & RADIO SHACK	400515031522	Propane Refills-NB	19001178 63030	Program Supplies	\$325.80
						Sub-Total	\$430.10
Environmental Education School	487	DUY'S SHOES	20048605	Digitizing fee, Embroidery-staff shirts	19001176 63030	Program Supplies	\$33.75
						Sub-Total	\$33.75
					Environmental Educ. Natrl Beg.	Total	\$430.10
Forest Preserve Director	51	SYNCB/AMAZON	1GH9-F497-13CQ	Binder clips-office supplies	190011 62000	Office Supplies	\$31.96
						Sub-Total	\$33.75
					Environmental Education School	Total	\$33.75

487	DUY'S SHOES	20048605	Digitizing fee, Embroidery-staff shirts	190011 62000	Office Supplies	\$69.50
1304	MARCO TECHNOLOGIES, LLC	466815040F	Monthly copier 2/28-3/28/22	190011 62000	Office Supplies	\$155.90
					Sub-Total	\$257.36
541	FIRST NATIONAL BANK OF OMAHA	Guritz358303152	Guritz Credit Card Feb 2022 Charges	190011 62040	Conferences	\$480.00
2170	ANTOINETTE WHITE	93.84 reimbursement	Reimbursement,-license, test, drain plug	190011 62040	Conferences	\$72.00
2170	ANTOINETTE WHITE	Pesticide License	Reimbursement for Pesticide License	190011 62040	Conferences	\$24.00
					Sub-Total	\$576.00
1665	SHAW MEDIA	022210085118	Website Hosting, Legal publication	190011 62090	Legal Publications	\$87.42
					Sub-Total	\$87.42
2047	COMED	0927007163031522	ComEd-Richard Young	190011 63510	Electric	\$23.42
2047	COMED	1123166102031522	ComEd-Jay Woods	190011 63510	Electric	\$21.76
2047	COMED	5514710005031522	ComEd Harris Arena	190011 63510	Electric	\$28.39
2047	COMED	5514711002031522	ComEd Harris	190011 63510	Electric	\$120.66
2047	COMED	9361578000031522	ComEd Baker Woods	190011 63510	Electric	\$18.79
					Sub-Total	\$213.02
541	FIRST NATIONAL BANK OF OMAHA	Guritz358303152	Guritz Credit Card Feb 2022 Charges	190711 66500	Miscellaneous Expense	\$440.00

Forest Preserve Director	3536	NUWAY DISPOSAL	7719542	Aux Sable disposal service	190711 66500	Miscellaneous Expense	\$67.50
						Sub-Total	\$507.50
	1007	ILLINOIS COUNTIES RISK MANAGEMENT TRUST	10006921220103131522	Insurance payment-April 2022	190011 68000	Liability Insurance Premiums	\$7,730.00
						Sub-Total	\$7,730.00
	1665	SHAW MEDIA	022210085118	Website Hosting, Legal publication	190011 68430	Marketing / Publicity	\$59.99
						Sub-Total	\$59.99
	1658	SEMPER FI YARD SERVICES	2022-0505	Reservation Woods Clearing	190711 68500	Project Fund Expenses	\$10,052.10
						Sub-Total	\$10,052.10
	2260	THE CONSERVATION FOUNDATION	Redbud031522	Donation to support Conservation Foundation-Redbud	190011 68540	Contributions	\$1,500.00
						Sub-Total	\$1,500.00
					Forest Preserve Director	Total	\$20,983.39
Grounds and Natural Resources	107	AUTOMOTIVE SPECIALTIES INC	25176	F150 oil pressure and connector	19001183 62160	Equipment	\$403.80
	506	ELBURN NAPA, INC.	4860031522	Exhaust Fluid, Belt, Wipers	19001183 62160	Equipment	\$62.01
	541	FIRST NATIONAL BANK OF OMAHA	Vick6660031522	Vick Credit Card Feb 2022 charges	19001183 62160	Equipment	\$31.81
	1589	RAY'S REPAIR	07-3978	Log splitter Repair	19001183 62160	Equipment	\$240.00
	3485	DUTEK HOSE CENTER	02182022	Bobcat Plow Hose Repair	19001183 62160	Equipment	\$104.00

Grounds and Natural Resources

1153	KENDALL CO HIGHWAY DEPT	Feb2022	Fuel Charges Feb 2022	19001183 62180	Gasoline / Fuel / Oil	\$1,040.66
					Sub-Total	\$1,040.66
487	DUY'S SHOES	20048605	Digitizing fee, Embroidery-staff shirts	19001183 62400	Uniforms / Clothing	\$101.25
487	DUY'S SHOES	20048923	Embroidered Logos-NB Staff shirts	19001183 62400	Uniforms / Clothing	\$123.75
					Sub-Total	\$225.00
1655	SERVICE SANITATION, INC	50-493234031522	Portable Restroom service	19001183 63070	Refuse Pickup	\$242.50
3131	GROOT INC	8470005T102	Trash and recycle services	19001183 63070	Refuse Pickup	\$201.21
					Sub-Total	\$443.71
1323	MENARDS	36028	Harris Shop Supplies	19001183 63110	Shop Supplies	\$88.23
1323	MENARDS	36375	Grounds-Pocket Window	19001183 63110	Shop Supplies	\$147.99
2170	ANTOINETTE WHITE	93.84 reimbursement	Reimbursement,-license, test, drain plug	19001183 63110	Shop Supplies	\$21.84
					Sub-Total	\$258.06
1849	VERIZON	9899895547	Verizon cell phone service	19001183 63540	Telephones	\$682.48
2225	AIR WANS WIRELESS BROADBAND	172480	Ellis Internet	19001183 63540	Telephones	\$74.95
					Sub-Total	\$757.43
				Grounds and Natural Resources	Total	\$3,566.48

Hoover

1937	WIRE WIZARD OF ILLINOIS INC	357706	Meadowhawk Alarm Monitoring	19001171	62270	Utilities	\$180.00
1937	WIRE WIZARD OF ILLINOIS INC	357707	Wire Wizard Rookery Alarm Monitoring	19001171	62270	Utilities	\$105.00
						Sub-Total	\$285.00
3552	KIMBERLEY LAVELLE	21-00260	MHL Sec Dep Return	19001171	63040	Security Deposit Refund	\$217.50
						Sub-Total	\$217.50
2047	COMED	1938021081031522	ComEd Hoover Residence	19001171	63100	Electric	\$201.60
						Sub-Total	\$201.60
1323	MENARDS	35798	Hoover-oil, gas, amonia, batteries	19001171	63110	Shop Supplies	\$13.08
1323	MENARDS	36389	Hoover Shop and Building supplies	19001171	63110	Shop Supplies	\$93.05
1877	WALDEN'S LOCK SERVICE	02152022	Pin replacement	19001171	63110	Shop Supplies	\$102.00
						Sub-Total	\$208.13
541	FIRST NATIONAL BANK OF OMAHA	Guritz3583031522	Guritz Credit Card Feb 2022 Charges	19001171	63120	Building Maintenance	\$56.58
1323	MENARDS	35798	Hoover-oil, gas, amonia, batteries	19001171	63120	Building Maintenance	\$143.22
1323	MENARDS	36389	Hoover Shop and Building supplies	19001171	63120	Building Maintenance	\$53.45
						Sub-Total	\$253.25

Hoover	1323	MENARDS	35798	Hoover-oil, gas, amonia, batteries	19001171 68580	Grounds and Maintenance	\$19.97
						Sub-Total	\$19.97
Pickerill - Pigott					Hoover	Total	\$1,185.45
	2047	COMED	55142280110315 22	ComEd-Pickerill House	19001184 63100	Electric	\$1,220.86
	2047	COMED	55142290270315 22	ComEd-Pickerill	19001184 63100	Electric	\$13.84
						Sub-Total	\$1,234.70
					Pickerill - Pigott	Total	\$1,234.70
						Grand Total	\$30,901.53

AURORA UNIVERSITY
Affiliation Agreement

This is an Agreement by and between KENDALL COUNTY FOREST PRESERVE DISTRICT, KENDALL COUNTY, ILLINOIS (legal name of Agency name; hereafter called the **Agency**) located in Yorkville (city), Illinois (state), and **AURORA UNIVERSITY**, Aurora, Illinois (hereafter called the **University**).

The purpose of this Agreement is to specify the terms and conditions under which the University endorses and Agency provides field experience for selected student learning.

The parties agree as follows:

I. ENTIRE AGREEMENT:

1. This Affiliation Agreement accompanied by Schedule A defining the terms of specific field experience including, but not limited to, schedules, duties, learning outcomes, and Agency and University requirements, constitutes the entire Agreement.
2. This Affiliation Agreement is the only Agreement between the parties and supersedes any prior Agreements.
3. This Affiliation Agreement must be fully executed prior to students beginning a field experience at the Agency.

II. GENERAL TERMS AND CONDITIONS:

1. The number of students placed each year will vary with the needs of the University for field experience placements and the ability of the Agency to supply appropriate student internship openings.
2. Stipends and scholarships notwithstanding, internship placements are not considered paid employment.
3. The Agency and the University shall retain their respective rights, privileges, powers, and functions as autonomous entities. Their legal, financial, education, and administrative policies and procedures shall be unaffected by the terms of this Agreement, except as is expressly provided for herein.
4. University faculty and students shall not be deemed or considered employees of the Agency and shall not replace Agency staff or render client services except as identified and delineated in the program of learning.
5. There shall be no discrimination against any persons on the basis of race, religion, sex, national origin, ancestry, age, marital status, handicapping conditions, or any other status protected under federal, state or local laws.
6. The parties shall maintain the confidentiality of records, data and other information deemed confidential by either party.
7. The parties agree to indemnify and hold each other harmless, to the fullest extent permitted by law, from any liability, claim, demand, judgement or costs, including reasonable attorney's fees, arising out of or in connection with the acts, errors, omissions, work, or service of their respective employees/students/agents.
8. If any provisions of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

9. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
10. The parties shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in their possession regarding the University's students who train at the facility pursuant to this Agreement.
11. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
12. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
13. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, express or implied, is intended to confer upon any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement.
14. This Agreement shall be binding upon the parties, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
15. The captions contained in this Agreement are for convenience of reference only, and do not define, describe, or limit the scope of this Agreement or any of its provisions.
16. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or such other address as either party may request, in the case of the University, by notifying the Agency, and in the case of the Agency, by notifying the University.

If to the University:

Aurora University
Attention: Vice President for Finance
347 S. Gladstone Ave
Aurora, IL 60506
Facsimile: 630-844-3777

If to the Agency:

Kendall County Forest Preserve District
Attention: Executive Director
110 W. Madison Street
Aurora, IL 60560
Email: kcforest@co.kendall.il.us

III. TERM AND TERMINATION

This Agreement shall be effective from March 15, 2022 and remain in effect for three years from the effective date unless terminated. Either party may terminate this Agreement, with or without cause, upon giving thirty (30) days prior written notice. This Agreement may be terminated at any time by the mutual

Agreement of the parties, in writing. In no case will the termination be effective before the completion of a specific program of instruction or the University semester or term in which notice is given.

In witness thereof, the parties hereunto apply their authorized signatures:

AURORA UNIVERSITY by:

AGENCY by:

Vice President for Finance

Judy Gilmour

Printed Name

Judy Gilmour
Printed Name

Title

President
Title

Date

March 15, 2022
Date

Dean of Academic Unit

David Guritz

Printed Name

David Guritz
Printed Name

Title

Executive Director
Title

Date

March 15, 2022
Date

Aurora University
Affiliation Agreement
Parks and Recreation - Schedule A

This Schedule A forms a part of the Entire Agreement for Agreement 22-03-001

I. ACADEMIC PROGRAM CONTEMPLATED BY THIS SCHEDULE A:

Bachelor of Science in Parks and Recreation Leadership

II. LEARNING OUTCOMES, ASSESSMENTS:

1. The University is responsible for the academic quality of the field experience.
2. The University is responsible for establishing learning outcomes consistent with both program objectives and the field experience.
3. The University shall deliver the learning outcomes to both the student and Agency before the commencement of any field experience.
4. The University will solicit the Agency supervisor's appraisal of student performance in accordance with the aforementioned rubric. However, the University retains sole discretion and responsibility for assignment and assessment of the field experience learning outcomes.

III. UNIVERSITY RESPONSIBILITIES:

1. To ensure that students engaged in field experience are properly registered students of the University.
2. To establish a protocol for University supervision of student performance and the achievement of academic objectives.
3. To assist the student in setting realistic goals and objectives consistent with practicum outcomes and student's needs.
4. To consider the skill level and interests of the student when placing a student with a particular Agency and to assign to the Agency only those students who have satisfactorily completed the prerequisite portions of the curriculum.
5. To provide the Agency with pertinent material about the student and the nature of experience desired.
6. To provide evaluation forms for Agency use in evaluation of the student.
7. To supervise the student and site supervisor as required during the internship.
8. To place the University students through directed HIPAA Training to fulfill stated HIPAA requirements. To the extent required by federal law, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards

for electronic transactions, all collectively referred to herein as "HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information or Individuality Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of the Agreement.

9. To require students to comply with the rules and regulations of the Agency in which they are placed.
10. To require students to follow all instructions and directions given by the Agency supervisor in compliance with the Agency's written policy.
11. To agree that students will be subject to dismissal from the placement if continuing in the clinical experience jeopardizes the welfare of the Agency clients, pupils, customers, or employees.
12. To provide and execute an escalation policy for students to report their concerns with the placement or activities they are asked to perform.
13. To provide the student and Agency access to all necessary forms and a calendar of field events and deadlines.
14. To establish a clear understanding with students that they are not considered employees of the Agency and are responsible for their own incidental costs including, but not limited to, living expenses, transportation, uniforms, and equipment.
15. To advise students that in case of an accident involving the student, the student is responsible for his/her own medical health insurance and any related medical costs. The Agency is not required to provide free medical care to the students.
16. To advise students it is the student's responsibility to determine a work schedule in conjunction with the Site Supervisor and meet the clinical requirements noted in the practicum documentation.
17. To require that students must sign a statement of confidentiality and adhere to these standards throughout their clinical field experience. Students violating this agreement will be suspended from the clinical rotation pending a hearing and subject to additional disciplinary action, if warranted, on behalf of the University.
18. To require that students have on file with the University current health forms and immunizations, including Hepatitis B Vaccine or waiver and to provide evidence of health insurance to the Agency.
19. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
20. To provide limited professional liability insurance for faculty and students with limits of not less than \$1 Million dollars per occurrence or claim and \$3 Million dollars in the aggregate.

IV. AGENCY RESPONSIBILITIES:

1. To supervise University students in all clinical field rotations in compliance common usage for direct supervision.
2. To instruct and provide students with a variety of experiences and opportunities within the scope of services offered by the Agency.
3. To assign qualified, full-time, professional staff to supervise the student.
4. To communicate openly with the student and University to ensure a comprehensive quality learning experience.
5. To inform the University Supervisor if a job offer is made to and accepted by the student.
6. To complete all evaluation forms and submit them to the University's field experience supervisor on the designated dates.
7. To not discriminate against the student on the basis of race; color; creed; gender; national origin; physical, mental or sensory disability; marital status; sexual orientation; or military status.
8. The Agency may request the University to withdraw any student from the clinical education program whose performance is unsatisfactory, whose personal characteristics prevent desirable relationships within the Agency, or whose health status is hazardous to the Agency's patients or personnel or is detrimental to the student's successful completion of the clinical education assignment.
9. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
10. In the event that a work stoppage occurs during the time students are assigned, the students will assume the role of neutral persons and maintain an uninvolved status with respect to the work stoppage.
11. In the event that a work stoppage continues for more than five work days, the University may make arrangements for an appropriate substitute field placement at another Agency.

AURORA UNIVERSITY by:

AGENCY by:

Vice President for Finance

Judy Gilmour

Printed Name

Judy Gilmour
Printed Name

Title

President
Title

Date

March 15, 2022
Date

Dean of Academic Unit

David Guritz

Printed Name

David Guritz
Printed Name

Title

Executive Director
Title

Date

March 15, 2022
Date