

KENDALL COUNTY FOREST PRESERVE DISTRICT

MEETING AGENDA

TUESDAY, FEBRUARY 6, 2024

6:00 PM

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 January 9, 2024
 - Kendall County Forest Preserve District Committee of the Whole Meeting of January 16, 2024
 - Kendall County Forest Preserve District Finance Committee Meeting of January 25, 2024
 - B. ⁽¹⁾ **MOTION**: Approval of Claims in the Amounts of \$9,932.03
- 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**
 - A. Notice of Public Hearing: February 8, 2024 from 5:30 PM to 7:00 PM
Kendall County Historic Courthouse – 110 W. Madison Street, Yorkville, IL 60560
Illinois Department of Natural Resources – Proposed Regional Trails Program (RTP) Area
Hoover and Fox River Bluffs Forest Preserves Multi-Use Trail
 - B. Kendall County Forest Preserve District - 2023 Year in Review Annual Report
- XIV. Adjournment

(1) 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
COMMITTEE of the WHOLE MEETING MINUTES
JANUARY 09, 2024**

I. Call to Order

President DeBolt called the meeting to order at 4:30 pm in the Kendall County Office Building – second floor meeting rooms 209 and 210.

II. Roll Call

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

Commissioners Bachmann, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley, and DeBolt, were all present.

III. Approval of Agenda

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

IV. Public Comments

No public comments were offered from citizens in attendance.

V. Leadership Team Report

Executive Advisor Guritz, provided a report and updates on District capital projects. Acting Executive Director White and Environmental Education and Public Outreach Division Manager Wiencke provided updates on District grounds and natural resources and education projects.

VI. Motion to Forward Claims to Commission

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

Commissioner Rodriguez left the meeting at 4:32 pm and returned to the meeting at 4:32 pm.

VII. Review of Preliminary End-of-Year Financial Statements through November 30, 2023 and December 31, 2023

Executive Advisor Guritz presented an overview of the preliminary financial statements through November 30, 2023 and December 31, 2023.

VIII. OLD BUSINESS

- a) **MOTION: Approval to Forward an Intergovernmental Agreement between Kendall County and the Kendall County Forest Preserve District for the Dedication of Kendall County Transportation Alternatives Program Funding and Authorization to Construct Multi-Use Trail Segments within County-owned Parcels to Complete the Hoover – Fox River Bluffs Forest Preserve Connecting Trail to Commission and the Kendall County Board for Consideration**

Commissioner Kellogg made a motion to forward an intergovernmental agreement between Kendall County and the Kendall County Forest Preserve District for the dedication of Kendall County Transportation Alternatives Program funding and authorization to construct multi-Use trail segments within County-owned parcels to complete the Hoover – Fox River Bluffs Forest Preserve Connecting Trail to Commission and the Kendall County Board for consideration. Seconded by Commissioner Wormley.

Commissioner Bachmann made a motion to amend the motion to include forwarding the proposed intergovernmental agreement to the Kendall County State’s Attorney’s Office for review. Seconded by Commissioner Kellogg. Aye, all. Opposed, none. The original motion was successfully amended.

A second vote was taken to approve the amended motion. All, aye. Opposed, none. Motion unanimously approved.

IX. NEW BUSINESS

- a) **Grounds Coordinator and Resident Position Description Review and Discussion**
Acting Executive Director White presented a Grounds Coordinator and Resident Position Description for review.

Commissioner Peterson made a motion to forward the Grounds Coordinator and Resident position description to Commission. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

- b) **MOTION: Approval of a Special Use Permit for Kendall County EMA, including Waiving of Permit Fees for Training at Harris Forest Preserve including Use of Shelter 4 on January 13, 2024**

Commissioner Kellogg made a motion to approve a special use permit for Kendall County EMA, including waiving of permit fees for training at Harris Forest Preserve including Use of Shelter 4 on January 13, 2024. Seconded by Commissioner Wormley. Aye, all. Opposed, none.

- c) **MOTION: Approval of a Special Use Permit, Including Waiving of Permit Fees for the Yorkville Area Chamber of Commerce Green Committee and The Conservation Foundation to Host Winter Wonderland Walks at Hoover Forest Preserve**

Commissioner Koukol made a motion to approve a special use permit, including waiving of permit fees for the Yorkville Area Chamber of Commerce - Green Committee and The Conservation Foundation to host "Winter Wonderland Walks" at Hoover Forest Preserve. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

X. OTHER ITEMS OF BUSINESS

a) Natural Beginnings Early Learning Program – Primary Caregivers Policy Discussion
Environmental Education and Public Outreach Division Manager Wiencke presented a proposed policy for families experiencing a loss of a primary caregivers.

Commissioner Peterson made a motion to approve the policy amendment for primary caregivers for the Natural Beginnings Early Learning Program. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

XI. Hoover Forest Preserve New Year's Day Hike

Executive Advisor Guritz reported the New Year's Day Hike at Hoover Forest Preserve was attended by over 150 people, with over 600 cans of soup collected and donated to the Kendall County Food Pantry.

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

Operations Chair Koukol reminded the Committee the next Operations meeting is on February 7th.

Finance Chair Wormley remarked the next Finance Committee meeting is January 25th.

XIII. Public Comments

No public comments were offered from citizens in attendance.

XIV. Executive Session

None.

XV. Summary of Action Items

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

XVI. Adjournment

Commissioner Bachmann made a motion to adjourn. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none. Meeting adjourned at 5:30 pm.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
JANUARY 16, 2024**

I. Call to Order

President DeBolt called the meeting to order at 10.01 am 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

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

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

V. Approval of Agenda

Commission Peterson made a motion to approve the agenda as presented. Seconded by Commissioner Gengler. 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 December 19, 2023
- B. Approval of Claims in the Amount of \$22,339.75 (123023F) and \$7,918.85 (011524F)
- C. **MOTION:** Approval of a Policy Addressing the Loss of a Primary Caregiver of a Student Enrolled within the Natural Beginnings Early Learning Program
- D. **MOTION:** Approval of the Grounds Maintenance Coordinator and Resident Position Description

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

Motion: Commissioner Shanley
Second: Commissioner Flowers

Roll call: Consent Agenda

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

Motion unanimously approved.

Roll call: Commissioners Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Shanley, and President 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)
Finance Chair Wormley reported no new updates

Operations Chair Koukol reported the next Operations Committee meeting on January 3, 2024 is cancelled.

XI. Public Comments

Commissioner Shanley offered public comment and positive feedback from observations of the winter break camp hosted at Hoover Forest Preserve by the forest preserve’s education department. Commissioner Rodriguez also offered comments on staff dedication.

XII. Executive Session

None.

XIII. Other Items of Business

None.

XIV. Adjournment

Commissioner Peterson made a motion to adjourn. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none. Meeting adjourned at 10:08 am.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES
JANUARY 25, 2024**

I. Call to Order

Chairman Wormley called the meeting to order at 5:35 pm in the Kendall County Administrative Office Building, Rooms 209 and 210.

II. Roll Call

	Bachmann		Koukol
X	DeBolt	X	Peterson
	Flowers		Rodriguez
	Gengler	X	Shanley (Adjourned from the meeting at 6:01 pm)
X	Kellogg	X	Wormley

Commissioners DeBolt, Kellogg, Peterson, Shanley, and Wormley were all present.

III. Approval of Agenda

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 Shanley. Aye, all. Opposed, none.

VI. Review of Financial Statements for the Period Ending December 31, 2023

Acting Director White presented the District’s preliminary financial statements through December 31, 2023, remarking that final accrual entries are pending following completion of the FY23 audit.

OLD BUSINESS

A. 2007 15/16/17 Debt Service Fund 1903 Interest Earnings Transfer to Capital Fund #1907

Commissioner DeBolt made a motion to forward the 2007 15/16/17 Debt Service Fund 1903 Interest Earnings Transfer to Capital Fund #1907 to Committee of the Whole. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

B. Fox River Bluffs – Hoover Forest Preserve Trail Connection Project – Updated Probable Costs for Construction

Acting Director White provided updated cost estimates.

The Finance Committee gave direction to hold off on further discussion until more accurate cost estimates are provided by Upland Design.

NEW BUSINESS

A. Grounds Coordinator and Resident Position – Starting Salary and Benefits Recommendations

Acting Director White presented recommendations for the starting salary including benefit costs information for the Grounds Coordinator and Resident position. This included a proposed range for the monthly lease payment between \$500 and \$1,000.

Commissioner Shanley adjourned from the meeting at 6:01 pm, and did not return.

Commissioner Peterson made a motion to approve the position posting with a starting salary range of \$40,000 to \$45,000 yearly salary for the Grounds Coordinator and Resident position. Seconded by Commissioner Kellogg. All, aye. Opposed, none.

B. Subat Nature Center – Kluber, Inc. – Discussion of Probable Costs for Construction

The Finance Committee provide direction to continue working with Kluber Inc. to reduce the estimated project's construction costs.

C. MOTION: Approval to Forward a Resolution of Authorization to Apply for a 2024 FHA-RTP Grant to Complete the Hoover-Fox River Bluffs Forest Preserves Trail Connection Project

The Finance Committee provide direction to postpone discussion until final cost projections are received from Upland Design.

D. FY23 Audit Progress – Mack & Associates

Acting Director White provided updates on the FY23 audit progress.

E. 2024 Proposed Farm License Agreements

Commissioner Kellogg made a motion to forward the 2024 proposed farm license agreements to the Committee of the Whole. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

Other Items of Business

A. Downstate Forest Preserve District Act – Proposed Amendment Updates

Commissioner Kellogg provided remarks on the positive feedback received on the proposal.

B. ICRMT – 2023 Workers' Compensation Audit Analysis

The District was issued a refund based on the audit and FY23 analysis of salaries paid to all District staff by position classification.

C. Hoover Forest Preserve – Bathhouse Fixture Repairs

Acting Director White provided an overview of repairs scheduled to the Hoover Forest Preserve bathhouse.

VII. Public Comments

No public comments were offered from citizens in attendance.

VIII. Executive Session

None.

IX. Adjournment

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

Meeting adjourned at 6:13 pm.

Respectfully submitted,

Antoinette White
Acting Executive Director

Claims Listing

1/24/2024 10:55:42 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	2047	COMED	9361548011013124	ComEd Ellis House	19001161 62270	Utilities	\$770.91
			4			Sub-Total	\$770.91
	21	ADS, INC	147996013124	Alarm Monitoring-Ellis	19001161 68580	Grounds and Maintenance	\$186.93
						Sub-Total	\$186.93
Ellis Grounds					Ellis Barn	Total	\$957.84
	1323	MENARDS	89692	Ellis-Ice Melt, Extension cords, lightbulbs, cups	19001162 68580	Grounds and Maintenance	\$125.36
	1323	MENARDS	89910	Ellis-Ice Melt	19001162 68580	Grounds and Maintenance	\$81.53
						Sub-Total	\$206.89
Ellis House					Ellis Grounds	Total	\$206.89
	51	SYNCB/AMAZON	1TP9-NFFX-9H7C	WiFi Booster for Ellis	19001160 62000	Office Supplies	\$84.99
						Sub-Total	\$84.99
	2047	COMED	9361548011013124	ComEd Ellis House	19001160 62270	Utilities	\$770.92
Environmental Educ. Natrl Beg.						Sub-Total	\$770.92
	21	ADS, INC	147996013124	Alarm Monitoring-Ellis	19001160 68580	Grounds and Maintenance	\$186.93
	1323	MENARDS	89206	Paper towels, toilet paper, windshield washer	19001160 68580	Grounds and Maintenance	\$38.96
						Sub-Total	\$225.89
					Ellis House	Total	\$1,081.80
Environmental Educ. Natrl Beg.	1323	MENARDS	89556	Bracket Track Mounts, screws	19001178 63030	Program Supplies	\$17.47
						Sub-Total	\$17.47

4636	KARINA OCHOA	NB Refund	NB Refund	19001178 63040	Security Deposit Refund	\$880.00
				Environmental Educ. Natri	Total	\$880.00
						\$897.47
67	AMEREN ILLINOIS	278644400601312 4	Millbrook S Electric	190011 63510	Electric	\$180.96
2047	COMED	936157800001312 4	ComEd Baker Woods	190011 63510	Electric	\$21.46
					Sub-Total	\$202.42
843	IL DEPT OF NAT'L RESOURCES	2024 RTP Grant Add	2024 Grant Application Fees	190711 66500	Miscellaneous Expense	\$300.00
				Forest Preserve Director	Total	\$502.42
317	COFFMAN TRUCK SALES INC	49563	Plow Repairs	19001183 62160	Equipment	\$694.92
					Sub-Total	\$694.92
1452	NICOR	856626101210131 24	Nicor Millbrook S	19001183 63090	Natural Gas	\$143.51
1452	NICOR	879461100010131 24	Nicor Harris	19001183 63090	Natural Gas	\$232.06
					Sub-Total	\$375.57
1323	MENARDS	79579	Brass Plug	19001183 63110	Shop Supplies	\$5.99
					Sub-Total	\$5.99
678	GRAINCO FS, INC.	60021317	Herbicide	19001183 68530	Preserve Improvements	\$1,027.75
				Grounds and Natural	Total	\$1,027.75
						\$2,104.23
4200	SAMANTHA FLORES	23-00409	Meadowhawk Lodge Refund	19001171 63040	Security Deposit Refund	\$360.00

**Forest Preserve
Director**

**Grounds and Natural
Resources**

Hoover

4633	BRETT RIEDL	23-00359	Bunkhouse Refund-not enough participation	19001171	63040	Security Deposit Refund	\$505.00
4634	SILVANA KING	24-00014	Bunkhouse Sec Dep Refund	19001171	63040	Security Deposit Refund	\$100.00
						Sub-Total	\$965.00
1452	NICOR	2282083027013124	Nicor Hoover Shop	19001171	63090	Natural Gas	\$47.69
1452	NICOR	23336698297013124	Nicor Rookery	19001171	63090	Natural Gas	\$147.66
1452	NICOR	24614203628013124	Nicor Blazing Star	19001171	63090	Natural Gas	\$112.16
1452	NICOR	28235299733013124	Nicor Moonseed	19001171	63090	Natural Gas	\$103.07
1452	NICOR	30831034894013124	Nicor Kingfisher	19001171	63090	Natural Gas	\$157.95
1452	NICOR	50980197128013124	Nicor Meadowhawk Lodge	19001171	63090	Natural Gas	\$50.12
1452	NICOR	72389374124013124	Nicor Hoover Residence	19001171	63090	Natural Gas	\$67.87
1452	NICOR	88551401149013124	Nicor Hoover Maintenance	19001171	63090	Natural Gas	\$130.69
						Sub-Total	\$817.21
2047	COMED	0756081017013124	ComEd Hoover Bathroom	19001171	63100	Electric	\$541.76
2047	COMED	0793673015013124	ComEd Hoover Multiple	19001171	63100	Electric	\$1,464.17
						Sub-Total	\$2,005.93
						Total	\$3,788.14
4631	GRNE NELNET HOLDCO 2023	CI-000301405	FY23-Solar-Pickerill Electric	19001184	63100	Electric	\$313.90
4631	GRNE NELNET HOLDCO 2023	CI-000302716	Solar Power-Pickerill	19001184	63100	Electric	\$79.34
						Sub-Total	\$393.24
						Total	\$393.24
						Pickerill - Pigott	

Pickerill - Pigott

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PUBLIC HEARING**

**RECREATIONAL TRAILS PROGRAM AREA
HOOVER FOREST PRESERVE AND FOX RIVER BLUFFS FOREST PRESERVE
PROPOSED MULTI-USE TRAIL CONNECTION**

**THURSDAY, FEBRUARY 8, 2024
5:30 P.M. TO 7:00 PM**

**KENDALL COUNTY HISTORIC COURTHOUSE
KENDALL COUNTY FOREST PRESERVE DISTRICT ADMINISTRATIVE OFFICE
110 W. MADISON STREET
("LAWS OF NATURE" CENTER ROOM)
YORKVILLE IL 60560**

- I. 5:30 PM - Opening of Public Hearing
- II. Overview of Proposed Phased Plans and Costs
- III. Public Comments
- IV. 7:30 PM - Adjournment

PUBLISHED PUBLIC NOTICE

The Kendall County Forest Preserve District will hold a public hearing on Thursday, February 8, 2024, from 5:30 PM to 7:00 PM at the Kendall County Forest Preserve District Administrative Offices located in the Historic Courthouse, 110 W. Madison Street, Yorkville, Illinois 60560 to discuss the District's intent to apply for a grant with the Illinois Department of Natural Resources to develop a Recreational Trails Program Area including a connecting linear trail between Hoover and Fox River Bluffs Forest Preserves - south of the Fox River adjacent to Eldamain Road. Written and verbal public input is requested. If unable to attend the public meeting, residents may send written comments to David Guritz, Executive Advisor at the address above, or email the District at kcforest@kendallcountyil.gov. The Historic Courthouse is an accessible location.

(Kendall County Record - Feb. 1, 2024) 2139045

Kendall County Historic Courthouse - Laws of Nature Center - 110 W. Madison 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.

SHAW MEDIA
EST. 1851
PO BOX 250
CRYSTAL LAKE IL 60039-0250
(815)459-4040

ORDER CONFIRMATION (CONTINUED)

Salesperson: KATE HOFFMILLER

Printed at 01/29/24 10:52 by kateh-sm

Acct #: 10085118

Ad #: 2139045

Status: New

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(Kendall County Record Feb. 1, 2024) 2139045