

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>FOREST PRESERVE EXPENDITURE</b>							
282 060304	FIRST NATIONAL BANK OMAHA	SEPT 26 2016	CERT. LETTER	09/20/16	27020006200	OFFICE SUPPLIES & POSTAGE	4.24
283 060304	FIRST NATIONAL BANK OMAHA	9-01-16	CERT LETTER, FEE	09/20/16	27020006200	OFFICE SUPPLIES & POSTAGE	45.94
284 060304	FIRST NATIONAL BANK OMAHA	9-01-16	WATER	09/20/16	27020006200	OFFICE SUPPLIES & POSTAGE	34.45
285 111513	KONICA MINOLTA	29046814	08-01 DUE 9/29	09/20/16	27020006200	OFFICE SUPPLIES & POSTAGE	203.01
286 191522	SOURCE ONE OFFICE PRODUCTS	410063	FOLDERS, ENVELOPES, ST	09/20/16	27020006200	OFFICE SUPPLIES & POSTAGE	145.37
							433.01*
287 011359	AMEREN IP	08/15/16	MILLBROOK SOUTH	09/20/16	27020006351	ELECTRIC	39.50
288 030794	CHAMPION ENERGY, LLC.	08/31/16-4	HARRIS ARENA	09/20/16	27020006351	ELECTRIC	9.82
289 030794	CHAMPION ENERGY, LLC.	08/31/16-4	HARRIS	09/20/16	27020006351	ELECTRIC	70.87
290 031510	COMMONWEALTH EDISON	AUG 17, 2016	BAKER WOODS	09/20/16	27020006351	ELECTRIC	19.41
291 031510	COMMONWEALTH EDISON	AUG 26 2016	RICHARD YOUNG	09/20/16	27020006351	ELECTRIC	30.47
292 031510	COMMONWEALTH EDISON	AUG 29 2016	HARRIS	09/20/16	27020006351	ELECTRIC	35.87
293 031510	COMMONWEALTH EDISON	AUG 29 2016-2	HARRIS ARENA	09/20/16	27020006351	ELECTRIC	21.57
294 031510	COMMONWEALTH EDISON	AUGUST 31 2016	JAY WOODS	09/20/16	27020006351	ELECTRIC	29.54
							257.05*
295 060304	FIRST NATIONAL BANK OMAHA	9-01-16	WEBSITE, WEDDING	09/20/16	27020006843	PROMOTION/PUBLICITY	442.00
296 190816	SHAW MEDIA	08/2016	WEBSITE-AUGUST	09/20/16	27020006843	PROMOTION/PUBLICITY	59.99
							501.99*
<b>Total FOREST PRESERVE EXPENDITURE</b>							<b>1,192.05*</b>
<b>ELLIS HOUSE</b>							
297 030794	CHAMPION ENERGY, LLC.	08/31/16-4	ELLIS HOUSE	09/20/16	27021007076	UTILITIES - ELLIS HOUSE	788.52
298 031510	COMMONWEALTH EDISON	AUG 17 2016	ELLIS HOUSE	09/20/16	27021007076	UTILITIES - ELLIS HOUSE	221.28

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frmPrtClaim	Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
299	060304	FIRST NATIONAL BANK OMAHA	9-01-16	AT & T	09/20/16	27021007076	UTILITIES - ELLIS HOUSE	127.50 1,137.30*
300	060304	FIRST NATIONAL BANK OMAHA	SEPT 26 2016-2	TAPE, MILK	09/20/16	27021007077	OFFICE SUPPLIES & POSTAGE	16.55 16.55*
301	020172	BARRETT'S ECOWATER	08/22/16	SEPTEMBER RENT	09/20/16	27021007080	GROUND & MAINT - ELLIS H	25.00
302	060304	FIRST NATIONAL BANK OMAHA	SEPT 26 2016-2	LINEN CLEANING	09/20/16	27021007080	GROUND & MAINT - ELLIS H	80.00
303	130506	MENARDS	54905	TRASH CAN,BULBS	09/20/16	27021007080	GROUND & MAINT - ELLIS H	107.82
304	130506	MENARDS	55152	MAT, BULB, GARB BAGS	09/20/16	27021007080	GROUND & MAINT - ELLIS H	66.94
305	130506	MENARDS	56020	CANVAS,SAND, SCREWS	09/20/16	27021007080	GROUND & MAINT - ELLIS H	104.57 384.33*

**Total ELLIS HOUSE      1,538.18\***

**ELLIS GROUNDS**

306	060304	FIRST NATIONAL BANK OMAHA	SEPT 26 2016	CONCRETE,POST-SUNRIS	09/20/16	27021027080	GROUND & MAINT - ELLIS G	186.10
307	071845	GROUND EFFECTS INC	349170	GRAVEL-ELLIS	09/20/16	27021027080	GROUND & MAINT - ELLIS G	25.74
308	130506	MENARDS	54497	TAPE MEASURE,LEVELER	09/20/16	27021027080	GROUND & MAINT - ELLIS G	36.82
309	130506	MENARDS	54778	OIL FILTER,T-SHIRT,P	09/20/16	27021027080	GROUND & MAINT - ELLIS G	77.32
310	130506	MENARDS	55416	SUNRISE GAIE	09/20/16	27021027080	GROUND & MAINT - ELLIS G	49.85
311	265084	MARTY VICK	D1126,8-15-16	CONCRETE-SUNRISE FEN	09/20/16	27021027080	GROUND & MAINT - ELLIS G	67.08 442.91*

**Total ELLIS GROUNDS      442.91\***

**ELLIS CAMPS**

312	060304	FIRST NATIONAL BANK OMAHA	9-01-16	HORSE CARE	09/20/16	27021107082	ANIMAL CARE & SUPPLIES -	609.37 609.37*
313	061594	FOX VALLEY EQUINE PRACTICE	2494	VET ASSESSMENT & CAR	09/20/16	27021107084	VET & FARRIER - ELLIS CAM	297.50 297.50*

**Total ELLIS CAMPS      906.87\***

**ELLIS RIDING LESSONS**

314	060304	FIRST NATIONAL BANK OMAHA	9-01-16	HORSE CARE	09/20/16	27021117082	ANIMAL CARE & SUPPLIES -	1,218.75 1,218.75*
315	230573	KATHY WEISS	ELLIS HORSE	PURCHASE OF CANDYMAN	09/20/16	27021117083	HORSES ACQ & TACK - ELLIS	500.00 500.00**
316	061594	FOX VALLEY EQUINE PRACTICE	2494	VET ASSESSMENT & CAR	09/20/16	27021117084	VET & FARRIER - ELLIS RID	595.00
317	101300	JOHN RYAN HORSESHOEING	8/25/16	VET-HORSESHOES	09/20/16	27021117084	VET & FARRIER - ELLIS RID	155.00
318	130240	AMY MARTIN	08/11/16	GAS-VET TRIP	09/20/16	27021117084	VET & FARRIER - ELLIS RID	58.42
319	265084	MARTY VICK	D1126,8-15-16	VET-GAS: NICOLE	09/20/16	27021117084	VET & FARRIER - ELLIS RID	46.69 855.11*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
320	121924 THE LOGO SHIRT FACTORY	E 25502	EMPLOYEE SHIRTS	09/20/16	27021117086	UNIFORMS - ELLIS RIDING L	60.00 60.00*
<b>ELLIS BIRTHDAY PARTIES</b>							<b>2,633.86*</b>
321	060304 FIRST NATIONAL BANK OMAHA	9-01-16	HORSE CARE	09/20/16	27021127082	ANIMAL CARE & SUPPLIES -	609.38 609.38*
322	061594 FOX VALLEY EQUINE PRACTICE	2494	VET ASSESSMENT & CAR	09/20/16	27021127084	VET & FERRIER - ELLIS B-D	297.50 297.50*
<b>ELLIS WEDDINGS</b>							<b>906.88*</b>
323	060304 FIRST NATIONAL BANK OMAHA	SEPT 26 2016-2	WEB HOSTING-RENEWAL	09/20/16	27021207081	PROMO/PUBLICITY - ELLIS W	181.92 181.92*
324	010485 JACLYN AGUINAGA	08/20/16	ELLIS-SEC DEP RETURN	09/20/16	27021207088	ELLIS SECURITY DEPOSIT RE	1,000.00
325	101370 BRENT JOHNSON	08/28/16	ELLIS-SEC DEP RETURN	09/20/16	27021207088	ELLIS SECURITY DEPOSIT RE	1,000.00
326	190826 KRISTEN SHIMONIS	08/28/16	ELLIS-SEC DEP RETURN	09/20/16	27021207088	ELLIS SECURITY DEPOSIT RE	150.00 2,150.00*
327	021048 BLUE PEAK TENTS	106861	TENT LEASE-OCTOBER	09/20/16	27021207089	EVENT TENT LEASE - ELLIS	2,900.00 2,900.00*
<b>HOOVER</b>							<b>5,231.92*</b>
328	140937 NICOR	08/15/16	MOONSEED	09/20/16	27022006860	HOOVER - GAS	29.40 29.40*
329	030794 CHAMPION ENERGY, LLC.	08/31/16-4	HO BATHHOUSE	09/20/16	27022006861	HOOVER - ELECTRIC	38.36
330	030794 CHAMPION ENERGY, LLC.	08/31/16-4	HO MULTIPLE	09/20/16	27022006861	HOOVER - ELECTRIC	721.15
331	031510 COMMONWEALTH EDISON	8/29/16	HO BASE HOUSE	09/20/16	27022006861	HOOVER - ELECTRIC	14.90
332	031510 COMMONWEALTH EDISON	AUG 30 2016	HO BATHHOUSE	09/20/16	27022006861	HOOVER - ELECTRIC	57.77
333	031510 COMMONWEALTH EDISON	AUG 30, 2016-2	HO MULTIPLE	09/20/16	27022006861	HOOVER - ELECTRIC	723.95
334	031510 COMMONWEALTH EDISON	AUG 31 2016	HO HOUSE	09/20/16	27022006861	HOOVER - ELECTRIC	67.97 1,624.10*
335	231020 WIRE WIZARD OF ILLINOIS INC	25012,25013	ML MONITOR-10-1-12-3	09/20/16	27022006862	HOOVER - OTHER UTILITIES	180.00
336	231020 WIRE WIZARD OF ILLINOIS INC	25012,25013	HO: 10/1-12/31/16	09/20/16	27022006862	HOOVER - OTHER UTILITIES	105.00 285.00*
337	060304 FIRST NATIONAL BANK OMAHA	SEPT 26 2016	CLEANING SUPPLIES	09/20/16	27022006863	HOOVER - SHOP SUPPLIES	137.44 137.44*

Vendor #	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
338 110530	KENDALL PLUMBING & HEATING	16024343	ROOKERY-AIR CONDITIO	09/20/16	27022006864	HOOVER - BUILDING MAINTEN	389.00
339 110530	KENDALL PLUMBING & HEATING	16024385	ROOKERY AIR COND	09/20/16	27022006864	HOOVER - BUILDING MAINTEN	125.00
							514.00*
340 101297	JOHN DEERE FINANCIAL	08/27/16-3	OIL, FILTER, SPINDLE	09/20/16	27022006865	HOOVER - GROUNDS MAINTENA	123.08
							123.08*
341 132057	SANTOSH MURTHY	16-00284	HO-SEC DEP RETURN	09/20/16	27022007088	HOOVER SECURITY DEPOSIT R	100.00
342 190960	MARK SIEGEL	83693, 83797	BUNKHOUSE(4) SEC DEP	09/20/16	27022007088	HOOVER SECURITY DEPOSIT R	400.00
							500.00*
					<b>Total HOOVER</b>		<b>3,213.02*</b>
343 060304	FIRST NATIONAL BANK OMAHA	SEP 26 2016	TAPE, CRAYONS	09/20/16	27023016849	ENV EDUC - SCHOOL PROG EX	17.32
							17.32*
					<b>Total ENV ED SCHOOL</b>		<b>17.32*</b>
344 060304	FIRST NATIONAL BANK OMAHA	SEP 26 2016	CAMP SUPPLIES	09/20/16	27023026849	ENV EDUC - CAMPS EXPENSE	46.46
345 111804	REGIONAL OFFICE OF EDUCATION	SEPT 8 2016	NATURE QUEST-REIMB	09/20/16	27023026849	ENV EDUC - CAMPS EXPENSE	1,902.84
							1,949.30*
					<b>Total ENV ED CAMPS</b>		<b>1,949.30*</b>
346 060304	FIRST NATIONAL BANK OMAHA	SEPT 26-2016-3	CLAY, JOURNAL, CRAFTS,	09/20/16	27023036849	ENV EDUC - NATURAL BEGINN	341.21
347 060304	FIRST NATIONAL BANK OMAHA	9-01-16	NB SUPPLIES	09/20/16	27023036849	ENV EDUC - NATURAL BEGINN	275.95
348 130506	MENARDS	55285	NB SUPPLIES	09/20/16	27023036849	ENV EDUC - NATURAL BEGINN	31.12
349 130506	MENARDS	56016	TAPE, CLEANER, CAN	09/20/16	27023036849	ENV EDUC - NATURAL BEGINN	18.05
							666.33*
					<b>Total ENV ED NATURAL BEGINNINGS</b>		<b>666.33*</b>
350 060304	FIRST NATIONAL BANK OMAHA	SEP 26 2016	OWL PELLETS	09/20/16	27023046849	ENV EDUC - OTHER PUBLIC P	54.00
							54.00*
					<b>Total ENV ED OTHER PUBLIC PROGRAMS</b>		<b>54.00*</b>
351 060304	FIRST NATIONAL BANK OMAHA	SEP 26 2016	PET SUPPLIES	09/20/16	27023056849	ENV EDUC - LAWS OF NATURE	80.74
							80.74*
					<b>Total ENV ED LAWS OF NATURE</b>		<b>80.74*</b>

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>GROUPS &amp; NATURAL RESOURCES</b>							
352 060304	FIRST NATIONAL BANK OMAHA	SEPT 26 2016	PHONE TRANSFER	09/20/16	27025006207	TELEPHONE - GROUNDS & NAT	19.98
353 060304	FIRST NATIONAL BANK OMAHA	9-01-16	AT & T	09/20/16	27025006207	TELEPHONE - GROUNDS & NAT	223.44
354 220626	VERIZON (FOREST PRESERVE)	9770589070	CELL PHONES	09/20/16	27025006207	TELEPHONE - GROUNDS & NAT	794.98 ***
355 110531	KENDALL CO HIGHWAY DEPT	SEPT 2016	AUGUST GAS & DIESEL	09/20/16	27025006217	FUEL - GAS & OIL	1,038.40*
356 030540	CENTRAL LIMESTONE CO INC	7401	JAY WOODS	09/20/16	27025006837	PRESERVE IMPROV - GR & NA	1,254.13
357 060304	FIRST NATIONAL BANK OMAHA	9-01-16	REFUSE-HARRIS,HOOVER	09/20/16	27025006847	REFUSE PICKUP - GROUNDS &	10.12
358 140937	NICOR	08/24/16	MILLBROOK SOUTH	09/20/16	27025006848	GAS - GROUNDS & NATURAL R	10.12*
359 101297	JOHN DEERE FINANCIAL	08/27/16	WASP SPRAY, OIL	09/20/16	27025007089	SUPPLIES - SHOP	88.62
360 130506	MENARDS	54569	FAUCET HOSE, ADAPTER	09/20/16	27025007089	SUPPLIES - SHOP	88.62*
							23.09
							32.94
							56.03*

**Total GROUNDS & NATURAL RESOURCES      2,898.15\***

**Total Forest Preserve Claims      \$21,731.53**

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES**

**SEPTEMBER 6, 2016**

**I. Call to Order**

President Wehrli called the meeting to order at 6:00 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**

Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli all were present.

**V. Approval of Agenda**

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

**VI. Citizens to Be Heard**

No public comments were offered by those in attendance.

**VII. Approval of Claims in an Amount Not-to-Exceed \$17,051.94.**

Commissioner Davidson made a motion to approve claims in an amount not-to-exceed \$17,051.94. Seconded by Commissioner Cullick.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli, aye. Opposed, none.

**VIII. Approval of Minutes**

- a. Kendall County Forest Preserve Commission Meeting – August 16, 2016
- b. Kendall County Forest Preserve Finance Committee Meeting – August 25, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on August 16, 2016, and the Finance Committee meeting held on August 25, 2016. Seconded by Commissioner Gilmour.

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

## **IX. Executive Session**

None.

## **X. Other Items of Business**

President Wehrli updated the Board on progress with construction of the Phase 1a elements for the Hoover Forest Preserve Nature Play Space and Stephanie's Garden.

President Wehrli reported that the stakeholders' group is looking into the design requirements for the next phase water feature, starting with a meeting to discuss the project with representatives from AquaScape.

Director Guritz reported that a code review is underway as part of the District's due diligence. Because the water feature design as proposed has one-way directional flow of water from the Hoover main, the District should not need to treat the water moving through the feature.

Director Guritz reported on concerns with asphalt trail subsiding and bridge timber decay at Blackberry Creek Forest Preserve.

The Forest Foundation Fall Fest will be taking place on October 8, and the 5K and Family Fun Day at Ellis will be taking place on October 29.

Director Guritz reported that Rebecca Antrim is on vacation through September 23.

Commissioner Purcell entered the meeting at 6:03 pm.

Commissioner Davidson inquired on the status of the new lesson horse for Ellis. Director Guritz stated that he would be following up with Amy Martin later in the week.

## **XI. Citizens to Be Heard**

No public comments were offered by those in attendance.

## **XII. Adjournment**

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Cullick. Aye, all. Opposed, none. Meeting adjourned at 6:08 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES  
SEPTEMBER 7, 2016**

**I. Call to Order**

Chairman Flowers called the meeting to order at 6:02 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Gilmour, Prochaska, Purcell, and Flowers all were present.

**III. Approval of Agenda**

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

**IV. Citizens to be Heard**

No public comments were offered by those in attendance.

**V. Maramech Field Trip Experience – Curriculum Overview**

Environmental Education Coordinator Emily Dombrowski presented a report on the Maramech Forest Preserve curriculum, including alignment to state and national education standards.

Director Guritz reported that the County's GIS mapping capabilities will be integrated into the program.

Commissioner Gilmour asked whether the curriculum had been shared with teachers expressing interest in the program. Emily Dombrowski reported that this will be the next step to schedule participation.

**VI. Pony Club Curriculum Overview**

Ellis Equestrian Center Manager Amy Martin presented a curriculum overview for the Ellis Pony Club, with enrollment for the first session underway for October 2016.

The Programming and Event Committee discussed the curriculum and appreciated her report.

Commissioner Gilmour asked how the different ages will be challenged. Amy Martin stated that the club will include a wide range of ages and abilities, with learning goals structured accordingly.



## **VII. Native American Program Updates and Proposed Fee Change**

Emily Dombrowski presented information on changes to the District's Native American program. Participating schools have been informed that the District will not be retaining the services of a cultural interpreter for this year's program. Because of the resulting cost savings generated, the District is able to lower its fee to \$5 per student, and still improve the net gain on the program over last year.

Director Guritz detailed communication issues that surfaced during programming in the spring.

Emily Dombrowski stated that the program will remain largely the same.

Commissioner Purcell inquired into the budget change. While the District will be down in overall tuition fees, the savings in contractual costs for the interpreter fully offsets the loss in tuition fees.

Emily Dombrowski presented a report proposing a new Winter Camp for the District, requesting Commission approval of the proposed camp tuition fees.

Commissioner Purcell made a motion to forward the proposed per student fee changes for the District's Native American program, and winter break camp to the Committee of the Whole for review. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

## **VIII. Yorkville Fury License Agreement Evaluation and 5K Run Special Use Permit**

Director Guritz presented a report for discussion on the first year license agreement with Yorkville Fury. Director Guritz reported that Yorkville Fury has requested that additional areas around the small pavilion be cleared for parking. Calculation of the additional time and material is estimated at \$300.00. Separately, the license agreement requires Yorkville Fury to remove trash following each practice and game. On several occasions, District staff had to clean up trash and surrounding areas, with the suggestion that a \$500 maintenance security deposit be paid up front and charged \$50 for each instance that District staff time is used to clean up the ballfield area.

Director Guritz reported that a final invoice for temporary washrooms will be invoiced prior to the end of the fiscal year.

Director Guritz reported that this year's agreement ran from mid-March through the end of July, expecting that a similar schedule in future years.

The Programming and Events Committee discussed the license agreement increase for the additional mowing, and the maintenance security deposit.

The Programming and Events Committee also discussed the Hoover Forest Preserve speed limit, and requests for additional services, providing instruction to Director Guritz to negotiate next year's agreement points for presentation to the Committee.

Director Guritz reported that he is working with the Yorkville Fury to host a 5K fundraising event under a special use permit. Under the permit, the Fury will be allowed to use the Eagle's Nest pavilion for race registration for an additional \$50, which is consistent with use of District shelters.

## **IX. Grundy-Kendall ROE – Outdoor Education Center – License Agreement Review and Renewal Timeframe**

Director Guritz presented a report on the timeframe for renewal of the license agreement with the Grundy-Kendall County Regional Office of Education for use of the building and grounds at Hoover Forest Preserve to host the Kendall County Outdoor Education Center.

The Programming and Events Committee discussed the current terms of the agreement, which allows use of the facilities and grounds at Hoover Forest Preserve for no charge, with the KC-ROE paying for all utility, building maintenance, and grounds maintenance activities (trails and teams course). As part of the agreement, the District covers tree removal and snow removal costs.

Direction was received to negotiate a draft agreement for review by the State's Attorney's Office prior to presenting a final draft to the Committee for further discussion.

## **X. Special Event Insurance – Fall Fest and Family Fun Day**

The Programming and Events Committee reviewed the special event insurance proposals received from Wine Sergi Insurance, Inc. The premium cost for special event insurance is \$824. The policy that would be extended also contained several coverage exemptions that significantly limited scope of coverage.

The Programming and Events Committee provided direction to inquire further into whether a lower cost policy could be purchased to cover the District's deductible, and to determine whether the District's current per occurrence deductible would be met if multiple claims presented from a single special event, with the response to these questions presented to the Committee of the Whole.

Director Guritz stated that for this year, the District will extend certificate coverage to the Forest Foundation and Sunrise Center North to insure that both events and all parties are covered.

## **XI. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XII. General Discussions and Updates**

The Programming and Events Committee discussed policy for use of the Kendall County Historic Courthouse for political forums open to the general public. The District does not charge for public hearings and candidate forums open to the public.

Direction was received to process a refund for the Kendall County Farm Bureau for fees paid in March 2016 through the Treasurer's Office for presentation to the Kendall County Board for approval for the hosting of a candidate's forum in the Kendall County Historic Courthouse in the amount of \$160.00.

**XIII. Executive Session**

None.

**XIV. Adjournment**

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Meeting adjourned at 7:23 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES**

**SEPTEMBER 14, 2016**

**I. Call to Order**

Finance Committee Chairman Cullick called the meeting to order at 4:55 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Davidson, Wehrli, and Cullick all were present.

**III. Approval of Agenda**

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

**IV. Citizens to be Heard**

No public comments were offered.

**V. Approval to Forward Claims in an Amount Not-to-Exceed \$21,731.53.**

Commissioner Wehrli made a motion to forward claims to Commission in an amount not-to-exceed \$21,731.53. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list.

The Finance Committee reviewed claim numbers #297 for Champion Energy and #298 for ComEd for electrical usage at Ellis House and Equestrian Center.

The Finance Committee reviewed claim number #345 for Kendall County Regional Office of Education. The charges represented half of the net proceeds after expenses for Nature Quest summer programs.

The Finance Committee discussed the veterinary claims from Fox Valley Equine and Purdue University Large Animal Hospital for emergent care for the lesson horse Shadow. Costs for care were coded to Ellis Lessons (50%), Camps (25%), and Birthday Party (25%) programs.

Director Guritz expressed challenges with the decision on the extent of care extended for a single lesson horse. At each step, the District's President was consulted to determine approval for the prescribed care. The Finance Committee discussed establishing a horse care fund from charitable donations at Ellis Equestrian Center.

Finance Committee Chair Cullick called the question. Aye, all. Opposed, none. Motion unanimously approved.

## **VI. Review of Financial Statements as of August 31, 2017**

The Finance Committee noted the typo in the agenda item. Budget Coordinator Latreese Caldwell presented cost center breakdown spreadsheets showing the revenues and expenditures for the District for the period.

Current fiscal year-to-date revenues totals \$759,236 representing 74.86% of budget. Total expenditures totals are at 66.88% of total budget, creating a surplus of \$85,362 for the fiscal year, and an overall fund surplus of \$335,000.

For the Administrative cost center, total revenues are \$502,000. Total expenditures are \$162,000 for a \$339,000 overall surplus.

For Ellis, total revenues are \$102,000 representing 88% of the total budget, with \$122,000 in expenditures representing 77% of their total budget, with a deficit of (\$22,000).

For Environmental Education, total revenues are \$101,000 representing 74% of the budget, total expenditures are \$89,000, with a surplus of \$12,700.

For Grounds and Resources, total revenues are at \$6,000 representing 103% of the total budget, with expenditures of \$196,000 representing 76% of the budget, with a deficit of (\$190,000) that will be made whole.

Director Guritz reported that at this point, the District has received 56% of its tax levy proceeds. The District has not paid the insurance premium totaling \$46,000. There is a debt that will need to be repaid to Kendall County for workers' compensation claims paid totaling an estimated \$80,000. The amount to be repaid in the current fiscal year will be calculated in November.

## **VII. Purdue University Large Animal Hospital – Total Cost for Horse Care**

The Finance Committee reviewed the billing statement from the Purdue University Large Animal Hospital. Director Guritz reported that he exceeded his credit card maximum limit due to the \$2,000 charged to his card.

## **VIII. Review of Available FEMA Reimbursement Funds and Associated and Required Insurance Coverage Costs**

Director Guritz presented a report on FEMA reimbursement funds available for flood damage and losses incurred at Ellis House. FEMA will reimburse \$28,515 to the District representing three-quarters of the incurred cost for flood damage at Ellis House in 2014 if the District secures the required flood insurance coverage. Flood insurance annual premium for \$50,000 of coverage is \$1,336. This information and report is also scheduled for discussion on the Committee of the Whole agenda.

## **IX. FY 16-17 Preliminary Operating Budget**

The Finance Committee reviewed the preliminary FY 16-17 operating budget. The preliminary budget includes a projected surplus of over \$12,000, and includes all staff salary and benefit cost projections, includes a new cost center for the Sunrise Center North license agreement, and includes a \$15,000 salary contingency for a new Natural Areas Management technician. Director Guritz stated that additional detail is needed and adjustments made to the Ellis Equestrian Center budget.

Other adjustments have been made based on coding actual expenses to the new cost centers in the current fiscal year.

Director Guritz stated that the biggest concern is cash flow in the 2007 bond series capital fund. The District has a fund balance of approximately \$1M. The District is still anticipating reimbursement of \$750K for the acquisition of Fox River Bluffs from the IDNR-OSLAD/LWCF grant agreement. Should the Commission elect to move forward with the proposed Stevenson property acquisition, the District will be required to bring up to \$750,000 to closing for reimbursement, limiting capital projects and funding to approximately \$250,000 for moving forward with the restoration or demotion of Millbrook Bridge in FY 17. This will postpone the other preserve improvement and habitat improvement projects proposed in the five year capital development plan.

## **X. Executive Session**

None.

## **XI. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XII. Other Items of Business**

None.

## **XIII. Citizens to Be Heard**

None.

#### **XIV. Adjournment**

Commissioner Wehrli made a motion to adjourn. Seconded by Commissioner Davidson.  
All, aye. Meeting adjourned at 5:34 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

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

**SEPTEMBER 14, 2016**

**I. Call to Order**

President Wehrli called the meeting to order at 5:35 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Cullick, Davidson, Gilmour, Purcell, Shaw, and Wehrli all were present.

**III. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Shaw. All, aye. Opposed, none. Motion passed unanimously.

**IV. Citizens to be Heard**

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

**V. Director's Report**

Director Guritz reported that the District is experiencing peak season programming. The District is also investigating reports of encroachments on District property.

Wedding season is in full swing at Ellis. Pasture and barn improvements are nearly completed to accommodate Sunrise Center North horses and programming.

The Hoover Nature Play Space Phase 1A project is scheduled for completion by the Fall Fest on October 8, with plans to invite special event guests to assist with butterfly garden planting efforts.

Efforts to secure sponsors for the 5K "Monster Dash" and Family Fund Day are underway, the Commission is invited to forward contacts for potential sponsors.

The District is discussing a potential intergovernmental agreement with the Kendall County Highway Department for a tree planting project to mitigate tree impacts associated with the Eldamain road corridor improvements.

The District is fielding and working to address neighbor complaints. The first is for sound amplification at Ellis House. Sound decibel metering of a wedding event earlier in the year indicated that the District is well below nuisance thresholds. The second is a complaint of overgrowth of vegetation on District property. The third complaint registered is a request from the Village of Montgomery to address bridge timber replacement and asphalt path improvements along a 150' section of trail at Blackberry Creek Forest Preserve.



Controlled burn season will be getting underway, with a \$2,500 grant extended from the Forest Foundation to support the purchase of prescribed burn safety equipment for District staff and trained volunteers. The District plans to co-host a training burn at Millbrook North in the NRCS easement area in partnership with the NRCS, and will support consultant efforts to burn a portion of Schessler's Fen later in fall.

Additional small training burns will be conducted in District preserve areas.

Commissioner Davidson inquired into the increase of Cottonwood trees in restored forest areas. Director Guritz stated that controlled burns will assist with managing cottonwood saplings. Separately, the preliminary budget includes funding for a part time Natural Areas Management Technician to support habitat management and improvements within District natural areas.

## **VI. IDNR Report and Request – Chronic Wasting Disease Incidence Rate Monitoring and Request for Support and Use of District Preserves for Population Sampling and Control**

Director Guritz presented a report and letter of request received from the IDNR requesting use of District property to support management of Chronic Wasting Disease in Kendall County.

The Committee discussed recent activity and impacts from deer exhibiting symptoms of CWD.

Director Guritz recommended extending an opportunity to the IDNR to conduct management activities in remote preserve areas that are not publically accessible to assist with monitoring for hunter encroachment within remote preserve areas.

The Committee of the Whole discussed the request and reviewed the sampling and incidence report figures for Kendall County in detail. Instruction was received to communicate to the IDNR that sharpshooting will not be allowed in District preserve areas for the upcoming deer management season.

Director Guritz reported that the IDNR will be hosting a public seminar on CWD at Meadowhawk Lodge in September, and encouraged the Board to attend.

## **VII. Ellis House and Equestrian Center FEMA Flood Damage Funding Availability – Insurance Coverage Requirements and Proposal**

Director Guritz presented correspondence and insurance coverage quotes received from Wine Sergi Insurance. The District has been notified that FEMA funds totaling \$28,515 is available to the District if the District secures the required flood insurance coverage. Wine Sergi extended a proposal for \$50,000 in coverage for an annual premium cost of \$1,336.

The Committee of the Whole provided direction to place the proposal for coverage on the Commission agenda for approval.

### **VIII. Winter Break Camp and Native American Field Trip Fees and Charges**

Director Guritz presented the fees and charges for the fall Native American school field trip program, and a new Winter Camp offering.

The Committee of the Whole provided direction to place the recommended fees and charges on the Commission agenda for approval.

### **IX. Special Event Insurance Proposals**

Director Guritz presented quotes received for special event insurance coverage for the Forest Foundation Fall Fest at Hoover Forest Preserve and the 5K Run and Family Fun Day at Ellis House and Equestrian Center. Cost per event is \$824. At this point, the District will extend a certificate of coverage to the Forest Foundation and Sunrise Center North for general liability. Separately, both agencies are looking into coverage options.

Director Guritz reported that the District's general liability deductible is paid on a per occurrence basis. If the claims are related to a single occurrence, multiple claims are paid under a single deductible. If the claims are unrelated, the District is required to pay the deductible against each claim presented.

### **X. Hoover Forest Preserve – Illinois Railway Pending Crossing Improvements**

Director Guritz informed the Committee that the Hoover Road railway crossing will be closed for road improvements on Wednesday, October 12. The underpass should still be open to provide pedestrian access to the preserve. This work is not related to the crossing gate improvements. At this point, the ICC has approved an administrative order for the development of cost assessments for the improvements. Improvements should be completed within the next 12 months.

### **XI. Preliminary FY 16-17 Operating Budget Review and Discussion**

The Committee of the Whole reviewed the preliminary FY 16-17 budget.

The preliminary budget includes a salary increase schedule, and includes projections for insurance cost increases of 14%.

President Wehrli stated that the Finance Committee will be taking a close look at the proposed budget, with a final budget presented to the Committee of the Whole for discussion in October.

Commissioner Purcell requested that a spreadsheet be prepared showing employee salaries for FY 15-16 compared to salaries proposed for FY 16-17.

## **XII. Executive Session**

Commissioner Cullick made a motion to enter into executive session under 2(c)1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Shaw.

Roll call: Commissioners Cullick, Davidson, Gilmour, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Executive Session called to order at 6:20 pm.

Commissioner Davidson made a motion to adjourn from executive session. Seconded by Commissioner Prochaska. Aye, all.

Regular meeting reconvened at 6:25 pm.

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

Director Guritz encouraged Commission to pass along potential sponsor contacts for the upcoming 5K and Family Fun Day on October 29, 2016.

## **XIV. Adjournment**

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:27 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: FEMA Funding Insurance Requirements for Ellis House Flood Damage

Date: September 14, 2016

The District was recently informed that \$28,515.79 is available to the District from FEMA to reimburse the District for 75% of costs incurred for flood damage repairs at the Ellis House.

FEMA requires that the District secure an additional policy for flood insurance coverage up to the amount of loss incurred, or just under \$40,000.

Proposals have been received from Wine Sergi that will extend the required minimum coverage for an annual cost of \$1,336, representing a 21-year coverage return on the refund secured.



Selective Insurance Company of America  
 PO Box 782747  
 Philadelphia, PA 19178-2747

Date	Type	Tracking Number	Effective Date	Expiration Date	Waiting Period
09/06/2016	New	0002059816	10/06/2016	10/06/2017	Standard 30 Day Wait

Property Address	Insured Name(s)	Mailing Address and Phone	Agency Name, Address, and Phone
13986 MCKANNA RD MINOOKA, IL 60447-9625	KENDALL COUNTY FOREST PRESERVE DISTRICT ELLIS HOUSE AND EQUESTRIAN CENTER	110 W. MADISON STREET YORKVILLE, IL 60560	WINE SERGI & Company 1000 E. Warrenville Rd Naperville, IL 60563

Property Description	Home Phone:	Phone Number:
NON-RESIDENTIAL		(630) 513-6600
	Work Phone:	Producer Code:
		001212600000
	Cell Phone:	Email:
		DGURITZ@CO.KENDALL.IL.US

**Flood Zone and Community Information**  
 CommunityName: KENDALL COUNTY \*  
 Current Flood Zone: X  
 Community Number: 170341  
 Map Panel Suffix: H  
 Map Panel: 0140

FIRM Date: 07/19/1982  
 Program Status: Active and participating  
 Current Base Flood Elevation (BFE): N/A  
 Grandfathered Base Flood Elevation N/A  
 County: KENDALL

**Occupancy Information**  
 Occupancy Type: Other Non-Residential

**Foundation Information**  
 Foundation: Unfinished Basement

**Risk Rating Method: PRP**  
 Post-FIRM: Yes  
 Pre-FIRM, Rated As Post-FIRM: No

**Coverage/Rate Information**

	Coverage	Deductible	Basic Coverage	Basic Rate	Add'l Coverage	Add'l Rate
Building	\$50,000	\$1,000	\$50,000	0.000	\$0	0.000
Contents	\$50,000	\$1,000	\$50,000	0.000	\$0	0.000

**Premium Information**

\*\* Quote Only, Not An Application \* Quote Only, Not An Application \*\*

Coverage	Premium
<b>\$50000 / \$50000</b>	<b>\$1336</b>
\$100000 / \$50000	\$1794
\$150000 / \$50000	\$2113
\$200000 / \$50000	\$2293
\$250000 / \$50000	\$2421

\*\* Quote Only, Not An Application \* Quote Only, Not An Application \*\*

**To: Kendall County Forest Preserve District Board of Commissioners**

**From: Emily Dombrowski, Environmental Education Coordinator  
April Morris, Environmental Education Coordinator**

**RE: Native American Program Fees and Charges**

**Date: September 13, 2016**

The program fee for the District's Native American program is currently \$7 per student (approved August 2016). This represented an increase of \$1 per student over the 2015-2016 school year.

The per-student fee offsets the direct costs for District staff, as well as a Native American interpreter. Sal "Redhawk" Calmacho has filled this role for the past several years, with a daily contractual fee of \$250 per day.

For the upcoming school year, the District Native American program will not feature "Redhawk" as a program interpreter. Staff recommends reducing the fee to \$5 per student, which will cover the program's direct staffing cost. The Environmental Education department staff members have worked to notify past program participants of this development, pending final approval by Commission.

**Fall 2015**

# of Students	Cost of Program	Staff Costs	Contractual Costs	Revenue	Total Revenue (12 Schools)
100	\$6	\$195	\$250	\$155	\$1,860

**Fall 2016**

# of Students	Cost of Program	Staff Costs	Revenue	Total Revenue (12 Schools)
100	\$5	\$195	\$305	\$3,660

## Winter Break Mini- Camp

**Dates:** January 4-6, 2017

**Time:** 9-2 pm

**Grades:** 1-3

4-6

**Cost:** \$75 a camper

Looking for something fun to do while on Winter Break? Come and learn how animals have adapted to survive the snow and cold of winter. We will search for animal tracks, perform winter experiments, and celebrate all things winter! Be prepared to head outside, so dress for the weather.

Kendall County Forest Preserve District  
 2017 Winter Camp - Fees and Charges

Program	Contact Hours	# of Counselors	# Offered	Min Enrollment	Total Possible Enrollment per Camp	2017 Fees (Proposed)	Min Revenue	Total Possible Revenue	Staff Time per Camp (per counselor)	Staff Pay (includes setup and cleanup)	Supply Cost	Minimum Gain	Net Gain
Winter Camp Grades 1-3	15	2	1	6	16	\$75.00	\$450.00	\$1,200.00	16.50	\$ 396.00	\$50.00	\$4.00	\$754.00
Winter Camp Grades 4-6	15	2	1	6	16	\$75.00	\$450.00	\$1,200.00	16.50	\$ 396.00	\$50.00	\$4.00	\$754.00
												<b>\$8.00</b>	<b>\$1,508.00</b>

Recommendation: Approved the proposed camp fee of \$75 per student.