

**KENDALL COUNTY FOREST PRESERVE DISTRICT**

**MEETING AGENDA**

**TUESDAY, APRIL 16, 2024**

**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. <sup>(1)</sup> **CONSENT AGENDA**
  - A. Approval of Minutes
    - Kendall County Forest Preserve District Finance Committee Meeting of March 28, 2024
    - Kendall County Forest Preserve District Commission Meeting of April 2, 2024
  - B. <sup>(1)</sup> **MOTION**: Approval of Claims in the Amount of \$19,795.56
- VIII. **OLD BUSINESS**

*No Items Posted for Consideration*
- IX. **NEW BUSINESS**

**MOTION**: Approval of the Mack & Assoc., P.C. FY23 Audit and Financial Report for the Kendall County Forest Preserve District
- 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 I.G.3.b.v.a)*

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES  
MARCH 28, 2024**

**I. Call to Order**

Chairman Wormley called the meeting to order at 5:15 pm in the Kendall County Administrative Office Building, Rooms 209 and 210.

**II. Roll Call**

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

Commissioners DeBolt, Shenley, and Wormley were all present.

**III. Approval of Agenda**

Commissioner Shanley made a motion to approve the agenda as presented. Seconded by Commissioner DeBolt. 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 DeBolt 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 February 29, 2024**

Executive Advisor Guritz presented the District’s preliminary financial statements through February 29, 2024. The District is on track for meeting all budget objectives for FY24.

**OLD BUSINESS**

**A. EPA Section 319 Grant Proposal – Little Rock Creek Forest Preserve Dam Removal Project**

Executive Advisor Guritz provide an update that the District will be working with Hey and Associates to apply for the Section 319 Grant. Commission has already approved the submission of the grant agreement and consultant’s contract.

**B. Congresswoman Underwood– FY25 Community Project Funding Request**

Executive Advisor Gurtz provided an update that the timing of the FY25 Community Funding opportunities through Congresswoman Underwood’s office will not align with District near-term project funding needs.

**C. Subat Nature Center Project Updates**

Executive Advisor Gurtz provided updates on the Subat Nature Center project.

**NEW BUSINESS**

**A. Review of Ordinance #06-04-01 Regarding the Granting of Easements and Licenses**

Executive Advisor Gurtz provided an overview of Ordinance #06-04-01 establishing policy on the District’s granting of easements and licenses. The Ordinance was used to process the recent TC Energy / ANR Pipeline request for a temporary easement.

**B. TC Energy – ANR Pipeline (AKA Michigan-Wisconsin Pipe Line Company) Temporary and Permanent Easement Requests – Discussion of Temporary Easement Scope, and District Fees and Charges**

Executive Advisor Gurtz presented a request of a temporary easement from ANR Pipeline / TC Energy, exhibits and breakdown of temporary easement costs for discussion.

**Other Items of Business**

**A. FY24 Capital Projects – Development of Bid Specifications**

**B. FY23 Audit Progress – Mack & Associates**

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

**D. Wesley Hughes Estate Contribution – Status Report**

Executive Advisor Gurtz provided updates on District capital projects.

The FY23 Audit will be presented by Mack & Associates, P.C. at the April Committee of the Whole meeting.

SB3743 is awaiting assignment to a State legislative committee.

The District is checking on status for the final disbursement from the Wesley Hughes estate.

**VII. Public Comments**

No public comments were offered from citizens in attendance.

**VIII. Executive Session**

None.

**IX. Adjournment**

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

Meeting adjourned at 5:48 pm.

Respectfully submitted,

David Guritz  
Executive Advisor

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
APRIL 2, 2024**

**I. Call to Order**

President DeBolt called the meeting to order at 7:02 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		Shanley
X	Kellogg	X	Wormley

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

**V. Approval of Agenda**

Commission Wormley made a motion to approve the agenda as presented. Seconded by Commissioner Rodriguez. 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 March 12, 2024
- Kendall County Forest Preserve District Commission Meeting of March 20, 2024

**B. Approval of Claims in the Amount of \$13,200.33**

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

Motion: Commissioner Bachmann  
 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		
Kellogg	X		Wormley	X	

Motion unanimously approved.

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

**VIII. OLD BUSINESS**

A. No Items Posted for Consideration

**IX. NEW BUSINESS**

A. No Items Posed for Consideration

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

No updates were provided from the Committee Chairmen.

**XI. Public Comments**

No public comments were offered from citizens in attendance.

**XII. Executive Session**

Commissioner Kellogg made a motion to enter into executive session under 2(c)21 of the Open Meetings Act for the purpose of 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 DeBolt.

Motion: Commissioner Kellogg  
 Second: Commissioner DeBolt

**Roll call: Executive Session 2(c)21**

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

Motion unanimously approved.

Roll call: Commissioners Bachmann, Gengler, Kellogg, Koukol, Rodriguez, Wormley, and DeBolt, aye. Opposed, none. Motion unanimously approved. Executive session called to order at 7:17 pm.

Commissioner Wormley made a motion to adjourn from executive session. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

Regular meeting reconvened at 7:19 pm.

### **XIII. Other Items of Business**

- A. FY24 Capital Projects – Development of Bid Specifications
- B. FY23 Audit Progress – Mack & Associates
- C. SB 3743 – Illinois Downstate Forest Preserve District Act – Proposed Amendment Updates
- D. Wesley Hughes Estate Contribution – Status Report

Executive Advisor Guritz provided updates on the District’s capital projects.

The FY23 Audit will be presented by Mack & Associates at the April Committee of the Whole meeting.

SB3743 is awaiting assignment to a State legislative committee.

The District is working to determine when the final Wesley Hughes estate donation will be received.

### **XIV. Adjournment**

Commissioner Bachmann made a motion to adjourn. Seconded by Commissioner Kellogg. Aye, all. Opposed, none. Meeting adjourned at 7:20 pm.

Respectfully submitted,

David Guritz  
Executive Advisor, Kendall County Forest Preserve District

# Claims Listing

4/10/2024 11:22:45 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	678	GRAINCO FS, INC.	1311197041524	Ellis-Fuel	19001161 62270	Utilities	\$370.44
	<b>Sub-Total</b>						
Ellis Grounds	124	BARRETT'S ECOWATER	0010381041524	Ellis Water Services	19001161 68580	Grounds and Maintenance	\$121.78
	<b>Sub-Total</b>						
Ellis Grounds	1060	JOHN DEERE FINANCIAL	41111-16381041524	Ellis and Grounds Supplies	19001162 68580	Grounds and Maintenance	\$117.27
	<b>Sub-Total</b>						
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	Vick CC March 2024	Vick Credit Card March 2024	19001160 62000	Office Supplies	\$22.30
	<b>Sub-Total</b>						
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	Guritz CC March 2024	Guritz Credit Card March 2024	19001164 63000	Animal Care & Supplies	\$774.78
	4523	WESTWIND HAY FARMS	03212024	Hay Bales-Ellis	19001164 63000	Animal Care & Supplies	\$260.00
<b>Sub-Total</b>							<b>\$1,034.78</b>



**Ellis Riding Lessons**

529	EQUINE VETERINARY PRACTICE LLC	11759041524	Dante, Keeper, Nemo	19001164 63020	Vet & Farrier	\$435.00
2057	MATTHEW CAVINESS	12023680	Ellis-Shoes and trims	19001164 63020	Vet & Farrier	\$430.00

<b>Sub-Total</b>	<b>\$865.00</b>
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<b>Ellis Riding Lessons</b>	<b>Total</b>	<b>\$1,899.78</b>
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**Ellis Weddings**

3131	GROOT INC	12001013T102	January Waste and Recycling Services	19001168 63070	Refuse Pickup	\$71.50
3131	GROOT INC	12269696T102	Waste and recycling services	19001168 63070	Refuse Pickup	\$71.50

<b>Sub-Total</b>	<b>\$143.00</b>
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<b>Ellis Weddings</b>	<b>Total</b>	<b>\$143.00</b>
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**Environ. Educ. Other Pblc Prg**

541	FIRST NATIONAL BANK OF OMAHA	Wiencke CC Mar 2024	Wiencke Credit Card March 2024	19001179 63030	Program Supplies	\$183.32
3380	AMAZON CAPITAL SERVICES	19FD-JJ4R-7KYR	Amazon-Rubber Stamps	19001179 63030	Program Supplies	\$17.75
3380	AMAZON CAPITAL SERVICES	1LQY-NM4V-7VFF	Uniforms, Googly eyes	19001179 63030	Program Supplies	\$12.88

<b>Sub-Total</b>	<b>\$213.95</b>
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<b>Environ. Educ. Other Pblc Prg</b>	<b>Total</b>	<b>\$213.95</b>
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**Environmental Educ. Natrl Beg.**

3380	AMAZON CAPITAL SERVICES	16RD-CDQ7-3KY4	Solar Eclipse Book	19001178 63030	Program Supplies	\$16.64
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<b>Sub-Total</b>	<b>\$16.64</b>
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<b>Environmental Educ. Natrl Beg.</b>	<b>Total</b>	<b>\$16.64</b>
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**Forest Preserve  
Director**

541	FIRST NATIONAL BANK OF OMAHA	Guritz CC March 2024	Guritz Credit Card March 2024	190011 62000	Office Supplies	\$16.92	
541	FIRST NATIONAL BANK OF OMAHA	White CC-March 2024	White Credit Card March 2024	190011 62000	Office Supplies	\$117.41	
1020	ILLINOIS STATE POLICE SERVICES FUND	20240305718	Background checks	190011 62000	Office Supplies	\$20.00	
1304	MARCO TECHNOLOGIES, LLC	526245428F	Copiers 03/28/2024 - 04/28/2024	190011 62000	Office Supplies	\$191.48	
3380	AMAZON CAPITAL SERVICES	1YN6-3PRC- CNMR	Binder Clips, pens, charger	190011 62000	Office Supplies	\$41.06	
						<b>Sub-Total</b>	<b>\$386.87</b>
541	FIRST NATIONAL BANK OF OMAHA	White CC-March 2024	White Credit Card March 2024	190011 62040	Conferences	\$55.00	
						<b>Sub-Total</b>	<b>\$55.00</b>
2047	COMED	66110222220415 24	ComEd Jay Woods	190011 63510	Electric	\$25.02	
						<b>Sub-Total</b>	<b>\$25.02</b>
1007	ILLINOIS COUNTIES RISK MANAGEMENT TRUST	April Installment	Liability Insurance Installment	190011 68000	Liability Insurance Premiums	\$9,920.16	
						<b>Sub-Total</b>	<b>\$9,920.16</b>
541	FIRST NATIONAL BANK OF OMAHA	Guritz CC March 2024	Guritz Credit Card March 2024	190011 68430	Marketing / Publicity	\$32.53	
1665	SHAW MEDIA	10085118041524	Website Hosting	190011 68430	Marketing / Publicity	\$59.99	
						<b>Sub-Total</b>	<b>\$92.52</b>
					<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$10,479.57</b>

**Grounds and Natural Resources**

506	ELBURN NAPA, INC.	4860041524	Grounds Supplies	19001183 62160	Equipment	\$388.54
541	FIRST NATIONAL BANK OF OMAHA	White CC-March 2024	White Credit Card March 2024	19001183 62160	Equipment	\$129.99
1060	JOHN DEERE FINANCIAL	1113-29745041524	Grounds Supplies	19001183 62160	Equipment	\$64.93
1060	JOHN DEERE FINANCIAL	41111-16381041524	Ellis and Grounds Supplies	19001183 62160	Equipment	\$269.50
1323	MENARDS	94390	Sprayer, showerhead, mop bucket	19001183 62160	Equipment	\$43.96
<b>Sub-Total</b>						<b>\$896.92</b>
1153	KENDALL CO HIGHWAY DEPT	FuelMarch2024	Fuel and Diesel-March 2024	19001183 62180	Gasoline / Fuel / Oil	\$979.02
<b>Sub-Total</b>						<b>\$979.02</b>
2441	BRANDON L BEERUP	2024BootReimb	Boot Reimbursement	19001183 62400	Uniforms / Clothing	\$75.00
3380	AMAZON CAPITAL SERVICES	1HNJ-WGRR-FV6N	Uniforms	19001183 62400	Uniforms / Clothing	\$111.22
3380	AMAZON CAPITAL SERVICES	1LQY-NM4V-7VFF	Uniforms, Googly eyes	19001183 62400	Uniforms / Clothing	\$10.99
<b>Sub-Total</b>						<b>\$197.21</b>
1655	SERVICE SANITATION, INC	50-493234041524	Portable Restroom Services	19001183 63070	Refuse Pickup	\$254.66
3131	GROOT INC	12001013T102	January Waste and Recycling Services	19001183 63070	Refuse Pickup	\$209.80
3131	GROOT INC	12269696T102	Waste and recycling services	19001183 63070	Refuse Pickup	\$209.80
<b>Sub-Total</b>						<b>\$674.26</b>

**Grounds and Natural Resources**

1323	MENARDS	95246	Menards-plastic tarp, ant traps, lightbulbs	19001183 63110	Shop Supplies	\$23.91	
						<b>Sub-Total</b>	<b>\$23.91</b>
1849	VERIZON	9959533421	Cell Phone Services	19001183 63540	Telephones	\$167.54	
3837	T-MOBILE	982008249041524	Cell Phone Services	19001183 63540	Telephones	\$317.41	
3837	T-MOBILE	990345112041524	Ooma Device	19001183 63540	Telephones	\$79.90	
						<b>Sub-Total</b>	<b>\$564.85</b>
1323	MENARDS	94592	Doorknob, cleaner, key removal set	19001183 68530	Preserve Improvements	\$77.05	
1323	MENARDS	95244	Rain cap	19001183 68530	Preserve Improvements	\$20.49	
						<b>Sub-Total</b>	<b>\$97.54</b>

						<b>Total</b>	<b>\$3,433.71</b>
						<b>Grounds and Natural Resources</b>	
4758	GISELLE RAMIREZ	24-00020	MHL Sec Dep Refund	19001171 63040	Security Deposit Refund	\$250.00	
4777	AMBAR VELAZQUEZ	24-00088	MHL Sec Dep Refund	19001171 63040	Security Deposit Refund	\$242.50	
4778	JESSE ORTIZ	24-00080	MHL Sec Dep Refund	19001171 63040	Security Deposit Refund	\$187.50	
						<b>Sub-Total</b>	<b>\$680.00</b>

**Hoover**

1323	MENARDS	94390	Sprayer, showerhead, mop bucket	19001171 63110	Shop Supplies	\$59.99	
1323	MENARDS	94592	Doorknob, cleaner, key removal set	19001171 63110	Shop Supplies	\$17.93	
						<b>Sub-Total</b>	<b>\$77.92</b>
541	FIRST NATIONAL BANK OF OMAHA	White CC-March 2024	White Credit Card March 2024	19001171 63120	Building Maintenance	\$1,300.99	
1323	MENARDS	94330	Garage Door Stop, sidewall grille, nails, gas kit	19001171 63120	Building Maintenance	\$89.29	
1323	MENARDS	94390	Sprayer, showerhead, mop bucket	19001171 63120	Building Maintenance	\$35.98	
1323	MENARDS	94540	Showerhead, aerator, repair kit	19001171 63120	Building Maintenance	\$73.72	
1323	MENARDS	95246	Menards-plastic tarp, ant traps, lightbulbs	19001171 63120	Building Maintenance	\$56.96	
1323	MENARDS	95264	Menards-Batteries, lightbulbs	19001171 63120	Building Maintenance	\$83.75	
1323	MENARDS	9531519001171	Socket, emergency kit, covers, keypad	19001171 63120	Building Maintenance	\$578.51	
						<b>Sub-Total</b>	<b>\$2,219.20</b>
						<b>Hoover</b>	
						<b>Total</b>	<b>\$2,977.12</b>
						<b>Grand Total</b>	<b>\$19,795.56</b>

