KENDALL COUNTY FOREST PRESERVE COMMITTEE

AGENDA

WEDNESDAY
JANUARY 15, 2014

5:30 P.M.
KENDALL COUNTY BOARD ROOM

I. Call to Order
II. Roll Call
III. Citizens to be Heard
IV. Joe Rogus, Illinois Department of Natural Resources

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

VII. Review of Quotes for:
   A. Door at Ellis House & Equestrian Center
   B. Concrete at Ellis House & Equestrian Center

VIII. Executive Session
IX. Other Items of Business
X. Adjournment
Board Updates – December, 2013

House Bookings:

➢ April 6, 2014 – Bridal Shower
➢ June 8, 2014 – Wedding
➢ June 14, 2014 - Wedding
➢ June 21, 2014 – Wedding
➢ June 28, 2014 – Wedding
➢ July 6, 2014 – Wedding @ Meadowhawk
➢ July 12, 2014 - Wedding
➢ July 19, 2014 – Wedding
➢ July 26, 2014 – Wedding
➢ August 2, 2014 – Wedding
➢ August 9, 2014 - Wedding
➢ August 30, 2014 – Wedding
➢ September 13, 2014 – Wedding
➢ September 20, 2014 - Wedding
➢ October 4, 2014 – Wedding
➢ June 20, 2015 - Wedding
➢ September 12, 2015 - Wedding

Ongoing Programs:

✓ Family Fun Night first Friday of every month – Friday, December 6th, attendance = 70

Meetings/Training/Expos/Annual Events:

➢ Wednesday, December 4th – Staff Meeting / Ad Hoc
➢ Thursday, December 5th – Pictures with Santa at Meadowhawk Lodge
➢ Thursday, December 12th – Kendall County Horse Show Association Christmas Party
➢ Sunday, December 15th – 5th Annual 5k Reindeer Run
➢ Thursday, December 19th – FP Staff Christmas Party at Meadowhawk Lodge

House/Property Tours:

➢ 6 – EHEC
➢ 0 - Meadowhawk

Group Tours/Birthday/Girl/Boy Scout Parties:

● 5 parties/groups with 69 guests
Community Service hours:
≈ 62

Volunteer Hours:
☐ 87

Total Deposits:
⊕ $6432.00

Other Items:

- Becca B, Debbie G, Ron S, and Shannon P have all pitched in as Leah R is on a leave and Erin M has been let go. Becca B. has taken over all of the lessons for the time being. As we get closer to warmer weather and busier schedules, we will be hiring additional staff.
- Staff compiled comparisons of rates for the Ellis Ad-hoc Committee. The committee reviewed and increased lesson, birthday party, and summer camp rates.
- The Reindeer Run had 109 registered runners, with 89 actually showing up on a bitterly cold day.
- The Bridal Expo is scheduled for February 16.
<table>
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<tr>
<th>Camp Type</th>
<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>5-Day Camp</td>
<td>$325</td>
<td>$350</td>
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<tr>
<td>3-Day Camp</td>
<td>$180</td>
<td>$200</td>
</tr>
<tr>
<td>1-Day Camp</td>
<td>$55</td>
<td>$60</td>
</tr>
<tr>
<td>Parent-Too</td>
<td>$40</td>
<td>$45</td>
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**SUMMER CAMPS**

<table>
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<tr>
<th>Camp Type</th>
<th>Resident</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>3-12 Children, provides 5-4 horses &amp; equal start, 2 hours, up to 10 children, 2 hours</td>
<td>$180</td>
<td>$200</td>
</tr>
<tr>
<td>Up to 10 children, 2 hours, $177 and $18 per additional child.</td>
<td>$180</td>
<td>$200</td>
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**NEW RATE** - Up to 10 children, 2 hours, $177 and $18 per additional child.

**OLD RATE** - Up to 10 children, 2 hours, $150 and $15 per additional child.

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<thead>
<tr>
<th>Camp Type</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Lessons in Group up to 5 students, each lesson 1.5 hours.</td>
<td>$125</td>
<td>$140</td>
</tr>
<tr>
<td>Private 1/2 hour Lessons in packages of 4, 6, or 12 Lessons.</td>
<td>$45</td>
<td>$60 (40)</td>
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</table>

**NEW RATE** - 1/2 hour Lessons, 1/2 hour each, 3 lessons-lesson-by-lesson purchase.

**OLD RATE** - 6 lessons, package purchase, 1/2 hour each, 3 lessons-lesson-by-lesson purchase.

**RIDING LESSONS**

<table>
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<tr>
<th>Camp Type</th>
<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>135 (27)</td>
<td>$140</td>
<td>$155 (31)</td>
</tr>
<tr>
<td>145 (27)</td>
<td>$150</td>
<td>$165 (32)</td>
</tr>
<tr>
<td>160 (40)</td>
<td>$170</td>
<td>$185 (34)</td>
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**Ellis House & Equestrian Center Programming Rate Comparison**
Kendall County Forest Preserve  
Education Department  
November and December 2013

Natural Beginnings:
• The program took advantage of the snow and has been busy exploring nature. The winter themes were a success. Ms. Stefanie Hubert has been volunteering with the program and has brought many creative ideas to the classes.

Programs and Community Involvement:
• New school programs that align with the Next Generation Science Standards have begun in the county’s schools. Listed below are the programs that are being offered this fall and winter:
  o Animals in Winter-Kindergarten
  o Biomimicry- First Grade
  o Zoochory- Second Grade
  o Fossils of Illinois- Fourth Grade
  o The Importance of Wetlands- Fifth Grade
• The annual Christmas Concert, featuring local band Prairie Smoke and Friends, was held on December 20. The festive music helped put the crowd in the holiday spirit.
• Summer staff met over the Christmas holiday and all of the summer camps have been planned for the summer. Camps were advertised in the winter newsletter and registration began in January.

Staff Development:
• Staff is registered for upcoming workshops and conferences. Rebecca Smith and Laura McCoy will be presenting at the Environmental Education Association of Illinois conference in April.

Upcoming Events:
• School programs are scheduled throughout the remainder of the winter and the spring is booked solid.
• Summer camp preparations continue.
• More programs are being developed to meet the changing needs of classrooms.

Nature looks dead in winter because her life is gathered into her heart. She withers the plant down to the root that she may grow it up again fairer and stronger. She calls her family together within her inmost home to prepare them for being scattered abroad upon the face of the earth.

~Hugh Macmillan, "Rejuvenescence," The Ministry of Nature, 1871
GROUND & NATURAL RESOURCES
STAFF REPORT
Kim Olson
Dec 2013

Kim Olson, Craig Johnson, Patrick Higgins and Mike Prinos - Maintain all KCFPD properties.
Mike Pierson - maintain Hoover
Ron Smrz - maintain Ellis.

DECEMBER ACTIVITIES –FULL TIME STAFF

- We prepared all the snow equipment for use.
- We have all been behind a plow, snow blower or shovel for a good deal of December!
- We are salting often for our guests safety.
- We have been doing quite a bit of invasive restoration at Millbrook South, Subat, and Harris. We have been removing honeysuckle and buckthorn.
- We assisted Jody in setting up and clean up for the seed processing event.
- We tend to the sledding hill daily for debris and stair safety.
- Craig still sharpens our chain saw chains and does a great job...saves a lot of $$$!

DECEMBER ACTIVITIES –KIM OLSON

- I am a “hands on” Superintendent...so always...all of the above alongside the guys! Along with......
- I researched and arranged for the switch from Sprint to Verizon for phone services.
- I filled in for openings and closings for much needed time off for our hard working staff during the holidays.
- I interpreted the NAV reports and instructed the guys on the areas of concern.
- I was behind a shovel assisting in snow removal at all preserves....Mother Nature has sure made herself heard this year!

DECEMBER ACTIVITIES –MIKE PIERSON-HOOVER

- Mike also has been behind the snow plow most of the month! Filling the salt spreader by hand on the weekends.
- Mike had some issues with the plow and diagnosed/replaced the hydraulic ram, an electrical issue was determined also and Coffman’s had to do those repairs.
- Mike replaced the alternator on the Kubota RTV and installed weather protective doors on it also.
- Mike replaced belts on the lagoon’s aerators.
- Mike has been training a new PT person along with his usual PT’s on plowing/salting, and also on check in’s.
- Mike collected sewage water samples and replace and rerouted chlorine.
- Mike replaced the Rookery phones due to a lightning strike. Worked with AT&T on locating the underground phone line to assess the lightning damage.
- Mike assisted with a sewer backup at the Historic Courthouse on the night of the Christmas concert.

DECEMBER ACTIVITIES –RON SMRZ-ELLIS

- Ron has now been feeding the horses every morning.
- Ron helped with set up/take down for the Family Fun Night and also the Reindeer 5K run.
- Ron took the truck in for warranty work repair of a front seal.
- Ron has been dong snow removal as much as the rest of us.
- Ron assisted the heating contractor in diagnosing and replacing a faulty flame sensor in the furnace.
- Ron installed a new electric bulb timer for the front porch.
- Ron checked on white vinyl fencing that another barn is possibly going to donate to us.
- Ron acquired quotes for hardwood floors, ADA door and concrete work.
- Last but not least, Ron played Santa Claus at Family Fun Night and the 5K...Merry Christmas!

**ROUTINE DUTIES-FULL 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:

  *Electrical, plumbing, carpentry, equipment operation, mechanical / equipment repairs, painting, herbicide application, prescribed burns, logging records of all restoration 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 Ranger duties and mowing.*

**ROUTINE DUTIES-KIM OLSON**

- Anything that Jason may direct me to do.
- Stepping in and assisting wherever needed due to any absences in any department.
- Obtaining quotes and meeting with contractors when projects are pending.
- Managing and scheduling all staff, including Mike at Hoover, and Ron at Ellis.
- Troubleshooting and taking preventative measures at all times to ensure a safe and enjoyable experience for our all guests.
- Educating, informing and communicating with the public.
- Prioritizing and dispatching staff for maximum efficiency and production.
- Opening and closing of preserves as needed to assist on days off and Holidays.
- 24/7/365 on call for staff and Sheriff’s Department for any issues that may arise (and I do get them at all hours!)
- Scheduling/on call for deputy details/patrols.
- Create monthly report.

**ROUTINE DUTIES-MIKE PIERSON**

- Mike is our on-site certified mechanic for the entire FP fleet.
- Mike opens and closes Hoover.
- Mike is responsible for all Hoover grounds, buildings and woodlands and trails, maintenance and repairs.
- Mike does care, testing, monitoring and maintenance of lagoon and water treatment systems, testing both daily and monthly.
- Mike supervises part-time staff and also court services individuals.

**ROUTINE DUTIES-RON SMRZ: same as** Mike Pierson and Kim Olson and crew.

- Ron is responsible for all the Ellis House & grounds.
- Ron also maintains the Baker Woods FP.
MONTHLY REPORT TO THE
KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION

December 2013

Jody Strohm; Natural Areas Volunteer Coordinator, Accounts Payable

NATURAL AREAS VOLUNTEER (NAV) PROGRAM

Total Volunteer Hours: 129.25

Breakdown of Volunteer Hours:
Restoration - 84
Trail Monitor - 19.75
Other Work - 25.5

The seed processing workday we have every December is a big deal. A solid volunteer program needs to be responsive to the motivations that bring each individual to our table. Some people are looking for education, some camaraderie, some the desire to help the community and the Earth, some simply exercise.

It’s my job to meet the needs of multiple motivations, and each workday has its own character. At the December workday we can take stock of the harvest we have spent so much time and care collecting. It’s a fine time of year to gather the volunteers together at an indoor venue and share common interests and goals. It is also a perfect time to reflect on the successes of the year as it draws to a close.

ACCOUNTS PAYABLE

While vouchers are not as exciting to write about, each month they remain a significant part of my job, consuming about 50% of my work hours to research and complete.

At left, Jeff R. is compiling photos of the native seed that we collect from Kendall County Forest Preserves. By using a ruler in the photo, Jeff is illustrating that seed may range in size from the head of a pin to the size of a walnut. Seed identification is a science in itself.
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – DECEMBER 2013

RESERVATIONS

Harris Forest Preserve

1 Internal Event - 25 guests
4 External Events - 190 guests

Guests: Volunteer Program
         Family Christmas Parties

Jay Woods, Richard Young and Subat Forest Preserves

0 Events

Hoover Forest Preserve  (includes Meadowhawk Lodge)

1 Internal event - 10 guests: New Year’s Eve Celebration @ Meadowhawk Lodge
   Education Program – Pre-school thru 3rd grade

9 External events: - 243 guests

Guests: Family Christmas Party
         Boy Scout Winter Outings
         Yorkville Strings & Meet with Santa Claus @ Meadowhawk Lodge

Historic Courthouse

Internal: 2 events – 75 guests
External: 18 events – 418 guests

Guests: ROE: GED Testing
         Kendall County Probation Department – Family Group Sessions
         Yorkville High School Art Show
         DuPage ROE – Illinois RtI Network Meeting
         Couple’s Book Club
         Education Department – Holiday Gala & Christmas Concert

Becky Antrim
Reservation Coordinator
Forest Preserve Director Report  
December 2013

• USAgain is a for-profit company that places bins in parking lots to collect used clothing. It sells this clothing to domestic and overseas companies who will sell the clothing retail. USAgain is interested in placing bins in some of the District’s parking lots. They would pay the District up to $0.03 per pound of clothing collected.

• I am waiting on a quote from a company that can install the component that will fix the turbine at Hoover FP. That quote will be forwarded to the State’s Attorney’s Office, who will then be in touch with the original contractor.

• Took care of some (hopefully) final paperwork for FEMA regarding the flood damage last spring. Working with FEMA on getting some hazard mitigation funds to seal up window where floodwaters came into basement.

• Worked with Jill Ferko to create project codes for a number of line items that will break down expenditure information. Discussed with the appropriate staff so that receipts and statements have the correct project code information when turned in for payment.

• During FY14 budget discussions, a pickup truck was included in the capital equipment budget. The truck would primarily be used for the Natural Area Volunteer programs, but would be used by other FP staff as well. The truck with a cap and other options was approximately $25,600.

• Laura M. returned to work from her maternity leave on January 2.

• HR duties - pay vouchers, track employee vacation and S/P time, track PT employee hours, etc, etc.

• Meeting agendas, packets, minutes.

• Staff meetings, discussions, delegation & supervision.

• Attended Family Fun Night, Pictures with Santa, Natural Area Volunteer workday, Reindeer Run 5K, and Illinois Association of Forest Preserve and Conservation District meeting.

• One sick day (even had to miss going to a Blackhawks-Canucks game) and two vacation days.
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<tr>
<td>7200</td>
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<td>1500</td>
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**Concrete**

- 9 West of Storefront Building
- 8 Connect from sidewalk and drive
- 7 Sidewalk to Storefront Building
- 6 West Sidewalk - Fix Shifting
- 5 New Slabs by Restroom to Fix Shifting
- 4 Basement Window
- 3 Extra Sidewalk Width by pad
- 2 Dining Room Sidewalk to pad
- 1 ADA Ramp by new door

**Concrete**

- Ashland Door Solution
- Pella Door

**Steelclad Door**

- CCS
- CCDS

**Requests for Quotes**