

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

TUESDAY, DECEMBER 19, 2023

9:00 AM

KENDALL COUNTY OFFICE BUILDING - ROOMS 209 & 210

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call:
Brian DeBolt (President), Ruben Rodriguez (Vice President), Seth Wormley (Secretary), Scott Gengler, Jason Peterson, Zach Bachmann, Elizabeth Flowers, Matt Kellogg, Dan Koukol, and Brooke Shanley
- V. Approval of Agenda
- VI. Public Comments
- VII. **(1) CONSENT AGENDA**
 - A. Approval of Minutes
 - Kendall County Forest Preserve District Commission Meeting of December 5, 2023
 - Kendall County Forest Preserve District Operations Committee Meeting of December 6, 2023
 - Kendall County Forest Preserve District Committee of the Whole Meeting of December 12, 2023
 - B. (1) Approval of Claims in the Amount of \$8,306.73
 - C. Approval of 2024 Fees and Charges for School Programs; Nature-Based and Equestrian Center Summer Camps, and Equestrian Center Public Programs
 - D. (1) **MOTION**: Approval of an Amendment to the of the Kendall County Forest Preserve District Employee Handbook - Chapter 8 – Section 8.1 Personal and Banked Sick Leave
 - E. (1) **ORDINANCE #23-12-001**: An Ordinance Regarding the Paid Leave for All Workers Act
 - F. (1) **MOTION**: Approval of the Purchase of a Kubota RTV-X1100CWL Utility Vehicle and Setup in the Amount of \$21,426.22 from McCullough Implement Company of Watseka, Illinois
 - G. **MOTION**: Establishing the Nature Play Space Area (Play Space Features; Eagle’s Nest Shelter; Stephanie’s Garden and Neshnabe’k Encampment) at Hoover Forest Preserve as a Designated Education Program Area with Public Use Restrictions under the Provisions of the Kendall County Forest Preserve District’s General Use Regulation Ordinance #23-02-001
 - H. (1) **MOTION**: Approval of a Proposal from Upland Design, Ltd. of Plainfield, Illinois in the Amount of \$6,300.00 for the Preparation and Submission of a 2024 Federal Highway Administration – Regional Trails Program Grant Application to the Illinois Department of Natural Resources to Complete a Multi-Use Trail Connection between Hoover and Fox River Bluffs Forest Preserves
- VIII. **OLD BUSINESS**
No items posted for consideration.
- IX. **NEW BUSINESS**
No items posted for consideration.
- X. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)
- XI. Public Comments
- XII. Executive Session
- XIII. **OTHER ITEMS OF BUSINESS**
No items posted for consideration.
- XIV. Adjournment

(1) Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section 1.G.3.b.v.a)

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
DECEMBER 5, 2023**

I. Call to Order

President DeBolt called the meeting to order at 6:30 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 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	Bachmann	X	Koukol
X	DeBolt		Peterson
	Flowers	X	Rodriguez
X	Gengler	X	Shanley
X	Kellogg	X	Wormley

Roll call: Commissioners Bachmann, Gengler, Kellogg, Koukol, Rodriguez, Shanley, Wormley and DeBolt were all present.

V. Approval of Agenda

CommissionER Shanley made a motion to approve the agenda as presented. Seconded by Commissioner Wormley. 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 Commission Meeting of November 21, 2023

B. Approval of Claims in the Amount of \$21,671.03

Commissioner Shanley made a motion to approve the Consent Agenda. Seconded by Commissioner Gengler.

Motion: Commissioner Shanley
Second: Commissioner Gengler

Roll call: Consent Agenda

Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Bachmann	X		Koukol	X	
DeBolt	X		Peterson		
Flowers			Rodriguez	X	
Gengler	X		Shanley	X	
Kellogg	X		Wormley	X	

Motion unanimously approved.

Roll call: Commissioners Bachmann, Gengler, Kellogg, Koukol, Rodriguez, Shanley, Wormley and DeBolt, aye. Opposed, none. Motion unanimously approved.

VIII. OLD BUSINESS

No items posted for consideration.

IX. NEW BUSINESS

No items posted for consideration.

X. Committee Chairman Reports: Commissioners Wormley (Finance) and Koukol (Operations)

Operations Chair Koukol reported the next Operations Committee meeting is tomorrow December 6th at 6:00 pm.

XI. Public Comments

No public comments were offered from citizens in attendance.

XII. Executive Session

None.

XIII. Other Items of Business

None.

XIV. Adjournment

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 6:32 pm.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
OPERATIONS COMMITTEE MEETING MINUTES**
December 06, 2023

I. Call to Order

Operating Committee Chairman Koukol 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	Bachmann	X	Koukol
	DeBolt		Peterson
	Flowers	X	Rodriguez
X	Gengler		Shanley
	Kellogg		Wormley

Commissioners Bachmann, Gengler, Rodriguez, and Koukol were all present.

III. Approval of Agenda

Commissioner Bachmann 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 November 30, 2023

Executive Advisor Guritz presented an overview of the financial statements and cost center reports through December 30, 2023. End of fiscal year transfers have been completed, with an estimated remaining FY23 surplus of over \$30,000 anticipated for Fund 1900.

VI. APPROVAL OF SPECIAL USE PERMITS

A. Kendall County PBZ – Economic Development

- a. Hoover Forest Preserve - Meadowhawk Lodge - Feb. 7, 2024 - 9 AM to Noon
- b. Pickerill-Pigott Forest Preserve – Pickerill Estate House – March 28, 2024 - 1 PM to 4 PM
- c. Hoover Forest Preserve - Meadowhawk Lodge – Apr. 19, 2024 – 10 AM to Noon
- d. Hoover Forest Preserve - Meadowhawk Lodge – Apr. 26, 2024 - 1 PM to 3 PM
- e. Hoover Forest Preserve – Meadowhawk Lodge – Sept. 19, 2024 – 1 PM to 4 PM
- f. Pickerill-Pigott Forest Preserve – Pickerill Estate House – Dec. 12, 2024 - 1 PM to 4 PM

B. Kendall County Health Department – Mental Health Unit

- a. Hoover Forest Preserve – Meadowhawk Lodge – January 12, 2024

C. Juvenile Justice Council - SKY 5K Run

- a. Hoover Forest Preserve – Meadowhawk Lodge and Trails - April 20, 2024

Acting Executive Director White presented the proposed Special Use Permits with one additional Special Use Permit for the Kendall County employee appreciation lunch at the Meadowhawk Lodge reserved by the Kendall County Human Resources Department.

Commissioner Rodriguez made a motion to approve and waive the fees and charges for the Special Use Permits presented for Kendall County PBZ –Economic Development; Kendall County Health Department – Mental Health Unit; Juvenile Justice Council SKY 5K Run, and Kendall County – Human Resources Department. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

VII. Grounds and Natural Resources Reports

- A. KCFPD Equipment Replacement Update(s)
- B. Hoover Forest Preserve Operations
- C. General Use Ordinance – Proposed Amendment

Acting Executive Director White presented quotes for a Kubota replacement as scheduled on the KCFPD equipment replacement schedule.

The Operations Committee provided direction to bring the low quote for the Kubota forward to the Committee of the Whole for consideration.

Acting Executive Director White reported on operations at Hoover Forest Preserve including a summary of maintenance that will be completed on the Hoover residence over the next few months.

VIII. Environmental Education and Ellis House and Equestrian Center Reports

- A. Hoover Nature Play Space – Proposed General Use Ordinance Amendment Discussion
- B. Education Program Fees and Charges (23-24 School Programs and 2024 Summer Camps)
- C. New Year’s Day Hike

Environmental Education and Outreach Division Manager Wiencke provided a sample sign proposed for display at the Hoover Nature Play Space for public use restrictions.

Commissioner Bachmann made a motion to forward the proposed Nature Play Space sign and public use restrictions to Commission for approval. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Commissioner Rodriguez made a motion to forward updated fees and charges to Committee of the Whole. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

Environmental Education and Outreach Division Manager Wiencke presented information on the annual New Year’s Day hike at Hoover Forest Preserve.

IX. Other Items of Business

- A. KCFPD FY24 Organizational Goals
- B. District Website Updates

Executive Advisor Guritz presented the KCFPD FY24 Organization Goals and discussed updates planned for the District's website.

X. Chairman's Report

Operations Chair Koukol reported that the January 3rd, 2024 Operations Committee meeting will be cancelled.

XI. Public Comments

No public comments were offered from citizens in attendance.

XII. Executive Session

None.

XIII. Adjournment

Commissioner Rodriguez made a motion to adjourn the meeting. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 6:58 pm.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE of the WHOLE MEETING MINUTES
DECEMBER 12, 2023**

I. Call to Order

President DeBolt called the meeting to order at 5:06 pm in the Kendall County Office Building – Second Floor County Board Meeting Rooms 209 and 210.

II. Roll Call

X	Bachmann	X	Koukol
X	DeBolt	X	Peterson
X	Flowers		Rodriguez
	Gengler	X	Shanley
	Kellogg		Wormley

Commissioners Bachmann, Flowers, Koukol, Peterson, Shanley and President DeBolt, were all present.

III. Approval of Agenda

Commissioner Shanley 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. Leadership Team Report

Executive Advisor Guritz provided updates on District projects.

VI. Motion to Forward Claims to Commission

Commissioner Shanley made a motion to forward claims to Commission for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

VII. Review of Preliminary Financial Statements through November 30, 2023

Executive Advisor Guritz presented an overview of the preliminary financial statements through November 30, 2023. All end of year transfers have been completed. The Operating Fund surplus, after the initial transfer of \$80,000 to capital, should post an estimated remaining surplus of \$30,000 for FY23.

VIII. OLD BUSINESS

a) Review of Quotes – Kubota Replacement – Hoover Forest Preserve

Commissioner Flowers made a motion to forward the McCullough quote for a Kubota RTV to Commission for approval. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

IX. NEW BUSINESS

a. Fox River Bluffs Tree Planting – Year 4 Carbon Credits Monitoring Presentation – OEHS EcoClub

OEHS EcoClub President Lily Daniel provided an overview and reflections on the year four post-planting tree planting carbon credits monitoring study at Fox River Bluffs Preserve. Over 25 students from Oswego East and Oswego High Schools completed surveys of 60-plots. Based on their data, the District received full-crediting for the project.

b. MOTION: Approval to Forward a Proposal from Upland Design, Inc. for the Development and Submission of a 2024 Federal Highway Authority Regional Trails Program Grant Proposal for Completion of the Hoover – Fox River Bluffs Forest Preserve Trail Connection

Commissioner Shanley made a motion to forward a proposal from Upland Design, Inc. for the development and submission of a 2024 Federal Highway Authority - Regional Trails Program grant proposal for completion of the Hoover – Fox River Bluffs Forest Preserve trail connection to Commission for approval. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

c. MOTION: Approval to Forward a Proposal to Establish Use Restrictions of the Eagle’s Nest Pavilion, Nature Play Space, and Stephanie’s Garden at Hoover Forest Preserve as a Designated Education Program Area under the General Use Ordinance

Commissioner Flowers made a motion to forward a proposal to establish public use restrictions of the Eagle’s Nest Pavilion, Nature Play Space, and Stephanie’s Garden at Hoover Forest Preserve as a designated education program area under the General Use Ordinance to Commission for approval. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

d. Review of Proposed KCFPD FY24 Organizational Goals

Executive Advisor Guritz presented the KCFPD FY24 organizational goals.

e. Review of Proposed Fees and Charges (Summer Camps; School Programs; Equestrian Center Public Programs)

Commissioner Shanley made a motion to forward the proposed fees and charges (summer camps, school programs, and equestrian center public programs) to Commission for approval. Seconded Commissioner Bachmann. Aye, all. Opposed, none.

XVIII. Other Items of Business

None.

XIX. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)

Operations Chair Koukol provided a summary of the process of monitoring the situation of the impacts to the Nature Play Space at Hoover, and the process for generating the solution discussed at the meeting.

XX. Public Comments

No public comments were offered by citizens in attendance.

XXI. Executive Session

None.

XXII. Summary of Action Items

Executive Advisor Guritz, presented a summary of action items to be presented to Commission for approval.

XXIII. Adjournment

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Koukol. Aye, all. Opposed, none. Meeting adjourned at 5:40 pm.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District

Claims Listing

12/13/2023 1:02:47 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Grounds	51	SYNCB/AMAZON	1V6M-NVV1-XLWD	Ellis-Trash Can loop, liners	19001162	Grounds and Maintenance	\$113.74
	1323	MENARDS	86688	FY23-Ellis-Paper towels, shovels	19001162	Grounds and Maintenance	\$75.47
						Sub-Total	\$189.21
					Ellis Grounds	Total	\$189.21
Ellis House	51	SYNCB/AMAZON	1X1D-RMQ1-FM3W	Ellis-Desk Calendar	19001160	Office Supplies	\$68.91
	1091	K & K WELL DRILLING	34978	FY23 Ellis Hydrogen Peroxide	19001160	Grounds and Maintenance	\$74.00
						Sub-Total	\$68.91
					Ellis House	Total	\$142.91
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	3583GuritzNov2023	FY23 Guritz Credit Card Nov 2023	19001164	Animal Care & Supplies	\$544.34
						Sub-Total	\$544.34
					Ellis Riding Lessons	Total	\$544.34
Ellis Weddings	3131	GROOT INC	11659201T102	FY23 Waste and Recycling	19001168	Refuse Pickup	\$119.79
						Sub-Total	\$119.79
					Ellis Weddings	Total	\$119.79
Environmental Educ. Natrl Beg.	51	SYNCB/AMAZON	144Q-LD6X-CG3K	FY23 NB-Button Maker	19001178	Program Supplies	\$36.98
						Sub-Total	\$36.98
					Environmental Educ. Natrl	Total	\$36.98
Forest Preserve Director	541	FIRST NATIONAL BANK OF OMAHA	5931WhiteNov2023	Water delivery, board calendars	19001162	Office Supplies	\$293.16

1304	MARCO TECHNOLOGIES, LLC	517154290F	Copier 11/28-12/28/23	190011 62000	Office Supplies	\$273.18
					Sub-Total	\$566.34
1665	SHAW MEDIA	10085118121523	FY23 Website Hosting, Public Notices	190011 62090	Legal Publications	\$499.70
					Sub-Total	\$499.70
267	CINTAS	220734	Drinking Water Testing	190011 62150	Contractual Services	\$195.00
1937	WIRE WIZARD OF ILLINOIS INC	361631	Alarm Monitoring-Pickerill House	190011 62150	Contractual Services	\$105.00
3656	MINOOKA CCSD #201	21906	FY23 Legal Services-Energy Assessment	190011 62150	Contractual Services	\$122.49
					Sub-Total	\$422.49
2047	COMED	551471000512152	FY23 ComEd Harris Arena	190011 63510	Electric	\$27.99
2047	COMED	551471100212152	FY23 ComEd Harris	190011 63510	Electric	\$106.94
					Sub-Total	\$134.93
541	FIRST NATIONAL BANK OF OMAHA	3583GuritzNov2023	FY23 Guritz Credit Card Nov 2023	190011 68430	Marketing / Publicity	\$424.90
1485	OSWEGO CHAMBER OF COMMERCE	2024Expo	2024 Business Expo	190011 68430	Marketing / Publicity	\$285.00
1665	SHAW MEDIA	10085118121523	FY23 Website Hosting, Public Notices	190011 68430	Marketing / Publicity	\$59.99
					Sub-Total	\$769.89
				Forest Preserve Director	Total	\$2,393.35
4419	MECHANICS LAB LLC	4265	FY23 F350 Exhaust	19001183 62160	Equipment	\$250.00
					Sub-Total	\$250.00
1153	KENDALL CO HIGHWAY DEPT	Nov 2023 Fuel	FY23 Nov 2023 Fuel and Diesel	19001183 62180	Gasoline / Fuel / Oil	\$1,235.45
					Sub-Total	\$1,235.45

Grounds and Natural Resources

1655	SERVICE SANITATION, INC	50-493234121523	FY23 Portable Restroom services	19001183 63070	Refuse Pickup	\$166.34
3131	GROOT INC	11659201T102	FY23 Waste and Recycling	19001183 63070	Refuse Pickup	\$430.10
					Sub-Total	\$596.44
1452	NICOR	85662610121121523	FY23 Nicor Millbrook S	19001183 63090	Natural Gas	\$165.22
					Sub-Total	\$165.22
3837	T-MOBILE	9820082049121523	FY23 Cell Phone Services	19001183 63540	Telephones	\$341.04
3837	T-MOBILE	990345112121523	FY23 Ooma Device Services	19001183 63540	Telephones	\$79.90
					Sub-Total	\$420.94
				Grounds and Natural	Total	\$2,668.05
1937	WIRE WIZARD OF ILLINOIS INC	361630	Alarm Monitoring-Meadowhawk	19001171 62270	Utilities	\$180.00
1937	WIRE WIZARD OF ILLINOIS INC	361632	Alarm Monitoring-Rookery Building	19001171 62270	Utilities	\$105.00
					Sub-Total	\$285.00
4137	FRED PETERSON	23-00130	Bunkhouse Sec Dep Refund	19001171 63040	Security Deposit Refund	\$200.00
4138	STEPHEN LEROY	23-00307	Blazing Star Sec Dep Refund	19001171 63040	Security Deposit Refund	\$100.00
					Sub-Total	\$300.00
2047	COMED	0756081017121523	FY23 ComEd Hoover Bathhouse	19001171 63100	Electric	\$425.80
2047	COMED	0793673015121523	FY23 ComEd Hoover Multiple	19001171 63100	Electric	\$1,136.39
2047	COMED	1938021081121523	FY23 ComEd Hoover Residence	19001171 63100	Electric	\$64.91
					Sub-Total	\$1,627.10
				Hoover	Total	\$2,212.10
					Grand Total	\$8,306.73

Hoover

Kendall County Forest Preserve District
 FY 23-24 Fees and Charges
 December 6, 2023 - PROPOSED

Description	Type	Security Deposit	Current Rates Schedule	Proposed Rate Increases
Historic Courthouse Meeting Room and Courtroom Rentals				
East Conference Room	Meeting room	\$100	\$20/hr. resident; \$30/hr. non-resident	
Upper Conference Room	Meeting room	\$100	\$20/hr. resident; \$30/hr. non-resident	
Historic Courtroom	Courtroom	\$100	\$40/hr. resident; \$60/hr. non-resident	
Forest Preserve Shelter, Bunkhouse, and Campsite Rentals				
Richard Young FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Jay Woods FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Subat FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Harris FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Harris - Shelter 1 and 4 (combined)	Shelters 1 and 4	N/A	Required Combined Rental Only	
Harris FP	Shelter 1 and 4 - 5-day	N/A	\$500 for weekday rental	
Pickertill-Pigott Forest Preserve	Shelter	N/A	\$60/resident; \$85 non-resident	
Shelter Rental for Groups over 100*	Shelter	N/A	\$25 per shelter rental for group sizes greater than 100 people	
Shelter or Group Campsite Rescheduling Fee	Shelters and Campsites	N/A	\$25 (Within 1-Calendar Year of Event Date and Reschedule within 30-days Only)	
Hoover FP	Bunkhouse	\$100 per Bunkhouse Rental	\$180/resident; \$240/non-resident	
Bunkhouse Rescheduling Fee	Bunkhouse		\$50 (Within 1-Calendar Year of Event Date and Reschedule within 30-days Only)	
Hoover FP - Campsite and Bunkhouse Non-Emergency Call-out Fee (8 pm to 8 am)*	Bunkhouse and Group Campsite Rentals	N/A	\$40 charge for non-emergency callouts between 8 pm and 8 am the following day	
Hoover FP	Group campsite	N/A	\$65/resident; \$85/non-resident	
Hoover FP	Family campsite	N/A	\$20/resident; \$30/non-resident	
Harris FP	Horse Arena	N/A	\$100 per day	
Firewood Bundles	Firewood	N/A	\$25 per bundle	
General Use Ordinance Special Use Permits				
Special Event Permit Fees	Permit Fee	N/A	\$75 / \$200 / \$300 Assigned Fee	
White-Tailed Deer Bow Hunt CWD Permits				
Bow Hunt Season Permit	Permit Fee	N/A	\$250 R / \$350 NR	
Bow Hunt Weekend Permit	Permit Fee	N/A	\$50 R / \$100 NR	
Hoover - Meadowhawk Lodge Rental				
Friday, Saturday & Sunday (Weddings/Receptions/Spec. Events)	Meadowhawk Lodge	50% of total cost	\$2,000 (8 am to 10 pm)	
Weekend - other events	Meadowhawk Lodge	50% of contracted time	\$110/hr resident - \$130/hr non-resident (3-hr. min.)	
Weekday - other events	Meadowhawk Lodge	50% of contracted time	\$75/hr residents - \$90/hr non-resident (3-hr. min.)	
Meadowhawk Lodge Package (weekdays only)	Meadowhawk Lodge & Bunkhouses	\$100 per Bunkhouse Rental	Bunkhouse: \$180/resident; \$240/non-resident Meadowhawk Lodge: \$250	
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 (optional)	Meadowhawk Lodge	N/A	\$100 (up to 50 guests) / \$150 (over 51 guests)	
Event Host (For Hourly Events w Alcohol Service)	Meadowhawk Lodge	N/A	\$100 per event	
Meadowhawk Lodge Rescheduling Policy Fee	Meadowhawk Lodge	N/A	\$100 (Within 1-Calendar Year of Event Date and Reschedule within 30-days Only)	
Sound System	Meadowhawk Lodge	N/A	\$25 per rental event	

Description	Type	Security Deposit	Current Rates Schedule	Proposed Rate Increases
Pickerill-Pigott - Ken Pickerill Estate House Rental				
Friday, Saturday & Sunday (Weddings/Receptions/Spec. Events)	House, Patio, Shelter	50% of total cost	\$2,500 (8 am - 10 pm)	
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 residents - \$105/hr non-resident	
Pickerill House	House/Meeting Space	50% of contracted time	\$100/hr residents; \$120/hr non-resident	
Not-for-Profit and Government Rate	House, Patio, Shelter	N/A	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 (optional)	House, Patio, Shelter	N/A	\$100 (up to 50 guests) / \$150 (over 51 guests)	
Event Host (For Hourly Events w Alcohol Service)	House, Patio, Shelter	N/A	\$100 per event	
Pickerill Estate House Rescheduling Policy Fee	House, Patio, Shelter	N/A	\$100 (Within 1-Calendar Year of Event Date and Reschedule within 30-days Only)	
Sound System	House, Patio, Shelter	N/A	\$25 per rental event	
Baker Woods - Ellis House Rental				
Friday, Saturday & Sunday (Weddings/Receptions/Spec. Events)	Ellis House/Grounds	\$1,000	\$2,100	
Saturday (wedding)	Ellis House/Grounds	\$1,000	\$2,100	
Weekday and Weekend House and Grounds - Other Events	Ellis House/Grounds	50% of contracted time	\$150/hr	
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	N/A	10% (May-Oct) discount - 10% (Nov - Apr) discount	
Ellis House and Grounds Event Rescheduling Policy Fee	Ellis House /Grounds/ Classroom	N/A	\$100 (Within 1-Calendar Year of Event Date and Reschedule within 30-days Only)	
Client Set-up / Clean-up Time	Ellis House/Grounds	N/A	\$15 per hour for each hour of set-up / clean-up	
Event Host (For Hourly Events w Alcohol Service)	Ellis House/Grounds	N/A	\$100 per event	
Set-up / Clean-up (optional)	Ellis House/Grounds	N/A	\$300 setup and clean-up	
Firewood	Ellis House	N/A	\$30	
Preferred Catering Program	Ellis House	\$200 First-Time Security Deposit	\$150 annual fee	
Wedding Rental - Promotional Package				
Ellis House or Meadowhawk Lodge Rental	Ellis House / Meadowhawk Lodge	50% of contracted time	50% discount off the hourly rental fees at Ellis House or Meadowhawk Lodge with a Wedding, Reception or Special Event rental purchase at either facility	

<u>Description</u>	<u>Type</u>	<u>Security Deposit</u>	<u>Current Rates Schedule</u>	<u>Proposed Rate Increases</u>
Ellis Equestrian Center - Lessons				
Beginner Rider Lessons (Single Lesson)	Public Program	N/A	Resident: \$58 / Non-Resident: \$67	
Beginner Rider Lessons (5-Lesson Package)	Public Program	N/A	Resident: \$230 / Non-Resident: \$265	
Beginner Rider Semi-Private (Single Lesson)	Public Program	N/A	Resident: \$46 / Non-Resident: \$53	
Beginner Rider Semi-Private (5-Lesson Package)	Public Program	N/A	Resident: \$180 / Non-Resident: \$215	
Lead Line Lessons (Single Lesson)	Public Program	N/A	Resident: \$33 / Non-Resident: \$37	
Lead Line Lessons (5-Lesson Package)	Public Program	N/A	Resident: \$140 / Non-Resident: \$160	
Pony Club (Apr-June; July-Sept; Oct-Dec)	Public Program	N/A	\$150 Per Session (Non-Lesson Student) / \$125 (Concurrent Lesson Enrollment)	
Pony Club (Jan-Mar)	Public Program	N/A	\$75 Per Session (Non-Lesson Student) / \$65 (Concurrent Lesson Enrollment)	
Ellis Equestrian Center - Camps				
Parent and Tot Day Camp	Camp Program	N/A	Resident: \$60 / Non-Resident: \$66	Resident: \$66 / Non-Resident: \$72
Pony 2-Overnight/3-Day Camp Experience	Camp Program	N/A	Resident: \$450 / Non-Resident: \$500	Resident: \$475 / Non-Resident: \$525
3-Day Pony Camp	Camp Program	N/A	Resident: \$236 / Non-Resident: \$247	Resident: \$260 / Non-Resident: \$270
Ellis Equestrian - Center Birthdays Parties				
Ellis Horse & Pony Birthday Parties	Public Program	\$100 at time of reservation applied to total cost	Resident: \$250 + \$25 for each child over 10 - Non-Resident \$260 + \$26 for each child over 10	
Ellis Equestrian Center - Other				
Group Adventure Tours (1-Hour)	Public Program	50% of total cost	Resident: \$85 max 6 pp + \$14 for each add'l pp / Non-Resident: \$85 max 6 pp + \$14 for each add'l pp	
Cub Scout and Girl Scout Badge Programs	Public Program	\$100 at time of reservation applied to total cost	Resident: \$250 for up to 10 pp - \$25 per for each add'l - Non-Resident \$260 for up to 10 pp - \$25 per for each add'l	Resident: \$250 for up to 10 pp - \$25 per for each add'l - Non-Resident \$260 for up to 10 pp - \$25 per for each add'l
Equestrian Center Field Trip Programs	School Program	50% of total cost	\$12 per student (Min: 10)	
Hay Wagon Ride / Horseshoe Craft/ Ellis Patch Options	Public Program	N/A	\$3 per person	\$4 per person
Face Paint Option	Public Program	N/A	\$2 per person	\$3 per person
Pony Ride Add On Option	Public Program	N/A	\$10 per person	
Environmental Education Birthday Party, Announced Nature, Scout and Senior Programs				
Cub Scout and Girl Scout Badge Programs	School Program	N/A	\$8 per scout (minimum \$64 program fee)	
Nature-themed Birthday Parties	Public Program	N/A	\$175 (1-15); \$200 (16-30)	
Bunkhouse Package Discount	School Program	N/A	R \$140 per night/NR \$200 per night NR	
Group Campsite Package Discount	School Program	N/A	R \$35 per night/NR \$55 per night	
Canoe Trips	Public Program	N/A	\$30 per person	
Programs for Seniors	Public Program	N/A	\$70 per 1-Hour Program	
Environmental Education School Programs (2-3 Hour, Onsite Field Trips)				
Biominicry	School Program	N/A	\$7 per student	
Bugfest	School Program	N/A	\$7 per student	
Seed Dispersal	School Program	N/A	\$7 per student	
Fossils	School Program	N/A	\$7 per student	
Native Americans	School Program	N/A	\$7 per student	
Teeth Older	School Program	N/A	\$7 per student	
Adaptations Harris	School Program	N/A	\$7 per student	
Ecosystems Harris	School Program	N/A	\$7 per student	
Maple Syrup	School Program	N/A	\$7 per student	
Kendall County Oak Ecosystems (Incl. Natural Areas Mgmt.)	School Program	N/A	\$7 per student	
Weather	School Program	N/A	\$10 per student	
Reptiles and Amphibians	School Program	N/A	\$7 per student	
17-Year Cicadas	School Program	N/A	\$7 per student	
Other Pre-School	Preschool Program	N/A	\$7 per student	\$7 per student
Other School Age	School Program	N/A	\$7 per student	

Environmental Education School Programs (1-Hour Onsite Field Trips or In-School Outreach)

Description	Type	Security Deposit	Current Rates Schedule
Animals in Winter	School Program	N/A	\$3.50 per student
Biomimicry	School Program	N/A	\$7 per student
Seed Dispersal	School Program	N/A	\$7 per student
Fossils	School Program	N/A	\$7 per student
Native Americans	School Program	N/A	\$7 per student
Teeth (Younger)	School Program	N/A	\$3.50 per student
Teeth (Older)	School Program	N/A	\$7 per student
Adaptations in School	School Program	N/A	\$7 per student
Wetland in School	School Program	N/A	\$7 per student
17-Year Cicadas	School Program	N/A	\$7 per student
Kendall County Oak Ecosystems	School Program	N/A	\$7 per student

\$80.00 per classroom; \$65.00 each add'l class
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\$80.00 per classroom; \$65.00 each add'l class

Environmental Education Camp Programs

Description	Type	Security Deposit	Current Rates Schedule
Winter and Spring Break Camp	Camp Program	N/A	\$100.00
1-Day Summer Camp	Camp Program	N/A	\$40.00
Camp for Ages 1-3 Years	Camp Program	N/A	\$40.00
Camp for Ages 4 through Kindergarten	Camp Program	N/A	\$145.00
Camp for Grades 1 through 3	Camp Program	N/A	\$200.00
Camp for Grades 4 through 6	Camp Program	N/A	\$200.00
Camp for Grades 7 through 9	Camp Program	N/A	\$200.00
NatureQuest	Camp Program	N/A	\$220.00
Laws of Nature Family Exploration	Family Program	N/A	\$15 (group size 1-5) / \$25 (group size 6-10)
Summer Family Adventures - 1-Hour Program	Family Program	N/A	\$35 (1-5 part.) / \$55 (6-9 part.)
Summer Family Adventures - 2-Hour Program	Family Program	N/A	\$55 (1-5 part.) / \$75 (6-9 part.)
Summer Family Adventure - Family Horse Adventure	Family Program	N/A	Residents/AMR: \$75 - Additional \$12.50 fee per person for groups over 6
Summer Family Adventures - Full Moon Adventures	Family Program	N/A	\$80 (1-5 part.) / \$100 (6-9 part.)
Afternoon Adventures	After School Program	N/A	\$360.00
After School Enrichment (Various Titles/Age Groups)	After School Program	N/A	\$70.00
Counselor in Training	Camp Program	N/A	\$200.00

Environmental Education - Natural Beginnings

Registration Fee	Preschool Program	N/A	150 + 10% non-refundable tuition applied to 4th quarterly payment
Late Payment Fee	Preschool Program	N/A	\$15 after 5-Day Grace Period
3-Day Sessions	Preschool Program	N/A	\$2,400
2-Day Sessions	Preschool Program	N/A	\$1,800

All credit card payments are charged a 2.5% transaction fee.

CHAPTER 8 EMPLOYEE LEAVES OF ABSENCE

Section 8.1 PERSONAL AND BANKED SICK LEAVE

Pursuant to the terms of this policy, the Employer provides paid personal leave and banked sick leave to eligible employees (as defined below).¹

Personal leave may be used for any purpose, subject to the provisions in this policy. An employee is not required to provide the Employer with a reason for taking personal leave. The Employer will not require the employee to provide documentation or certification of the reason that personal leave was taken. An employee is not required to search for or find a replacement worker to cover the hours during which the employee will take personal leave.

Eligible employees may take personal leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate for pay of personal leave.

A. DEFINITIONS - ELIGIBLE EMPLOYEES AND WORKDAY

For purposes of this policy, “eligible employees” includes all full-time, part-time, temporary, and seasonal employees. Personal leave and banked sick leave is not available to unpaid interns, unpaid volunteers, forest preserve Commissioners, and appointed board/committee members.

If an employee has questions regarding their eligibility for personal leave and/or banked sick leave, they should contact the District’s Executive Director or their designated HR Representative.

For purposes of this policy, a “workday” is the average number of hours an eligible employee is regularly scheduled to work in a workday. So, for example, if the employee regularly works a seven and one-half (7 ½) hour workday, the employee’s “day” for purposes of this policy will be 7.5 hours of personal leave.

B. ACCRUAL OF PERSONAL LEAVE

On the first day of each fiscal year (which is currently December 1st) of employment, eligible employees will receive the equivalent of one (1) work day of paid personal leave per month that they are budgeted to work during the year. Examples of this calculation are as follows:

- A full-time employee who is budgeted to work an average of 7.5 hours each workday during the fiscal year would receive 90 hours of personal leave on December 1st of the fiscal year.
- A part-time employee who is budgeted to work an average of 4 hours each workday during the fiscal year would receive 48 hours of personal leave on December 1st of the fiscal year.
- A temporary seasonal employee who is budgeted to work an average of 4 hours each workday for only 3 months of the fiscal year would receive 12 hours of personal leave during the fiscal year.

¹ For purposes of the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 et seq.), this policy is considered a “qualified pre-existing paid leave policy” adopted prior to January 1, 2024.

An eligible employee who is on FMLA leave or some other form of approved leave on December 1st will still be eligible to receive their paid personal leave days for the fiscal year on December 1st.

Employees who become “eligible employees” after the first day of the fiscal year will be eligible to receive a pro rata amount of personal leave based upon the month they become and eligible employee. For example, if a full-time employee begins employment on June 21, the eligible employee would receive five (5) workdays of paid personal leave for the remainder of the fiscal year, which currently ends on November 30 of each year.

C. TRADING PERSONAL/BANKED SICK LEAVE

Non-probationary eligible employees have the option of trading up to a maximum of twelve (12) workdays of their current, unused personal leave for one-fourth (1/4) of their daily pay rate of the fiscal year of accrual.

Application for this trade must be made in writing no later than October 31 of the fiscal year. Non-probationary eligible employees wishing to trade their unused personal leave days must request this in writing from their Executive. The Executive will certify the number of personal leave days the non-probationary eligible employee is entitled to trade and submit this information in writing to the Kendall County Treasurer’s Office.

If the eligible employee uses any of these personal days after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year’s twelve (12) personal days.

D. CARRYOVER OF UNUSED PERSONAL LEAVE (“BANKED SICK LEAVE”)

Accrued personal leave that is not used or traded on or before the last day of the fiscal year it is earned may be carried over by eligible employees to the next fiscal year but may only be carried over as accrued banked sick leave (not personal leave).

Banked sick leave may only be used after all personal days granted in the active fiscal year have been exhausted.

Accrued banked sick leave may only be used for one or more of the following reasons:

- The eligible employee is sufficiently ill so that good judgment would determine it best not to report to work;
- The eligible employee cannot report to work due to an illness or injury not arising out of or in the course of their employment;
- The eligible employee is absent due to an illness, injury, or medical appointment of the eligible employee or their spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the eligible employee’s attendance may be necessary; and/or
- The eligible employee is absent due to an FMLA qualifying reason, and the eligible employee is concurrently using FMLA leave for the absence.

Banked sick leave can be accumulated up to a sum not to exceed two hundred forty (240) banked sick leave days.

Eligible employees may take banked sick leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for banked sick leave.

E. NOTIFICATION AND APPROVAL TO USE ACCRUED PERSONAL LEAVE AND BANKED SICK LEAVE

All requests to use personal leave and/or banked sick leave should be submitted in writing to the eligible employee's Executive or Executive's designee (collectively referred to as "Executive") for approval or denial. If the request is approved, the eligible employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes.

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for an unforeseeable absence (e.g., the eligible employee becomes ill): The eligible employee should call the Designated HR Representative or their Executive and request the time off as soon as possible but no later than one (1) hour prior to the start of their work shift, unless such notice is not practical and/or such notice requirement has been waived by the Executive.

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for a foreseeable absence (e.g., to attend a medical, optical or dental examination appointment or treatment or any other type of foreseeable absence): The eligible employee should submit their request for time off in writing to their Executive as soon as possible but no later than twenty four (24) hours prior to the start of their work shift, unless such notice is not practical and/or such notice requirement has been waived by their Executive.

All requests to use accrued personal leave and/or banked sick leave should be made to create minimal disruption of work schedules and regular business operations if possible. All requests to use accrued personal leave and/or banked sick leave should include the eligible employee's best estimate of the duration of the absence, if possible.

Use of personal leave and/or banked sick leave is subject to approval by the eligible employee's Executive. The Executive may deny an eligible employee's request to use personal leave and/or banked sick leave if granting such leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use personal leave and/or banked sick leave may be denied:

- (1) Staffing would fall below minimum levels necessary to provide effective public service;
- (2) Emergency circumstances exist requiring employee attendance; and/or
- (3) Employee absence would hamper the Employer's ability to meet critical workflow obligations or deadlines.

Disapproved personal leave and/or banked sick leave requests will be promptly returned to the eligible employee with an explanation for the denial of the time off request.

The eligible employee must promptly report their absences charged to accrued personal leave and/or banked sick leave in writing to their Executive and the Designated HR Representative for recordkeeping purposes.

F. SEPARATION OF EMPLOYMENT

Upon separation of employment, the employee is not entitled to any additional compensation for any unused personal days in the current year and for any accrued banked sick days from prior years. However, retiring IMRF members, 55 years of age and older, may qualify for a maximum of up to one (1) year of additional pension service credit for accrued, unused banked sick leave accumulated at the rate of one (1) month of IMRF pension service credit for every twenty (20) days of accrued, unused banked sick leave or fraction thereof.

KCFPD Employee Handbook:

Effective Date: November 15, 2022

Amended: December 19, 2023

Section 8.1 – Personal and Banked Sick Leave

**KENDALL COUNTY FOREST PRESERVE DISTRICT,
KENDALL COUNTY, ILLINOIS
Ordinance 23-12-001**

**AN ORDINANCE REGARDING THE
PAID LEAVE FOR ALL WORKERS ACT**

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the “Act”); and

WHEREAS, effective January 1, 2024, the Act requires an employer to provide certain paid leave to their employees, unless the employer is subject to an existing municipal or county ordinance that requires the employer to provide any form of paid leave to their employees; and

WHEREAS, the Kendall County Forest Preserve District, in the passage of this Ordinance, is exercising the District’s statutory rights pursuant to the Act for Kendall County Forest Preserve District government employees; and

WHEREAS, the Board of Commissioners of the Kendall County Forest Preserve District finds that passage of this Ordinance is in the public policy interest of Kendall County Forest Preserve District for employees to have some paid leave from work to maintain their health and well-being, care for their families, or use for any other reason of their choosing; and

WHEREAS, the Board of Commissioners further finds that this Ordinance is expressly contemplated by Section 15(p) of the Act; and

NOW, THEREFORE, BE IT RESOLVED, by the Kendall County Forest Preserve District Board of Commissioners as follows:

SECTION 1: Recitals. The foregoing recitals are incorporated into and made a part of this Ordinance as the findings of the Board of Commissioners of the Kendall County Forest Preserve District.

SECTION 2: Applicability. The provisions of this Ordinance apply only to employees of the Kendall County Forest Preserve District and are not intended to affect the rights and responsibilities of non-Kendall County Forest Preserve District employees pursuant to the Act.

SECTION 3: Paid Leave Rights.

- a. All regular full-time employees of the Kendall County Forest Preserve District will, at all times, be provided with no less than 40 hours of any form of paid leave for every consecutive 12-month period of their employment.
- b. All part-time, temporary, and seasonal paid employees of the Kendall County Forest Preserve District will, at all times, be provided with no less than 1 hour of any form of paid leave for every 40 hours worked, up to 40 hours of paid leave.

- c. The Kendall County Forest Preserve District, through its personnel policies, may make adjustments to eligibility and accrual rates for various forms of paid leave on an ongoing basis without impacting, affecting, or altering this Ordinance, but in no event shall the right to paid leave provided to employees be less than what is provided herein.

SECTION 4: Severability. If any section, paragraph, sentence, or clause of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 5: Conflict. All ordinance or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict, and any future changes to preexisting personnel policies and collective bargaining agreements subject to this Ordinance are hereby authorized to be done by motion or resolution.

SECTION 6: Effective Date. This Ordinance shall be in full force and effect upon its approval by a majority vote of the Board of Commissioners of the Kendall County Forest Preserve District.

Approved this 19th day of December, 2023.

Signed:

Attest:

Brian DeBolt, President

Seth Wormley, Secretary



McCULLOUGH IMPLEMENT COMPANY

WATSEKA, ILLINOIS

Ship To
IN STORE PICKUP

Location		
03 - MORRIS, IL		
Date	Time	Page
12/06/2023	15:26:04 (O)	1
Account Number	Phone Number	Invoice Number
KENDA008	6305534025	Q00224
Ship Via		Purchase Order
P.S.T. Number		F.S.T. Number
Salesperson		
TIMOTHY KRAMER		216

Sold To
KENDALL COUNTY FOREST PRESERVE
110 WEST MADISON
YORKVILLE IL 60560

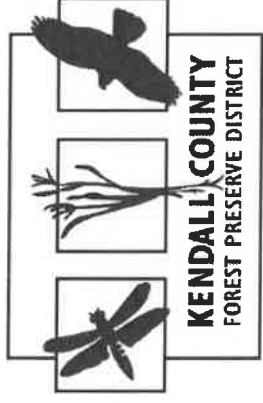
Description			
Description	** Q U O T E **	EXPIRY DATE: 01/15/2024	Amount
Stock #: 121601	Serial #: A5KC2GDBTPG085010		21026.22
New KU RTV-X1100CWL			
New KUBOTA RTV-X1100CWL	UTILITY VEHICLE		
	Miscellaneous Charges/Credits		
	=====		
SETUP	Qty: 1	Price: 400.00	400.00
		Subtotal:	21426.22
Authorization: _____		Quote Total:	21426.22

POSTED

DESIGNATED EDUCATION PROGRAM USE AREA KENDALL COUNTY FOREST PRESERVE DISTRICT - GENERAL USE ORDINANCE #23-02-001

PUBLIC USE RESTRICTIONS IN EFFECT WHILE ACTIVE PROGRAMMING IN PROGRESS

1. Use of the Nature Play Space is limited to families with children.
2. District employees reserve the right to close all or a portion of the play space area to facilitate District education programs.
3. Individuals are expected to follow District employee guidance on use restrictions including instructions to vacate the program use area.
4. Advanced reservations are required for use of this designated area by all formal and informal groups over 10 persons.
5. No pets (service animals excluded) are allowed in this area at any time.



Questions: Call 630-553-4025 or e-mail kcforest@kendallcountylil.gov

**Exhibit A: Hoover Forest Preserve—Designated Education Program Area
Public Use Restrictions Approved by the Kendall County Forest Preserve District Board of Commissioners 12-19-2023**

General Use Ordinance #23-02-001

Public Use Restrictions (Chapter II)

Hours of Use Restrictions (Section II) and Permit Requirements (Section III)





December 8, 2023

David Guritz
Executive Director
Kendall County Forest Preserve District
110 W. Madison Street
Yorkville, IL 60560

RE: Hoover Forest Preserve to Fox River Bluffs: RTP Grant Preparation

Dear Dave,

Thank you for contacting Upland Design to assist with grant writing for a Recreation Trails Program Grant through the Illinois Department of Natural Resources. Please find enclosed a proposal for professional services to assist the Forest Preserve.

We have included time to update for current bid prices in the cost estimate and will work with you, your Board and staff to create a great application!

Sincerely,

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

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect
mkelly@uplandDesign.com

RTP Grant Application
Page 1 of 3

Upland Design Ltd

Chicago 312.350.4088 uplandDesign.com 815.254.0091 Plainfield

Hoover to Fox River Bluffs - RTP Grant Preparation **Kendall County Forest Preserve District**

Project Background: The State of Illinois Department of Natural Resources has made funding available through a Recreational Trails Program each year. Grant allowed expenditures include development of new recreation trails in natural outdoor settings. Grant funding has been up to \$200,000 with an 80% match in past years with applications due in March of each year. The State of Illinois has not announced the 2024 grant amounts or dates yet. The Kendall County Forest Preserve District would like to connect the Hoover Forest Preserve and the Fox River Bluffs Forest Preserve with a new multi-use trail. The trail will include land on the forest preserve property as well as land owned by the Kendall County through the Highway Department.

Grant Preparation: Upland Design Ltd proposes to prepare an IDNR 2024 RTP grant along with an updated cost estimate for the project based on late 2023 bidding prices. Upland Design will share a list of required items that the Forest Preserve will need to provide.

Grant Discussion Meeting: A kick-off meeting to discuss the grant parameters, trail plan and cost estimate will take place early in the grant preparation process. This will take place at the Forest Preserve offices.

Upland Design will prepare one IDNR RTP grant submittal for the project. We will work closely with the Forest Preserve to obtain all necessary documents. Application elements include:

- Grant application forms
- GATA budget documents/forms
- General Project Data and Narrative Statement
- Project Plan in Grant Submittal Format
- Sketches and Elevations of Project Elements
- Cost Estimate
- FEMA Flood Map
- Acquisition Data
- Budget
- Premise Plat Map (provided by Forest Preserve)
- Location Map
- National Wetland Map
- Environmental Assessment Statement
- Cultural Resources, Endangered Species and Wetland Report Form (CERP)



The Forest Preserve Board will vote on a Resolution of Authority for the grant submittal, pay grant submission fees and any grant award fees. In addition, documents such as wetland delineation that the County has already completed through previous project will be shared with Upland for grant submittal. The Forest Preserve will update any GATA information and keep this information updated as required for the grant.

Forest Preserve Staff will review the grant submittal and Upland Design will make final changes based on the input. The documents will then be submitted to IDNR through the Amplifund online system as required. The final grant submission will be emailed to the Forest Preserve in digital format.

RTP Grant Application
Page 2 of 3

Upland Design Ltd

Chicago 312.350.4088 uplandDesign.com 815.254.0091 Plainfield

Professional Fees:

For the work described herein, a lump sum fee as listed below and in addition, reimbursable expenses:

RTP Grant Preparation: \$ 6,300

If Forest Preserve requests additional meetings, changes to the work or additional work, we can provide these services at our listed hourly rates. No additional fee shall be charged without written agreement from the Forest Preserve.

Reimbursable Expenses:

Items beyond the professional fees will include postage and printing of drawings along with mileage reimbursement. These will be invoiced to the Forest Preserve at Upland Design's direct cost without mark-up. Mileage reimbursement will be at current IRS rates. The Forest Preserve will provide a \$300 check for the IDNR Grant Submission Fee OR Upland Design Ltd will pay the fee and be reimbursed, if that option is better for the Forest Preserve.

Excluded Services:

The Firm and their design team will not be responsible for the following: Wetland delineation, archeological services, topographic surveys, plat of surveys, subsurface conditions, construction documents, or permits.

