

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
MEETING AGENDA**

**TUESDAY, DECEMBER 17, 2019  
9:00 A.M.**

**KENDALL COUNTY BOARD ROOM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call
- V. Approval of Agenda
- VI. Public Comments
- VII. \*Approval of Claims in the Amount of \$27,010.53
- VIII. Approval of Minutes
  - Kendall County Forest Preserve District Special Call Commission meeting of November 25, 2019
  - Kendall County Forest Preserve District Operations Committee meeting of December 4, 2019

**OLD BUSINESS**

No items posted for consideration

**NEW BUSINESS**

- IX. **\*\*ORDINANCE #12-19-001:** Approval of an Ordinance Amending the Kendall County Forest Preserve District, Kendall County, Illinois Rules of Order (Section 1.F.2 and 3 – Consent Agenda Addition)
- X. **\*MOTION:** Approval of a Proposal from SemperFi Land, Inc. of Yorkville, Illinois for Broadcast Seeding in the Amount of \$615.00 per 8-Hour day (Operator \$520.00 and Equipment \$95.00) for a Maximum of 4-Days for a Total Amount Not-too-Exceed \$2,460.00
- XI. Executive Session
- XII. Other Items of Business
  - Finance Committee meeting – December 26, 2019 - Cancelled
  - Operations Committee Meeting – January 8, 2020 – Status TBD
- XIII. Public Comments
- XIV. Adjournment

*(\*) Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section G.2.b.v.a)*

*(\*\*) Requires affirmative vote of a 2/3 majority of those elected (7) (KCFPD Rules of Order Section V.A.2)*

Kendall County Board Room - 111 W. Fox Street - 2<sup>nd</sup> Floor - Yorkville, Illinois 60560

If special accommodations or arrangements are needed to attend this District meeting, please contact the Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.



12/11/2019 11:27  
dguritz

Kendall County  
INVOICE ENTRY PROOF LIST

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CLERK: dguritz BATCH: 7

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
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541	00000	FIRST NATIONAL B	12/04/2019	DG	121519	1,080.09	.00	
CASH 110008	2020/01	INV 12/11/2019	SEP-CHK: Y	DISC: .00				
ACCT 12100	DEPT 11	DUE 12/29/2019	DESC:Miscellaneous Automated Electronic Billi					
			19001164	63000			563.70	1099:
			19001183	63070			130.50	1099:
			19001168	63070			71.09	1099:
			19001183	63070			158.27	1099:
			19001160	62270			156.53	1099:
1050	00000	JOHN DEERE FINAN	J53035	121519	635.33	.00		
CASH 110008	2020/01	INV 12/11/2019	SEP-CHK: Y	DISC: .00				
ACCT 12100	DEPT 11	DUE 12/17/2019	DESC:Grounds, Hoover and Building Shop Suppli					
			19001183	62160			366.46	1099:
			19001183	63110			33.91	1099:
			19001171	63120			119.84	1099:
			19001171	63110			115.12	1099:

2	APPROVED UNPAID INVOICES	TOTAL	1,715.42
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2	INVOICE(S)	REPORT POST TOTAL	1,715.42
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12/11/2019 11:33  
rantrim

Kendall County  
INVOICE ENTRY PROOF LIST



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CLERK: rantrim BATCH: 7

VENDOR REMIT NAME	INVOICE	PO	NEW INVOICES	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
107 00000 AUTOMOTIVE SPECI 23863			121519	3,210.04	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:2009 Ford - Repairs					19001183 62160		3,210.04	1099:
124 00000 BARRETT'S ECOWAT 10381			121519	25.00	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Ellis-Water					19001160 68580		25.00	1099:
506 00000 ELBURN NAPA, INC 240901, 242145			121519	32.89	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Hoover - Snowblower Supplies					19001171 63110		32.89	1099:
541 00000 FIRST NATIONAL B 12/4/19 - E Dombrows			121519	43.60	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Pet & School Supplies					19001176 63030		15.64	1099:
541 00000 FIRST NATIONAL B 12/4/19 - Marty Vick			121519	256.69	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Ellis-Printer & Fence Insulator					19001162 68580		27.96	1099:
1060 00000 JOHN DEERE FINAN 11113-41567			121519	410.30	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Ellis-Printer & Fence Insulator					19001162 68580		119.89	1099:
1153 00000 KENDALL CO HIGHW November 2019			121519	586.40	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Gas-Diesel - November 2019					19001183 62180		282.38	1099:
1323 00000 MENARDS 67228			121519	28.96	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Gate Lock					19001183 63110		127.92	1099:
1323 00000 MENARDS 68821			121519	23.99	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y DISC: .00								
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Keys					19001183 63110		23.99	1099:

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Kendall County  
INVOICE ENTRY PROOF LIST

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VENDOR REMIT NAME	BATCH:	7	INVOICE	PO	NEW INVOICES	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1323 00000 MENARDS			68580		121519		69.60	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Ellis - House Supplies				19001160	68580		69.60	1099:
1323 00000 MENARDS			6874		121519		53.39	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Harris - Ice Melt, Batteries				19001183	63110		53.39	1099:
1323 00000 MENARDS			59060		121519		62.97	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Hoover-Bldg, Grounds				19001171	63120		51.74	1099:
							19001171	68580		5.62	1099:
							19001171	63110		5.61	1099:
1464 00000 NORTHERN SAFETY			203735715		121519		144.42	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Harris - Hoover - Shop Supplies				19001171	63110		72.21	1099:
							19001183	63110		72.21	1099:
1665 00000 SHAW MEDIA			1723087; 1725346		121519		814.68	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Shaw Media: Capital Fund Exp. STRM; MB D				190111	68530		640.46	1099:
							190111	68500		174.22	1099:
1665 00000 SHAW MEDIA			1727561; 1720053		121519		261.49	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Public Notice - NB Sch. & Website Hostin				190011	62090		201.50	1099:
							190011	68430		59.99	1099:
1820 00000 UNIQUE PRODUCTS			378422		121519		128.04	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Hoover Shop Supplies				19001171	63110		128.04	1099:
1849 00000 VERIZON			9842470173		121519		1,020.39	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Cell Phones				19001183	63540		1,020.39	1099:
1937 00000 WIRE WIZARD OF I			32892		121519		105.00	.00	.00		
CASH 110008 2020/01	INV	12/06/2019	SEP-CHK: Y	DISC: .00							
ACCT 12100 DEPT 11	DUE	12/06/2019	DESC:Alarm Monitoring - Hoover				19001171	62270		105.00	1099:

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INVOICE ENTRY PROOF LIST



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CLERK: rantrim BATCH: 7

NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1937 00000 WIRE WIZARD OF I 32891			121519	180.00	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Alarm Monitoring - Meadowhawk					19001171_62270	180.00	1099:	
1950 00000 YORKVILLE ACE & 169826 and 169827			121519	109.51	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Harris Shop and Hoover Grounds Supplies					19001183_63110	35.55	1099:	
					19001171_68580	73.96	1099:	
2047 00000 COMED	5514228011		121519	897.69	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Pickerill					19001184_63100	897.69	1099:	
2047 00000 COMED	55147110005		121519	28.72	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Harris Arena					190011_63510	28.72	1099:	
2047 00000 COMED	55147111002		121519	82.93	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Harris					190011_63510	82.93	1099:	
2047 00000 COMED	0927007163		121519	28.93	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Richard Young					190011_63510	28.93	1099:	
2047 00000 COMED	1938021081		121519	69.15	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Hoover House					19001171_63100	69.15	1099:	
2047 00000 COMED	0793673015		121519	1,095.91	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Hoover - Multiples					19001171_63100	1,095.91	1099:	
2047 00000 COMED	0756081017		121519	441.17	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Hoover Bathroom					19001171_63100	441.17	1099:	
2047 00000 COMED	1123166102		121519	28.49	.00	.00		
CASH 110008 2020/01 INV 12/06/2019 SEP-CHK: Y			DISC: .00					
ACCT 12100 DEPT 11 DUE 12/06/2019 DESC:Jay Woods					190011_63510	28.49	1099:	



2053	00000	NICOLE PULLARA	EL-Dec 8 2019	121519	42.75	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:EL-Christmas Party		19001166	68570		42.75	1099:
2054	00000	Andrea Denis	EWCR 11/21/19 & 12/7	121519	100.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:19-00195 & 19-00281		140325	66500		100.00	1099:
2055	00000	Kimberly Casper	Bunthouse - 19-00102	121519	100.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:Moonseed - Dec 6-8, 2019		19001171	63040		100.00	1099:
2056	00000	Stephanie Maertz	ML-19-00254	121519	115.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:Meadowhawk - December 7 2019		19001171	63040		115.00	1099:
2057	00000	MATTHEW CAVINESS	276283	121519	400.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:Farrier Services - Ellis Equestrian		19001164	63020		200.00	1099:
					19001163	63020		100.00	1099:
					19001165	63020		100.00	1099:
2067	00000	QUICK SIGNS	20031-5/30/2019	121519	150.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:Signs - Danger		19001183	63110		150.00	1099:
2068	00000	Ifly Ahmed	Blazing Star-19-0013	121519	100.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:Blazing Star-Dec 6-8, 2019		19001171	63040		100.00	1099:
200937	00000	ILLINOIS COUNTIE Q2-1000669-1920-02		121519	13,844.00	.00	.00		
CASH 110008	2020/01	INV 12/06/2019	SEP-CHK: Y	DISC: .00					
ACCT 12100	DEPT 11	DUE 12/06/2019	DESC:Insurance - Dec 1 2019 - Dec 1 2020		190011	68000		13,844.00	1099:
36 APPROVED UNPAID INVOICES					TOTAL			25,092.10	



ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2020	01	140325	Miscellaneous E	100.00	.00
		190011	Legal Publicati	201.50	.00
		190011	Electric	169.07	.00
		190011	Liability Insur	13,844.00	.00
		190011	Marketing / Pub	59.99	.00
		19001160	Office Supplies	119.89	.00
		19001160	Grounds and Mai	94.60	.00
		19001161	Grounds and Mai	127.92	.00
		19001162	Grounds and Mai	419.18	.00
		19001163	Vet & FARRIER	100.00	.00
		19001164	Vet & FARRIER	200.00	.00
		19001165	Vet & FARRIER	100.00	.00
		19001166	Volunteer Expen	42.75	.00
		19001171	Utilities	285.00	.00
		19001171	Security Deposi	315.00	.00
		19001171	Electric	1,606.23	.00
		19001171	Shop Supplies	1,238.75	.00
		19001171	Building Mainte	51.74	.00
		19001171	Grounds and Mai	79.58	.00
		19001171	Program Supplie	15.64	.00
		19001176	Program Supplie	27.96	.00
		19001180	Equipment	3,210.04	.00
		19001183	Gasoline / Fuel	586.40	.00
		19001183	Shop Supplies	364.10	.00
		19001184	Telephones	1,020.39	.00
		190111	Electric	897.69	.00
		190111	Project Fund Ex	174.22	.00
		190111	Preserve Improv	640.46	.00

REPORT TOTALS 25,092.10



CLERK: rantrim

YEAR PER JNL

SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2020	1	48									
API 19001183-62160	12/06/2019	W	121519	000107		199	Equipment			3,210.04	
API 19001160-68580	12/06/2019	W	121519	000124		24	2009 Ford - Repairs			25.00	
API 19001171-63110	12/06/2019	W	121519	000506		205	Grounds and Maintenance			32.89	
API 19001176-63030	12/06/2019	W	121519	000541		264	Ellis-Water			15.64	
API 19001180-63030	12/06/2019	W	121519	000541		264	Shop Supplies			27.96	
API 19001160-62000	12/06/2019	W	121519	000541		346	Hoover - Snowblower Supplies			119.89	
API 19001162-68580	12/06/2019	W	121519	000541		346	Program Supplies			136.80	
API 19001162-68580	12/06/2019	W	121519	001060		348	Pet & School Supplies			282.38	
API 19001161-68580	12/06/2019	W	121519	001060		348	Program Supplies			127.92	
API 19001183-62180	12/06/2019	W	121519	001153		191	Pet & School Supplies			586.40	
API 19001183-63110	12/06/2019	W	121519	001323		255	Office Supplies			28.96	
API 19001160-68580	12/06/2019	W	121519	001323		271	Ellis-Printer & Fence Insulato			23.99	
API 19001183-63110	12/06/2019	W	121519	001323		274	Grounds and Maintenance			69.60	
API 19001171-63120	12/06/2019	W	121519	001323		279	Ellis-Printer & Fence Insulato			53.39	
API 19001171-68580	12/06/2019	W	121519	001323		350	Grounds and Maintenance			51.74	
API 19001171-68580	12/06/2019	W	121519	001323		350	Ellis-Printer & Fence Insulato			5.62	
API 19001171-63110	12/06/2019	W	121519	001323		350	Ellis-Printer & Fence Insulato			5.61	
API 19001171-63110	12/06/2019	W	121519	001464		253	Ellis-Printer & Fence Insulato			72.21	
API 19001183-63110	12/06/2019	W	121519	001464		253	Ellis-Printer & Fence Insulato			72.21	
API 190111-68530	12/06/2019	W	121519	001665		244	Ellis-Printer & Fence Insulato			640.46	
API 190111-68500	12/06/2019	W	121519	001665		244	Ellis-Printer & Fence Insulato			174.22	
API 190011-62090	12/06/2019	W	121519	001665		248	Ellis-Printer & Fence Insulato			201.50	
API 190011-68430	12/06/2019	W	121519	001665		248	Ellis-Printer & Fence Insulato			59.99	
API 19001171-63110	12/06/2019	W	121519	001665		248	Ellis-Printer & Fence Insulato			128.04	



12/11/2019 11:33 | Kendall County | INVOICE ENTRY PROOF LIST

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
API 19001183-63540	12/06/2019 W	121519	001820		25	Hoover Shop Supplies				
API 19001171-62270	12/06/2019 W	121519	001849		196	Telephones			1,020.39	
API 19001171-62270	12/06/2019 W	121519	001937		201	Cell Phones			105.00	
API 19001171-62270	12/06/2019 W	121519	001937		203	Utilities			180.00	
API 19001183-63110	12/06/2019 W	121519	001950		231	Alarm Monitoring - Hoover			35.55	
API 19001171-68580	12/06/2019 W	121519	001950		231	Alarm Monitoring - Meadowhawk			73.96	
API 19001184-63100	12/06/2019 W	121519	002047		209	Shop Supplies			897.69	
API 190011-63510	12/06/2019 W	121519	002047		210	Harris Shop and Hoover Grounds			28.72	
API 190011-63510	12/06/2019 W	121519	002047		212	Harris Arena			82.93	
API 190011-63510	12/06/2019 W	121519	002047		213	Harris			28.93	
API 19001171-63100	12/06/2019 W	121519	002047		214	Electric			69.15	
API 19001171-63100	12/06/2019 W	121519	002047		215	Richard Young			1,095.91	
API 19001171-63100	12/06/2019 W	121519	002047		216	Hoover House			441.17	
API 190011-63510	12/06/2019 W	121519	002047		217	Hoover - Multiples			28.49	
API 19001166-68570	12/06/2019 W	121519	002053		352	Hoover Bathhouse			42.75	
API 140325-66500	12/06/2019 W	121519	002054		465	Electric			100.00	
API 19001171-63040	12/06/2019 W	121519	002055		301	Jay Woods			100.00	
API 19001171-63040	12/06/2019 W	121519	002056		292	Volunteer Expense			115.00	
API 19001164-63020	12/06/2019 W	121519	002057		227	EL-Christmas Party			200.00	
API 19001163-63020	12/06/2019 W	121519	002057		227	Miscellaneous Expense			100.00	
API 19001165-63020	12/06/2019 W	121519	002057		227	19-00195 & 19-00281			115.00	
API 19001183-63110	12/06/2019 W	121519	002067		354	Security Deposit Refund			200.00	
API 19001171-63040	12/06/2019 W	121519	002068		356	Security Deposit Refund			100.00	
API 190011-68000	12/06/2019 W	121519	900937		208	Moonseed - Dec 6-8, 2019			150.00	
						Meadowhawk - December 7 2019			100.00	
						Vet & Farrier			200.00	
						Farrier Services - Ellis Eques			100.00	
						Vet & Farrier			100.00	
						Farrier Services - Ellis Eques			150.00	
						Vet & Farrier			100.00	
						Farrier Services - Ellis Eques			100.00	
						Shop Supplies			100.00	
						Signs - Danger			100.00	
						Security Deposit Refund			100.00	
						Blazing Star-Dec 6-8, 2019			13,844.00	
						Liability Insurance Premiums				
						Insurance - Dec 1 2019 - Dec 1				

GENERAL LEDGER TOTAL 25,092.10 .00

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YEAR PER SRC ACCOUNT EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT LINE	DESC	T	OB	DEBIT	CREDIT
API 14030000-20100						Accounts Payable					100.00
12/06/2019 W	121519	B	7			Accounts Payable					24,177.42
API 19000000-20100						Accounts Payable					814.68
12/06/2019 W	121519	B	7			Accounts Payable					814.68
API 19010000-20100						Accounts Payable					814.68
12/06/2019 W	121519	B	7			Accounts Payable					814.68
SYSTEM GENERATED ENTRIES TOTAL											
										.00	25,092.10
JOURNAL 2020/01/48 TOTAL											
										25,092.10	25,092.10
2020 1 48											
API 14030000-39300						Expenditures				100.00	
12/06/2019 W	121519	B	7			Expenditures					100.00
API 19000000-39300						Expenditures					24,177.42
12/06/2019 W	121519	B	7			Expenditures					24,177.42
API 19010000-39300						Expenditures					814.68
12/06/2019 W	121519	B	7			Expenditures					814.68

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1403 Courthouse Restoration Fund 14030000-20100 14030000-39300	2020 1	48	12/06/2019	Accounts Payable Expenditures	100.00	100.00
				FUND TOTAL	100.00	100.00
1900 Forest Preserve 19000000-20100 19000000-39300	2020 1	48	12/06/2019	Accounts Payable Expenditures	24,177.42	24,177.42
				FUND TOTAL	24,177.42	24,177.42
1901 FP Bond Proceeds 2007 19010000-20100 19010000-39300	2020 1	48	12/06/2019	Accounts Payable Expenditures	814.68	814.68
				FUND TOTAL	814.68	814.68

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VENDOR REMIT NAME	BATCH:	5	INVOICE	PO	NEW INVOICES	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
APPROVED UNPAID INVOICES TO BE POSTED											
1574 00000 PROVEN IT			660519		121519		48.80	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: Y		DISC: .00			11002233 65870		48.80	1099:
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:Toner								
1574 00000 PROVEN IT			660513		121519		70.49	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: Y		DISC: .00			11002233 65870		70.49	1099:
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:Toners								
2 APPROVED UNPAID INVOICES											
							TOTAL	119.29			
HELD INVOICES											
89 00000 AT & T			3160131509		121519		930.64	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: Y		DISC: .00			11002233 65890		930.64	1099:
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:Internet		831-000-7750-903						
541 00000 FIRST NATIONAL B december 2019					121519		1,682.84	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: Y		DISC: .00			11002233 62000		29.97	1099:
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:misc					131712 66500		27.68	1099:
								131712 65860		1,302.34	1099:
								131712 65860		5.00	1099:
								11002233 65860		85.89	1099:
								11002233 65860		231.96	1099:
1016 00000 ITSAWVY LLC			01152607		121519		16,650.00	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: N		DISC: .00			11002233 65860		16,650.00	1099:7
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:computers								
1192 00000 KONICA MINOLTA			34396015		121519		2,259.00	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: N		DISC: .00			11002233 65880		2,055.99	1099:
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:Monthly Lease 12/29/19					190011 62000		203.01	1099:
1574 00000 PROVEN IT			664227		121519		91.46	.00	.00		
CASH 110008 2020/01		INV 12/06/2019	SEP-CHK: N		DISC: .00			11002233 65870		91.46	1099:
ACCT 12100 DEPT 22		DUE 12/15/2019	DESC:Toner								
							TOTAL	21,613.94			



**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
NOVEMBER 25, 2019**

**I. Call to Order**

President Gilmour 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**

X	Cesich	X	Gryder
X	Flowers	X	Hendrix
X	Gengler	X	Kellogg
X	Giles	X	Prochaska
X	Gilmour	X	Vickers

Commissioners Cesich, Flowers, Gengler, Giles, Gryder, Hendrix, Kellogg, Prochaska, Vickers, and Gilmour were all present.

**V. Approval of Agenda**

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

**VI. Public Comment**

No public comments were offered by citizens in attendance.

**VII. Approval of Claims for an Amount Not-to-Exceed \$65,158.54**

Commissioner Hendrix made a motion to approve claims for an amount not-to-exceed \$65,158.54. Seconded by Commissioner Cesich.

Motion: Commissioner Hendrix  
 Second: Commissioner Cesich

**Roll call: Claims \$65,158.54**

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**VIII. Approval of Minutes**

- **Kendall County Forest Preserve District Commission meeting of November 19, 2019**  
 Commissioner Hendrix made a motion to approve the Commission meeting of November 19, 2019. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

**OLD BUSINESS**

**IX. ORDINANCE #11-19-001: Approval of the Combined Annual Budget and Appropriations Ordinance Setting Forth the Annual Budget of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2019 and Ending November 30, 2020 in an Amount Not-to-Exceed \$9,424,738.00**

Commissioner Hendrix made a motion to approve ordinance #11-19-009, the combined annual budget and appropriations ordinance setting forth the annual budget of the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2019 and ending November 30, 2020 in an amount not-to-exceed \$9,424,738.00. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix  
 Second: Commissioner Flowers

**Roll call: Ordinance #11-19-001**

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**X. ORDINANCE # 11-19-002: Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2019 and Ending November 30, 2020 in an Amount Not-to-Exceed \$615,000.00**

Commissioner Gryder made a motion to approve ordinance #11-19-002, the general fund tax levy ordinance of the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2019 and ending November 30, 2020 in an amount not-to-exceed \$615,000.00. Seconded by Commissioner Hendrix.

Motion: Commissioner Gryder					
Second: Commissioner Hendrix					
<b>Roll call: Ordinance #11-19-002</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

**XI. MOTION: Approval of the Proposed CY20 Commission and Committee Meetings and Holiday Schedule**

Commissioner Hendrix made a motion to approve the proposed CY20 Commission and Committee meetings and holiday schedule. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call: CY20 Meeting and Holiday Schedule</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

**NEW BUSINESS**

**XII. MOTION: Approval of the Kendall County Forest Preserve District Employee Salary Schedule for December 1, 2019 through November 30, 2020, which Includes an Aggregate Sum for Scheduled Increases for a Total Amount Not-to-Exceed \$33,471.33**

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District Employee salary schedule for December 1, 2019 through November 30, 2020, which includes an aggregate sum for scheduled increases for a total amount not-to-exceed \$33,471.33. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
<b>Roll call: FY20 Employee Salary Schedule</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

**XIII. MOTION: Approval of the Revised Organizational Chart of the Kendall County Forest Preserve District Effective December 1, 2019**

Commissioner Hendrix made a motion to approve the revised organizational chart of the Kendall County Forest Preserve District effective December 1, 2019. Seconded by Commissioner Prochaska.

Motion: Commissioner Hendrix					
Second: Commissioner Prochaska					
<b>Roll call: Organizational Chart</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					



**XIV. MOTION: Approval of the Purchase of the Remaining 36.04-acres of Prairie-Mix Seed from Genesis Nursery, of Tampico, Illinois, Low-Bidder for Project #19-08-002 for \$930.33 Per Acre for a Total Cost of \$33,531.51 for the Cropland Conversion Prairie Restoration Project at Fox River Bluffs Forest Preserve**

Motion: Commissioner Hendrix					
Second: Commissioner Gryder					
<b>Roll call: Project #19-08-002</b>					
<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

Commissioner Hendrix made a motion to approve the purchase of the remaining 36.04-acres of prairie-mix seed from Genesis Nursery, of Tampico, Illinois, low-bidder for project #19-08-002 for \$930.33 per acre for a total cost of \$33,531.51 for the cropland conversion prairie restoration project at Fox River Bluffs Forest Preserve. Seconded by Commissioner Gryder.

**XV. Executive Session**

There was no need for executive session.

**XVI. Other Items of Business**

There were no other items of business.

**XVII. Public Comments**

No citizens in attendance offered public comment.

**XVIII. Adjournment**

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Cesich. Aye, all. Opposed, none. Meeting adjourned at 6:10 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

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

**DECEMBER 4, 2019**

**I. Call to Order**

Commissioner Flowers called the Operations Committee meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Flowers, Gilmour, Hendrix, Kellogg, and Prochaska all were present.

**III. Approval of Agenda**

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

**IV. Public Comments**

No citizens in attendance offered public comment.

**V. Executive Session**

There was no need for executive session.

**OLD BUSINESS**

No agenda items posted for consideration.

**New Business**

**VI. Review of Financial Statement Reports through November 30, 2019**

Director Guritz reported that the preliminary financial statement reports for the period ending November 30, 2019 are not yet available for review.

**VII. EquiLesson, Simple Schedule LLC Subscription for Equestrian Program Tracking**

Director Guritz presented the EquiLesson, Simple Schedule LLC subscription information for the Equestrian program tracking as recommended by the audit.

The Operations Committee discussed the cost and benefits of the subscription. Direction was provided to sign up and migrate over to the new software platform.

### **VIII. Review and Approval of Special Use Permit Requests**

- Juvenile Justice Council 2020 SKY 5K Run, May 9, 2020 including Use of Meadowhawk Lodge on May 8 and May 9, 2020

Operations Committee gave direction to waive all the fees and charges for the Juvenile Justice Council 2020 SKY 5K Run.

- Y-115 Cross Country Meet at Hoover Forest Preserve August 24, 2020 – 11 am to 8 pm

The Operations Committee gave direction to approve the Y-115 Cross Country meet at Hoover Forest Preserve August 24, 2020 – 11 am to 8 pm.

- VFW Post 7452, Montgomery Volunteer Request – Removal of Downed-Tree Material

The Operations Committee gave direction to approve the volunteer request of VFW Post 7452 for removal of downed-tree material.

### **IX. IDNR – PARC Grant Announcement**

Director Guritz presented the IDNR-PARC grant announcement with grant application details. The Resolution of Authorization will be presented for approval to Commission at the first meeting in January.

### **X. ENTICE Workshop Evaluations**

Director Guritz presented the evaluations from the ENTICE workshop hosted by the Environmental Education department. The evaluations were all very positive.

### **XI. Barred Owl Nest Box Request – University of Illinois Extension 4H**

Director Guritz presented a request from the University of Illinois Extension 4H for installing barred owl nest boxes. The concerns about the nest boxes were addressed.

The Operations Committee gave direction to approve the barred owl nest boxes request to install two barred owl nest boxes at Hoover Forest Preserve for the one-year project.

## **XII. 2019 Pilot Bowhunt Program Updates and Discussion**

Director Guritz presented 2019 pilot bowhunt program updates. Recommendations for the upcoming year included opening the program October 1, increase permits and participation, expand to additional preserves, and set resident and nonresident permit fees.

## **XIII. December-January Operations Focus**

Director Guritz presented a report on December-January operations focus. Grant applications, accounting software, website development, Millbrook Bridge bidding, grant reports, yield payments, and executive session minutes are priorities.

## **XIV. Other Items of Business**

Director Guritz presented a report from Emily Dombrowski, Environmental Education Program Manager, showing the school programs have exceeded budgeted revenue expectations.

## **XV. Summary of Action Items**

Director Guritz presented a summary of action items.

## **XVI. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XVII. Adjournment**

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Meeting adjourned at 7:20 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
KENDALL COUNTY, ILLINOIS**

**ORDINANCE NO. 12-19-001**

**A RESOLUTION ESTABLISHING RULES OF ORDER FOR THE KENDALL  
COUNTY FOREST PRESERVE DISTRICT**

**WHEREAS**, the Kendall County Forest Preserve District (hereinafter the "District") is a body politic and corporate and municipal corporation organized and existing under the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 et seq. as amended (hereinafter the "Act"); and

**WHEREAS**, the mission of the District is to acquire and hold lands containing natural forests, and lands capable of being restored to a natural condition, for the purpose of protecting and preserving the flora, fauna, and scenic beauties within Kendall County for the education, pleasure, and recreation of the public; and

**WHEREAS**, the Board of Commissioners of the District determined that it was both desirable and necessary to establish Rules of Order for conducting the business of the District in accordance with the provisions of the Downstate Forest Preserve District Act, and the Open Meetings Act (5 ILCS 120/1, et seq.) by approving Resolution No. 17-06-003 on June 20, 2017; and

**WHEREAS**, in accordance with the Rules of Order, the Board of Commissioners may amend the Rules of Order by approval of an ordinance with concurrence of a two-thirds majority of all of the Commissioners; and

**WHEREAS**, the Board of Commissioners has determined it is desirable and necessary to include a "Consent Agenda" as part of the general order of business for Commission meetings.

**NOW THEREFORE BE IT ORDAINED** that the Kendall County Forest Preserve District Board of Commissioners hereby amends the "RULES OF ORDER FOR THE KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION OF COMMISSIONERS" as provided herein as attached Exhibit "A", effective December 17, 2019.

Approved and adopted by the Kendall County Forest Preserve District Board of Commissioners this 17<sup>TH</sup> day of December, 2019.

Approved:

\_\_\_\_\_  
Judy Gilmour, President

Attest:

\_\_\_\_\_  
Matt Kellogg, Secretary

**RULES OF ORDER FOR THE  
KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION OF COMMISSIONERS**

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## PREFACE

The Kendall County Forest Preserve District ("District") was created by referendum in April of 1964, and is governed by the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 *et seq.* (the "Act"). The boundaries of the District are co-extensive with the boundaries of Kendall County. Therefore, the District is governed by a Board of Commissioners ("Commissioners") who also serve as the current Kendall County Board Members. (70 ILCS 805/3a (West 2016.))

### I. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION MEETINGS

#### A. REGULAR MEETINGS

Regular Meetings of the Kendall County Forest Preserve District Commission shall be held at the date and times specified by resolution, which shall be passed every year in December, by the Kendall County Forest Preserve District Commission. All regular meetings of the District shall be conducted in accordance with the Illinois Open Meetings Act, (5 ILCS 120/1, *et seq.*), the Downstate Forest Preserve District Act (70 ILCS 805/.01 *et seq.*), and any and all other applicable laws and regulations.

#### B. CANCELED AND RESCHEDULED REGULAR MEETINGS

##### 1. Cancellation of Regular Meetings

When the President of the District ("President") determines that no business of the District requires the convening of a particular Regular Meeting of the Commission, or that a quorum will not be available for any such Regular Meeting, or that other good cause exists for not holding such Regular Meeting, the President may cancel such meeting, with or without rescheduling. The President shall promptly notify the Executive Director of the Forest Preserve District ("Director") of any such cancellation, and the Director shall promptly issue written notice of such cancellation to each Commissioner and to all news media that have filed requests for notice of District meetings pursuant to the Illinois Open Meetings Act.

##### 2. Rescheduling of Regular Meetings

When any Regular Meeting of the Commission has been canceled, the President may reschedule such Regular Meeting to such day and time as he or she shall deem appropriate by directing the Director or designee to give notice of such Rescheduled Regular Meeting pursuant to the Illinois Open Meetings Act.

#### C. SPECIAL MEETINGS

Special Meetings of the Commission may be called pursuant to a "Special Call" by the President or by any six of the Commissioners of the Commission. Special Calls shall be in writing, shall be addressed to the Director or designee, and shall specify the time, place, and reason of the Special Meeting. Such a Special Call, from either the President or six Commissioners, shall be given in sufficient time to allow the Director to give at least 48 hours' notice of the Special Meeting, pursuant to the Illinois Open Meetings Act.

**D. EMERGENCY MEETINGS**

The President, upon notice in writing addressed to the Director or designee, declaring that a bona fide emergency exists and stating the nature of the emergency, may call an Emergency Meeting of the Commission and set the agenda. Promptly upon receipt of such notice, the Director or designee shall give notice of such Emergency Meeting, pursuant to the Illinois Open Meetings Act.

**E. MEETING LOCATIONS**

All meetings of the Commission shall normally be held in the County Board Room of the Kendall County Office Building, 111 W. Fox Street, Yorkville, Illinois. In the event that a meeting must be held elsewhere, the Director or designee shall give proper notice of the location pursuant to the Open Meetings Act.

**F. AGENDA**

1. The agenda and accompanying documentation for all Commission meetings shall be prepared by the Director or designee at the direction of the President.

2. *Content of Agenda*

The following shall be the general order of business set forth on the agenda for each Regular, Special, Emergency, and Rescheduled Regular Meetings of the Commission, subject to such changes thereof as may be directed by the President:

- a. Call to Order
  - b. Pledge of Allegiance
  - c. Invocation
  - d. Roll Call of Commissioners
  - e. Determination of Quorum
  - f. Approval of Agenda
  - g. Approval of Minutes
  - h. Public Comment
  - i. Consent Agenda
  - j. Old Business
  - k. New Business
  - l. Executive Session
  - m. Public Comment
  - n. Adjournment
3. The Executive Director, or their designee, shall be responsible for reviewing the Commission meeting agendas prior to posting. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items. The District President, Executive Director, or a standing committee of the Board of

Commissioners may place items on the Consent Agenda. The Consent Agenda may include, but is not limited to the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts. At the request of any Commissioner an item shall be removed from the Consent Agenda. The request to remove an item does not require a second or a vote of the Board of Commissioners. Any items removed from the Consent Agenda will be considered as the first item under New Business. Approval of the Consent Agenda shall be done by a roll call vote of the Board of Commissioners. (Amended 12/17/2019)

4. **Preparation and Contents of Commission Packet**

- a. The Commission packet shall be prepared by the Director or designee at the direction of the President and shall include all necessary supporting documentation as related to action items or discussion items on the agenda. This would include, but not be limited to:
  - i. All agreements proposed for approval, and all agreements included as action items for the agenda; and
  - ii. Resolutions and ordinances, such as those for land acquisition or otherwise, included as action items for the agenda; and
  - iii. Signature pages that are ready to be executed, summaries, staff reports, resolutions and ordinances, and such land acquisition resolutions and ordinances that have been included as action items on the agenda.

**G. RULES OF PROCEDURE**

1. **Adoption of Roberts Rules of Order**

In the absence of a governing provision of these Rules, the most current edition of *Roberts Rules of Order Newly Revised* shall govern.

2. **Rules for Commission Meetings**

a. **Quorum**

A quorum (as defined in the Illinois Open Meetings Act) shall be necessary for the transaction of business at any Commission meeting. A majority consisting of at least six (6) Commissioners shall constitute a quorum.

b. **General Voting Requirement**

All Ordinances and all other proposals shall require the concurrence of a majority of those present for passage, except for those items requiring greater than a simple majority as required by law. Unless a different vote is required by applicable law, any other motion may be approved by a voice vote of the Commission, although any Commissioner may ask for and require a roll call vote on any such other motion, in which case the motion is approved if it receives affirmative votes of a majority of the Commissioners present.

*Votes Requiring Other Than a Simple Majority*

For purposes of these Rules, any Ordinance or Resolution authorizing the acquisition of land or any interest in land, shall be deemed to authorize the expenditure of District funds, and necessitate a majority vote of all elected Commissioners pursuant to 70 ILCS 805/12.

The following matters require a vote by an amount of Commissioners above a simple majority of those present at a particular meeting:

- i. *Two-thirds vote of the members of the Commission*
  - a. The making of appropriations in excess of those authorized by the appropriation ordinance in order to meet an immediate emergency.
  - b. The sale of any one or more parcels of land owned by the District that are less than one acre in size whenever the Commission determines the sale to be advantageous to the District.
  - c. The sale of outlots when the forest preserve district acquires a parcel of land in excess of 600 acres that includes one or more vacant, subdivided residential outlots on the boundary of the 600 acres, regardless of whether the outlots are contiguous to one another, when the Commission determines that the sale is advantageous to the District.
  - d. Overturning a veto by the President.
- ii. *Three-fourths of the members of the Commission*
  - a. Vacating any street, roadway or driveway, or part thereof, located within a forest preserve by an ordinance pursuant to the public's interest.
- iii. *Three-fifths vote of the members of the Commission*
  - a. Authorize the conveyance or sale of personal property of the District.
- iv. *Unanimous Vote of the Members of the Commission*
  - a. The trade any one or more parcels of land owned by the District for one or more parcels of land owned by one or more individuals or any public or private entity whenever the Commission determines the trade to be advantageous to the District.
- v. *Majority of those elected*
  - a. The passage of ordinances and all proposals to create any liability, or for the expenditure or appropriation of money.

- c. Early Departure of Commissioner  
A Commissioner wishing to excuse himself or herself from any portion of a meeting, while the meeting is in session, shall inform the President or designee, and it shall be noted in the meeting minutes.
- d. Minutes  
The Director or designee shall be the official keeper of records of all Forest Preserve Commission Meetings. The Director or designee shall be responsible for the audio recording of minutes, the taking of notes, and preparing minutes for Commission review. In addition, the Director shall be the official custodian of all records and minutes of the Commission. The minutes shall be approved by a majority vote of the Commissioners present within thirty (30) calendar days after the meeting or at the Commission's second subsequent regular meeting, whichever is later. The approved minutes shall be available for public inspection within ten (10) calendar days after the Commission approves the minutes. Also, all approved minutes shall be posted on the District's website within ten (10) calendar days after the approval of the minutes by the Commission, and such minutes shall remain posted on the District's website for at least sixty (60) calendar days after their initial posting.
- e. Suspension of Rules  
These Rules may be suspended in any particular case by a vote of two-thirds of the Commissioners present. These Rules shall not be suspended for the purposes of considering the approval or amendment of the fiscal year budget, or to consider compensation increases for employees of the District.

## H. PUBLIC PARTICIPATION

### 1. Public Comments

At all Regular, Special, and Emergency Commission meetings, as well as all Committee meetings, members of the public of the District shall be afforded time to comment. Such public comment shall be limited to a five-minute comment per individual, and no more than sixty minutes for any public comment period. Recognition of individuals shall be made by the President. Members of the public making public comments shall refrain from statements, remarks, or conduct that are uncivil, rude, vulgar, profane, or otherwise disruptive to the Commission meeting. If any person makes such prohibited statements or remarks or engages in such prohibited conduct, the President may terminate that person's public comment and direct the person to leave the meeting.

### 2. Recording by the Media and Public

Recording of the proceedings of the Commission may be done by the news media representatives or the public in such a manner that does not disrupt the meeting.

## II. KENDALL COUNTY FOREST PRESERVE DISTRICT OFFICERS AND OFFICIALS

### A. OFFICERS

The officers of the District shall be a President, a Vice-President, a Secretary, a Treasurer, and an Executive Director.

#### 1. President

- a. The President shall preside at all meetings of the Commission, be the executive officer of the District, and be a member of the Commission.
- b. The President shall sign all ordinances, resolutions, and other papers necessary to be signed, and shall execute all contracts entered into by the District and perform other duties as may be prescribed by ordinance.
- c. The President may veto any ordinance, orders, resolutions and actions, or any items therein contained, of the Commission that provide for the purchase of real estate, or for the construction of improvements within the preserves of the District. Such veto shall be filed with the Secretary of the District within 5 days after the passage of the ordinance, order, resolution or action, and when so vetoed the ordinance, order, resolution or action, or any item therein contained is not effective unless it is again passed by two-thirds vote of all the members of the Commission pursuant to 70 ILCS 805/12.
- d. The President may vote in the same manner as the other members of the Commission.
- e. In the event of the death of the President, the Vice-President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission, at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor President.
- f. In the event of the incapacity of the President, the Vice-President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of President shall be declared vacant. In such event, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor President.

#### 2. Vice-President

- a. If the President will be absent from a meeting, or any portion thereof, the Vice-President shall act as President pro-temp.
- b. The Vice-President shall fulfill the duties of the President during any period when the President is unable to serve because of personal reasons, injury,

Incapacity, or emergency, until the President is again able to serve or until the President's successor is elected.

- c. In the event of the death of the Vice-President, the President shall, within fifteen calendar days, call a Special or Emergency meeting of the Commission at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor Vice-President.
- d. In the event of the incapacity of the Vice-President, the President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of Vice-President shall be declared vacant. In such event, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor Vice-President.
- e. The Vice-President shall perform any other duties as assigned by the President of the District.

3. **Secretary**

- a. If the President or Vice-President will be absent from a meeting, or any portion thereof, the Secretary if a commissioner shall act as President pro-temp.
- b. The Secretary shall sign as witness or attest to all documents as required by law, and customary practice.
- c. The Secretary shall be the keeper of the Official Seal of the District.
- d. The Secretary shall perform any other duties as assigned by the President of the District.
- e. In the event of the death of the Secretary, the President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission, to confirm a new secretary.

4. **Treasurer**

- a. Shall follow all rules and regulations according to State Statute.
- b. Shall be the duly elected Kendall County Treasurer upon his or her acceptance.
- c. Shall perform any other duties as assigned by the President of the District.

5. **Executive Director**

- a. Shall perform any duties as approved by the Commission.

- b. Shall have authority to sign and execute contracts approved by the Commission.
- c. Shall perform any other duties as assigned by the President of the District.

6 **Absence of Officers**

In the event of the absence of the President, Vice-President, and Secretary from any meeting of the Commission, or any portion thereof, the Commission shall select a President pro-tem.

**B. ELECTION OF PRESIDENT AND VICE-PRESIDENT**

The President and Vice-President of the District shall each be elected for a two-year period from among the Commissioners by an affirmative majority vote of the Commissioners present during the Commission's initial organizational meeting following the election of new Commissioners every two years. The President and Vice-President shall each serve thereafter until his or her successor is elected or until his or her term as a Commissioner has expired.

**C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS**

1. **Secretary and Treasurer**

The President, as soon as possible after assuming office, shall appoint a Secretary and Treasurer, with the advice and consent of the Commission by a majority affirmative vote of those present, all of whom shall serve at the pleasure of the President and, if serving at the time of the expiration of the President's term, after such expiration until their successors are appointed. (70 ILCS 805/8(b))

2. **Executive Director of the District**

The Commission has the authority to hire the Executive Director of the District by an affirmative majority vote of the Commissioners present.

**III. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION COMMITTEES**

**A. STANDING COMMITTEES**

There shall be three Standing Committees of the Commission. All Standing Committees serve in an advisory capacity and shall not have any authority to take final action on behalf of the Commission unless otherwise authorized to do so by a majority vote of the Commission members present. All Standing Committee meetings shall be subject to the Illinois Open Meeting Act. These Standing Committees shall have the following duties as well as any other duties directed by the Commission:

1. **Finance Committee**

The Finance Committee shall review and make recommendations to the



Commission concerning all financial affairs of the District, including but not limited to, bond issues, applications for grants, the preparation of budgets, appropriations and tax levies, wage and job classification policies, compensation and benefit program, insurance, safety, user fees, review of claims, and concession, leases, licenses, or similar arrangements. The Committee also shall review fundraising strategies for the District. The Committee shall not commit District funds or incur liabilities.

2. **Operations Committee**

The Operations Committee shall review and make recommendations to the Commission concerning operational affairs and policies of the District, including but not limited to all general use regulations, maintenance, programming and promotion of all District properties; the use of District facilities, programs and services; the conservation of District lands, waters, flora and fauna.

3. **Committee of the Whole**

The Committee of the Whole shall be up made of all serving Commissioners. The jurisdiction of the Committee of the Whole is the overall Standing Committee coordination, discussion of overall Forest Preserve District Policies and Objectives, and other items as decided by the President of District or the Commission.

**B. SPECIAL COMMITTEES**

A special committee is a committee established for a special purpose or special matter and it is of a limited duration. The following forms of special committees may be established in writing by the President with the approval of the majority of Commissioners present. These special committees shall not have any authority to take final action on behalf of the Commission unless otherwise authorized to do so by a majority of the Commission members present. All special committee meetings are subject to the Illinois Open Meeting Act, shall follow Roberts Rules of Order, Newly Revised and these Rules of Order.

1. **Ad Hoc Committees**

Ad Hoc Committees may be formed to study any matter of interest to the District and to perform any other functions as deemed necessary by the Commission. An Ad Hoc Committee shall consist of Commissioners and shall report to the Commission. An Ad Hoc Committee shall cease on the earlier of (a) when the President determines that they have completed their duties, including, if required by the President, the rendition of a final report, or (b) at the end of the President's term. Any determination of dissolution shall be submitted by the President to the Commission for its approval or disapproval by majority vote of the Commission members present.

2. *Advisory Committees*

Advisory Committees may be formed to hold hearings on specific matters and to perform other functions as deemed necessary. Advisory Committees shall consist of Commissioners and/or members of the public and shall report to the Commission. No ordinances or resolutions shall be referred, discussed, or voted on by an Advisory Committee. An Advisory Committee shall cease the earlier of (a) when the President determines that the Advisory Committee has completed its duties, including, if required by the President, the rendition of a final report, or (b) at the end of the President's term. Any determination of dissolution shall be submitted by the President to the Commission for its approval or disapproval by a majority vote of the Commissioners present.

C. **APPOINTMENT OF COMMITTEE MEMBERS**

1. *Appointment of all Members*

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

2. *Appointment of Chairman and Vice-Chairman*

The President of the District, with the advice and consent of a majority of Commissioners present, shall appoint a Chair for each Standing and Special Committee. The Chair of each Committee shall appoint a Vice-Chairman from the membership of the Committee with the advice and consent of the Committee members present. In the absence of the Chairman, the Vice-Chairman shall conduct the Committee meeting.

3. *Removal of Committee Members*

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

4. *Term of Committee Members*

Members of Standing Committees will serve until the end of the current term,

unless removed pursuant to III (C) (3) above.

**5. Vacancies of Committee Members**

- a. A vacancy in a Standing or Special Committee is effective when any one or more of the following occur:
  1. The President approves a Committee member's written request for removal from the Committee.
  2. The death of a Committee member.
  3. The involuntary removal of a Committee member.
- b. When a vacancy occurs in a Standing or Special Committee, the President may fill the vacancy by appointment, with the advice and consent of a majority of the Commission members present.

**D. QUORUM**

A quorum (as defined in the Illinois Open Meetings Act) shall be necessary for the transaction of business at any Standing or Special Committee meeting.

**E. MINUTES**

Every Standing and Special Committee shall keep minutes of each of its meetings. All minutes shall be prepared by the Executive Director or designee who shall also serve as the custodian of the minutes. Copies of all minutes shall be forwarded to the Commission for approval by a majority vote of the Commission members present within thirty (30) calendar days after the Committee meeting or at the Commission's second subsequent regular meeting, whichever is later. The approved minutes shall be available for public inspections within ten (10) calendar days after the Commission approves the minutes. All minutes shall be posted on the District's website within ten (10) days after the approval of the minutes by the Commission and such minutes shall remain posted on the District's website for at least sixty (60) calendar days after their initial posting. (5 ILCS 120/2.06)

**F. PROCEDURES OF STANDING AND SPECIAL COMMITTEES**

1. Any individual or any spokesperson for a group shall be permitted to address a Standing or Special Committee. Recognition of such individuals shall be made by the Chair.
2. Agendas for Standing or Special Committee meetings shall be prepared by the Director or designee, and reviewed by the Committee Chair and the President. Agendas shall be posted at least forty-eight (48) hours prior to the Standing or Special Committee meeting, pursuant to the Open Meetings Act.

3. The following shall be the general order of business set forth on the agenda for Standing or Special Committees, subject to such changes thereof as may be directed by the Committee Chairperson or by the President:
  - a. Call to Order
  - b. Roll Call of Committee Members
  - c. Determination of Quorum
  - d. Approval of Agenda
  - e. Approval of Minutes
  - f. Public Comment
  - g. Old Business
  - h. New Business
  - i. Executive Session
  - j. Public Comment
  - k. Adjournment
4. If a Standing or Special Committee Member arrives late or leaves early, it shall be so noted in the meeting minutes along with the time.
5. Any Standing or Special Committee member wishing to absent himself or herself from any portion of a meeting while the meeting is in session shall so inform the Committee Chair.
6. Direction of work efforts of the District's Director and staff members shall be determined by the President, Vice-President, the Commission, and Standing and Special Committees of the District.

#### **IV. FINANCE**

##### **A. FISCAL YEAR**

The Fiscal Year for the Kendall County Forest Preserve District shall be December 1 through November 30 of the subsequent year.

##### **B. ANNUAL AUDIT**

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants certified to practice public accounting in the State of Illinois. The auditor shall be selected by the Commission by majority vote of those present.

##### **C. REMUNERATION OF COMMISSIONERS**

###### **1. Per Diem**

- a. The President and Commissioners are authorized to receive a per diem of \$36.00 for attendance at all regular Commission meetings, Special or Emergency meetings, and Standing and Special Committee meetings. In addition, the

President and Commissioners are authorized to receive the per diem when serving as an "interim Standing or Special Committee member" to fill a vacancy to form a quorum for the meeting. In order to receive the per diem, the Commissioner must be appointed to serve as an interim Committee member by the Chairperson of the applicable Committee, and said appointment must be identified in the Committee's approved minutes. The Commissioner's interim Committee member appointment shall expire upon the conclusion of the Committee meeting.

- b. The President or his or her designee is also authorized to receive a per diem fee in the amount of \$36.00 per day for attendance at a real estate closing in the President's official capacity on the District's behalf, for attendance at a Kendall County Forest Preserve District staff meeting called for the purpose of personnel matters, or when acting as a liaison in the President's official capacity on behalf of the District.
- c. No Commissioner shall file for and/or receive a per diem payment for services rendered on the same day for which the Commissioner filed for and/or received a per diem payment as a Kendall County Board Member. Per diems are allowed only on days where a per diem is not otherwise paid to a Commissioner to conduct the business of the County.

## 2. Attendance

Attendance is recorded at each regular Commission meeting and Standing or Special Committee meetings by use of a sign-in sheet, which is attached as "Exhibit 1A," signed by the President (for Commission meetings) or applicable Committee Chair (for Standing and Special Committee meetings) and submitted to the Kendall County Treasurer's Office at the close of the meeting.

## 3. Remuneration Vouchers

The following rules apply regarding voucher submissions:

- a. Attendance is noted on the "Kendall County Board & Forest Preserve District Salary Voucher" form, which is attached as "Exhibit 1B." The Commissioners are required to submit their completed voucher forms monthly to the Kendall County Treasurer's Office at the end of each month for which payment is requested.
- b. Only the Commissioner should prepare and sign the voucher form. No payment shall be distributed until the voucher form is accurately and timely completed and signed by the Commissioner in accordance with these Rules of Order.

- c. There is no prepayment or deferment of payment for meetings attended.

#### **4. Mileage**

The President and Commissioners are authorized to receive the mileage reimbursement at the IRS rate for out-of-county District related meetings for which they are eligible to receive a per diem. Mileage shall be claimed from the point of departure to the destination, except if the Commission member's home address is closer to the destination.

Mileage reimbursement is reported on the "Mileage Reimbursement Form," which is attached as Exhibit 1C. The Commissioners are required to submit their completed mileage reimbursement forms monthly to the Kendall County Treasurer's Office at the end of each month for which payment is requested.

### **V. AMENDMENT, CONFLICTS, TRANSITIONS, AND REPEALS**

#### **A. AMENDMENTS**

1. Any Commissioner may propose an amendment to these Rules in writing to the President of the District or designee. The proposed amendment shall be referred to the Committee of the Whole for its consideration prior to being submitted to the Commission.
2. Amendments of these Rules may be adopted only by an ordinance approved by the concurrence of a two-thirds majority of all of the Commissioners.

#### **B. CONFLICTS**

In the event of any conflict of these Rules with the Downstate Forest Preserve District Act, or any other statute, the applicable statutory provision shall prevail. In the event of any conflict or inconsistency between these Rules and any previously adopted rule, regulation, Resolution or Ordinance of the District, these Rules shall govern.

#### **C. SEVERABILITY AND INVALIDITY**

These Rules are severable. That is, if any one of these Rules (or any part thereof) is found to be contrary to law, such finding shall not affect any other Rule (or any part thereof).

#### **D. TRANSITION**

1. The membership of current Standing Committees of the District shall be maintained, with the membership of the Programing and Events Committee becoming the membership of the Operations Committee.
2. The Chairs of the current Standing Committees shall become of the Chairs of the new

Standing Committees.

3. All actions, ordinances, and resolutions of the Commission passed before the adoption of these rules shall be deemed to have been adopted in compliance thereof, and remain in effect.
4. All current Officers of the Commission shall remain in place.

**E. REPEAL**

All Kendall County Forest Preserve District Rules of Order previously adopted are hereby repealed.

**F. EFFECTIVE DATE**

Passed and approved by the President and Board of Commissioners of the District and in full force and effect upon date signed below.

Effective Date: June 20, 2017 Resolution #17-06-003  
Amended: December 17, 2019 Ordinance #12-19-001

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Judy Gilmour, President of the District

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Matt Kellogg, Secretary of the District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: SemperFi Land, Inc. Broadcast Seeding Proposal

Date: December 17, 2019

The District has two prairie seed mix broadcasting projects to complete this winter. Approximately 30-acres of seed mix will be broadcast at Fox River Bluffs, and 29-acres at Hoover Forest Preserve.

The SemperFi Land, Inc. proposal will extend equipment and operator support at a cost of \$615.00 per day. The District anticipates needing 4-full days to complete the effort, for a total cost of \$2,460.00.

Recommendation:

Consider a motion to approve the SemperFi Land, Inc. proposal for broadcast seeding for an amount not-to-exceed \$2,460.00.



November 27, 2019

Kendall County Forest Preserve District  
David Guritz  
Director  
110 West Madison Street  
Yorkville, IL 60560

**Proposal for Services: Broadcast Seeding**

**Scope:**

This proposal includes equipment and labor necessary to for broadcast seeding as directed by the Forest Preserve District of Kendall.

Item	Qty	Unit	Unit Cost	Total Cost
<b>Broadcast Seeding</b>				
Operator	8	Hour	\$65.00	\$520.00
Broadcast Seeder	1	Day	\$95.00	\$95.00

**Terms and Conditions**

This proposal includes broadcast seeding implement but not tractor. Tractor to be provided by Kendall County Forest Preserve District. Operator will work with Kendall County Forest Preserve personell as directed.

This proposal does NOT include prevailing wage rates.

Payment terms are Net 30.

The Contractor is committed to delivering quality services to all buyers, and encourages them to immediately report any deviation from the requirements as agreed upon in this contract.

All work will be performed by uniformed, trained, and properly supervised personnel in accordance with industry standard horticultural practices.

**Service Pledge**

All of the work described in this contract will be performed in a professional manner for the duration of this contract. All work is supervised by a crew leader and is over seen by the owner of SEMPER FI LAND SERVICE to insure that we are consistent in bringing you the customer the 100% quality service that SEMPER FI LAND SERVICE provides its customers. We have built a solid reputation on our dependable, quality service, and are very proud of what we do for our customers. We will always monitor your property and bring any problems or possible problems to your attention as soon as we spot them.

If accepted, please sign below and return one copy to our office.  
Upon receipt, we will schedule this project.



Shawn Sinn  
Vice President of Land Services  
Semper Fi Land Services, Inc.

11/27/19  
date

\_\_\_\_\_  
Accepted by: \_\_\_\_\_ date  
Kendall County Forest Preserve District