To:  Kendall County Forest Preserve District Board of Commissioners
From:  David Guritz, Director
RE:  May 2017 Director's Report
Date:  June 14, 2017

Meetings, Events, and Programs

May 11  Forest Foundation Scholarship Committee Meeting
May 11  Forest Foundation Board Meeting
May 12  Meeting with Yorkville Fury
May 16  "The Future of Oak Woodlands in Kendall County" Seminar
May 17  Subat – Eldomain Road Mussel Survey
May 17  Meeting with Theresa Weidman – Henry Weidman Memorial Fund
May 18  State’s Attorney’s Office Open Meetings Act Training
May 23  Millbrook South IDNR Inspection – RTP Grant Application
May 25  McDaniel’s Property Inspection
May 28  Forest Foundation Native Plant Sale
May 31  Dex Media Presentation – Website Development Services
June 8  Forest Foundation & District Volunteer Appreciation Picnic
June 9  Henneberry Trail Mapping Project Meeting
June 13  Ellis Equestrian Center Staffing Transition Meeting
June 14  Oswegoland Park District Meeting – Henneberry Woods Open Space

Priority Project Updates

Little Rock Creek Forest Preserve Acquisition Project
The Conservation Foundation has reported that an agreement has been reached with the Ben Stevenson Trust heirs and assigns for the purchase of approximately 135-acres of property within the Little Rock Creek Forest Preserve acquisition area. The Conservation Foundation also reported receiving an award of $500,000 towards purchase of the property from the Illinois Clean Energy Community Foundation. A draft purchase agreement has been received from The Conservation Foundation that is currently under review. The District’s grant consultant, Laura Stuart with Charles Shrader and Associates has been contacted to begin the next steps with management process for the District’s LWCF grant award. A presentation will be provided to Commission once a final draft of the purchase agreement has been prepared for consideration.

Henneberry Restoration Project Updates
The District’s access request and proposal was discussed at the White-tail Ridge Homeowner’s Association Board Meeting on May 24. The item was tabled for consideration at a special meeting in June. Feedback received indicated that the HOA Board is not interested in a trail connection.

Separately, Ron Wehrli has extended permission to access the preserve through the farmland border to the south and east of the restoration project site.
Railway Crossing Improvement Projects - Hoover and Millbrook South
Additional correspondence has been received from Elizabeth McGuire, Real Estate Manager for Omnitrax. I have followed up with Elizabeth to let her know that the construction agreement is under development for the vehicular crossing improvements for Hoover Forest Preserve, and will be following up with IDOT next week.

Forest Foundation of Kendall County Updates
The Forest Foundation’s committees continue to meet to update the organization’s bylaws, establish a formal process for nominating individuals to serve as Foundation Trustees, establish plans for community outreach programs, and establish a formal scholarship program for low-income families participating in the Natural Beginnings early learning program. Community outreach strategies in June included the recent volunteer appreciation picnic, and upcoming “Water Break” canoe trip as part of the Summer Solstice celebration in Yorkville on June 24. The Forest Foundation is also hosting a “Celebrity Bartender” event at The Law Office in Yorkville on Thursday, June 29 at 6:00 PM. Tips received will be contributed to support the pending Little Rock Creek Forest Preserve acquisition project.

The installation of the faucet and plumbing for the mud kitchen at Hoover Forest Preserve has been completed, with a final invoice to be submitted to the Foundation for reimbursement of District costs.

Millbrook Bridge Permitting Updates
A letter has been received from HLR Engineering from the Illinois Historic Preservation Agency that has been included in Commission packets.

Separately, HLR Engineering has reported that they are in process of filing an incidental take permit for the River Redhorse (Moxostoma carinatum), a threatened species in the State of Illinois. The District has contacted the IDNR to open discussions on possible mitigation strategies, which could include completion of the acquisition of the Little Rock Creek Forest Preserve.

HLR Engineering has been invited to present during the Committee of the Whole meeting to receive direction from Commission regarding final permitting approaches.

Hoover Site Fuel Service
District staff recommends acceptance of the GRAINCO, FS proposal to restore the existing fuel tanks at Hoover Forest Preserve as the lowest cost option. As part of existing tank repair discussions, GRAINCO, FS has stated that tank ownership can be assumed by the District.

The District has completed researching options for a truck-mounted fuel dispensing system. While this option may be less expensive, the figures are close with the onsite fuel tank restoration option preferred over the truck-mounted fuel dispensing tank for a number of reasons, including added year-round utility and reduced environmental liability from the removal of the second fuel tank.

Respectfully submitted,

David Guritz, Director
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – MAY 2017

RESERVATIONS / Responsibilities

Harris Forest Preserve

9 Internal - 590 guests
School Field Trips & Natural Beginnings End of Year Celebration

21 External - 840 guests
Guests: Plant Sale 4H Rockin KC’s Practices
Family Reunions Going Away Party
Kindergarten Graduation Ceremony

Jay Woods, Richard Young and Subat Forest Preserves

1 External - 80 guests
Guests: Scout Outing

Hoover Forest Preserve  (includes Meadowhawk Lodge & KC Outdoor Education Center)

0 Internal events: 0 guests

12 External events: 1,074 guests
Guests: Scout Troops: P3079, T347, T106, T286, T19
KC Soil & Water Natural Resource Tour Girl Scout Outing
Church Outing Birthday Party
Trailblazer Outing

Meadowhawk Lodge: 0 Internal events: 0 Guests

3 External event: 240 Guests
Engagement Party, Graduation Party, Conservation Foundation Meeting

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.
Total Guests: 1,721 guests

Historic Courthouse

Internal: 0 events – 0 guests
Guests:

External: 15 events – 381 guests
Guests: ROE: Training Workshop, Bus Driver Training, Truancy Hearings
Weight Control Meetings
KC Animal Control – Orientation Meeting
Forest Foundation Meeting
KC Outdoor Center – SLIP Graduation
KC Republican Committee Meeting
KC Transit
Responsibilities:

→ Director Assistance: I assist David Guritz on the Forest Preserve’s meeting agendas, meeting packets and the posting of these items on the website and building bulletin boards. I also assist in any Human Resource activities such as Background Reports, gathering New Hire paperwork & sending to Payroll.

I review all time sheets, correcting any addition errors on hours worked & obtaining the Director’s signature on the Payroll vouchers for the pay periods in May. Updated the part time hour’s monthly report and sent to Ronda Thomas.

I worked on the Accounts Payables for the voucher periods in May. All vouchers were entered into the system and printed out claims listing.

→ Education Program Registration: Received phone calls and e-mails regarding education programs.

→ Summer Camp: We are receiving camp forms weekly with registrations being entered and the Education Department is kept updated with registration numbers.

→ Field Trips: Received payments for field trips and ReCPro was updated to reflect this.

→ Accounts Receivable: Entered all checks and cash received onto individual department spreadsheet. Keeping track of education program deposits for all programs, field trips, shelters and bunkhouse rentals. Credit Card transactions & checks were completed and deposited. All Ellis receipts for deposits are entered onto spreadsheet and deposit form and given to David Guritz for his signature.

→ Meadowhawk Lodge Tours: Tours were conducted at Meadowhawk with several clients during May.

Becky Antrim
Administrative Assistant / Reservation Coordinator
### Environmental Education

#### Public Programs

<table>
<thead>
<tr>
<th>Course#</th>
<th>Course Title</th>
<th>Revenue</th>
<th>Actual Enroll</th>
<th>Max Enroll</th>
<th>% Full</th>
<th>Revenue Not Realized</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>Babes in the Woods - Awesome Amphibians</td>
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<td>16</td>
<td>25%</td>
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<td>40</td>
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<td>Babes in the Woods- Buzz about Bees</td>
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**Totals For Public Programs**

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<tr>
<th></th>
<th>Revenue</th>
<th>Actual Enroll</th>
<th>Max Enroll</th>
<th>% Full</th>
<th>Revenue Not Realized</th>
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<tbody>
<tr>
<td></td>
<td>$30.00</td>
<td>11</td>
<td>48</td>
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#### Summer Camp

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<tr>
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<th>Course Title</th>
<th>Revenue</th>
<th>Actual Enroll</th>
<th>Max Enroll</th>
<th>% Full</th>
<th>Revenue Not Realized</th>
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<tbody>
<tr>
<td>10</td>
<td>Forest Friends</td>
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<tr>
<td>11</td>
<td>Forest Friends</td>
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<td>56%</td>
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<td>13</td>
<td>Nature Quest</td>
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<td>13</td>
<td>16</td>
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<tr>
<td>14</td>
<td>Dirt Detectives</td>
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<td>16</td>
<td>56%</td>
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<tr>
<td>15</td>
<td>Dirt Detectives</td>
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<td>4</td>
<td>16</td>
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<td>20</td>
<td>Wee Wonders: Exploring Nature with Sesame Street</td>
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<tr>
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<td>8</td>
<td>Adventure Road</td>
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<td>10</td>
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**Totals For Summer Camp**

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Actual Enroll</th>
<th>Max Enroll</th>
<th>% Full</th>
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**Totals For Environmental Education**

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**Grand Totals**

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<th>Actual Enroll</th>
<th>Max Enroll</th>
<th>% Full</th>
<th>Revenue Not Realized</th>
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<tbody>
<tr>
<td></td>
<td>$1,140.00</td>
<td>75</td>
<td>202</td>
<td>37%</td>
<td>$12,210.00</td>
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## Facility Revenue - Summary Report

**Receipt Dates:** 5/1/2017 - 5/31/2017

### Facility Category: Forest Preserve

<table>
<thead>
<tr>
<th>Facility</th>
<th>Room</th>
<th>Use Type</th>
<th>Revenue</th>
<th>Refund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoover Forest Preserve</td>
<td>Blazing Star</td>
<td>Retreat</td>
<td>$235.00</td>
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<tr>
<td>Hoover Forest Preserve</td>
<td>Blazing Star</td>
<td>Scout Outing</td>
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<td>Hoover Forest Preserve</td>
<td>Moonseed</td>
<td>Scout Outing</td>
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<td>($150.00)</td>
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<tr>
<td>Hoover Forest Preserve</td>
<td>Family Campsite 1</td>
<td>Family Outing</td>
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<td>$40.00</td>
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<td>Hoover Forest Preserve</td>
<td>Group Campsite A</td>
<td>Family Outing</td>
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<td>Hoover Forest Preserve</td>
<td>Group Campsite A</td>
<td>Scout Outing</td>
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<td>$150.00</td>
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<td>Hoover Forest Preserve</td>
<td>Group Campsite B</td>
<td>Family Outing</td>
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<td>Hoover Forest Preserve</td>
<td>Group Campsite B</td>
<td>Scout Outing</td>
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<td>Hoover Forest Preserve</td>
<td>Group Campsite C</td>
<td>Family Outing</td>
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<td>Hoover Forest Preserve</td>
<td>Group Campsite C</td>
<td>Scout Outing</td>
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<tr>
<td>Hoover Forest Preserve</td>
<td>Meadowhawk Lodge</td>
<td>Baby Shower</td>
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<tr>
<td>Hoover Forest Preserve</td>
<td>Meadowhawk Lodge</td>
<td>Other</td>
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<tr>
<td>Harris Forest Preserve</td>
<td>Shelter 1</td>
<td>Going Away Party</td>
<td>$75.00</td>
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<tr>
<td>Harris Forest Preserve</td>
<td>Shelter 2</td>
<td>Family Reunion</td>
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<td>Harris Forest Preserve</td>
<td>Shelter 2</td>
<td>Graduation Open House</td>
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<td>Shelter 2</td>
<td>Other</td>
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<tr>
<td>Harris Forest Preserve</td>
<td>Shelter 2</td>
<td>Scout Outing</td>
<td>$50.00</td>
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<td>$50.00</td>
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</table>

**Totals For Forest Preserve:**

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Refund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Rental Totals</td>
<td>$3,460.00</td>
<td>($150.00)</td>
<td>$3,310.00</td>
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### Facility Category: Historic Courthouse

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<th>Facility</th>
<th>Room</th>
<th>Use Type</th>
<th>Revenue</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Historic Courthouse</td>
<td>East Wing Conference Room</td>
<td>Other</td>
<td>$40.00</td>
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<td>$40.00</td>
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**Totals For Historic Courthouse:**

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Refund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Rental Totals</td>
<td>$3,500.00</td>
<td>($150.00)</td>
<td>$3,350.00</td>
</tr>
<tr>
<td>Package</td>
<td>Revenue</td>
<td>Refund</td>
<td>Total</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Shelter 1 &amp; 4 - Harris Forest Preserve</td>
<td>$325.00</td>
<td>($100.00)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Package Rental Totals</td>
<td>$325.00</td>
<td>($100.00)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>$3,825.00</td>
<td>($250.00)</td>
<td>$3,575.00</td>
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# Course Revenue - Summary Report
## Summer 2017

**Ellis House**

### Summer Camp

<table>
<thead>
<tr>
<th>Course#</th>
<th>Course Title</th>
<th>Revenue</th>
<th>Actual Enroll</th>
<th>Max Enroll</th>
<th>% Full</th>
<th>Revenue Not Realized</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Pony 1-Day Camp</td>
<td>$65.00</td>
<td>1</td>
<td>12</td>
<td>8%</td>
<td>$660.00</td>
</tr>
<tr>
<td>28</td>
<td>Pony 1-Day Camp</td>
<td>$60.00</td>
<td>1</td>
<td>15</td>
<td>7%</td>
<td>$840.00</td>
</tr>
<tr>
<td>31</td>
<td>Pony 3-Day Camp</td>
<td>$190.00</td>
<td>1</td>
<td>12</td>
<td>8%</td>
<td>$2,090.00</td>
</tr>
</tbody>
</table>

**Totals For Summer Camp**
- $315.00
- 3
- 39
- 8%
- $3,590.00

**Totals For Ellis House**
- $315.00
- 3
- 39
- 8%
- $3,590.00

**Grand Totals**
- $315.00
- 3
- 39
- 8%
- $3,590.00

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For Season: Summer | For Year: 2017 | For Category: Ellis House | From Date: 5/1/2017 | Thru Date: 5/31/2017 | For In-House & On-Line
Kendall County Forest Preserve
# Merchandise Revenue - Summary

**Receipt Dates: 5/1/2017 - 5/31/2017**

<table>
<thead>
<tr>
<th>Birthday Pony Party</th>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Birthday Party - County</td>
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<td>$215.00</td>
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<td></td>
<td><strong>Birthday Pony Party</strong></td>
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<td><strong>$215.00</strong></td>
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<table>
<thead>
<tr>
<th>Credit Card Revenue</th>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>Environmental Education Credit Card Revenue</td>
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<td>$55.43</td>
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<td>15</td>
<td>$55.43</td>
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<tr>
<td></td>
<td>Hoover &amp; Shelter Rentals Credit Card Revenue</td>
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<td>$55.95</td>
<td>0</td>
<td></td>
<td>8</td>
<td>$55.95</td>
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<td></td>
<td><strong>Credit Card Revenue</strong></td>
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<td><strong>$111.38</strong></td>
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<table>
<thead>
<tr>
<th>Ellis - Credit Card Revenue</th>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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<tr>
<td></td>
<td>Credit Card Revenue</td>
<td>9</td>
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<td><strong>Ellis - Credit Card Revenue</strong></td>
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<table>
<thead>
<tr>
<th>Ellis House</th>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Miscellaneous Events (Showers, B'day Parties, etc)</td>
<td>2</td>
<td>$467.50</td>
<td>0</td>
<td></td>
<td>2</td>
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<td></td>
<td><strong>Ellis House</strong></td>
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<table>
<thead>
<tr>
<th>Firewood - Add-on</th>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
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<td><strong>Firewood - Add-on</strong></td>
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<td><strong>$20.00</strong></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Riding Lessons</th>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>Riding Lessons - Individual - Non-County</td>
<td>2</td>
<td>$70.00</td>
<td>0</td>
<td></td>
<td>2</td>
<td>$70.00</td>
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<tr>
<td></td>
<td>Riding Lessons - Package - County</td>
<td>8</td>
<td>$1,280.00</td>
<td>0</td>
<td></td>
<td>8</td>
<td>$1,280.00</td>
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## Merchandise Revenue - Summary
**Receipt Dates: 5/1/2017 - 5/31/2017**

06/12/2017 10:52 AM

### Riding Lessons

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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<tbody>
<tr>
<td>Riding Lessons - Package - Non-County</td>
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<td>$1,080.00</td>
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<td>6</td>
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<td>0</td>
<td>0</td>
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<td>$1,600.00</td>
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**Riding Lessons** $4,030.00

### Security Deposit

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<tr>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Other Rentals - Security Deposits</td>
<td>2</td>
<td>$180.00</td>
<td>1</td>
<td>($325.00)</td>
<td>1</td>
<td>($145.00)</td>
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<tr>
<td>Weddings - Security Deposit</td>
<td>1</td>
<td>$1,000.00</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>$1,000.00</td>
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**Security Deposit** $1,180.00 ($325.00)

### Weddings

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty Sold</th>
<th>Amount Sold</th>
<th>Qty Refunded</th>
<th>Amount Refund</th>
<th>Net Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Weddings</td>
<td>3</td>
<td>$4,405.00</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>$4,405.00</td>
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</table>

**Weddings** $4,405.00

**Grand Totals** $10,137.88 ($325.00)
Kim Olson, Superintendent  
May-2017  
Kim Olson, Patrick Higgins and Ron Smrz – Maintain all KCFPD properties.  
Jay Teckenbrock and PT staffs- Maintains Hoover

INCIDENT REPORTS:
- May has brought the ball players out in full force at Hoover. Speeding cars are still a BIG problem every week with each new team and their visitors. Closing staff is encountering the teams remaining up to 45 minutes after Sunset, politely reminding them each time to please abide by the rules. This is generally followed by snide comments to the closing staff from the coaches, so very disrespectful to the closing staff.
- Some racial graffiti was discovered on the ground, and in the Indian Village and on trees at Hoover.
- Meadowhawk Lodge had renters that required a Yorkville Officer to remove them after remaining 2 hours past reserved departure time.

May - PATRICK HIGGINS AND RON SMRZ

- Mowing, weed control, reservations and guest needs are the main focus in this Season. Due to the early warmth, the Season commenced prematurely and it appears it will be another record breaking like last year in warmth and precipitation. Although we really could use some rain right about now!
- We delivered the stage on a Thurs. to Memorial Park for the Memorial Day festivities. We then retrieved it on Monday. This is our small contribution to the men and women who gave it all for us.
- Patrick and Ron repaired a broken step on Hepitaca Hill at Young FP.
- We are keeping trails clear of fallen trees in all Preserves on a weekly basis, with some being too hazardous for us to attempt, therefore requiring the professionals with better equipment and more staff.
- We are maintaining the basics to keep the Preserves clean and safe.
- Ash Tree removal continues to be an ongoing endeavor due to the Emerald Ash borer devastation, both by us and by companies when too hazardous for us...and will continue for years to come.

May - KIM OLSON

- I go wherever needed, do whatever is need, whenever it is needed.
- I alternate my time in the office and in the field as needed on a daily basis.
- Never ending re-structuring and juggling the scheduling of all the various duties needed to keep things running.
- I make arrangements for repairs, appointments and ordering parts wherever needed. This is a never ending cycle. I do all water testing also.
- I assist to arrange for all parts, and scheduling repairs for all infrastructures.
May - HOOVER: Jay Teckenbrock and Staff

- Mowing, weed control, culvert cleaning after the rains, increased visitor needs and building usage and building repairs dominate the warm Seasons. Doug Neill is doing a great job in working on staining the buildings that were is dire need.
- We continue to remove trees down due to the excessively high amounts of winds and Emerald Ash Borer damage.
- We continue to gather materials and tools for improvements, including, but not limited to, tile repair, painting, trim work (graffiti damage), doors (closing wrong, or sticking), screen repairs, Exit light batteries and bulbs replaced and crawl space sealing/insulating to help control rodents and conserve energy. This is a never ending revolution of tasks! The screens in all buildings especially.
- I continue the perpetual road work with the continuous amounts of traffic.

ROUTINE DUTIES-FULL AND PART TIME STAFF

- The full time staff is responsible for ALL maintenance required to successfully run the Kendall County Forest Preserve District properties. This includes but is not limited to the following: Opening/closing, electrical, plumbing, carpentry, equipment operation, mechanical / equipment repairs, painting, herbicide application, prescribed burns, logging records of all restoration/herbicide efforts, tree removal, demolition/building of structures, snow removal, testing of water supplies, cleaning of all buildings, Forest/Prairie restoration, road, parking lots and trail maintenance, education, various ordering and picking up of all supplies, and mowing.
To: Kendall County Board of Commissioners

From: Emily Dombrowski, Environmental Education Coordinator

April Morris, Environmental Education Coordinator

RE: Education Department Monthly Report

Date: June 14, 2017

The Education Department has been busy preparing for summer camps. We are currently in our first week of summer camps. Summer camp registrations continue to come in and we will continue marketing summer camps on different social media platforms.

Our public programs have been doing well. We have a lot of returning monthly participants for these programs. This month one of our public programs will feature the new mud kitchen at Hoover!

We are currently working on updating our school program booklets with our new information. We will be sending our booklets out to teachers by the beginning of August.
To: KCFPD Committee of the Whole  
From: David Guritz, Director  
RE: Preferred Catering Program Review and Overview of Insurance Requirements  
Date: June 14, 2017  

The District is in contact with 11th Hour Bartending Service for possible enrollment in the District’s Preferred Catering Program.

Under the amended General Use Ordinance exceptions, the company is able to extend bartending services provided they have completed the Preferred Catering Program application, and meets the District’s required insurance coverage extensions.

Enclosed, please find the current Preferred Catering Program application materials, and an insurance coverage comparison chart for discussion purposes. The chart compares the District’s current required coverage amounts to recommendations received from both the Kendall County State’s Attorney’s Office and Wine-Sergi Insurance.

Rich Ryan from Wine-Sergi, Inc. will be available at the meeting to respond to any insurance coverage questions from the Committee.

Recommendation:

Following discussion, consider a motion to forward the amended Preferred Catering Program insurance coverage amounts to match the recommendations received from Wine-Sergi Insurance, Inc. to Commission for approval.
To: KCFPD Committee of the Whole  
From: David Guritz, Director  
RE: Preferred Caterers Program - Insurance Requirements Review  
Date: 14-Jun-17  

The chart below provides a comparison of the insurance coverage requirements currently in place compared to recommendations received from the State's Attorney's Office and Wine-Sergi Insurance.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Bodily Injury</td>
<td>$1M per occurrence; $2M aggregate</td>
<td>$2M</td>
<td>Same as SAO</td>
</tr>
<tr>
<td>Property Damage</td>
<td>$1M per occurrence; $2M aggregate</td>
<td>Same as SAO</td>
<td>Same as SAO</td>
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<tr>
<td>Bodily Injury and Property Damage Combined</td>
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<td>Same as SAO</td>
<td>Same as SAO</td>
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<tr>
<td>Personal Injury</td>
<td>$2M aggregate per project</td>
<td>Same as SAO</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tr>
<td>General Aggregate per Project</td>
<td>$2M</td>
<td>$2M</td>
<td>Same as SAO</td>
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<tr>
<td>Products Completed Operations Aggregate</td>
<td>$1M</td>
<td>Same as SAO</td>
<td>Same as SAO</td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
<td>$1M</td>
<td>Same as SAO</td>
<td>Same as SAO</td>
</tr>
<tr>
<td>Per Occurrence</td>
<td>$1M</td>
<td>Same as SAO</td>
<td>Same as SAO</td>
</tr>
<tr>
<td>Medical Expenses (any one person)</td>
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<td>Same as SAO</td>
<td>$1,000</td>
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<thead>
<tr>
<th>Umbrella Liability per Occurrence</th>
<th>SAO Recommendations (A.)</th>
<th>Current District Requirements (B.)</th>
<th>Wine-Sergi Insurance Recommendations (C.)</th>
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</thead>
<tbody>
<tr>
<td>Per Occurrence</td>
<td>$5M</td>
<td>$2M</td>
<td>$2M</td>
</tr>
<tr>
<td>Aggregate</td>
<td>$5M</td>
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<th>Worker's Compensation</th>
<th>SAO Recommendations (A.)</th>
<th>Current District Requirements (B.)</th>
<th>Wine-Sergi Insurance Recommendations (C.)</th>
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</thead>
<tbody>
<tr>
<td>State</td>
<td>Statutory</td>
<td>Statutory (e.g., Longshoremen's)</td>
<td>Statutory</td>
</tr>
<tr>
<td>Applicable Federal</td>
<td>Statutory</td>
<td>Statutory</td>
<td>Statutory</td>
</tr>
<tr>
<td>Employer's Liability</td>
<td>A, B and C $500,000</td>
<td>$500,000</td>
<td>A, B and C $500,000</td>
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</table>

<table>
<thead>
<tr>
<th>Business Automobile Liability (owned, non-owned and hired vehicles)</th>
<th>SAO Recommendations (A.)</th>
<th>Current District Requirements (B.)</th>
<th>Wine-Sergi Insurance Recommendations (C.)</th>
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<tbody>
<tr>
<td>Bodily Injury and Property Damage Combined</td>
<td>$1M per occurrence</td>
<td>$1M</td>
<td>$1M</td>
</tr>
<tr>
<td>Liquor Liability Insurance</td>
<td>$1M per occurrence</td>
<td>$1M</td>
<td>$1M</td>
</tr>
</tbody>
</table>

(A.) Kendall County shall be named as an Additional Insured on a Primary and Non-Contributory basis with respect to all liability coverage, as well as a waiver of subrogation with respect to all liability coverage, including workers' compensation, in favor of Kendall County. Also, Kendall County shall be designated as the certificate holder.

(B.) The District requires a certificate of insurance naming the Kendall County Forest Preserve District, Ellis House and Meadowhawk Lodge as additionally insured as the certificate holder. The District requires a current Health Department Permit and a Food Service Inspection Report (within past 6-months).

(C.) Wine-Sergi recommends following customary practice for coverage amounts, including securing a certificate of insurance naming the Kendall County Forest Preserve District, Ellis House and Meadowhawk Lodge as additionally insured as the certificate holder. Wine-Sergi recommends that for catering firms, combined general liability + umbrella should be $4M; $2M for bartending services.

Recommendations  
Staff recommends amending the Preferred Caterer Program insurance coverage amounts to match Wine-Sergi recommendations.
January 14, 2017

Happy New Year! I hope this letter finds you well. With the New Year brings cleaning of files and updating forms and paperwork. As of right now we have your company listed on our “preferred caterer” list. My question is, are you interested in remaining a preferred caterer with Ellis House and Meadowhawk Lodge? If so, then I would like to invite you to meet with me and update your certificate of insurance, health department permit and inspection report as well as submit your annual fee of $300.00. I’d also request that when we meet you bring any and all information (i.e. menus) that I can pass along to potential clients on your behalf.

Preferred caterer status comes with benefits!

Ellis House & Meadowhawk Lodge will:

- List you on the website, and provide a link from our website to yours by way of request
- List you in the venue catalog brochures
- Display your brochures and/or menu at expo events attended by our Event Coordinator staff
- Distribute your brochures and menus in our tour folder, given to each person who tours Ellis House or Meadowhawk Lodge for rental purposes
- Invitation to serve at our Ellis House & Meadowhawk Lodge public events held throughout the year

The signed Ellis House and Meadowhawk Lodge Catering Permit, fees and required paperwork must be received before we can continue preferred caterer status and continue advertising your services. As a reminder neither Ellis House nor Meadowhawk Lodge allow glass beer bottles, this is a safety measure. Ellis House leases a 40x80 tent from May through October. In addition to the tent we supply 33 – 60” round tables, 12 – 6’ banquet tables, 6 – 30” round cocktail tables and 200 white plastic resin chairs. This equipment is only used outside in the tent. Meadowhawk Lodge offers 24 – 60” round tables, 12 – 6’ banquet tables, and 150 white plastic chairs.

Please get back to me at your earliest convenience so we can schedule a time to meet. I’m looking forward to working with you and making 2017 a prosperous year for both of us.

Thank you~

Tina Villarreal

Tina Villarreal | Event Coordinator, House Manager
Ellis House and Equestrian Center
13986 McKanna Road, Minooka, IL 60447
www.ellishec.com
Direct: 630.552.5253 | Office: 815.475.4035 | Fax: 815.475.4105
Ellis House & Meadowhawk Lodge Catering Permit

Business Name: ________________________________

Address: ____________________________________

Phone: ______________________________________

E-Mail: _______________________________________

Liquor License Number: _________________________

Catering License Number: _______________________

A Certificate of Insurance must be enclosed. The amount of coverage is set at a) commercial general liability for $2 million, b) motor vehicle liability for $1 million, c) workers compensation for $500,000, d) Dram shop insurance for $1 million and e) excess liability insurance for $2 million. The Kendall County Forest Preserve District, Ellis House, Meadowhawk Lodge is to be named as additional insured.

Evidence of a current Health Department Permit and a copy of the most recent Food Service Establishment Inspection Report is required. The report must have been completed within the last six months.

I understand the caterer will be responsible for damages to the house or grounds, caused by any of their staff. The Ellis House, Meadowhawk Lodge and Kendall County Forest Preserve District are not responsible for the damage or loss of merchandise, articles or any property left in the house prior to, during, or after the event. NO GLASS BEER BOTTLES ALLOWED ON EITHER PROPERTY!

I also understand the caterer is responsible for clearing, sweeping and mopping the premises used; house, as well as tent pad and surrounding grounds. ALL garbage must be removed to the dumpster at the end of the event. Recycle containers are available for bottles, cans, and cardboard. Caterers are responsible for providing coverings for all tables (guests, bar, buffet, head, gift, etc.) used, and for making provisions for the leftover food and beverages.

All of the above documentation must accompany this application with an annual $300.00 Permit Fee. First time preferred caterers should also submit a $200.00 refundable security deposit. The check should be made payable to the Kendall County Forest Preserve District. A liquor license is required for the serving of alcohol.

Signature of Owner ______________________________ Date* __________________

*Permit is valid from January 1st to December 31st, 2017

Make payments out to: Kendall County Forest Preserve District

Remit all fees and information to:
Ellis House
Kendall County Forest Preserve
13986 McKanna Road
Minooka, Illinois 60447
815-475-4035 ~ FAX 815-475-4105
www.ellishec.com ~ info@ellishec.com
Ellis House & Meadowhawk Lodge
Catering Guidelines for 2017

Insurance Requirements
- Commercial general liability insurance 2 million
- Motor vehicle liability insurance 1 million
- Excess liability umbrella 2 million
- Workers compensation $500,000
- Liquor Liability insurance 1 million
- Current Health Department Permit
- Food Service inspection report not over six months old
- Liquor License
- Certificate of Insurance naming the Kendall County Forest Preserve District, Ellis House and Meadowhawk Lodge as additional insured.

Catering Permits will be issued after all of the insurance requirements have been met.

The caterer will be responsible for damages to the house or grounds, caused by any of their staff. The Ellis House, Meadowhawk Lodge and Kendall County Forest Preserve District are not responsible for the damage or loss of merchandise, articles or any property left in the house prior to, during, or after the event. **NO GLASS BEER BOTTLES ALLOWED ON EITHER PROPERTY!**

Licensed bartenders must be on staff to serve alcohol. No self-service bars are allowed. Tending to guests as well as supervising the bar is the responsibility of the caterer.

*The caterer is responsible for clearing, sweeping and mopping the premises used; house, tent pad and surrounding grounds. **ALL garbage must be removed to the dumpster at the end of the event.** Recycle containers are available for bottles, cans, and cardboard. Caterers are responsible for providing coverings for all tables (guests, bar, buffet, head, gift, etc.) used, and for making provisions for the left over food and beverages.*

The Ellis House or Meadowhawk Lodge representative will make a final inspection with the designated catering supervisor before the end of the event. They will lock either Ellis House or Meadowhawk Lodge and drive out of the parking lot together.
To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: HLR Engineering – Millbrook Bridge Permitting Updates

Date: June 14, 2017

Steve Megginson, Vice President with Hampton Lenzini and Renwick Inc., will provide permitting updates for Millbrook Bridge.

This will include:

1. Updates on Illinois Historic Preservation Agency findings and requirements
2. Updates on IDNR incidental take permitting efforts
3. Updates on permitting and engineering approaches for construction activities

At this time, Committee of the Whole discussion and direction to HLR Engineering is requested to insure that the final permit for in-stream construction activities and approaches are viable. Approaching the bridge from the southeast for construction activities will require Village of Millbrook approval.

As this approach may be problematic, Committee of the Whole direction needs to be provided to HLR Engineering in order to insure that the final permit issued does not require modification or amendment following issuance.
May 15, 2017

Ms. Rachel Leibowitz
Illinois Historic Preservation Agency
Preservation Services Division
1 Old State Capitol Plaza
Springfield, Illinois 62701-1507

Re: Millbrook Bridge over the Fox River

Dear Ms. Leibowitz:

The Kendall County Forest Preserve District is proposing modifications to the Millbrook Bridge over the Fox River. The proposed construction will require a permit from the U.S. Army Corps of Engineers, which also requires a review by your office of the historical significance of the structure.

The bridge is located over the Fox River approximately 0.75 miles northwest of the Village of Millbrook in Kendall County (41.60675'N, -88.56798'W) about 250 feet upstream from Whitfield Road. The structure is a three-span steel thru truss bridge with a timber deck on stone piers and abutments constructed in 1897. The west span was replaced in 1957 due to flood damage. A location map and photo log are enclosed.

The bridge was previously reviewed by your office in 1981 when it was determined that the bridge did not meet the criteria for listing on the National Register of Historic Places because the replacement of one of the three spans had compromised the historic integrity of the structure. The bridge was approved for removal at that time, but the demolition was not completed. The bridge is currently owned by the Forest Preserve of Kendall County who is planning repairs to the steel trusses and stone piers.

We request your review and determination if this structure is a historic property requiring further coordination under section 106 of the National Historic Preservation Act.

Sincerely,

HAMPTON, LENZINI AND RENWICK, INC.

Joseph W. Frazee, P.E.
jwfracze@hlreng.com

JWF:cmk
Enclosure
cc: David Guritz, Kendall Co. Forest Preserve Dist.
Kendall County
Millbrook
Bridge Rehabilitation
Across the Fox River, North of Whitfield Road
IHPA Log #007051717

June 7, 2017

Joseph Frazee
Hampton, Lenzini and Renwick, Inc.
3085 Stevenson Dr., Suite 201
Springfield, IL 62703

Dear Mr. Frazee:

We have reviewed the documentation provided for the referenced project. This property is considered eligible for listing on the National Register of Historic Places.

In our opinion the project meets the Secretary of the Interior’s "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" and we concur in a finding of no adverse effect pursuant to 36 CFR Part 800 provided that the following condition is met:

1. Our office is given an opportunity to review and approve plans and specifications as they are developed.

Notifying our office of agreement with these conditions and their subsequent implementation constitutes compliance with Section 106 of the National Historic Preservation Act of 1966, as amended.

If you have any questions, please contact David Halpin, Cultural Resources Manager, at 217/785-4998.

Sincerely,

Rachel Leibowitz, Ph.D.
Deputy State Historic Preservation Officer
Processing an Adverse Effect to a Historic Bridge

The following steps assume all decision points result in: bridge is on or eligible for listing on National Register of Historic Places (NRHP) and that there is an Adverse Effect.

“BDE” = Cultural Resource Unit (CRU)

1) District submits bridge project ESR to BDE with preliminary project scope identified (anticipated bridge rehab/replacement).

2) BDE makes preliminary determination of bridge’s eligibility for NRHP.

3) BDE requests district to examine options to avoid affecting listed or eligible bridge.

4) If effect is unavoidable, BDE advises district to prepare Section 106/4(f) report, and to develop a marketing plan for the bridge.

5) District prepares draft 106/4(f) report, submits to BDE for review. See documentation requirements below [36 CFR 800.11(e) and Programmatic 4(f) for Historic Bridges – 8/22/83]

6) District “markets” bridge, i.e. makes bridge available for donation to State, locals, or responsible private entity (23 USC 144(g))

7) District submits draft 106/4(f) report to BDE for internal review, including status of marketing efforts; BDE comments; district revises to address BDE comments, submits revised draft report to BDE.

8) Once BDE is satisfied with report, BDE submits revised draft report to FHWA for 30 day review and comment. FHWA sends draft report with comments to BDE, who sends report to District to address comments.

9) The results of the marketing efforts will be documented in the 106/4(f) report and the MOA. If qualified willing taker is identified, they will be a signatory to the MOA. The MOA will include preservation commitments in accordance with 23 USC 144(g).

10) If marketing has not been completed prior to 106/4(f) report and MOA, the report and MOA must include a commitment to complete the marketing in accordance with the Illinois Historic Bridge Marketing Guidelines prior to recordation and demolition of the bridge.

11) The qualified willing taker, if applicable, IDOT, SHPO, and FHWA will sign MOA (normally in that order), and request consulting party concurrence signatures.

12) FHWA will approve Programmatic 4(f) by signing the signature page of 106/4(f) report. The fully ratified MOA must be included in the 106/4(f) report prior to FHWA’s 4(f) approval. The commitments included in the MOA will be summarized in the report.

13) If no qualified takers for bridge, BDE/district ensure that bridge is recorded prior to demolition, and the resulting Historic American Engineering Record (HAER) documentation is submitted to and approved by SHPO, or other stipulated mitigation measures are implemented. Proposal: If at least 3 of that bridge type have already been recorded, recordation will not be required. (We need to develop criteria for bridge types to enable this streamlining proposal.)
Section 106/4(f) REPORT REQUIREMENTS:

Section 106 documentation requirements under 800.11(e):

a. Description of undertaking, APE
b. Description of steps taken to identify historic properties
c. Description of affected historic properties, characteristics that qualify them for NRHP
d. Description of effects
e. Explanation of why criteria of adverse effect were applicable, conditions or actions to avoid, minimize, or mitigate adverse effects
f. Copies of summaries of any views provided by consulting parties and the public

Section 4(f) requirements in Programmatic 4(f) for Historic Bridges (8-22-83):

a. Must meet applicability criteria
   a. Bridge replaced/rehabilitated with federal funds
   b. Bridge is on or eligible for NRHP
   c. Bridge not National Historic Landmark
   d. FHWA determines that the other requirements of the Programmatic are met
   e. FHWA, SHPO, ACHP agree that Section 106 requirements are satisfied
b. Alternatives evaluated
   a. Do nothing
   b. Build on new location without using the existing bridge
   c. Rehabilitate without affecting the historic integrity of the bridge

c. Measures to Minimize Harm
   a. If bridge to be rehabilitated, the historic integrity of the bridge is preserved to the greatest extent possible
   b. If bridge to be rehabilitated beyond historic integrity, or demolished, bridge is recorded in accordance w/ HAER standards
   c. If bridge to be replaced, existing bridge is made available for an alternative use, provided a responsible party agrees to maintain and preserve the bridge
   d. If bridge adversely affected, agreement among SHPO, ACHP and FHWA is reached through Section 106 process and measures to minimize harm are incorporated into project.

23 USC 144(g) “Highway Bridge Replacement and Rehabilitation Program – Historic Bridge Program, Preservation”:

(5) Preservation.— Any State that proposes to demolish a historic bridge for a replacement project with funds made available to carry out this section shall first make the historic bridge available for
donation to a State, locality, or responsible private entity if the State, locality, or responsible entity enters into an agreement—

(A) to maintain the bridge and the features that give the historic bridge its historic significance; and

(B) to assume all future legal and financial responsibility for the historic bridge, which may include an agreement to hold the State transportation department harmless in any liability action.

Costs incurred by the State to preserve the historic bridge, including funds made available to the State, locality, or private entity to enable it to accept the bridge, shall be eligible as reimbursable project costs under this chapter up to an amount not to exceed the cost of demolition. Any bridge preserved pursuant to this paragraph shall thereafter not be eligible for any other funds authorized pursuant to this title.

3 Illinois Historic Bridge Marketing Guidelines:

1) Advertise bridge as available for donation in local and the current official State of Illinois newspapers; email notice of bridge availability to consulting parties; post notice of bridge availability on IDOT website.
2) 45 days later place 2nd advertisement in same newspapers.
3) Notices will include a “please respond by [Insert date 90 days from first advertisement]”.
4) If parties express an interest in receiving the bridge, BDE/district and FHWA will coordinate with SHPO to determine if parties would be able to fulfill responsibilities in 23 USC 144(g).
Ordinance 17-06-002

Endowment Fund Ordinance
Kendall County Forest Preserve District

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

WHEREAS, it is reasonable, necessary and desirable for the Kendall County Forest Preserve District, hereinafter called "District," to establish an Endowment Fund for the District; and,

WHEREAS, 70 ILCS 805/13.7 provides as follows:

"Each forest preserve district may create, maintain, and increase a separate fund to be known as the "Endowment Fund" to pay all costs and expenses incurred or anticipated by the forest preserve district for the long-term maintenance and improvement of forest preserve facilities and lands, and for the future purchase of real property. Only one "Endowment Fund" may be created by a forest preserve district, but the fund may provide for the collection, maintenance, investment, and expenditure of monies for more than one purpose. All revenues deposited in the Endowment Fund shall be designated by purpose and appropriated and expended for the purpose for which it was designated. No appropriation in the Endowment Fund shall lapse, and the monies received and designated for a specific purpose shall not become part of the general funds of the district or considered an asset available for appropriation for another purpose in a subsequent year unless the purpose for which the monies were originally appropriated has been completed. Revenues deposited in the Endowment Fund must come from private sources, whether received before, on, or after the effective date of this amendatory Act of 1995. No revenues shall come from any Federal, State, or local government source, except for those received as a result of agreements obligating the district to the long-term maintenance of improvements constructed on district lands. The Fund shall be audited annually by a licensed certified public accountant."; and,

WHEREAS, the District has accepted private contributions totaling $842,469.20 held in restriction from the Trusts of John Edward and Mary M. Subat, and John Subat, Jr. "to build a Nature Preserve Building in Subat Forest Preserve in Memory of Mary M. Subat"; and,

WHEREAS, it is reasonable, necessary and desirable for the District to invest the Subat Project Funds until such time the District is prepared to complete construction and operate the Nature Preserve Building at Subat Forest Preserve; and,

WHEREAS, the District anticipates acceptance of future private contributions for specific long-term maintenance and improvement projects on forest preserve facilities and lands, and for the future purchase of real property; and,
WHEREAS, in consultation with the Kendall County State’s Attorney’s Office and pursuant to applicable statute, investment earnings within each restricted project fund of the Endowment Fund shall be reinvested and applied to the principal balance of that project fund until such time as that project has been fully completed; and, No appropriation in the Endowment Fund shall lapse, and the monies received and designated for a specific purpose shall not become part of the general funds of the district or considered an asset available for appropriation for another purpose in a subsequent year unless the purpose for which the monies were originally appropriated has been completed.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the District as follows:

1. The Board of Commissioners hereby establishes an “Endowment Fund of the Kendall County Forest Preserve District.”
2. The Board of Commissioners hereby authorizes and directs the District’s President, Treasurer, and Executive Director to take the necessary actions to establish the Endowment Fund for the District.
3. The Board of Commissioners hereby orders that restricted funds held within the Subat Project Fund shall be accounted for separately, and made part of the District’s Endowment Fund.
4. The District’s Treasurer is authorized to take the necessary actions now, and in the future to deposit, invest, and apply the proportional share of investment earnings from private sources accepted by the District in order to grow, but separately account for each restricted project fund held in the Endowment Fund.
5. The Fund shall be audited annually by a licensed certified public accountant.

Passed and approved by the President and Board of Commissioners of the District this 20th day of June, 2017.

Approved: __________________________

Judy Gilmour, President

Attest: __________________________

Elizabeth Flowers, Secretary
To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Village of Minooka – Joint Agency Farm License Agreement

Date: June 14, 2017

Dan Duffy, Village of Minooka Administrator, has contacted Jim Fleming, the farm operator currently active on the farmland parcels adjacent to the McDaniel’s property. Mr. Fleming has agreed to farm the property this year.

The proposed Farm License Agreement includes a base rent fee of $110 per acre, for a total base rent fee of $1,110. Of this amount, the District will receive 41.6% of the base rent payment, or $461.76.

Recommendation

Consider a motion to forward the McDaniel’s parcel farm license agreement to Commission for approval.
ILLINOIS CASH FARM LEASE

To use this lease form. Complete two identical copies - one for the Lessor (Landowner) and one for the Lessee (Tenant). Cross out any provisions that are not to become a part of the contract. Write any additional provisions that are desired. Use ink or typewriter. Suggestions for completing and using this lease form are available from your county Extension adviser and from Illinois Extension Circular 1199, Farm Leases for Illinois. The Landowner and Tenant may want to discuss lease provisions with their respective legal counsel since a lease creates and alters legal rights.

Date and names of parties. This lease is entered into on , 201_.

between Village of Minooka (Village) and Kendall County Forest Preserve District (KCFPD) Lessor(s),
at (address) Village 121 E. McEvilly Road, Minooka, Illinois 60446; KCFPD 114 West Madison Street, Yorkville, IL 60560 and Jim Fleming Lessee(s),
at (address) 1680 Holt Road, Minooka, Illinois 60450

The parties to this lease agree to the following provisions.

Description of land. The Lessor rents and leases to the Lessee, to occupy and to use for agricultural purposes only, the following real estate located in the County of Kendall and the State of Illinois, described as follows:

commonly known as the Village of Minooka Farm on Holt Farm and consisting of approximately 70.9 acres, together with all buildings and improvements thereon belonging to the Lessor, except NA (see attached map of Farm)

Length of tenure. The term of this lease shall be from December 31, 201_, to December 31, 201_, and the Lessee shall surrender possession at the end of this term or at the end of any extension thereof. Extensions must be placed in writing on this lease, and both parties agree that failure to execute an extension at least 1 month months before the end of the current term shall be constructive notice of intent to allow the lease to expire.

Amendments and alterations to this lease may be made in writing in the space provided at the end of this form at any time by mutual agreement. If the parties fail to agree on proposed alterations, the existing provisions of the lease shall control operations.
Section 1. Amount of Rent

A. The Lessee agrees to pay the Lessor an annual cash rent for the above-described farm in the amount determined by one of the following methods:

**Method 1.** The annual cash rent shall be the sum of $_____.

- This represents ___ acres of cropland at $_____/acre, plus ___ acres of ___ at $_____/acre, plus ___.

**Method 2.** The cash rent shall be the amount stated in Method 1 above, but adjusted annually after the first year in proportion to changes in the USDA index of ___ from a base index of ___ for the first year of this lease.

**Method 3.** The cash rent shall be equal to the value of the standing amounts of commodities indicated below, such value to be calculated each year by using the prices for the time periods and from the sources specified. After the first year the standing amounts shall first be adjusted up or down for the year in the same proportion as county average yields changed that year from the indicated base yields.

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Standing amount</th>
<th>Time periods and prices to be used</th>
<th>County average base yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corn</td>
<td>________________ bu.</td>
<td>_______________________________</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>Soybeans</td>
<td>________________ bu.</td>
<td>_______________________________</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>Wheat</td>
<td>________________ bu.</td>
<td>_______________________________</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>Milk</td>
<td>________________ lb.</td>
<td>_______________________________</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>Hogs</td>
<td>________________ lb.</td>
<td>_______________________________</td>
<td>XXXXXXXX</td>
</tr>
</tbody>
</table>

Section 2. Lessor's Investment and Expenses

The Lessor agrees to furnish the property and to pay the items of expense listed below:

A. The above-described farm, including fixed improvements.
B. Materials for necessary repairs and improvements to buildings and permanent fences except as agreed to in Sections 3D and amendments to this lease.
C. Skilled labor employed in making and repairing improvements and all labor for painting buildings.
D. Taxes on land, improvements, and personal property owned by the Lessor.
E. Fire and wind insurance, at a fair replacement value, on the residence and all buildings owned by the Lessor and used by the Lessee in storing or housing grain, feed, livestock, and equipment.

F. Ground limestone: Lessor is to furnish ___ percent or share of total cost, including hauling and spreading.
G. Seeds (sow percent or share furnished by Lessor):
   - alfalfa, ___; red clover, ___; sweet clover, ___;
   - grass, ___;
H. A water supply adequate for household use and ___ animal units of livestock.
I. Other items: __________________

Section 3. Lessee's Investment and Expenses

The Lessee agrees to furnish the property and to pay the items of expense listed below:

A. All the machinery, equipment, labor, fuel, and power necessary to farm the premises properly.
B. The hauling to the farm, except when otherwise agreed, of all material which the Lessor furnishes for making repairs and minor improvements, and the performing of labor, except skilled, required for such repairing and improving.
C. All seed, inoculation, disease—treatment materials, and fertilizers, except that which the Lessor agrees to furnish in Section 2 above.

D. The following described items and all other items of expense not furnished by the Lessor as provided in Section 2:

   __________________

   __________________

   __________________
Section 4. Lessee's Duties in Operating Farm

The Lessee further agrees to perform and carry out the stipulations below. (Strike out any not desired.)

A. Activities required:
1. To cultivate the farm faithfully and in a timely, thorough, and business-like manner.
2. To cultivate all alfalfa and soybean seed sown on land not known to be thoroughly inoculated for the crop planted.
3. To prevent noxious weeds from going to seed on said premises and to destroy the same and keep the weeds and grass cut.
4. To haul and spread all manure on appropriate fields at times and in quantities consistent with environmental protection requirements.
5. To keep open ditches, tile drains, tile outlets, grass waterways, and terraces in good repair.
6. To preserve established watercourses or ditches, and to refrain from any operation that will injure them.
7. To keep the buildings, fences (including hedges), and other improvements in as good repair and condition as they are when he or she takes possession of or in as good repair and condition as they may be put by the Lessor during the term of the lease—ordinary wear, loss by fire, or unavoidable destruction excepted.
8. To take proper care of all trees, vines, and shrubs, and to prevent injury to the same.
9. To keep the farmland neat and orderly.
10. To prevent all unnecessary waste, or loss, or damage to the property of the Lessor.
11. To comply with pollution control and environmental protection requirements, and to implement soil erosion control practices to comply with the soil loss standards mandated by the state.

B. Activities restricted. The Lessee further agrees, unless the written consent of the Lessor has been obtained:
1. Not to assign this lease to any person or persons or sublet any part of the premises herein leased.
2. Not to erect or permit to be erected any structure or building or to incur any expense to the Lessor for such purposes.
3. Not to add electrical wiring, plumbing, or heating to any buildings. (If consent is given, such additions must meet standards and requirements of power and insurance companies.)
4. Not to permit, encourage, or invite other persons to use any part of or all of this property for any purpose or activity not directly related to its use for agricultural production, except as specifically noted here:

C. Additional agreements:

Section 5. Management and Business Procedures

The Lessor and Lessee agree that they will observe the following provisions. (Strike out any not desired.) The decision making by the Lessor implied in Clause A below, or in any other part of this lease, does not contemplate material participation by the Lessee or the Lessor's heirs.

A. Except when mutually decided otherwise, the land use and cropping system shall be approximately as follows:
- acres for rotated crops
- acres in permanent pasture
- acres in nonirrigated woodland
- acres in building lots
- acres of tillable land needed to legumes
- acres of tillable land not left as stand-over legumes

B. At the end of this lease, the Lessee agrees to reimburse the Lessor:
1. For the Lessee's remaining cost in limestone. The Lessee's remaining cost shall be calculated by first subtracting from the Lessee's original cost, government payments received by the Lessee and then depreciating the Lessee's net cost at the rate of percent annually.

2. For the Lessee's cost of legume and grass seed in seedings made on more than acres in the last year of this lease. (Insert the acres in such seedings on the farm at the beginning of this lease.)

3. For the Lessee’s cost of soluble phosphate (P₂O₅) and potash (K₂O) fertilizers applied on crops harvested for grain in the last year of this lease minus the amount of these plant food elements, valued at the same rates, contained in the Lessee's share of these crops.

4.
C. The cash rent shall be paid each year in the following installments:

<table>
<thead>
<tr>
<th>Dollars or percent of rent due</th>
<th>Date due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Balance Due</td>
<td></td>
</tr>
</tbody>
</table>

D. The Lessee shall be solely responsible for all employer obligations on hired labor with respect to safety requirements and social security and workers' compensation contributions, and the Lessor shall have no responsibilities therefore.

E. Both Lessor and Lessee affirm the goals of minimizing soil erosion losses and preserving the productivity of the land in ways that are consonant with their needs and desires for acceptable current returns to their individual inputs on the leased premises. To these ends they agree to implement as far as possible the best management practices recommended by the Soil Conservation Service and to cooperate with that agency's soil and water conservation programs.

Section 6. Default, Possession, Lessor's Lien, Right of Entry, Mineral Rights, Extent of Agreement, Liability

The Lessor and Lessee agree to the following provisions. (Strike out any not desired.)

A. Termination upon default. If either party fails to carry out substantially the terms of this lease in due and proper time, the lease may be terminated by the other party by serving a written notice citing the instance(s) of default and specifying a termination date of _____ days from the date of such notice. Settlement shall then be made in accordance with the provisions of Clause C of this section, the reimbursement agreements of Section 5, and any amendments to this lease.

B. Yielding possession. The Lessee agrees at the expiration or termination of this lease to yield possession of the premises to the Lessor without further demand or notice, in as good order and condition as when they were entered upon by the Lessee, loss by fire, flood, or tornado, and ordinary wear excepted. If the Lessee fails to yield possession, the Lessee shall pay to the Lessor a penalty of $_____ per day or the statutory double rent, whichever is less, for each day he or she remains in possession thereafter, in addition to any damages caused by the Lessee to the Lessor's land or improvements, and said payments shall not entitle the Lessee to any interest of any kind or character in or on the premises.

C. Lessor's lien. The Lessor's lien provided by law on crops grown or growing shall be the security for the rent herein specified and for the faithful performance of the terms of the lease. The Lessee shall provide the Lessor with the names of persons to whom the Lessee intends to sell crops grown on these premises at least 30 days prior to the sale of such crops. A lesser period may be allowed by mutual written agreement. If the Lessee fails to pay the rent due or fails to keep any of the agreements of this lease, all costs and attorney fees of the Lessor in enforcing collection or performance shall be added to and become a part of the obligations payable by the Lessee.

D. Lessor's right of entry. The Lessor reserves the right personally or by agents, employees, or assigns to enter upon the premises at any reasonable time to view them, to work or make repairs or improvements thereon, to care for and dispose of the Lessor's share of crops to develop mineral resources as provided in Clause E below, or, after constructive notice has been given that the lease may not be extended, and following severance of crops, to plow and prepare a seed bed, make seedings, clean corn, apply fertilizers, and any other operation necessary to good farming by the succeeding operator, these operations not to interfere with the Lessee in carrying out the regular farming operations.

E. Mineral rights. Nothing in this lease shall confer upon the Lessee any right to minerals underlying the land. Such mineral rights are hereby reserved by the Lessor together with the full right to enter upon the premises and to bore, search, excavate, work, and remove the minerals, to deposit excavated rubbish, to pass over the premises with vehicles, and to lay down and work any railroad track or tracks, tanks, pipelines, powerlines, and structures as may be necessary or convenient for the above purpose. The Lessor agrees to reimburse the Lessee for any actual damage the Lessee may suffer for crops destroyed by these activities and to release the Lessee from obligation to continue farming this property when development of mineral resources interferes materially with the Lessee's opportunity to make a satisfactory return.

F. Extent of agreement. The terms of this lease shall be binding on the heirs, executors, administrators, and assigns of both Lessor and Lessee in like manner as upon the original parties.

G. Lessor liability. The Lessee takes possession of the leased premises subject to the hazards of operating a farm, and assumes all risk of accidents personally as well as for family, employees, or agents in pursuance of farming operations, or in performing repairs on buildings, fences, tile, and other improvements.
Amendments to the Lease

A. Improvements made by the Lessee at the Lessee's own expense. When the Lessor and Lessee agree that the Lessee may make all or part of an improvement (such as buildings, additions to buildings, major repairs, fences, bathrooms, water systems, etc.) to the farm at the Lessee's own expense and that the Lessee is to be reimbursed for any costs remaining at the end of the lease (less any government payment received by the Lessee for the improvement), the necessary information shall be recorded in one of the following blanks and, after being duly signed by both parties, it shall become a part of the lease above and obligate the Lessor and his or her heirs and assigns to make such reimbursement. Such improvements become the Lessor's property upon completion of the form below. The Lessor thereby assumes the responsibility for property taxes, insurance coverage, and risk of loss.

<table>
<thead>
<tr>
<th>Description and location of the improvement</th>
<th>Lessee's cost on completion less government payments</th>
<th>Annual rate of depreciation (percent)</th>
<th>Date depreciation begins</th>
<th>Date of signatures</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lessor</td>
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<tr>
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<td></td>
<td></td>
<td>Lessee</td>
</tr>
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<td>Lessor</td>
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<td>Lessee</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Lessor</td>
</tr>
</tbody>
</table>

B. Lessor's written consent to Lessee's participation in items in Section 4, Clause B.

1. Item: Description and restrictions:

   Date: Lessor's Signature

2. Item: Description and restrictions:

   Date: Lessor's Signature

C. Other amendments:

1. 

   Date: Lessor

2. 

   Date: Lessor

3. 

   Date: Lessor

---

**EXTENSION**

This lease shall be extended from ___________ to December 31, ___________.

Signed: ___________.

Lessor

Lessee

---

**EXTENSION**

This lease shall be extended from ___________ to ___________.

Signed: ___________.

Lessor

Lessee

---

**EXTENSION**

This lease shall be extended from ___________ to ___________.

Signed: ___________.

Lessor

Lessee
To: KCFPD Committee of the Whole

From: David Guritz, Director

RE: 2017-2018 Proposed Lesson Session Schedules

Date: June 14, 2017

Attachments: CY 2017 and CY 2018 Lesson Sessions Schedule

District staff recommends restructuring Ellis Equestrian Center private and semi-private lesson packages into session offerings.

This change will align the District’s lesson sessions to the session schedules offered by Sunrise Center North.

The advantages for switching to a session-based schedule for packages include:

1. Offers a condensed timeframe for completing lesson packages. Clients must complete lesson packages purchased within a structured timeframe.
2. Supports advanced marketing efforts.
3. Provides a better structure to the program to improve staff efficiencies and scheduling.
4. Provides a better overall structure for site program scheduling.

The District’s current budget model fits well in terms of overall program capacity within the proposed session-based schedule. Within each six-week session (5 weeks + 1 makeup week), the District is able to accommodate up to 36 private and semi-private lesson slots for each of the 7 sessions:

Session schedule capacity: 7 sessions X 36 lesson slots = **252 total lesson slots**

FY 16-17 Budget: $170 per package X **147 private lesson packages** = $24,990

Recommendations:

1. District staff recommends implementation of session-based lesson-package scheduling beginning July 9, 2017.
2. District staff recommends a policy change to allow staff to prorate lesson package purchases for mid-session purchases, and holiday scheduling impacts. Prorated package pricing will only be offered for 3-lesson and 4-lesson packages at current resident and non-resident rates.
3. District staff recommends restricting scheduling of peak-demand lesson times for 5-lesson package purchases only, with open enrollment beginning for remaining lesson schedule openings two weeks prior to the start of each session.
Riders are scheduled for 5 consecutive riding lessons per session. Riders are able to reschedule a single lesson during the make-up week for that session provided that a minimum of **48-hours advanced notification** is provided for the rescheduled lesson. If a rider is a no-show, the rider will **not** be able to make-up the lesson. If a holiday falls on the rider's scheduled day, the prorated lesson fee will be deducted from the 5-week session. Payment is required before lessons are scheduled. If you have any questions, please do not hesitate to call (815) 475-4035.
### Ellis Equestrian—2018 Lesson Session Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>
To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Proposed Sponsorship Program

Date: June 14, 2017

During the June 7, 2017 Programming and Events Committee meeting, the Committee recommended forwarding the proposed Kendall County Forest Preserve District Sponsorship Program for Committee of the Whole review.

The proposed program offers tangible marketing benefits tied to District programs and publications. Following Commission approval of the final sponsorship program framework, District staff will develop the promotional materials and begin efforts to secure sponsors for 2018.

2018 Kendall County Forest Preserve District Sponsorship Program

Sponsorship Promotional Platforms:

1. 2018 Events Calendar
2. 2018 Preserve Amenities and Map
3. 2018 Annual Report
4. Forest Preserve Visitor Information Kiosks
5. Kendallforest.com / EllisHEC.com
6. Stepping Stones E-Newsletter (1,400 + subscribers)
7. Facebook Pages (1,500 + followers)
8. Facebook / Instagram Event Ad Promotions (various)

Sponsorship Levels and Benefits

$5,000 Premier Sponsor (1-available)
   Logo Recognition on the 2018 Calendar of Events
   Logo Recognition on the 2018 Preserve Amenities and Map
   Special Mention and Logo Recognition in the 2018 Annual Report to the Community
   Complimentary Use of Either Ellis House or Meadowhawk Lodge for a Daytime or Evening Event
   Logo Recognition on all Event Posters and Electronic Promotions
   Logo Recognition and Link on Kendallforest.com and EllisHEC.com
   Logo Recognition and Link in the District’s Quarterly E-Newsletters

$2,500 Signature Sponsor (4-available)
   Logo Recognition on the 2018 Calendar of Events
   Logo Recognition on the 2018 Preserve Amenities and Map
   Special Mention and Logo Recognition in the 2018 Annual Report to the Community
   Logo Recognition on all Event Posters and Electronic Promotions
   Logo Recognition and Link on Kendallforest.com and EllisHEC.com
   Logo Recognition and Link in the District’s Quarterly E-Newsletters
$1,000 Calendar of Events Sponsor (4-available)
- Logo Recognition on the 2018 Calendar of Events
- Logo Recognition on the 2018 Preserve Amenities and Map
- Special Mention and Logo recognition in the 2018 Annual Report to the Community
- Name Recognition on all Event Posters and Electronic Promotions
- Name Recognition with Hyperlink on Kendallforest.com and Ellis HEC.com
- Name Recognition with Hyperlink in the District’s Quarterly E-Newsletters

$500 Event Premier Sponsor (5-available per event) – Cash or In-Kind
- Logo Recognition on Selected Event Promotional Posters
- Logo Recognition and Link on Kendallforest.com and EllisHEC.com
- Name Recognition with Hyperlink in the District’s Quarterly E-Newsletters

$250 Event Supporting Sponsor (4 available) - Cash or In-Kind
- Logo Recognition on Selected Event Promotional Poster and/or program
- Logo Recognition with Hyperlink in winter or spring E-Newsletter

$100 Event Supporting Sponsor (5 available) – Cash or In-Kind
- Name Recognition on Selected Event Promotional Poster and/or program
- Name Recognition on Kendallforest.com and EllisHEC.com

### 2018 Calendar of Events (Estimated Attendance)

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Natural Areas Seminar(s) &amp; Volunteer Training</td>
<td>(50-100)</td>
</tr>
<tr>
<td></td>
<td>- Plants of Concern;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Volunteer Stewards;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Calling Frog Survey;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Bird Conservation Network;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Butterfly Monitoring</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Ellis House Bridal Expo</td>
<td>(75-125)</td>
</tr>
<tr>
<td>March</td>
<td>Project Maramech – Illinois Nature Preserve Stewardship Projects</td>
<td>(75-150)</td>
</tr>
<tr>
<td>April</td>
<td>Making Maple Magic</td>
<td>(50-100)</td>
</tr>
<tr>
<td>April</td>
<td>Earth Day Celebration- Hoover Nature Play Space</td>
<td>(25-50)</td>
</tr>
<tr>
<td>May</td>
<td>Kids’ Fishing Derby</td>
<td>(25-50)</td>
</tr>
<tr>
<td>June</td>
<td>Pollinator Potluck- Volunteer Appreciation Picnic</td>
<td>(50-100)</td>
</tr>
<tr>
<td>July</td>
<td>Illinois Wildlife – Live Animal Presentation</td>
<td>(25-50)</td>
</tr>
<tr>
<td>August</td>
<td>Ellis House &amp; Equestrian Center Fundraiser</td>
<td>(100-200)</td>
</tr>
<tr>
<td>September</td>
<td>Fall Birding &amp; Hiking Series</td>
<td>(25-50)</td>
</tr>
<tr>
<td>October</td>
<td>Fall / Halloween Family Event</td>
<td>(100-150)</td>
</tr>
<tr>
<td>November</td>
<td>Turkey Talk- Thanksgiving Themed Family Program</td>
<td>(25-50)</td>
</tr>
<tr>
<td>December</td>
<td>Historic Courthouse Holiday Holiday Program</td>
<td>(50-100)</td>
</tr>
</tbody>
</table>
Sponsorship Program Policies:

1. Payment and artwork is due by December 1, 2017 for the 2018 Calendar of Events.
2. The District reserves the right to reject sponsors.
3. The District reserves the right to apply sponsorship benefits to another Event(s) should any scheduled Event(s) be cancelled due to inclement weather, low enrollment, or any other circumstance.
4. The District retains all rights for pre-approved use of the District’s corporate and facility names and logos.

Recommendation:

Consider a motion to forward the proposed Kendall County Forest Preserve District Sponsorship Program levels, promotional benefits, and program policies to Commission for approval.
To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Staff Recommendation to Approve the Fuel Tank Repair Costs of the 1,000 Gallon Split-Chamber Fuel Tank at Hoover Forest Preserve for Onsite Fueling

Date: June 14, 2017

At the May 25, 2017 Finance Committee meeting, the Committee examined the costs and options for dispensing fuel on-site at Hoover Forest Preserve, and provided direction to present the following fuel tank dispensing options under discussion to the Committee of the Whole for review:

1. Purchase of a pickup truck-mounted fuel dispensing system.
2. Repair of the existing fuel tanks currently located in the "Old Shop" area at Hoover Forest Preserve.

The Committee agreed that the ability to refuel equipment onsite at Hoover Forest Preserve will generate a staff time savings, and improve safety in operations.

Truck-mounted fuel dispensing system costs were researched, with quotes ranging from $679.00 (Rural King) to $1,299.00 (Northern Tool and Equipment).

This cost was compared to the cost for restoring the on-site split tank of $1,771.00 (plus electrical inspection and hookup). The tank will be considered property owned by the District, and the remaining 500 gallon tank will be removed by GRAINCO FS to reduce environmental risk and liability.

District staff does not recommend purchase of a pickup truck-mounted fuel dispensing system for the following reasons:

1. This would be a 3-season only solution. The District would lose utility of the truck-mounted tank during the winter months when the tank is unloaded to make room for the salt-spreaders on the truck.
2. KC Highway does not operate on weekends for refueling.
3. Fuel load increases risk for injury from collision on public roads.
4. Extra fuel weight will impact pickup truck fuel mileage.

During the winter months, the Tornado salt spreader is mounted in the Hoover F-250 pickup bed, which would require removal of the fuel transfer tank.

Recommendation:
District staff recommends approval of the repair of the 1,000 gallon on-site split tank for a cost of $1,771.00 to address long-term site needs and staff time efficiencies.
Fuel tank inspection results:

1. All of the tanks have a bit of water in the bottom and the single 550 tank has a good amount of sediment and some pretty varnished fuel inside. Other than that, the tanks are in pretty good overall shape.

2. They need a good cleaning, inside and out, as well as a new paint job. All leak and level gauges will need to be replaced as well as filters, hoses, and nozzles on all 3 pumps. The pumps will also need to be gone through as, over time, the seals and gaskets inside are surely dry rotted and will leak once put back into service. We will also inspect the meters and ensure they're operating properly.

3. We weren't able to determine if the power running to them is live, but there was power run out there at one point that appears to have come from the nearby building. Either way, you will need to have an electrician inspect the electrical as well as unhook them so they can be serviced. After a second look, the tanks are sitting on a concrete slab, which is a big plus! Nothing will need to be done there other than some weed clean-up and a basic clean-up of the concrete. Below I have outlined the cost associated with cleaning up each tank individually.

### 1000 gal Split tank (2-500 gal compartments)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal/Install, Cleaning, Painting</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Pump Rebuild</td>
<td>$300.00</td>
</tr>
<tr>
<td>Updated Equipment</td>
<td>$451.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,771.00</strong></td>
</tr>
</tbody>
</table>

### 500 gal tank

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal/Install, Cleaning, Painting</td>
<td>$510.00</td>
</tr>
<tr>
<td>Pump Rebuild</td>
<td>$150.00</td>
</tr>
<tr>
<td>Updated Equipment</td>
<td>$238.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$898.00</strong></td>
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</tbody>
</table>

### Grand Total

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$2,669.00</strong></td>
</tr>
</tbody>
</table>

Current Retail Fuel Pricing (Base price before applicable taxes)

#2 ULSD Clear – 1.889
#2 ULSD Dyed – 1.899
87 Gasohol – 1.909

Current Fixed Price – May thru Nov (Base price before applicable taxes)

#2 ULSD Clear – 2.19
#2 ULSD Dyed – 2.20
87 Gasohol – 2.13

*Fuel prices are based on today’s market values and are subject to change daily.*

Matt Edgcomb
Petroleum Sales & Service Manager
GRAINCO FS, Inc.
Office (630) 553-7471
Cell (630) 709-7032
RDS Aluminum Transfer Fuel Tank Toolbox Combo with GPI 12V Fuel Transfer Pump — 91-Gallon, Rectangular, Diamond Plate, 8 GPM, Model# 73852
Cost: $1,299.00 + S&H

UWS Diesel Fuel Tank 100 Gallon L-Shaped — Cost: $685.00 + Fuel Pump + S&H

Steel Transfer Tank 98 Gallon Cap
Cost: $539.99 + Fuel Pump + S&H

Rural King – Over the Phone Quote
96 gallon $329.99
12V Pump $349.00
To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: 2017 Urban and Community Forestry Grant Program
     FY18 VSN Stewardship Fund Program

Date: June 14, 2017

2017 Urban and Community Forestry Grant Program

Maximum award: $15,000

2017 Project Title
Henneberry Forest Preserve Tree Mitigation and Prairie-Shrubland Restoration Project

Application deadline: July 1, 2017

Matching requirement: 1:1 project match (Matching Funds Available)

Project requirements:
1. Commission Approval of the Application
2. Signed Letter from the KCFPD President
3. Three-year Tree Maintenance Plan (Mulched and Watered for Three Years)
4. Letters of Support (The Conservation Foundation; The Morton Arboretum)
5. Project Review and Sign-off by an ISA (International Society of Arboriculture)
   Certified Arborist (Upland Design)
6. Passage of a Tree Preservation/Protection Ordinance (by fall 2018)

Future Tree Planting Projects:
1. Fox River Bluffs Savanna Restoration
3. Fox River Drive - Millbrook South Oak Tree Allée
4. Aux Sable Creek Corridor Tree Planting and Restoration Project (McDaniels Property)
5. Blackberry Creek Corridor Tree Planting and Restoration Project

Recommendation:
The Morton Arboretum has been contacted to discuss project eligibility for the
Henneberry Woods Forest Preserve restoration project. If eligible, there is sufficient
time available to submit a proposal by the July 1 deadline.

Following review, consider a motion to forward submission of a 2017 Urban and
Community Forestry Grant Program application in the amount of $15,000 for fall tree
planting at Henneberry Forest Preserve to Commission for approval.
## ComEd Green Region Grant Application - Project Budget

### Kendall County Forest Preserve District Direct Match

<table>
<thead>
<tr>
<th>Restoration Project Costs (Unit Costs Attached)</th>
<th>Base-bid Amount</th>
<th>$179,449.00</th>
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</thead>
<tbody>
<tr>
<td>Woodchip Add Alternate #1</td>
<td></td>
<td>$16,588.00</td>
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</tbody>
</table>

**Total Project Costs** $196,037.00

### Project Matching Fund Support

<table>
<thead>
<tr>
<th>Fund Support</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Conservation Foundation NFWF &quot;Fox Valley Monarch Corridor Project&quot;</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Kendall County Highway Department &quot;Eldamain Road Widening Project - Phase I&quot;</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>ComEd Green Region Grant</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**Total Project Support Funding** $100,000.00

### KCFPD Direct Project Match

**KCFPD Direct Project Match** $96,037.00
Volunteer Stewardship Network – FY18 Stewardship Fund

2017 Project Title
Kendall County Forest Preserve – Illinois Dedicated Nature Preserves Restoration Projects (Maramech Forest Preserve and Tucker-Millington Fen)

Maximum award:
Up to $1,500 for supply purchases for Illinois Dedicated Nature Preserve areas

Application deadline:  July 7, 2017

Matching requirement:  None

Recommendation:
Following review, consider a motion to forward submission of a VSN-Stewardship Fund grant application in the amount of $1,500 in supplies for ongoing restoration project work at Maramech Forest Preserve and Tucker-Millington Fen to Commission for approval.