

**KENDALL COUNTY FOREST PRESERVE DISTRICT**  
**MEETING AGENDA**  
**TUESDAY, MAY 7, 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. <sup>(1)</sup> **CONSENT AGENDA**
  - A. Approval of Minutes
    - Kendall County Forest Preserve District Commission Meeting of April 16, 2024
    - Kendall County Forest Preserve District Finance Committee Meeting of April 25, 2024
    - Kendall County Forest Preserve District Operations Committee Meeting of May 1, 2024
  - B. <sup>(1)</sup> Approval of Claims in the Amount of \$37,664.11
- 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**
- 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  
COMMISSION MEETING MINUTES  
APRIL 16, 2024**

**I. Call to Order**

President DeBolt called the meeting to order at 9:59 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 (entered meeting at 10:00 am)
X	Gengler	X	Shanley
X	Kellogg	X	Wormley

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

Commissioner Rodriguez entered the meeting at 10:00 am.

**V. Approval of Agenda**

Commissioner Koukol made a motion to approve the agenda as presented. Seconded by Commissioner Shanley. 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 Finance Committee Meeting of March 28, 2024
- Kendall County Forest Preserve District Commission Meeting of April 2, 2024

**B. Approval of Claims in the Amount of \$19,795.56**

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	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 Posted for Consideration

**IX. NEW BUSINESS**

A. **MOTION:** Approval of the Mack & Assoc., P.C. FY23 Audit and Financial Report for the Kendall County Forest Preserve District.

Commissioner Shanley made a motion to approve the Mack & Assoc., P.C. FY23 Audit and Financial Report for the Kendall County Forest Preserve District. Seconded by Commissioner Wormley.

Motion: Commissioner Shanley  
 Second: Commissioner Wormley

**Roll call: FY23 Audit and Financial Report – Mack & Assoc.**

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.

**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**

None.

**XIII. Adjournment**

Commissioner Shanley made a motion to adjourn. Seconded by Commissioner Peterson. 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  
APRIL 25, 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	X	Peterson
	Flowers		Rodriguez
	Gengler		Shanley
X	Kellogg	X	Wormley

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

**III. Approval of Agenda**

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

**VI. Review of Financial Statements for the Period Ending March 31, 2024**

Executive Advisor Guritz presented the District’s preliminary financial statements through March 31, 2024.

**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.

**B. Subat Nature Center Project Budget and Capital Funding Source Recommendations**

Executive Advisor Guritz provided updates on the Subat Nature Center Project. The project is currently out for bid.

**C. MOTION: Approval of a Letter of Request to Attorney John Duggan and David Hughes, Executor of the Partial Distribution of the Majority or Residuary Balance Retained for the Kendall County Forest Preserve District's Share of the Residual Estate of Wesley Hughes.**

Commissioner DeBolt made a motion to forward the Letter of Request to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

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

Executive Advisor Guritz provided updates on the TC Energy – ANR Pipeline Heartland Project and easement requests. A breakdown of easement costs in accordance with exhibits received from Ohio Valley Acquisition LLC were discussed. The Committee reviewed and discussed the terms for the temporary easement agreement under review by the State's Attorney's Office.

District staff also discussed possible acquisition approaches for the Route 52 – Aux Sable Creek Forest Preserve addition from The Conservation Foundation using Land Cash funds. Direction was received to move forward with acquisition planning once The Conservation Foundation acknowledges acceptance of the proposed approach.

**NEW BUSINESS**

**A. ARPA Projects Updates – Status Report and Pickerill Estate House Water Filter Proposal**

Executive Advisor Guritz provided updates on ARPA-funded capital projects, and direction for the proposal received to install a new air intake system filter for the Pickerill estate house water supply. Direction was received to add the project to the ARPA list for Committee of the Whole review.

**Other Items of Business**

No other items of business were discussed.

**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 5:53 pm.

Respectfully submitted,

David Guritz  
Executive Advisor

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES  
MAY 1, 2024**

**I. Call to Order**

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

**II. Roll Call**

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

Commissioners Bachmann, Flowers, and Rodriguez were all present.

**III. Approval of Agenda**

Commissioner Flowers made a motion to approve the meeting agenda as presented. Seconded by Commissioner Gengler. 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 April 30, 2024**

Acting Executive Director White presented an overview of the District’s financial statements and cost center reports through April 30, 2024.

**VI. APPROVAL OF SPECIAL USE PERMITS**

**A. Board of Trustees – University of Illinois Extension – Harris Horse Arena and Shelter 7 – Saturday, July 13, 2024 from 8:00 AM to 7:30 PM – Amended License Agreement**

**B. Kendall County Horse Show Association – October 13, 2024 “Spooky Trail” Special Use Permit – Approval to Waive Fees and Charges**

**C. Kendall County 2024 LEAD Youth Program (KC Sheriff’s Office Deputy Dan Briars) – Harris Forest Preserve - Shelter 1 and 4 - June 28, 2024 – Approval to Waive Fees and Charges**

Commissioner Flowers made a motion to approve the University of Illinois Extension - Board of Trustees amended license agreement for use of the Harris Horse Arena and Shelter 7 on Saturday, July 13, 2024 from 8:00 AM to 7:30 PM. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.



Commissioner Bachmann made a motion to approve the Kendall County Horse Show Association “Spooky Trail” Special Use Permit for use of the Harris Hill woodland trail on October 13, 2024, including the waiving of District fees and charges. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Commissioner Bachmann made a motion to approve the Kendall County 2024 LEAD Youth Program (KC Sheriff’s Office Deputy Dan Briars) host date at Harris Forest Preserve including use of Shelter 1 and 4 on June 28, 2024, with approval to waive District fees and charges. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Commissioner Bachmann made a motion to approve an amended Kendall County Planning, Building, and Zoning license agreement (Economic Development – Todd Volker) for use of the Pickerill Estate House on June 20, 2024. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

## **VII. Grounds and Natural Resources Reports**

- A. Grounds and Natural Resources Project Updates
- B. Project Bid Specifications Progress Report (Hoover Shop and Ellis House; Hoover Well Pump)
- C. Bunkhouse Shelters – Structural Repairs
- D. Licensed Facilities Tour Policy - District Bunkhouses and Event Venues
- E. Groot Industries Contract Renewal
- F. Equipment Replacement Updates

Acting Executive Director White presented Grounds and Natural Resources project updates.

Executive Advisor Guritz provide an update on the Subat Nature Center project, including bid timeline and additional funds available. Director Guritz provided insight into how project funds can be recovered, as well as how the approach taken will significantly conserve District resources because of the approaches taken, and State grant support funding received. The new facility will not require District staffing to be present, costly utilities, or extension of significant long term maintenance efforts.

Acting Executive Director White presented a quote for structural repairs on the bunkhouse shelters. Direction was received to present the proposal to the Committee of the Whole.

Commissioner Bachmann made a motion to forward the licensed facilities tour policy to the Committee of the Whole for discussion. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

The Operations Committee discussed equipment replacement sources. Commissioner Bachmann stated that the KC Highway Department also relies on SourceWell.

## **VIII. Environmental Education and Ellis House and Equestrian Center Reports**

### **A. Policies, Procedures and Guidelines for Review and Processing Special Requests – Hoover Forest Preserve Special Use Areas and Programming**

Commissioner Flowers made a motion to forward a Bill of Sale for the purchase of “Bullseye” a paint gelding from Sunrise North Therapeutic Riding to the Kendall County Forest Preserve District for \$1.00 to the Committee of the Whole for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

Environmental Education and Outreach Division Manager Wiencke provided an overview of the internal review process and guidelines in place for handling education program requests to extend special use permissions and/or use of licensed facilities at Hoover Forest Preserve by outside organizations. In addition to the education program charges, the District assigns both special use permit fees and licensed facility fees in accordance with the District’s approved fee structures.

## **IX. Other Items of Business**

No items posted for consideration.

## **X. Chairman’s Report**

None.

## **XI. Public Comments**

No public comments were offered from citizens in attendance.

## **XII. Executive Session**

None.

## **XIII. Adjournment**

Commissioner Flowers made a motion to adjourn the meeting. Seconded by Commissioner Bachmann. Aye, all. Opposed, none. Meeting adjourned at 7:03 pm.

Respectfully submitted,

David Guritz  
Executive Advisor, Kendall County Forest Preserve District

# Claims Listing

4/24/2024 12:19:41 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	21	ADS, INC	147996043024	Alarm Services-Ellis	19001161 68580	Grounds and Maintenance	\$186.93
						<b>Sub-Total</b>	<b>\$186.93</b>
					<b>Ellis Barn</b>	<b>Total</b>	<b>\$186.93</b>
Ellis Grounds	1323	MENARDS	95687	Auger Bit	19001162 68580	Grounds and Maintenance	\$10.99
	1323	MENARDS	95816	Ellis-Fence rails and posts	19001162 68580	Grounds and Maintenance	\$1,119.60
	1323	MENARDS	96050	Ellis-Weed & Feed	19001162 68580	Grounds and Maintenance	\$279.92
	1323	MENARDS	96206	Hose mender, shut off valve, hose, weed killer	19001162 68580	Grounds and Maintenance	\$101.70
	3380	AMAZON CAPITAL SERVICES	17VQ-TYJN-KVDV	Ellis Spreader	19001162 68580	Grounds and Maintenance	\$189.97
						<b>Sub-Total</b>	<b>\$1,702.18</b>
Ellis House					<b>Ellis Grounds</b>	<b>Total</b>	<b>\$1,702.18</b>
	2047	COMED	2346189000043024	ComEd Ellis House	19001160 62270	Utilities	\$1,802.24
	4762	WATCH COMMUNICATIONS	1405336043024	Ellis Internet	19001160 62270	Utilities	\$108.49
					<b>Sub-Total</b>	<b>\$1,910.73</b>	

Ellis House									
21	ADS, INC	147996043024	Alarm Services-Ellis	19001160	68580	Grounds and Maintenance		\$186.93	
							<b>Sub-Total</b>	<b>\$186.93</b>	
							<b>Total</b>	<b>\$2,097.66</b>	
<b>Ellis Sunrise Center</b>									
3380	AMAZON CAPITAL SERVICES	1RYW-YH4N-1YKC	Ellis-Cat Food	19001167	63000	Animal Care & Supplies		\$34.54	
4523	WESTWIND HAY FARMS	04092024	Hay-Square Bales for Ellis	19001167	63000	Animal Care & Supplies		\$78.00	
							<b>Sub-Total</b>	<b>\$112.54</b>	
							<b>Total</b>	<b>\$112.54</b>	
<b>Environ. Educ. Other Pblc Prg</b>									
3380	AMAZON CAPITAL SERVICES	1JDR-NJCX-66WW	Fairy garden supplies, uniforms	19001179	63030	Program Supplies		\$71.29	
							<b>Sub-Total</b>	<b>\$71.29</b>	
							<b>Total</b>	<b>\$71.29</b>	
<b>Environmental Educ. Natrl Beg.</b>									
1323	MENARDS	96354	Screw eyes, key tags	19001178	63030	Program Supplies		\$11.08	
1871	JESSICA VOSBURGH	April2024Reimbursement	Reimbursement for substrate	19001178	63030	Program Supplies		\$17.97	
							<b>Sub-Total</b>	<b>\$29.05</b>	
							<b>Total</b>	<b>\$29.05</b>	

**Forest Preserve  
Director**

884	ILLINOIS TOLLWAY	G123000006414	Tolls-IPASS	190011 62000	Office Supplies	\$18.70
					<b>Sub-Total</b>	<b>\$18.70</b>
1199	KLUBER, INC.	8931	Subat-Architect Services	190411 62150	Contractual Services	\$9,441.90
4768	GEOCON PROFESSIONAL SERVICES LLC	202404097	Field, Soil, and Engineering Services-Subat	190411 62150	Contractual Services	\$9,395.00
					<b>Sub-Total</b>	<b>\$18,836.90</b>
67	AMEREN ILLINOIS	27864440060430 24	Millbrook S Electric	190011 63510	Electric	\$120.25
2047	COMED	06169650000430 24	ComEd Harris Arena	190011 63510	Electric	\$29.77
2047	COMED	10178790000430 24	ComEd Baker Woods	190011 63510	Electric	\$21.47
2047	COMED	28734790000430 24	ComEd Richard Young	190011 63510	Electric	\$25.02
2047	COMED	79918650000430 24	ComEd Harris	190011 63510	Electric	\$116.91
					<b>Sub-Total</b>	<b>\$313.42</b>
1091	K & K WELL DRILLING	35526	Pickerrill-Water Sampling, fittings	190711 66500	Miscellaneous Expense	\$372.50
1928	WBK ENGINEERING, LLC	25434	Fox River Bluffs Professional Services	190711 66500	Miscellaneous Expense	\$317.56
					<b>Sub-Total</b>	<b>\$690.06</b>
				<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$19,859.08</b>

**Grounds and Natural Resources**

3380	AMAZON CAPITAL SERVICES	1KV1-MJTX-3GQP	Copper Clad Ground Cable	19001183 62160	Equipment	\$18.99
4419	MECHANICS LAB LLC	4947	F350 Brake Repairs	19001183 62160	Equipment	\$2,011.80
					<b>Sub-Total</b>	<b>\$2,030.79</b>
487	DUY'S SHOES	101084	Uniform embroidery	19001183 62400	Uniforms / Clothing	\$112.50
3380	AMAZON CAPITAL SERVICES	14DN-XGRD-PDXX	Uniforms	19001183 62400	Uniforms / Clothing	\$216.10
3380	AMAZON CAPITAL SERVICES	1JDR-NJCX-66WW	Fairy garden supplies, uniforms	19001183 62400	Uniforms / Clothing	\$48.89
					<b>Sub-Total</b>	<b>\$377.49</b>
1452	NICOR	85662610121043 024	Nicor Millbrook S	19001183 63090	Natural Gas	\$142.92
1452	NICOR	87946110001043 024	Nicor Harris	19001183 63090	Natural Gas	\$131.92
					<b>Sub-Total</b>	<b>\$274.84</b>
1323	MENARDS	96064	Water test strip	19001183 63110	Shop Supplies	\$24.99
1820	UNIQUE PRODUCTS & SERVICE	463213	Paper towels, hand soap, liners, cleaning spray	19001183 63110	Shop Supplies	\$125.68
					<b>Sub-Total</b>	<b>\$150.67</b>
1323	MENARDS	96053	Silicone Caulk	19001183 68530	Preserve Improvements	\$17.98
					<b>Sub-Total</b>	<b>\$17.98</b>
					<b>Total</b>	<b>\$2,851.77</b>
				<b>Grounds and Natural Resources</b>		

Hoover

4305	DAVID MANIGOLD	24-00062	Kingfisher Sec Dep Refund	19001171 63040	Security Deposit Refund	\$100.00
4783	VICTORIA WHITE	23-00355	MHL Sec Dep Refund	19001171 63040	Security Deposit Refund	\$187.50
4784	JULIE RAJECK	24-00096	Blazing Star Sec Dep Refund	19001171 63040	Security Deposit Refund	\$100.00
					<b>Sub-Total</b>	<b>\$387.50</b>
1452	NICOR	22827083027043 024	Nicor Hoover Shop	19001171 63090	Natural Gas	\$47.43
1452	NICOR	23336698297043 024	Nicor Rookery	19001171 63090	Natural Gas	\$114.57
1452	NICOR	24614203628043 024	Nicor Blazing Star	19001171 63090	Natural Gas	\$92.14
1452	NICOR	28235299733043 024	Nicor Moonseed	19001171 63090	Natural Gas	\$69.64
1452	NICOR	30831034894043 024	Nicor Kingfisher	19001171 63090	Natural Gas	\$113.59
1452	NICOR	50980197128043 024	Nicor Meadowhawk Lodge	19001171 63090	Natural Gas	\$47.48
1452	NICOR	72389374124043 024	Nicor Hoover Residence	19001171 63090	Natural Gas	\$50.81
1452	NICOR	88551401149043 024	Nicor Hoover Maintenance	19001171 63090	Natural Gas	\$82.83
					<b>Sub-Total</b>	<b>\$618.49</b>
2047	COMED	04740380000430 24	ComEd Hoover Multiple	19001171 63100	Electric	\$2,230.32
2047	COMED	05073970000430 24	ComEd Hoover Bathroom	19001171 63100	Electric	\$446.47

2047	COMED	98378312220430 24	ComEd Hoover Residence	19001171 63100	Electric	\$59.72
					<b>Sub-Total</b>	<b>\$2,736.51</b>
1820	UNIQUE PRODUCTS & SERVICE	463213	Paper towels, hand soap, liners, cleaning spray	19001171 63110	Shop Supplies	\$353.17
					<b>Sub-Total</b>	<b>\$353.17</b>
1323	MENARDS	94330043024	Balance due on invoice 94330	19001171 63120	Building Maintenance	\$0.50
1323	MENARDS	95758	Insulation roll, duct tape	19001171 63120	Building Maintenance	\$8.99
1323	MENARDS	95974	Stain, spackle	19001171 63120	Building Maintenance	\$16.48
1323	MENARDS	95989	Wire shelving, brackets, lumber plank	19001171 63120	Building Maintenance	\$77.88
1323	MENARDS	96021	Wood blinds for Hoover Residence	19001171 63120	Building Maintenance	\$482.43
1605	RIEMENSCHNEIDER ELECTRIC	13126	Rookery-Emergency and Exit Sign Replacements	19001171 63120	Building Maintenance	\$724.28
1820	UNIQUE PRODUCTS & SERVICE	463213	Paper towels, hand soap, liners, cleaning spray	19001171 63120	Building Maintenance	\$237.24
					<b>Sub-Total</b>	<b>\$1,547.80</b>
1323	MENARDS	95758	Insulation roll, duct tape	19001171 68580	Grounds and Maintenance	\$4.99
1820	UNIQUE PRODUCTS & SERVICE	463213	Paper towels, hand soap, liners, cleaning spray	19001171 68580	Grounds and Maintenance	\$449.28



<b>Hoover</b>						<i>Sub-Total</i>	<b>\$454.27</b>
<b>Pickerill - Pigott</b>				<b>Hoover</b>		<b>Total</b>	<b>\$6,097.74</b>
2047	COMED	15656651110430 24	ComEd Pickerill-Oct 2023-March 2024	19001184 63100	Electric		\$4,639.90
2047	COMED	94385650000430 24	ComEd Pickerill	19001184 63100	Electric		\$15.97
						<i>Sub-Total</i>	<b>\$4,655.87</b>
				<b>Pickerill - Pigott</b>		<b>Total</b>	<b>\$4,655.87</b>
						<b>Grand Total</b>	<b>\$37,664.11</b>