

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
194 072062	DAVID GURITZ	5/14/18:DG	OFFICE SUPPLIES	05/24/18	27020006200	OFFICE SUPPLIES & POSTAGE	29.99 29.99*
195 190816	SHAW MEDIA	4/30/18:SHAW	LEGAL AD-TAX LEVY	05/24/18	27020006209	LEGAL PUBLICATIONS	53.94 53.94*
196 030880	CHRONICLE MEDIA, LLC	14282	ADS-CAMPS, WEDDINGS	05/24/18	27020006843	PROMOTION/PUBLICITY	330.00
197 190816	SHAW MEDIA	4/30/18:SHAW	HELP WANTED-MAINT	05/24/18	27020006843	PROMOTION/PUBLICITY	238.56 568.56*
198 110510	KENDALL COUNTY COLLECTOR	2018-TAX	2018-REAL ESTATE TAX	05/24/18	27020006854	CONTRIBUTIONS	881.94 881.94*
<b>ELLIS HOUSE</b>							<b>1,534.43*</b>
199 130506	MENARDS	15647	EL-MAINT SUPPLIES	05/24/18	27021007080	GROUPS & MAINT - ELLIS H	153.01 153.01*
<b>Total ELLIS HOUSE</b>							<b>153.01*</b>

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
200 130506	MENARDS	15821	EL-MAINT SUPPLIES	05/24/18	27021027080	GROUNDS & MAINT - ELLIS G	102.22 102.22*
<b>Total ELLIS GROUNDS</b>							<b>102.22*</b>
201 101300	JOHN RYAN HORSESHOEING	4/25/18:ELLIS	EL-VET CARE	05/24/18	27021107082	ANIMAL CARE & SUPPLIES -	52.50 52.50*
<b>Total ELLIS CAMPS</b>							<b>52.50*</b>
202 101297	JOHN DEERE FINANCIAL	5/1/18	EL-ANIMAL SUPPLIES	05/24/18	27021117082	ANIMAL CARE & SUPPLIES -	79.92
203 101300	JOHN RYAN HORSESHOEING	4/25/18:ELLIS	EL-VET CARE	05/24/18	27021117082	ANIMAL CARE & SUPPLIES -	105.00 184.92*
<b>Total ELLIS RIDING LESSONS</b>							<b>184.92*</b>
204 101300	JOHN RYAN HORSESHOEING	4/25/18:ELLIS	EL-VET CARE	05/24/18	27021127082	ANIMAL CARE & SUPPLIES -	52.50 52.50*
<b>Total ELLIS BIRTHDAY PARTIES</b>							<b>52.50*</b>
205 190816	SHAW MEDIA	4/30/18:SHAW	WEB HOST-APR 2018	05/24/18	27021207081	PROMO/PUBLICITY - ELLIS W	59.99
206 200525	THE PAPER	4/30/18:EL	ELLIS-BRIDAL AD	05/24/18	27021207081	PROMO/PUBLICITY - ELLIS W	330.00 389.99*
<b>Total ELLIS WEDDINGS</b>							<b>389.99*</b>
207 140937	NICOR	5/11/18:HOOVER	HOOVER SHOP	05/24/18	27022006860	HOOVER - GAS	41.54
208 140937	NICOR	5/11/18:ML	MEADOWHAWK	05/24/18	27022006860	HOOVER - GAS	34.79
209 140937	NICOR	5/11/18:MOON	MOONSEED	05/24/18	27022006860	HOOVER - GAS	34.90
210 140937	NICOR	5/11/18:KING	KINGFISHER	05/24/18	27022006860	HOOVER - GAS	60.10
211 140937	NICOR	5/11/18:HOUSE	HOOVER HOUSE	05/24/18	27022006860	HOOVER - GAS	36.85
212 140937	NICOR	5/11/18:BLAZING	BLAZING STAR	05/24/18	27022006860	HOOVER - GAS	47.74
213 140937	NICOR	5/11/18:MAINT	HOOVER MAINT, BLDG	05/24/18	27022006860	HOOVER - GAS	48.90
214 140937	NICOR	5/11/18:ROOKERY	HOOVER ROOKERY	05/24/18	27022006860	HOOVER - GAS	63.89 368.71*
215 031510	COMMONWEALTH EDISON	5/3/18:BATH	HOOVER BATHHOUSE	05/24/18	27022006861	HOOVER - ELECTRIC	333.81
216 031510	COMMONWEALTH EDISON	5/2/18:HOUSE	HOOVER HOUSE	05/24/18	27022006861	HOOVER - ELECTRIC	54.31
217 031510	COMMONWEALTH EDISON	5/3/18:MULTI	HOOVER MULTIPLES	05/24/18	27022006861	HOOVER - ELECTRIC	968.44
							1,356.56*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
218 130506	MENARDS	15306	HOOVER-SHOP SUPPLIES	05/24/18	27022006863	HOOVER - SHOP SUPPLIES	131.55
219 130506	MENARDS	15322	HOOVER-TRANSMITTER	05/24/18	27022006863	HOOVER - SHOP SUPPLIES	28.47
220 130506	MENARDS	15306	HOOVER-MOP,BATTERIES	05/24/18	27022006864	HOOVER - BUILDING MAINTEN	160.02*
221 130506	MENARDS	15306	HOOVER-SHOVELS,HAMME	05/24/18	27022006865	HOOVER - GROUNDS MAINTENA	37.88
222 130506	MENARDS	15322	HOOVER-SOAP	05/24/18	27022006865	HOOVER - GROUNDS MAINTENA	28.15
223 131548	DON MORRIS	18-00028	BUNKHOUSE SEC DEP RT	05/24/18	27022007088	HOOVER SECURITY DEPOSIT R	66.03*
224 180630	ED REYES	18-00099	BUNKHOUSE SEC DEP RT	05/24/18	27022007088	HOOVER SECURITY DEPOSIT R	200.00
<b>Total HOOVER</b>							<b>300.00*</b>
<b>ENV ED NATURAL BEGINNINGS</b>							<b>2,400.59*</b>
225 070789	MEGAN GESSLER	5/11/18:MG	NB-PHOTOS	05/24/18	27023036849	ENV EDUC - NATURAL BEGINN	32.83
226 230034	JESSICA VOSEBURGH	5/16/18:JV	NAT'L BEG-PHOTOS,PEI	05/24/18	27023036849	ENV EDUC - NATURAL BEGINN	103.78
227 264915	TINA BRANNING	5/16/18:TB	NAT'L BEG-PHOTOS	05/24/18	27023036849	ENV EDUC - NATURAL BEGINN	51.84
<b>Total ENV ED NATURAL BEGINNINGS</b>							<b>188.45*</b>
<b>NATURAL AREA VOLUNTEER</b>							
228 230834	ANTIONETTE WHITE	5/8/18:ENVED	NATURAL AREA SUPPLIE	05/24/18	27024006835	NATURAL AREA VOLUNTEER SU	85.75
229 150529	OFFWORLD DESIGNS	18050801	NAT'L VOLUNTEER-UNIF	05/24/18	27024006856	NATURAL AREA MGT SUPPLIES	85.75*
<b>Total NATURAL AREA VOLUNTEER</b>							<b>928.45*</b>
<b>GROUND &amp; NATURAL RESOURCES</b>							
230 012290	AUTOMOTIVE SPECIALTIES INC	22900	'14 FORD-OIL,BRAKE P	05/24/18	27025006216	EQUIP - GROUNDS & NATURAL	589.78
231 040538	DEKANE EQUIPMENT CORP	RA39924	KUBOTA-SHIFT CABLE	05/24/18	27025006216	EQUIP - GROUNDS & NATURAL	581.01
232 061021	FLATSO'S TIRE SHOP	7687	TRAILER-TIRES	05/24/18	27025006216	EQUIP - GROUNDS & NATURAL	222.10
233 030540	CENTRAL LIMESTONE CO INC	05/07/18	PRESERVE IMPROVEMENT	05/24/18	27025006837	PRESERVE IMPROV - GR & NA	1,392.89*
234 190563	SERVICE SANITATION, INC	7518148	PORTABLE RESTROOMS	05/24/18	27025006847	REFUSE PICKUP - GROUNDS &	930.18
235 140937	NICOR	5/10/18:HARRIS	HARRIS	05/24/18	27025006848	GAS - GROUNDS & NATURAL R	930.18*
236 140937	NICOR	5/9/18:MILLBROO	MILLBROOK SOUTH	05/24/18	27025006848	GAS - GROUNDS & NATURAL R	160.32
<b>Total GROUNDS &amp; NATURAL RESOURCES</b>							<b>160.32*</b>
<b>Total</b>							<b>192.22*</b>

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
237 030966	CITADEL LOCK & SECURITY	16069	PADLOCK	05/24/18	27025007089	SUPPLIES - SHOP	271.26
238 101297	JOHN DEERE FINANCIAL	4/27/18	BARRELL,SHOP SUPPLIE	05/24/18	27025007089	SUPPLIES - SHOP	93.27
239 180925	RIEMENSCHNEIDER ELECTRIC	12080	HARRIS-CRIB LIGHT	05/24/18	27025007089	SUPPLIES - SHOP	267.90
240 251510	YORKVILLE NAPA AUTO PARTS	195413	DUMP DIESEL TREATMEN	05/24/18	27025007089	SUPPLIES - SHOP	11.38

bantrim  
bantrim  
bantrim  
bantrim

643.81\*

**Total GROUNDS & NATURAL RESOURCES**

**3,319.42\***

Vendor#      Name      Invoice #      Description      Date      Budget #      Account Description      Dist Amount

**FP BOND PROCEEDS 2007**

307 011311	AMALGAMATED BANK OF CHICAGO	1855720005	2015 SERIES-ADM FEE	05/24/18	95020006850	PROJECT FUND EXPENSES	475.00	bantrim
308 011311	AMALGAMATED BANK OF CHICAGO	1856060001	2016 REF BONDS-ADM F	05/24/18	95020006850	PROJECT FUND EXPENSES	475.00	bantrim
309 110510	KENDALL COUNTY COLLECTOR	05-02-400-029	2018 TAX-1ST INSTALL	05/24/18	95020006850	PROJECT FUND EXPENSES	10,014.31	bantrim
							10,964.31*	

**Total FP BOND PROCEEDS 2007      10,964.31\***

**GRAND TOTAL      \$20,270.79**

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
MAY 15, 2018**

**I. Call to Order**

President Gilmour called the meeting to order at 10:40 am in the Kendall County Board Room.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited

**III. Invocation**

Commissioner Prochaska offered an invocation for the meeting.

**IV. Roll Call**

X	Cullick (Entered the meeting at 10:41 am)	X	Gryder
X	Davidson	X	Hendrix
	Flowers	X	Kellogg
X	Gilmour	X	Prochaska
	Giles	X	Purcell (Entered the meeting at 10:41 am)

Commissioners Davidson, Gryder, Hendrix, Kellogg, Prochaska, and Gilmour all were present. Commissioner Purcell entered the meeting at 10:41 am, and temporarily adjourned from the meeting at 10:42 am.

**V. Approval of Agenda**

Commissioner Hendrix made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

**VI. Citizens to Be Heard**

Todd Milliron of Yorkville, Illinois offered the suggestion of placing a referendum question on the ballot on whether selection of the Kendall County Forest Preserve District's elected Commissioners should be a separate governance body from the Kendall County Board.

**VII. Approval of Claims in an Amount Not-to-Exceed \$9,242.26**

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$9,242.26. Seconded by Commissioner Gryder.

Motion: Commissioner Cullick					
Second: Commissioner Gryder					
<b>Roll call: Claims Not-to-Exceed \$9,242.26</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell
Motion unanimously approved.					

**VIII. Finance Committee Report**

Commissioner Cullick reported that the Finance Committee reviewed claims were reviewed. The financial statements through April 30, 2018 were reviewed and programs are meeting or exceeding projections for the year. Commissioner Cullick reported that the Committee recommends approval of the Wire Wizard proposal for alarm monitoring line reconnection and testing at Hoover Forest Preserve.

Commissioner Purcell returned to the meeting at 10:45 am.

**IX. Approval of Minutes**

- **Kendall County Forest Preserve District Commission Meeting Minutes of May 1, 2018**
- **Kendall County Forest Preserve District Finance Committee Meeting of May 9, 2018**

Commissioner Davidson made a motion to approve the Commission meeting minutes of May 1, 2018; and the Finance Committee meeting May 9, 2018. Seconded by Commissioner Gryder.

Commissioner Kellogg requested a correction to the May 1, 2018 Commission meeting minutes, noting that he was not present for the meeting. Director Guritz stated that the changes will be made to the final set of minutes.

Aye, all. Opposed, none.

**OLD BUSINESS**

- X. MOTION: Approval of a Per Acre Base Rent Reduction for the Henneberry Forest Preserve Farm Lease Agreement #18-01-005 with Chris and Maurice Ormiston from \$175 per acre to \$100 per acre for 3.75 acres resulting in a net reduction of \$281.25**

Commissioner Hendrix made a motion to approve a per acre base rent reduction for the Henneberry Forest Preserve Farm Lease Agreement #18-01-005 with Chris and Maurice Ormiston from \$175 per acre to \$100 per acre for 3.75 acres resulting in a net reduction of \$281.25. Seconded by Commissioner Cullick.

Commissioner Purcell asked why a reduction in rent is needed.

Director Guritz responded that when speaking with Chris and Maurice Ormiston, they expressed concerns about this past year’s yield and site’s timber soils which limit production.

Motion: Commissioner Hendrix					
Second: Commissioner Cullick					
<b>Roll call: Farm Lease Agreement #18-01-005</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**NEW BUSINESS**

- XI. MOTION: Approval of a Proposal from Burns & McDonnell of Aurora, Illinois to Complete a Phase I Archeological Survey of the Pickerill-Pigott Forest Preserve in the Amount of \$12,700.00**

Commissioner Hendrix made a motion to approve a proposal from Burns & McDonnell of Aurora, Illinois for a phase I archeological survey of the Pickerill-Pigott Forest Preserve in the amount of \$12,700.00. Seconded by Commissioner Cullick.

Commissioner Purcell asked what fund this payment will come from and if the survey is part of any requirement.



Director Guritz responded there is about \$25K budgeted in the capital fund for archeological surveys. The purpose of the survey is so that the District is prepared to apply for grants for the development of the preserve by this fall.

Commissioner Hendrix asked what happens if something of importance is found in the survey.

Director Guritz responded trails will go around areas that contain significant cultural deposits. The goal is not to document and avoid, if possible, archeological sites located within the preserve. There is a low probability of finding cultural deposits at Pickerill-Pigott Forest Preserve because of previous site disturbance where most of the proposed trails are located.

Commissioner Hendrix asked if anything is found whether it could halt the preserve being opened.

Director Guritz responded that if cultural deposits are found, as long as the trails and development footprints steer clear of these areas, then there should not be a problem.

Commissioner Gryder asked what things could be found during the survey.

Director Guritz responded that it is likely the study will find artifacts from the historic farm building(s) and possible artifacts from Native American presence.

Commissioner Davidson remarked that there are chances of finding Native American artifacts.

Commissioner Purcell asked if the Pigott house has to be kept because it is over 50 years old.

Director Guritz responded no there won't be problem or delay with removing the Pigott house.

Motion: Commissioner Hendrix					
Second: Commissioner Cullick					
<b>Roll call: Approval of proposal from Burns &amp; McDonnell</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
	X	Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion carried by a vote of 7:1.					

**XII. Motion: Approval of a Proposal from Wire Wizard of Illinois of Yorkville, Illinois to Complete Monitoring Alarm Cable Connection and System Testing at Hoover Forest Preserve in the Amount of \$1,080.00**

Commissioner Hendrix made a motion to approve the proposal from Wire Wizard of Illinois of Yorkville, Illinois to complete monitoring alarm cable connection and system testing at Hoover Forest Preserve in the amount of \$1,080.00. Seconded by Commissioner Cullick.

Commissioner Davidson asked if the amount is a not-to-exceed.

Director Guritz responded that it is.

Commissioner Purcell asked what this is for.

Director Guritz responded that the proposal is to reconnect the new monitoring line for the Blazing Star bunkhouse into the monitoring control panel.

President Gilmour remarked that the details are on page 28 of the packet.

Commissioner Purcell asked whether this would be funded from operations or capital.

Director Guritz responded that system repairs to this point have been coded to the capital fund, but this contract could be covered under either fund, with a preference to code to capital.

Motion: Commissioner Hendrix					
Second: Commissioner Cullick					
<b>Roll call: Approval of Proposal from Wire Wizards</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XIII. Motion: Motion to Approve the 2018 Summer Public Program Fees and Charges**

Commissioner Gryder made a motion to approve the Kendall County Forest Preserve District's summer public program fees and charges. Seconded by Commissioner Cullick.

Commissioner Davidson asked if there was an increase in these fees.

Director Guritz responded that the fees are in line with past public program fee schedules. If minimum enrollment is not met, then the program is cancelled.

Commissioner Purcell asked if this was previously discussed. Director Guritz responded at previous meeting where it was on the agenda there was not a quorum.

Commissioner Davidson asked if the estimated salaries include set up for the whole program.

Director Guritz responded that salaries include program preparation and cleanup at \$14.00 an hour, which includes benefit costs as well.

Motion: Commissioner Gryder					
Second: Commissioner Cullick					
<b>Roll call: Summer Public Program Fees and Charges</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

**XIV. Executive Session**

None.

**XV. Other Items of Business**

Commissioner Gryder asked Commission whether the Board of Commissioners wish to continue to pay Commissioners a per diem for meeting attendance, or whether Commissioners should receive a base salary for District meeting attendance. State’s Attorney Eric Weis advised the Board of Commissioners that an opinion would be sent out to help inform discussions.

Commissioner Purcell asked when the rent agreement for the Pickerill house will be brought back for discussion.

Director Guritz responded that the item was included on the agendas for two previous meetings that needed to be cancelled due to lack of a quorum, and will appear on the upcoming Operations Committee and Committee of the Whole agendas.

President Gilmour remarked that there was the tour of the Little Rock Creek Forest Preserve. There are existing trails, bluffs, the creek itself, and rare plants located in the preserve. The District has acquired a beautiful property.

**XVI. Citizens to Be Heard**

There were no citizens to be heard.

**XVII. Adjournment**

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 11:09 am.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Hoover Forest Preserve – Monitoring Control Panel Module Replacements

Date: June 5, 2018

At the May 15, 2018 Commission meeting, the Board approved a \$1,080 proposal from Wire Wizard of Illinois to complete the reconnection of the Blazing Star bunkhouse alarm line installed by TT Technologies with District staff support in December 2017. The proposal also included an inspection of the alarm monitoring system and components.

Wire Wizard completed their installation and inspection, reporting that the alarm control panel located in “The Rookery” building is not properly functioning, possibly sustaining damage from the lightning strike that damaged the underground monitoring line to the Blazing Star bunkhouse.

A repair proposal has been received from Wire Wizard to install 4 Silent Night Dual Input Modules to effectively bypass the existing system. The existing system is proprietary, and will require an additional technician’s visit from World Security to connect and reprogram the new modules that will be purchased and installed by Wire Wizard.

Recommendation:

Consider a motion to approve a proposal from Wire Wizard of Illinois to complete repairs to the fire alarm monitoring panel at Hoover Forest Preserve for a cost not-to-exceed \$2,150.00.



216 E. Main St.  
Plano, IL 60545  
630-552-9030  
630-552-2100 FAX

Kendall County Forest Preserve  
Hoover Education Center

6/1/18

**WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:**

Bypass Spectronics Alarm Panel in Main Building at Hoover using 4 Silent Knight Dual Input Modules. This includes labor to install devices and wire into existing Silent Knight panels.

This requires World Security to either program the modules in, or remove the password so we can program them in.

OUR "NOT TO EXCEED PRICE" IS \$2150.00 FOR BYPASSING THE SPECTRONICS, WHICH INCLUDES LABOR, WIRE, AND MISC. PARTS. THIS QUOTE DOES NOT INCLUDE ANY CHARGES FROM OTHER COMPANIES REQUIRED FOR PPROGRAMMING EXISTING ALARM PANELS.

100% PAYMENT IS DUE UPON COMPLETION OF INSTALLATION.

THIS QUOTE IS VALID FOR 60 DAYS FROM DATE ABOVE.

---

CUSTOMER SIGNATURE

DATE

---

ALARM COMPANY SIGNATURE

DATE

BURGLAR ALARMS, FIRE ALARMS,  
CAMERA SYSTEMS, DOOR ACCESS  
SYSTEMS, INTERCOM SYSTEMS

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Henneberry Forest Preserve – Berm and Drainage Swale Construction

Date: June 5, 2018

The District has been approached by Kendall County Code Official, Brian Holdiman, to review water-drainage impacts to an adjacent new homeowner's lot #52 in the Whitetail Ridge subdivision bordering Henneberry Forest Preserve. A new home and septic field was recently constructed adjacent to District property where both natural drainage (field ruts) and day-lighted tile drainage converge and flow off District property into the adjoining neighbor's lot.

A sanitary storm water sewer was installed prior to the District's ownership to direct storm water flow within this area to the subdivision's detention basins. This proposal will address this situation by supporting construction of a berm on District property along three adjacent lot lines, and support re-grading the drainage swale to direct water to the sanitary storm sewer.

As part of this proposal, the District will purchase and deliver stone, silt fencing, and perforated tile to stabilize the new berm and reconstructed drainage swale to re-route the drainage flow to the storm sewer, and prevent soil erosion. Estimated District costs for construction materials will be under \$1,000. Supplemental plant materials scheduled for installation under the SemperFi Land, Inc. contract will be used to plant the berm and drainage swale following construction.

**Recommendation:**

Consider a motion to approve a proposal from Jeff Wehrli Excavating, Inc. to complete berm construction and drainage swale re-grading at Henneberry Forest Preserve for a cost not-to-exceed \$1,200.



**JEFF  
WEHRLI  
EXCAVATING, INC.**

**PROPOSAL**

25025 RAMM DR.  
NAPERVILLE, IL 60564  
OFFICE: (630) 851-8882  
FAX: (630) 851-9057

Proposal submitted to: <b>Kendall County Forest Preserve District</b>		Email: Dave Guritz	Date:
Street:		Phone:	<b>May 4, 2018</b>
City, State, Zip		Architect:	Date of Plans:
		Job Location: <b>Henneberry Woods Forest Preserve</b>	

Jeff Wehrli Excavating, Inc., (contractor) hereby propose to furnish all the materials and perform all the labor necessary for the completion of:

**Excavation as follows:**

- Build berm and or swale adjacent to and to the North of The White Tail Ridge Lot 52 and up to 3 Lots East in order to have the water that sheet drains from forest preserve property flow to the West and enter the existing storm sewer structure at the N.W. corner of the Lot 52.
- All stone delivered and or plantings to be KCFPD responsibility.
- All work to be performed on Forest Preserve Property.

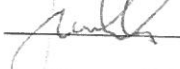
Price not to exceed \$1,200.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Payment shall be made as follows: *Payment due upon satisfactory completion.*

Any alteration or deviation from above specifications involving extra costs, will be executed only upon terms subsequently agreed to, and will become an extra charge over and above the estimate. All agreements contained herein and all subsequent agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance on above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Jeff Wehrli Excavating, Inc.

Respectfully submitted Jeff Wehrli Excavating, Inc.

By:  \_\_\_\_\_  
President

**Note** --- This proposal may be withdrawn by us if not accepted within **30** days.

**THIS PROPOSAL IS SUBJECT TO ALL TERMS AND CONDITIONS ON REVERSE SIDE**

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Contractor is authorized to do the Work as specified. Payments will be made as outlined above.

Accepted \_\_\_\_\_

Signature \_\_\_\_\_  
Buyer

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Buyer

*Please sign extra copy and return*



To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Epinephrine Auto-injector Purchases

Date: June 5, 2018

The District has finalized the protocol for administering epinephrine by auto injector to individuals exhibiting severe symptoms of anaphylaxis. The protocol has been reviewed by the District's Advising Physician, Dr. Natalie Drummond, and through the Kendall County Health Department's outreach to the Illinois Department of Public Health.

Dr. Drummond has issued a prescription for purchase of 2-adult and 2-child auto injector packs (8-total) for purchase from Walgreens of Yorkville for \$375.99 for each 2-pack.

Summer camp staff will be trained initially through the American Red Cross - Anaphylaxis and Epinephrine Auto-Injector online course prior to the start of the summer season. Additional training is anticipated through the Kendall County Health Department.

The District was not eligible to receive free or reduced-cost supplies of epinephrine auto-injectors, but efforts will continue in the coming year to reach out to manufacturers and distributors to reduce the cost for future purposes.

Recommendation:

Consider a motion to approve the purchase of 2-adult and 2-child epinephrine auto-injectors for a cost not to exceed \$1,503.96 from Walgreens of Yorkville (Veteran's Parkway branch).



## Epinephrine Standing Order Protocol

I, the undersigned Physician, for the purpose of facilitating the use of epinephrine in the case of anaphylaxis, a life-threatening allergic reaction, in individuals and in compliance with all applicable state laws and regulations, issue this epinephrine standing order Protocol ("Protocol") on the following terms:

Physician License: I represent that I: (a) am licensed to prescribe legend drugs in this state as set forth below; (b) am qualified to practice medicine in this state; and (c) am in good standing with the appropriate professional licensing board.

Epinephrine: This Protocol constitutes my standing order for the treatment of anaphylaxis and the use of epinephrine in emergency situations as further described below for the Kendall County Forest Preserve District.

Delegation: I, the undersigned Physician, delegate authority to all appropriate Kendall County Forest Preserve District personnel employed by or acting on behalf of the below described government agency.

Issued to: Kendall County Forest Preserve District  
110 W. Madison Street  
Yorkville, IL 60560

Standing Order: All appropriate Kendall County Forest Preserve District trained personnel (including, but not limited to, any Environmental Education Division, Ellis House and Equestrian Center Division, and Grounds Maintenance Division personnel) employed by or acting on behalf of the Kendall County Forest Preserve District may administer epinephrine via an undesignated epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction (anaphylaxis).

Emergency Treatment Procedures: The following treatment Protocol will be utilized to manage anaphylactic reactions. Anaphylaxis is a life-threatening allergic reaction that is rapid in onset.

1. **Dosage:** If conditions of anaphylaxis are developing or present themselves, administer epinephrine USP as epinephrine auto-injector, EpiPen® (epinephrine injection, USP or equivalent product) or EpiPen Jr® (epinephrine injection, USP or equivalent product) Auto-Injector, intramuscularly into the anterolateral aspect of the thigh through clothing if necessary. Selection of the appropriate dosage strength (EpiPen® 0.3 mg or EpiPen Jr® 0.15 mg, or equivalent product) is determined according to patient body weight, as discussed in the product labeling.

a. For individuals 33 to 65 pounds, use one EpiPen Jr® (0.15 mL epinephrine injection, USP or equivalent product) Auto-Injector to deliver 0.15 mg of epinephrine injection, USP.

b. For individuals approximately 65 pounds and greater, use one EpiPen® (0.3 mL epinephrine injection, USP, or equivalent product) Auto-Injector to deliver 0.3 mg of epinephrine injection, USP.

2. **Frequency:** Up to 20% of individuals who receive epinephrine will require more than one dose before symptoms are alleviated. More than two sequential doses of epinephrine for the same episode should be administered only under direct medical supervision.

3. **Referral:** The individual must be referred to a physician for medical evaluation, even if symptoms resolve completely. Symptoms may recur after the epinephrine wears off, as much as 24 hours later.

4. **Documentation and Notification:** Document the details of the incident and notify the individual's parent, guardian, or caretaker and primary care physician in accordance with Kendall County Forest Preserve District policy.

In every case, emergency services must be contacted as soon as possible by calling 911 or local emergency medical services.

Please review the attached prescription:

*Effective Date:* \_\_\_\_\_

*Physician Signature:* \_\_\_\_\_

*Physician Name (printed):* \_\_\_\_\_

*Physician Contact Number:* \_\_\_\_\_

*Physician Address:* \_\_\_\_\_

*Physician State of License:* \_\_\_\_\_

*Physician State License Number:* \_\_\_\_\_

STRENGTH	QUANTITY REQUESTED
0.3mg EpiPen 2-Pak® (or equivalent product)	2
0.15mg EpiPen Jr 2-Pak® (or equivalent product)	2

*Please note there are two auto-injectors in each EpiPen 2-Pak® or EpiPen Jr 2-Pak®. Example: If you wish to order 100 EpiPen® Auto-Injectors and 80 EpiPen Jr® Auto-Injectors, put the number 50 in the quantity requested box next to the 0.3mg EpiPen 2-Pak® and 40 in the quantity requested box next to the 0.15mg EpiPen Jr 2-Pak®.*

### Indications

EpiPen® (epinephrine injection, USP, or equivalent product) 0.3 mg and EpiPen Jr® (epinephrine injection, USP, or equivalent product) 0.15 mg Auto-Injectors are indicated in the emergency treatment of Type I allergic reactions, including anaphylaxis, to allergens, idiopathic and exercise-induced anaphylaxis, and in patients with a history or increased risk of anaphylactic reactions. Selection of the appropriate dosage strength is determined according to body weight.

### Important Safety Information

EpiPen® and EpiPen Jr® Auto-Injectors, and equivalent products, are intended for immediate administration as emergency supportive therapy only and are not intended as a substitute for immediate medical or hospital care. **In conjunction with the administration of epinephrine, the patient should seek immediate medical or hospital care.** More than two sequential doses of epinephrine should only be administered under direct medical supervision.

EpiPen® and EpiPen Jr®, and equivalent products, should **only** be injected into the anterolateral aspect of the thigh. **Do not inject intravenously, into buttock, or into digits, hands, or feet.** Instruct caregivers to hold the leg of young children firmly in place and limit movement prior to and during injection to minimize risk of injection-related injury.

Rare cases of serious skin and soft tissue infections have been reported following epinephrine injection. Advise patients to seek medical care if they develop symptoms of infection such as persistent redness, warmth, swelling, or tenderness at the injection site.

Epinephrine should be used with caution in patients with heart disease, and in patients who are on drugs that may sensitize the heart to arrhythmias, because it may precipitate or aggravate angina pectoris and produce ventricular arrhythmias. Arrhythmias, including fatal ventricular fibrillation, have been reported, particularly in patients with underlying cardiac disease or taking cardiac glycosides, diuretics, or anti-arrhythmics.

Patients with certain medical conditions or who take certain medications for allergies, depression, thyroid disorders, diabetes, and hypertension, may be at greater risk for adverse reactions. Common adverse reactions to epinephrine include anxiety, apprehensiveness, restlessness, tremor, weakness, dizziness, sweating, palpitations, pallor, nausea and vomiting, headache, and/or respiratory difficulties.

Please see the full [Prescribing Information](#) and [Patient Information](#).

You are encouraged to report negative side effects of prescription drugs to the FDA. Visit <http://www.fda.gov/medwatch> or call 1-800-FDA-1088.

## Kendall County Forest Preserve District

### Protocol for Administering Epinephrine by Auto-Injector

Advising Physician: Dr. Natalie Drummond – Whole Child Pediatrics in Yorkville

This protocol is established under a Standing Order of the District's Advising Physician for the administration of epinephrine by auto-injector from the Kendall County Forest Preserve District's supplied stock for potentially life-threatening allergic reactions (Anaphylaxis) in individuals pursuant to 410 ILCS27/ - Epinephrine Auto-Injector Act.

All District staff members responsible for administering epinephrine by auto injector will participate in annual basic training through the Red Cross's Anaphylaxis and Epinephrine Auto-Injector online course and/or training extended by the Kendall County Health Department.

1. Definition of terms

*Anaphylaxis: A severe allergic reaction to a normally harmless substance called an allergen*

2. Anaphylaxis: Signs and Symptoms

- Skin reactions: Rash, face swelling, swollen lips, hives
- Change in breathing and trouble breathing
- Shock and death

3. Common Allergens: Bee stings, penicillin, eggs, wheat, soy, milk, latex.

*Note: Reactions to allergens can present hours after the initial exposure.*

4. Recognizing Anaphylaxis:

A. Scenario 1 – Recognizing a **Combination of Symptoms.**

Observation of a combination of two or more signs and symptoms:

- a. Any skin reactions (hives; itchiness, red or flushed face, swollen lips)
- b. Abnormal breathing and/or signs of shock including trouble breathing, pale and/or cool sweaty skin, lightheadedness, weakness or anxiety.

B. Scenario 2 – **Suspected Exposure** to a Known Allergen – Look for Two or More Signs and Symptoms.

Observation of a combination of two or more signs and symptoms:

- a. Skin symptom or swollen lips.
- b. Difficulty breathing, signs of shock or nausea, vomiting or cramping.

C. Scenario 3 –**Exposure** to a Known Allergen

Observation of any sign or symptom of shock including pale appearance, cool and/or sweaty skin, and lightheadedness.

D. Timing and Presentation of Signs and Symptoms: Symptoms may present immediately, or over several hours following exposure.

5. Protocol for Observations where Exposure to a Known Allergen has occurred:

Insure that observation continues within the first two hours of a known exposure until intervention is supported by trained emergency medical personnel.

6. Emergency Assistance Protocol (Check, Call, Care):

**Check**: Insure the physical safety of the individual presenting signs of an allergic reaction and/or anaphylaxis by removing the individual from direct contact from the known or suspected allergen.

Determine what happened, and whether there are other person(s) present that can provide assistance.

1. Ask the person *what happened*, and *how they feel*.
2. Look for a medical ID bracelet.
3. Ascertain weight (Over 65 lbs. use the adult dose auto-injector; under 65 lbs. use the child dose auto-injector). Use the adult dose auto-injector if no child dose auto-injector is present.

If no other individuals are present, administer epinephrine by auto-injector and **Call** 911. Stay on the phone with the KenCom to insure that exact location is communicated, with a callback number provided.

**Care**: Administer epinephrine using an auto-injector (adult or child dose based on weight), and insure that a second dose is available if needed.

1. Use the individual's own prescribed injector, if on hand.
2. Check the expiration date before administering.
3. Inspect the auto-injector for cloudiness of the solution and/or damage to the auto-injector.
4. DO NOT USE the auto-injector if the expiration date has passed, the fluid appears cloudy and/or the auto-injector has been damaged.

*Note: The epinephrine auto-injectors need to be stored in cool dry place at all times, with care taken to avoid prolonged exposure to excessive heat & cold; direct sunlight. Auto-injectors should be regularly inspected for cloudiness of the solution, expiration dates, or damage to the units.*

7. Instructions for Administering Epinephrine by Auto-Injector

1. Be sure to confirm a history of severe allergies, look for signs and symptoms of anaphylaxis and find out if help administering epinephrine by auto-injector is needed.
2. Determine if person has already received epinephrine. If so, a second dose should only be given if EMS is delayed and if signs and symptoms worsen, or if they temporarily improve, then return again after several minutes.

3. Follow manufacturer instructions for use of the auto-injector.
4. Have the individual experiencing anaphylaxis sit down, leaning slightly forward (or lie down when exhibiting signs of shock).
5. Administer epinephrine (if alone), and call 911. If assistance can be provided by another individual, have this individual contact 911 while the epinephrine is administered by auto-injector.
6. Put on the Nitrile gloves included with the emergency response kit.
7. Remove the auto-injector from the case. (Check for expiration (**do not use if expired**); Check the solution (**do not use if cloudy**)).
8. Look for obstructions at the injection site, making sure there are none. The injection site is the middle of the outer thigh.
9. Grasp the auto-injector firmly in your fist. Do not put your thumb, figure, or hand over the ends of the auto-injector.
10. Pull up on the safety cap.
11. Injection angle is 90 degrees (perpendicular) to the injection site. Push into the thigh (you will hear a "click"). Hold the auto-injector in place 10 seconds, and massage the injection site after injection.
12. Place the injector in a safe container, and deliver to Emergency Medical Technicians arriving on the scene.

**If symptoms continue, or return after 5-10 minutes, administer a second injection. If communications have been established with Emergency Medical Services personnel, follow EMS recommendations on the administration of a second dose.**

**If symptoms continue, or return after 5-10 minutes, and communications with Emergency Medical Services personnel are not established, administer a second injection.**

**Be prepared to answer EMT questions: 1) What happened; 2) Signs and symptoms observed; care given, and what time, location of the injection site, and how the person responded.**

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Hoover Bunkhouse and Bunk Cabin Mattress Replacements Purchase

Date: June 5, 2018

The District is working to address a short list of required maintenance projects based on the Illinois Department of Public Health's campground inspection report for Hoover Forest Preserve.

One of the items noted on the inspection report is the need to replace damaged or worn bunkhouse and bunk cabin mattresses. The District has completed its review of mattress conditions in all Hoover bunkhouse facilities.

At this time, 55 mattresses need to be replaced. Purchased units will replace the mattresses in the bunkhouses, with those units still in good condition replacing the 32-units within the bunk cabins.

The District contacted American Bedding Mfg., for a replacement cost estimate and shipping of 55 new mattresses. Bulk discounted cost per unit is \$53.50, with a total cost extended, including shipping of \$3,264.26.

#### Recommendation

Consider a motion to approve the purchase of 55 replacement mattresses from American Bedding Mfg., Inc. for Hoover Forest Preserve for a cost not-to-exceed \$3,264.26.



**American Bedding Mfg.,Inc**

PO Box 1048  
Athens, TN 37371-1048

www.americanbeddingmfg.com

Voice: 800-203-2507

423-745-1512

Fax: 423-745-2772

**QUOTATION**

Quote Number: 13218

Quote Date: Jun 1, 2018

Good Thru: Jul 1, 2018

Quoted To:
Kendall Cty. Forest Preserve District 110 West Madison St. Yorkville, IL 60560

Ship To:
110 West Madison St. Yorkville, IL 60560
Attn: Dave Guritz 630.553.4025

Customer ID	Approx Ship Date	FOB	Payment Terms	Sales Rep
kendallcounty	3 wks ARO	Factory	Net 10 Days	Cliff Boggs
Quantity	Item	Description	Unit Price	Amount
55.00	cmvdp30744	PolyFiber Camp Mat 30x74x4, 10 oz Vinyl fabric, bed-bug proof; Complies with 16 CFR 1633 fire spec, Prototype ID # DPNFB-6; Fabric Color: Navy	53.50	2,942.50

To place this order, sign & date here and fax or email signed copy.

Customer is solely responsible to offload all items from truck. When receiving goods, any damage must be noted on the delivery receipt before the truck leaves. If damage is not noted, customer will be solely responsible for damaged goods.

Subtotal	2,942.50
S & H	321.76
Sales Tax	
<b>TOTAL</b>	<b>3,264.26</b>

By signing this quote, I acknowledge and agree with America Bedding's Damaged Freight Policy document.

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Hoover Bunk Cabin Canvas Blind Replacements

Date: June 5, 2018

The District is working to address a short list of required maintenance projects based on the Illinois Department of Public Health's campground inspection report for Hoover Forest Preserve.

One of the items noted on the inspection report is the need to replace the canvas blinds on the bunk cabins.

The District contacted Johnson Seat & Canvas to request a quote for replacement blinds. Each bunk cabin has five blinds (3 X 54"; 1 X 108" and 1 X 167" for each), for a total of 40 blinds for all 8 bunk cabins.

The extended cost is \$6,120, which includes all blinds and pre-installed snaps for all 8 bunk cabins.

#### Recommendation

Consider a motion to approve the purchase of canvas blinds and snaps from Johnson Seat & Canvas for Hoover Forest Preserve for a cost not-to-exceed \$6,120.00.



# Johnson Seat & Canvas

PO.Box 548

Cortland IL

60112

Phone #

Fax #

E-mail

815-756-2037

815-756-8832

fred@johnsoncanvas.com

# Estimate

Date

## Kendall County Forest

6/5/2018

Phone

Fax

### Cabin curtains

#### Material Sunbrella® color of your choice

55.5" tall x 54" \$ 90.00 ea.

55.5" tall x 108" \$ 180.00 ea.

55.5" tall x 167" \$ 270.00 ea.

\$720.00 for each cabin ( 5 pieces ) if we do 4 cabins at a time

New snaps for all 8 buildings add \$360.00

Total for all 8 cabins with new snaps for the buildings \$6,120.00

Proposal Accepted By

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To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Ellis Equestrian Center - Lesson Horse Purchase

Date: June 5, 2018

The District's Equestrian Center Coordinator, Nicole Norton, and Sunrise Center North Director, Kris Mondrella, recommend approval of the purchase of the lesson horse "Beau," a 20-year old quarter horse gelding, from Marcia Sroczyński of Shorewood, Illinois following a 21-day trial period.

Cost for purchase is \$750, and includes a right of first refusal provision should the District elect to sell or donate the lesson horse in the future.

Approval of the purchase will increase the number of District-owned horses to four. The District and Sunrise Center North exchange use of lesson horses to support both programs.

Ellis Equestrian Center lessons and program enrollments are increasing, showing a year-to-date net gain of \$10,317 over expenses as of May 31, 2018 for all cost centers.

#### Recommendation

Consider a motion to approve the purchase of the lesson horse "Beau" from Marcia Sroczyński of Shorewood in the amount of \$750 following a 21-day trial period.

## BILL OF SALE

**Property:** "Beau" (Quarter Horse Gelding)

**Condition:** As is, with no known medical issues. Approximate age: 20

**Seller:** Marcia Sroczynski  
626 Freedom Way  
Shorewood, Illinois 60404

**Purchaser:** Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, Illinois 60560

**Date of Commission Approval:** June 5, 2018

**Conditions of Acceptance/ No Warranty:** For Seven Hundred and Fifty dollars (\$750.00) to be paid in hand following a twenty-one (21) day trial period, the Seller, Marcia Sroczynski, hereby transfers, assigns and delivers any and all rights, title and interest to the Kendall County Forest Preserve District, and the Purchaser, Kendall County Forest Preserve District, hereby accepts all rights, title and interest in the Property subject to the following terms and conditions:

1. Purchaser will pickup Property from the Seller's stable, and Seller agrees to allow a twenty-one day trial period that shall commence on the first day following delivery to the Ellis House and Equestrian Center located at 13986 McKanna Road in Minooka, IL 60447 on or around June 5, 2018.
2. Upon successful conclusion of the twenty-one day trial period, Seller, Marcia Sroczynski, is entitled to receive payment in hand of \$750.00 representing payment in full for "Beau", a 20-year old quarter horse gelding, and the Purchaser, Kendall County Forest Preserve District, shall accept full and complete responsibility for property from the date the Property is accepted by the Kendall County Forest Preserve District, or alternatively, will transport "Beau" from the Kendall County Forest Preserve District's Ellis House and Equestrian Center to the Seller's stable.
3. The Seller is not a seller of horses and disclaims to the fullest extent authorized by law any and all warranties, promises, whether express or implied, including warranties of merchantability and or fitness for a particular use and makes no promises, warranties or other representations regarding the horse's condition at the time of transfer, and by accepting the Property after a twenty-one day trial period, the Purchaser accepts the Property "as is".

4. The Seller on behalf of itself, its successors and assigns hereby forever waives and releases the Kendall County Forest Preserve District, its elected officials, employees, agents, volunteers and assigns from any and all known and unknown claims, actions, causes of action, damages, injuries, costs and fees related in any manner to acceptance of this transfer or the condition of the Property at the time of the transfer.
5. Should the Kendall County Forest Preserve decide to purchase "Beau" at the completion of the twenty-one day trial, and subsequently determines to sell or donate "Beau" in the future, Marcia Sroczynski will be offered the right of first refusal to purchase or otherwise accept a donation of "Beau". If Marcia Sroczynski refuses the offer, the Kendall County Forest Preserve reserves the right to sell or donate "Beau" to an outside party as warranted.

Kendall County Forest Preserve District, Illinois

Marcia Sroczynski, Shorewood, Illinois:

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Judy Gilmour, President

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Marcia Sroczynski

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Kendall County Forest Preserve District Operating Committee Members

Date: June 5, 2018

President Gilmour is requesting Commission approval of her appointment to the Operations Committee, replacing Commissioner Tony Giles as a member of the committee.

Per the Kendall County Forest Preserve District's Rules of Order Sections III-C(1) and (3):

### **C. APPOINTMENT OF COMMITTEE MEMBERS**

#### **1. Appointment of all Members**

All Members of Standing and Special Committees shall be appointed by the President, with the advice and consent of a majority of the Commission members present. All Standing Committees and Ad Hoc Committees shall have five (5) members, with the exception of the Committee of the Whole, which shall be comprised of all serving Commissioners. The number of members of all Advisory Committees shall be set by the President with the approval of a majority vote of the Commissioners present. Reappointments of members to all Standing Committees shall take place at the beginning of each new term in the same manner as stated above.

#### **3. Removal of Committee Members**

Any Standing or Special Committee Member may make a request to the President in writing at any time to remove himself or herself from one or more assignments to a Standing or Special Committee. The President shall then promptly review the request and make a determination in writing as to whether the request is approved or denied. The President may make changes in appointments to Standing or Special Committees when appropriate.

Below, please find the proposed changes to the Operations Committee roster:

**Kendall County Forest Preserve District Operations Committee**

*Elizabeth Flowers – Chair*

~~*Tony Giles*~~

*Judy Gilmour*

*Audra Hendrix*

*Matt Prochaska*

*John Purcell*

Recommendation:

Consider a motion to approve the assignment of President Gilmour to the Kendall County Forest Preserve District's Operations Committee with the concurrent discharge of Commissioner Tony Giles from the Operations Committee.