

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

TUESDAY, OCTOBER 18, 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
- VII. ***CONSENT AGENDA**
 - A. Approval of Minutes
 - Kendall County Forest Preserve District Finance Committee Meeting of September 29, 2022
 - Kendall County Forest Preserve District Commission Meeting of October 4, 2022
 - Kendall County Forest Preserve District Operations Committee Meeting of October 5, 2022
 - B. *Approval of Claims in the Amount of \$115,008.83
 - C. ***MOTION**: Approval of Fees and Charges for Licensed Use of the Ken Pickerill Estate House for Reservations Accepted through July 31, 2023
 - D. ***MOTION**: Approval of the Submission of a Request to the Kendall County Liquor Control Commission to Amend the Liquor Control Ordinance 2020-03 to Include the Ken Pickerill Estate House and Grounds as an Added Venue Under the Class I Liquor License Provisions
 - E. ***MOTION**: Approval of FY 2023 Fees and Charges for the Ellis Equestrian Center Horsemanship Lessons, Birthday Parties, Public Programs, and Summer Camps
 - F. ***MOTION**: Approval of 22-23 Bow Hunt Program Registration Refunds for Jeff Kilburg, Michael Lobdell, and William Loftus, Including a 2-Year Program Registration Suspension
- VIII. **OLD BUSINESS**

No items posted for consideration.
- IX. **NEW BUSINESS**
 - A. ***MOTION**: Approval of a FY22 Audit Engagement Letter with Mack & Associates, P.C. for an Amount Not-to-Exceed \$8,485.00
- X. Public Comments
- XI. Executive Session
- XII. **OTHER ITEMS OF BUSINESS**
 - A. **Committee Meeting Date Change Notice**: The KCFPD Committee of the Whole Meeting Scheduled for November 8, 2022 at 4:30 PM at the Kendall County Office Building – Second Floor Board Meeting Rooms 209 and 201 111 W. Fox Street Yorkville, IL 60560 has been Rescheduled to November 9, 2022 at 4:30 PM
- XIII. Adjournment

(Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section I.G.3.b.v.a)*

Kendall County Office Building - 2nd Floor Board Rooms 209 and 210 - 111 W. Fox Street - Yorkville, Illinois 60560
If special accommodations or arrangements are needed to attend this District meeting, please contact the Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 29, 2022**

I. Call to Order

Chairman Gengler called the meeting to order at 4:02 pm in the Kendall County Administration Building, Rooms 209 and 210.

II. Roll Call

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

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

III. Approval of Agenda

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

VI. Review of Financial Statements through August 31, 2022

Director Guritz presented an overview on the financial statements through August 31, 2022.

VII. MOTION: Approval to Forward the FY23 Preliminary Budget to Commission for Approval and Publication

Commissioner DeBolt made a motion to forward the FY23 Preliminary Budget to Commission for approval and publication. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

VIII. Pickerill-Pigott Estate House – Pre-Construction Meeting Agenda

- a) Schedule for Construction
- b) Groot Trash Services
- c) Change Order Approvals Discussion

Director Guritz presented an updated on the Pickerill-Pigott Estate House Construction including the construction schedule, an additional Groot dumpster and change order approval discussion.

IX. MOTION: Approval for Forwarding a Kluber Architects + Engineers Contract Amendment to Commission (Contract #19-429-1250) Increasing the Reimbursable Expenses Contingency Allowance from \$1,500.00 to \$4,000.00, and Deducting the Septic System Design Allowance of \$2,500.00

Commissioner DeBolt made a motion to forward a Kluber Architects + Engineers Contract Amendment to Commission (Contract #19-429-1250) Increasing the Reimbursable Expenses Contingency Allowance from \$1,500.00 to \$4,000.00, and Deducting the Septic System Design Allowance of \$2,500.00. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

X. Other Items of Business

- a) IDOT Rt. 47 Proposed Trail Maintenance Request – Ament Road to Rt. 71 (2.0 mi.)
- b) The Morton Arboretum – Landscape Scale Grant Reimbursement (Capital Fund 1907 - \$50,000)
- c) IDNR PARC and RTP Grants – Quarterly Reports and RTP Expense Report #2
- d) Fox River Water Trail – Resolution and Letter of Support – National Park Service Water Trail System

Finance Committee gave direction to ask for more information from IDOT on the proposed trail maintenance request.

Director Guritz presented a letter of support for the Fox River Water Trail to apply for the National Park Service Water Trail System status.

XI. Public Comments

Commissioner DeBolt gave public comment on behalf of Mark Nichols, with concern of the possible noise level at the Pickerill Estate House once the venue is rented.

XII. Executive Session

None.

XIII. Adjournment

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

Meeting adjourned at 5:13 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
OCTOBER 4, 2022**

I. Call to Order

President Gilmour called the meeting to order at 6:55 pm in the Kendall County Office Building - Second Floor Board Meeting Rooms 209 and 210.

II. Pledge of Allegiance

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

III. Invocation

An invocation was offered by Commissioner Gengler at the start of the Kendall County Board Meeting.

IV. Roll Call

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

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

V. Approval of Agenda

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

VI. Public Comment

No public comments were offered from citizens in attendance.

VII. CONSENT AGENDA

A. Approval of Minutes

- Kendall County Forest Preserve District Public Hearing (Subat Nature Center – FY23 OSLAD Proposal) held September 13, 2022
- Kendall County Forest Preserve District Committee of the Whole Meeting of September 13, 2022
- Kendall County Forest Preserve District Commission Meeting of September 20, 2022

B. *Approval of Claims in the Amount of \$11,454.13

C. *MOTION: Approval of the Publication of the District's FY23 Preliminary Budget

D. *MOTION: Approval of a Contract with Groot, Inc. for a 20-yard Waste Bin in the amount of \$490.00 to be Fully Reimbursed by Lite Construction Inc. to support the Pickerill Estate House Renovation Project

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

Motion: Commissioner Cesich
Second: Commissioner Gengler

Roll call: Consent Agenda

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

Motion unanimously approved.

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

VIII. OLD BUSINESS

A. *MOTION: Approval of Change Order #1 for Contract #19-429-1250 with Kluber Architects + Engineers, Inc. including an Increase for the Reimbursable Expenses Allowance from \$1,500.00 to \$4,000.00, and a Contract Deletion of the Septic System Design Contingency of \$2,500.00

Commissioner DeBolt made a motion to approve Change Order #1 for Contract #19-429-1250 with Kluber Architects + Engineers, Inc. including an Increase for the Reimbursable Expenses Allowance from \$1,500.00 to \$4,000.00, and a Contract Deletion of the Septic System Design Contingency of \$2,500.00. Seconded by Commissioner Gryder.

Motion: Commissioner DeBolt
Second: Commissioner Gryder

Roll call: Change Order #19-429-1250

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

Motion unanimously approved.

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

IX. NEW BUSINESS

A. RESOLUTION #22-10-001: A Resolution and Letter of Support for Inclusion of the Shuh Shuh Gah Forest Preserve and Canoe Launch Area within the Application to the National Park Service to Designate the "Fabulous Fox! Water Trail" within the National Water Trails System

Commissioner Flowers made a motion to approve Resolution #22-10-001, A Resolution and Letter of Support for Inclusion of the Shuh Shuh Gah Forest Preserve and Canoe Launch Area within the Application to the National Park Service to Designate the "Fabulous Fox! Water Trail" within the National Water Trails System. Seconded by Commissioner Cesich.

Motion: Commissioner Flowers

Second: Commissioner Cesich

Roll call: Resolution #22-10-001

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

Motion unanimously approved.

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

X. Public Comments

No public comments were offered from citizens in attendance.

XI. Executive Session

None.

XII. Other Items of Business

No items posted for consideration

XIII. Adjournment

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

Meeting adjourned at 7:03 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 5, 2022**

I. Call to Order

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

II. Roll Call

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

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

Commissioner Rodriguez left the meeting at 6:50 pm.

III. Approval of Agenda

Commissioner Cesich made a motion to approve the meeting agenda as presented. Seconded by Commissioner Rodriguez. 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 September 30, 2022

Director Guritz presented an overview of the financial statements and cost center reports through September 30, 2022.

VI. MOTION: Approval of a Special Use Permit for the Kendall County Special Olympics for Shelter Use at Harris Forest Preserve

Commissioner Koukol made a motion to approve a Special Use Permit for the Kendall County Special Olympics for Shelter Use at Harris Forest Preserve. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

VII. Grounds and Natural Resources Reports

a) **22-23 Bowhunt Program Policy Discussion and Requested Refunds**

b) **MOTION: Approval to Forward a Request to Refund 22-23 Bow Hunt Program Registration Fees Paid by Jeff Kilburg, Michael Lobdell, and William Loftus**

Operations Committee discussed the 22-23 Bow Hunt Policy and requested refunds.

DRAFT FOR COMMISSION APPROVAL: 10-18-22

Commissioner Cesich made a motion to forward approval of a request to refund 22-23 Bow Hunt Program registration fees paid by Jeff Kilburg, Michael Lobdell, and William Loftus, with the recommendation of a 2-year suspension from the program. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

VIII. Review of Pickerill-Pigott Estate House Proposed Fees and Charges

- a) **MOTION: Approval of a Motion to Forward the Proposed Fees and Charges for Licensing of the Pickerill Estate House to the Committee of the Whole for Discussion**
- b) **MOTION: Approval to Forward a Proposed Change to the KCFPD General Use Ordinance to Allow Alcohol to be Served by Licensed Catering Firm or Bartending Service Providers at the Pickerill Estate House to the Committee of the Whole for Discussion**
- c) **MOTION: Approval to Forward a Request a Request to the Kendall County Liquor Control Commission to Amend the Liquor Control Ordinance 99-34 to Include the Pickerill Estate House at Pickerill-Pigott Forest Presrve as an Authorized Venue for the Service of Alcohol Under the Class I Liquor License Terms and Conditions to the Committee of the Whole for Discussion**

Director Guritz presented a report of the required motions to hold events at the Pickerill Estate House.

Commissioner Rodriguez left the meeting at 6:50 pm.

Commissioner Cesich made a motion to forward the Proposed Fees and Charges for Licensing of the Pickerill Estate House to the Committee of the Whole for Discussion. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Commissioner Cesich made a motion to forward a Proposed Change to the KCFPD General Use Ordinance to Allow Alcohol to be Served by Licensed Catering Firm or Bartending Service Providers at the Pickerill Estate House to the Committee of the Whole for Discussion. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Commissioner Rodriguez entered the meeting at 6:54 pm.

Commissioner Cesich made a motion to forward a Request a Request to the Kendall County Liquor Control Commission to Amend the Liquor Control Ordinance 99-34 to Include the Pickerill Estate House at Pickerill-Pigott Forest Presrve as an Authorized Venue for the Service of Alcohol Under the Class I Liquor License Terms and Conditions to the Committee of the Whole for Discussion. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

IX. Environmental Education Reports

- a) **Kendall County ROE – Kendall County Outdoor Education Center Updates**
- b) **Y115 Pre-K Program – Pilot Services Development**

DRAFT FOR COMMISSION APPROVAL: 10-18-22

Stefanie Wiencke, Environmental Education Manager, presented a report to discuss new pilot programs being offered by the Kendall County Forest Preserve District Education Department.

X. Other Items of Business

None.

XI. Public Comments

No public comments were offered from citizens in attendance.

XII. Executive Session

Commissioner Koukol made a motion to enter Executive Session at 7:16 pm under 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 Rodriguez. Aye, all. Opposed, none.

Commissioner Cesich made a motion to adjourn Executive Session at 7:22 pm. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

XIII. Adjournment

Commissioner Cesich made a motion to adjourn at 7:23 pm. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

Claims Listing

10/12/2022 11:32:44 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Grounds	541	FIRST NATIONAL BANK OF OMAHA	6660VickSep2022	Vick Credit Card September 2022	19001162	68580	\$27.15
	1060	JOHN DEERE FINANCIAL	41111-16381101522	Ellis Grounds-Blade	19001162	68580	\$71.10
	1323	MENARDS	54568	Ellis Grounds	19001162	68580	\$143.39
							\$241.64
						Ellis Grounds	\$241.64
Ellis House	1323	MENARDS	54021	Ellis-Lock, paper towels, windshield wash	19001160	68580	\$66.88
	1323	MENARDS	54795	Ellis house supplies	19001160	68580	\$49.48
							\$116.36
						Ellis House	\$116.36
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	3538GuritzSep2022	Guritz Credit Card Sept 2022	19001164	63000	\$840.79
							\$840.79
	529	EQUINE VETERINARY PRACTICE LLC	11759101522	Vet services for Horses at Ellis	19001164	63020	\$1,382.00
							\$1,382.00
						Ellis Riding Lessons	\$2,222.79

Ellis Weddings	3955	ANNE HOEG	10-2-2022	Ellis house security deposit return	19001168 63040	Security Deposit Refund	\$1,000.00
						Sub-Total	\$1,000.00
	3131	GROOT INC	9491767T102	Groot-Waste & Recycling Services	19001168 63070	Refuse Pickup	\$114.56
						Sub-Total	\$114.56
					Ellis Weddings	Total	\$1,114.56
Environmental Educ. Natrl Beg.	3836	MEGAN STODDARD	Oct Qtr Pmt Refund	October Quarter Payment Refund	19001178 63040	Security Deposit Refund	\$225.00
						Sub-Total	\$225.00
					Environmental Educ. Natrl Beg.	Total	\$225.00
Forest Preserve Director	1304	MARCO TECHNOLOGIES, LLC	484026919F	Copier 9/28-10/28/22	190011 62000	Office Supplies	\$166.28
						Sub-Total	\$166.28
	3656	MINOOKA CCSD #201	108	Whitt Law	190011 62150	Contractual Services	\$192.29
	3656	MINOOKA CCSD #201	155	Whitt Law	190011 62150	Contractual Services	\$314.74
						Sub-Total	\$507.03
	2047	COMED	0927007163101522	ComEd Richard Young	190011 63510	Electric	\$23.27
	2047	COMED	5514710005101522	ComEd Harris Arena	190011 63510	Electric	\$22.67

Forest Preserve Director		2047	COMED	55147110021015 22	ComEd Harris	190011 63510	Electric	\$60.40
							Sub-Total	\$106.34
3399	RB & ASSOCIATES CONSULTING, INC	22988			Plat of Record for Subat	191011 67410	Land Acquisition	\$1,000.00
							Sub-Total	\$1,000.00
2844	SELECTIVE INSURANCE	FLD20598162023			Flood Insurance Coverage Ellis 2023	190011 68000	Liability Insurance Premiums	\$1,924.00
							Sub-Total	\$1,924.00
1665	SHAW MEDIA	10085118 10-22			Website hosting	190011 68430	Marketing / Publicity	\$59.99
							Sub-Total	\$59.99
1323	MENARDS	54448			FP Improvements roofing	191411 68530	Preserve Improvements	\$62.96
1323	MENARDS	54543			Roofing supplies preserve improvements	191411 68530	Preserve Improvements	\$91.94
							Sub-Total	\$154.90
49	AMALGAMATED BANK OF CHICAGO	1854866002			FOREST PRESERVE SERIES 2012	190211 68640	Fiscal Agent Fee	\$112.50
							Sub-Total	\$112.50
3953	E. HOFFMAN, INC.	31083			Fox River Bluffs - construction	190811 70330	Construction	\$103,406.85
							Sub-Total	\$103,406.85

Forest Preserve		Forest Preserve Director		Total	\$107,437.89		
Forest Preserve Grounds and Natural Resources	506	ELBURN NAPA, INC.	4860101522	NAPA-Grounds Equipment	19001183 62160	Equipment	\$363.92
						Sub-Total	\$363.92
	1153	KENDALL CO HIGHWAY DEPT	10032022	gasoline and diesel	19001183 62180	Gasoline / Fuel / Oil	\$1,370.65
						Sub-Total	\$1,370.65
	3131	GROOT INC	9491767T102	Groot-Waste & Recycling Services	19001183 63070	Refuse Pickup	\$410.09
						Sub-Total	\$410.09
	1323	MENARDS	54177	Menards-premix, gloves, soap, saw, tackler	19001183 63110	Shop Supplies	\$57.36
	1323	MENARDS	54435	Outdoor caster	19001183 63110	Shop Supplies	\$168.84
						Sub-Total	\$226.20
	3837	T-MOBILE	98200824910152 2	TMobile Cell Phones	19001183 63540	Telephones	\$394.24
						Sub-Total	\$394.24
					Grounds and Natural Resources	Total	\$2,765.10
Hoover	3940	YASMEEN MENDOZA	22-00218	Meadowhawk lodge security deposit return	19001171 63040	Security Deposit Refund	\$135.00
	3941	JEN CRESSE	22-00235	Kingfisher Sec Dep Return	19001171 63040	Security Deposit Refund	\$100.00
	3942	CHRISTINA BAROCIO	22-00187	MHL Sec Dep Refund	19001171 63040	Security Deposit Refund	\$240.00

Hoover	3943	KIM GREGORY	22-00186	Meadowhawk lodge security deposit return	19001171	63040	Security Deposit Refund	\$135.00
	3944	TOMASZ BAGINSKI	22-00239	MS Sec Dep Refund	19001171	63040	Security Deposit Refund	\$100.00
							Sub-Total	\$710.00
	2047	COMED	0756081017	Hoover Bathhouse Electric	19001171	63100	Electric	\$78.31
	2047	COMED	1938021081	Hoover House Electric	19001171	63100	Electric	\$38.31
							Sub-Total	\$116.62
							Total	\$826.62
Pickerill - Pigott								
	2047	COMED	55142280111015 22	ComEd Pickerill House	19001184	63100	Electric	\$44.99
	2047	COMED	55142290271015 22	ComEd Pickerill	19001184	63100	Electric	\$13.88
							Sub-Total	\$58.87
							Total	\$58.87
							Grand Total	\$115,008.83

To: Kendall County Forest Preserve District Board of Commissioners
From: Julia Granholm, Reservations Manager and Accounting Coordinator

Date: October 18, 2022

RE: Ken Pickerill Estate House License Fees and Event Policies

- 1) Pickerill-Pigott Estate House proposed fees and charges
- 2) Request to the Kendall County Liquor Control Commission to Amend the Liquor Control Ordinance to Allow for Serving Alcohol by Catering Firms at the Pickerill Estate House Possessing a Class I Permit

Summary

The District's Operations Committee reviewed the draft fees and charges for licensing of the Ken Pickerill Estate House. The Operations Committee recommended forwarding the proposed fees and charges to Commission for approval effective for reservations made only through July 31, 2023.

The Operations Committee also recommended forwarding a motion for Commission approval to file a request to the Kendall County Liquor Control Commission to add the Ken Pickerill Estate House to the list of event venues allowing the service of alcohol under a Class I license.

The Kendall County Forest Preserve District anticipates opening the Ken Pickerill Estate House to host groups up to 150 people beginning September 1, 2023. Facility license agreements will require clients to pay a security deposit and license fees associated with their use of the venue.

Recommendation #1

District staff recommends approval of the Proposed Fees and Charges for Licensing of the Pickerill Estate House effective through July 31, 2023.

The District anticipates that the Pickerill Estate House will host various private events such as showers, weddings, and other parties where preferred caterers (licensed catering firms or bartending firms with BASSET-trained bartenders) can serve alcohol as part of an event where a full meal is served.

Currently, the Ken Pickerill Estate House is not included within the County's liquor control ordinance to allow for service of alcohol at this facility under a Class I license.

Recommendation #2

District staff recommends approval to forward a request to the Kendall County Liquor Control Commission to amend the County's liquor control ordinance 99-34 to include the Pickerill Estate House at Pickerill-Pigott Forest Preserve as an authorized venue for the service of alcohol under the requirements of a Class I license.

To: Kendall County Forest Preserve District Board of Commissioners
 From: Julia Granholm, Reservations Manager and Accounting Coordinator
 Date: 18-Oct-22
 RE: Ken Pickerill Estate House Proposed Fees and Charges

Proposed License Agreement Fees - Ken Pickerill Estate House, Pavilion, and Shelter

Description	Type	Security Deposit	Proposed Rates
Pickerill House	House/Meeting Space	50% of contracted time	\$100/hr resident; \$120/hr non-resident
Friday, Saturday & Sunday (wedding and/or reception)	House, Patio, Shelter	\$1,250.00	\$2,500 (8am-10pm)
Weekend - other events	House, Patio, Shelter	50% of contracted time	\$125/hr resident; \$150/hr non-resident
Weekday - other events	House, Patio, Shelter	50% of contracted time	\$80/hr resident; \$105/hr non-resident
Not-for-Profit and Government Rate	House, Patio, Shelter	50% of contracted time	10% (May-Oct) - 10% (Nov - Apr) discount
Client Set-up / Clean-up Time	House, Patio, Shelter	N/A	\$15 per hour for each hour of set-up / clean-up
Set-up / Clean-up by District Staff (optional)	House, Patio, Shelter	N/A	\$75 for setup and clean-up

*License Agreement includes use of kitchen area (refrigerator/freezer), tables and chairs

Hoover Meadowhawk Lodge-Current License Agreement Fees

Description	Type	Security Deposit	Current Rates
Friday, Saturday & Sunday (wedding and/or reception)	Meadowhawk Lodge	50% of total cost	\$1,900 (8 am - 10 pm)
Weekend - other events	Meadowhawk Lodge	50% of contracted time	\$90/hr resident - \$110/hr non-resident
Weekday - other events	Meadowhawk Lodge	50% of contracted time	\$60/hr residents - \$80/hr non-resident
Not-for-Profit and Government Rate	Meadowhawk Lodge	50% of contracted time	10% (May-Oct) - 10% (Nov - Apr) discount
Client Set-up / Clean-up Time	Meadowhawk Lodge	N/A	\$15 per hour for each hour of set-up / clean-up
Set-up / Clean-up by District Staff (optional)	Meadowhawk Lodge	N/A	\$75 for setup and clean-up

*License Agreement includes tables and chairs, use of commercial kitchen including stove/oven, refrigerator, freezer

Ellis House-Current License Agreement Fees

Description	Type	Security Deposit	Current Rates
Friday-Sunday Weddings	Ellis House/Grounds	\$1,000	\$2,000
Weekday & Weekend other events (House)	Ellis House	50% of contracted time	\$75/hr
Weekday & Weekend Classroom	Ellis Classroom	50% of contracted time	\$50/hr
Not-for-Profit and Government Rate	Ellis House	50% of contracted time	10% (May-Oct) - 10% (Nov - Apr) discount
Set-up / Clean-up by District Staff (optional)	Ellis House/Tent	N/A	\$300 for setup and clean-up

*License Agreement includes tables and chairs, use of kitchen, refrigerator, stove and house amenities

*Weddings/Receptions include use of 40'x80' tent pad (tent not included)

Recommendations:

1. Approve the recommended fees and charges for reservations scheduled through 07/31/23.
2. Revisit fees and charges as needed for reservations scheduled after 08/01/23.

To: Kendall County Forest Preserve District Board of Commissioners
 From: Kris Mondrella, Equestrian Program Coordinator - Ellis House and Equestrian Center
 RE: FY23 Proposed Fees and Charges
 Date: October 18, 2022

Ellis House & Equestrian Center Fees and Charges

2023 Rate Proposal	2022 Rates	2023 Proposed Rates
IN-COUNTY LESSONS		
Single Lead Line	\$27.00	\$30.00
Lead Line Package (5)	\$115.00 (\$23.00/lesson)	\$130.00 (\$26.00/lesson)
Single Private	\$48.00	\$53.00
Private Package (5)	\$190.00 (\$38.00/lesson)	\$210.00 (\$42.00/lesson)
Single Semi-Private	\$38.00	\$42.00
Semi-Private Package (5)	\$150.00 (\$30.00/lesson)	\$165.00 (\$33.00/lesson)
OUT-OF-COUNTY LESSONS		
Single Lead Line	\$31.00	\$34.00
Lead Line Package (5)	\$132.00 (\$26.40/lesson)	\$145 (\$29.00/lesson)
Single Private	\$55.00	\$61.00
Private Package (5)	\$218.00 (\$43.60/lesson)	\$240.00 (\$48.00/lesson)
Single Semi-Private	\$44.00	\$48.00
Semi-Private Package (5)	\$175.00 (\$35.00/lesson)	\$193.00 (\$39.00/lesson)
IN-COUNTY GROUP PROGRAM RATES		
Pony Birthday Party	\$225.00 for 10 children	\$250.00 for 10 children
Additional Child	\$22.50/each	\$25.00/each
Scout Program	\$225.00 for 10 scouts	\$250.00 for 10 scouts
Additional Scout	\$22.50/each	\$25.00/each
Horse Adventure Tour (1-Hour) (Riding - Additional \$10.00/ea.)	\$75.00 maximum 6 pp	\$85.00 maximum 6 pp
Additional Person	\$12.50	\$14.00
School Field Trip (Riding - Additional \$10.00/ea)	\$12.00/student	\$12.00/student
OUT-OF-COUNTY GROUP PROGRAM RATES		
Pony Birthday Party	\$235.00 for 10 children	\$260.00 for 10 children
Additional Child	\$23.50/each	\$26.00/each
Scout Program	\$235.00 for 10 children	\$260.00 for 10 children
Additional Scout	\$23.50/each	\$26.00/each
Horse Adventure Tour (1-Hour) (Riding - Additional \$10 each)	\$75.00 maximum 6pp	\$85.00 maximum 6 pp
Additional Person	\$12.50/each	\$14.00/each
School Field Trip (Riding - Additional \$10.00/ea)	\$12.00/student	\$12.00/student

Recommendation: Approve the Ellis Equestrian Center lessons, public programs and summer camp fees and charges as presented.

To: Kendall County Forest Preserve District Board of Commissioners
From: Kris Mondrella, Equestrian Center Coordinator
RE: 2023 Summer Camp Offerings – Fees and Charges
Date: October 18, 2022

Pony 1-Day Camp for Parents and Tots

2022 Prices: \$55 in-county/\$60 out-of-county

2023 Prices: \$60 in-county/\$66 out-of-county

Pony 1-Day Camp - ELIMINATE

Pony 3-Day Camp

2022 Prices: \$215 in-county/\$225 out-of-county

2023 Prices: \$236 in-county/\$247 out-of-county

NEW – Pony 2-Overnight/3-Day Camp Experience

\$450.00 in-county/\$500 out-of-county

Ellis Equestrian Center recommends the elimination of the 1-Day Camp. The enrollment was low compared to our other camps (see attached).

In place of the 1-Day Camp, Ellis Equestrian Center plans to offer a new 2-Night – 3-Day Overnight Camp Experience (Minimum of 5 campers, and a maximum of 10 campers).

This new offering will be scheduled to occur during an off week to avoid impacting lessons.

Price is recommended at \$450.00 in-county and \$500 out-of-county.

Recommendation: Approve the FY23 summer camp fees and charges as presented.

To: Kendall County Forest Preserve District Board of Commissioners
From: Antoinette White, Grounds and Natural Resources Division Supervisor
Date: October 18, 2022
RE: Requested Bow Hunt Registration Fees Refund

Summary

Three registered bow hunters (Jeff Kilburg, Michael Lobdell, and William Loftus) requested refunds citing dissatisfaction with their assigned zone.

District staff included President Gilmour within all communications.

The Operating Committee discussed the proposed refunds, with a recommendation to forward the request to Commission for approval, including a two year program registration suspension.

Per District policy, the District reserves the right to assign all permit holders to a single zone within the available hunting zones for the season, with no guarantee for placement location, and no refunds extended.

District staff recommends refunding the three registrants as a one-time courtesy. The Operating Committee also recommends refunding the registration fees paid, with a two year suspension from program registration for each based on staff time impacts and the nature of communications received.

Recommendations

Approve the requested bow hunt program registration refunds for the 22-23 season requested by Jeff Kilburg, Michael Lobdell, and Williams Loftus, including a 2-year program registration suspension as presented.



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TAWNYA R. MACK, CPA
LAURI POPE, CPA

CATE MOULTON, CPA
CHRIS CHRISTENSEN

CERTIFIED PUBLIC ACCOUNTANTS

October 1, 2022

To the Kendall County Forest Preserve
District Board of Commissioners
County of Kendall, Illinois

We are pleased to confirm our understanding of the services we are to provide the Kendall County Forest Preserve District for the year ended November 30, 2022.

Audit Scope & Objectives

We will audit the financial statements of the governmental activities, each major fund, the business-type activities, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Kendall County Forest Preserve District as of and for the year ended November 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kendall County Forest Preserve District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Kendall County Forest Preserve District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) General Fund Budgetary Comparison Schedule
- 3) IMRF Pension Data Schedules
- 4) Notes to RSI

We have also been engaged to report on other information that accompanies the Kendall County Forest Preserve District financial statements. We will subject the following information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

- 1) Combining and individual fund financial statements

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the U.S. generally accepted accounting principles and to report on the fairness of the other information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Kendall County Forest Preserve District and other procedures we consider necessary to enable us to express such opinions.

Auditors' Responsibilities for the Audit of the Financial Statements

We will issue a written report upon completion of our audit of the Kendall County Forest Preserve District financial statements. Our report will be addressed to the Chairman and Members of the Board of the Kendall County Forest Preserve District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Kendall County Forest Preserve District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance

matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Kendall County Forest Preserve District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will assist in preparing the financial statements and related notes of the Kendall County Forest Preserve District in conformity with the U.S. generally accepted accounting principles used by the District based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on in conformity with the U.S. generally accepted accounting principles. You agree to include our report on the other information in any document that contains and indicates that we have reported on the other information. You also

agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the other information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the other information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us request for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mack & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mack & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant or grantor agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,485. However, any fees for third party verification of deposit authorizations that may be required will be billed separately. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered upon completion. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Kendall County Forest Preserve District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Mack & Associates, P. C.

Mack & Associates, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Kendall County Forest Preserve District.

Forest Preserve Admin signature: _____

Title: _____

Date: _____

Board Member signature: _____

Title: _____

Date: _____

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Executive Director

RE: November 2022 Committee of the Whole Meeting: Rescheduled Meeting

Date: October 18, 2022

Please be advised that President Gilmour has rescheduled the November 2022 Committee of the Whole meeting from Tuesday, November 8, 2022 at 4:30 pm (Election Day) to Wednesday, November 9, 2022 at 4:30 pm.

The District's website will be updated, with the press notified of the date change accordingly.