

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
219	031510 COMMONWEALTH EDISON	4/28/17-BASE	HO BASE HOUSE	05/16/17	27022006861	HOOVER - ELECTRIC	16.94 16.94*
220	101297 JOHN DEERE FINANCIAL	04/27/17	HOOVER BLDG SUPP	05/16/17	27022006864	HOOVER - BUILDING MAINTEN	207.96 207.96*
221	071220 GJOVIK FORD, INC	0W72102	HO KIT-ELEM	05/16/17	27022006865	HOOVER - GROUNDS MAINTENA	23.90
222	101297 JOHN DEERE FINANCIAL	1429875	HO EQUIP REPAIRS-MOW	05/16/17	27022006865	HOOVER - GROUNDS MAINTENA	65.39
223	101297 JOHN DEERE FINANCIAL	1423914	HO EQUIP REPAIRS	05/16/17	27022006865	HOOVER - GROUNDS MAINTENA	14.84
224	101297 JOHN DEERE FINANCIAL	1442561	JOHN DEERE REPAIR	05/16/17	27022006865	HOOVER - GROUNDS MAINTENA	758.87
225	130506 MENARDS	77140	HO SUPPLIES	05/16/17	27022006865	HOOVER - GROUNDS MAINTENA	199.11 1,062.11*
226	101297 JOHN DEERE FINANCIAL	04/27/17	GROUND SUPPLIES - H	05/16/17	27022006866	HOOVER - OTHER EXPENSES	55.51 55.51*
227	061240 TONIKA FLOWERS	17-00102	ML SEC DEPOSIT RETUR	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	127.50
228	266730 JEFF MALARSKI	17-00118	HO SEC DEP RETURN	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00
229	266731 LYNN HARRINGTON	17-00035	ML SEC DEPOSIT RETUR	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	77.50
230	266732 SUSAN CONE	16-00278	HO SEC DEP RETURN	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00
231	266733 CRAIG SULLIVAN	17-00052	ML SEC DEP RETURN	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	157.50
232	266734 CASEY CRACKEL	17-00082	ML SEC DEPOSIT RETUR	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	127.50
233	266735 CHUCK ASHCRAFT	17-00120	HO SEC DEP RETURN	05/16/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00 790.00*
ENV ED SCHOOL							2,164.18*
234	101297 JOHN DEERE FINANCIAL	04/27/17	SCHOOL PROG. SUPP	05/16/17	27023016849	ENV EDUC - SCHOOL PROG EX	1.99
235	131567 APRIL MORRIS	05-2-17	SCHOOL SUPPLIES	05/16/17	27023016849	ENV EDUC - SCHOOL PROG EX	9.37 11.36*
Total ENV ED SCHOOL							11.36*
236	060304 FIRST NATIONAL BANK OMAHA	05/02/17-DG	PHOTOS, TAPE, CHALK	05/16/17	27023036849	ENV EDUC - NATURAL BEGINN	76.41 76.41*
ENV ED NATURAL BEGINNINGS							76.41*
237	030910 AMY CHENAULT	04-19-17	PROGRAM REFUND-4-19-	05/16/17	27023046849	ENV EDUC - OTHER PUBLIC P	5.00 5.00*
Total ENV ED NATURAL BEGINNINGS							5.00*
ENV ED OTHER PUBLIC PROGRAMS							5.00*
238	060304 FIRST NATIONAL BANK OMAHA	05/02/17-ED	PET SUPPLIES	05/16/17	27023056849	ENV EDUC - LAWS OF NATURE	9.88
239	131567 APRIL MORRIS	05-2-17	HEAT LAMP-ANIMALS	05/16/17	27023056849	ENV EDUC - LAWS OF NATURE	11.05 9.88 11.05
Total ENV ED OTHER PUBLIC PROGRAMS							9.88 11.05

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
NATURAL AREA VOLUNTEER							
240 060304	FIRST NATIONAL BANK OMAHA	04/29/17	WORKDAY SUPPLIES	05/16/17	27024006835	NATURAL AREA VOLUNTEER SU	41.08 41.08*
Total ENV ED LAWS OF NATURE							20.93*
GROUND & NATURAL RESOURCES							
241 060304	FIRST NATIONAL BANK OMAHA	04/29/17	AT&T, CHARGERS	05/16/17	27025006207	TELEPHONE - GROUNDS & NAT	312.90
242 220626	VERIZON (FOREST PRESERVE)	9784207418	CELL PHONES	05/16/17	27025006207	TELEPHONE - GROUNDS & NAT	711.60 1,024.50*
243 012290	AUTOMOTIVE SPECIALTIES INC	22156	F-150 OIL, FILTER	05/16/17	27025006216	EQUIP - GROUNDS & NATURAL	64.91
244 071807	GRAINCO F.S. INC	78005793	MOWER-TIRE REPAIR	05/16/17	27025006216	EQUIP - GROUNDS & NATURAL	21.00
245 101297	JOHN DEERE FINANCIAL	04/27/17	CHAIN SAW EQUIP	05/16/17	27025006216	EQUIP - GROUNDS & NATURAL	196.27 282.18*
246 110531	KENDALL CO HIGHWAY DEPT		FOREST PRESERVE GAS & DIESEL-APRIL	05/16/17	27025006217	FUEL - GAS & OIL	1,055.81 1,055.81*
247 150529	OFFWORLD DESIGNS	17041913	STAFF APPAREL	05/16/17	27025006240	UNIFORMS	611.00 611.00*
248 030540	CENTRAL LIMESTONE CO INC	9282	CA6 - G&R	05/16/17	27025006837	PRESERVE IMPROV - GR & NA	179.36
249 071807	GRAINCO F.S. INC	78005793	HERBICIDE-PARKING LO	05/16/17	27025006837	PRESERVE IMPROV - GR & NA	383.10 562.46*
250 060304	FIRST NATIONAL BANK OMAHA	04/29/17	WATER-HARRIS	05/16/17	27025007089	SUPPLIES - SHOP	27.91 27.91*
Total GROUND & NATURAL RESOURCES							3,563.86*

Total Forest Preserve \$11,846.63

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
MAY 2, 2017**

I. Call to Order

Pro Tem President Prochaska called the meeting to order at 6:01 pm in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

X	Cullick	X	Gryder
X	Davidson	X	Hendrix
	Flowers	X	Kellogg
	Gilmour	X	Prochaska
X	Giles	X	Purcell

Commissioners Cullick, Davidson, Giles, Gryder, Hendrix, Kellogg, Purcell, and Prochaska all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

No public comments were offered by citizens present at the meeting.

VII. Approval of Claims in an Amount Not-to-Exceed \$11,921.68.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$11,921.68. Seconded by Commissioner Hendrix.

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Motion: Commissioner Cullick Second: Commissioner Hendrix					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
X		Giles	X		Prochaska
		Gilmour	X		Purcell
Motion unanimously approved.					

VIII. Approval of Minutes

Kendall County Forest Preserve Commission Meeting – April 18, 2017
Kendall County Forest Preserve District Finance Committee Meetings – April 27, 2017 and March 30, 2017

Commissioner Hendrix made a motion to approve the minutes for the Forest Preserve Commission meeting held on April 18, 2017, and the Forest Preserve Finance Committee meetings held on April 27, 2017. Seconded by Commissioner Gryder.

All, aye. Opposed, none. Motion unanimously approved.

IX. Motion to Approve the Coffman Truck Sales of Aurora, Illinois Bid for Purchase of One-Ton Dump Truck Equipped with a Dump Box, Salt Spreader, and Plow Assembly from, Including Acceptance of a Trade-in Deduct of \$500.00 for a 1991 GMC Dump Truck, for a Total Cost of \$68,898.02

Commissioner Hendrix made a motion to approve the bid and purchase of Coffman Truck Sales of Aurora for purchase of a one-ton dump truck, equipped with a dump box, salt spreader, and plow assembly, including acceptance of a trade-in deduct of \$500.00 for a 1991 GMC dump truck, for a total cost of \$68,898.02. Seconded by Commissioner Cullick.

Commissioner Purcell asked what funds would be expended towards the purchase. Director Guritz stated that the District's 2012 Bond Fund has a balance of just over \$19,500 that will fund part of the purchase closing out the fund, with the remaining expense coded to the 2007 capital fund.

Commissioner Purcell asked whether the 2012 bond fund is renewable by Commission without going to voter referendum, and the total amount of the issuance. Director Guritz stated that he was not sure about the total amount of the issuance, further stating that he was not sure whether the bond fund was established by referendum or Commission approval of a limited-tax obligation issuance.

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Director Guritz stated that the 2012 series is the fund that Commission has historically used for vehicle purchases for the District.

Commissioner Purcell stated that this will be the first time the 2007 capital fund will be used to offset vehicle purchase costs. Commissioner Purcell in stating that since this is a deviation from past practice, asked Director Guritz how future equipment and vehicle purchases will be funded. Director Guritz stated that Commission has three options. Commission can continue to expend 2007 capital funds, budget for replacement of vehicles in the operating fund, or approve the issuance of limited tax obligation bonds.

Commissioner Purcell asked whether the vehicle replacement had been budgeted for expenditure out of the 2007 capital fund. Director Guritz stated that the District did approve a \$50,000 budget contingency for purchase of a vehicle, with Commission approving purchase and trade-in of a John Deere Gator for approximately \$4,000 earlier in the year.

Commissioner Purcell stated that based on the budget, this purchase would require expending all of the budgeted funds available for equipment this year. Director Guritz stated that the District has budgeted sufficient appropriations for the fiscal year that if additional funds were needed for other vehicles, that the funds would be available.

Commissioner Purcell asked if the District staff intended on any additional vehicle purchases during the fiscal year coming out of the capital fund. Director Guritz stated that had he inspected the vehicle that was being replaced by the purchase, he would have communicated the need for the replacement during the FY17 budget process, and that no other vehicle purchases are planned for the remaining year.

Commissioner Gryder asked whether the District had considered entering into an intergovernmental agreement with Kendall County Highway Department to plow and salt District entrances and parking lots. Director Guritz stated that the vehicle presented for purchase is used year round for a number of grounds maintenance purposes discussed in previous meetings, and that he had not discussed the possibility of working with Kendall County Highway to maintain District roads and parking areas, as this has been traditionally handled by District staff.

Commissioner Davidson responded that costs to the County to maintain District roadways would be significantly higher than current costs because County Highway staff are union, and would be paid higher salaries to complete the work. The County's Highway Department plow trucks and staff are also tasked to remove snow and ice from public roads after storm events for public safety.

Motion: Commissioner Hendrix					
Second: Commissioner Cullick					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick		X	Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
	X	Giles	X		Prochaska
		Gilmour	X		Purcell
Motion carried by a vote of 6:2.					

X. Motion to Approve a Proposal from Vortex Technologies of Sugar Grove, Illinois for the Purchase and Installation of the Sanitary Lagoon Flow Meter and Recorder at Hoover Forest Preserve in the Amount of \$4,653.00

Commissioner Hendrix made a motion to approve the proposal from Vortex Technologies for the purchase and installation of the sanitary lagoon flow meter and recorder at Hoover Forest Preserve in the amount of \$4,653.00. Seconded by Commissioner Gryder.

Commissioner Hendrix asked for an overview of operations requiring use of the proposed replacement equipment. Director Guritz reported that the equipment monitors the flow of water exiting from the two treatment lagoons at Hoover Forest Preserve per IEPA regulations. When there is flow out of the discharge lagoon, the District is required to conduct water quality testing, currently coordinated with the Newark Sanitary District.

Commissioner Purcell stated that a trained staff member used to handle testing and compliance activities. Commissioner Purcell asked what the costs were for testing. Director Guritz stated that he did not know the specific costs for the tests, but would research this and bring this information back to the group.

Motion: Commissioner Hendrix					
Second: Commissioner Gryder					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson			Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion unanimously approved.					

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XI. Motion to Approve a Two-Year Contract with Waste Management of Illinois, Inc. for Garbage and Recycling Hauling and Disposal, Subject to Negotiation and Renewal Year-to-Year Thereafter, for an Amount Not-to-Exceed \$3,986.35 per Year for Regularly Scheduled Monthly Services over the Initial 2-Year Period

Mr. Kellogg made a motion to approve a two-year contract with Waste Management of Illinois, Inc. for garbage and recycling hauling and disposal, subject to negotiation and renewal year-to-year thereafter, for an amount not-to-exceed \$3,986.35 per year for regularly scheduled monthly services over the initial 2-year period. Seconded by Commissioner Purcell.

Director Guritz reported that the State's Attorney's Office has completed review of the contract addendum, with the company honoring the costs extended within the bid proposal.

Commissioner Giles asked whether the District earns revenue on the recycled materials. Director Guritz stated that the District does not generate revenue from the recycled materials stream.

Commissioner Purcell pointed out contract terms indicating automatic contract renewal, and stated that he would not support the agreement with the automatic renewal provisions.

State's Attorney Berault stated that Commissioner Purcell is correct that those provisions are included within the contract, but they are stricken in their entirety within the signed contract addendum.

Commissioner Purcell asked how the rates compared to the previous contract. Director Guritz stated that the District will save just over \$3,000 per year with approval of the agreement.

Director Guritz thanked the State's Attorney's Office and staff for reducing the scope of services and reviewing the contract provisions.

Motion: Commissioner Kellogg Second: Commissioner Purcell					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
X		Giles	X		Prochaska
		Gilmour	X		Purcell
Motion unanimously approved.					

XII. Motion to Approve a One-Year Extension of Website Hosting Services with “The Knot – Chicago Suburbs” for a Total Amount of \$3,000.00, Paid in Monthly Installments, for Promotion of District Reception Venues

Commissioner Cullick made a motion to approve a one-year extension of website hosting services with “The Knot – Chicago Suburbs” for a total amount of \$3,000.00, paid in monthly installments, for promotion of District reception venues. Seconded by Commissioner Hendrix.

Commissioner Purcell asked whether the website was generating results and bookings. Director Guritz presented a marketing metrics report, reporting that the District is receiving referrals from the promotional website.

Commission discussed the website and other marketing approaches resulting in bookings of our rental venues.

Commissioner Purcell asked where the District is as far as expenditures for the promotional budget for the year. Director Guritz stated that this has been reviewed, and there are sufficient funds appropriated for the contract’s expenses for the current fiscal year.

Motion: Commissioner Cullick Second: Commissioner Hendrix					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
		Flowers	X		Kellogg
X		Giles	X		Prochaska
		Gilmour	X		Purcell
Motion unanimously approved.					

XIII. Executive Session

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None.

XIV. Other Items of Business

None.

XV. Citizens to Be Heard

No public comments were offered by citizens in attendance.

XVI. Adjournment

Commissioner Hendrix made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 6:30 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES
MAY 3, 2017**

I. Call to Order

Commissioner Flowers called the meeting to order at 6:08 pm.

II. Roll Call

Commissioners Hendrix, Purcell, and Flowers all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No citizens were present at the meeting.

V. Ellis Wedding and Rental Program Agenda Topics

- a. 2017 Ellis Scheduled Rental and Wedding Events Budget Report and Update**
- b. Wedding Security Deposit Return Request (Wargowsky & Mancuso Wedding June 17, 2017)**

Director Guritz presented reports on scheduled rental and wedding events for 2017 for Ellis House and Equestrian Center, reporting that revenues are on track for the year, with booking of a new fall wedding event in process. Director Guritz stated that with the new cost center budgets and RecPro software tracking in place, the District can now provide up-to-date reports on scheduled rentals and revenue projections for the year.

The Programming and Events Committee discussed the District's pricing for wedding events, including discounts extended for Friday and Sunday events.

The Programming and Events Committee discussed the return of the wedding security deposit for the Wargowsky and Mancuso wedding scheduled for June 17, 2017.

The Programming and Events Committee discussed correspondence with the clients, including rejection of the District's offer to retain their deposit towards a rescheduled event in the future.

The Programming and Events Committee provided direction to Director Guritz to contact the family at his discretion to discuss options up to and including possible return of the security deposit based on the extenuating circumstances reported by the family, provided sufficient documentation is presented.

VI. Ellis Equestrian Center Agenda Topics
a. Lesson Cancellation Policy Recommendations
b. Lesson Horse Updates and Needs

Equestrian Center Program Coordinator Amy Martin presented lesson cancellation policy recommendations. The updated policy increases the timeframe for notification of client cancellation of a scheduled lesson program to 48-hours advanced notice. Cancellations or no-shows for non-extenuating circumstances (illnesses and emergencies) will result in forfeiture of the lesson fee for the scheduled lesson. The current policy requires 24-hour advanced notice.

Director Guritz asked whether the revised policy requires presentation to Commission for approval.

Commissioner Purcell stated that the policy should be reviewed and approved by Commission. Consensus and direction was received to present the revised cancellation policy to Commission for approval.

Amy Martin reported that she will be extending use of her horse, Promise, to Ellis Equestrian Summer over the summer months following an evaluation period by District and Sunrise Center staff members. Amy Martin reported that the horses at Ellis are all in good shape going into the lesson and summer program season.

VII. Marketing Plan Report and Updates – Discussion of Promotional Discounts

The Programming and Events Committee reviewed proposed promotional discounts for returning equestrian center program clients. Amy Martin provided insights into the proposed program, which will extend promotional discounts for returning program participants. The goal is to increase program participation by marketing services provided to lesson, birthday, and field trip program participants.

Amy Martin reported that word of mouth is a common stated reason for returning program participants.

Commissioner Purcell asked whether the discounts would be stackable, and whether the discounts would expire by the end of the year.

Amy Martin stated that the one discount would be accepted for each single program registration or lesson package purchase.

Director Guritz stated that the coupons will be printed with an expiration date of December 31, 2017.

Commissioner Purcell stated that the coupons need to include information on all of the services as part of the promotional opportunity.

Director Guritz stated that all of the information requested can be printed on the coupon pages.

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Direction was provided to present the proposed promotional discounts to the Committee of the Whole for review.

The Programming and Events Committee reviewed the comprehensive marketing report for the year. The report included all District promotional expenditures by campaign, including engagement metrics for each campaign.

Director Guritz stated that District staff will be working to examine the opportunity to create a multi-platform sponsorship program for the District to generate revenues to offset costs for marketing and operations. This will include development of an annual calendar of events, with acknowledgement on the District's website and social media platforms.

Director Guritz stated that he would formulate sponsorship platform levels for review and discussion.

Commissioner Flowers suggested that portions of revenue earned could be used for special presenters.

The Programming and Events Committee discussed the concept and encouraged staff to begin efforts to design the program.

Director Guritz stated that costs for the ad and web presence in the Chicago Wedding Guide will go up significantly in the upcoming year. A portion of the marketing budget will be set aside to partially fund renewal of a subscription in the current fiscal year. Program information will be presented to the Programming and Events Committee once received.

Emily Dombrowski provided an overview report on growth of social media online presence, and growth of followers of District Facebook assets. Director Guritz stated that Emily Dombrowski has been heading up efforts to use the District's social media assets to reach out to community groups, which is resulting in noticeable increases in program registrations.

Emily Dombrowski reported on efforts to change site content to make it interesting, and looking for creative program connections to formal and informal proclamations for State and national cause-based focuses and celebrations (i.e.; International Migratory Bird Day).

VIII. Environmental Education Agenda Topics

a. Review of the School Program Guide

b. School Program YTD Report

c. Spring and Summer Camp Programs YTD Report

The Programming and Events Committee reviewed the District's School Program Guide for environmental education programs.

Commissioner Hendrix made a motion to forward the Summer 2017 program descriptions, fees and charges to Commission for approval. Seconded by Commissioner Purcell. Aye, all. Opposed, none.

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IX. Operations Agenda Topics

- a. Approval of Special Use Permit – Yorkville HS District 115 Cross Country Meet**
- b. KCFPD Cost Center Budget Report through March 31, 2017**
- c. Telecommunications System Changes Updates**
- d. Henneberry Restoration Project Updates**
- e. RTP and LWCF Grant Application Updates**

Environmental Director Guritz presented operational updates for the District.

Commissioner Purcell made a motion to approve the special use permit for the Yorkville School District 108 Cross Country event at Hoover Forest Preserve. Seconded by Commissioner Hendrix. Aye, all. Opposed, none.

Director Guritz reported that the District has reduced AT&T service in favor of lower cost Verizon services now in place at Ellis House and Hoover Forest Preserve.

Director Guritz reported that the District is more or less on track to meet budget in the current fiscal year.

X. Citizens to be Heard

No citizens were present at the meeting.

XI. General Discussions and Updates

- a. The Conservation Foundation – Morton Arboretum “The Future of Woodlands and Forests in Kendall County” May 16, 2016 Program at Hoover Forest Preserve**
- b. Hoover Nature Play Space Updates**
- c. Forest Foundation Native-Plant Sale – May 28, 2017 at Harris Forest Preserve**

General discussion and updates topics were not presented due to meeting time constraints.

XII. Executive Session

None.

XIII. Adjournment

Commissioner Purcell made a motion to adjourn. Seconded by Commissioner Hendrix. Aye, all. Meeting adjourned at 7:17 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES
MAY 10, 2017**

I. Call to Order

Committee Chairman Cullick called the meeting to order at 4:34 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gilmour, Gryder, and Cullick all were present.

III. Approval of Agenda

Commissioner Gilmour made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Approval to Forward Claims in an Amount Not-to-Exceed \$11,846.63.

Commissioner Davidson made a motion to forward claims to Commission in an amount not-to-exceed \$11,846.63. Seconded by Commissioner Gryder.

The Finance Committee reviewed the claims list.

Commissioner Gilmour inquired into claim #204 for supplies for Stephanie's Garden. Director Guritz stated that purchases were for garden improvements including planting for the year. The District is able to request reimbursement from the Forest Foundation for the expenditures.

Commissioner Gilmour reported that the Forest Foundation will be asked to consider establishing a formal memorial program for the District.

Chairman Cullick called the question. All, aye. Opposed, none.

VI. Review of Financial and Income Statements through April 30, 2017

The Finance Committee reviewed the Financial and Income Statements through April 30, 2017.

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Commissioner Davidson asked about farm license revenue for the year, noting that revenues are down approximately \$42,000 from the prior year. Director Guritz reported that the FY16 farm license revenue included yield and base-rent payments credited to the prior fiscal year audit. Base rent payments will be received in May, with the District on track to meet budget projections. The farm license agreement with Junior Collins was revised this year, and does not include a base rent payment. Within this revised agreement, the District will receive half of the market value of the soybean yield in fall.

The Finance Committee also examined the Ellis House and Equestrian Center expenses for the year, noting that the entire tent rental contract was paid up front this year compared to the prior fiscal year where payments were spread out over a six-month period.

Director Guritz reported that the District's budget is generally on track for the year. The three program areas that are not meeting revenue projections include summer camps and lessons for the Ellis Equestrian Center, and enrollment for the Tuesday-Thursday afternoon session of Natural Beginnings for the 17-18 program year. Near-term marketing efforts will focus on increasing enrollments within these program areas.

Director Guritz reported that he is beginning to have concerns about District expenditures related to the repair and replacement of equipment at Hoover Forest Preserve.

VII. Subat Project Fund Investment Strategies – The Illinois Funds

The Finance Committee reviewed information presented on the possible investment of the Subat Project Fund totaling approximately \$842,000 into The Illinois Funds. Director Guritz reported that Treasurer Ferko was unable to attend the meeting, but would be providing a report and recommendation to the Finance Committee at the May or June meeting.

Kendall County currently invests in The Illinois Funds, so the Treasurer's Office is familiar with the program.

Based on current rates of 0.055% interest, the District could expect to earn approximately \$4,500 per year in additional revenue, which may be available for transfer to support District operations under the Illinois Downstate Forest Preserve District Act.

Commissioner Davidson asked if the District needed access to the Subat Project Fund. Director Guritz stated that it will be some time before the District is in a position to build the nature center facility at Subat. Director Guritz stated that there was no timeframe associated with the District's acceptance of the contribution.

Commissioner Davidson suggested that the District look at the development of a plan for entry and access to Subat Forest Preserve considering road improvements planned for the area.

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Direction was received to ask Treasurer Ferko to attend an upcoming Finance Committee to present investment recommendations.

VIII. Fuel Tank Repair or Replacement Costs for Hoover Forest Preserve

Director Guritz presented an overview of the needs for onsite fueling for Hoover Forest Preserve, including efficiencies in staff time spent refueling District grounds maintenance equipment.

Director Guritz presented an overview of the three quotes received for establishing onsite fueling for grounds maintenance equipment at Hoover Forest Preserve. Quotes received from Feece Oil-Minooka and Elburn Coop-Newark extended lease-to-own payment. The GRAINCO-FS proposal included only costs for repair of the existing fuel storage tanks at Hoover Forest Preserve to bring the tanks back into operation.

Director Guritz reported that GRAINCO-FS was not going to argue the point of tank ownership. The District is able to claim ownership of the tanks for future purposes.

Commissioner Davidson suggested that a pickup truck-mounted fuel dispensing tank would be more cost effective than restoring the fuel tanks at Hoover Forest Preserve.

Director Guritz stated that he would look into whether this option would be a feasible approach for addressing onsite refueling needs for District equipment.

The Finance Committee discussed the options presented, providing direction to first examine the costs and feasibility for purchase of a bed-mounted fuel transfer tank.

Director Guritz stated that use of the pickup truck at Hoover Forest Preserve will need to be examined to determine if the proposed fuel transfer tank would interfere with other uses of the vehicle over the course of the year.

IX. Millbrook Bridge Permit Progress Updates

Director Guritz presented updates on the permitting progress for the Millbrook Bridge demolition or reconstruction project.

Director Guritz reported on conversations with HLR Project Engineer Joe Frazee regarding the need to dewater the two river channels under the bridge using coffer dams. The resulting possible impact to state-listed fish species will require an IDNR incidental take permit, which may be mitigated if the District moves forward with the Little Rock Creek acquisition project.

As part of the permitting process, the District will also need to secure approval from the Illinois Historic Preservation Agency for removal of the bridge. Information is being compiled for HLR for this review.

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Director Guritz reported that the Millbrook Bridge is not likely to be conveyed any status as a historic structure due to the span collapse and rebuild that was completed in the 1960's following a major flood event, with a number of existing and similar structures in other locations.

Director Guritz reported that when the new Fox River vehicular bridge was constructed in the 1980's, it was with the understanding that Millbrook Bridge would be removed as part of the grant-funded project. This was not undertaken, and IDOT expressed strong reservations due to possible structural impacts that could occur if Millbrook Bridge were to collapse and collide with the new vehicular bridge's supports.

Director Guritz stated that Joe Frazee, Project Engineer with HLR reported that the most cost effective approach for restoring or demolishing Millbrook Bridge will involve use of equipment in the riverbed. If the bridge is demolished, explosives will be used to bring the bridge spans into the dewatered channel for deconstruction. Ideally, cranes will lift sections from the east and west approaches to the bridge, which may require coordination with the Village of Millbrook.

Commissioner Gryder asked whether the issue had been discussed with the State's Attorney's Office. Director Guritz stated that he would be checking with the State's Attorney's Office to determine whether Village of Millbrook permission would be required for bringing in the heavy equipment needed for the project.

Commissioner Gryder asked about the timing for the work to be completed. Director Guritz stated that the project would likely go forward in August 2018.

Commissioner Davidson suggested that the District consider selling Millbrook Bridge.

The Finance Committee discussed the possible sale of Millbrook Bridge, providing direction to Director Guritz to contact the State's Attorney's Office to determine whether the District can sell Millbrook Bridge, and determine what steps will need to be taken.

X. Review of Proposed Promotional Discount Offers for Ellis Equestrian Center Programs

The Finance Committee reviewed a proposal from Ellis Equestrian Center Coordinators Amy Martin and Nicole Norton outlining proposed promotional discounts that would be extended to returning program participants.

The Finance Committee reviewed the proposed discounts.

Commissioner Gryder made a motion to forward the proposed promotional discount offers to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

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XI. Executive Session

None.

XII. Other Items of Business

Director Guritz reported that no enforcement action is scheduled for the McDaniels property encroachment. Director Guritz stated that he plans to meet with Dan Duffy, Village Administrator for Minooka, to discuss long term plans for a recreational facility at the location.

XIII. Citizens to be Heard

No public comments were offered by those in attendance.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Meeting adjourned at 4:25 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

MAY 10, 2017

I. Call to Order

President Gilmour called the meeting to order at 5:37 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Gryder, Prochaska, Purcell, and Gilmour all were present.

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those present at the meeting.

V. Director's Report

Director Guritz provided updates on priority projects including Millbrook Bridge permitting, a letter and proposal sent to the Whitetail Ridge Homeowner's Association for the Henneberry Forest Preserve restoration and mitigation project, and updates on the Omnitrax-Illinois Railway crossing improvement projects and potential crossing agreements.

Director Guritz reported that the Whitetail Ridge Homeowner's Association will review the letter sent, with a change order for the restoration project developed depending on their Board's response.

The Committee of the Whole discussed the approach for access to Millbrook South Forest Preserve. Director Guritz stated that a crossing agreement template has been requested from Omnitrax for consideration. Separately, IDOT will be reaching out to Omnitrax to begin formulation of a tri-party agreement for spend down of the grant funds to complete the crossing improvements at Hoover Forest Preserve.

VI. Subat Project Fund Investment Strategies – The Illinois Fund

Director Guritz presented a report on the Treasurer's Office recommendation for deposit of the Subat Project Fund with The Illinois Fund.

Treasurer Ferko was not able to attend the Finance and Committee of the Whole meetings, but will present her recommendations in the near future for approval.

Director Guritz reported that the District should be able to apply investment earnings to support other District initiatives.

The Committee of the Whole discussed the Subat donation history and restrictions on use of the donated funds.

VII. Fuel Tank Repair or Replacement Costs for Hoover Forest Preserve

Director Guritz presented updates from the Finance Committee's discussion of the topic.

Direction has been received to determine whether equipment refueling needs can be met through purchase of a pickup truck mounted fuel dispensing tank, which may be a more cost effective option.

Commissioner Davidson asked whether there is a tool box currently mounted in the back of the Hoover Forest Preserve pickup truck. Director Guritz reported he wasn't sure, but would look into the option.

VIII. Ellis Equestrian Center Cancellation Policy Recommendations

Director Guritz presented a draft cancellation policy update for Ellis Equestrian Center lessons.

Director Guritz stated that the revised policy pushes back the deadline for advanced notification of cancellations without penalty from 24-hours to 48-hours.

Commissioner Cullick made a motion to forward the proposed cancellation policy for Ellis Equestrian Center lesson cancellations to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

IX. Summer 2017 Public Program Fees and Charges

Director Guritz presented the proposed public program fees and charges for the coming summer.

The summer 2017 public program fees and charges will be presented to Commission for approval.

X. Review of Proposed Promotional Discount Offers for Ellis Equestrian Center Programs

Director Guritz presented a report and Finance Committee recommendations for proposed program promotional discounts for Ellis House and Equestrian Center returning program participants.

Director Guritz stated that the goal is to increase equestrian center program enrollments. Information on all equestrian center services will be published on a discount coupon valid through December 31, 2017.

Commissioner Purcell made a motion to forward the proposed promotional discounts as presented to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XI. Kendall County Forest Preserve District Rules of Order – Second Reading

President Gilmour thanked Commissioner Prochaska for his efforts to formulate the proposed Rules of Order, reporting to the Committee that the draft document has been reviewed by the State's Attorney's Office.

The Committee of the Whole discussed the proposed Rules of Order for the Kendall County Forest Preserve District.

The Committee of the Whole discussed a comment received from Commissioner Purcell on the provisions regarding suspension of the Rules of Order.

Commissioner Prochaska stated that on page 7, item "e: These rules may be suspended in any particular case by a vote of 2/3 of the Commissioners present," with a suggested edit to add "with the exception of amending these Rules of Order."

Committee of the Whole discussion centered on whether or not the provisions allowing for the suspension of the Rules of Order by a majority of Commissioners should be included.

The Committee of the Whole reviewed the provisions for amending the rules of order included on page 16, Article V.a.2, which states that "the amendment of the Rules may be adopted only by Ordinance approved by concurrence of 2/3 majority of all Commissioners."

The Committee of the Whole discussed whether the requirement for seven commissioners to amend the rules by Ordinance constitutes too significant of a barrier to conduct District business if an amendment of the rules were needed to address any particular item without this majority present at any given meeting.

Director Guritz stated that the Commission will need to consider amendments to the Rules of Order from time to time to update the document to align to the provisions of the Illinois Downstate Forest Preserve District Act.

The Committee of the Whole generated consensus that the ability to amend the Rules of Order with a positive vote of seven commissioners is appropriate.

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The Committee of the Whole revisited whether or not to include the ability to suspend the Rules of Order for any particular business item that needs to be addressed.

President Gilmour suggested there may be times where Commission needs to suspend the rules to address a particular emergency issue.

Commissioner Cullick stated that she would not want to prevent Commission from taking action on a particular issue because the Rules of Order did not provide an opportunity to suspend the rules.

Commissioner Purcell stated that if Commission can suspend the rules at any time, why have them in place at all.

Commissioner Purcell suggested that if the Commission is concerned about barriers to conducting District business, that it should not approve the document.

Commissioner Davidson stated that the discussion needs to move beyond whether or not to have the Rules of Order, further stating that he supports having the document and provisions in place.

Commissioner Prochaska stated that the Rules of Order also serve as a communication tool to remind the Commission on the voting provisions included in the Illinois Downstate Forest Preserve District Act.

Commissioner Cullick stated that she does not recommend approving a document that does not allow Commission to temporarily suspend the rules.

The Committee of the Whole discussed past history of voting requirements, suggesting that Commission has not followed prescribed practice under the Illinois Downstate Forest Preserve District Act in the past.

Director Guritz stated that the purpose for establishing the Rules of Order was part of the recommendations from the State's Attorney's Office as part of the effort to establish separation between the District and Kendall County Board.

The Committee of the Whole could not reach consensus on whether or not to move forward with presenting the Rules of Order as written for approval, which includes the provision allowing for the suspension of the Rules of Order.

The Committee of the Whole did generate consensus that amendment of the Rules of Order should require an affirmative vote of seven Commissioners.

The Committee of the Whole did generate tentative consensus to allow for the suspension of the Rules of Order for a particular meeting, but should not be able to suspend the Rules of Order indefinitely.

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Commission examined the paradox that would allow Commission to temporarily suspend the Rules of Order, and with the rules suspended, amend the Rules of Order by vote of a simple majority of the quorum present at a particular meeting.

Commissioner Purcell stated that past politicking was used to pass measures, particularly with land acquisition, outside of the votes required by statute. Commissioner Purcell cautioned that it is not uncommon for Boards to plan ahead in achieve approval objectives.

Director Guritz stated that past votes had been based on traditional understanding that simple majority of a quorum present was needed to approve measures, without consulting the provisions included within the State statutes, which has been corrected in moving forward by including the statutory vote requirements within the Rules of Order.

Commissioner Prochaska stated that the Illinois Downstate Forest Preserve District Act has been reviewed, with relevant provisions included in the proposed Rules of Order to act as a reminder to the Commission of the provisions enacted under State law. An example was provided regarding the appointment of the Treasurer and Secretary provisions by the President of the District. The President appoints, with approval by Commission majority vote.

President Gilmour drew attention to proposed changes in the District's standing committees, and ability to establish ad hoc and advisory committees.

Commissioner Prochaska stated that under the proposed Rules, ad hoc and advisory committee service expires at the end of the President's term of office.

The Committee of the Whole discussed the proposed limitation to the periods for public comment at any meeting of the Commission. The proposed time limitation is 60-minutes for each public comment period, with a 5-minute limit for each individual comment period.

The Committee of the Whole discussed the provisions for remuneration for Commission service. The per diem, under the Illinois Downstate Forest Preserve District Act, is \$36 per meeting for those meetings held on days that Commissioners do not receive a per diem payment for County Board service.

Commissioner Davidson suggested adding a provision requirement the District to pass a balanced budget for each fiscal year. The Committee of the Whole discussed what constitutes a balanced budget, noting that capital bond funds typically are budgeted to spend down the fund balance. Therefore, discussion focused on defining the requirement for approving a balanced budget for the operational fund. The Committee of the Whole discussed establishing a voting requirement to pass the District's budget.

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Director Guritz requested clarification on the provisions regarding approval of minutes, suggesting rewording to state that the provisions apply only to regular meeting minutes, as opposed to executive session meeting minutes.

Commissioner Davidson left the meeting at 6:40 pm, and reentered the meeting at 6:42 pm.

The Committee of the Whole reviewed the provisions regarding the ability of the President to veto a positive vote of the Commission, which is included within the provisions of the Illinois Downstate Forest Preserve District Act.

Direction was provided to present the Rules of Order for a third reading at the June Committee of the Whole meeting.

XII. Millbrook Bridge Permitting Updates and Directions

The Committee of the Whole discussed permitting progress updates for the demolition or reconstruction of Millbrook Bridge.

Director Guritz reported that direction has been received to examine the option and ability of the District to sell Millbrook Bridge. The question will be referred on to the State's Attorney's Office for review and opinion.

XIII. Executive Session

None.

XIV. Other Items of Business

None.

XV. Citizens to be Heard

None.

XVI. Summary of Action Items to be Taken

None recorded.

XVII. Adjournment

Commissioner Gryder made a motion to adjourn the meeting. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Meeting adjourned at 6:45 pm.

Respectfully submitted,
David Guritz
Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Equestrian Center Lesson Cancellation Policy

Date: May 16, 2017

Summary:

Current policy for horsemanship lesson cancellation allows for a cancellation by the client with a minimum 24-hour advanced notice without penalty, with allowances made for emergency situations.

Failure to notify the District of a cancellation less than 24-hours prior to the lesson (or for no-shows to the scheduled lesson) results in forfeiture of the lesson fee (or a single lesson within a pre-purchased 5-lesson package).

The recommended policy revision is to extend the requirement to notify the District of a lesson program cancellation to a minimum of 48-hours advanced notice prior to the scheduled lesson time. This change in advanced notification is needed in order to better coordinate District Horsemanship Instructor work schedules.

Recommendation:

Consider a motion to approve the revised advanced notification policy for cancellation of equestrian lesson programs as presented.



LESSON CANCELLATION POLICY

Your appointment time is valuable and has been reserved specifically for you. If it is necessary to cancel or reschedule your appointment, please provide us with a minimum of 48-hour notice. Otherwise a charge of one riding lesson will be incurred.

As a courtesy to you, we at Ellis House will also provide you with at least a 48-hour notice if we have a need to cancel or reschedule any lessons.

**Exceptions may be made in the cases of illness, extreme weather, or other emergency situations.*

If you have any questions or concerns, please don't hesitate to let us know!

Sign: _____ Date: _____

Please provide a signature on the above line to acknowledge that you have received and understand the updated cancellation policy.

Updated on 5/16/2017.

To: Kendall County Forest Preserve District Board of Commissioners

From: Amy Martin and Nicole Norton, Equestrian Center Program Coordinators

RE: Recommendation for Extending Promotional Discounts for Marketing Purposes

Date: May 16, 2017

Summary:

The Programming and Events Committee and Committee of the Whole discussed extending the following promotional discounts for returning equestrian program summer camp, birthday party, lessons program, and field trip participants:

Returning Camper Discount	\$5 OFF a single camp registration
Returning Party Guest Discount	\$5 OFF a single camp registration
Returning Field Trip Guest Discount	\$5 OFF a single camp registration
Returning Lesson Student Discount	\$5 OFF a single camp registration

Party Host Discount 20% OFF a single camp registration (\$8 - \$39 value)

**The average party host spends between \$200 and \$350 on a party*

Direction was received to create a coupon that would serve to promote all equestrian program services, limiting use of coupons to one per registration, with an expiration date of December 31, 2017. The goal is to actively promote services, and encourage new reservations and registrations within equestrian program services.

Discounts will not be offered through other planned promotional advertising.

Recommendation:

Consider a motion to approve the returning Ellis Equestrian Center participant discount schedule and promotional program as presented.

KENDALL COUNTY FOREST PRESERVE DISTRICT SUMMER PROGRAMS

June 2017– August 2017

To register for a program:

Call 630-553-4025 or email
rantrim@co.kendall.il.us

For additional information on a program:

Call 630-553-2292
or email

edombrowski@co.kendall.il.us

*If a class does not meet its minimum enrollment, it will be cancelled at least two days prior to the event. Early registration prevents cancelled classes!



**Kendall County Forest
Preserve District
Education Department**

June 22– Toddling Naturalist– Awesome Amphibians

Ages: 1-3 plus caregiver

Location: Harris Forest Preserve– Shelter 4

Time: 10-11 am

Price: \$5 per child

Come and spend the morning learning all about frogs, toads, and salamanders! We will explore a pond, make a craft, and read a story. Come prepared to get muddy!

Register by June 19

June 23 –Babes in the Woods– Awesome Amphibians

Ages: 4-6 plus caregiver

Location: Harris Forest Preserve– Shelter 4

Time: 10-11 am

Price: \$5 per child

Come and spend the morning learning all about frogs, toads, and salamanders! We will explore a pond, make a craft, and read a story. Come prepared to get muddy!

Register by June 20

Featured Program:

Mud Day Celebration– June 24

Ages: All Ages

Location: Hoover Forest Preserve– Eagle's Nest Pavilion

Time: 10 am– 12 pm

Price: \$5 per child

Celebrate National Mud Day at our new mud kitchen! Feel the mud squish between your fingers as we make mud pies, create mud artwork, and learn that it is okay to get dirty!

Please dress in old clothes that can get muddy.

Register by June 20



June 24– Mud Day Celebration

Ages: All Ages

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-12 pm

Price: \$5 per child

Celebrate National Mud Day at our new mud kitchen! Feel the mud squish between your fingers as we make mud pies, create mud artwork, and learn that it is okay to get dirty! Please dress in old clothes that can get muddy.

Register by June 20

July 18– Coffee and Chickadees

Ages: 2-6 plus caregiver

Location: Kendall County Historic Courthouse–
Laws of Nature Museum

Time: 10-11 am

Price: \$5 per child

Come enjoy a cup of fresh brewed coffee with other parents/caregivers while your little one enjoys a story, makes a craft, and explores our nature center .

Register by July 13

KENDALL COUNTY FOREST PRESERVE DISTRICT SUMMER PROGRAMS

July 20-Toddling Naturalist – Making Music

Ages: 1-3 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-11 am

Price: \$5

The woods are full of music. Chirp, buzz, shake, and explore all of the sounds of nature in this sensory-based program. We'll take a hike, listen for animals, and make our own musical instrument to take home.

Register by July 17

July 21– Babes in the Woods– Magical Mud

Ages: 4-6 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-11 am

Price: \$5

Come feel the mud squish between your fingers while making mud pies and creating mud artwork! Please dress in old clothes that can get muddy.

Register by July 18

August 17- Toddling Naturalist– Insect Explorers

Ages: 1-3 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-11 am

Price: \$5

Head, thorax, abdomen! In this program, we will learn all about our six-legged friends. Come ready to explore the homes of insects and see some up close.

Register by August 14

August 18- Babes in the Woods– Buzz about Bees

Ages: 4-6 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 1-2:30 pm

Price: \$5

Did you know that bees provide one out of every three bites of food that we eat? In this program, children will buzz, run, sing and dance all while learning fun facts about bees!

Register by August 15

To register for a program:

Call 630-553-4025 or email
rantrim@co.kendall.il.us

For additional information on a program:

Call 630-553-2292
or email
edombrowski@co.kendall.il.us

*If a class does not meet its
minimum enrollment, it will be
cancelled at least two days prior to the
event.

