I. Call to Order

Vice-chair Cullick called the meeting to order at 9:00 a.m. 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 Davidson, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Cullick all were present.

V. Citizens to be Heard

No public comments were offered.

VI. Approval of Agenda

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

VII. Approval of Minutes for the April 1, 2015 Programming and Events Committee Meeting; April 1, 2015 Special Commission meeting, and April 1, 2015 Finance Committee Meeting

Commissioner Koukol made a motion to approve the meeting minutes for the Programming and Events Committee meeting minutes held on April 1, 2015; the Special Commission meeting held on April 1, 2015, and the Finance Committee meeting held on April 1, 2015. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.

Commissioner Purcell joined the meeting at 9:02 am.
VIII. Approval of Claims in an amount not-to-exceed $12,680.09

Commissioner Gilmour made a motion to approve the claims list in the amount of $12,680.09. Seconded by Commissioner Davidson.

Roll call: Commissioners Davidson, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Cullick, aye. Opposed, none. Commissioner Purcell abstained.

IX. Motion approving farm license agreement #15-04-001 with Dan Roberts and Don Roberts in the amount of $170 per acre for 41 acres, plus a calculated market-based yield payment.

Commissioner Davidson made a motion to approve farm license agreement #15-04-001. Seconded by Commissioner Prochaska.

Director Guritz reported that the 2015 farm license agreements had been reviewed by both the Finance Committee and Committee of the Whole, with direction to renew agreements under the existing contract terms.

Commissioner Gryder inquired into whether there were any contract changes. Director Guritz stated that within the agreement with Don and Beth Young, yield calculation will be based on the calibrated combine transect data. The acreage within the agreement with Majestic Nursery been reduced, and that acreage assigned to Mark and Tom Mathre’s license agreement.

Commissioner Purcell inquired into whether the base rent was in line with the market. Commissioner Davidson and Commissioner Shaw confirmed that the rates are fair.

Commissioner Purcell inquired into the deadline and possibility of bidding the farm license agreements for 2016. Commissioner Davidson stated that this would need to be completed prior to September so that existing lease holders were properly informed of the changes.

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

Commissioner Flowers joined the meeting at 9:08 am.
X. Motion approving farm license agreement #15-04-002 with Eugene Homerding in the amount of $165 per acre for 61 acres, plus a calculated market-based yield payment.

Commissioner Gryder made a motion to approve farm license agreement #15-04-002. Seconded by Commissioner Davidson.

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

XI. Motion approving farm license agreement #15-04-003 with Mark Mathre and Tom Mathre in the amount of $200 per acre for 154.91 acres, $215 per acre for 118.58 acres, and $180 per acre for 127.41 acres, plus a calculated market-based yield payment.

Commissioner Purcell made a motion to approve farm license agreement #15-04-003. Seconded by Commissioner Flowers.

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

XII. Motion approving farm license agreement #15-04-004 with Majestic Nursery in the amount of $230 per acre for 2.4 acres, plus a calculated market-based yield payment.

Commissioner Shaw made a motion to approve farm license agreement #15-04-004. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

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

XIII. Motion approving farm license agreement #15-04-005 with Albert Collins, Jr. in the amount of $195 per acre for 95 acres, plus a calculated market-based yield payment.

Commissioner Davidson made a motion to approve farm license agreement #15-04-005. Seconded by Commissioner Gryder. Aye, all. Opposed, none.
Roll call: Commissioners Davidson, Gilmour, Gryder, Flowers, Koukol, Prochaska, Purcell, Shaw, and Cullick, aye. Opposed, none

XIV. Motion approving farm license agreement #15-04-006 with Don and Beth Young for $180 per acre for 12 acres, plus a calculated market-based yield payment.

Commissioner Gryder made a motion to approve farm license agreement #15-04-006. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

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

XV. Motion approving an anti-harassment policy for the District

Commissioner Flowers made a motion to approve an anti-harassment policy for the District. Seconded by Commissioner Prochaska.

Director Guritz stated that approval of this policy will begin the formal process of establishing a separate personnel policy manual for the District. This will include separate training sessions for District personnel provided by the State’s Attorney’s Office.

Commissioner Purcell inquired into whether the first step for lodging a harassment complaint should be approaching the Director of the District.

Director Guritz stated that there are situations which would warrant staff reaching out to the President or Vice-Chair of the District. Specifically, in the absence of the Director, vacation or otherwise in order to immediately address a report, or if staff feel more comfortable approaching the Commission representatives, or if the complaint includes concerns with the District’s Director.

Commissioner Davidson inquired into how a Commissioner should address a complaint or issue presented to them. State’s Attorney Weis stated that Commissioners should refer the employees to the policy handbook to provide guidance for addressing the situation.

Roll call: Commissioners Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, Davidson, Flowers, and Cullick, aye. Opposed, none.
XVI. Motion approving annual anti-harassment policy training for all District personnel conducted through the Kendall County State’s Attorney’s Office.

Commissioner Flowers made a motion approving annual anti-harassment policy training for all District personnel conducted through the Kendall County State’s Attorney’s Office. Seconded by Commissioner Gilmour. All, aye. Opposed, none.

XVII. Motion approving an exhibitor and vendor agreement template for District events.

Commissioner Prochaska made a motion to approve an exhibitor and vendor agreement template for District events. Seconded by Commissioner Flowers.

Director Guritz stated that the purpose of the exhibitor and vendor agreement is to provide a template for development of agreements with individuals and businesses participating in District programs and events. Depending on the nature of the exhibit or demonstration, the template allows for flexibility in determining the appropriate amount of insurance coverage, including waiving or adjusting coverage amounts. The agreement template also provides flexibility for establishing charges or payments with individual exhibitors.

Commissioner Davidson stated that extending this coverage can carry a cost for individuals and businesses, if they have insurance, to participate in District events. This may reduce the number of individuals and businesses willing to participate in District events. Commissioner Davidson stated that we need our insurance carrier to tell us what we need, and don’t need before moving forward with this type of agreement.

Commissioner Purcell expressed concerns that the length and provisions of the template would limit vendors from participation.

Commissioner Gilmour expressed concerns with granting signature authority to the Director position to enter into these agreements.

Commissioner Gryder stated that approving an unduly burdensome form is not in the best interests of the District, and suggested that the discussion be continued with the Committee of the Whole and insurance carrier.

Commissioner Davidson made a motion of substitution to refer consideration of the template, conveyance of signature authority, and further discussion on related insurance coverage questions to the Committee of the Whole. Seconded by Commissioner Gryder. Aye, all. Opposed, none.
XVIII. Motion approving conveyance of signature authority to the Director of the District to execute exhibitor and vendor agreements, including discretion to waive or adjust insurance extension requirements for limited-risk activities within District programs and events.

Commissioner Gryder made a motion to refer the motion to approve conveyance of signature authority to the Director of the District to execute exhibitor and vendor agreements to the Committee of the Whole for further discussion. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

XIX. Executive Session

None.

XX. Other Items of Business

Commissioner Purcell expressed concern regarding the recent assignment of an A- bond rating, with negative outlook, from S&P as part of the bond refunding project.

Commission discussed the bond rating, and outlook for the current fiscal year.

Director Guritz stated that it was likely that the District would run a deficit for this year for issues discussed in past meetings including overstated farm license revenues and program revenue shortfalls.

Director Guritz further stated that audit adjustments placed the starting balance of the operating fund in a deficit. The S&P report identified two main issues; the declining operating fund balance, and reliance on transfer of interest earnings from the 2007 capital bond fund.

Director Guritz stated that the District should not carry a deficit in its operating fund. Resources are available to fix this issue, but if the Commission approves a final transfer, the mechanics of the budget need to be addressed to insure that the budget is sound in moving forward in the next fiscal year.

Beyond these issues, in order to improve the District’s bond rating, a fund balance policy needs to be approved, and the District needs to retain a fund balance to insure that operations are covered for the first six-months of the fiscal year to cover operational costs until tax proceeds and farm license revenues are received. Otherwise, the District is placing
an unfair burden on Kendall County to float costs incurred at the beginning of the fiscal year.

Commissioner Koukol expressed concerns about transfer of interest earnings, and addressing the remaining capital obligations of the District.

Commissioner Purcell asked what the recommendation will be regarding the transfer of interest earnings. Director Guritz stated that a six-month fund balance would be ideal, but the Commission will need to deliberate this as part of discussions towards establishing a fund balance policy for the District.

Commissioner Purcell stated he would not be in favor of securing additional capital resources for the District, or pursuing a referendum.

Commissioner Gilmour thanked the District staff for their support of the Juvenile Justice Council’s SKY 5K run.

XXI. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Prochaska. All, aye. Meeting adjourned at 9:52 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

Vice-chair Cullick called the meeting to order at 6:00 p.m. 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 Gilmour, Gryder, Prochaska, Purcell, Shaw, Davidson and Cullick all were present.

V. Citizens to be Heard

No public comments were offered.

VI. Approval of Agenda

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

VII. Approval of Minutes for the April 8, 2015 Commission Meeting; April 15, 2015 Committee of the Whole Meeting, and April 16, 2015 Finance Committee Meeting

Commissioner Gilmour made a motion to approve the meeting minutes for the Commission meeting minutes held on April 8, 2015; the Committee of the Whole meeting held on April 15, 2015, and the Finance Committee meeting held on April 16, 2015. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.
VIII. Approval of Claims in an amount not-to-exceed $44,771.20

Commissioner Prochaska made a motion to approve the claims list in the amount of $44,771.20. Seconded by Commissioner Davidson.

Director Guritz reported in follow-up to the Finance Committee meeting that the claim for ADS, Inc. was for quarterly alarm monitoring at Ellis House, and the Menards charges for Kubota repair was for purchase of diamond plated sheet metal for the Kubota’s floor boards.

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

Commissioner Koukol joined the meeting at 6:03 pm.

IX. Millbrook Bridge Inspection Report – Robert Davies, SE PE – HR Green

Commissioner Purcell joined the meeting at 6:20 pm.

Robert Davies, SE PE with HR Green provided a PowerPoint slide overview of the Millbrook Bridge inspection completed on April 1, 2015. This included an underwater inspection performed by Collins Engineering.

Main points presented included the following:

1. The last inspection of the bridge was performed in 2009.
2. Since the last inspection, bridge decay has accelerated, particularly the west pier mortar, joints, and loss of limestone support blocks, with additional fracturing at the bridge abutments.
3. The bridge spans include two types of truss work. The western span is newer, reconstructed after this section failed in the past. The older l-bar spans show significant decay.
4. I-bar truss decay issues include increased formation of pack rust and resulting expansion at the joints causing deformation of support member plates. Robert Davies emphasized that design of the truss is such that all support arms are under tension, and when one I-bar support beam fails, all will fail.
5. The upper I-bar support beam spans are exhibiting significant corrosion of the steel plating.
6. The bearings have failed or are entirely absent. The bearings should allow movement of the support members.
7. Due to support member issues, the current load calculation for the bridge is 35 pounds per square foot, and should be 100 pounds per square foot for this type of structure.

8. Alternatives include restoration, replacement, removal of the older spans and restoration of a single span pier, and full removal of the structure. Costs are difficult to pin down.

9. It is no longer a question of if the bridge will fail, but when.

Commissioner Davidson suggested that the board take time to review the full inspection report, and refer the recommendations to the District’s Finance Committee.

Robert Davies reported that there are four options to consider detailed in the inspection report:

1. Complete restoration, with an estimated cost of $1 million dollars, including providing temporary support of the truss spans, removal of deteriorated stone masonry at the upstream nose of the west pier, and encasement within reinforced concrete, replacement of all bearings, and cleaning, painting and repairs made to corroded members.

2. Complete replacement, with an estimated cost of $1.4 million dollars, including complete removal and replacement of the bridge with a three-span, pre-fabricated pedestrian thru-truss superstructure on pile-supported solid concrete piers and abutments.

3. Partial removal and repair, with an estimated cost of $600,000, including encasement of the west pier with reinforced concrete, removal of the two east steel trusses, replacement of the bearings, and painting of the remaining truss.

4. Complete truss and superstructure removal, with an estimated cost of $200,000, including removal of the steel trusses with piers and abutments remaining in place.

Robert Davies emphasized while restoration will be more cost effective initially, the bridge will require ongoing maintenance, which would make it less cost effective in the long run. The existing bridge does not currently meet ADA or public safety codes and standards.

Robert Davies suggested there may be IDOT funding, or other grant sources available to offset the capital costs.

Commissioner Gryder stated that based on the structural engineer’s report, the bridge should be closed until repairs are completed.

Robert Davies added that HR Green specializes in bridge inspections, and this bridge will fail. It is only a matter of time, the end is in sight, and public safety a significant concern.
Commissioner Cullick questioned whether the bridge should be closed immediately due to public safety concerns.

Commissioner Davidson suggested that the decision be tabled pending review of the inspection information, and postpone the decision on whether to close the bridge to allow time for review.

Commissioner Gilmore stated that based on the engineer’s report, the bridge should be closed to protect public safety.

Commissioner Cullick expressed concerns that the District cannot control the number of people that may be on the bridge at any one time.

Commissioner Gryder made a motion to forward the Millbrook Bridge inspection report to the Finance Committee along with the inspection report’s option to the Finance Committee for further discussion. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

X. Motion approving a contract with Pizzo & Associates, Ltd., for turf preparation, prairie seeding, and first-year herbicide control of approximately 0.6 acres at Baker Woods FP, Ellis House and Equestrian Center for an amount not-to-exceed $2,800.00, with contract costs reimbursed by a grant from The Conservation Foundation

Commissioner Cullick made a motion to approve a contract with Pizzo & Associates, Ltd., for turf preparation, prairie seeding, and first-year herbicide control of approximately 0.6 acres at Baker Woods FP, Ellis House and Equestrian Center for an amount not-to-exceed $2,800.00, with contract costs reimbursed by a grant from The Conservation Foundation. Seconded by Commissioner Gilmour.

Director Guritz reported that The Conservation Foundation had received a grant from LyondellBassell to support the installation of a new low-grow prairie seed mix demonstration planting area, and had selected Ellis House and Equestrian Center as the site for the planting. The District will be fully reimbursed by The Conservation Foundation for the initial planting and first-year herbicide control.

Roll call: Commissioners Gryder, Prochaska, Shaw, Cullick, Davidson, Gilmour, Koukol, and Purcell, aye. Opposed, none.
XI. Motion approving a 50% facility rental deposit refund in the amount of $500.00 to Marie Kress for a cancelled Ellis House event and reception.

Commissioner Davidson made a motion to approve a facility rental deposit refund in the amount of $500.00 to Marie Kress for a cancelled Ellis House event and reception. Seconded by Commissioner Gryder.

Director Guritz provided an overview of the request received for reimbursement, and Finance Committee recommendation that a 50% deposit refund be considered by the full board. A copy of the Ellis House reservation was provided, which states that refunds may only be applied towards a rescheduled reservation. As the policy is clearly stated, this matter and request was presented to the board for consideration.

The reservation was made on February 15, 2015 for an event scheduled for May 15, 2015 following the Ellis Bridal Expo.

Roll call: Commissioners Cullick, Gilmour, Gryder, Koukol, Prochaska, Purcell, and Shaw, aye. Opposed, Commissioner Davidson.

XII. Motion approving a time extension for the Ellis House Boarding Agreement at an Additional Monthly Boarding Rate of $300.00.

Commissioner Cullick made a motion to approve a time extension for the Ellis House Boarding Agreement at an additional monthly boarding rate of $300.00. Seconded by Commissioner Gilmour.

Director Guritz stated that the first extension on the agreement had expired at the end of April, requesting a minimum extension of an additional two weeks to allow time for the boarder to make alternate arrangements.

Commission discussed the timeframe and need for the extension, and capacity of the facility to accommodate the horses present.

Commissioner Gryder made a motion amending the original motion on the table to allow for an extension of the agreement until the end of June. Seconded by Commissioner Cullick.

Roll call: Commissioners, Gilmour, Gryder, Prochaska, and Cullick, aye. Opposed, Commissioners Koukol and Purcell. Commissioner Shaw abstained. Motion carried by a vote of five to three to one.
Commissioner Cullick stated the approved motion on the table for consideration is to approve a time extension of the Ellis House Boarding Agreement at an additional monthly boarding rate of $300.00 through the end of June, 2015.

Roll call: Commissioners Davidson, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Cullick, aye. Opposed, Commissioner Purcell. Motion carried.

XIII. Motion approving the reassignment of President Wehrli from the District’s Programming and Events Committee to the District’s Finance Committee, with concurrent reassignment of Commissioner Prochaska from the District’s Finance Committee to the District’s Programming and Events Committee.

Commissioner Cullick made a motion approving the reassignment of President Wehrli from the District’s Programming and Events Committee to the District’s Finance Committee, with concurrent reassignment of Commissioner Prochaska from the District’s Finance Committee to the District’s Programming and Events Committee. Seconded by Commissioner Shaw.

Commissioner Cullick reported that President Wehrli has requested assignment to the District’s Finance Committee. Commissioner Cullick asked for clarification from State’s Attorney Weis regarding whether it would be a violation of the Open Meetings Act to allow President Wehrli to serve as an additional Committee member, which would increase committee participation to six members.

State’s Attorney Weis stated that it would not necessarily be a violation of the Open Meetings Act per se, but the sixth member would constitute a majority of a quorum present, violating the provisions for working committees.

Commissioner Prochaska inquired whether a sixth member could be present as an ex-officio member, or whether five members presented constituted a majority of a quorum present.

State’s Attorney Weis stated that six constitutes the majority of a quorum present per the rules as written, and a sixth commissioner present at a committee meeting would constitute a majority of a quorum present.

Commissioner Davidson stated he did not wish to see the Finance Committee lose Commissioner Prochaska from its membership, stating that President Wehrli made the appointments, and this decision should stand.
Commissioner Purcell expressed an interest in serving on the Finance Committee, suggesting that Finance Committee meetings be conducted as part of Committee of the Whole meetings.

Commissioner Cullick withdrew her motion, and Commissioner Shaw withdrew his second of the motion to allow for further discussion at an upcoming Committee of the Whole meeting.

XIV. Executive Session

Commissioner Shaw made a motion to enter into executive session under 2(c)5 of the Open Meetings Act to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Davidson.

Roll call: Commissioners Cullick, Gilmour, Gryder, Koukol, Prochaska, Purcell, and Shaw, aye. Opposed, Commissioner Davidson. Executive session called to order at 6:58 pm.

Commissioner Davidson made a motion to reconvene the regular meeting. Seconded by Commissioner Prochaska. Regular meeting reconvened at 7:28 pm.

XV. Other Items of Business

None.

XVI. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Meeting adjourned at 7:30 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

Vice-chair Cullick called the meeting to order at 6:45 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gryder, Koukol, Prochaska, and Cullick all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments offered.

V. Review of Claims in an Amount Not-to-Exceed $44,771.20.

Commissioner Davidson made a motion to forward claims in the amount of $44,771.20 for Commission approval. Seconded by Commissioner Prochaska.

The Finance Committee reviewed the claim for Illinois State Police background checks. Director Guritz stated that an account balance is maintained by the Illinois State Police, and the balance has been replenished. Commissioner Koukol confirmed that this is the practice.

Commissioner Prochaska wished to convey appreciation to staff for the improved claims listing descriptions.

The Finance Committee inquired into claim #277 for Albertson’s grocery supplies. Director Guritz stated this was likely for snacks for Natural Beginnings, but would check with Laura McCoy on the specific purchases.

Director Guritz reported that no claims will be brought forward for Jody Strohm retirement event supplies.

The Finance Committee inquired into claim #244 from Menards for Kubota floor parts. Director Guritz stated that a Kubota is being rebuilt at Hoover, with purchases needed to complete the rebuild, and that he would check on the specific purchases.
The Finance Committee inquired into claim #282 from the Illinois Dept. of Agriculture for herbicide licensing. Director Guritz reported that several of the grounds and maintenance staff annually renew their herbicide certificates.

The Finance Committee inquired into claim #299 Big R Stores for the purchase of horseshoes. Committee Chair Cullick stated that she had expressed concerns previously about these purchases, and would like this discussed at a future Committee of the Whole meeting. Director Guritz stated that the purchases were made for birthday party supplies.

Committee Chair Cullick called the question on the motion. Commissioner Koukol made a motion to forward the claims list to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Motion passed unanimously.

VI. Review of Allocations and Budget Recoding for FY 2015 Appropriations.

Latreese Caldwell presented the budget reallocation spreadsheets, and provided an overview of the reallocations to the Finance Committee.

The spreadsheet provides a column for the approved budget, a column for the revised allocations for the working budget, and spread of the allocated budgets over the District’s new and proposed cost centers (Administration, Ellis, Hoover, and Environmental Education).

For the working budget, revenues have been adjusted and restated for Farm License revenues, reduced by approximately $47,000 from the appropriated $220,000, and for Ellis Rental Events, reduced by $25,975 from the appropriated $69,500 representing a reduction in the number of events scheduled from 21 to 13 for the year.

Personnel costs have been reduced by approximately $30,000 representing a net headcount and position reduction of 1.5 full time equivalents from the retirement of Jody Strohm and Craig Johnson, and promotion of Rebecca Antrim to a full time position.

The cumulative results from revenue and expense adjustments within the working budget, as provided on page five of the spreadsheet report, indicates that the ending projected balance for the current fiscal year is ($23,798).

Latreese Caldwell provided an overview of the summary page for cost allocations on page six of the spreadsheet report. Based on the allocations, cost to maintain the Ellis House and Grounds is $44,445. Collectively, Ellis programs run a deficit of ($4,493), with Public Programs run at a deficit of ($45,742). Cost to maintain Hoover Forest Preserves is $74,190, with Bunkhouse, Campsite and Meadowhawk Lodge rentals offsetting roughly $2,547 of this cost. Environmental Education Programs operate at a collective deficit of ($86,478). Of this total deficit, ($36,174) is contributed to school programs, ($9,727) is contributed to camps, ($10,405) is contributed to Natural Beginnings, ($14,679) is contributed to other programs,
and ($15,493) is associated with costs for operating and maintaining the Laws of Nature museum. The Natural Areas Volunteer Program incurred expenses totals ($19,147), the majority of which is the salary and benefits expenses incurred during the fiscal year for a position that will not be included as part of the FY15-16 headcount. Grounds and Natural Resources operates at a cost of $293,775, but is made whole by apportioning tax and farm license revenues.

The Finance Committee discussed the breakdown, and complimented Latreese Caldwell for her assistance in pulling this together.

Director Guritz stated that he was working with Laura McCoy and Ellis staff members first to examine strategies for closing the deficit gaps for Environmental Education and Ellis programming.

Latreese Caldwell reported that the next steps will be to work with the Treasurer’s Office to recode the District’s budget and allocations to the new cost centers.

Commissioner Prochaska expressed concern that the revised allocations shows school program costs exceed revenues, and was under the impression that school programs were generating revenues from previous reports.

Director Guritz indicated that this is a result of full-costing the programs. Environmental Education school programs likely cover the direct costs of instruction, but not the full cost of running the program and department. Director Guritz stated that efforts are underway to look at our school program price structure, and differentiated pricing structures for use of District facilities at Ellis and Hoover.

Director Guritz also stated that close examination is needed of the District’s public program offerings within the Ellis and Environmental Education cost centers, which are both operating at collective deficits of over ($14,000) within both areas.

Commissioner Koukol inquired into the cost for Ellis maintenance, and what portion of the $44,445 figure was for opening and closing the preserve and mowing costs. Latreese Caldwell stated that approximately $14,500 is for the assigned grounds and maintenance staff member, with the majority of remaining costs allocated to maintenance supplies, services, and utilities for the main house and barn.

Commissioner Koukol thanked Latreese Caldwell for providing an easy-to-understand overview of the cost centers, and expressed interest in having Latreese present to the Committee of the Whole so that all Commissioners are familiar with and understand the final spreadsheet.

Commissioner Gryder inquired into whether the deficit figure for the working budget included the beginning year deficit. Latreese Caldwell stated that the working budget
deficit did not include the ($34,000) deficit posted for the beginning of the year at the conclusion of the last fiscal year audit.

Director Guritz requested that Latreese Caldwell provide an overview of the spreadsheet at the next Committee of the Whole meeting.

Commissioner Prochaska inquired into whether the costs for the Natural Area Volunteer program were justified by the volunteer contributions leveraged. Director Guritz reported that this cost will be minimal in the coming year, and that the benefit of having volunteers support restoration, monitor trails, and support District programming is extremely valuable. Keeping up with areas restored, or that will be restored by the District is also a significant commitment supported by the District’s NAV volunteers.

Commissioner Davidson suggested that each cost center area should be reviewed by the Finance Committee over the coming months to address the District’s budget deficit and support preparation of the FY 15-16 budget. Director Guritz stated this was a good approach, and the new spreadsheets will provide a good start for development of next year’s programmatic budgets.

Director Guritz stated that beyond the operating budget, the District is carrying additional costs in the capital fund that will need to be reabsorbed into the operating fund in the not-too-distant future.

Director Guritz inquired into whether the direction outlined complimented the pending Rules of Order for the District’s working committees. Commissioner Prochaska stated that the Rules of Order will define committee functions, and that these definitions can change to outline committee scope of work as needed. Also, it is not unusual for other working committees to refer items to the Finance committee for formal review and recommendation.

The Finance Committee provided direction to present the spreadsheet to the Committee of the Whole, and begin the process for reviewing each of the cost center areas over the coming months to prepare recommendations for Commission consideration.

VII. Review of a Request for Return of a Facility Rental Deposit for Ellis House and Equestrian Center.

Director Guritz presented a request received from Madeline Kress asking for the return of a $1,000 deposit for an upcoming wedding event at Ellis. The event was cancelled, with no future date scheduled. In accordance with District policy, the family members were informed that District staff members did not have the authority to issue a refund without approval from the Board of Commissioners.
Director Guritz reported that because the wedding event was cancelled, the District was able to schedule the ACTHA trail horse challenge event.

The Finance Committee discussed the request, with a suggestion made to forward a motion to Commission to consider return of 50% of the deposit amount.

Commissioner Davidson made a motion to forward consideration of a refund of 50% of the Kress family’s security deposit for an Ellis House wedding rental event. Seconded by Commissioner Koukol.

Roll call: Commissioners Koukol, Davidson, and Cullick, aye. Opposed, Commissioners Gryder and Prochaska. Motion carried by a vote of three to two.

VIII. Review of Contract Terms for a Grant Funded Restoration Project at Ellis House and Equestrian Center.

Director Guritz reported that The Conservation Foundation notified the District of a grant received from the Lyondell Bassell Corporation to establish a low-grow prairie demonstration area within the Aux Sable Creek watershed. The Conservation Foundation approached the District to identify locations at Ellis House and Equestrian Center where the demonstration area could be established. The site selected is a 0.6 acre area along the gravel entry drive to the center. As part of this project, the District will be reimbursed for the full cost of restoration of the 0.6 acres, plus first-year herbicide treatments for weed control.

Commissioner Prochaska made a motion to forward consideration of approval of the contract with Pizzo and Associates to Commission for approval. Seconded by Commissioner Gryder.

Roll Call: Commissioners Gryder, Koukol, Prochaska and Cullick, aye. Opposed, Commissioner Davidson. Motion carried.

IX. Executive Session

None.

X. Other Items of Business

Commissioner Koukol inquired into the closing date and updates for the purchase of the Fox River Bluffs Forest Preserve.

Director Guritz reported that the closing is scheduled for May 14, 2015. The Phase I environmental survey has been completed, with no identified issues. A grant disbursement
request in the amount of $600,000 has been forwarded to the Illinois Clean Energy Community Foundation, and the District will receive the check for deposit prior to closing. Director Guritz reported that there would be a reduction in cost on the final survey work for reducing the scope of work for staking the Eldomain Road corridor.

Commissioner Gryder inquired into the status of the Millbrook Bridge inspection.

Director Guritz reported that the inspection had been completed, and that HR Green would be providing a summary report at the upcoming Commission meeting. Meetings have taken place to discuss possible sources of funding for completion of needed repairs. Grant funds may be available, but only if a trail connection can be made from the bridge to Millbrook North Forest Preserve. The Dobson Lane / Old Whitfield public road easement does extend from the eastern abutment to Millbrook North Forest Preserve. This road easement has not been vacated by Fox Township, and could provide the access corridor needed to make the trail connection that could qualify the District to receive grant funding for improvements. There are remaining questions on how the road corridor is described and carried on the titles of adjacent property owners. Attorney Dan Kramer will be contacted to discuss the title questions, as he is familiar with the property, and assisted Fox Township with the conveyance of ownership of the bridge and adjacent property to the District several years ago.

Xl. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gryder. Commissioners Gryder, Koukol, Prochaska and Cullick, aye. Opposed, Commissioner Davidson. Meeting adjourned at 8:28 p.m.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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**Total FF BOND PROCEEDS 2007**

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**Total FF BOND PROCEEDS 2007**

**Grand Total Forest Preserve**

\$15,852.97
WAIVER OF RENTAL FEE
APPLICATION – GUIDELINES

All requests for the Waiver of Rental Fees for any Kendall County Forest Preserve rental building or pavilion must complete the Waiver of Rental Fee Request Form in addition to the Rental Request Form (Day Use or Overnight Form).

Below are the guidelines for requests to waiving District rental fees.

1. Any request for waiver of District rental fees must be received by the Kendall County Forest Preserve 45 calendar days prior to your scheduled event.

2. All requests must fill out the attached Waiver of Rental Fee Request Form and mail to:
   Kendall County Forest Preserve
   110 W. Madison Street
   Yorkville, IL 60560
   Attn: Reservation Coordinator

   or: e-mail: kforest@co.kendall.il.us
   Fax: 630-553-4023

3. In addition to the Waiver of Rental Fee Request form, the Day Use or Overnight Rental Request form is required to be filled out and returned to the Reservation Coordinator. A permit will be generated and a signature on the permit will need to be obtained.

4. All requests are presented to a Forest Preserve Programming & Events Committee meeting for consideration.

5. After review, the requestor will be notified if all or a portion of the fee has been waived.
WAIVER OF RENTAL FEE REQUEST FORM

We are requesting that the rental fee for our event scheduled at the Kendall County Forest Preserve be waived or reduced.

☐ 25%  ☐ 50%  ☐ 75%  ☐ 100%

Name/Business: __________________________________________

Department: ____________________________________________

Address: ______________________________________________

Phone Number: _________________________________________

E-mail: ________________________________________________

Event Location: _________________________________________

Event Date: ____________________________________________

Type of Event: __________________________________________

Event Time Frame: ______________________________________

Total Number of Expected Guests: _________________________

Total Cost of Event: ____________________________________

For Office Use:

Date Received: ____________________  Received by: ____________________

Board Approval – Date Received: ___________________________

Notification of Approval completed: ______________________
# Invoice

**Busted Knuckle Landscaping**

Lawn Maintenance and Landscaping

To: **Kendall County Forest Preserve**

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Job</th>
<th>Payment Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaper</td>
<td>Tree Rem.</td>
<td>Due upon receipt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub.: Forest Preserve</td>
<td>900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Ash from Property near Pavilion</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Haul all debris</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shhh Shhh Gah</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Cherry by lot</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Ash by River</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove all debris</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 1900.00
Sales Tax: 
Total: 1900.00

Make all checks payable to Josh Lesko.

Thank you for your business!

205 N. Lafayette St., Sandwich, IL 60548 (630) 608-7007 busteddcknickle@verizon.com
Pessina Tree Service, LLC  
45W520 Jeter Road  
Big Rock, IL 60511  
Office: 630-556-3985 Fax: 630-556-4543  
Cell: 630-417-4714  
Email: pessinatreeservice@yahoo.com  

<table>
<thead>
<tr>
<th>Name / Address</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
</table>
| Kendall County Forest Preserve District | SUBAT FOREST PRESERVE:  
Cut down 2 ash tree.  
Grind all brush.  
Haul away all wood. | $1,600.00 |
| Attn: Kim Olson  
110 W. Madison  
Yorkville, IL 60560 | MILLBROOK CANOE LAUNCH:  
Cut down 1 black cherry tree.  
Cut down 1 boxelder tree.  
Cut down 3 ash trees.  
Grind all brush.  
Haul away all wood. | $3,200.00 |

IF YOU WOULD LIKE US TO PERFORM THE WORK PLEASE CONTACT OFFICE FOR SCHEDULING and then PLEASE SIGN AND RETURN A COPY VIA MAIL, E-MAIL OR FAX.

Prices valid for 30 days from date of invoice.  

Total: $4,800.00

NOT TREE TRIMMING OR REMOVAL WITHIN 20 FT. OF POWERLINES PER OSHA.
All materials guaranteed to be specific, and the above work to be performed in accordance with drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the above sum and with payments to be made as follows, upon completion of job.

Respectfully Submitted:

The above prices, specifications and conditions are satisfactory & hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If you accept & want us to do work above, PLEASE SIGN & RETURN via mail, fax or email. Thank-you & we look forward to working with you.

Customers Acceptance Signature & Date:
**Landscape Agreement**

**4 Seasons Landscaping**

6139 Caton Farm Road, Yorkville, IL 60560

P: 815-475-7229  F: 815-475-7223

**Date** | **Estimate #**
--- | ---
5/1/2015 | 2945N

Dave Guritz
Kendall County Forest Preserve

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Plant Size</th>
<th>Qty</th>
<th>Cost Per</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal</td>
<td>Removal of 2 ash trees in Subat Woods.</td>
<td>1</td>
<td>1,775.00</td>
<td>1,775.00</td>
<td></td>
</tr>
<tr>
<td>Estimate Only</td>
<td>ESTIMATE ONLY! These prices are for a package deal. Price will differ if project is not done in full. Sales Tax</td>
<td>6.75%</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Site Address**

Due on receipt: 5/1/2015

**Total**

$1,775.00

TERMS: Payable in full in U.S. dollars upon receipt of invoice. A service charge of 1.5% per month (subject to a $30.00 minimum) will be assessed on any amount more that 30 days past due. Purchaser also agrees to pay any expenses, including, but not limited to, reasonable attorney’s fee, court costs and other miscellaneous costs of collection, incurred by 4 Seasons Landscaping Plus, Inc. to collect any amounts due from purchaser.

A 50% down payment is required upon signing contract.

Signature
# Landscape Agreement

## Terms

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Plant Size</th>
<th>Qty</th>
<th>Cost Per</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal</td>
<td>Removal of tree branches at Canoe launch in Millbrook.</td>
<td>1</td>
<td></td>
<td>3,575.00</td>
<td>3,575.00</td>
</tr>
<tr>
<td>Estimate Only</td>
<td>ESTIMATE ONLY! These prices are for a package deal. Price will differ if project is not done in full. Sales Tax.</td>
<td>6.75%</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total**: $3,575.00

---

**TERMS**: Payable in full in U.S. dollars upon receipt of invoice. A service charge of 1.5% per month (subject to a $30.00 minimum) will be assessed on any amount more that 30 days past due. Purchaser also agrees to pay any expenses, including, but not limited to, reasonable attorney’s fee, court costs and other miscellaneous costs of collection, incurred by 4 Seasons Landscaping Plus, Inc. to collect any amounts due from purchaser.

A 50% down payment is required upon signing contract.

---

**Signature**
May 14, 2015

Mr. David Guritz, Executive Director
Kendall County Forest Preserve District
110 West Madison
Yorkville, IL 60560

RE: Henneberry Woods

Dear Dave:

Thank you for contacting Upland Design to assist with site design and graphics for the Henneberry Woods IDNR OSLAD grant application. We are excited about the opportunity to work with you on this development project and are ready to begin immediately.

Outlined below are the proposed services along with a list of deliverables. The timeline will be to begin immediately in order to meet your current Board meetings and the grant deadlines.

**Kick-Off Meeting:** Review site information and identify site amenities and ideal layout. Additionally, we will discuss the challenges and opportunities for the site and document important elements that will affect the future planning.

**Public Meetings:** Two public meetings are proposed to gain important input from the community. The Forest Preserve will schedule meetings and invite the community. Upland Design will provide exhibits and written surveys for each meeting. We will attend the meetings and assist with summarizing comments.

**Concept Design:** Using existing base map and any supplemental GIS data provided by the County, Upland Design will create a draft concept plan. Elements of the plan will be based on Forest Preserve and community input. The concept will be reviewed with the District and the community. Changes will be made and a final concept plan created. Plans will be in color and photos of site elements will be included.

**Cost Estimate:** A cost estimate will be prepared with the draft concept plan and updated with any plan changes for the final concept plan. The cost will be based upon publically bid projects.

**Grant Support:** The IDNR OSLAD grant will be prepared by Laura Stuart Ross of Schrader and Associates. We will work closely with Laura to assist with grant maps, site plans and supplemental information as required by the grant.

**DELIVERABLES:**

1. Draft Concept Plan with site elements
2. Draft Cost Estimate
3. Final Concept Plan with site elements
4. Final Cost Estimate
5. Final color rendered plan suitable for display and presentation to IDNR
6. Digital copy of final color plan in PDF format
7. Summary of public meetings
8. Grant formatted maps, plans and costs as listed below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Data (Cost Estimate)</td>
<td>Upland will prepare a cost estimate to fit IDNR procedures</td>
</tr>
<tr>
<td>Location Map</td>
<td>Update previous map that was used for acquisition grant</td>
</tr>
<tr>
<td>Site Development Map</td>
<td>Upland will format the final concept plan to fit the IDNR required size and titles</td>
</tr>
<tr>
<td>Preliminary Floor Plans &amp; Elevation Drawings</td>
<td>Pre-fabricated shelter drawing to fit IDNR application</td>
</tr>
<tr>
<td>Site Premise Plat Map</td>
<td>Provided by KCFPD and Prepared by Upland</td>
</tr>
<tr>
<td>National Wetland Inventory Map</td>
<td>Upland to obtain current Map &amp; format to IDNR grant</td>
</tr>
<tr>
<td>FEMA Flood Map For Project Area</td>
<td>Upland to obtain current map &amp; format for application</td>
</tr>
</tbody>
</table>

If additional meetings with staff or officials are needed, these meetings will be billed at an hourly rate of $112/hour. The master plan is not intended to indicate construction grades or detailing for installation, but a general location of site elements and possible improvements for the grant application.

Professional Services Total: $3,750.00
Anticipated Reimbursable Total: $130.00
Total: $3,880.00

Reimbursable expenses shall include printing of preliminary and final plans, plan reductions, color scanning and delivery service charges. Mileage shall be reimbursed at the current IRS rate.

Please let me know if you have any questions or wish to see adjustments.

Sincerely,

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect
Rob Dautovski  
Alliance Chicago LARP Retreat  
Permit 83200 – May 8-10, 2015

- **Blazing Star bunkhouse**: Fire in stove Saturday night; window in oven busted. Fire Extinguisher was used. Gas in bunkhouse was turned off.
- The Site Manager was not notified of the fire that night or at time of check-out. Site Manager seen Rob on Sunday morning; he did not mention the fire.
- Fire Extinguisher was found in another bunkhouse.
- During the day on Saturday, Site Manager notified the group of a large number of seed & bead bags scattered in the road near the baseball field and asked them to clean this up.

**Several items need to be addressed for continuation of reservations:**
- Change name on permit to reflect Rob Dautovski, non-county resident, who is the main contact for this reservation now. He is the person that pays the permit fee and is always the person who checks in on Friday night.
- Special Event Permit is to be issued. Special Event fee for each reservation would be $250.00.
- Certificate of Insurance would be required.
- Reimbursement of stove replacement: $500.00.
- Require additional $200.00 for security deposit for total of $300.00. We already have $100.00 security deposit on file. ($100.00 for each bunkhouse rental – effective December 1, 2014)

**Other items concerning this reservation:**
- A verbal warning was issued in March 2014 regarding use of metal coins and bags of seeds & beads being left inside and outside on the grounds.
- A letter was sent in May 2014 regarding the same issue addressed in March 2014 regarding use of metal coins and bags of seeds & beads being left inside and outside on the grounds. This continued despite our discussions with Rob. It was also reported that the “role playing” is displayed in the parking lots, trails, and alarming other guests. Unfortunately, several complaints were received and several families were “scared” by these role players on our trails, shouting “I am going to kill you......in the name of ......”.
- A second letter was sent in October 2014 regarding the same issue from March and May 2014 regarding use of metal coins and bags of seeds & beads being left inside and outside on the grounds. The staff found 50+ bags of seeds littering the grounds again, therefore, after consulting with the Director Jason Pettit, the decision was made to retain their security deposit. For any future reservations, a new security deposit of $100.00 will be required.
- Employee time spent cleaning up the grounds & bunkhouses after each LARP reservation.
- Other visitors do not stay out there enjoying our preserve once they see this group is there.
Registration

How to Register for an Alliance Event

1.) Use of the Pre-Registration Form to let the chapter know you will be attending so they can plan accordingly.

2.) Payment for the event, either at the door or online. Cost is $50 for the event with an optional $10 food plan available. Pre-registration will get you a $10 discount, making the weekend price $40.

3.) Transfer of character/Spending of build. If you are from a chapter other than Chicago, you will need to reach out to your home chapter and have them send a copy of your character to Wayside Logistics. If you have build to spend please let logistics know. Always bring a copy of your last character card to an event in case of database problems.

Details

Events will take place at Hoover Forest Preserve Kendall County at 11285 West Fox Road Yorkville, IL.

This is a new site with beds, showers, and general amenities we have been lacking. The price for the event is $50, however anyone who preregisters will only pay $40. The site opens 6PM on Fridays, registration will begin at 8PM and game on should be at 10PM. Sunday will be plot loose ends and clean up with departures by 12pm.

A food plan for an additional $10 will be available. This includes a breakfast, lunch, and dinner. NPCs are free to play however are asked to pay for their meal plans.
Preregistrations should include needed tags, MI's, spells, and whether you want a food plan. These must be sent to Waysidelogistics@gmail.com no later than Tuesday May 27th at midnight. Or you may use our brand new handy-dandy prereg form found here.
https://docs.google.com/forms/d/1QkNiIiufYqNxF1tqMm8nacpfMVlxUQj_AuQpQ4CcC8/viewform