

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: April 2017 Director's Report

Date: May 10, 2017

Meetings, Events, and Programs

April 12	Trash Removal and Recycling Services Bid Opening
April 13	Forest Foundation Bylaws Committee and Monthly Board Meeting
April 18	2017 Refunding Document Signing
April 19	Hoover Nature Play Space Stakeholder's Committee Meeting
April 20	Plants of Concern Monitoring
April 20	Forest Foundation Community Outreach Committee Meeting
April 21	Meeting with President Gilmour
April 22	Hoover Nature Play Space Garden Earth Day Event and Work Day
May 2	ZPAC Meeting
May 9	Trail Monitor Volunteer Orientation

Priority Project Updates

2017 Series Refunding Bonds

The District completed all closing activities for the 2017 Series refund bonds. An updated debt service schedule has been requested from Speer Financial, Inc. for budget planning purposes.

Henneberry Restoration Project Updates

A letter and proposal for parcel access has been sent to the White-tail Ridge Homeowner's Association for consideration at meeting on May 24 Board Meeting. As part of the proposal and per Board request, the letter includes inclusion of the access parcel in the plan for restoration, and installation of a turf trail for resident and District staff access into the preserve and restoration areas to support ongoing habitat management efforts. If approved, a change order request will be submitted to SemperFi Land Management based on unit costs submitted with their bid.

Railway Crossing Improvement Projects - Hoover and Millbrook South

Jeff Harping with the Illinois Department of Transportation's Central Bureau of Local Roads and Streets is in process of contacting the Illinois Commerce Commission and Illinois Railway to check on the status of compliance with the ICC order. Mr. Harping has suggested that standard practice is to enter into tri-party agreements for the work to be performed. For the Hoover Forest Preserve crossing improvements, parties will include the City of Yorkville, Omnitrax-Illinois Railway, and IDOT in order to move the project forward.

Separately, I have requested a crossing agreement template from Elizabeth McGuire, Real Estate Manager for Omnitrax for Commission review as part of continuing discussions for establishing a crossing agreement for Millbrook South Forest Preserve.

Forest Foundation of Kendall County Updates

The Forest Foundation has established committees 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.

The Forest Foundation received \$5,200 in contributions from 100+ Women Who Care of Oswego-Montgomery-Yorkville for support of the next-phase project for the Hoover Nature Play Space.

The District and Foundation have received memorial contributions for Henry Weidman, which will be restricted to support the District's environmental education programming. Funds received by the District will be deposited, with a check issued to the Forest Foundation for the total amount for deposit in the environmental education restricted fund. The Foundation will be asked to consider establishing a formal program and guidelines for acceptance of future memorial contributions.

Millbrook Bridge Permitting Updates

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.

As part of the permit process, documentation will also be submitted to the Illinois Historic Preservation Agency for review. In discussions with HLR Engineering, the District will need to fulfill additional agency requirements, including holding a public hearing in order to secure IHPA sign-off on the permit.

Hoover Site Fuel Service

District staff members have completed review of options for establishing on-site fueling of vehicles and equipment at Hoover Forest Preserve. Proposals have been received from Elburn Coop - Newark, Feece Oil - Minooka, and GRAINCO, FS. 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.

Plants of Concern Monitoring

The District is taking a more active role in support of Plants of Concern volunteer monitoring activities, including GIS mapping of study areas, and identification and control of threats from invasive species to the rare, threatened, and endangered plants known to occur within District preserves.

The District has extended an offer to a local Oswego HS student to intern over the summer to create a master floristic quality database for the District in order to identify the past documented presence of other plants of concern species populations within District preserve holdings, with the goal of locating and monitoring additional populations.

Yorkville Fury License Agreement

The Yorkville Fury has completed the installation of new fencing at the Hoover ball field. The District will meet with the association's president this week to discuss the remaining schedule for the year, practice and game end times, and recent vandalism of the association's storage shed. The Kendall County Sherriff's Office has been contacted, with additional patrols scheduled.

Respectfully submitted,

David Guritz, Director



Board Updates April, 2017

House Bookings:

- April 15, 2017 – Bridal Shower – Wheaton – Booked: 12/27/16 - Jeff and barb wehrli
- May 27, 2017 – Ceremony only – Minooka - Booked: 11/25/16
- June 4, 2017 – Baby Shower – Yorkville – Booked: 3/12/17
- June 10, 2017 – Wedding – Bolingbrook - Booked: 3/19/16 - I heard about Ellis through a "friend". Basically, a student worker who works with my fiancé's mother at Lewis University told her about Ellis, and said it was her dream venue.
- June 18, 2017 – Wedding – Joliet – Booked: 5/7/16
- June 24, 2017 – Wedding – Sandwich – Booked: 2/21/16 - My fiancé has a Grandma that lives in Minooka and we drive by it all the time going to her house. We did know exactly what it was so we looked it up and found your webpage on the internet.
- July 7, 2017 – Wedding – Sugar Grove - Booked: 8/4/16
- July 8, 2017 – Quinceañera – Aurora – Booked: 9/23/16
- July 15, 2017 – Graduation Party – Midlothian - Booked: 10/29/16 - I basically did an online search for outdoor venues for parties. I liked what I saw and read. Also, our event is a graduation party.
- August 26, 2017 – Wedding – Joliet – Booked: 5/6/17 – Neighbors of Ellis
- September 2, 2017 – Wedding – Oak Park – Booked: 9/9/16 -From living in the area as well as seeing you listed on The Knot.
- September 9, 2017 – Wedding – Manhattan – Booked: 6/9/16 - we heard about Ellis House from The Knot website
- September 23, 2017 – Wedding – Joliet - Booked: 2/11/17 - I heard about you threw chef by request!!
- September 30, 2017 – Wedding – Plainfield – Booked: 9/25/16 - We heard about you through a google search!
- October 7, 2017 – Wedding – Darien – Booked: 9/13/16 - We actually came across the Ellis House & Equestrian Center as we were looking at venues on Google Maps
- October 13, 2017 – Wedding – Lockport – Booked: 9/16/16 - We were told about you guys through a friend!
- November 4, 2017 – Wedding – Yorkville – Booked: 11/9/16 - MHL

➤ June 30, 2018 – Wedding – Minooka - Booked: 2/4/17

Total Bookings:

2018 –

Weddings = 1

2017 –

Weddings = 11 – EHEC

Weddings = 1 - MHL

Ceremony only = 1

Quinceanera = 1

Graduation Party = 1

Birthday Parties – 1

Bridal Shower – 2

Baby Shower – 2

2016 –

1st Communion - 1

Birthday Parties = 2

Baby Showers – 5

Bridal Showers – 2

Corporate – 1

Weddings at MHL - 2

Weddings = 16 / \$52,800.00

2015 –

Birthday Parties = 1

Bridal Showers = 2

Graduation Parties = 1

Weddings = 14 / \$46,200.00

2014 –

Baby Showers = 1

Bridal Showers = 1

Weddings = 15

2013 –

Baby Showers = 1

Bridal Showers = 2

Church Retreats = 1

Weddings = 21

2012 –

Anniversary Parties = 1

Baby Showers = 3

Church Retreats = 1

Graduation Parties = 2

Weddings = 9

House/Property Tours:

- 3 – EHEC

Facility Revenue - Summary Report

Receipt Dates: 4/1/2017 - 4/30/2017

05/03/2017 02:00 PM

Facility Category Forest Preserve

Facility	Room	Use Type	Revenue	Refund	Total
Hoover Forest Preserve	Blazing Star	Birthday Party	\$150.00		\$150.00
Hoover Forest Preserve	Blazing Star	Family Outing	\$475.00		\$475.00
Hoover Forest Preserve	Blazing Star	Other	\$420.00		\$420.00
Hoover Forest Preserve	Kingfisher	Other	\$420.00		\$420.00
Hoover Forest Preserve	Kingfisher	Scout Outing	\$1,380.00		\$1,380.00
Hoover Forest Preserve	Moonseed	Family Outing	\$300.00		\$300.00
Hoover Forest Preserve	Moonseed	Other	\$680.00		\$680.00
Hoover Forest Preserve	Moonseed	Retreat	\$200.00		\$200.00
Hoover Forest Preserve	Moonseed	Scout Outing	\$730.00		\$730.00
Hoover Forest Preserve	Group Campsite A	Scout Outing	\$150.00		\$150.00
Hoover Forest Preserve	Group Campsite B	Family Outing	\$75.00		\$75.00
Hoover Forest Preserve	Group Campsite B	Scout Outing	\$250.00		\$250.00
Hoover Forest Preserve	Group Campsite C	Scout Outing	\$200.00		\$200.00
Hoover Forest Preserve	Meadowhawk Lodge	Baby Shower	\$795.00		\$795.00
Hoover Forest Preserve	Meadowhawk Lodge	Graduation Open House	\$395.00		\$395.00
Hoover Forest Preserve	Meadowhawk Lodge	Other	\$1,090.00		\$1,090.00
Harris Forest Preserve	Shelter 1	Family Reunion	\$50.00		\$50.00
Harris Forest Preserve	Shelter 1	Graduation Open House	\$50.00		\$50.00
Harris Forest Preserve	Shelter 2	Church Picnic	\$50.00		\$50.00
Harris Forest Preserve	Shelter 2	Family Reunion	\$50.00		\$50.00
Harris Forest Preserve	Shelter 4	Birthday Party	\$50.00		\$50.00
Harris Forest Preserve	Shelter 4	Family Reunion	\$50.00		\$50.00
Totals For Forest Preserve			\$8,010.00	(\$50.00)	\$7,960.00

Facility Category Historic Courthouse

Facility	Room	Use Type	Revenue	Refund	Total
Historic Courthouse	Third Floor Conference Room	Baby Shower	\$40.00		\$40.00
Historic Courthouse	Court Room	Baby Shower	\$80.00		\$80.00
Totals For Historic Courthouse			\$120.00		\$120.00
Room Rental Totals			\$8,130.00	(\$50.00)	\$8,080.00

Facility Revenue - Summary Report

Receipt Dates: 4/1/2017 - 4/30/2017

05/03/2017 02:00 PM

Package	Revenue	Refund	Total
Shelter 1 & 4 - Harris Forest Preserve	\$200.00		\$200.00
Package Rental Totals	\$200.00		\$200.00
Grand Totals	\$8,330.00	(\$50.00)	\$8,280.00



Merchandise Revenue - Summary

Receipt Dates: 4/1/2017 - 4/30/2017

05/03/2017 02:01 PM

Birthday Pony Party

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Birthday Party - Non-County	1	\$100.00	0		1	\$100.00
Birthday Pony Party		\$100.00				\$100.00

Credit Card Revenue

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Environmental Education Credit Card Revenue	34	\$288.08	0		34	\$288.08
Hoover & Shelter Rentals Credit Card Revenue	14	\$91.41	0		14	\$91.41
Credit Card Revenue		\$379.49				\$379.49

Ellis House

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
5K Event, Bridal Expo	1	\$40.00	0		1	\$40.00
Ellis House		\$40.00				\$40.00

Firewood - Add-on

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Firewood - Rentals	1	\$25.00	0		1	\$25.00
Firewood - Add-on		\$25.00				\$25.00

Pony Club

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Pony Club (Field Trips, Scout Programs, etc)	2	\$324.00	0		2	\$324.00
Pony Club		\$324.00				\$324.00

Riding Lessons

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Riding Lessons - Individual - Non-County	1	\$45.00	0		1	\$45.00
Riding Lessons - Package - County	3	\$480.00	0		3	\$480.00



Merchandise Revenue - Summary

Receipt Dates: 4/1/2017 - 4/30/2017

05/03/2017 02:01 PM

Riding Lessons

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Riding Lessons - Package - Non-County	4	\$720.00	0		4	\$720.00
Sunrise Center Monthly Fee	1	\$1,600.00	0		1	\$1,600.00
Riding Lessons		\$2,845.00				\$2,845.00

Security Deposit

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Other Rentals - Security Deposits	1	\$150.00	3	(\$360.00)	-2	(\$210.00)
Security Deposit		\$150.00		(\$360.00)		(\$210.00)

Summer Camp

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Student Tours	1	\$100.00	0		1	\$100.00
Summer Camp		\$100.00				\$100.00

Weddings

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Weddings	2	\$2,150.00	0		2	\$2,150.00
Weddings		\$2,150.00				\$2,150.00
Grand Totals		\$6,113.49		(\$360.00)		\$5,753.49

Course Revenue - Summary Report

Spring 2017

05/03/2017 01:59 PM

Environmental Education

Public Programs

Course#	Course Title	Revenue	Actual Enroll	Max Enroll	% Full	Revenue Not Realized
10	Babes in the Woods - Toadstools and Fairy Houses	\$20.00	9	16	56%	\$70.00
4	Toddling Naturalist - Welcome Spring	(\$10.00)	1	16	6%	\$75.00
8	Babes in the Woods - Earth Day Celebration	\$5.00	7	16	44%	\$45.00
9	Toddling Naturalist - Mud Fun!	\$10.00	4	16	25%	\$60.00
Totals For Public Programs		\$25.00	21	64	33%	\$250.00
Totals For Environmental Education		\$25.00	21	64	33%	\$250.00
Grand Totals		\$25.00	21	64	33%	\$250.00

Course Revenue - Summary Report

Summer 2017

05/03/2017 02:03 PM

Ellis House

Summer Camp

Course#	Course Title	Revenue	Actual Enroll	Max Enroll	% Full	Revenue Not Realized
22	Pony 1-Day Camp for Parents & Tots	\$0.00	0	8	0%	\$320.00
23	Pony 1-Day Camp for Parents & Tots	\$0.00	0	8	0%	\$320.00
24	Pony 1-Day Camp for Parents & Tots	\$0.00	0	8	0%	\$320.00
25	Pony 1-Day Camp	\$0.00	0	12	0%	\$720.00
26	Pony 1-Day Camp	\$0.00	0	12	0%	\$720.00
27	Pony 1-Day Camp	\$0.00	0	15	0%	\$900.00
28	Pony 1-Day Camp	\$0.00	0	15	0%	\$900.00
29	Pony 3-Day Camp	\$0.00	0	12	0%	\$2,280.00
30	Pony 3-Day Camp	\$0.00	0	12	0%	\$2,280.00
31	Pony 3-Day Camp	\$190.00	1	12	8%	\$2,090.00
32	Pony 3-Day Camp	\$0.00	0	15	0%	\$2,850.00
33	Pony 3-Day Camp	\$195.00	1	15	7%	\$2,660.00
34	Pony 3-Day Camp	\$0.00	0	15	0%	\$2,850.00
Totals For Summer Camp		\$385.00	2	159	1%	\$19,210.00
Totals For Ellis House		\$385.00	2	159	1%	\$19,210.00
Grand Totals		\$385.00	2	159	1%	\$19,210.00

Course Revenue - Summary Report

Summer 2017

05/03/2017 02:15 PM

Environmental Education

Summer Camp

Course#	Course Title	Revenue	Actual Enroll	Max Enroll	% Full	Revenue Not Realized
10	Forest Friends	\$240.00	3	16	19%	\$1,560.00
11	Forest Friends	\$360.00	8	16	50%	\$960.00
12	Nature Quest	\$390.00	9	16	56%	\$910.00
13	Nature Quest	\$520.00	14	16	88%	\$260.00
14	Dirt Detectives	\$120.00	7	16	44%	\$1,080.00
15	Dirt Detectives	\$120.00	3	16	19%	\$1,560.00
16	Amazing Animals	\$175.00	2	16	13%	\$2,450.00
17	Amazing Animals	\$175.00	2	16	13%	\$2,450.00
19	Journey through Time	\$175.00	3	16	19%	\$2,275.00
21	Have Paddle, Will Travel	\$195.00	5	16	31%	\$2,145.00
4	Eco Warriors	\$350.00	5	16	31%	\$1,925.00
5	Aquatic Adventures	\$240.00	3	16	19%	\$1,560.00
6	Aquatic Adventures	\$120.00	3	16	19%	\$1,560.00
9	Wee Wonders: Little Garden Sprouts	\$35.00	4	16	25%	\$420.00
Totals For Summer Camp		\$3,215.00	71	224	32%	\$21,115.00
Totals For Environmental Education		\$3,215.00	71	224	32%	\$21,115.00
Grand Totals		\$3,215.00	71	224	32%	\$21,115.00

To: Kendall County Forest Preserve District Finance Committee and
Committee of the Whole

From: David Guritz, Director

RE: Hoover Forest Preserve – Onsite Refueling for Grounds Maintenance Equipment

Date: May 10, 2017

Summary:

District staff members have explored opportunities for re-establishing onsite fueling for grounds maintenance equipment in order to reduce staff time spent transporting fuel containers between the Kendall County Highway Department and Hoover Forest Preserve.

An initial proposal was received from GRAINCO, FS for bringing the existing fuel storage tanks at Hoover Forest Preserve back into service. Per Finance Committee direction, the company was contacted to discuss tank ownership. Per GRAINCO, FS response, the District may consider the tanks as owned property of the District. Both tanks are double-walled. Initial inspection and follow-up conversations indicate that the tanks, if properly maintained, will have a long service-life.

While there are no specific environmental regulations or EPA/IEPA registration requirements for the above ground storage tanks in place, there are administrative rules that the District will meet in acceptance of the maintenance proposal:

TITLE 41: FIRE PROTECTION

CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL

PART 180 STORAGE, TRANSPORTATION, SALE AND USE OF
GASOLINE AND VOLATILE OILS

SECTION 180.20 ABOVEGROUND STORAGE – DISPENSING

The Finance Committee also provided direction to explore alternative fuel supply company costs. Elburn-Newark and Feece Oil-Minooka presented proposals for lease or lease-to-own tanks with fuel delivery. Both options were less cost effective than the GRAINCO, FS proposal.

Staff recommends improving both tanks to meet present and future delivery needs, and to reduce environmental risks associated with standing spent fuel present in both tanks.

Recommendation:

Consider a motion to forward the GRAINCO, FS proposal to Commission for approval.



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)

Removal/Install, Cleaning, Painting	\$ 1,020.00
Pump Rebuild	\$ 300.00
Updated Equipment	\$ 451.00
Total	\$ 1,771.00

500 gal tank

Removal/Install, Cleaning, Painting	\$510.00
Pump Rebuild	\$150.00
Updated Equipment	\$238.00
Total	\$ 898.00

Grand Total **\$ 2,669.00**

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



Chicagoland's Premier Fuel & Lubricant Distributor

Corporate Offices – 517 Twin Rail Drive / Minooka, IL 60447
P888-879-1911 F815-434-2164

May 5, 2017

Dave Guritz
Kendall County Forest Preserve
630-553-4131
dguritz@co.kendall.il.us

Dave,

Thank you for considering Feece Oil Co. as a supplier of gasoline and diesel fuel for Kendall County Forest Preserve. Per our conversation, the price shown below would be your cost on (1) new 550 gallon double-wall tank system. At the bottom I have listed finance options for you to consider.

(1) New, 550 gallon, UL142, double-wall fuel storage tank system

Includes:

- 550 gallon double-wall tank
- 115V GPI pump w/meter
- 20' Hose
- Automatic nozzle
- Emergency vents
- Pressure/vacuum vent
- Locking fill cap
- Level gauge
- Filter kit
- Decal Package
- Setup and delivery to KCFP

Total Price **\$2,650.00 each**

Finance options:

Outright purchase	\$ 2,650.00
Rent	\$ 75.00 per month
Rent to own	\$ 125.00 per month (2 years)

We might be able to work out a "per gallon" payment arrangement if that helps (example: \$1.00 per gallon extra until the tank is paid for).

We will assist in obtaining the necessary permit for installation from the Illinois State Fire Marshal (No charge). You will be responsible for electrical work, gravel or concrete pad, and collision protection necessary for the installation.

Quoted by:
Mike Feece



550 gallon, double walled fuel tank with a pump (GPRO brand, 20gpm)

Total sales price of \$3,277.65

Leasing options are as follows:

3 year lease: \$1,092.55 annually or \$91.05 monthly

5 year lease: \$655.53 annually or \$54.63 monthly

1000 gallon split tank with 2 pumps (GPRO brand, 20gpm)

Total sales price of \$5,568.24

Leasing options are as follows:

3 year lease: \$1,856.08 annually or \$154.67 monthly

5 year lease: \$1,113.65 annually or \$92.80 monthly

Katie Efurd

Certified Energy Specialist

CHS- Elburn

806-241-7992

To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Equestrian Center Lesson Cancellation Policy

Date: May 10, 2017

Summary:

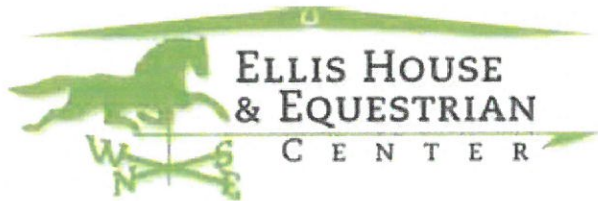
Current policy for horsemanship lesson cancellation allows for a cancellation by the client with a minimum 24-hour advanced notice without penalty, with allowances made for emergency situations.

Failure to notify the District of a cancellation less than 24-hours prior to the lesson (or for no-shows to the scheduled lesson) results in forfeiture of the lesson fee (or a single lesson within a pre-purchased 5-lesson package).

The recommended policy revision is to extend the requirement to notify the District of a cancellation to a minimum of 48-hours prior to the scheduled lesson time. This change in advanced notification is needed in order to better coordinate District Horsemanship Instructor work schedules.

Recommendation:

Consider a motion to forward the revised advanced notification policy for cancellation of equestrian lesson programs to Commission for approval.



LESSON CANCELLATION POLICY

Your appointment time is valuable and has been reserved specifically for you. If it is necessary to cancel or reschedule your appointment, please provide us with a minimum of 48 hour notice. Otherwise a charge of one riding lesson will be incurred.

As a courtesy to you, we at Ellis House will also provide you with at least a 48 hour notice if we have a need to cancel or reschedule any lessons.

**Exceptions may be made in the cases of illness, extreme weather, or other emergency situations.*

If you have any questions or concerns, please don't hesitate to let us know!

Sign: _____ Date: _____

Please provide a signature on the above line to acknowledge that you have received and understand the updated cancellation policy.

Updated on 3/12/2017.

Name of Program	Date	Location	Age	Fee	Length of Program- Including set-up and clean-up	Reg. Min	Reg. Max	Est. Sal.	Est. Supp	Net Gain (Range)
Toddling Naturalist- Awesome Amphibians!	22-Jun	Harris Forest Preserve-Shelter 4	One-Three	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Babes in the Woods- Awesome Amphibians!	23-Jun	Harris Forest Preserve-Shelter 4	Four-Six	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Mud Day Celebration Coffee and Chickadees	24-Jun 18-Jul	Eagle's Nest Pavilion KCHC	All Ages One-Six	\$5 per child \$5 per child	2 hours 2 hours	6 6	30 15	\$28.00 \$28.00	\$0.00 \$0.00	\$2-\$122 \$2-\$47
Toddling Naturalist- Making Music	20-Jul	Eagle's Nest Pavilion	One-Three	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Babes in the Woods- Magical Mud	21-Jul	Eagle's Nest Pavilion	Four-Six	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Toddling Naturalist- Insect Explorers	17-Aug	Eagle's Nest Pavilion	One-Three	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Babes in the Woods- Buzz about Bees	18-Aug	Eagle's Nest Pavilion	Four-Six	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
										\$16-\$451

KENDALL COUNTY FOREST PRESERVE DISTRICT SUMMER PROGRAMS

June 2017– August 2017

To register for a program:

Call 630-553-4025 or email
rantrim@co.kendall.il.us

**For additional information
on a program:**

Call 630-553-2292
or email
edombrowski@co.kendall.il.us

*If a class does not meet its minimum
enrollment, it will be cancelled at least two
days prior to the event. Early registration
prevents cancelled classes!



**Kendall County Forest
Preserve District
Education Department**

June 22– Toddling Naturalist– Awesome Amphibians

Ages: 1-3 plus caregiver

Location: Harris Forest Preserve– Shelter 4

Time: 10-11 am

Price: \$5 per child

Come and spend the morning learning all about frogs,
toads, and salamanders! We will explore a pond, make
a craft, and read a story. Come prepared to get muddy!

Register by June 19

June 23 –Babes in the Woods– Awesome Amphibians

Ages: 4-6 plus caregiver

Location: Harris Forest Preserve– Shelter 4

Time: 10-11 am

Price: \$5 per child

Come and spend the morning learning all about frogs,
toads, and salamanders! We will explore a pond, make
a craft, and read a story. Come prepared to get muddy!

Register by June 20

Featured Program:

Mud Day Celebration– June 24

Ages: All Ages

Location: Hoover Forest Preserve– Eagle's Nest Pavilion

Time: 10 am– 12 pm

Price: \$5 per child

Celebrate National Mud Day at our new mud kitchen! Feel
the mud squish between your fingers as we make mud pies,
create mud artwork, and learn that it is okay to get dirty!

Please dress in old clothes that can get muddy.

Register by June 20



June 24– Mud Day Celebration

Ages: All Ages

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-12 pm

Price: \$5 per child

Celebrate National Mud Day at our new mud kitchen!
Feel the mud squish between your fingers as we
make mud pies, create mud artwork, and learn that it
is okay to get dirty! Please dress in old clothes that
can get muddy.

Register by June 20

July 18– Coffee and Chickadees

Ages: 2-6 plus caregiver

Location: Kendall County Historic Courthouse–
Laws of Nature Museum

Time: 10-11 am

Price: \$5 per child

Come enjoy a cup of fresh brewed coffee with other
parents/caregivers while your little one enjoys a
story, makes a craft, and explores our nature
center .

Register by July 13

KENDALL COUNTY FOREST PRESERVE DISTRICT SUMMER PROGRAMS

July 20-Toddling Naturalist – Making Music

Ages: 1-3 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-11 am

Price: \$5

The woods are full of music. Chirp, buzz, shake, and explore all of the sounds of nature in this sensory-based program. We'll take a hike, listen for animals, and make our own musical instrument to take home.

Register by July 17

July 21– Babes in the Woods– Magical Mud

Ages: 4-6 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-11 am

Price: \$5

Come feel the mud squish between your fingers while making mud pies and creating mud artwork! Please dress in old clothes that can get muddy.

Register by July 18

August 17- Toddling Naturalist– Insect Explorers

Ages: 1-3 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 10-11 am

Price: \$5

Head, thorax, abdomen! In this program, we will learn all about our six-legged friends. Come ready to explore the homes of insects and see some up close.

Register by August 14

August 18- Babes in the Woods– Buzz about Bees

Ages: 4-6 plus caregiver

Location: Hoover Forest Preserve–
Eagle's Nest Pavilion

Time: 1-2:30 pm

Price: \$5

Did you know that bees provide one out of every three bites of food that we eat? In this program, children will buzz, run, sing and dance all while learning fun facts about bees!

Register by August 15

To register for a program:

Call 630-553-4025 or email
rantrim@co.kendall.il.us

For additional information on a program:

Call 630-553-2292
or email
edomkowski@co.kendall.il.us

*If a class does not meet its
minimum enrollment, it will be
cancelled at least two days prior to the
event.



To: Kendall County Forest Preserve District Finance Committee and
Committee of the Whole

From: Amy Martin and Nicole Norton, Equestrian Center Program Coordinators

RE: Recommendation for Extending Promotional Discounts for Marketing Purposes

Date: May 10, 2017

Summary:

The Programming and Events Committee discussed extending the following promotional discounts for returning equestrian program summer camp, lessons, birthday party and lesson program participants:

Returning Camper Discount	\$5 OFF a single camp registration
Returning Party Guest Discount	\$5 OFF a single camp registration
Returning Field Trip Guest Discount	\$5 OFF a single camp registration
Returning Lesson Student Discount	\$5 OFF a single camp registration

Party Host Discount 20% OFF a single camp registration (\$8 - \$39 value)

**The average party host spends between \$200 and \$350 on a party*

Direction was received to create a coupon that would serve to promote all equestrian program services, limiting use of coupons to one per registration, with an expiration date of December 31, 2017. The goal is to actively promote services, and encourage new reservations and registrations within equestrian program services.

Discounts will not be offered through other planned promotional advertising.

Recommendation:

Consider a motion to forward the returning Ellis Equestrian Center participant discount and promotional program to Commission for approval.

To: Kendall County Forest Preserve District Finance Committee and
Committee of the Whole

From: David Guritz, Director

RE: Millbrook Bridge Permit Progress

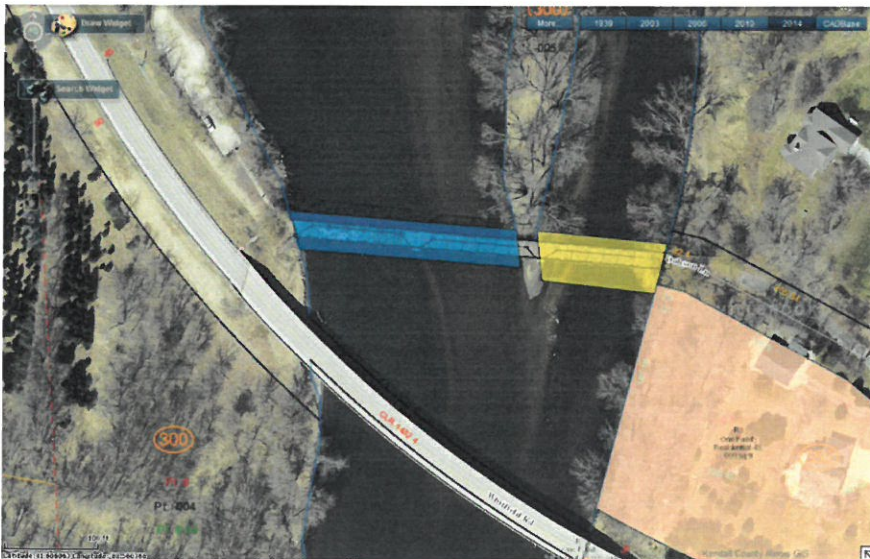
Date: May 10, 2017

Joe Frazee, Project Engineer with HLR Engineering contacted the District to provide updates on the permitting process.

Discussions included the need to secure an incidental take permit for the River redhorse (*Moxostoma carinatum*). HLR is working to finalize the State listed species report for submission and development of a plan for mitigation. I have contacted Jenny Skufca Incidental Take Authorization Coordinator with the IDNR to discuss possible mitigation strategies.

Separately, permitting will require Illinois Historic Preservation Agency review. The District is in process of compiling a history of the bridge, which will include IDOT recommendations for removal and history of span collapse and flood stage damage to the bridge spans. The IHPA review process will require the District to host a public hearing to collect comment and feedback from the public, County historic structures committee, and interested municipalities.

Periodic updates will be sent to Commission as the District moves through the permitting process.



**RULES OF ORDER FOR THE
KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION OF COMMISSIONERS**

<u>PAGE</u>	
1 & 2	TABLE OF CONTENTS
3	PREFACE
	I. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION MEETINGS
	A. REGULAR MEETINGS
	B. CANCELED AND RESCHEDULED REGULAR MEETINGS
	1. Cancellation of Regular Meetings
	2. Rescheduling of Regular Meetings
	C. SPECIAL MEETINGS
4	D. EMERGENCY MEETINGS
	E. MEETING LOCATIONS
	F. AGENDA
	1. Content of Agenda
	2. Preparation and Contents of Commission Packet
5	G. RULES OF PROCEDURE
	1. Adoption of Roberts Rules of Order
	2. Rules for Commission Meetings
	a. Quorum
6	b. General Voting Requirement
	c. Early Departure of Commissioner
	d. Minutes
7	e. Suspension of Rules
	H. PUBLIC PARTICIPATION
	1. Public Comments
	2. Recording by the Media and Public
	II. KENDALL COUNTY FOREST PRESERVE DISTRICT OFFICERS AND OFFICIALS
8	A. OFFICERS
	1. President
	2. Vice-President
9	3. Secretary
	4. Treasurer
	5. Executive Director
	6. Absence of Officers

PAGE

10

- B. ELECTION OF PRESIDENT AND VICE-PRESIDENT**
- C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS**
 - 1. Secretary and Treasurer
 - 2. Executive Director of the District

III. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION COMMITTEES

11

A. STANDING COMMITTEES

- 1. Finance Committee
- 2. Operations Committee
- 3. Committee of the Whole

B. SPECIAL COMMITTEES

- 1. Ad Hoc Committees
- 2. Advisory Committees

12

C. APPOINTMENT OF COMMITTEE MEMBERS

- 1. Appointment of all Members
- 2. Appointment of Chairman and Vice-Chairman
- 3. Removal of Committee Members
- 4. Term of Committee Members
- 5. Vacancies of Committee Members

13

D. QUORUM

E. MINUTES

F. PROCEDURES OF STANDING AND SPECIAL COMMITTEES

14

IV. FINANCE

A. FISCAL YEAR

B. ANNUAL AUDIT

C. REMUNERATION OF COMMISSIONERS

- 1. Per Diem
- 2. Attendance
- 3. Remuneration Vouchers
- 4. Mileage

15

16

V. AMENDMENT, CONFLICTS, TRANSITIONS, AND REPEALS

A. AMENDMENTS

B. CONFLICTS

C. SEVERABILITY AND INVALIDITY

D. TRANSITION

E. REPEAL

F. EFFECTIVE DATE

17

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17
PREFACE

The Kendall County Forest Preserve District ("District") was created by referendum in April of 1964, and is governed by the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 *et seq.* (the "Act"). The boundaries of the District are co-extensive with the boundaries of Kendall County. Therefore, the District is governed by a Board of Commissioners ("Commissioners") who also serve as the current Kendall County Board Members. (70 ILCS 805/3a (West 2016.)

I. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION MEETINGS

A. REGULAR MEETINGS

Regular Meetings of the Kendall County Forest Preserve District Commission shall be held at the date and times specified by resolution, which shall be passed every year in December, by the Kendall County Forest Preserve District Commission. All regular meetings of the District shall be conducted in accordance with the Illinois Open Meetings Act, (5 ILCS 120/1, *et seq.*), the Downstate Forest Preserve District Act (70 ILCS 805/.01 *et seq.*), and any and all other applicable laws and regulations.

B. CANCELED AND RESCHEDULED REGULAR MEETINGS

1. Cancellation of Regular Meetings

When the President of the District ("President") determines that no business of the District requires the convening of a particular Regular Meeting of the Commission, or that a quorum will not be available for any such Regular Meeting, or that other good cause exists for not holding such Regular Meeting, the President may cancel such meeting, with or without rescheduling. The President shall promptly notify the Executive Director of the Forest Preserve District ("Director") of any such cancellation, and the Director shall promptly issue written notice of such cancellation to each Commissioner and to all news media that have filed requests for notice of District meetings pursuant to the Illinois Open Meetings Act.

2. Rescheduling of Regular Meetings

When any Regular Meeting of the Commission has been canceled, the President may reschedule such Regular Meeting to such day and time as he or she shall deem appropriate by directing the Director or designee to give notice of such Rescheduled Regular Meeting pursuant to the Illinois Open Meetings Act.

C. SPECIAL MEETINGS

Special Meetings of the Commission may be called pursuant to a "Special Call" by the President or by any six of the Commissioners of the Commission. Special Calls shall be in writing, shall be addressed to the Director or designee, and shall specify the time, place, and reason of the Special Meeting. Such a Special Call, from either the President or six Commissioners, shall be given in sufficient time to allow the Director to give at least 48 hours' notice of the Special Meeting, pursuant to the Illinois Open Meetings Act.

D. EMERGENCY MEETINGS

The President, upon notice in writing addressed to the Director or designee, declaring that a bona fide emergency exists and stating the nature of the emergency, may call an Emergency Meeting of the Commission and set the agenda. Promptly upon receipt of such notice, the Director or designee shall give notice of such Emergency Meeting, pursuant to the Illinois Open Meetings Act.

E. MEETING LOCATIONS

All meetings of the Commission shall normally be held in the County Board Room of the Kendall County Office Building, 111 W. Fox Street, Yorkville, Illinois. In the event that a meeting must be held elsewhere, the Director or designee shall give proper notice of the location pursuant to the Open Meetings Act.

F. AGENDA

1. The agenda and accompanying documentation for all Commission meetings shall be prepared by the Director or designee at the direction of the President.

2. **Content of Agenda**

The following shall be the general order of business set forth on the agenda for each Regular, Special, Emergency, and Rescheduled Regular Meetings of the Commission, subject to such changes thereof as may be directed by the President:

- a. Call to Order
- b. Pledge of Allegiance
- c. Invocation
- d. Roll Call of Commissioners
- e. Determination of Quorum
- f. Approval of Agenda
- g. Approval of Minutes
- h. Public Comment
- i. Old Business
- j. New Business
- k. Executive Session
- l. Public Comment
- m. Adjournment

3. **Preparation and Contents of Commission Packet**

- a. The Commission packet shall be prepared by the Director or designee at the direction of the President and shall include all necessary supporting documentation as related to action items or discussion items on the agenda. This would include, but not be limited to:

- i. All agreements proposed for approval, and all agreements included as action items for the agenda; and
- ii. Resolutions and ordinances, such as those for land acquisition or otherwise, included as action items for the agenda; and
- iii. Signature pages that are ready to be executed, summaries, staff reports, resolutions and ordinances, and such land acquisition resolutions and ordinances that have been included as action items on the agenda.

G. RULES OF PROCEDURE

1. Adoption of Roberts Rules of Order

In the absence of a governing provision of these Rules, the most current edition of *Roberts Rules of Order Newly Revised* shall govern.

2. Rules for Commission Meetings

a. Quorum

A quorum (as defined in the Illinois Open Meetings Act) shall be necessary for the transaction of business at any Commission meeting. A majority consisting of at least six (6) Commissioners shall constitute a quorum.

b. General Voting Requirement

All Ordinances and all other proposals shall require the concurrence of a majority of those present for passage, except for those items requiring greater than a simple majority as required by law. Unless a different vote is required by applicable law, any other motion may be approved by a voice vote of the Commission, although any Commissioner may ask for and require a roll call vote on any such other motion, in which case the motion is approved if it receives affirmative votes of a majority of the Commissioners present.

a. Votes Requiring Other Than a Simple Majority

For purposes of these Rules, any Ordinance or Resolution authorizing the acquisition of land or any interest in land, shall be deemed to authorize the expenditure of District funds, and necessitate a majority vote of all elected Commissioners pursuant to 70 ILCS 805/12.

The following matters require a vote by an amount of Commissioners above a simple majority of those present at a particular meeting:

- i. *Two-thirds vote of the members of the Commission*
 - a. The making of appropriations in excess of those authorized by the appropriation ordinance in order to meet an immediate emergency.
 - b. The sale of any one or more parcels of land owned by the

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

District that are less than one acre in size whenever the Commission determines the sale to be advantageous to the District.

- c. The sale of outlots when the forest preserve district acquires a parcel of land in excess of 600 acres that includes one or more vacant, subdivided residential outlots on the boundary of the 600 acres, regardless of whether the outlots are contiguous to one another, when the Commission determines that the sale is advantageous to the District.
 - d. Overturning a veto by the President.
- ii. *Three-fourths of the members of the Commission*
 - a. Vacating any street, roadway or driveway, or part thereof, located within a forest preserve by an ordinance pursuant to the public's interest.
 - iii. *Three-fifths vote of the members of the Commission*
 - a. Authorize the conveyance or sale of personal property of the District.
 - iv. *Unanimous Vote of the Members of the Commission*
 - a. The trade any one or more parcels of land owned by the District for one or more parcels of land owned by one or more individuals or any public or private entity whenever the Commission determines the trade to be advantageous to the District.
 - v. *Majority of those elected*
 - a. The passage of ordinances and all proposals to create any liability, or for the expenditure or appropriation of money.
- c. Early Departure of Commissioner

A Commissioner wishing to excuse himself or herself from any portion of a meeting, while the meeting is in session, shall inform the President or designee, and it shall be noted in the meeting minutes.
 - d. Minutes

The Director or designee shall be the official keeper of records of all Forest Preserve Commission Meetings. The Director or designee shall be responsible for the audio recording of minutes, the taking of notes, and preparing minutes for Commission review. In addition, the Director shall be the official custodian of all records and minutes of the Commission. The minutes shall be approved by a majority vote of the Commissioners present within thirty (30) calendar days after the meeting or at the Commission's second subsequent regular meeting, whichever is later. The approved

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

minutes shall be available for public inspection within ten (10) calendar days after the Commission approves the minutes. Also, all approved minutes shall be posted on the District's website within ten (10) calendar days after the approval of the minutes by the Commission, and such minutes shall remain posted on the District's website for at least sixty (60) calendar days after their initial posting.

e. *Suspension of Rules*

These Rules may be suspended in any particular case by a vote of two-thirds of the Commissioners present.

H. PUBLIC PARTICIPATION

1. *Public Comments*

At all Regular, Special, and Emergency Commission meetings, as well as all Committee meetings, members of the public of the District shall be afforded time to comment. Such public comment shall be limited to a five-minute comment per individual, and no more than sixty minutes for any public comment period. Recognition of individuals shall be made by the President. Members of the public making public comments shall refrain from statements, remarks, or conduct that are uncivil, rude, vulgar, profane, or otherwise disruptive to the Commission meeting. If any person makes such prohibited statements or remarks or engages in such prohibited conduct, the President may terminate that person's public comment and direct the person to leave the meeting.

2. *Recording by the Media and Public*

Recording of the proceedings of the Commission may be done by the news media representatives or the public in such a manner that does not disrupt the meeting.

II. KENDALL COUNTY FOREST PRESERVE DISTRICT OFFICERS AND OFFICIALS

A. OFFICERS

The officers of the District shall be a President, a Vice-President, a Secretary, a Treasurer, and an Executive Director.

1. *President*

- a. The President shall preside at all meetings of the Commission, be the executive officer of the District, and be a member of the Commission.
- b. The President shall sign all ordinances, resolutions, and other papers necessary to be signed, and shall execute all contracts entered into by the District and perform other duties as may be prescribed by ordinance.

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

- c. The President may veto any ordinance, orders, resolutions and actions, or any items therein contained, of the Commission that provide for the purchase of real estate, or for the construction of improvements within the preserves of the District. Such veto shall be filed with the Secretary of the District within 5 days after the passage of the ordinance, order, resolution or action, and when so vetoed the ordinance, order, resolution or action, or any item therein contained is not effective unless it is again passed by two-thirds vote of all the members of the Commission pursuant to 70 ILCS 805/12.
- d. The President may vote in the same manner as the other members of the Commission.
- e. In the event of the death of the President, the Vice-President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission, at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor President.
- f. In the event of the incapacity of the President, the Vice-President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of President shall be declared vacant. In such event, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor President.

2. *Vice-President*

- a. If the President will be absent from a meeting, or any portion thereof, the Vice-President shall act as President pro-temp.
- b. The Vice-President shall fulfill the duties of the President during any period when the President is unable to serve because of personal reasons, injury, incapacity, or emergency, until the President is again able to serve or until the President's successor is elected.
- c. In the event of the death of the Vice-President, the President shall, within fifteen calendar days, call a Special or Emergency meeting of the Commission at which the Commissioners shall elect from among their number, by an affirmative majority vote of those present, a successor Vice-President.
- d. In the event of the incapacity of the Vice-President, the President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission at which time it shall be determined by a three-fourths majority of the Commissioners present if the office of Vice-President shall be declared vacant. In such event, the Commissioners shall elect, from among their number, by an affirmative majority vote of those present, a successor Vice-President.

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

- e. The Vice-President shall perform any other duties as assigned by the President of the District.

3. **Secretary**

- a. If the President or Vice-President will be absent from a meeting, or any portion thereof, the Secretary if a commissioner shall act as President pro-temp.
- b. The Secretary shall sign as witness or attest to all documents as required by law, and customary practice.
- c. The Secretary shall be the keeper of the Official Seal of the District.
- d. The Secretary shall perform any other duties as assigned by the President of the District.
- e. In the event of the death of the Secretary, the President shall, within fifteen calendar days of said death, call a Special or Emergency meeting of the Commission, to confirm a new secretary.

4. **Treasurer**

- a. Shall follow all rules and regulations according to State Statute.
- b. Shall be the duly elected Kendall County Treasurer upon his or her acceptance.
- c. Shall perform any other duties as assigned by the President of the District.

5. **Executive Director**

- a. Shall perform any duties as approved by the Commission.
- b. Shall have authority to sign and execute contracts approved by the Commission.
- c. Shall perform any other duties as assigned by the President of the District.

6. **Absence of Officers**

In the event of the absence of the President, Vice-President, and Secretary from any meeting of the Commission, or any portion thereof, the Commission shall select a President pro-tem.

B. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The President and Vice-President of the District shall each be elected for a two-year period from among the Commissioners by an affirmative majority vote of the Commissioners present during the Commission's initial organizational meeting following the election of new Commissioners every two years. The President and Vice-President shall each serve thereafter until his or her successor is elected or until his or her term as a Commissioner has expired.

C. APPOINTMENT OF OTHER OFFICERS AND OFFICIALS

1. **Secretary and Treasurer**

The President, as soon as possible after assuming office, shall appoint a Secretary and Treasurer, with the advice and consent of the Commission by a majority affirmative vote of those present, all of whom shall serve at the pleasure of the President and, if serving at the time of the expiration of the President's term, after such expiration until their successors are appointed. (70 ILCS 805/8(b))

2. **Executive Director of the District**

The Commission has the authority to hire the Executive Director of the District by an affirmative majority vote of the Commissioners present.

III. KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION COMMITTEES

A. STANDING COMMITTEES

There shall be three Standing Committees of the Commission. All Standing Committees serve in an advisory capacity and shall not have any authority to take final action on behalf of the Commission unless otherwise authorized to do so by a majority vote of the Commission members present. All Standing Committee meetings shall be subject to the Illinois Open Meeting Act. These Standing Committees shall have the following duties as well as any other duties directed by the Commission:

1. **Finance Committee**

The Finance Committee shall review and make recommendations to the Commission concerning all financial affairs of the District, including but not limited to, bond issues, applications for grants, the preparation of budgets, appropriations and tax levies, wage and job classification policies, compensation and benefit program, insurance, safety, user fees, review of claims, and concession, leases, licenses, or similar arrangements. The Committee also shall review fundraising strategies for the District. The Committee shall not commit District funds or incur liabilities.

2. **Operations Committee**

The Operations Committee shall review and make recommendations to the Commission concerning operational affairs and policies of the District, including but not limited to all general use regulations, maintenance, programming and promotion of all District properties; the use of District facilities, programs and services; the conservation of District lands, waters, flora and fauna.

3. **Committee of the Whole**

The Committee of the Whole shall be up made of all serving Commissioners. The jurisdiction of the Committee of the Whole is the overall Standing Committee coordination, discussion of overall Forest Preserve District Policies and Objectives, and other items as decided by the President of District or the Commission.

B. SPECIAL COMMITTEES

A special committee is a committee established for a special purpose or special matter and it is of a limited duration. The following forms of special committees may be established in writing by the President with the approval of the majority of Commissioners present. These special committees shall not have any authority to take final action on behalf of the Commission unless otherwise authorized to do so by a majority of the Commission members present. All special committee meetings are subject to the Illinois Open Meeting Act, shall follow Roberts Rules of Order, Newly Revised and these Rules of Order.

1. **Ad Hoc Committees**

Ad Hoc Committees may be formed to study any matter of interest to the District and to perform any other functions as deemed necessary by the Commission. An Ad Hoc Committee shall consist of Commissioners and shall report to the Commission. An Ad Hoc Committee shall cease on the earlier of (a) when the President determines that they have completed their duties, including, if required by the President, the rendition of a final report, or (b) at the end of the President's term. Any determination of dissolution shall be submitted by the President to the Commission for its approval or disapproval by majority vote of the Commission members present.

2. **Advisory Committees**

Advisory Committees may be formed to hold hearings on specific matters and to perform other functions as deemed necessary. Advisory Committees shall consist of Commissioners and/or members of the public and shall report to the Commission. No ordinances or resolutions shall be referred, discussed, or voted on by an Advisory Committee. An Advisory Committee shall cease the earlier of (a) when the President determines that the Advisory Committee has completed its

duties, including, if required by the President, the rendition of a final report, or (b) at the end of the President's term. Any determination of dissolution shall be submitted by the President to the Commission for its approval or disapproval by a majority vote of the Commissioners present.

C. APPOINTMENT OF COMMITTEE MEMBERS

1. Appointment of all Members

All Members of Standing and Special Committees shall be appointed by the President, with the advice and consent of a majority of the Commission members present. All Standing Committees and Ad Hoc Committees shall have five (5) members, with the exception of the Committee of the Whole, which shall be comprised of all serving Commissioners. The number of members of all Advisory Committees shall be set by the President with the approval of a majority vote of the Commissioners present. Reappointments of members to all Standing Committees shall take place at the beginning of each new term in the same manner as stated above.

2. Appointment of Chairman and Vice-Chairman

The President of the District, with the advice and consent of a majority of Commissioners present, shall appoint a Chair for each Standing and Special Committee. The Chair of each Committee shall appoint a Vice-Chairman from the membership of the Committee with the advice and consent of the Committee members present. In the absence of the Chairman, the Vice-Chairman shall conduct the Committee meeting.

3. Removal of Committee Members

Any Standing or Special Committee Member may make a request to the President in writing at any time to remove himself or herself from one or more assignments to a Standing or Special Committee. The President shall then promptly review the request and make a determination in writing as to whether the request is approved or denied. The President may make changes in appointments to Standing or Special Committees when appropriate.

4. Term of Committee Members

Members of Standing Committees will serve until the end of the current term, unless removed pursuant to III (C) (3) above.

5. Vacancies of Committee Members

- a. A vacancy in a Standing or Special Committee is effective when any one or more of the following occur:

1. The President approves a Committee member's written request for

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

removal from the Committee.

2. The death of a Committee member.
 3. The involuntary removal of a Committee member.
- b. When a vacancy occurs in a Standing or Special Committee, the President may fill the vacancy by appointment, with the advice and consent of a majority of the Commission members present.

D. QUORUM

A quorum (as defined in the Illinois Open Meetings Act) shall be necessary for the transaction of business at any Standing or Special Committee meeting.

E. MINUTES

Every Standing and Special Committee shall keep minutes of each of its meetings. All minutes shall be prepared by the Executive Director or designee who shall also serve as the custodian of the minutes. Copies of all minutes shall be forwarded to the Commission for approval by a majority vote of the Commission members present within thirty (30) calendar days after the Committee meeting or at the Commission's second subsequent regular meeting, whichever is later. The approved minutes shall be available for public inspections within ten (10) calendar days after the Commission approves the minutes. All minutes shall be posted on the District's website within ten (10) days after the approval of the minutes by the Commission and such minutes shall remain posted on the District's website for at least sixty (60) calendar days after their initial posting. (5 ILCS 120/2.06)

F. PROCEDURES OF STANDING AND SPECIAL COMMITTEES

1. Any individual or any spokesperson for a group shall be permitted to address a Standing or Special Committee. Recognition of such individuals shall be made by the Chair.
2. Agendas for Standing or Special Committee meetings shall be prepared by the Director or designee, and reviewed by the Committee Chair and the President. Agendas shall be posted at least forty-eight (48) hours prior to the Standing or Special Committee meeting, pursuant to the Open Meetings Act.
3. The following shall be the general order of business set forth on the agenda for Standing or Special Committees, subject to such changes thereof as may be directed by the Committee Chairperson or by the President:
 - a. Call to Order
 - b. Roll Call of Committee Members
 - c. Determination of Quorum
 - d. Approval of Agenda

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

- e. Approval of Minutes
 - f. Public Comment
 - g. Old Business
 - h. New Business
 - i. Executive Session
 - j. Public Comment
 - k. Adjournment
- 4. If a Standing or Special Committee Member arrives late or leaves early, it shall be so noted in the meeting minutes along with the time.
 - 5. Any Standing or Special Committee member wishing to absent himself or herself from any portion of a meeting while the meeting is in session shall so inform the Committee Chair.
 - 6. Direction of work efforts of the District's Director and staff members shall be determined by the President, Vice-President, the Commission, and Standing and Special Committees of the District.

IV. FINANCE

A. FISCAL YEAR

The Fiscal Year for the Kendall County Forest Preserve District shall be December 1 through November 30 of the subsequent year.

B. ANNUAL AUDIT

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants certified to practice public accounting in the State of Illinois. The auditor shall be selected by the Commission by majority vote of those present.

C. REMUNERATION OF COMMISSIONERS

1. Per Diem

- a. The President and Commissioners are authorized to receive a per diem of \$36.00 for attendance at all regular Commission meetings, Special or Emergency meetings, and Standing and Special Committee meetings. In addition, the President and Commissioners are authorized to receive the per diem when serving as an "interim Standing or Special Committee member" to fill a vacancy to form a quorum for the meeting. In order to receive the per diem, the Commissioner must be appointed to serve as an interim Committee member by the Chairperson of the applicable Committee, and said appointment must be identified in the Committee's approved minutes. The Commissioner's

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

interim Committee member appointment shall expire upon the conclusion of the Committee meeting.

- b. The President or his or her designee is also authorized to receive a per diem fee in the amount of \$36.00 per day for attendance at a real estate closing in the President's official capacity on the District's behalf, for attendance at a Kendall County Forest Preserve District staff meeting called for the purpose of personnel matters, or when acting as a liaison in the President's official capacity on behalf of the District.
- c. No Commissioner shall file for and/or receive a per diem payment for services rendered on the same day for which the Commissioner filed for and/or received a per diem payment as a Kendall County Board Member. Per diems are allowed only on days where a per diem is not otherwise paid to a Commissioner to conduct the business of the County.

2. Attendance

Attendance is recorded at each regular Commission meeting and Standing or Special Committee meetings by use of a sign-in sheet, which is attached as "Exhibit 1A," signed by the President (for Commission meetings) or applicable Committee Chair (for Standing and Special Committee meetings) and submitted to the Kendall County Treasurer's Office at the close of the meeting.

3. Remuneration Vouchers

The following rules apply regarding voucher submissions:

- a. Attendance is noted on the "Kendall County Board & Forest Preserve District Salary Voucher" form, which is attached as "Exhibit 1B." The Commissioners are required to submit their completed voucher forms monthly to the Kendall County Treasurer's Office at the end of each month for which payment is requested.
- b. Only the Commissioner should prepare and sign the voucher form. No payment shall be distributed until the voucher form is accurately and timely completed and signed by the Commissioner in accordance with these Rules of Order.
- c. There is no prepayment or deferment of payment for meetings attended.

4. Mileage

The President and Commissioners are authorized to receive the mileage reimbursement at the IRS rate for out-of-county District related meetings for which they are eligible to receive a per diem. Mileage shall be claimed from the point of departure to the destination, except if the Commission members home address is closer to the destination.

Mileage reimbursement is reported on the “Mileage Reimbursement Form,” which is attached as Exhibit 1C. The Commissioners are required to submit their completed mileage reimbursement forms monthly to the Kendall County Treasurer’s Office at the end of each month for which payment is requested.

V. AMENDMENT, CONFLICTS, TRANSITIONS, AND REPEALS

A. AMENDMENTS

1. Any Commissioner may propose an amendment to these Rules in writing to the President of the District or designee. The proposed amendment shall be referred to the Committee of the Whole for its consideration prior to being submitted to the Commission.
2. Amendments of these Rules may be adopted only by an ordinance approved by the concurrence of a two-thirds majority of all of the Commissioners.

B. CONFLICTS

In the event of any conflict of these Rules with the Downstate Forest Preserve District Act, or any other statute, the applicable statutory provision shall prevail. In the event of any conflict or inconsistency between these Rules and any previously adopted rule, regulation, Resolution or Ordinance of the District, these Rules shall govern.

C. SEVERABILITY AND INVALIDITY

These Rules are severable. That is, if any one of these Rules (or any part thereof) is found to be contrary to law, such finding shall not affect any other Rule (or any part thereof).

D. TRANSITION

1. The membership of current Standing Committees of the District shall be maintained, with the membership of the Programing and Events Committee becoming the membership of the Operations Committee.
2. The Chairs of the current Standing Committees shall become of the Chairs of the new Standing Committees.

KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE
SECOND READING – 5/10/17

3. All actions, ordinances, and resolutions of the Commission passed before the adoption of these rules shall be deemed to have been adopted in compliance thereof, and remain in effect.
4. All current Officers of the Commission shall remain in place.

E. REPEAL

All Kendall County Forest Preserve District Rules of Order previously adapted are hereby repealed.

F. EFFECTIVE DATE

Passed and approved by the President and Board of Commissioners of the District and in full force and effect upon date signed below.

Effective Date: _____

Judy Gilmour, President of the District

Elizabeth Flowers, Secretary of the District



Kendall County Forest Preserve District

110 West Madison Street
Yorkville IL 60560

EXHIBIT 1A

Forest Preserve Commission & Committee Attendance Record

INSTRUCTIONS: Meeting chair is responsible to complete attendance record, designate members assigned as alternates to fulfill quorum, and submit form to Treasurer's Office or Treasurer's Office interoffice mailbox within two business days after the meeting date.

MEETING NAME _____

(Meetings of Forest Preserve District, Standing and Special Committees of the Board of Commissioners)

Date & Time of Meeting: ____/____/____ : ____ a.m./p.m.
Date Start Time

INSTRUCTIONS: Meeting chair is responsible to complete attendance record, designate members assigned as alternates to fulfill quorum, and submit form to Treasurer's Office or Treasurer's Office interoffice mailbox within two business days after the meeting

Members in attendance:

Lynn Cullick _____
Signature

Scott Gryder _____
Signature

Bob Davidson _____
Signature

Audra Hendrix _____
Signature

Elizabeth Flowers _____
Signature

Matt Kellogg _____
Signature

Tony Giles _____
Signature

Matthew Prochaska _____
Signature

Judy Gilmour _____
Signature

John Purcell _____
Signature

As Meeting Chair, I affirm and attest the above information is accurate.

Signature of Meeting Chair

____/____/____
Date

Kendall County Board & Kendall County Forest Preserve District Salary Voucher

Yorkville, Illinois

Pay To: _____

Employee No. _____

EXHIBIT 1B

Month _____

(covers the 1st through the 31st)

Monthly Board Salary

\$200.00

0102-032-6101

**** This form must be submitted monthly to the Treasurer's Office at the end of each month for which you are requesting payment.****

****To be eligible for reimbursement you must submit this voucher within 30 days of the end of the month for which you are requesting payment.****

****If you attend more than one meeting on the same day, please request payment for only ONE of the meetings you attended for that date.****

County Board, Forest Preserve Dist., Committee of the Whole, Standing Board Committees and Special Appointments: (Only submit for meetings you wish to be paid.)

Meeting Name	Date	Meeting Name	Date
<input type="checkbox"/> County Board/Forest Preserve	_____	<input type="checkbox"/> Human Resources/Admin.	_____
<input type="checkbox"/> County Board/Forest Preserve	_____	<input type="checkbox"/> 2nd HR / Admin.	_____
<input type="checkbox"/> COW	_____	<input type="checkbox"/> Labor & Grievance	_____
<input type="checkbox"/> Animal Control	_____	<input type="checkbox"/> PBZ	_____
<input type="checkbox"/> Economic Development	_____	<input type="checkbox"/> Forest Preserve Finance	_____
<input type="checkbox"/> Facilities Management	_____	<input type="checkbox"/> Forest Preserve Operations	_____
<input type="checkbox"/> Finance	_____	<input type="checkbox"/> Forest Preserve COW	_____
<input type="checkbox"/> 2nd Finance	_____		_____
<input type="checkbox"/> Health & Environment	_____		_____
<input type="checkbox"/> Law, Justice and Legislation	_____		_____
<input type="checkbox"/> Highway	_____		_____
TOTAL # of County Per Diems	_____	X \$90.00 =	0102-032-6115
TOTAL # of Forest Pres. Per Diems	_____	X \$36.00 =	2702-000-6115
TOTAL PAY:	_____		_____

By signing my name below, I hereby affirm that the information provided herein is true and complete to the best of my knowledge and that I have not already been paid for these claims.

Signature _____

Date _____

MILEAGE LOG

Name:

Department: KCFPD Commission

Vendor #:

Line Item #: 2702-000-6115

[illegible]

TOTAL NUMBER OF MILES

$$X .535 =$$

By signing my name below, I hereby affirm that the information provided herein is true and complete to the best of my knowledge and that I have not already been paid for these claims.

BOARD MEMBER SIGNATURE:

DATE: