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:
   A. Water System Repairs at Hoover FP
   B. Concrete at Ellis House & Equestrian Center
   C. Storage Container at Ellis House & Equestrian Center

VI. Forest Preserve Committees Discussion

VII. Special Event Application – Yorkville High School Cross Country

VIII. Executive Session

IX. Other Items of Business

X. Adjournment
Board Updates – January, 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 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, January 3rd, attendance = 18

Meetings/Training/Expos/Annual Events:

ผลกระทบ, Wednesday, January 15th - Ad Hoc
ผลกระทบ, Wednesday, January 29th – Staff Meeting

House/Property Tours:

➢ 8 – EHEC
➢ 0 - Meadowhawk

Group Tours/Birthday/Girl/Boy Scout Parties:

• 2 parties/groups with 20 guests
Community Service hours:  
≈ 91

Volunteer Hours:  
☐ 48

Total Deposits:  
⊕ $3390.00

Other Items:

- The barn manager position is posted and applications are due by February 28. A new hire should be in place towards the end of March.
- Bridal expos are scheduled for February 16 at Ellis and March 16 at Hoover FP.
- The Ellis youtube videos are up and running. These 4 videos were produced by a couple of volunteers and highlight Family Fun Nights, weddings, and the volunteer program at Ellis.
- Ellis will have used its prepaid amount of propone sometime in February.
Kendall County Forest Preserve
Education Department
January 2013

Natural Beginnings:
- Hosted an open house on January 24 that was well attended by both families currently enrolled and those looking to find out more about the program.

Programs and Community Involvement:
- Staff has been busy with school programs that align with the Next Generation Science Standards. Listed below are the programs that are being offered this fall and winter:
  - Animals in Winter-Kindergarten
  - Biomimicry- First Grade
  - Zoochory- Second Grade
  - Fossils of Illinois- Fourth Grade
  - The Importance of Wetlands- Fifth Grade
- Staff has been assisting with the spring newsletter and organizing spring programs.

Staff Development:
- Staff attended the Association for the Education of Young Children conference in Chicago.

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
JANUARY ACTIVITIES - FULL TIME STAFF

- As we all are well aware of...we have had a record number of snow events along with record amounts of snow this winter, parallel to the record rain events and rain amounts we experienced last summer. We have all been behind a plow, snow blower or shovel for a good deal of January as well as December. The news reported last week out of the last 60 days...there have been over 45 snow events. In other words...every 1 ¾ days it has snowed. On the good side...our guests are really LOVING it! Sledding, cross country skiing, tracking, and hiking in our Winter Wonderlands is at an all time high. It is truly beautiful and peaceful deep in the forest this winter.
- We actually still managed to get some restoration done, honeysuckle and buckthorn at Hoover and Harris.
- We did a major cleaning of the shop...reduced, reused and recycled!
- We finished seed processing...now we will plan for its final distribution.
- We all attended the required anti-harassment training.

JANUARY ACTIVITIES - KIM OLSON

- I am a “hands on” Superintendent...so always...all of the above alongside the guys! Along with......
- I was pushing the snow and ice also. We truly have the best team! True dedication.
- I conducted a Prescribed Fire presentation for the Yorkville Intermediate School 5th graders. They loved it! The interest of future budding Rangers was ignited! (Pun intended!)
- I filled in for openings and closings for much needed time off for our hard working staff.

JANUARY ACTIVITIES - MIKE PIERSON-HOOVER

- Mike also has still been behind the snow plow most of the month! Filling the salt spreader by hand on the weekends. Being responsible for the safe travel of our guests at Hoover at all times...24/7/365.
- Mike has had his hands full with mechanical repairs of the trucks and plows also...nice to have a mechanic on staff. All our guys are so multi-talented. Again...the best!
- Mike will be getting certified to be the operator for the lagoon waste treatment system. Currently we pay $4000 per year for what Mike will be able to do in the future.
- Mike has been researching and contacting water system companies for info, prices and how to best proceed in dealing with the water tank leak for the Hoover water supply.

JANUARY ACTIVITIES - RON SMRZ-ELLIS

- Ron also has been behind a plow and snow blower, being responsible for access 24/7/365 to Ellis
- Ron feeds the horses every morning during the week.
- Ron has been dealing with frozen water pipes and heating glitches.
- Ron sets up for and tears down Family Fun Night once a month.
- Ron painted the classroom and hallway.
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.

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 Baker Woods Forest Preserve.
MONTHLY REPORT TO THE
KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION

January 2014

Jody Strohm; Natural Areas Volunteer Coordinator, Accounts Payable

NATURAL AREAS VOLUNTEER (NAV) PROGRAM

Total Volunteer Hours for 2013: 1785.50

Breakdown of Volunteer Hours:
  Restoration - 644.75
  Trail Monitor - 475.5
  Citizen Science - 101.5
  Other - 564.75

The total volunteer hours above represents a 13% increase from 2012. The value of volunteer hours established by the Independent Sector has gone up to $23.19/hour.

Much of January was consumed refining the Access Seed Database and entering the species figures from 2013. Attached find some of the charts we are able to run from the database.

The Saturday Workday was cancelled to inclement weather.

We had a presentation on Raptor Identification by one of our volunteers, a gentleman who has worked with falcons and hawks for 35 years. Larry M. spoke of his experiences with birds of prey and how to identify the three major types by their silhouette on the wing.

ACCOUNTS PAYABLE

The Forest Preserve District has instituted a new system designed to track more closely the use of funds for the Education Department, Hoover Forest Preserve and Ellis. The results of this change will subdivide certain line items into project codes that can then be applied for future budget planning.

I created a new form to separate purchased items on each vendor receipt into the designated project code.
Kendall County FPD Seed Collection, 2003-2013

Total Collections: 1036
Total Species: 214
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – JANUARY 2014

RESERVATIONS

Harris Forest Preserve

0 Internal Events - 0 guests

4 External Events - 170 guests

Guests: Baby Shower
        Family Birthday Parties

Jay Woods, Richard Young and Subat Forest Preserves

0 Events

Hoover Forest Preserve  (includes Meadowhawk Lodge)

6 Internal events: 68 guests: Babes in the Woods – Secret Winter Garden
                  Education Program – 3 – 6 year olds
                  Carolyn Freese – Art Classes

13 External events: - 482 guests

Guests: New Year’s Day Hike
        American Heritage Girls Winter Outing & Boy Scout Winter Outings
        Church Outing
        Kendall County Outdoor Education Center – Fountain Fundraiser

Historic Courthouse

Internal: 3 events – 60 guests

External: 26 events – 719 guests

Guests: Kendall County Area Transit
        Kendall County Probation Department – Family Group Sessions
        Grande Reserve Elementary – 3rd Grade – Mock Trials
        TCF Kendall Advisory Council Meeting
        Kendall County Dog Therapy Club
        Kendall County Forest Foundation Meeting

Becky Antrim
Reservation Coordinator
Forest Preserve Director Report  
January 2014

- Meadowhawk Lodge sign included in FY14 capital budget list for $1800. Would like to proceed.
- Received quote for repair needed to get turbine at Hoover FP working. Forwarded to Leslie Johnson, who will be drafting a letter to the contractor who was responsible for having the turbine installed.
- Working with David Berault to finish contract with Allied Waste.
- Began pulling information together for HR Audit.
- Working on spring edition of ‘Stepping Stones’ newsletter.
- Met with and providing information to Latreese Caldwell. Met with Laura McCoy and Tina Villarreal regarding information needed.
- Received quotes for container storage at Ellis.
- Attended Emergency Management Communication meeting. Began putting together information to provide to Joe Gillespie.
- 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 Family Fun Night, Forest Foundation of Kendall County meeting, The Conservation Foundation Advisory Committee meeting, Natural Beginnings Open House, and Regional Planning Commission annual meeting.
Date: 2/4/2014

Kendal County Forest Preserve
11285 Fox Rd
Yorkville, IL 60560

Attention: Mike

RE: Well pump VFD installation / Output filter
    Kendall County Forest Preserve

FTI shall furnish necessary labor and material to install a new 25HP ABB ACH 550 variable speed frequency drive on the existing well pump system to include the following:

- ABB ACH550 25HP/208/3 VFD
- Nema 1 VFD output filter
- Stainless steel ¾” 4-20Ma pressure transducer
- Necessary electrical and hardware
- 119 Gallon bladder tank
- Tank isolation valve
- Tank drain valve
- Necessary CPVC pipe and fittings

FTI shall install the new VFD and recommended listed components above. FTI shall set all VFD parameters and perform an operational test.

Total cost including material, Tax and Labor $7,447.00

NOTE: This pricing excludes applicable sales Tax, Lead time on material 4-5 days

Sincerely,

Brian Morgan

PS: Fluid Technologies, Inc. would like to thank you for the opportunity to propose on this project. If there are any questions, please do not hesitate to call.
# Requests for Quotes

## Concrete

<table>
<thead>
<tr>
<th>Item Description</th>
<th>McCaslin</th>
<th>Mid-Valley</th>
<th>Muffler</th>
</tr>
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<tbody>
<tr>
<td>ADA Ramp by new door</td>
<td>1500</td>
<td>2001</td>
<td>2700</td>
</tr>
<tr>
<td>Dining Room sidewalk to pad</td>
<td>3600</td>
<td>5100</td>
<td>6984</td>
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<tr>
<td>Basement window</td>
<td>400</td>
<td>1013</td>
<td>3310</td>
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<tr>
<td>New slabs by restroom to fix sinking</td>
<td>800</td>
<td>442</td>
<td>1140</td>
</tr>
<tr>
<td>West sidewalk - fix settling</td>
<td>400</td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td>Small sidewalk by front door</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7300</strong></td>
<td><strong>8556</strong></td>
<td><strong>14134</strong></td>
</tr>
</tbody>
</table>

## Container

40’ long container for storing tables, chairs, carts, etc. FP staff will create pad for container to be placed on and limestone path to tent pad.

<table>
<thead>
<tr>
<th>Company</th>
<th>Container</th>
<th>Delivery</th>
<th>Paint</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advantage Storage, Chicago</td>
<td>2450</td>
<td>300</td>
<td>650</td>
<td>3400</td>
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<td>CMG, Chicago</td>
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<td>BJ Trailer, Chicago</td>
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<td>675</td>
<td>850</td>
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<td>Great Lakes Kwik Space, Aurora</td>
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<td></td>
<td>559</td>
<td>3358</td>
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<tr>
<td>Contain It, Channahon</td>
<td>2800</td>
<td>250</td>
<td>850</td>
<td>3900</td>
</tr>
</tbody>
</table>
Special Event Permit Application  
Kendall County Forest Preserve District

Instructions: Please sign the form and return it, along with the appropriate insurance certificate to:
Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, IL 60560

Please submit application at least two months prior to the Special Event.

Applicant Information:

Event Name: Yorkville High School  
Contact Person: Seth Schoonover – Athletic Director  
Organization: Cross-Country

Address: 797 Game Farm Road, Yorkville, IL 60560  
Street  City  State  Zip  County: Kendall

Telephone: Home: (630) 553-4380 x 113  Cell: (630) 774-1365

E-mail: SSchoonover@y115.org

Special Event Information:

Name of Forest Preserve: Hoover Forest Preserve  Date(s): August 25, 2014

Event: Yorkville High School Cross-Country Invitational

Estimated Attendance: 800–1000

Arrival Time (includes set-up): 8:00 am

Departure Time (includes take down): 8:00 pm (sunset)

Will this Special Event include:

A = $50.00

1. The use of temporary structures?  Yes  No

2. Collecting/Charging an entrance or registration fee?  No  Yes

3. Selling concessions/food?  Yes (water)  No
Will this Special Event include: Yes No

A = $50.00 (continued)
4. Selling goods and services?         ___  √
5. Electronically amplified sound?     √  ___

B = $150.00
6. Business uses in Preserve?         ___  √
7. Group larger than 250 people?      √  ___
8. Extensive Use of grounds?          √  ___

C = $250.00
9. Extensive Use of staff time?       √  ___
10. Closes and/or limits part(s) of preserve to other users? √  ___

► Permitee will be charged only for the highest category (A, B, or C) that is checked.

Description of the Special Event, including details of any 'Yes' answers from above:

#1 – Four (4) Port-o-lets (bathrooms) charge to include $65.00 per unit plus Trip Charge of $65.00. See KC Reservation Permit - #82736.
#1 – Laptop & printer – generator use – bringing their own.
#1 – Start & Finish line by Meadowhawk Lodge.
#1 – Pop-up tents for trainer & registration – Golf cart with defibrillator (Seth’s assistant and trainer use).

#5 – Portable PA or blow horn for announcements.

#9 – Course Planning & Set-up. Contact Forest Preserve personnel at least one month prior to event to discuss course & other items from previous year.

#9 – Parking monitors required – School to provide own personnel to direct traffic.

#10 – Four (4) buses and handicapped park in back lot.

Applicant’s Signature: [Signature]

Date: [Date]

Rev. 03/30/13  #82735
Special Event Agreement
Kendall County Forest Preserve District

The Kendall County Forest Preserve District (District) and Yorkville High School (Permittee) agrees as follows:

1. The Permittee shall meet the following insurance requirements:
   
   A. Permittee shall have general liability coverage of $1,000,000 per occurrence.

   B. Certificates of Insurance must state the following: The Kendall County Forest Preserve District is an additional insured on a primary and non-contributory basis.

2. The Permittee shall pay the District $250.00 for this approved Special Event Permit. Payment is due upon approval of permit.

3. The Permittee agrees to indemnify and hold harmless the District against any and all claims, losses, suits, and damages against the District arising, directly or indirectly out of the use of District premises or performance of this Special Event Agreement, specifically including claims resulting from any act or omission of the Permittee and the District, individually, and/or jointly and severally.

4. If concessions/food is to be sold at the Special Event, the vendors must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.

5. The Permittee shall limit the Special Event activities to those described in the Special Use Permit Application.

6. The Permittee shall follow all District rules and regulations (see attached).

7. The Special Event Permit and the Permittee shall be present on-site at the Special Event.

8. The attached itinerary shall be a part of the Special Event Agreement.

Kendall County Forest Preserve District:

Signed / Approved: ________________________ Director / President

Permittee:

Signed: ________________________

Date: 1/16/14

Rev. 03/20/13 - # 32836

pd. 1/16/14 - $250.00 - ck# 21189