

fpmPrctClaim

Kendall County

COMBINED Claims Listing

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Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

FOREST PRESERVE EXPENDITURE

210 091310	IL STATE POLICE	10/31/17-IL	BACKGROUND REPORTS	11/28/17	27020006200	OFFICE SUPPLIES & POSTAGE	20.00	bantrim
211 091750	ITSVAVY LLC	09993618	CABLES	11/28/17	27020006200	OFFICE SUPPLIES & POSTAGE	71.54	bantrim
212 111514	KONICA MINOLTA BUSINESS SOLUTI	9004039617	MONTHLY 10/13-11/12/	11/28/17	27020006200	OFFICE SUPPLIES & POSTAGE	115.64	** ghaughe
213 011359	AMEREN IP	11/13/17	MILLBROOK SOUTH	11/28/17	27020006351	ELECTRIC	43.59	bantrim
214 031510	COMMONWEALTH EDISON	NOV 10 2017:BW	BAKER WOODS	11/28/17	27020006351	ELECTRIC	20.98	bantrim
							64.57*	

Total FOREST PRESERVE EXPENDITURE

271.75*

ELLIS HOUSE

215 031510	COMMONWEALTH EDISON	NOV 13 2017:EL	ELLIS HOUSE	11/28/17	27021007076	UTILITIES - ELLIS HOUSE	418.52	bantrim
216 130506	MENARDS	88678	ELLIS SUPPLIES	11/28/17	27021007080	GOODS & MAINT - ELLIS H	24.40	bantrim
							24.40*	

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
217 180190	ELLIS BARN RAY'S REPAIR	07-2499	EL SNOW BLOWER REPAI	11/28/17	27021017080	Grounds & Maint - Ellis B	200.00 200.00*
Total ELLIS HOUSE							442.92*
218 101300	ELLIS RIDING LESSONS JOHN RYAN HORSESHOEING	11/8/17:EL	EL VET CARE	11/28/17	27021117084	VET & FARRIER - ELLIS RID	85.00 85.00*
Total ELLIS BARN							200.00*
219 101300	ELLIS BIRTHDAY PARTIES JOHN RYAN HORSESHOEING	11/8/17:EL	EL VET CARE	11/28/17	27021127084	VET & FARRIER - ELLIS B-D	85.00 85.00*
Total ELLIS RIDING LESSONS							85.00*
220 160130	ELLIS WEDDINGS ANGELA PAGLIARO	11-5-17	EL SEC DEP RETURN	11/28/17	27021207088	ELLIS SECURITY DEPOSIT RE	110.00 110.00*
Total ELLIS BIRTHDAY PARTIES							85.00*
221 140937	HOOVER NICOR	11/9/17:ROOK	ROOKERY BLDG	11/28/17	27022006860	HOOVER - GAS	64.29
222 140937	NICOR	11/9/17:BLAZIN	BLAZING STAR	11/28/17	27022006860	HOOVER - GAS	45.52
223 140937	NICOR	11/9/17:KING	KINGFISHER	11/28/17	27022006860	HOOVER - GAS	59.73
224 140937	NICOR	11/9/17:ML	MEADOWHAWK LODGE	11/28/17	27022006860	HOOVER - GAS	33.00
225 140937	NICOR	11/9/17:SHOP	HOOVER SHOP	11/28/17	27022006860	HOOVER - GAS	38.95
226 140937	NICOR	11/9/17:MOON	MOONSEED	11/28/17	27022006860	HOOVER - GAS	32.35
227 140937	NICOR	11/9/17:HOUSE	HOOVER HOUSE	11/28/17	27022006860	HOOVER - GAS	36.41
228 140937	NICOR	11/9/17:MAINT	HOOVER MAINT BLDG	11/28/17	27022006860	HOOVER - GAS	47.82
Total ELLIS WEDDINGS							358.07*
229 030215	SUSAN CASTANIER	17-00251	ML SEC DEP RETURN	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	182.50
230 190362	RICHARD SCHMITT	17-00011	BUNKHOUSE SEC DEP RT	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00
231 267517	THOMAS WERTH	17-00154	HVR SEC DEP RETURN	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00
232 267518	DANA WOOD	17-00286	HVR SEC DEP RETURN	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00
233 267519	MARY TURNBOW	17-00260	ML SEC DEP RETURN	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	127.50
234 267520	IFTY AHMED	16-00383	HVR SEC DEP RETURN	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00
235 267521	TAMMI SUTTLE	17-00289	ML SEC DEP RETURN	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	235.00
236 267523	BILL TARVER	17-00068	BUNKHOUSE SEC DEP RT	11/28/17	27022007088	HOOVER SECURITY DEPOSIT R	100.00

1,045.00*

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Account Description

Dist Amount

1,403.07*

Total HOOVER

GROUND & NATURAL RESOURCES

237 071807	GRAINCO F.S. INC	78008908	HVR TANK DIESEL	11/28/17	27025006217	FUEL - GAS & OIL	48.00	bantrim
238 140937	NICOR	11/7/17:MILL	MILLBROOK SOUTH	11/28/17	27025006848	GAS - GROUNDS & NATURAL R	97.56	bantrim
239 140937	NICOR	11/8/17:HA	HARRIS	11/28/17	27025006848	GAS - GROUNDS & NATURAL R	83.23	bantrim
240 110530	KENDALL PLUMBING & HEATING	17026277	HA BOILER REPAIR	11/28/17	27025007089	SUPPLIES - SHOP	180.79*	bantrim
241 130506	MENARDS	97747	HOOVER SUPPLIES	11/28/17	27025007089	SUPPLIES - SHOP	303.00	bantrim
242 211430	UNIQUE PRODUCTS & SERVICE	336120-1	HA, HVR SOAP	11/28/17	27025007089	SUPPLIES - SHOP	137.76	bantrim

Total GROUND & NATURAL RESOURCES

1,041.04*

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Kendall County

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Dist Amount

FP BOND PROCEEDS 2007

293 161450 POLACH APPRAISAL GROUP, INC. NOV 2017

APPRAISAL REPORTS

11/28/17

95020006850 PROJECT FUND EXPENSES

4,500.00

bantrim

4,500.00*

Total FP BOND PROCEEDS 2007

4,500.00*

GRAND TOTAL

\$8,138.78

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
NOVEMBER 21, 2017**

I. Call to Order

President Gilmour called the meeting to order at 10:00 am in the Kendall County Board Room.

II. Pledge of Allegiance

The Pledge of Allegiance was recited during the Kendall County Board meeting.

III. Invocation

An invocation was offered during the Kendall County Board meeting.

IV. Roll Call

	Cullick (Entered the meeting at 10:03 am)	X	Gryder
X	Davidson	X	Hendrix
X	Flowers	X	Kellogg
X	Gilmour	X	Prochaska
	Giles		Purcell (Entered the meeting at 10:12 am)

Commissioners Davidson, Flowers, Gryder, Hendrix, Kellogg, Prochaska, and Gilmour all were present. Commissioner Cullick entered the meeting at 10:03 am. Commissioner Purcell entered the meeting at 10:12 am.

V. Approval of Agenda

Commissioner Gryder made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Hendrix. 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 \$159,884.85

Commissioner Cullick entered the meeting at 10:03 am.

Commissioner Davidson made a motion to approve claims in an amount not-to-exceed \$159,884.85. Seconded by Commissioner Cullick.

Commissioner Cullick reported that the Finance Committee had no concerns with the claims list. Commissioner Gryder stated that the total claims amount is higher due to payments for the District's new truck, and progress payment on the Henneberry Forest Preserve restoration project.

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

VIII. Approval of Minutes

- **Kendall County Forest Preserve Commission Meeting – November 7, 2017**
- **Kendall County Forest Preserve Committee of the Whole Meeting – November 15, 2017**

Commissioner Davidson made a motion to approve the minutes for the Forest Preserve Commission meeting held on November 7, 2017, and the Forest Preserve Committee of the Whole meeting held on November 15, 2017. Seconded by Commissioner Prochaska.

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

OLD BUSINESS

No agenda items were presented for consideration under Old Business.

NEW BUSINESS

IX. Motion to Approve the Transfer of District Operating Funds to Kendall County for Payment of the Insurance Premium Assessed in FY16 in the Amount of \$40,979.66

Commissioner Prochaska made a motion to approve the \$40,979.66 transfer to Kendall County for payment of the District's portion of the annual insurance premium assessed in FY 16. Seconded by Commissioner Hendrix.

Commissioner Davidson asked for clarification on the District's insurance premium payment. Director Guritz stated that the District typically reimburses Kendall County for the prior year's annual premium at the end of the fiscal year.

President Gilmour called the question.

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

X. Ordinance #11-17-01 Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2017 and Ending November 30, 2018 in an Amount Not-to-Exceed \$576,247.00

Commissioner Flowers made a motion to approve Ordinance #11-17-01 setting forth the General Fund tax levy of the Kendall County Forest Preserve District for FY 17-18 in an amount not to exceed \$576,247.00. Seconded by Commissioner Hendrix.

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

XI. Ordinance #11-17-01 Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2017 and Ending November 30, 2018 in an Amount Not-to-Exceed \$576,247.00

Commissioner Flowers made a motion to approve Ordinance #11-17-01 setting forth the General Fund tax levy of the Kendall County Forest Preserve District for the fiscal year beginning December 1, 2017 and ending November 30, 2018 in an amount not-to-exceed \$576,247.00. Seconded by Commissioner Hendrix.

Motion: Commissioner Flowers
 Second: Commissioner Hendrix

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

XII. Ordinance # 11-17-02 Approval of the Combined Annual Budget and Appropriation Ordinance Setting Forth the Annual Budget of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2017 and Ending November 30, 2018 in an Amount Not-to-Exceed \$7,410,121.00

Commissioner Hendrix made a motion to approve Ordinance #11-17-02 setting forth the combined annual budget of the Kendall County Forest Preserve District for FY 17-18 in an amount not to exceed \$7,410,121.00. Seconded by Commissioner Flowers.

Commissioner Gryder complimented President Gilmour, Executive Director Guritz, and the Board of Commissioners for their hard work in addressing the District’s fiscal challenges.

Motion: Commissioner Hendrix
 Second: Commissioner Flowers

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion unanimously approved.

XIII. Motion to Approve the Ellis House and Equestrian Center Part Time Caretaker Position Description

Commissioner Flowers made a motion to approve the Ellis House and Equestrian Center Caretaker position description as presented. Seconded by Commissioner Hendrix.

Motion: Commissioner Flowers
 Second: Commissioner Hendrix

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick		X	Gryder
	X	Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion carried by a vote of 6:2.

XIV. Motion to Approve the Appointment of Shannon Prette to the Position of Ellis House and Equestrian Center Caretaker Effective December 1, 2017, Including Approval of a 1-Year Lease Agreement for the Ellis House Studio Apartment, with a Monthly Lease Payment of \$346.67 plus a \$250.00 Security Deposit Payable in Installments through November 30, 2018

Commissioner Hendrix made a motion to approve the appointment of Shannon Prette to the position of Ellis House and Equestrian Center Caretaker effective December 1, 2017, including approval of a 1-year lease agreement for the Ellis House studio apartment, with a monthly lease payment of \$346.67 plus a \$250.00 security deposit payable in installments through November 30, 2018. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix
 Second: Commissioner Flowers

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick		X	Gryder
	X	Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour			Purcell

Motion carried by a vote of 6:2.

XV. Motion to Approve the Pickerill-Pigott Forest Preserve Resident and Grounds Maintenance Worker Position Description, Including Commission Direction to Conduct a Search, and Present Hiring Recommendations for Commission Approval with the Lease Agreement Terms

DRAFT FOR COMMISSION APPROVAL: 12-5-17

Commissioner Purcell entered the meeting at 10:12 am.

Commissioner Flowers made a motion to approve the Pickerill-Pigott Forest Preserve Resident and Grounds Maintenance Worker position description, including Commission direction to conduct a search, and present hiring recommendations for Commission approval with the lease agreement terms. Seconded by Commissioner Hendrix.

Commissioner Gryder stated that he is not in favor of employees residing in District facilities.

Director Guritz stated that the position under consideration is temporary, and budget neutral with the salary offset by the lease payment. Director Guritz stated that the alternative to approving the position and lease agreement will be the extension of existing Grounds Maintenance staff efforts to assist with preserve needs on a limited basis.

Commissioner Purcell asked what is meant by a temporary position. Director Guritz stated that the purpose of the position is to provide facility and grounds support pending Commission deliberations and discussions within the proposed master planning efforts for Pickerill-Pigott Forest Preserve, and efforts to open the preserve to the general public. The term of the lease is for one year only, which will be communicated to all prospective candidates. Any additional lease extensions are subject to Commission approval.

Commissioner Gilmour encouraged board members to tour the preserve and facilities.

Motion: Commissioner Flowers					
Second: Commissioner Hendrix					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick		X	Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour		X	Purcell
Motion carried by a vote of 7:2.					

XVI. Motion to Approve the Environmental Education Program Manager Position Description

Commissioner Flowers made a motion to approve the Environmental Education Program Manager position description as presented. Seconded by Commissioner Hendrix.

Commissioner Purcell asked Director Guritz about the need for the position. Director Guritz stated that the proposed restructure will provide stronger accountability for program performance and support staff scheduling to better achieve budget goals and projections, while

DRAFT FOR COMMISSION APPROVAL: 12-5-17

providing additional support for the District's administrative functions including program scheduling and reservation database management.

Director Guritz stated that Emily Dombrowski has demonstrated a strong skill set with budget tracking that will support District efforts to meet the goals for the program.

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

XVII. Motion to Approve the Promotion of Emily Dombrowski to the Position of Environmental Education Program Manager Effective December 1, 2017, Including a Headcount Reduction of One Part Time Environmental Education Program Coordinator Position, and One Part Time Office Assistant Position, with an Assigned Annualized Salary of \$28,691.59

Commissioner Flowers made a motion to approve the promotion of Emily Dombrowski to the position of Environmental Education Program Manager effective December 1, 2017, including a headcount reduction for one part time Environmental Education Program Coordinator position, and one part time Office Assistant position, with an assigned annualized salary of \$28,691.59. Seconded by Commissioner Gryder.

Commissioner Purcell made a motion to amend the motion on the table to restate the motion as follows:

“Motion to approve the promotion of Emily Dombrowski to the position of Environmental Education Program Manager effective December 1, 2017, including a headcount reduction of one part time Environmental Education Program Coordinator position, and a headcount reduction of one part time Office Assistant position, with an Assigned Annualized Salary of \$28,691.59.” Seconded by Commissioner Gryder.

Commissioner Flowers asked what the overall cost difference is for the position. Director Guritz stated that the additional cost is approximately \$1,500.00, taking into account the FY 16-17 costs for the two part time positions eliminated from the FY 17-18 budget.

Motion: Commissioner Purcell
 Second: Commissioner Gryder

Roll call: Amended Motion

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
	X	Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion carried by a vote of 8:1.

President Gilmour called the question on the amended motion.

Roll call: Approval of the Amended Motion

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

XVIII. Motion to Approve the Kendall County Forest Preserve District Employee Salary Schedule for December 1, 2017 through November 30, 2018, which Includes an Aggregate Sum for Scheduled Increases for a Total Amount Not-to-Exceed \$18,463.00

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District employee salary schedule for December 1, 2017 through November 30, 2018, including an aggregate sum for scheduled increases for a total amount not-to-exceed \$18,463.00. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix
 Second: Commissioner Flowers

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

XIX. Motion to Terminate the Hoover Grounds Supervisor Lease Agreement with Jay Teckenbrock Effective through December 8, 2017 on November 30, 2017, including the Waiving of the Thirty (30) Day Notice Requirement Pursuant to Section 3.3 of the Lease Agreement

Commissioner Hendrix made a motion to terminate the Hoover Grounds Supervisor lease agreement with Jay Teckenbrock effective through December 8, 2017 on November 30, 2017, including the waiving of the thirty day notice requirement pursuant to Section 3.3 of the lease agreement. Seconded by Commissioner Flowers.

Director Guritz stated that the purpose of the motion is to terminate the current lease agreement prior to approving a new one year lease agreement for the Hoover Supervisor and Resident position.

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

XX. Motion to Approve the Kendall County Forest Preserve District Hoover Grounds Supervisor and Resident Lease Agreement with Jay Teckenbrock of Yorkville, Illinois, Including a \$250.00 Monthly Rent Payment for Use of the Hoover Residence Effective December 1, 2017 through November 30, 2018

Commissioner Flowers made a motion to approve the Hoover Grounds Supervisor and Resident lease agreement with Jay Teckenbrock of Yorkville, Illinois, including a \$250.00 monthly rent payment for use of the Hoover Residence effective December 1, 2017 through November 30, 2018. Seconded by Commissioner Cullick.

Motion: Commissioner Flowers					
Second: Commissioner Cullick.					
Roll call					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick		X	Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell
Motion carried by a vote of 8:1.					

XXI. Motion to Approve a District Policy on Conditions and Limitations on the Administration of Prescription and Non-Prescription Medications, Including an Allowance for Trained District Staff Members to Administer Epinephrine by Auto-Injection in Response to Life-Threatening Emergencies in Accordance with (410 ILCS 27/) Epinephrine Auto-Injector Act

Commissioner Hendrix made a motion to approve a District policy on conditions and limitations on the administration of prescription and non-prescription medications, including an allowance for trained District staff members to administer epinephrine by auto-injection in response to life-threatening emergencies in accordance with (410 ILCS27/) Epinephrine Auto-Injector Act. Seconded by Commissioner Flowers.

Director Guritz reported that the proposed policy will provide the recommended policy guidance and training needed to allow staff to respond to emergency situations related to severe allergic reactions and anaphylaxis within District programs. The policy has been formulated to address concerns related to the State’s Attorney’s Office review of the District’s registration and handbook materials for the Natural Beginnings Early Learning Program.

Commissioner Flowers asked how many staff members will be trained. Director Guritz stated that the Kendall County Health Department will extend training to District lead staff working within District programming with children absent parental supervision. This will include Natural Beginnings, Environmental Education and Ellis Equestrian center staff, approximately 12-13 individuals in all.

Commissioner Purcell asked whether each child will need to provide their own Epipen supply. Director Guritz stated that under this program, the District will secure an annual stock of auto-injectors that will be on hand at the District’s facilities to address emergency situations under an Advising Physician’s standing order. Two adult and two child auto-injectors will need to be on hand to extend initial care per the proposed protocol.

President Gilmour thanked the Kendall County Health Department, and State's Attorney's Office for guidance in the identification of the need for, and formulation of the proposed policy.

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

XXII. Motion to Approve a Lesson Horse Lease Agreement with Grace Klein of Sublette, Illinois, Including a 30-day Trial Period, Commencing on or around December 6, 2017

Commissioner Flowers made a motion to approve a lesson horse lease agreement with Grace Klein of Sublette, Illinois, including a 30-day trial period, commencing on or around December 6, 2017. Seconded by Commissioner Hendrix.

The Board of Commissioners discussed the proposed lesson horse lease agreement.

Commissioner Gryder asked about provisions extending rights to inspect the leased horse at any time. Director Guritz stated that the individual extending the lease offer is currently a District employee. The provision is in place primarily to extend access to the owner and any veterinary or other horse care professionals to address any significant horse care need.

Commissioner Gryder suggested that the District needs to better define the District's liability provisions within the proposed agreement, citing issues and examples within the proposed agreement. Director Guritz stated that the intent within the agreement is for the District to extend routine care, with any significant issue addressed directly by the owner, and other situations that would impact the ability to employ the horse in District programs.

Commissioner Davidson made an amendatory motion to postpone consideration of the agenda item pending further discussion at the December 2017 Committee of the Whole meeting. Seconded by Commissioner Purcell, expressing an interest with inserting a dollar-value for the horse in the event the horse dies while under District care, and to clear up questions regarding District requirements for extending care for more significant health-care issues.

Motion: Commissioner Davidson
 Second: Commissioner Purcell

Roll call: Referral to the Committee of the Whole for Further Discussion

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
	X	Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour		X	Purcell

Motion carried by a vote of 7:2.

Commissioner Purcell stated that he is not in favor of leasing horses, preferring to own the horses if the District is going to offer equestrian program services.

XXIII. Motion to Approve Fees and Charges for the District’s Winter 17-18 Public Program Offerings

Commissioner Cullick made a motion to approve the District’s winter 17-18 public program offerings as presented. Seconded by Commissioner Kellogg.

Motion: Commissioner Cullick
 Second: Commissioner Kellogg

Roll call: Postponement for Committee of the Whole Discussion

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

XXIV. Motion to Approve the Kendall County Forest Preserve District Commission and Committee Meeting Schedule for CY 2018

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District Commission and Committee meeting schedule for CY 2018. Seconded by Commissioner Kellogg.

Motion: Commissioner Hendrix
Second: Commissioner Kellogg

Roll call

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

XXV. Executive Session

None.

XXVI. Other Items of Business

Director Guritz reported that barring any objections, he intends to sign-off on a letter of intent to extend a temporary easement for Freeman Forest Preserve to extend access to the Kendall County Highway Department to affect repairs to the Millington Bridge. No objections to the District's sign-off on the letter of intent were expressed by the Board of Commissioners.

Commissioner Gilmour stated that this is a good example of Kendall County intergovernmental cooperation.

XXVII. Citizens to Be Heard

No citizens present at the meeting offered public comments.

XXVIII. Adjournment

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 10:48 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District



Pickerill-Pigott Forest Preserve: Master Planning

Kendall County Forest Preserve District

Background

The Kendall County Forest Preserve acquired the Pickerill Pigott Forest Preserve in two pieces in 2008 creating a 102 acre site off Minkler Road at the intersection of Hilltop Road. The preserve has been closed to the public as a life estate existed on the Pickerill portion. With the move of Mr. Ken Pickerill to another home in 2017, the life estate has ended. The Forest Preserve would now like to create a master plan for the entire site.

The preserve is made up of woodlands, grasslands, and two man made ponds. Historically, the sites were both farmed. There are two homes and two storage buildings. It has been determined that the home on the Pigot site will be demolished. The remaining buildings will be reviewed during the master planning process to understand how they fit the needs of the Forest Preserve as well as the financial impact to maintain the buildings.

The master plan will be created with staff, Board and community input to reflect the needs of the community as well as the mission of the Forest Preserve District. A multi-phase approach to site development is proposed with the first phase creating public access while keeping maintenance to a minimum. A site visit with Forest Preserve staff garnered a number of ideas for the site as well as master plan criteria as follows:

- Public entry drive off of Minkler Road with access to gravel parking & paved parking for ADA
- Plan for long term improvements, usage and maintenance
- Create pedestrian trails within the site, especially to overlook locations and to a variety of ecotypes
- Connect the two sites so that it is one forest preserve for access and use
- Provide public use amenities: Restroom, shelter, tables and benches
- Map existing cover types and suggest future native vegetation areas throughout the site
- Determine if detention is required and if so how it best fits into the site
- Consider potential for grants as part of the planning process
- The Forest Preserve will identify potential partnerships with public and/or private groups and planning will take those potential partnerships into consideration

Approach

Throughout the process we listen and respond to Forest Preserve representatives, Board members and the community at large. The result will be a plan based on mission of the Forest Preserve, community input as well as opportunities that this site presents.

The design team will implement a three phase approach to move from understanding the site and existing data to creating plans and images that reflect the needs and desires of the community. The scope of services detailed on the following pages includes:

Phase I: Inventory and Site Analysis

Phase II: Public Input & Concept Planning

Phase III: Master Plan & Phasing Plan

Phase I: Inventory and Site Analysis

Overview: Inventory and site analysis will be completed to produce the base information necessary for quality planning. Input from the Forest Preserve representatives will be gathered to develop a picture of needs. The combination of a site analysis and project programming will set the stage for developing the Master Plan.

1.1 Kick Off Meeting: Gather Site Information and Identify Needs

A kick-off meeting with Forest Preserve took place on October 2, 2017. Goals and objectives were discussed. Both sites were visited and the Pickerill homestead was toured.

1.2 Create a Digital Base Map

The Forest Preserve will share any existing base data, easement information and a GIS data file prepared with County data. The County data along with USGS maps, soil survey, FEMA maps, along with aerial maps will be used to create a base plan in AutoCAD for planning purposes.

1.3 Site Analysis Plan and Site Access Needs:

Opportunities and challenges will be identified and delineated in written format and on a site analysis plan. Based on the input of the Forest Preserve staff, a preliminary program for the site will be compiled. These will be shared with the Forest Preserve staff via email.

1.4 Board Meeting # 1

Upland Design will attend a Forest Preserve Board meeting. A short presentation of the existing conditions, site analysis and preliminary program will be given. We will then encourage a discussion with Board to garner input on the future of the Pickernell-Pigot Forest Preserve.

A list of key stakeholders and potential public and/or private partners will be identified by the Forest Preserve District to be invited to the public input session.

Phase II: Public Input & Concept Planning

Overview: Conceptual planning for the preserve will be undertaken with an exploration of ideas. The vision will unfold with each meeting culminating in a collaborative design process where the final master plan will fit the community bringing just the right mix of elements together.

2.1 Conceptual Design Planning

Conceptual Design: The design team will prepare two concept designs based on data gathered and input given to date. Each will be accompanied by sketches and/or photos of the project elements. General cost estimates will be prepared for each concept plan.

2.2 Forest Preserve Review Meeting

The concept plans and costs will be presented to Forest Preserve staff. A discussion of each concept will take place and input will guide the design team. Adjustments to the plan will then be made and submitted via email to the Forest Preserve for review and comment. Once approved, plans will be finalized in preparation and color rendering for the public meeting.

2.3 First Public Meeting

A public meeting will be held to gather input and ideas from the public about the preserve. The Forest Preserve will invite attendees and provide a space for the meeting. The general public and the list of key stakeholders will be invited. Upland Design will present the concept plan(s) with example photos and

sketches. The Site Analysis plan will also be available for the community to view. A written survey will be prepared. If the Forest Preserve desires, the site analysis plan, concept plans and written survey can also be shared on the Forest Preserve web site for the larger community to engage in the process.

Upland Design will lead an interactive process to engage the community in this meeting and get everyone involved in the input. This can include digital input as well as small group breakouts. Upland Design will prepare a summary of the input from this meeting along with suggestions to move from two plans to one master plan. These will be submitted to the Forest Preserve for review and input.

Phase III: Master Plan & Phasing Plan

3.1 Master Plan Creation

Based on the input from phase II and discussion with Forest Preserve representatives, Upland Design will create a preliminary master plan including amenities photos and sketches. The cost estimate will be updated as well.

3.2 Forest Preserve Review Meeting

The preliminary master plan and costs will be presented to Forest Preserve staff. A discussion will take place and revisions will be made for the second public meeting.

3.3 Second Public Meeting

The plans and images will be presented at the second public meeting. Again, an interactive input session will take place where all participants are encouraged to add comments and suggestions to the plans and the design team will be on hand to answer questions. These can also be shared for inclusion on the Forest Preserve web site.

At the conclusion of the meeting, we will prepare a summary of input and recommendations to move the master plan process forward.

3.4 Phasing Plan

Preliminary Phasing Plan: Upland Design will prepare a preliminary phasing plan based on input throughout the process along with grouping items that are better to be built at the same time. The phasing plan will include a description of items along with detailed cost estimate.

3.5 Final Master Plan Preparation

Based on the public input and Forest Preserve direction, the Design Team will prepare one schematic master plan with photos and sketches representing each amenity. Cost estimates will be updated. This plan will be submitted via email to the Forest Preserve to ensure all items were covered.

Once approved, the plan will then be color rendered for final presentation. When the final plan is complete. As part of the final master plan, a list of permits required for development will be gathered based on each phase.

3.6 Preserve Board Presentation

The Master Plan will be presented to the Forest Preserve Board along with the Cost Estimate and Phasing Plan. An overview of the planning process will also be given and a discussion of phasing. Input from Preserve Board will be used to assist in adjusting the phasing plan.

Deliverables

The final plans and master plan documents will be collated and delivered to the Forest Preserve on compact disc along with 10 bound color copies. Master Plan Documents will include:

- a. Site Analysis Plan
- b. Master Plan Program
- c. Black and White Concepts Plans – 2 with Images and Cost Estimates
- d. Color Rendered Concepts Plan Boards with Amenity Photos/Sketches - 24x36
- e. Color Rendered Final Master Plan
- f. Estimated Cost for Construction of Master Plan Components
- g. Permit Requirement List
- h. Proposed Phasing Plan

Professional Service Fees

In accordance with the described services above, the following fees would be paid to Upland Design Ltd. Invoices will be structured to reflect completed work.

Phase I –Inventory and Site Analysis	\$ 2,200
Phase II – Public Input & Concept Planning	\$ 4,850
Phase III –Master Plan & Phasing	<u>\$ 3,250</u>
Total	\$10,300

Additional meetings / Site Visits with reports may be added at a rate of \$580.00/meeting. If the Owner requests additional meetings, site visits, changes to the work or additional work, we can provide these services at our listed hourly rates or an agreed upon cost. No additional fee shall be charged without written agreement from the Owner.

Reimbursable expenses shall include copies, printing, mounting boards and mileage at current IRS rates. These expenses and shall be invoiced at their direct cost to Upland Design.

Project Billing Rates:

Principal Landscape Architect	\$ 144
Landscape Architect	\$ 124
Landscape Designer	\$ 118
CAD Drafting/Color Rendering	\$ 98

Excluded Services: The Firm and their design team will not be responsible for the following: analysis of downstream drainage and upstream tributary areas; ALTA Survey; Boundary Survey; Topographic Survey, Soil Borings; Interpretive sign design; Material Testing; Construction Layout; Construction Scheduling; Construction Work; Construction Supervision, Work-Site Safety; Labor Negotiations; Prevailing Wage Monitoring; Expert Testimony; Floodplain-Floodplain Mitigation – Analysis; Wetland Delineation, Wetland Mitigation; Permit / Plan Review Fees; or permit document preparation not specifically included as part of these services.

ALTERNATE PLANNING ITEMS:

The Forest Preserve may wish to plan two additional sites at the same time as Pickerill-Pigot. Below are options which can be added to the services above. The review meetings for these two projects would take place at the same time as the Pickerill-Pigot meetings to save time.

Option 1: Fox River Bluffs

Upland Design will prepare a site access improvements for Fox River Bluffs. Base GIS plans will be provided by the County for use as a base. The improvement plans will include a site plan with labels and cost estimate for review. Upland will then prepare updates based on Forest Preserve input to the plan and cost estimate. Color renderings will not be prepared.

Cost \$ 1,320

Option 2: Little Rock Creek Forest Preserve

Upland Design will prepare a site access improvements for Fox River Bluffs. Base GIS plans will be provided by the County for use as a base. The improvement plans will include a site plan with labels and cost estimate for review. Upland will then prepare updates based on Forest Preserve input to the plan and cost estimate. Color renderings will not be prepared.

Cost \$ 1,320