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 Cullick, Davidson, Flowers, Gilmour, Prochaska, Purcell, and Shaw all were present.

V. Approval of Agenda

Commissioner Koukol arrived to the meeting at 9:03 am.

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

VI. Approval of Minutes

a. Commission Meeting Minutes: 6/2/15
b. Programming and Events Committee Meeting Minutes: 6/3/15
c. Commission Meeting Executive Session Minutes: 9/1/09; 4/13/11; 6/15/11; 9/14/11; 10/5/11; 10/12/11; 1/11/12; 2/15/12; 3/14/12; 7/11/12; 9/4/12; 10/16/12; 11/7/12; 3/7/13; 4/10/13; 5/15/13; 6/12/13; 8/14/13; 8/20/13; 9/3/13; 9/11/13; 11/26/13; 1/7/14; 1/15/14; 2/11/14; 3/12/14; 9/16/14; 10/7/14; 10/21/14; 11/5/14; 11/24/14; 1/20/15; 3/3/15; 5/5/15
d. Special Call Meeting Executive Session Minutes: 11/20/14; 1/14/15
e. Committee of the Whole Meeting Executive Session Minutes: 8/20/14; 9/10/14; 11/13/14; 2/11/15; 3/11/15; 4/15/15; 5/13/15
g. Finance Committee Meeting Executive Session Minutes: 9/11/14; 1/15/15; 2/26/15; 5/28/15

Commissioner Prochaska made a motion to approve the meeting minutes for the Commission meetings minutes as presented. Seconded by Commissioner Flowers. All, aye. Opposed, none. Motion passed unanimously.

VII. Approval of Release of Executive Session Meeting Minutes

a. Commission Meeting Executive Session Minutes: 9/4/12; 10/16/12; 11/7/12; 3/7/13; 5/15/13; 8/20/13; 1/7/14; 10/7/14; 11/5/14
b. Special Call Meeting Executive Session Minutes: 11/20/14
c. Finance and Operations Committee Meeting Executive Session Minutes: 6/28/11

Commissioner Prochaska made a motion to approve the release of executive session meeting minutes as presented. Seconded by Commissioner Davidson. All, aye. Opposed, none. Motion passed unanimously.

VIII. Approval of Claims in an Amount Not-to-Exceed $1,152,610.89

Commissioner Cullick made a motion to approve the claims list in the amount of $1,152,610.89. Seconded by Commissioner Shaw.

Commission discussed the debt-service series payments, requesting an updated schedule for the different debt-service funds.

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

IX. Motion to Approve a Proposal from Phillip D. Young and Associates for Completion of a Plat of Dedication for Hoover Drive in the Amount of $1,500.00

Commissioner Flowers made a motion to approve a proposal from Phillip D. Young and Associates for completion of a plat of dedication for Hoover Drive in the amount of $1,500. Seconded by Commissioner Gilmour.

Director Guritz stated that the plat of dedication is needed in order to dedicate Hoover Road as a public road under the jurisdiction of the City of Yorkville. This needs to be accomplished in order to secure federal rail safety grant support for construction of rail safety gates in Hoover Forest Preserve.
Roll call: Commissioners Davidson, Flowers, Gilmour, Koukol, Prochaska, Purcell, Shaw, and Cullick, aye. Opposed, none.

X. **Motion to Approve a Change Order to Agreement #15-004-001 with the American Competitive Trail Horse Association Rescheduling the CTC and AOC Event Dates to August 15 and August 16, 2015 (Date Change Only)**

Commissioner Davidson made a motion to approve a change order to agreement #15-004-001 with the American Competitive Trail Horse Association rescheduling the event dates to August 15 and August 16, 2015. Seconded by Commissioner Flowers.

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

XI. **Motion to Approve Position Descriptions for the Environmental Education Program Coordinator, Natural Beginnings Manager, Natural Beginnings Lead Teacher and Natural Beginnings Instructional Aide**

Commissioner Cullick made a motion to approve the position descriptions for the Environmental Education Program Coordinator, Natural Beginnings Manager, Natural Beginnings Lead Teacher and Natural Beginnings Instructional Aide. Seconded by Commissioner Shaw.

Commission discussed the updated position descriptions, and proposed changes to staffing of the Environmental Education program.

Director Guritz stated that the position descriptions have been revised in consultation with the State’s Attorney’s Office. The resignation of Laura McCoy as the full time Environmental Education Supervisor has created an opportunity to restructure the environmental education program to reduce costs through the hiring of two part time coordinators. This is the first of the two position descriptions to implement the restructure plan.

As part of this approval, a job announcement will be posted to hire an Environmental Education Program Coordinator and Natural Beginnings Instructional Aide.

Director Guritz stated that the position needs to be filled soon in order to prepare for fall school field trips.
Commissioner Gilmour expressed concerns over not having an opportunity to review the revised position descriptions, especially for the Environmental Education Program Coordinator.

Commissioner Koukol inquired into the total hours for the Environmental Education Coordinator position. Director Guritz stated we would post a 1,400 hour position, which would be eligible to receive IMRF benefits.

Commission requested review of an updated organizational chart for the District at a future meeting. Director Guritz stated he would present an updated organizational chart at an upcoming meeting for review and discussion.

Attorney Weis stated that the agenda item under consideration is the approval of the position descriptions which have been reviewed by the State’s Attorney’s Office. The question of which positions to post, and the number of hours is a separate question, but once the position description is approved, and a position announcement posted, the position description itself should not be changed.

Director Guritz stated that there are two purposes at work. The first goal is to update all District position descriptions to a new format in consultation with the State’s Attorney’s Office. The second is to effect a change in the structure of the environmental education program to secure the staff support needed for fall programs, and close the budget deficit.

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

XII. Executive Session

None.

XIII. Other Items of Business

None.

XIV. Citizens to Be Heard

None.

XV. Adjournment

Respectfully submitted,

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

Finance Committee Chair Cullick called the meeting to order at 7:24 pm in the Kendall County Board Room.

II. Pledge of Allegiance

III. Invocation

IV. Roll Call

Commissioners Cullick, Davidson, and Wehrli were present.

V. Approval of Agenda

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

VI. Citizens to be Heard

No public comments offered.

VII. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $1,152,610.89.

Commissioner Wehrli made a motion to forward claims in the amount of $1,152,610.89 for Commission approval. Seconded by Commissioner Davidson.

The Finance Committee discussed the debt service payments. Director Guritz stated he would bring back a debt service payment schedule for the remaining bond series.

Commissioner Cullick called the question on the motion. Aye, all. Opposed, none. Motion passed unanimously.

VIII. Environmental Education and Ellis Equestrian Program Staffing

Director Guritz presented a breakdown of staffing cost for the part-time Ellis seasonal position that will run through the end of November. Based on the analysis, hiring of two positions at less than 20 hours per week results in an overall cost reduction over a single
position at 37.5 hours because both positions would fall under 600 hours, below the threshold for enrollment in IMRF.

Director Guritz stated that an analysis is underway to look at the past two years of program history to determine peak hours of program operations week-to-week and over the course of the year in order to help inform the equestrian center staffing plan.

The Finance Committee discussed the potential for housing of equestrian center program staff to help reduce overall salary expenses.

Based on Finance Committee direction, staff will make efforts to hire two equestrian center staff members to support programming through the end of November.

The Finance Committee reviewed a preliminary budget spreadsheet for environmental education for FY 15-16. Director Guritz stated that based on the spreadsheet analysis, the District can support the current school, summer camp and public program offerings with two part-time program coordinators each working approximately 1,400 hours, with support of part-time naturalists and summer camp counselors as outlined.

IX. Henneberry Forest Preserve Site Development Costs

Director Guritz reported that site development costs will be updated based on direction received from the Committee of the Whole for review.

X. Matthewson Right of Way Company Proposal Review

The Finance Committee reviewed a proposal from Matthewson Right of Way Company to provide consultation services to determine ownership and title issues related to Millbrook Bridge, and cost estimates for completing work necessary to establish ownership of the bridge and approaches. Director Guritz stated that in review of the timeline of the District’s intergovernmental agreement with Fox Township, and the Village of Millbrook’s incorporation, the District’s agreement preceded Millbrook’s incorporation. Therefore, the intergovernmental agreement is valid, and includes ownership of Millbrook Bridge and responsibility for the maintenance and operation of the right-of-way areas as described in the agreement.

Director Guritz stated that an alternate proposal may be needed to determine the extent of property rights and ownership of the Dobson Lane right-of-way in order to determine whether Millbrook can grant an easement to the District to install a trail connection to Millbrook North Forest Preserve.
XI. Executive Session

Commissioner Davidson made a motion to enter into executive session under 2(c)21 of the Open Meetings Act for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Wehrli.

Roll call: Commissioners Wehrli, Davidson, and Cullick, aye. Opposed, none. Executive session called to order at 7:52 pm.

Commissioner Davidson made a motion to reconvene the regular meeting. Seconded by Commissioner Wehrli. The regular meeting was reconvened at 7:55 pm.

XII. Approval of a Motion to Forward Finance Committee Executive Session Minutes for Commission Approval for the following Meeting Dates:
9/11/14; 1/15/15; 2/26/15; 5/28/15

Commissioner Wehrli made a motion to forward Finance Committee executive session minutes for Commission approval as presented. Seconded by Commissioner Davidson. All, aye. Opposed, none.

XIII. Other Items of Business

The Finance Committee discussed selection of an alternate meeting date for the first Finance Committee meetings of each month.

XIV. Citizens to be Heard

None.

XV. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 8:02 pm.

Respectfully submitted,

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

Finance Committee Chair Cullick called the meeting to order at 6:45 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Gryder, Koukol, and Wehrli were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments offered.

V. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $887,237.32.

Commissioner Wehrli made a motion to forward claims in the amount of $887,237.32 for Commission approval. Seconded by Commissioner Gryder.

Commissioner Koukol inquired into the claim for Busted Knuckles, Inc., and whether the tree removal work went well. Director Guritz stated that Superintendent Olson was pleased with the company’s performance.

The Finance Committee discussed the claim for Ellis birthday party horseshoes, providing direction to look into costs from local suppliers.

The Finance Committee reviewed the return of wedding deposits.

The Finance Committee requested an update on the District’s review of utility payments. Director Guritz stated that an audit is underway, and that efforts were underway to recode payments to the correct line items. Specifically, some of the utility bills were coded to the District’s general utility GL code (6351) that should have been coded to Hoover Utilities and Maintenance (6858).
The Finance Committee discussed the debt service payments, and whether there were other costs the District would be required to pay as part of the issuance or refunding of the bonds. All debt-service payments are made in accordance with the debt service payment schedules approved within the bond series ordinances, with all associated professional service fees for issuance covered within the payment schedules.

Commissioner Cullick called the question on the motion.

Roll call: Commissioners Koukol, Gryder, Wehrli and Cullick, aye. Opposed, none. Motion passed unanimously.

**VI. FY 15-16 Budget Discussions**

Latreese Caldwell reported that in consultation with the District’s auditors, recoding and reallocation of the District’s budget cannot be implemented within the financial tracking software until FY 15-16. Latreese Caldwell will be updating financial cost center spreadsheets with actual revenues and expenditure comparisons for the year.

Director Guritz stated that going into the FY 15-16 budget development, the Finance Committee has completed its review of the environmental education program budget. Work is now underway to restructure the department, and with this restructure, approval of the proposed school programs fee schedule is needed to promote the revised fee schedule in early August.

Director Guritz stated he is working to present a preliminary budget for FY 15-16 at the next Finance Committee meeting, with a three year plan to follow.

Based on the projected EAV for Kendall County, the District’s levy should produce an additional $10,000 of tax-based revenue in the next fiscal year.

Work is underway to complete a two-year history of Ellis programming for lessons and birthday parties in order to determine peak program times, and modify program staff shift schedules to coincide with peak program schedules more closely to improve cost efficiencies for operations.

Work is also underway to complete a competitive analysis of local wedding venues and pricing in order to compare District event venues and pricing at Ellis and Hoover Forest Preserve. A revised fee structure for facility rentals is now under consideration.

The Park District Risk Management Agency (PDRMA) has been contacted to open a dialog on the District applying for membership. PDRMA is a self-governed risk pool owned and controlled by members who share the responsibility for PDRMA’s ongoing stability and
growth. Based on initial conversations, if the District meets the criteria for membership, insurance premiums would likely be reduced, with zero, or significantly reduced deductibles compared to the District’s current coverage deductibles.

The Finance Committee provided direction to contact PDRMA to request a presentation and agency overview.

The Finance Committee provided direction to bring the Environmental Education program fees to the next Committee of the Whole meeting for review.

Director Guritz stated that following the hiring of the first 1,400 hour Environmental Education Program Coordinator position, a second 1,400 hour coordinator position will be posted with minor edits to the program responsibilities, with a third posting of a part-time Naturalist position in order to bring the department up to full staffing in time for the fall program season.

The Finance Committee discussed the need to promote facility rentals and program opportunities through direct main channels. Latreese Caldwell reported that she had contacted a local mail house service and we are able to send out a two-sided flyer by direct mail to selected households in Yorkville and Oswego with a two-week turnaround time utilizing a software application that has been loaded onto Latreese’s computer. The Finance Committee provided direction to develop a promotional flyer for upcoming public programs and facility rental opportunities through this service for an approximate cost of $900 for an estimated 15,000 pieces at .17 cents per piece delivered. The software application has target marketing capabilities.

VII. FY 15 and FY 16 Debt Service Schedules

Director Guritz provided a spreadsheet report showing the District’s debt service schedules developed with support from Latreese Caldwell.

The Finance Committee discussed the debt service schedule spreadsheet. The spreadsheet showed the principal and interest payments on the District’s bonded debt series funds through 2027, as well as the unused capacity below the maximum debt capacity for bonded debt allowable under the Illinois Downstate Forest Preserve District Act (2.3% EAV). The chart also showed the maximum allowable levy for the operating fund (0.06% EAV – or $1.7M based on the current EAV) and the maximum allowable levy for a capital fund levy (0.02% EAV – or 576K based on the current EAV).

The Finance Committee discussed the amount of interest paid over the life of the debt, amounting to just over 33% of the total debt service payments, and whether long term debt
principal and interest payments could be conceptually reduced by levying capital or operating funds at a higher amount to pay down the bonded debt. The Finance Committee discussed the long term strategy for meeting the District’s capital development needs through levying of a capital fund rather than incurring the interest penalty for bonded debt.

The Finance Committee discussed future opportunities to refund portions of the 2007 bond series, noting that future bond refunding opportunities will pay off principal amounts owed on shorter timeframes, which should help to level off the debt service payments owed year-to-year within the schedule. Call dates for the remaining bonds will need to be reviewed to develop a schedule future for bond refunding opportunities.

VIII. Stephanie’s Garden Landscape Design Planning Proposals

Director Guritz provided an overview of Stephanie’s Garden at Hoover Forest Preserve. The Forest Foundation has received grants and donations totaling over $6,000 to support the development of an outdoor nature playscape and garden near the Eagle’s Nest pavilion at Hoover.

At this point, development of the garden has proceeded in accordance with a concept plan created by a working committee of volunteers and staff. Each year, additional elements have been added to the area, and family-based programming is scheduled within the garden area from time to time. The area also connects to the Neshnabe’k Native American village site by a mowed turf grass trail which is used to support environmental education programming.

Director Guritz stated that an approved landscape design plan is needed to help develop a phased plan and cost estimates for the improvements to help guide philanthropic giving, with the goal of having a sustainable and low-maintenance nature playscape for the community. As part of this planning initiative, representatives from Commission, the Forest Foundation, and the working committee will be invited to provide input into the design elements and landscape features, with a final plan presented to Commission for approval.

Director Guritz requested that the District cover the cost for the planning initiative, with funds raised put towards first-phase improvements. In order to move forward with the design work, a request for a proposal will be developed and submitted to Upland Design, with their proposal returned to the Finance Committee for consideration.

Commissioner Koukol inquired into the potential funding sources. Director Guritz stated that Rush-Copley had expressed interest in funding the project, and multiple small grants have already been secured by the garden committee.
The Finance Committee discussed the project, and provided direction to secure a proposal from Upland Design for review by the committee.

**IX. Competitive Venue Comparison for Ellis Rentals**

Director Guritz presented preliminary information on other wedding event venues within 15-miles of Ellis House and Equestrian Center. Venues discussed included Northfork Farm in Oswego, Emerson Creek Pottery & Tearoom, Aaranmore Farm in Oswego, Whitetail Ridge Golf Club in Yorkville, and Four Rivers Environmental Center in Channahon owned and operated by the Will County Forest Preserve District. This information will be passed on to Tina Villarreal to complete the study. The Finance Committee suggested looking at the Joliet Park District’s Pilcher Park Nature Center.

**X. Review of GRAINCO FS, Inc. Propane Supplier Contract**

Director Guritz presented the details of the GRAINCO FS, Inc. proposal for propane supply for Ellis House and Harris Forest Preserve.

The Finance Committee reviewed the pre-pay discount price of $1.249 per gallon, and summer fill pricing of $0.899 per gallon.

Commissioner Gryder made a motion to forward the GRAINCO FS, Inc. proposal to Commission for approval. Seconded by Commissioner Wehrli. All, aye. Opposed, none.

**XI. Executive Session**

None.

**XII. Other Items of Business**

Director Guritz informed the committee that the Phillip D. Young plat of dedication work has been held off pending our presentation to the City of Yorkville.

Director Guritz informed the committee of correspondences with the Village of Millbrook requesting verification of property ownership and details on the Dobson Road trail connection plan. The Finance Committee provided direction to consult with Dan Kramer to determine property titles and ownership along the Dobson Lane right-of-way. Director Guritz confirmed that the District acquired Millbrook Bridge and easement rights prior to the incorporation of the Village of Millbrook. Director Guritz stated that he would send out the warranty deed for Millbrook Bridge.
Upland Design is finalizing the site plan for Henneberry Forest Preserve that will be presented to the Finance Committee for initial review of the project’s cost estimates. The final site plan will include a north-south trail connecting the Nau-Au-Say Woods subdivision to the Whitetail Ridge subdivision, future entry and parking within the southeast section of the preserve, and sections of the property scheduled for restoration to shrub land and prairie. Director Guritz stated he would be reaching out to the Whitetail Ridge HOA to request temporary access within their trail connection parcel in order to construct the north-south trail, and Nau-Au-Say Woods subdivision residents to discuss the installation of a trail connection from Chippewa Drive.

The Finance Committee discussed the potential for preserve access within the Chippewa Drive right-of-way owned by the Nau-Au-Say Township Highway Department that could provide an alternative location for preserve access and parking.

Director Guritz stated he would be looking at getting started on remaining capital projects scheduled for completion in the current fiscal year budget.

XIII. Citizens to be Heard
None.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Koukol. All, aye. Meeting adjourned at 8:40 pm.

Respectfully submitted,

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

President Wehrli called the meeting to order at 5:30 p.m. in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

IV. Roll Call

Commissioners Cullick, Davidson, Gilmour, Koukol, Prochaska, Purcell, Shaw, and Wehri all were present.

V. Approval of Agenda

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

VI. Citizens to be Heard Including Public Comments on a Preliminary Site Plan for Henneberry Woods Forest Preserve

Liz Dafoe of Upland Design presented an overview of the preliminary site plan for Henneberry Woods Forest Preserve including the construction of a parking area off of Cherry Road, multi-use trail system, mowed trails, and a shrub land birds overlook and pavilion.

Andy Clements of Oswego expressed appreciation to Commissioners Koukol and Gryder for visiting the Henneberry subdivision since the last meeting. Andy Clements reported on a meeting he held with the Oswegoland Park District. Andy Clements expressed concerns over the proposed location of the parking lot, stating that once the road improvements are fully completed connecting the Whitetail Ridge with Henneberry Woods subdivisions, this will be less of a concern.

Lisa Kittelsen of Oswego expressed concerns over the proposed location of the parking lot, citing safety concerns with increased traffic. Lisa Kittlesen also expressed concerns over use of the preserve by off road vehicles.
Michelle Ali of Oswego expressed concerns over the proposed location of the parking area, and additional improvements proposed for the Henneberry Forest Preserve, citing concerns over the potential for increased delinquent behavior within the preserve once it is opened to the public.

Dan Harold of Oswego expressed concerns over losing the privacy residents now enjoy, and concerns that preserve improvements would deter future development of the subdivision.

Ken Zaliger of Oswego expressed concerns over the proposed parking lot. Ken Zaliger noted that he was informed that trails would be constructed, but not a parking area in the preserve. Ken Zaliger also expressed concerns over the short notice and notification of subdivision residents.

President Wehrli stated that Henneberry Forest Preserve was acquired in 2009 with support from a $750,000 OSLAD grant, which requires the District to provide public access and restore the preserve’s natural areas.

Don Kincook expressed concerns about cars currently entering the preserve at night, citing concerns that extension of the road and parking lot would increase traffic in the subdivision.

Todd Alonzo of Oswego thanked Commissioner Koukol for his site visit to the subdivision. Todd Alonzo expressed concern about the District extending Cherry Road into the preserve, and liability of the forest preserve district if an incident were to occur due to increased traffic into the subdivision.

Bill Wilson of Oswego cited concerns over the development of the forest preserve. Bill Wilson presented a site plan for the Henneberry Woods subdivision which did not show the parking lot access into the forest preserve.

President Wehrli stated that all residents were informed of the future plans for the Henneberry Woods Forest Preserve at the time they signed off on the petition of support of the District’s acquisition of the property. Director Guritz stated that residents signed a petition of support as part of the District’s acquisition project and submission to the IDNR-OSLAD program. President Wehrli stated that Attorney Dan Kramer worked on behalf of the District to secure resident petitions for support of the acquisition of the forest preserve.

Ron Yennerick of Grove Estates subdivision expressed appreciation and support for the concerns of the Henneberry Woods Forest Preserve development, citing concerns of delinquent behavior taking place within the Grove Estates subdivision.

Joe DaLuca of Oswego expressed concerns over the proposed development of Henneberry Woods Forest Preserve.
Pam Wilson of Oswego stated that she assisted with efforts to have residents sign support petitions for the District’s acquisition, but was unaware of the District’s plans to develop the forest preserve at the time that the petitions were signed.

Richard Faltz of Oswego stated that he also was unaware of the District’s plans to develop the forest preserve, and opposed the proposed extension of a gravel road from Cherry Road and construction of a parking area in the preserve.

President Wehrli reported that there is time to consider options as the 2015 OSLAD application cycle has been delayed by the Governor’s Office. President Wehrli thanked the Nau-Au-Say Township Highway Commissioner for attending, and updated Commission that the Township is not in favor of extending the road if it is not fully improved. President Wehrli reported on a meeting held with Oswegoland Park District officials to discuss potential trail connection to Waa Kee Sha Park, which has been ruled out as a viable option. While a preserve access drive and parking area is not an option for the preserve at this time, a small parking lot and preserve entrance will be considered eventually once the infrastructure needed is in place.

Director Guritz stated that the restoration of Henneberry Woods and construction of trails within the preserve is a high priority for the District due to the District’s commitments to fulfill the acquisition grant requirements. Director Guritz stated that without public access to the preserve, there is no opportunity to secure additional funds through OSLAD.

President Wehrli thanked all the residents for coming to the meeting, stating that this is the beginning of the process, and hopes that the eventual improvements to the forest preserve is something that everyone can be proud of.

Bill Wilson stated that the preserve boundaries should be more clearly posted.

Commissioner Koukol stated that the District is required to provide public access because of the grant received when the property was purchased. There are different approaches that this can take, but this is a requirement of the grant provisions.

Commissioner Gilmour thanked the residents for attending.

Commissioner Purcell inquired into the District’s deadlines for completing improvements. Director Guritz stated that the development of the site should begin within the first three years following acquisition.

Commission discussed the need to move forward with the site development and restoration.

Commissioner Koukol requested that Attorney Kramer be invited to a future meeting to clarify questions raised by Henneberry Woods residents.
VII. Director’s Report

Director Guritz stated that efforts are underway to restructure the District’s environmental education program. A second bond rating conference was held with Moody’s and Speer Financial, Inc. resulting in the lowering of the District’s bond rating through Moody’s from A3 to A1, with the report included within the Director’s Report. Pressing issues include the IDOT Rail Safety Grant, with a need to move forward with dedicating Hoover Drive as a public road in order for the project to proceed. Director Guritz reported that Bird Conservation Network and Plants of Concern volunteer monitoring has been completed, with reports of increasing populations of some of the rare plants under annual observation.

Commissioner Davidson inquired into whether the City of Yorkville had requested anything from the District in exchange for their support for dedicating Hoover Road. Director Guritz stated that the City of Yorkville has not indicated that they would expect anything in return at this point.

Commissioner Gilmour inquired into the proposed restructure of the environmental education program. Director Guritz stated that the goal is to hire two part time program coordinators to support the school and camp programs, and that the full time position would not be filled in order to reduce program costs.

Commission discussed the environmental education program schedule, fees and charges, and proposed staffing levels. Commission requested an update on the programs offered, with direction to present an overview at the July Committee of the Whole meeting.

VIII. Henneberry Woods Forest Preserve Preliminary Site Plan and Trail Connection to Oswegoland Park District’s Waa Kee Sha Park

Commission discussed the preliminary site plan. Liz Dafoe was given direction to revise the plan to reflect a future parking area and entrance along the south property line within southeast section of the preserve as shown in the county ordinance, elimination of the pavilion and shrub land bird overlook area, with a north to south multi-use trail connecting White Tail Ridge subdivision to the Chippewa Road right of way, with two mowed trail loops intersecting with the north-south trail.

President Wehrli reported that the existing plan for the Henneberry Woods subdivision expires in 2018, which could impact the final layout of the adjoining developments.
IX. Review of a Proposed Facility Rental Fees and Charges Schedule

Director Guritz provided an overview of the proposed rental fees and charges schedule. New fees include an upcharge for set-up and/or cleanup of Meadowhawk Lodge and Ellis House for rental events. Commission discussed establishing user-friendly policies to increase rental activities, and allow sufficient time for set-up and cleanup of the facilities.

Commission discussed lowering rates during the week for larger events to increase weekday or off-peak rentals.

Commission discussed extending the evening hours of rental time, establishing a 3-hour minimum, and allowing rental time to extend at a lower rate to provide renters an opportunity to take their time with setup and cleanup of their events.

Commission provided direction to update the proposed rates schedule to include a low fee for extending additional time to allow for event set-up and cleanup.

Commission discussed the need to promote use of the site, with affordable prizes.

X. Review of a Proposal from Phillip D. Young and Associates for Completion of a Hoover Drive Road Dedication Survey

Director Guritz stated that the proposal included with Commission packets from Phillip D. Young and Associates was for $1,500 to complete a plat of dedication for Hoover Road as part of the IDOT Rail Safety Grant. The plat is needed for the intergovernmental agreement with the City of Yorkville. Within the agreement, Hoover Road will be dedicated as a public road by the City of Yorkville, and the District will assume all future maintenance costs. This work needs to be expedited in order to insure that the federal funds are secured to complete the project.

XI. American Competitive Trail Horse Association Agreement#15-004-001 Change Order (Date Change Only)

Commission discussed the need for the change order due to the cancellation of the initial event.

XII. Executive Session

Commissioner Purcell made a motion to enter into Executive Session under 2(c)(5) and 2(c)21 of the Open Meetings Act for 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; and for discussion of minutes of meetings lawfully closed under
this Act, whether for purposes of approval by the body of the minutes or semi-annual
review of the minutes as mandated by Section 2.06. Seconded by Commissioner Prochaska.

Roll call: Commissioners Cullick, Davidson, Gilmour, Koukol, Prochaska, Shaw, and Wehrli,
aye. Opposed, none. Executive Session called to order at 7:52 pm.

Commissioner Gilmour made a motion to reconvene the regular meeting. Seconded by
Commissioner Prochaska. Regular meeting reconvened at 8:05 pm.

XIII. Approval of a Motion to Forward Executive Session Minutes for
Commission Approval for the Following Meeting Dates:

a. Commission Meetings: 9/1/09; 4/13/11; 6/15/11; 9/14/11; 10/5/11; 10/12/11; 1/11/12;
   2/15/12; 3/14/12; 7/11/12; 9/4/12; 10/16/12; 11/7/12; 3/7/13; 4/10/13; 5/15/13;
   6/12/13; 8/14/13; 8/20/13; 9/3/13; 9/11/13; 11/26/13; 1/7/14; 1/15/14; 2/11/14;
   3/12/14; 9/16/14; 10/7/14; 10/21/14; 11/5/14; 11/24/14; 1/20/15; 3/3/15; 5/5/15
b. Special Call Meetings: 11/20/14; 1/14/15
c. Committee of the Whole Meetings: 8/20/14; 9/10/14; 11/13/14; 2/11/15; 3/11/15;
   4/15/15; 5/13/15
d. Finance and Operations Committee Meetings: 7/27/10; 9/28/10; 11/23/10; 3/22/11;
   4/26/11; 5/24/11; 6/28/11; 9/27/11

Commissioner Purcell made a motion to approve forwarding of executive session minutes
for Commission approval as presented. Seconded by Commissioner Prochaska. All, aye.
Opposed, none.

XIV. Other Items of Business

None.

XV. Citizens to be Heard

None.

XVI. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Koukol.
Aye, all. Opposed, none. Meeting adjourned at 8:09 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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<tr>
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<td>213 140893</td>
<td>SCOTT AND LISA NICOLAU</td>
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<td>214 190340</td>
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<td>215 021048</td>
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**FP BOND PROCEEDS 2007**

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**FP DEBT SERVICE 2007**

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<th>Budget #</th>
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**Total FOREST PRESERVE EXPENDITURE**

| Total FOREST PRESERVE EXPENDITURE | 11,124.82* |

**Total FP BOND PROCEEDS 2007**

| Total FP BOND PROCEEDS 2007 | 1,900.00* |

**Total FP DEBT SERVICE 2007**

| Total FP DEBT SERVICE 2007 | 874,212.50* |

**GRAND TOTAL**

| FOREST PRESERVE | $887,237.32 |
### Environmental Education - School Programming Budget 2015

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<th>Program Duration (Hours)</th>
<th>Staff Required</th>
<th>Current Fee (Per Child)</th>
<th>Total Classes</th>
<th>Total Students (25 per class)</th>
<th>FY 14-15 Projected Program Revenue</th>
<th>Proposed Fee Per Child</th>
<th>FY 15-16 Projected Program Revenue</th>
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<p>|         |             |                |                         | 361           | 9,025                       | $26,425.00                       |                        | $45,450.00                      |</p>
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<th>Other Public Prog.</th>
<th>Laws of Nature</th>
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<td>2702-304-6849 Env. Educ. - Other Expenses expense</td>
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<td>Program Gain (loss)</td>
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Total Environmental Ed. Program: -$4,575.70
It is time to start planning for the 2015-16 home heating season. GRAINCO FS, Inc. offers a program designed to guarantee your price protection for a specified number of gallons or until May 31st, 2016, whichever comes first. Please review the program listed below and the Terms & Conditions listed on page 3 and return your response by June 25, 2015. We now have the ability to email your propane invoices after a delivery. If you would like to take advantage of this service, include your email address below. If you have any questions regarding these programs or other propane related issues, you may call the Morris Propane office at 1-866-990-FSLP (3757). Thank you for your business; it is a pleasure to serve you!

PLEASE READ YOUR CONTRACT CAREFULLY, AS OUR PROGRAMS HAVE CHANGED!

PLAN 2: PREPAY CONTRACTING

For those of you who would like additional savings, we offer a Prepay Plan which saves you an additional .10¢ per gallon. To participate in this program, your estimated gallons must be paid in full when you return the signature slip. Once enrolled in PLAN 2 you are locked into this program until all your contracted gallons have been delivered (or May 31st, 2016 whichever comes first). Any additional gallons you may need will be delivered according to your normal non-contract account terms, and the price will be at the current market rate. Your contract gallons will be delivered between September 1st and May 31st. Any propane delivered between June 1st and August 31st is not part of your contract and must be paid according to your normal non-contract account terms. Your Prepay Plan payment will include your estimated sales tax, and will be shown on your monthly statement. Any remaining balance due on your May 2015 statement must be paid in full in order to be eligible for a 2015-2016 contract.

- Your estimated use is 3618 gallons.
- Your total payment due is $4847
- Your discounted Summer Fill price per gallon is $0.899 (Summer fill pricing ends 9/1/15)
- Your guaranteed PrePay price is $1.249

Please cut below the line and return the signature portion with your full contract payment in the enclosed envelope.

By signing below you agree to comply with the Terms & Conditions on Page 3.

___ PLAN 2 - I would like to be included in the Prepay Plan. (P076)

REQUESTED CONTRACT GALLONS

YOUR ESTIMATED GALLONS

3618

Your payment must be included with your signed contract.

Name: KENDALL FOREST-ELLIS

Signed: ________________________________

Email: ________________________________

Account #: 1341197

Date: ________________________________

Contract Number PP062015
It is time to start planning for the 2015-16 home heating season. GRAINCO FS, Inc. offers a program designed to guarantee your price protection for a specified number of gallons or until May 31st, 2016, whichever comes first. Please review the program listed below and the Terms & Conditions listed on page 3 and return your response by June 25, 2015. We now have the ability to email your propane invoices after a delivery. If you would like to take advantage of this service, include your email address below. If you have any questions regarding these programs or other propane related issues, you may call the Morris Propane office at 1-866-990-FSLP (3757). Thank you for your business; it is a pleasure to serve you!

PLEASE READ YOUR CONTRACT CAREFULLY, AS OUR PROGRAMS HAVE CHANGED

PLAN 1: BUDGET BILLING PLAN CONTRACTING

The Budget Billing Plan allows you to budget your estimated heating costs by making equal payments for the first eleven months and settling up on any overages or credits in June 2016. This program offers you the benefit of budget payments and a guaranteed price until your contracted gallons have been delivered. Once all of your contracted gallons have been delivered, any additional gallons you may need will be delivered according to your normal non-contract account terms, and the price per gallon will be at the current market rate. Your contract gallons will be delivered between September 1st and May 31st. Any propane delivered between June 1st and August 31st is not part of your contract and must be paid according to your normal non-contract account terms. Your Budget Billing Plan payments will include your estimated sales tax, and will be shown on your monthly statement. Any remaining balance due on your May 2015 statement must be paid in full in order to be eligible for a 2015-2016 contract.

- Your estimated use is 3618 gallons.
- Your monthly Budget Billing Plan payment is $476
- Your discounted Summer Fill price per gallon is $0.899 (Summer fill pricing ends 9/1/15)
- Your guaranteed Budget Billing Plan price is $1.349

Please cut below the line and return the signature portion in the enclosed envelope.

By signing below you agree to comply with the Terms & Conditions on Page 3.

PLAN 1 - I would like to be included in the Budget Billing Plan. (DREP)

REQUESTED CONTRACT GALLONS

3618

YOUR ESTIMATED GALLONS

3618

Name: KENDALL FOREST-ELLIS

Signed: ________________________________

Email: ________________________________

Account #: 1341197

Date: ________________________________
TERMS & CONDITIONS:

The GRAINCO FS, Inc. Budget Billing Plan (BBP) and Prepay Plan (PP) contract plans are administered under the following terms & conditions:

1. Contract gallons will be delivered between September 1st, 2015 and May 31st, 2016. Propane delivered between June 1st, 2015, and August 30th, 2015 (Summer Fill) is not part of your contract, and must be paid according to your normal non-contract account terms.

2. These programs are only offered to active accounts with approved credit and no past-due balance. Contracts will become effective upon receipt of the signed return slip.

3. The Budget Billing Plan allows you to budget expected heating costs by making 11 equal monthly payments. Missed payments will be subject to a finance charge of 1.8% monthly (21.6% annual percentage rate). A final payment may be due in June if there is any balance remaining after your May payment. A current contract cannot be cancelled, and will remain in effect until all contract terms have been met.

4. If two payments are missed, we reserve the right to cancel this agreement. Unpaid balances will be due immediately and are subject to a finance charge of 1.8% monthly (21.6% annual percentage rate). If canceled, deliveries for the remainder of the contract term will be billed at the current market price, but not less than the contracted price, and will be due according to your normal non-contract account terms.

5. In order to receive the guaranteed price protection, patron’s entire account balance must be within the payment terms as established by the GRAINCO FS, Inc. Board of Directors.

6. The number of gallons used to calculate your usage is an estimate based on your purchase history. The Budget Billing Plan monthly payment is: fixed price per gallon x estimated gallons + estimated tax = Total cost divided by 11 months = monthly payment. The PrePay Plan payment is: fixed price per gallon x estimated gallons + estimated tax = Total cost. Weather conditions and changes in your heating habits or needs, will cause your usage to increase or decrease. We cannot guarantee that our estimate will reflect your actual usage. Any gallons delivered over and above your contracted gallons must be paid according to your normal non-contract account terms. Gallons above and beyond the contracted amount will be billed in the Regular account at the current market price.

7. All Guaranteed Price programs for the 2015-16 heating season expire on May 31st, 2016 or when the contracted gallons have been delivered, whichever comes first. Additional gallons will be billed at the current market price at the time of delivery, and payment is due according to your normal non-contract account terms.

8. At the beginning of the contract season, patrons do have the right to adjust their contracted gallons with reasonable limitations. GRAINCO FS, Inc. is only giving an estimation of gallons. If you choose to alter your contract gallons your payment amount will be adjusted accordingly, and a new contract will be issued.

9. The Budget Billing Plan and the Prepay Plan programs are product pricing programs only; they are not delivery guarantee programs. GRAINCO FS, Inc. reserves the right to allocate product in the case of shortages or pipeline allocations, and we cannot guarantee the availability of product when outside forces such as natural disasters, shortages or other circumstances beyond our control affect product availability.

10. A statement of your account(s) will be sent each month. If you have chosen the Budget Billing Plan, your statement will show your monthly payment amount as your payment due. We are not using the payment booklets this year. Additionally, you may provide us with your email address if you would like your individual LP invoices emailed to you.

11. These programs are offered as a convenience program for the benefit of our patrons. Prepayments and credit balances do not earn interest.
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Grounds Maintenance
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Superintendent of Grounds and Resources
EFFECTIVE DATE: July 7, 2015

SUMMARY:
Responsible for performing a variety of grounds maintenance duties including, but not limited to, the maintenance and upkeep of the District’s grounds, buildings and public use areas and assist with the District’s natural areas repair, preservation and management. This position receives daily instructions and direction from the Forest Preserve Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The duties for this position shall include, but not be limited to, the following:

- Performs a variety of horticultural tasks including, but not limited to, mowing, edging, aerating, trimming, fertilizing, weed control, seeding and maintenance of turf areas, tree and shrub trimming, planting, and pruning, removal of damaged sod, and installation of new sod.
- Splits, loads and hauls firewood.
- Gathers, loads and hauls refuse and vegetation from grounds and user areas.
- Removes snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods.
- Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools.
- Hauls and moves materials, supplies, furnishings and machinery, as needed, for District and public use.
- Safely and effectively operates, maintains and repairs District vehicles and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, and forklifts.
- Repairs and maintains District trails by performing duties including, but not limited to, removal of fallen trees and limbs; repair any damage caused by erosion or other factors; and installation of wood chips, limestone screenings and other trail surfaces.
- Assists with general road repairs including, but not limited to, asphalt patching and gravel road maintenance.
- Constructs, installs and repairs District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
- Repairs plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
- Inspects, maintains, and repairs District restrooms including daily cleaning and trash removal.
- Prepares picnic shelters, bunkhouses, and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions.
- Locates and removes refuse from District property.
- Performs controlled burns, brush removal, seed collecting and other natural area management tasks.
- Participates in emergency preparedness and response activities as assigned.
- Communicates District rules and regulations to the public.
- Must be available to perform duties during the District’s regular business hours as well as evenings and weekends including overtime schedule extensions.
- Performs other duties as directed by supervisor, the Director and/or Director’s designee.
SUPERVISORY RESPONSIBILITIES:
- No supervisory responsibilities at this time.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:
- High school diploma or general education degree (GED).
- A preferred minimum of two (2) years experience in a grounds and/or building maintenance or similar role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.

B. LANGUAGE SKILLS:
- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to measure volumes.

D. REASONING ABILITY:
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:
- A valid Illinois Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
- The noise level in the work environment is usually loud due to equipment operational noise.
Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.

Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.

Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.

Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District