

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

TUESDAY, APRIL 2, 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 Committee of the Whole Meeting of March 12, 2024
 - Kendall County Forest Preserve District Commission Meeting of March 20, 2024
 - B. ⁽¹⁾ **MOTION**: Approval of Claims in the Amount of \$13,200.33
- 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 Meeting Cancellation:
Kendall County Forest Preserve District Operations Committee Meeting - Wednesday, April 3, 2024 @ 6:00 PM
- 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 FOREST PRESERVE DISTRICT
COMMITTEE of the WHOLE MEETING MINUTES
MARCH 12, 2024**

I. Call to Order

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

II. Roll Call

X	Bachmann		Koukol
X	DeBolt	X	Peterson (arrived to the meeting at 4:32 pm)
X	Flowers (adjourned from meeting at 5:32 pm)	X	Rodriguez
X	Gengler (arrived to the meeting at 4:34 pm)	X	Shanley
X	Kellogg	X	Wormley

Commissioners Bachmann, Flowers, Kellogg, Rodriguez, Shanley, Wormley, and DeBolt were all present.

Commissioner Peterson entered the meeting at 4:32 pm.

Commissioner Gengler entered the meeting at 4:34 pm.

Commissioner Flowers adjourned from the meeting at 5:32 pm, and did not return.

III. Approval of Agenda

Commissioner Flowers 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. Leadership Team Report

Executive Advisor Guritz provided updates on District projects.

Commissioner Peterson entered the meeting at 4:32 pm.

Commissioner Gengler entered the meeting at 4:34 pm.

VI. Motion to Forward Claims to Commission (022924F and 031524F)

Commissioner Shanley made a motion to forward the two claims reports to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

VII. Review of Preliminary End-of-Year Financial Statements through February 29, 2024

Executive Advisor Guritz presented an overview of the preliminary financial statements through February 29, 2024.

VIII. OLD BUSINESS

- a. **MOTION: Approval to Forward an Amendment and Restatement of an Intergovernmental Agreement between the Kendall County Forest Preserve District and the Village of Minooka Concerning the McDaniel Property (Parcel #09-34-300-010) on Holt Road to Commission for Approval**

Commissioner Shanley made a motion to forward an amendment and restatement of an intergovernmental agreement between the Kendall County Forest Preserve District and the Village of Minooka concerning the McDaniel Property (Parcel #09-34-300-010) on Holt Road to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

IX. NEW BUSINESS

- a. **Subat Forest Preserve Nature Center and Master Plan Improvements – Presentation of Concept Plans and Probable Costs for Construction (Kluber Architects + Engineers)**

Chris Hansen with Kluber Architects + Engineers presented an overview of the concept plans for the Subat Nature Center. The Committee of the Whole discussed the concept designs. Executive Advisor Guritz confirmed direction to move forward with completion of final designs, bid specifications, and project bidding.

Commissioner Flowers left the meeting at 5:32 pm.

- b. **MOTION: Approval to Forward a 2-Year License Agreement with Millbrook Trail Rides, LLC to Commission for Access and Maintenance of a Designated Trail Corridor at Millbrook North Forest Preserve to Commission for Approval**

Commissioner Peterson made a motion to forward a two-year license agreement with Millbrook Trail Rides, LLC for access and maintenance of a designated trail corridor at Millbrook North Forest Preserve to Commission approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

c. MOTION: Approval to Forward a \$1,500.00 Sponsorship of The Conservation Foundation's 2024 Earth Day Benefit Dinner to Commission for Approval

Commissioner Shanley made a motion to forward a \$1,500.00 sponsorship of The Conservation Foundation's 2024 Earth Day Benefit Dinner to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

d. MOTON: Approval to Forward a Motion and Treasurer's Office Request to Transfer Interest Earnings Retained in Fund 1903 in the Amount of \$1,936.54 to the District's Debt Service Fund 1915 to Commission for Approval

Commissioner Bachmann made a motion to forward a motion and Treasurer's Office request to transfer interest earning retained in Fund 1903 in the amount of \$1,936.54 to the District's Debt Service Fund 1915 to Commission for approval. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

e. MOTION: Approval to Forward a 1-Year Lease Agreement with Jon Kolka, Grounds Coordinator and Resident for Use of the Hoover Residence Effective March 21, 2024 through March 21, 2025 for a \$550.00 Monthly Rent Payment, Plus a \$2,500.00 Security Deposit to Commission for Approval

Commissioner Wormley made a motion to forward a 1-year lease agreement with Jon Kolka, Grounds Coordinator and Resident for use of the Hoover Residence effective March 21, 2024 through March 21, 2025 for a \$550.00 monthly rent payment, plus a \$2,500.00 security deposit to Commission for approval. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

f. MOTION: Approval to Forward the Purchase of a Used Kendall County Highway Vehicle (2015 GMC 1500 Sierra – Crew Cab with ± 125,000 miles) to Commission for Approval

Commissioner Bachmann made a motion to forward the purchase of a used Kendall County Highway Vehicle (2015 GMC 1500 Sierra – crew cab with ± 125,000 miles) to Commission for approval. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

X. Other Items of Business

a. Regular Meeting Date Change Reminder:

Kendall County Forest Preserve District Commission Meeting:

DRAFT for COMMISSION APPROVAL: 04/02/2024

Tuesday, March 19, 2024 at 9:00 AM in the Kendall County Board Room
Rescheduled to Wednesday, March 20, 2024 at 9:00 AM in the Kendall County
Board Room Kendall County Forest Preserve District – Calendar Year 2023 Year-
In-Review Report

**b. SB 3743 – Illinois Downstate Forest Preserve District Act – Proposed
Amendment Updates**

Executive Advisor Guritz advised on the meeting date change for the District’s upcoming regularly scheduled Commission meeting.

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

Finance Chair Wormley remarked the Millbrook Trail Rides license agreement was the major discussion that came out of the February Finance Committee meeting.

XX. Public Comments

No public comments were offered from citizens in attendance.

XXI. Executive Session

None.

XXII. Summary of Action Items

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

XXIII. Adjournment

Commissioner Bachmann made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 6:05 pm.

Respectfully submitted,

David Guritz
Executive Advisor, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
MARCH 20, 2024**

I. Call to Order

President DeBolt called the meeting to order at 10:10 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

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

Roll call: Commissioners Bachmann, Gengler, Kellogg, Koukol, Peterson, 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 Bachmann. 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 Committee of the Whole Meeting of February 13, 2024
- Kendall County Forest Preserve District Commission Meeting of February 20, 2024
- Kendall County Forest Preserve District Finance Committee Meeting of February 29, 2024
- Kendall County Forest Preserve District Operations Committee Meeting of March 6, 2024

- B. Approval of Claims in the Amount of \$17,191.44 (022924F) and \$49,209.72 (0315224F)
- C. **MOTION:** Approval of a Two Year License Agreement between the Kendall County Forest Preserve District and Millbrook Trail Rides LLC to Allow Scheduled Access, Use, and Maintenance of a Designated Trail at Millbrook North Forest Preserve for an Annual License Fee of \$2,500.00
- D. **MOTION:** Approval of a \$1,500.00 Event Sponsorship for The Conservation Foundation’s 2024 Earth Day Benefit Dinner
- E. **MOTION:** Approval of an Amendment and Restatement of an Intergovernmental Agreement between the Kendall County Forest Preserve District and the Village of Minooka Concerning the McDaniel Property (Parcel #09-34-300-010) on Holt Road
- F. **MOTION:** Approval of a 1-Year Lease Agreement with Jon Kolka, Grounds Coordinator and Resident for Use of the Hoover Residence Effective March 21, 2024 through March 21, 2025 for a \$550.00 Monthly Rent Payment Plus a \$2,500.00 Security Deposit
- G. **MOTION:** Approval of an Offer to Purchase a Used Kendall County Highway Vehicle (2015 GMC 1500 Sierra – Crew Cab with ± 125,000 miles - VIN#1GTN2TECOFZ263405) in the Amount of \$8,859.00, which Sum is Based on the Blue Book Market Value
- H. **MOTION:** Approval of a Treasurer’s Office Request to Transfer Interest Earnings Retained in Fund 1903 in the Amount of \$1,936.54 to the District’s Debt Service Fund 1915

Commissioner Wormley made a motion to approve the consent agenda. Seconded by Commissioner Peterson.

Motion: Commissioner Wormley					
Second: Commissioner Peterson					
Roll call: Consent Agenda					
Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Bachmann	X		Koukol	X	
DeBolt	X		Peterson	X	
Flowers			Rodriguez	X	
Gengler	X		Shanley	X	
Kellogg	X		Wormley	X	
Motion unanimously approved.					

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

VIII. OLD BUSINESS

- A. No items were posted for consideration.

IX. NEW BUSINESS

- A. No items were posted for consideration.

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

No updates were offered by either chairman.

XI. Public Comments

No public comments were offered from citizens in attendance.

XII. Executive Session

None.

XIII. Other Items of Business

A. Subat Nature Center - \$300,000 IDNR OSLAD Grant (#OS-23-2290) 50% Disbursement
Executive Advisor Guritz reported that the District had received the initial \$300,000 disbursement of the OSLAD grant for construction of the Subat Nature Center.

XIV. Adjournment

Commissioner Peterson made a motion to adjourn. Seconded by Commissioner Bachmann.

Aye, all. Opposed, none. Meeting adjourned at 10:15 am.

Respectfully submitted,

David Guritz

Executive Advisor, Kendall County Forest Preserve District

Claims Listing

3/27/2024 11:14:46 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Ellis House	4762	WATCH COMMUNICATIONS	1405336033124	Internet Services-Ellis	19001160 62270	Utilities	\$103.49	
						Sub-Total	\$103.49	
	1323	MENARDS	93598	Lightbulbs, cord, connector, \$.02 due inv #92603	19001160 68580	Grounds and Maintenance	\$15.48	
						Sub-Total	\$15.48	
					Ellis House	Total	\$118.97	
Ellis Riding Lessons	4523	WESTWIND HAY FARMS	033124	Hay Square Blaes-Ellis	19001164 63000	Animal Care & Supplies	\$130.00	
						Sub-Total	\$130.00	
						Ellis Riding Lessons	Total	\$130.00
Environ. Educ. Laws of Nature	3380	AMAZON CAPITAL SERVICES	1Q9V-X1VY-P4K1	Educ DeptSupplies	19001180 63030	Program Supplies	\$75.74	
						Sub-Total	\$75.74	
						Environ. Educ. Laws of	Total	\$75.74
Environ. Educ. Other Pbhc Prg	3380	AMAZON CAPITAL SERVICES	1Q9V-X1VY-P4K1	Educ DeptSupplies	19001179 63030	Program Supplies	\$39.92	
						Sub-Total	\$39.92	
						Environ. Educ. Other Pbhc	Total	\$39.92
Environmental Educ. Natrl Beg.	1323	MENARDS	91076	Broom, dustpan	19001178 63030	Program Supplies	\$26.88	
	3380	AMAZON CAPITAL SERVICES	1Q9V-X1VY-P4K1	Educ DeptSupplies	19001178 63030	Program Supplies	\$396.48	
						Sub-Total	\$423.36	
						Environmental Educ. Natrl	Total	\$423.36

Education School		1Q9V-X1VY-P4K1	Educ DeptSupplies	19001176 63030	Program Supplies	\$7.19
3380	AMAZON CAPITAL SERVICES					
				Environmental Education	Sub-Total	\$7.19
					Total	\$7.19
4769	CPR PLUS	240229	CPR, First Aid for Educ.	190011 62040	Conferences	\$585.00
					Sub-Total	\$585.00
67	AMEREN ILLINOIS	278644006033124	Millbrook S Electric	190011 63510	Electric	\$112.73
2047	COMED	1017879000033124	ComEd Baker Woods	190011 63510	Electric	\$21.47
					Sub-Total	\$134.20
1464	NORTHERN SAFETY CO, INC	906087572	Replacement Chairs for Kingfisher	190711 66500	Miscellaneous Expense	\$1,885.32
					Sub-Total	\$1,885.32
2260	THE CONSERVATION FOUNDATION	Spring2024Benefit	Donation-Spring Benefit Dinner	190011 68540	Contributions	\$1,500.00
					Sub-Total	\$1,500.00
				Forest Preserve Director	Total	\$4,104.52
90	ATLAS BOBCAT	BW7362	Oil, filters	19001183 62160	Equipment	\$194.37
					Sub-Total	\$194.37
678	GRAINCO FS, INC.	B0005310709	Fuel for Hoover	19001183 62180	Gasoline / Fuel / Oil	\$1,855.52
					Sub-Total	\$1,855.52
1452	NICOR	85662610121033124	Nicor Millbrook S	19001183 63090	Natural Gas	\$142.80
1452	NICOR	87946110001033124	Nicor Harris	19001183 63090	Natural Gas	\$190.89
					Sub-Total	\$333.69
1323	MENARDS	92999	Paint, mop handle	19001183 63110	Shop Supplies	\$10.97

Grounds and Natural Resources

1323	MENARDS	94072	Lightbulbs	19001183	63110	Shop Supplies	\$27.98
				Grounds and Natural		Sub-Total	\$38.95
						Total	\$2,422.53
2197	NEWARK SANITARY DISTRICT	071112	Sample and Flow Reports-Hoover	19001171	62270	Utilities	\$1,200.00
						Sub-Total	\$1,200.00
3364	TROOP 41 DJ LACHAPELLE	22-00322	Moonseed Sec Dep Refund	19001171	63040	Security Deposit Refund	\$100.00
						Sub-Total	\$100.00
1452	NICOR	228270830270331	Nicor Hoover Shop	19001171	63090	Natural Gas	\$47.96
1452	NICOR	233366982970331	Nicor Rookery	19001171	63090	Natural Gas	\$146.12
1452	NICOR	246142036280331	Nicor Blazing Star	19001171	63090	Natural Gas	\$121.05
1452	NICOR	282352997330331	Nicor Moonseed	19001171	63090	Natural Gas	\$86.58
1452	NICOR	308310348940331	Nicor Kingfisher	19001171	63090	Natural Gas	\$137.46
1452	NICOR	509801971280331	Nicor-MHL	19001171	63090	Natural Gas	\$52.12
1452	NICOR	723893741240331	Nicor Hoover Residence	19001171	63090	Natural Gas	\$59.15
1452	NICOR	885514011490331	Nicor Hoover Maintenance	19001171	63090	Natural Gas	\$100.19
						Sub-Total	\$750.63
2047	COMED	047403800003312	ComEd Hoover Multiple	19001171	63100	Electric	\$2,383.97
2047	COMED	050739700003312	ComEd Hoover Bathhouse	19001171	63100	Electric	\$655.39
2047	COMED	983783122203312	ComEd Hoover Residence	19001171	63100	Electric	\$48.17
						Sub-Total	\$3,087.53

Hoover

1323	MENARDS	94072	Lightbulbs	19001171	63110	Shop Supplies	\$9.99
						Sub-Total	\$9.99
84	ARTLIP AND SONS INC	209917	Thermostat Replacement- Hoover	19001171	63120	Building Maintenance	\$635.00
1323	MENARDS	92999	Paint, mop handle	19001171	63120	Building Maintenance	\$23.97
1877	WALDEN'S LOCK SERVICE	23781	Replacement bolt-MHL	19001171	63120	Building Maintenance	\$70.98
						Sub-Total	\$729.95
						Total	\$5,878.10
						Grand Total	\$13,200.33