KENDALL COUNTY FOREST PRESERVE COMMITTEE

AGENDA

WEDNESDAY
MARCH 12, 2014

5:30 P.M.
KENDALL COUNTY BOARD ROOM

I. Call to Order

II. Roll Call

III. Citizens to be Heard

IV. Operation Reports
   A. Ellis House & Equestrian Center
   B. Environmental Education
   C. Grounds & Natural Resources
   D. Volunteer Program
   E. Reservation Report
   F. Director's Report

V. Review of Quotes for Pick-up Truck

VI. Forest Preserve Committees Discussion

VII. Master Plan Discussion

VIII. Executive Session

IX. Other Items of Business

X. Adjournment
Board Updates – February, 2014

House Bookings:

- April 6, 2014 – Bridal Shower
- May 17, 2014 – Wedding
- June 8, 2014 – Wedding
- June 14, 2014 – Wedding
- June 21, 2014 – Wedding
- June 28, 2014 – Wedding
- July 12, 2014 – Wedding
- July 19, 2014 – Wedding
- July 26, 2014 – Wedding
- August 2, 2014 – Wedding
- August 9, 2014 – Wedding
- August 30, 2014 – Wedding
- August 31, 2014 – Wedding
- September 6, 2014 - Wedding
- September 13, 2014 – Wedding
- September 20, 2014 – Wedding
- September 27, 2014 – Wedding
- October 4, 2014 – Wedding
- June 20, 2015 – Wedding
- September 12, 2015 – Wedding
- January 16, 2016 – Birthday Party

Ongoing Programs:

- Family Fun Night first Friday of every month – Friday, February 7th, attendance = 15

Meetings/Training/Expos/Annual Events:

- Wednesday, February 5th – Ad Hoc at Meadowhawk
- Saturday, February 8th – Volunteer Training
- Sunday, February 16th – 2nd Annual Bridal Expo
- Wednesday, February 26th – EHEC Staff Meeting
- Thursday, February 27th – FP Staff Meeting
- Friday, February 28th – Latreese Caldwell

House/Property Tours:

- 8 – EHEC
- 0 – Meadowhawk
Natural Beginnings:
- The students have been eager to get back outside and enjoy the forest. We have had several nice weather days that allow the students to go out and explore.
- The students have had pen pals with the preschool students at Red Oak Nature Center. At the end of this month, the students met in person for the first time. Both classes attended a Reptile Program from Phillips Park Zoo in Meadowhawk Lodge. In the spring, Natural Beginnings students will travel to Red Oak for a program on pond life.
- We have been working to update the Parent Handbook to be more thorough.
- The staff has formed the Northern Illinois Nature Preschool Association in order to partner with other local nature preschools. The association will work to foster the education of the teachers and to create a network of shared resources.

Programs and Community Involvement:
- School groups are going well. New programs that are tied to the Next Generation Science Standards (NGSS) have been well received. Teachers have been surveyed and the responses show that the programs have engaged the students in activities that are tied to the school’s curriculum.
  - Fossils of Illinois - approximately 475 fourth grade students reached
  - Animals in Winter - approximately 185 kindergartners reached
- Babes in the Woods and Toddling Naturalist had fun loving the earth as we tried our hand at recycled games.
- On February 25th, the “Healthy Living to the Core” teacher workshop helped 25 teachers learn about science lessons that will allow them to address the new learning standards. This workshop was offered in a partnership with the Kendall Education Connection (KEC) that includes the Kendall County Outdoor Education Center, Kendall County Soil and Water, Kendall County Ag in the Classroom, and the University of Illinois Extension Office, along with the Kendall County Forest Preserve.
- Over 21 Club headed to Starve Rock with a full van. A wonderful day was had by all as the group participated in a tour, lunch and presentation as they looked for eagles.

Staff Development:
- Megan, Becca and Melissa attend the National Association of Education of Young Children Conference and will be sharing ideas with the staff at our monthly staff meetings.
- Laura continues to serve as the Northeast Regional Director for the Environmental Education Association of Illinois. She has taken on the role of the chair of the Education Committee and in February she met several times with local and state educators to begin cohesive work on the creation of lessons that address the NGSS.
- Laura attended a workshop at the Illinois Mathematics and Science Academy on the Common Core and NGSS.

Upcoming Events:
- Tadpoles are coming to Natural Beginnings!
- Camp registration is filling.
- Preparations are being made for spring school and public programs. The calendar is full for May and April.
FEBRUARY ACTIVITIES—FULL TIME STAFF

- In accordance with the last 2 months...we have still been doing snow and ice detail. The rain event that occurred one day kept us digging moats for water runoff. COME ON SPRING!!!
- Our shop has reaped the benefit of a Super-Duper cleaning thanks to extreme cold. Major equipment maintenance that was much needed.
- We assisted the DNR by plowing for them to gain access at several locations for their CWD culling program.
- Craig continues to sharpen our chains and does an excellent job, resulting in more efficiency of our saws and the time in using them.
- We split firewood for Hoover, which is in never ending demand.
- We keep the sled hill at Harris clean of debris...broken sleds and pieces of sleds that could be hazardous to our guests as the FLY down the hill, discarded beverage/food containers and wrappers. Good sled hill season!
- We attended the annual Urban Wildlife Seminar at the DuPage County Forest Preserve District. Always insightful, educational and entertaining. Networking and brainstorming are important in preservation.
- We have been working with Jody on seed placement locations.

FEBRUARY ACTIVITIES—KIM OLSON

- I am a “hands on” Superintendent...so always...all of the above alongside the guys! Along with.......
- I am still pushing the snow and ice too...and feeling it!
- I arranged for all full and part-time staff to view the required anti-harassment video.
- I did a Saturday program for the public at Meadowhawk Lodge on invasive species. I taught identification and control methods.
- I did a Saturday program for approximately 40 cub scouts at Meadowhawk on prescribed burns. I spoke of how...when and why we do them.
- I prepared for on Friday and then conducted the annual Volunteer Herbicide State Certification class on a Saturday morning.
- I did a LONG overdue cleaning of my office, files and computer.

FEBRUARY ACTIVITIES—MIKE PIERSON-HOOVER

- Mike also has still been behind the snow plow or with the Bobcat most of the month of February. Continuing to fill the salt spreader by hand on the weekends when required. Snow has come every weekend.
- Mike and Patrick picked up the new wigwam fake bark from the manufacturer.
- Mike attended two meetings, researched, contacted water system companies for info and prices and how to deal with the water tank leak for the Hoover water supply. He has spent a good deal of time monitoring the levels and adjusted the controls.
- Mike removed a “sticking” door at Kingfisher and planed it down...all better now!
- Mike is studying for his waste water treatment test certification and this will save quite a bit of money annually.
- Mike has been training Mike Prinos on how to do some maintenance on the various pieces of equipment.
MONTHLY REPORT TO THE
KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION
February 2014

Jody Strohm; Natural Areas Volunteer Coordinator, Accounts Payable

NATURAL AREAS VOLUNTEER (NAV) PROGRAM

Total Volunteer Hours: 77.5
Breakdown of Volunteer Hours:
  Restoration - 18
  Trail Monitor - 10.75
  Other - 48.75

Training for the forest preserve volunteers Herbicide Certification was completed this month. Volunteer trainees are certified under my State Applicator’s License. At present, I do not have the capability to transport herbicides for volunteer use.

Carl Strang, an Naturalist with the Forest Preserves of DuPage County, presented a first person interpretation of Aldo Leopold - often referred to as the “Father of Ecology”. I arranged his program as part of my NAV training series. Dr. Strang has a weekly radio spot, “Wild Things”, broadcast from College of DuPage.

Pam Otto, Director of the St. Charles Hickory Knolls Discovery Center, and I led the region-wide Frog Calling Survey training was this month as well.

I met with Ryan Campbell, Ecologist at the Fermi National Laboratories to discuss our respective volunteer programs. Ryan started their formal NAV Program around the same time I started ours, so we have much to share with each other.

The deep snow and cold really hindered our trail monitoring hours this month. Fortunately, the public was not using the trails either!

We got the Saturday Workday in by scheduling a rain date due to inclement weather. Here we are toiling away, clearing brush near the Maramech Forest Preserve Northern Flatwoods.

ACCOUNTS PAYABLE

Under Jason’s direction I discontinued two telephone lines at Hoover. One was dedicated line for the alarm system, which is now radio based. The other extra line was for the alarm system and faxes. Faxes are now handled by the “roll-over” line.
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – FEBRUARY 2014

RESERVATIONS

Harris Forest Preserve

0 Internal Events - 0 guests
4 External Events - 115 guests

Guests: Bristol-Kendall Ice Fishing Training
        Family Birthday Party
        Scouts: Winter Fun Event & Sledding Event

Jay Woods, Richard Young and Subat Forest Preserves

0 Events

Hoover Forest Preserve (includes Meadowhawk Lodge)

                      Volunteer: Garlic Mustard & Honeysuckle Control (K. Olson)
                      Carolyn Freese – Art Classes
                      Healthy Living to the CORE Workshop

14 External events: - 366 guests

Guests: Scout Troops – Chicago Area Council: T3894, T637

Historic Courthouse

Internal: 3 events – 80 guests

External: 20 events – 603 guests

Guests: ROE Department – Truancy Hearing
        Kendall County Probation Department – Family Group Sessions
        Grande Reserve Elementary – 3rd Grade – Mock Trial
        White Oak Homeowner Association Meeting
        Cub Scout Blue & Gold Ceremony
        Forest Foundation of Kendall County Meeting

Becky Antrim
Reservation Coordinator
Forest Preserve Director Report  
February 2014

- In process of completing report for the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Agencies must complete this report to be considered for grant funding through IDNR’s Open Space Land Acquisition and Development program.
- Met with a representative from Delta Aquatics who is interested in exploring the possibility of using the pool at Hoover Forest Preserve.
- Working with David Berault to finish contract with Allied Waste.
- Met and discussed strategies with Fran Klaas, Jeff Wehrli, and Grant Casleton regarding connection of the Virgil Gilman Trail near Hill Avenue.
- Met with grant consultant Laura Stuart regarding land acquisition and capital grants.
- Continue to work on the District’s Master Plan.
- Completed pulling together information requested by Leslie Johnson for the Human Resources Audit. Met with Leslie for approximately 2 hours and discussed FP documents, policies and procedures. Will continue to work with Leslie on a number of items during the remainder of 2014.
- Received and reviewed applications for the Barn Manager position. With Elizabeth Flowers, conducted six interviews for the position. Will conduct second interviews with a few candidates next week and have the position filled shortly thereafter.
- Completed spring edition of ‘Stepping Stones’ newsletter.
- HR duties - pay vouchers, track employee vacation and S/P time, track PT employee hours, etc.
- Meeting agendas, packets, minutes.
- Staff meetings, discussions, delegation & supervision.
- Attended Forest Foundation of Kendall County meeting, volunteer restoration workday, and Aldo Leopold presentation.
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**TOTALS** 26181
Finance Committee

Responsible for the financial affairs and policies of the District, including: review of claims; preparation of budgets, appropriations and tax levies; preparation of bond issues; establishing general accounting and purchasing procedures; establishing wage, compensation and benefit policies; establishing permit fees, program fees, and concession arrangements; and review of annual audit. This committee may not commit funds or incur liabilities except as approved and authorized by the full Forest Preserve District Commission.

Operations Committee (or Special Facilities Committee?)

Responsible for the plans, policies, and operational procedures of special facilities operated by the District. These special facilities are Ellis House & Equestrian Center, Meadowhawk Lodge.

Planning Advisory Committee

Responsible for advising the District on planning related matters including: providing input on long-term projects, reviews the Forest Preserve District’s Master Plan on an annual or as needed basis, and reviews the District’s annual report. This committee may not commit funds or incur liabilities except as approved and authorized by the full Forest Preserve District Commission.

Forest Preserve Committee of the Whole

Supervises the general affairs and operations of the District, including: administrative policies, human resource policies, land acquisition, grounds and facility operations, natural resources, environmental education, volunteer programs, grant applications and implementation, capital projects, special events, licensing, and other items of business. This committee may not commit funds or incur liabilities except as approved and authorized by the full Forest Preserve District Commission.
1. Introduction
   a. History
   b. Organization
   c. Mission Statement and Goals
   d. Master Plan Goals & Objectives
   e. Countywide Forest Preserve Map

2. Kendall County Natural Resources

3. Inventory of Existing Preserves & Facilities
   a. Overview
   b. Preserve & Facility Chart
   c. Preserve Summaries
   d. Preserve Maps

4. Capital Projects
   a. Overview
   b. Capital Project Planning
   c. Goals & Objectives

5. Land Acquisition
   a. Overview
   b. Land Acquisition Evaluation Process
   c. Land Acquisition Chart
   d. Land Acquisition Maps
   e. Goals & Objectives

6. Management & Administration
   a. Organization
      i. Overview
      ii. Commission Organizational Chart
      iii. Staff Organization Chart
      iv. District Guidelines
   b. Administration
      i. Overview
      ii. Activities
      iii. Goals & Objectives
   c. Marketing & Outreach
      i. Overview
      ii. Activities
      iii. Goals & Objective