



# Kane County

## Forest Preserve District

### Commission

## Agenda

Government Center  
719 S. Batavia Ave., Bldg. A  
Geneva, IL 60134

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Tuesday, February 11, 2025

8:30 AM

County Board Room

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I. Call to Order  
Remote Attendance Approval

II. Pledge of Allegiance

III. Roll Call

IV. Public Comment (Each Speaker is limited to 3 minutes)

V. Presentation and Approval of the Minutes from January 14, 2025

VI. Presentation and Approval of the Bills and Commissioners' Per Diem from January 2025

[DOC-2025-07](#) Bills and Commissioner's Per Diem for January 2025

VII. Presentations

VIII. Executive

[FP-R-25-02-3134](#) Resolution Approving an Amendment to the 2025 Committee Appointments

IX. Finance and Administration

[FP-O-25-02-0613](#) Ordinance Amending Ordinance No. FP-O-24-05-0603, Entitled "Ordinance for the Annual Budget Appropriation Fiscal Year 2024-2025"

[FP-O-25-02-0614](#) Ordinance Approving an Amendment to the Purchasing Ordinance for the Forest Preserve District of Kane County

[FP-R-25-02-3135](#) Resolution Authorizing Modifications to the Investment Policy

[FP-R-25-02-3136](#) Presentation and Approval of an Amendment to the 2025 Committee Meeting Calendar

X. Land Acquisition

[FP-R-25-02-3137](#) Resolution Authorizing the Grant of Utility Easements for Sanitary and Water Service at 1260, 1262, and 1264 Cedar Avenue, Elgin, IL

**XI. Planning and Utilization**

[FP-R-25-02-3138](#) Resolution Authorizing a Second Amendment to the Intergovernmental License Agreement with the Village of Pingree Grove

[FP-R-25-02-3139](#) Resolution Authorizing a Memorandum of Understanding Between the Forest Preserve District of Kane County and the Fox Valley Park District

**XII. New Business**

[FP-R-25-02-3140](#) Resolution Approving a Request for Consent to Transfer the License Agreement from the Cougars Baseball Partnership and American Sports Enterprises Inc. to REV Equity Ventures LLC

**XIII. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation, and Personnel**

**XIV. Communications**

**XV. President's Comments**

**XVI. Department Reports**

**DOC-2025-08** Department Reports

**XVII. Adjournment**

**Adjournment Until: Tuesday, March 11, 2025 at 8:30a.m. in person at the Kane County Government Center 719 S. Batavia Ave., Bldg. A, 2nd fl. Geneva, Illinois 60134 and via zoom [https://zoom.us/j/6302325980?](https://zoom.us/j/6302325980?pwd=aURTSGJoRIVJNDRCcHJXd3dvaVVrUT09)**

**pwd=aURTSGJoRIVJNDRCcHJXd3dvaVVrUT09 Meeting ID: 630 232 5980**

**Password: 24680 The Request to Speak Form on the Districts' website must still be completed for guests to speak at the meeting.**



Commissioner Per Diem

January 2025

Commissioner										Days	\$ Amount
***LENERT, Bill	Executive	1/9/2025	Land Acq	1/30/2025	Plan & Util	Fin & Admin	1/28/2025	Full Comm	1/14/2025	4	
ALLAN, Deborah				1/30/2025	Plan & Util			Full Comm	1/14/2025	2	\$ 60
BATES, Mavis	Executive*	1/9/2025		1/30/2025	Plan & Util			Full Comm	1/14/2025	2	\$ 60
BERMAN, Dale	Executive	Absent		Absent	Plan & Util			Full Comm	1/14/2025	1	\$ 30
DAUGHERTY, Gary						Fin & Admin*	Absent	Full Comm*	1/14/2025	1	\$ 30
GARCIA, Sonia			Land Acq	1/30/2025				Full Comm	1/14/2025	2	\$ 60
GRIPE, Jonathan						Fin & Admin	1/28/2025	Full Comm	1/14/2025	2	\$ 60
GUMZ, Michelle			Land Acq	Absent				Full Comm*	1/14/2025	1	\$ 30
IQBAL, Mo						Fin & Admin	1/28/2025	Full Comm	1/14/2025	2	\$ 60
JUBY, Leslie						Fin & Admin	1/28/2025	Full Comm	1/14/2025	2	\$ 60
KIOUS, Chris				1/30/2025	Plan & Util			Full Comm	1/14/2025	2	\$ 60
*LEWIS, Anita	Executive	Absent						Full Comm	Absent	0	\$ -
LINDER, Mike			Land Acq	Absent				Full Comm	1/14/2025	1	\$ 30
MOLINA, Myrna	Executive	Absent		1/30/2025	Plan & Util*			Full Comm	1/14/2025	2	\$ 60
PENESIS, Ted				1/30/2025	Plan & Util			Full Comm	1/14/2025	2	\$ 60
ROTH, Bill			Land Acq	1/30/2025		Fin & Admin	1/28/2025	Full Comm	1/14/2025	3	\$ 90
SANCHEZ, Jarrett	Executive	Absent	Land Acq	Absent				Full Comm	Absent	0	\$ -
*STRATHMANN, Cherryl	Executive	Absent		1/30/2025	Plan & Util			Full Comm	1/14/2025	2	\$ 60
SURGES, Cliff								Full Comm	Absent	0	\$ -
TARVER, Bill								Full Comm	1/14/2025	1	\$ 30
TEPE, Vern	Executive	Absent						Full Comm	1/14/2025	1	\$ 30
*WILLIAMS, Rick						Fin & Admin	1/28/2025	Full Comm	1/14/2025	2	\$ 60
YOUNG, David								Full Comm	1/14/2025	1	\$ 30
Remote= *											
	No Quorum Present, meeting cancelled									Total	\$ 960

David Petschke, Dir. of Finance

Date

1/31/25



# Accounts Payable Invoice Report

G/L Date Range 01/01/25 - 01/31/25  
 Report By Department - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>11 - Administrative</b>									
Sub-Department <b>11-11 Administrative,Administrative</b>									
Vendor <b>3210 - Best Quality Facility Services, LLC</b>									
52291	Admin/Police-Cleaning Svcs Suite #320 & #100 Svc December 2024	Open		12/20/2024	01/09/2025	01/09/2025		02/11/2025	563.33
52615	Admin/Police-Cleaning Svcs Suite #320 & #100 Svc January 2025	Open		01/20/2025	01/23/2025	01/23/2025		02/11/2025	563.33
Vendor <b>3210 - Best Quality Facility Services, LLC</b> Totals							Invoices	2	<u>\$1,126.66</u>
Vendor <b>3562 - DS Services of America, Inc. dba Hinckley Springs</b>									
23983167120924	Admin-Water Delivery 11/18/24 & 12/2/24	Paid by EFT #401		12/09/2024	01/09/2025	01/09/2025		01/17/2025	51.48
Vendor <b>3562 - DS Services of America, Inc. dba Hinckley Springs</b> Totals							Invoices	1	<u>\$51.48</u>
Vendor <b>2475 - Illinois Association of Conservation &amp; Forest Pres</b>									
25007	Admin-2025 Annual Membership Dues	Paid by Check #126202		11/18/2024	01/27/2025	01/27/2025		01/30/2025	200.00
Vendor <b>2475 - Illinois Association of Conservation &amp; Forest Pres</b> Totals							Invoices	1	<u>\$200.00</u>
Vendor <b>1345 - JP Morgan Chase Bank Mastercard</b>									
81281224	All Departments - Credit Card Charges December 2024, Proj#100	Paid by EFT #411		12/26/2024	01/27/2025	01/27/2025		01/29/2025	13,237.22
Vendor <b>1345 - JP Morgan Chase Bank Mastercard</b> Totals							Invoices	1	<u>\$13,237.22</u>
Vendor <b>1363 - Kane County Information Technologies</b>									
FY2024151	Admin-PC Replacement 2024 Hardware Year 2 Of 5	Paid by Check #126177		09/17/2024	01/08/2025	01/08/2025		01/10/2025	21,033.80
Vendor <b>1363 - Kane County Information Technologies</b> Totals							Invoices	1	<u>\$21,033.80</u>
Vendor <b>1376 - Kinnally Flaherty Krentz Loran Hodge &amp; Masur PC</b>									
284A	Admin-Retainer Fee January 2025	Open		12/11/2024	01/09/2025	01/09/2025		02/11/2025	9,283.00
286	Admin-Retainer Fee February 2025	Open		01/08/2025	01/09/2025	01/09/2025		02/11/2025	9,283.00
Vendor <b>1376 - Kinnally Flaherty Krentz Loran Hodge &amp; Masur PC</b> Totals							Invoices	2	<u>\$18,566.00</u>
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b>									
5032114209	Admin-Coverage Period 11/29/24-12/28/24	Open		11/13/2024	01/23/2025	01/23/2025		02/11/2025	179.39
5032210685	Admin-Coverage Period 12/9/24-1/8/25	Open		11/22/2024	01/28/2025	01/28/2025		02/11/2025	290.70
297215439	Admin-Usage 11/1/24-11/30/24	Open		11/30/2024	01/28/2025	01/28/2025		02/11/2025	23.28
5031842731	Admin-Coverage Period 11/9/24-12/8/24	Open		12/09/2024	01/08/2025	01/08/2025		02/11/2025	290.70
5032499047	Admin-Coverage Period 12/29/24-1/28/25	Open		12/14/2024	01/23/2025	01/23/2025		02/11/2025	179.39
5032594798	Admin-Coverage Period 1/9/25-2/8/25	Open		12/24/2024	01/23/2025	01/23/2025		02/11/2025	290.70
9010248571	Admin-Usage 11/25/24-12/24/24	Open		12/24/2024	01/09/2025	01/09/2025		02/11/2025	203.75



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5032857637	Admin-Coverage Period 1/29/25-2/27/25	Open		01/14/2025	01/23/2025	01/23/2025			179.39
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b> Totals							Invoices	8	\$1,637.30
Vendor <b>1680 - Menards Batavia</b>									
41037	Admin-(4)FlatPanelLight, (2)FluorescentDimmer, (2)WallPlate	Open		12/16/2024	01/09/2025	01/09/2025		02/11/2025	442.30
41041	Admin-(4)Modular Quick Cable Whip	Open		12/16/2024	01/09/2025	01/09/2025		02/11/2025	69.80
41753	Admin-(10)LEDFlatPanelLight, (3)FluorescentDimmer,SteelConduit	Open		01/03/2025	01/09/2025	01/09/2025		02/11/2025	1,211.20
Vendor <b>1680 - Menards Batavia</b> Totals							Invoices	3	\$1,723.30
Vendor <b>1499 - Preservation Partners of the Fox Valley</b>									
1010	Admin-Sup&EducationWork@DurantHous e&FabyanVillaQ4	Open		01/06/2025	01/16/2025	01/16/2025		02/11/2025	28,750.00
Vendor <b>1499 - Preservation Partners of the Fox Valley</b> Totals							Invoices	1	\$28,750.00
Sub-Department <b>11-11 Administrative,Administrative</b> Totals							Invoices	20	\$86,325.76
Department <b>11 - Administrative</b> Totals							Invoices	20	\$86,325.76
<b>11 Administrative</b>									
Department <b>12 - Finance &amp; Business</b>									
Sub-Department <b>12-12 Finance &amp; Business,Finance</b>									
Vendor <b>1919 - AT &amp; T</b>									
6308450676010125	Fin-Office Alarm Fax Machine Svc 1/4/25-2/3/25	Paid by Check #126180		01/04/2025	01/09/2025	01/09/2025		01/17/2025	47.24
Vendor <b>1919 - AT &amp; T</b> Totals							Invoices	1	\$47.24
Vendor <b>2413 - Government Finance Officers Association</b>									
00022440	Fin-Certificate Of Achievement Review Fee FY 2024	Paid by Check #126163		12/18/2024	01/02/2025	01/02/2025		01/02/2025	460.00
Vendor <b>2413 - Government Finance Officers Association</b> Totals							Invoices	1	\$460.00
Vendor <b>1853 - Paddock Publications</b>									
319243	Fin-Legal Notice For Lauterbach & Amen Audit Report	Open		12/29/2024	01/23/2025	01/23/2025		02/11/2025	34.50
321811	Fin-Legal Notice For Johnson Mound Bid	Open		01/20/2025	01/28/2025	01/28/2025		02/11/2025	57.50
322347	Fin-Legal Notice For Wetland Plugs Bid @ Hoscheit	Open		01/27/2025	01/30/2025	01/30/2025		02/11/2025	43.70
Vendor <b>1853 - Paddock Publications</b> Totals							Invoices	3	\$135.70
Vendor <b>1735 - PDRMA</b>									
SH24184	Fin-Member Contributions 7/1/24- 12/31/24	Paid by Check #126164		12/31/2024	01/02/2025	01/02/2025		01/02/2025	147,802.08



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			Vendor <b>1735 - PDRMA</b> Totals			Invoices	1		\$147,802.08
Vendor <b>1566 - Speer Financial, Inc.</b> d1245	Fin- ProfSvcsInConnectionW2024Discl osureBonds	Paid by Check #126178		04/03/2024	01/08/2025	01/08/2025		01/10/2025	830.00
			Vendor <b>1566 - Speer Financial, Inc.</b> Totals			Invoices	1		\$830.00
			Sub-Department <b>12-12 Finance &amp; Business,Finance</b> Totals			Invoices	7		\$149,275.02
			Department <b>12 - Finance &amp; Business</b> Totals			Invoices	7		\$149,275.02
<b>12 Finance &amp; Business</b>									
Department <b>14 - Human Resources</b>									
Sub-Department <b>14-18 Human Resources,Human Resources</b>									
Vendor <b>1029 - Alarm Detection Systems Inc</b>									
SI624508	HR-Non Tech Badge For Samuel Hostert	Open		12/10/2024	01/08/2025	01/08/2025		02/11/2025	11.00
SI624663	HR-(2)Badge For Bill Lenert & Michael Lawrence	Open		12/12/2024	01/08/2025	01/08/2025		02/11/2025	30.00
SI625720	HR-Badge For Rachel Carlson	Open		01/06/2025	01/23/2025	01/23/2025		02/11/2025	15.00
SI625823	HR-Badge For Justin Lechner & Jacqueline Reed	Open		01/08/2025	01/23/2025	01/23/2025		02/11/2025	22.00
SI625980	HR-Badge For Kim LoCastro	Open		01/13/2025	01/23/2025	01/23/2025		02/11/2025	15.00
			Vendor <b>1029 - Alarm Detection Systems Inc</b> Totals			Invoices	5		\$93.00
Vendor <b>2281 - Geoffrey C Barrett</b>									
121024	HR-Safety Shoe Reimbursement	Open		12/10/2024	01/08/2025	01/08/2025		02/11/2025	150.00
			Vendor <b>2281 - Geoffrey C Barrett</b> Totals			Invoices	1		\$150.00
Vendor <b>3515 - Isaac Ray Forensic Group, LLC</b>									
2375	HR-Pre Hire Psychological Screening Examination	Open		10/17/2024	01/08/2025	01/08/2025		02/11/2025	410.00
			Vendor <b>3515 - Isaac Ray Forensic Group, LLC</b> Totals			Invoices	1		\$410.00
Vendor <b>1390 - Laner Muchin Ltd</b>									
679112	HR-Prof Svcs Rendered Through 12/20/24	Open		01/01/2025	01/23/2025	01/23/2025		02/11/2025	142.50
			Vendor <b>1390 - Laner Muchin Ltd</b> Totals			Invoices	1		\$142.50
Vendor <b>3632 - Justin Lechner</b>									
011125	HR-Safety Shoe Reimbursement	Open		01/11/2025	01/23/2025	01/23/2025		02/11/2025	144.99
			Vendor <b>3632 - Justin Lechner</b> Totals			Invoices	1		\$144.99
Vendor <b>3627 - Jacob Martin</b>									
122524	HR-Safety Shoe Reimbursement	Open		12/25/2024	01/08/2025	01/08/2025		02/11/2025	150.00
			Vendor <b>3627 - Jacob Martin</b> Totals			Invoices	1		\$150.00
Vendor <b>3629 - Jacqueline Reed</b>									
010125	HR-Safety Shoe Reimbursement	Open		01/01/2025	01/09/2025	01/09/2025		02/11/2025	150.00
			Vendor <b>3629 - Jacqueline Reed</b> Totals			Invoices	1		\$150.00



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Vendor <b>3628 - Matthew Smith</b>									
112024	HR-Safety Shoe Reimbursement	Open		11/20/2024	01/08/2025	01/08/2025		02/11/2025	144.99
Vendor <b>3628 - Matthew Smith</b> Totals							Invoices	1	<u>\$144.99</u>
Vendor <b>1852 - Phillip J Smith</b>									
012525	HR-Safety Shoe Reimbursement	Open		01/25/2025	01/28/2025	01/28/2025		02/11/2025	150.00
Vendor <b>1852 - Phillip J Smith</b> Totals							Invoices	1	<u>\$150.00</u>
Vendor <b>1618 - Tyler Medical Services</b>									
458343	HR-Physical Exam Pre Placement, 10 Panel Rapid DS	Open		12/18/2024	01/08/2025	01/08/2025		02/11/2025	135.00
458589	HR-Physical Exam Pre Placement, 10 Panel Rapid DS, Audiogram	Open		01/02/2025	01/28/2025	01/28/2025		02/11/2025	175.00
458607	HR-Physical Exam Pre Placement, 10 Panel Rapid DS, Audiogram	Open		01/03/2025	01/08/2025	01/08/2025		02/11/2025	175.00
Vendor <b>1618 - Tyler Medical Services</b> Totals							Invoices	3	<u>\$485.00</u>
Sub-Department <b>14-18 Human Resources,Human Resources</b> Totals							Invoices	16	<u>\$2,020.48</u>
Sub-Department <b>14-20 Human Resources,Volunteer</b>									
Vendor <b>3373 - American National Red Cross DBA American Red Cross</b>									
22746522	HR/HR Vol-(9)Adult First Aid-CPR/AED-BL	Open		12/18/2024	01/08/2025	01/08/2025		02/11/2025	342.00
Vendor <b>3373 - American National Red Cross DBA American Red Cross</b> Totals							Invoices	1	<u>\$342.00</u>
Vendor <b>1680 - Menards Batavia</b>									
41139	HR Vol-Foam Earplugs	Open		12/18/2024	01/08/2025	01/08/2025		02/11/2025	26.38
Vendor <b>1680 - Menards Batavia</b> Totals							Invoices	1	<u>\$26.38</u>
Sub-Department <b>14-20 Human Resources,Volunteer</b> Totals							Invoices	2	<u>\$368.38</u>
Department <b>14 - Human Resources</b> Totals							Invoices	18	<u>\$2,388.86</u>

## 14 Human Resources

### Department **21 - Operations & Maintenance**

#### Sub-Department **21-21 Operations & Maintenance,Administrative**

Vendor <b>3630 - Andrew Gregory</b>									
110124	Ops Admin-CDL Reimbursement	Open		11/01/2024	01/16/2025	01/16/2025		02/11/2025	50.00
Vendor <b>3630 - Andrew Gregory</b> Totals							Invoices	1	<u>\$50.00</u>
Vendor <b>1735 - PDRMA</b>									
1720553325	Ops Admin-SafeOperation&TowingTrailerLaur aSmith9/13/24	Open		09/13/2024	01/16/2025	01/16/2025		02/11/2025	35.00
1729527476	Ops Admin-Electrical Safety 101 Ken Darby 11/8/24	Open		11/08/2024	01/16/2025	01/16/2025		02/11/2025	20.00
1729527490	Ops Admin-Electrical Safety 101 Kirk Guhl 11/8/24	Open		11/08/2024	01/16/2025	01/16/2025		02/11/2025	20.00
1729527507	Ops Admin-Electrical Safety 101 Joe Palmisano 11/8/24	Open		11/08/2024	01/16/2025	01/16/2025		02/11/2025	20.00



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1715954974	Ops Admin-Help 1 Class Chris Lee 12/4/24-12/5/24	Open		12/04/2024	01/07/2025	01/07/2025		02/11/2025	150.00
						Vendor <b>1735 - PDRMA</b> Totals	Invoices	5	\$245.00
						Sub-Department <b>21-21 Operations &amp; Maintenance,Administrative</b> Totals	Invoices	6	\$295.00
Sub-Department <b>21-22 Operations &amp; Maintenance,North</b>									
Vendor <b>3466 - Al Warren Oil Co. Inc.</b>									
W1708032	N Ops-(1492.9)Gal Gas Delivered To Muirhead 12/9/24	Paid by EFT #404		12/11/2024	01/16/2025	01/16/2025		01/23/2025	3,603.11
W1708033	N Ops-(254.7)Gal Diesel Delivered To Muirhead 12/9/24	Paid by EFT #395		12/11/2024	01/02/2025	01/02/2025		01/08/2025	727.42
						Vendor <b>3466 - Al Warren Oil Co. Inc.</b> Totals	Invoices	2	\$4,330.53
Vendor <b>1029 - Alarm Detection Systems Inc</b>									
604561068	N Ops-Quarterly Alarm Charges @ Muirhead 01/25-03/25	Paid by EFT #396		12/08/2024	01/02/2025	01/02/2025		01/08/2025	953.16
						Vendor <b>1029 - Alarm Detection Systems Inc</b> Totals	Invoices	1	\$953.16
Vendor <b>3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper</b>									
478604626	N Ops-Fuel Filter, Ait Filter For Vehicle #333	Open		01/15/2025	01/23/2025	01/23/2025		02/11/2025	147.83
						Vendor <b>3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper</b> Totals	Invoices	1	\$147.83
Vendor <b>1919 - AT &amp; T</b>									
8477420695120125	N Ops-Jon Duerr Gas Modem Svc 12/22/24-1/21/25	Paid by Check #126165		12/22/2024	01/02/2025	01/02/2025		01/08/2025	72.18
8474640549120125	N Ops- SupPhone,GenPhone,FaxLine,Gas PumpModem,Svc12/25/24- 1/24/25	Paid by Check #126180		12/25/2024	01/09/2025	01/09/2025		01/17/2025	226.85
						Vendor <b>1919 - AT &amp; T</b> Totals	Invoices	2	\$299.03
Vendor <b>1142 - City of Elgin</b>									
51735312781224	N Ops-Tyler Creek Residence & Sirens Svc 11/18/24-12/18/24	Paid by Check #126181		01/02/2025	01/09/2025	01/09/2025		01/17/2025	22.83
						Vendor <b>1142 - City of Elgin</b> Totals	Invoices	1	\$22.83
Vendor <b>2027 - ComEd</b>									
33160780001224	N Ops-Freeman South Svc 11/15/24-12/16/24	Paid by Check #126169		12/16/2024	01/02/2025	01/02/2025		01/08/2025	26.17
7486620001224	N Ops-Muirhead Restroom/Shelter Svc 11/18/24-12/17/24	Paid by Check #126170		12/20/2024	01/02/2025	01/02/2025		01/08/2025	26.32
9421280001224	N Ops-Neville Property Svc 11/22/24-12/23/24	Paid by Check #126171		12/23/2024	01/02/2025	01/02/2025		01/08/2025	47.81
37569750001224	N Ops-Hoscheit Woods Svc 11/26/24-12/30/24	Paid by Check #126182		01/02/2025	01/09/2025	01/09/2025		01/17/2025	31.29
33160780000125	N Ops-Freeman South Svc 12/16/24-1/17/25	Paid by Check #126195		01/17/2025	01/22/2025	01/22/2025		01/24/2025	30.98
						Vendor <b>2027 - ComEd</b> Totals	Invoices	5	\$162.57
Vendor <b>2806 - Commercial Tire Services, Inc.</b>									



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9980007653	N Ops-(4)Wrangler Tire For Vehicle #331	Open		01/09/2025	01/23/2025	01/23/2025		02/11/2025	562.00
9980007654	N Ops-(2) Wrangler Tires For Vehicle #339	Open		01/09/2025	01/23/2025	01/23/2025		02/11/2025	389.00
Vendor 2806 - Commercial Tire Services, Inc. Totals							Invoices	2	<u>\$951.00</u>
Vendor 1180 - Culligan Tri City Soft Water Services, Inc									
31097	N Ops-NOpsFacSulphurClear&Mark80Svc 1/1/25-1/31/25	Paid by EFT #406		01/01/2025	01/16/2025	01/16/2025		01/23/2025	85.00
31125	N Ops-Tomo Chi Chi Medalist Softener Svc 1/1/25-1/31/25	Paid by EFT #406		01/01/2025	01/16/2025	01/16/2025		01/23/2025	31.50
Vendor 1180 - Culligan Tri City Soft Water Services, Inc Totals							Invoices	2	<u>\$116.50</u>
Vendor 1187 - Dekane Equipment Corporation									
IA99489	N Ops-CID Swing Boom Cutter, PO#17503	Open		01/09/2025	01/28/2025	01/28/2025		02/11/2025	2,959.00
Vendor 1187 - Dekane Equipment Corporation Totals							Invoices	1	<u>\$2,959.00</u>
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa									
002976	N Ops-(3) Battery & (3) Core For Vehicle #328	Open		01/02/2025	01/16/2025	01/16/2025		02/11/2025	601.53
003475	N Ops-Return Of (3) Core For Vehicle #328, Org Inv#002976	Open		01/07/2025	01/23/2025	01/23/2025		02/11/2025	(81.00)
003477	N Ops-Battery For Vehicle #334	Open		01/07/2025	01/16/2025	01/16/2025		02/11/2025	218.56
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals							Invoices	3	<u>\$739.09</u>
Vendor 1220 - Elgin Key & Lock Co Inc									
250005	N Ops-(6) Pin Tumbler Padlock, (2) Standard Key Cut	Open		01/03/2025	01/07/2025	01/07/2025		02/11/2025	113.56
Vendor 1220 - Elgin Key & Lock Co Inc Totals							Invoices	1	<u>\$113.56</u>
Vendor 1679 - Menards Carpentersville									
29222	N Ops-Return Of (12) Lumber, Org Inv#29130	Open		09/27/2024	01/28/2025	01/28/2025			(99.84)
33536	N Ops-(2) LED Shop Light, (4) Heavy Duty Shelf Bracket	Open		12/31/2024	01/07/2025	01/07/2025		02/11/2025	67.94
33776	N Ops-Mouse Repellent Pouches, (3)Clevis Pin, Hitch Pin	Open		01/07/2025	01/16/2025	01/16/2025		02/11/2025	29.11
Vendor 1679 - Menards Carpentersville Totals							Invoices	3	<u>(\$2.79)</u>
Vendor 1678 - Menards Elgin									
94812	N Ops-(2)Air Vent 12"	Open		12/26/2024	01/08/2025	01/08/2025		02/11/2025	147.96
95001	N Ops-(4)DieselExhaustFluid, (2)LEDLight,(2)ExitSign	Open		12/30/2024	01/07/2025	01/07/2025		02/11/2025	165.44
95148	N Ops-(5) Lumber, 10Pk Mouse Repellant, (10)2Pk Mouse Traps	Open		01/02/2025	01/07/2025	01/07/2025		02/11/2025	118.60
95398	N Ops-(2)ExtensionCord, (10)UBolt,	Open		01/06/2025	01/16/2025	01/16/2025		02/11/2025	120.64
95457	(4)DoorHinge,Laminates N Ops-(10) Morton Rust Defense	Open		01/07/2025	01/16/2025	01/16/2025		02/11/2025	76.25



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95580	N Ops-(2)Ant Killer, (4) 2Pk Mouse Trap	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	11.82
95584	N Ops-Transfer Pump, Smoke Alarm	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	118.96
95591	N Ops-(5)Lumber, (8)Hinge,CrunchyPeanutButterFor MouseTraps	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	108.82
95626	N Ops-(12) Spray Paint	Open		01/10/2025	01/16/2025	01/16/2025		02/11/2025	86.49
95828	N Ops-Deck & Siding Stain, (4) Foam Brush	Open		01/13/2025	01/16/2025	01/16/2025		02/11/2025	25.74
Vendor <b>1678 - Menards Elgin</b> Totals						Invoices	10		<u>\$980.72</u>
Vendor <b>2587 - Nicor Gas</b>									
947740071431224	N Ops-Jon Duerr Shop Svc 11/27/24-12/30/24	Paid by Check #126183		12/30/2024	01/09/2025	01/09/2025		01/17/2025	174.47
333376580831224	N Ops-Neville Property Svc 12/4/24-1/4/25	Paid by Check #126192		01/06/2025	01/16/2025	01/16/2025		01/23/2025	125.49
Vendor <b>2587 - Nicor Gas</b> Totals						Invoices	2		<u>\$299.96</u>
Vendor <b>1511 - Ralph Helm Inc.</b>									
403833	N Ops-(16)6Pk 2 Cycle Oil, (4) Wedge	Open		12/09/2024	01/08/2025	01/08/2025		02/11/2025	350.76
404552	N Ops-(6) Misc Parts	Open		01/08/2025	01/16/2025	01/16/2025		02/11/2025	191.28
Vendor <b>1511 - Ralph Helm Inc.</b> Totals						Invoices	2		<u>\$542.04</u>
Vendor <b>2763 - Rush Truck Centers of Illinois Inc</b>									
3039885999	N Ops-Block Heater For Vehicle #328	Open		12/17/2024	01/07/2025	01/07/2025		02/11/2025	115.00
3039935599	N Ops-Engine Block Heater Plug For Vehicle #328	Open		12/20/2024	01/07/2025	01/07/2025		02/11/2025	130.00
Vendor <b>2763 - Rush Truck Centers of Illinois Inc</b> Totals						Invoices	2		<u>\$245.00</u>
Vendor <b>1538 - Russo Hardware DBA Russo Power Equipment</b>									
SPI20889436	N Ops-Anti Foaming For Herbicide	Open		12/30/2024	01/07/2025	01/07/2025		02/11/2025	20.99
Vendor <b>1538 - Russo Hardware DBA Russo Power Equipment</b> Totals						Invoices	1		<u>\$20.99</u>
Vendor <b>2458 - State Industrial Products</b>									
903629314	N Ops-Air Care Program	Open		01/08/2025	01/16/2025	01/16/2025		02/11/2025	123.10
Vendor <b>2458 - State Industrial Products</b> Totals						Invoices	1		<u>\$123.10</u>
Vendor <b>1643 - Village of Carpentersville</b>									
1152485	N Ops-Carpentersville Dam Svc 10/18/24-12/25/24	Paid by Check #126184		01/01/2025	01/09/2025	01/09/2025		01/17/2025	85.53
Vendor <b>1643 - Village of Carpentersville</b> Totals						Invoices	1		<u>\$85.53</u>
Vendor <b>3582 - Vistra Vision LLC dba Dynegy Energy Services, LLC</b>									
030000449316	Various Departments-Electric Charges December 2024	Paid by EFT #398		01/02/2025	01/02/2025	01/02/2025		01/08/2025	6,955.21
Vendor <b>3582 - Vistra Vision LLC dba Dynegy Energy Services, LLC</b> Totals						Invoices	1		<u>\$6,955.21</u>
Vendor <b>1777 - Waste Management of Illinois, Inc.</b>									
000813627221	N Ops-Elgin Transfer Station	Paid by EFT #399		12/02/2024	01/02/2025	01/02/2025		01/08/2025	297.96



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Vendor 1777 - Waste Management of Illinois, Inc. Totals						Invoices	1		\$297.96
Vendor 1667 - WM Horn Structural Steel Co									
97318G	N Ops-Flat Bars For Vehicle #328	Open		12/31/2024	01/07/2025	01/07/2025		02/11/2025	32.00
Vendor 1667 - WM Horn Structural Steel Co Totals						Invoices	1		\$32.00
Sub-Department 21-22 Operations & Maintenance,North Totals						Invoices	46		\$20,374.82
Sub-Department 21-23 Operations & Maintenance,South									
Vendor 3466 - Al Warren Oil Co. Inc.									
W1710152	S Ops-(1050.2)Gal Gas Delivered To Fabyan 12/17/24	Paid by EFT #400		12/19/2024	01/09/2025	01/09/2025		01/17/2025	2,584.01
W1710153	S Ops-(159.6)Gal Gas Delivered To Grunwald 12/17/24	Paid by EFT #400		12/19/2024	01/09/2025	01/09/2025		01/17/2025	392.70
W1710154	S Ops-(400.1)Gal Diesel Delivered To Grunwald 12/17/24	Paid by EFT #400		12/19/2024	01/09/2025	01/09/2025		01/17/2025	1,163.09
W1712649	S Ops-(951.3)Gal Gas Delivered To Grunwald 12/27/24	Paid by EFT #400		12/31/2024	01/09/2025	01/09/2025		01/17/2025	2,447.69
Vendor 3466 - Al Warren Oil Co. Inc. Totals						Invoices	4		\$6,587.49
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper									
478603931	S Ops-Tensioner, Micro V Belt For Vehicle #417	Open		12/27/2024	01/09/2025	01/09/2025		02/11/2025	71.08
478604045	S Ops-Ignition Coil For Vehicle #433	Open		12/31/2024	01/09/2025	01/09/2025		02/11/2025	78.75
478604075	S Ops-Serp Tensioner For Vehicle #433	Open		01/02/2025	01/09/2025	01/09/2025		02/11/2025	170.99
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper Totals						Invoices	3		\$320.82
Vendor 1942 - Arends Hogan Walker LLC DBA AHW LLC									
12046294	S Ops-(3)Piston Pin	Open		12/27/2024	01/07/2025	01/07/2025		02/11/2025	82.82
Vendor 1942 - Arends Hogan Walker LLC DBA AHW LLC Totals						Invoices	1		\$82.82
Vendor 1919 - AT & T									
1298710000125	S Ops-Fabyan Internet Svc 12/17/24-1/16/25	Paid by Check #126166		12/16/2024	01/02/2025	01/02/2025		01/08/2025	104.70
6302322765120125	S Ops-Fabyan Windmill Svc 12/19/24-1/18/25	Paid by Check #126165		12/19/2024	01/02/2025	01/02/2025		01/08/2025	69.48
6302324811120125	S Ops-Fabyan Museum Svc 12/19/24-1/18/25	Paid by Check #126165		12/19/2024	01/02/2025	01/02/2025		01/08/2025	69.56
6302326854120125	S Ops-Fabyan Gas Modem Svc 12/19/24-1/18/25	Paid by Check #126165		12/19/2024	01/02/2025	01/02/2025		01/08/2025	68.94
6305564604120125	S Ops-Big Rock Campground Svc 12/25/24-1/24/25	Paid by Check #126180		12/25/2024	01/09/2025	01/09/2025		01/17/2025	85.53
6305570192120125	S Ops-Fax, Gas Modem, SupPhone, GenLine, Svc 12/25/24-1/24/25	Paid by Check #126180		12/25/2024	01/09/2025	01/09/2025		01/17/2025	222.50
6302087523010125	S Ops-Horticultural Shop Svc 1/1/25-1/31/25	Paid by Check #126180		01/01/2025	01/09/2025	01/09/2025		01/17/2025	62.84
6305840670010125	S Ops-Campton Gas Modem Svc 1/4/25-2/3/25	Paid by Check #126180		01/04/2025	01/09/2025	01/09/2025		01/17/2025	70.60



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			Vendor <b>1919 - AT &amp; T Totals</b>				Invoices	8	\$754.15
Vendor <b>2826 - Carstar North Aurora Collision</b>									
54071	S Ops-Parts & Labor For Vehicle #428	Open		11/13/2024	01/08/2025	01/08/2025		02/11/2025	6,865.38
			Vendor <b>2826 - Carstar North Aurora Collision Totals</b>				Invoices	1	\$6,865.38
Vendor <b>1119 - Chad's Towing &amp; Recovery Inc</b>									
81695	S Ops-Tow Vehicle #425 From LeRoy Oakes To Campton	Open		12/20/2024	01/07/2025	01/07/2025		02/11/2025	170.00
			Vendor <b>1119 - Chad's Towing &amp; Recovery Inc Totals</b>				Invoices	1	\$170.00
Vendor <b>2969 - Chicago Parts &amp; Sound, LLC</b>									
40V0005788	S Ops-(6)Coolant For Vehicle #434	Open		12/30/2024	01/09/2025	01/09/2025		02/11/2025	89.22
			Vendor <b>2969 - Chicago Parts &amp; Sound, LLC Totals</b>				Invoices	1	\$89.22
Vendor <b>1144 - City of Geneva</b>									
1980034000021124	S Ops-Fabyan Garage Svc 11/1/24-12/1/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	218.58
1980034400001124	S Ops-Fabyan Shop Svc 11/1/24-12/1/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	56.83
1980034550001124	S Ops-Fabyan Viking Barn Svc 11/1/24-12/1/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	61.48
1980034600001124	S Ops-Fabyan Villa Museum Svc 11/1/24-12/1/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	377.71
1980041750001124	S Ops-Fabyan Windmill/Shelter #3 Svc 11/1/24-12/1/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	30.86
1980042270011124	S Ops-Settlers Hill Pumphouse Svc 11/1/24-12/1/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	163.11
1980043270011124	S Ops-Settlers Hill Golf Ball Washer Svc 10/28/24-12/3/24	Paid by Check #126167		12/15/2024	01/02/2025	01/02/2025		01/08/2025	32.87
1980034000021224	S Ops-Fabyan Garage Svc 12/1/24-1/1/25	Paid by Check #126194		01/15/2025	01/22/2025	01/22/2025		01/24/2025	405.04
1980034400001224	S Ops-Fabyan Shop Svc 12/1/24-1/1/25	Paid by Check #126194		01/15/2025	01/22/2025	01/22/2025		01/24/2025	61.81
1980034550001224	S Ops-Fabyan Viking Barn Svc 12/1/24-1/1/25	Paid by Check #126194		01/15/2025	01/22/2025	01/22/2025		01/24/2025	68.62
1980041750001224	S Ops-Fabyan Windmill/Shelter #3 Svc 12/1/24-1/1/25	Paid by Check #126194		01/15/2025	01/22/2025	01/22/2025		01/24/2025	32.04
1980042270011224	S Ops-Settlers Hill Pumphouse Svc 12/1/24-1/1/25	Paid by Check #126194		01/15/2025	01/22/2025	01/22/2025		01/24/2025	179.47
1980043270011224	S Ops-Settlers Hill Golf Ball Washer Svc 12/3/24-1/1/25	Paid by Check #126194		01/15/2025	01/22/2025	01/22/2025		01/24/2025	32.87
			Vendor <b>1144 - City of Geneva Totals</b>				Invoices	13	\$1,721.29
Vendor <b>1151 - Coffman Truck Sales Inc.</b>									
627435	S Ops-Motor Relay Kit For Plow#436	Open		01/14/2025	01/16/2025	01/16/2025		02/11/2025	26.22
			Vendor <b>1151 - Coffman Truck Sales Inc. Totals</b>				Invoices	1	\$26.22



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<b>Vendor 3492 - Colliflower Inc. dba Randall Pressure Systems</b>										
02524043	S Ops-Elbow For Plow On Vehicle #443	Open		12/31/2024	01/09/2025	01/09/2025		02/11/2025	11.08	
								<b>Vendor 3492 - Colliflower Inc. dba Randall Pressure Systems Totals</b>	<b>Invoices 1</b>	<b>\$11.08</b>
<b>Vendor 2027 - ComEd</b>										
2717670001124	S Ops-Glenwood Park Svc 11/8/24-12/10/24	Paid by Check #126168		12/13/2024	01/02/2025	01/02/2025		01/08/2025	34.76	
76185712221224	S Ops-Cherry Ln & Kirk Rd Light Svc 11/25/24-12/27/24	Paid by Check #126182		12/27/2024	01/09/2025	01/09/2025		01/17/2025	116.68	
29239960001224	S Ops-Grunwald Restroom Svc 12/3/24-1/3/25	Paid by Check #126189		01/07/2025	01/16/2025	01/16/2025		01/23/2025	490.00	
92016912221224	S Ops-Prairie Kame Sauer Svc 12/3/24-1/3/25	Paid by Check #126190		01/07/2025	01/16/2025	01/16/2025		01/23/2025	33.13	
								<b>Vendor 2027 - ComEd Totals</b>	<b>Invoices 4</b>	<b>\$674.57</b>
<b>Vendor 2806 - Commercial Tire Services, Inc.</b>										
9980007665	S Ops-(2)Wrangler Workhorse For Vehicle #437	Open		01/10/2025	01/28/2025	01/28/2025		02/11/2025	323.00	
								<b>Vendor 2806 - Commercial Tire Services, Inc. Totals</b>	<b>Invoices 1</b>	<b>\$323.00</b>
<b>Vendor 1180 - Culligan Tri City Soft Water Services, Inc</b>										
31098	S Ops-MaintGarageSulphurClear&Rental Mark89Svc1/1/25-1/31/25	Paid by EFT #406		01/01/2025	01/16/2025	01/16/2025		01/23/2025	86.00	
31131	S Ops-Grunwald Farms Medalist Softener Svc 1/1/25-1/31/25	Paid by EFT #406		01/01/2025	01/16/2025	01/16/2025		01/23/2025	31.50	
								<b>Vendor 1180 - Culligan Tri City Soft Water Services, Inc Totals</b>	<b>Invoices 2</b>	<b>\$117.50</b>
<b>Vendor 1187 - Dekane Equipment Corporation</b>										
IA99458	S Ops-(10)Spark Plugs	Open		12/18/2024	01/07/2025	01/07/2025		02/11/2025	91.90	
								<b>Vendor 1187 - Dekane Equipment Corporation Totals</b>	<b>Invoices 1</b>	<b>\$91.90</b>
<b>Vendor 2847 - Dri Bar Ace LLC DBA Sugar Grove Ave</b>										
173631	S Ops-Chainsaw Helmet	Open		12/18/2024	01/07/2025	01/07/2025		02/11/2025	69.99	
174461	S Ops-(2)Shaft Collar, Wire Rope Clip	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	15.17	
174931	S Ops-(2)Spray Paint, Service Tool Red	Open		01/21/2025	01/23/2025	01/23/2025		02/11/2025	25.95	
								<b>Vendor 2847 - Dri Bar Ace LLC DBA Sugar Grove Ave Totals</b>	<b>Invoices 3</b>	<b>\$111.11</b>
<b>Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa</b>										
001920	S Ops-Idler Pulley For Vehicle #435	Open		12/19/2024	01/07/2025	01/07/2025		02/11/2025	23.22	
001973	S Ops-Air Filter For Vehicle #446	Open		12/19/2024	01/07/2025	01/07/2025		02/11/2025	21.33	
001984	S Ops-SerpentineBelt,IdlerPulleyBelt,TensionerAssyForVehicle#435	Open		12/19/2024	01/07/2025	01/07/2025		02/11/2025	79.95	
002001	S Ops-Return Of Idler Pulley, Org Inv#001920	Open		12/19/2024	01/08/2025	01/08/2025		02/11/2025	(21.22)	
002202	S Ops-(25) Stl Tube, (6) Fitting	Open		12/23/2024	01/07/2025	01/07/2025		02/11/2025	52.29	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
002502	S Ops-Radiator For Vehicle #434	Open		12/27/2024	01/09/2025	01/09/2025		02/11/2025	300.35
002533	S Ops-(6) Wiper Blades	Open		12/27/2024	01/07/2025	01/07/2025		02/11/2025	65.94
002757	S Ops-(3)Fuel Injection Hose For Vehicle #425	Open		12/30/2024	01/09/2025	01/09/2025		02/11/2025	15.54
002767	S Ops-(8)Fuel Injection Hose For Vehicle #425	Open		12/30/2024	01/09/2025	01/09/2025		02/11/2025	43.44
002947	S Ops-(2)Electronic Cleaner	Open		01/02/2025	01/09/2025	01/09/2025		02/11/2025	26.36
003073	S Ops-(12)Snowplow Hydraulic Fluid	Open		01/03/2025	01/09/2025	01/09/2025		02/11/2025	123.24
003943	S Ops-Disposable Gloves, Glass Cleaner, Squeegee	Open		01/10/2025	01/16/2025	01/16/2025		02/11/2025	31.73
004800	S Ops-(2) 5 Gal Hydraulic Fluid, Anti Seize Lubricant	Open		01/17/2025	01/23/2025	01/23/2025		02/11/2025	138.89
005153	S Ops-(4) Oil Dry, Diesel Anti Gel	Open		01/21/2025	01/23/2025	01/23/2025		02/11/2025	53.35
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals						Invoices	14		<u>\$954.41</u>
Vendor 3320 - Mediacom Telephony of Illinois, LLC									
63030087970125	S Ops-S Ops Internet & Phone Svc 12/21/24-1/20/25	Paid by Check #126172		12/11/2024	01/02/2025	01/02/2025		01/08/2025	369.95
63030087970125A	S Ops-Big Rock Campground Phone & Internet Svc 12/30/24-1/29/25	Paid by Check #126172		12/20/2024	01/02/2025	01/02/2025		01/08/2025	275.94
63030087970225	S Ops-S Ops Internet & Phone Svc 1/21/25-2/20/25	Paid by Check #126196		01/11/2025	01/22/2025	01/22/2025		01/24/2025	369.95
Vendor 3320 - Mediacom Telephony of Illinois, LLC Totals						Invoices	3		<u>\$1,015.84</u>
Vendor 1680 - Menards Batavia									
41133	S Ops-CoffeePods,48PkAABattery,48PkAABattery,12PkCBattery	Open		12/18/2024	01/09/2025	01/09/2025		02/11/2025	70.91
41244	S Ops-(4) Blade Back Saver	Open		12/20/2024	01/07/2025	01/07/2025		02/11/2025	91.96
41597	S Ops-2GTankSprayer,DustPan,(2)TrimHeadScrews,3PkTissue	Open		12/30/2024	01/07/2025	01/07/2025		02/11/2025	57.70
41771	S Ops-Replacement Tank Lid, (3) 5-Gallon Pail	Open		01/03/2025	01/09/2025	01/09/2025		02/11/2025	21.19
42011	S Ops-(2)42 Count Coffee Pods, Coffee Creamer	Open		01/08/2025	01/16/2025	01/16/2025		02/11/2025	33.63
42012	S Ops-(2)Fleece Lined Carpenter Pants	Open		01/08/2025	01/16/2025	01/16/2025		02/11/2025	42.45
42014	S Ops-Padded J-Hook Ratchet Strap Tie Down	Open		01/08/2025	01/16/2025	01/16/2025		02/11/2025	6.79
42074	S Ops-Fleece Lined Carpenter Pants	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	21.22
42275	S Ops-(6)BrakePartsClnr,(3)Penetrant,ChromateTransportChain	Open		01/13/2025	01/16/2025	01/16/2025		02/11/2025	69.84
42542	S Ops-(3) Tap Bolt, (2) Hitch Pin Clip, 12Pc Flat Washer	Open		01/17/2025	01/23/2025	01/23/2025		02/11/2025	4.33



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<b>Vendor 1680 - Menards Batavia</b>			Totals				Invoices	10	\$420.02
U0557948	S Ops-(275)Units Propane @ Fabyan	Paid by Check #126191		01/07/2025	01/16/2025	01/16/2025		01/23/2025	535.12
<b>Vendor 2493 - Milton Propane Inc</b>			Totals				Invoices	1	\$535.12
045421723011224	S Ops-Fabyan Staff Residence Svc 11/19/24-12/6/24	Paid by Check #126173		12/06/2024	01/02/2025	01/02/2025		01/08/2025	62.05
736122100021224	S Ops-Fabyan Shop Svc 11/19/24-12/18/24	Paid by Check #126173		12/18/2024	01/02/2025	01/02/2025		01/08/2025	54.60
846122100091224	S Ops-Fabyan Villa Museum Svc 11/19/24-12/18/24	Paid by Check #126173		12/18/2024	01/02/2025	01/02/2025		01/08/2025	54.60
068302100081224	S Ops-LeRoy Oakes Durant House Svc 11/25/24-12/26/24	Paid by Check #126173		12/26/2024	01/02/2025	01/02/2025		01/08/2025	169.79
531402100051224	S Ops-LeRoy Oakes Sholes School Svc 11/25/24-12/26/24	Paid by Check #126173		12/26/2024	01/02/2025	01/02/2025		01/08/2025	110.74
736122100020125	S Ops-Fabyan Shop Svc 12/18/24-1/17/25	Paid by Check #126197		01/17/2025	01/22/2025	01/22/2025		01/24/2025	55.38
846122100090125	S Ops-Fabyan Villa Museum Svc 12/18/24-1/17/25	Paid by Check #126197		01/17/2025	01/22/2025	01/22/2025		01/24/2025	55.38
<b>Vendor 2587 - Nicor Gas</b>			Totals				Invoices	7	\$562.54
401082430001	N Ops/S Ops/TR-(9) Desk Calendars, PO#17426	Open		12/20/2024	01/28/2025	01/28/2025		02/11/2025	50.31
<b>Vendor 3450 - ODP Business Solutions, LLC</b>			Totals				Invoices	1	\$50.31
<b>Vendor 1538 - Russo Hardware DBA Russo Power Equipment</b>									
SPI20895603	S Ops-Starter Recoil	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	39.26
SPI20901878	S Ops-(48)Two Cycle Oil, (4) Bar & Chain Oil	Open		01/17/2025	01/28/2025	01/28/2025		02/11/2025	193.88
SPI20903442	S Ops-(49)50Lb Ice Melt, 1 Gal Liquid Power Melt	Open		01/21/2025	01/28/2025	01/28/2025		02/11/2025	566.00
SPI20903557	S Ops-(199)1 Gal Liquid Power Melt	Open		01/21/2025	01/28/2025	01/28/2025		02/11/2025	497.50
<b>Vendor 1538 - Russo Hardware DBA Russo Power Equipment</b>			Totals				Invoices	4	\$1,296.64
903621677	S Ops-Hand Cleaner	Open		12/31/2024	01/09/2025	01/09/2025		02/11/2025	237.08
<b>Vendor 2458 - State Industrial Products</b>			Totals				Invoices	1	\$237.08
<b>Vendor 1637 - Vermeer Illinois, Inc.</b>									
PM8244	S Ops-Tree Coat Spray Can	Open		01/03/2025	01/16/2025	01/16/2025		02/11/2025	18.99
PM8494	S Ops-Stump Grinder Parts	Open		01/10/2025	01/16/2025	01/16/2025		02/11/2025	235.38
<b>Vendor 1637 - Vermeer Illinois, Inc.</b>			Totals				Invoices	2	\$254.37
<b>Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles</b>									
92524	S Ops-(12) Oil For Vehicle #441	Open		12/20/2024	01/07/2025	01/07/2025		02/11/2025	100.08
92599	S Ops-Fuel Line For Vehicle #425	Open		12/23/2024	01/07/2025	01/07/2025		02/11/2025	103.50



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92657	S Ops-Fuel Line For Vehicle #425	Open		12/30/2024	01/09/2025	01/09/2025		02/11/2025	103.50
CM92657	S Ops-Return Of Tube For Vehicle #425, Org Inv#92657	Open		01/02/2025	01/09/2025	01/09/2025		02/11/2025	(103.50)
93565	S Ops-Strap, (4) Nut, (4) Bolt For Vehicle #417	Open		01/17/2025	01/23/2025	01/23/2025		02/11/2025	134.93
93566	S Ops-Strap For Vehicle #417	Open		01/20/2025	01/23/2025	01/23/2025		02/11/2025	91.25
Vendor <b>3134 - Via Carlita LLC DBA Hawk Ford of St Charles</b> Totals						Invoices	6		<u>\$429.76</u>
Vendor <b>1777 - Waste Management of Illinois, Inc.</b>									
004658727542	N Ops/S Ops-Refuse Pick Up December 2024	Paid by EFT #407		01/03/2025	01/16/2025	01/16/2025		01/23/2025	1,162.00
434037720118	S Ops-6Yd Fel On Call @ LeRoy Oakes Red Barn	Paid by EFT #407		01/06/2025	01/16/2025	01/16/2025		01/23/2025	42.00
434037920114	S Ops-6Yd Fel On Call @ LeRoy Oakes Shelter	Paid by EFT #407		01/06/2025	01/16/2025	01/16/2025		01/23/2025	42.00
Vendor <b>1777 - Waste Management of Illinois, Inc.</b> Totals						Invoices	3		<u>\$1,246.00</u>
Vendor <b>3597 - YNIS, Inc. dba You Name It Specialties</b>									
794701	Various Departments-(70)GreenLSShirt, (13)GreyLSShirt,PO#17536	Open		11/26/2024	01/28/2025	01/28/2025		02/11/2025	1,016.57
Vendor <b>3597 - YNIS, Inc. dba You Name It Specialties</b> Totals						Invoices	1		<u>\$1,016.57</u>
Sub-Department <b>21-23 Operations &amp; Maintenance, South</b> Totals						Invoices	98		<u>\$25,965.21</u>
Sub-Department <b>21-24 Operations &amp; Maintenance, Trades</b>									
Vendor <b>1027 - Airgas, Inc. DBA Airgas USA, LLC</b>									
5512435300	N Ops/S Ops/TR-Acetylene, Argon, Oxygen, Hazmat	Open		11/30/2024	01/08/2025	01/08/2025		02/11/2025	449.20
5513111817	N Ops/S Ops/TR-Acetylene, Argon, Oxygen, Hazmat	Open		12/31/2024	01/28/2025	01/28/2025		02/11/2025	460.84
Vendor <b>1027 - Airgas, Inc. DBA Airgas USA, LLC</b> Totals						Invoices	2		<u>\$910.04</u>
Vendor <b>3466 - AI Warren Oil Co. Inc.</b>									
W1712312	TR-(346.6)Gal Gas Delivered To Campton 12/26/24	Paid by EFT #400		12/30/2024	01/09/2025	01/09/2025		01/17/2025	852.63
Vendor <b>3466 - AI Warren Oil Co. Inc.</b> Totals						Invoices	1		<u>\$852.63</u>
Vendor <b>1029 - Alarm Detection Systems Inc</b>									
1250341074	TR-Quarterly Alarm Charges @ Campton 02/25-04/25	Paid by EFT #405		01/12/2025	01/16/2025	01/16/2025		01/23/2025	1,110.81
Vendor <b>1029 - Alarm Detection Systems Inc</b> Totals						Invoices	1		<u>\$1,110.81</u>
Vendor <b>3561 - All American Roofing dba AllAmericanExteriorSol'ns</b>									
68178	TR-Service & Materials @ Durant House Museum	Open		12/19/2024	01/08/2025	01/08/2025		02/11/2025	1,560.00
Vendor <b>3561 - All American Roofing dba AllAmericanExteriorSol'ns</b> Totals						Invoices	1		<u>\$1,560.00</u>
Vendor <b>3071 - Angel Water, Inc.</b>									
022B	TR-Kedeka Water Conditioner Svc 01/25	Paid by Check #126179		01/13/2025	01/09/2025	01/09/2025		01/17/2025	200.00
Vendor <b>3071 - Angel Water, Inc.</b> Totals						Invoices	1		<u>\$200.00</u>



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Vendor <b>3492 - Colliflower Inc. dba Randall Pressure Systems</b>											
02527124	TR-100Pk Cable Ties	Open		01/06/2025	01/23/2025	01/23/2025		02/11/2025	17.00		
								Vendor <b>3492 - Colliflower Inc. dba Randall Pressure Systems</b> Totals	Invoices	1	\$17.00
Vendor <b>1962 - Comcast Cable</b>											
8771200040040125	TR-Trades Shop Internet & Phone Svc 12/19/24-1/18/25	Paid by EFT #397		12/12/2024	01/02/2025	01/02/2025		01/08/2025	303.41		
								Vendor <b>1962 - Comcast Cable</b> Totals	Invoices	1	\$303.41
Vendor <b>1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa</b>											
002803	TR-Battery	Open		12/31/2024	01/07/2025	01/07/2025		02/11/2025	172.90		
002965	TR-(2)Airchuck	Open		01/02/2025	01/09/2025	01/09/2025		02/11/2025	37.83		
002986	TR-Purchase Of Chuck, Return of Airchuck, OrgInv#002965	Open		01/02/2025	01/09/2025	01/09/2025		02/11/2025	(2.03)		
003476	TR-Battery	Open		01/07/2025	01/09/2025	01/09/2025		02/11/2025	353.21		
004835	TR-Battery & Core For T#102	Open		01/17/2025	01/23/2025	01/23/2025		02/11/2025	176.00		
005269	TR-Trailer Test Battery	Open		01/22/2025	01/23/2025	01/23/2025		02/11/2025	103.99		
								Vendor <b>1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa</b> Totals	Invoices	6	\$841.90
Vendor <b>2177 - GDS Garage Door Supplies Inc.</b>											
ORD729673	TR-(2)Universal Remote	Open		12/13/2024	01/07/2025	01/07/2025		02/11/2025	55.30		
ORD733991	TR-(2)Commercial Universal Receiver	Open		01/16/2025	01/28/2025	01/28/2025		02/11/2025	105.36		
								Vendor <b>2177 - GDS Garage Door Supplies Inc.</b> Totals	Invoices	2	\$160.66
Vendor <b>1680 - Menards Batavia</b>											
41185	TR-Water Heater Element, (4)Outdoor Faucet Cover, Galv Nipple	Open		12/19/2024	01/07/2025	01/07/2025		02/11/2025	40.09		
41599	TR-(5)4Pk Light Bulb, Voltage Tester, (2) Galv Plug	Open		12/30/2024	01/07/2025	01/07/2025		02/11/2025	56.18		
41701	TR-FemaleAdapter,RainCap,45DegElbow,RoundDuctCap,Sealant	Open		01/02/2025	01/07/2025	01/07/2025		02/11/2025	99.72		
41760	TR-(2) Oil Filled Heater	Open		01/03/2025	01/07/2025	01/07/2025		02/11/2025	69.98		
41770	TR-(2)Pleated Air Filter	Open		01/03/2025	01/09/2025	01/09/2025		02/11/2025	8.48		
42273	TR-Lightbulb, (2) Foil Tape	Open		01/13/2025	01/16/2025	01/16/2025		02/11/2025	43.97		
42334	TR-(3)TemperatureLEDLightBulb,20PkAABattery,WireStripper	Open		01/14/2025	01/16/2025	01/16/2025		02/11/2025	86.22		
42373	TR-White Plumbers Caulk	Open		01/14/2025	01/16/2025	01/16/2025		02/11/2025	4.39		
42483	TR-VinylBlinds,TapeMeasure,Screwdriver,SawtoothHanger	Open		01/16/2025	01/16/2025	01/16/2025		02/11/2025	39.43		
								Vendor <b>1680 - Menards Batavia</b> Totals	Invoices	9	\$448.46
Vendor <b>1678 - Menards Elgin</b>											
93477	TR-(7)Fiberglass Rod, (2) Adhesive, Chimney Brush	Open		12/03/2024	01/07/2025	01/07/2025		02/11/2025	120.90		



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93933	TR-Straight Aviation Snips	Open		12/10/2024	01/07/2025	01/07/2025		02/11/2025	5.99
94135	TR-(2) Orange Goop Towels, (2) 200Ct White Rags	Open		12/13/2024	01/07/2025	01/07/2025		02/11/2025	37.76
94406	TR-(2) MC Whip, (2) Light Bulb	Open		12/18/2024	01/07/2025	01/07/2025		02/11/2025	52.54
96069	TR-5 Gal Multi Purpose Cleaner & Degreaser	Open		01/17/2025	01/23/2025	01/23/2025		02/11/2025	46.98
				<b>Vendor 1678 - Menards Elgin Totals</b>		<b>Invoices</b>		<b>5</b>	<b>\$264.17</b>
<b>Vendor 1755 - Mendel Plumbing &amp; Heating, Inc.</b>									
451044	TR-LaborCommercialServiceCallCharge@PaulWolff	Open		09/03/2024	01/09/2025	01/09/2025		02/11/2025	1,509.00
453312	TR-Parts&LaborRemove&InstallNewFurnace@PaulWolff,PO#17512	Open		10/14/2024	01/09/2025	01/09/2025		02/11/2025	4,397.00
453315	TR-Parts&LaborRemove&InstallNewFurnace@Oakhurst, PO#17510	Open		10/15/2024	01/09/2025	01/09/2025		02/11/2025	3,897.00
453316	TR-Labor & Parts Repair New Floor Drain @ Muirhead, PO#17511	Open		10/31/2024	01/09/2025	01/09/2025		02/11/2025	10,500.00
457845	TR-Parts & Labor @ Fabyan Residence	Open		12/31/2024	01/09/2025	01/09/2025		02/11/2025	1,325.00
459157	TR-Labor @ LeRoy Oakes	Open		01/23/2025	01/28/2025	01/28/2025		02/11/2025	232.00
				<b>Vendor 1755 - Mendel Plumbing &amp; Heating, Inc. Totals</b>		<b>Invoices</b>		<b>6</b>	<b>\$21,860.00</b>
<b>Vendor 2587 - Nicor Gas</b>									
915334733761224	TR-Campton Shop Svc 11/13/24-12/12/24	Paid by Check #126173		12/12/2024	01/02/2025	01/02/2025		01/08/2025	266.62
915334733760125	TR-Campton Shop Svc 12/12/24-1/13/25	Paid by Check #126197		01/13/2025	01/22/2025	01/22/2025		01/24/2025	301.45
				<b>Vendor 2587 - Nicor Gas Totals</b>		<b>Invoices</b>		<b>2</b>	<b>\$568.07</b>
<b>Vendor 2136 - Priority Products, Inc.</b>									
1011735	TR-(4)Split Point Mechanics Length Drill Bit	Open		11/20/2024	01/16/2025	01/16/2025		02/11/2025	10.58
				<b>Vendor 2136 - Priority Products, Inc. Totals</b>		<b>Invoices</b>		<b>1</b>	<b>\$10.58</b>
<b>Vendor 2051 - Production Plus Graphics Inc DBA Sign Outlet Store</b>									
CG392915	TR-(3)InkPouch,CleaningCartridge,Or ajet,PO#17510	Open		01/23/2025	01/28/2025	01/28/2025		02/11/2025	1,138.75
				<b>Vendor 2051 - Production Plus Graphics Inc DBA Sign Outlet Store Totals</b>		<b>Invoices</b>		<b>1</b>	<b>\$1,138.75</b>
<b>Vendor 3194 - Southwest Automated Security, Inc.</b>									
SI788896	TR-(4)Nice Control Module, (2) Actuator	Open		01/22/2025	01/28/2025	01/28/2025		02/11/2025	3,906.98
				<b>Vendor 3194 - Southwest Automated Security, Inc. Totals</b>		<b>Invoices</b>		<b>1</b>	<b>\$3,906.98</b>
<b>Vendor 2945 - UPS</b>									
0000Y78818025	TR-Tray Pick Up	Open		01/11/2025	01/28/2025	01/28/2025		02/11/2025	10.63



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				Vendor 2945 - UPS Totals			Invoices	1	\$10.63
Vendor 1658 - West Side Electric Supply									
300137329	TR-13 Watt Compact Fluorescent Kit	Open		12/17/2024	01/08/2025	01/08/2025		02/11/2025	38.98
300137713	TR-Fluorescent Lamp	Open		12/30/2024	01/28/2025	01/28/2025		02/11/2025	38.98
				Vendor 1658 - West Side Electric Supply Totals			Invoices	2	\$77.96
				Sub-Department 21-24 Operations & Maintenance, Trades Totals			Invoices	44	\$34,242.05
				Department 21 - Operations & Maintenance Totals			Invoices	194	\$80,877.08
<b>21 Operations &amp; Maintenance</b>									
Department 31 - Natural Resources									
Sub-Department 31-31 Natural Resources, Restoration									
Vendor 3466 - Al Warren Oil Co. Inc.									
W1715372	NR-(348.5)Gal Gas Delivered To Brundige 1/9/25	Paid by EFT #404		01/13/2025	01/16/2025	01/16/2025		01/23/2025	863.77
W1715373	NR-(951.8) Gal Diesel Delivered To Brundige 1/9/25	Paid by EFT #404		01/13/2025	01/16/2025	01/16/2025		01/23/2025	2,712.06
				Vendor 3466 - Al Warren Oil Co. Inc. Totals			Invoices	2	\$3,575.83
Vendor 1029 - Alarm Detection Systems Inc									
1835081027	NR-Quarterly Alarm Charges @ Brundige Svc 02/25-04/25	Paid by EFT #405		01/12/2025	01/16/2025	01/16/2025		01/23/2025	1,469.55
				Vendor 1029 - Alarm Detection Systems Inc Totals			Invoices	1	\$1,469.55
Vendor 1942 - Arends Hogan Walker LLC DBA AHW LLC									
12024125	NR-Parts & Labor For John Deere 6120E	Open		11/05/2024	01/16/2025	01/16/2025		02/11/2025	8,559.52
				Vendor 1942 - Arends Hogan Walker LLC DBA AHW LLC Totals			Invoices	1	\$8,559.52
Vendor 3572 - Cellular Tracking Technologies LLC									
B58E74340012	NR-Pay As You Go Sim Fee 12/1/24-1/1/25	Open		01/10/2025	01/16/2025	01/16/2025		02/11/2025	5.00
				Vendor 3572 - Cellular Tracking Technologies LLC Totals			Invoices	1	\$5.00
Vendor 3245 - Central Tree and Landscape Mulch, LLC									
12266	NR-Tree & Brush Clearing @ Hoscheit, PO#17644, Proj#21001F	Open		01/21/2025	01/23/2025	01/23/2025		02/11/2025	7,360.00
				Vendor 3245 - Central Tree and Landscape Mulch, LLC Totals			Invoices	1	\$7,360.00
Vendor 3492 - Colliflower Inc. dba Randall Pressure Systems									
02504466	NR-Coupler, Hose Adapter	Open		12/03/2024	01/28/2025	01/28/2025		02/11/2025	51.94
02529891	NR-Hose Assembly	Open		01/09/2025	01/16/2025	01/16/2025		02/11/2025	393.68
				Vendor 3492 - Colliflower Inc. dba Randall Pressure Systems Totals			Invoices	2	\$445.62
Vendor 2027 - ComEd									
92343820001224	NR-NR Facility Svc 11/23/24-12/26/24	Paid by Check #126182		12/26/2024	01/09/2025	01/09/2025		01/17/2025	1,051.01



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1180 - Culligan Tri City Soft Water Services, Inc</b>			Vendor <b>2027 - ComEd</b> Totals			Invoices	1		\$1,051.01
31135	NR- MillCreekHESulferClear&RntlRever seOsmosisSvc1/1/25-1/31/25	Paid by EFT #406		01/01/2025	01/16/2025	01/16/2025		01/23/2025	109.00
Vendor <b>1180 - Culligan Tri City Soft Water Services, Inc</b> Totals						Invoices	1		\$109.00
Vendor <b>3631 - Sadie Dainko</b>			Vendor <b>3631 - Sadie Dainko</b> Totals			Invoices	1		\$758.05
103024	NR- MileageReimbursement10/30/24- 12/19/24,HotelReim12/19/24	Open		10/30/2024	01/16/2025	01/16/2025		02/11/2025	758.05
Vendor <b>3343 - Davey Resource Group, Inc.</b>			Vendor <b>3343 - Davey Resource Group, Inc.</b> Totals			Invoices	1		\$8,378.00
2500000020	NR- FinalInvoiceRetentionRelease,PO# 2024-08,Res#3036,Proj#21005B	Paid by Check #126185		01/03/2025	01/21/2025	01/21/2025		01/22/2025	8,378.00
Vendor <b>1187 - Dekane Equipment Corporation</b>			Vendor <b>1187 - Dekane Equipment Corporation</b> Totals			Invoices	1		\$8,378.00
EA15302	NR-Construction Grapple W/ 60" Hose Kit & Coupler,PO#17461	Open		11/12/2024	01/28/2025	01/28/2025		02/11/2025	5,950.00
RA57308	NR-Parts & Labor For Saw	Open		01/07/2025	01/28/2025	01/28/2025		02/11/2025	44.50
Vendor <b>1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa</b>			Vendor <b>1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa</b> Totals			Invoices	2		\$5,994.50
003644	NR-3 Month Battery Warranty	Open		01/08/2025	01/16/2025	01/16/2025		02/11/2025	35.87
004183	NR-(3)Fuel Filter	Open		01/13/2025	01/23/2025	01/23/2025		02/11/2025	51.96
Vendor <b>3339 - Hokanson, Matthew DBA Woods to Wetlands, LLC</b>			Vendor <b>3339 - Hokanson, Matthew DBA Woods to Wetlands, LLC</b> Totals			Invoices	2		\$87.83
1964	NR- Tree&BrushRemoval@Settlers,PO #2025- 12,Res#3096,Proj#21005C	Paid by EFT #403		01/12/2025	01/21/2025	01/21/2025		01/22/2025	31,500.00
Vendor <b>2469 - Illinois Department of Agriculture</b>			Vendor <b>2469 - Illinois Department of Agriculture</b> Totals			Invoices	1		\$31,500.00
20252027Chess	NR-Applicator License Fee 2025- 2027 Chess	Paid by Check #126175		01/07/2025	01/08/2025	01/08/2025		01/10/2025	120.00
Vendor <b>1680 - Menards Batavia</b>			Vendor <b>1680 - Menards Batavia</b> Totals			Invoices	1		\$120.00
42276	NR-(6)IceMelt,LaundryDetergent, (2)MovingBlanket,9PkSponges	Open		01/13/2025	01/23/2025	01/23/2025		02/11/2025	138.40
42280	NR-(2) LP Tank Exchange	Open		01/13/2025	01/23/2025	01/23/2025		02/11/2025	39.84
Vendor <b>2587 - Nicor Gas</b>			Vendor <b>2587 - Nicor Gas</b> Totals			Invoices	2		\$178.24
304270100011224	NR-Aurora West Shop Svc 11/8/24-12/9/24	Paid by Check #126173		12/09/2024	01/02/2025	01/02/2025		01/08/2025	96.16



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304270100010125	NR-Aurora West Shop Svc 12/9/24-1/9/25	Paid by Check #126192		01/09/2025	01/16/2025	01/16/2025		01/23/2025	119.93
			Vendor <b>2587 - Nicor Gas</b> Totals				Invoices	2	\$216.09
Vendor <b>1921 - Nutrien AG Solutions, Inc.</b> 56150695	NR-(60)Ga Aquaneat, PO#17506	Open		01/17/2025	01/23/2025	01/23/2025		02/11/2025	2,100.00
			Vendor <b>1921 - Nutrien AG Solutions, Inc.</b> Totals				Invoices	1	\$2,100.00
Vendor <b>1515 - Ray O'Herron Co., Inc.</b> 2379360	NR-Diamondback, Mount Pro Cantilever, Proj#21009D	Open		11/26/2024	01/16/2025	01/16/2025		02/11/2025	385.00
			Vendor <b>1515 - Ray O'Herron Co., Inc.</b> Totals				Invoices	1	\$385.00
Vendor <b>3219 - Sutton Ford Inc.</b> 272545	NR-Ford F250, PO# 2024-11, Res# 3047	Paid by EFT #394		12/12/2024	01/06/2025	01/06/2025		01/07/2025	52,796.00
			Vendor <b>3219 - Sutton Ford Inc.</b> Totals				Invoices	1	\$52,796.00
Vendor <b>1624 - University of Illinois</b> 25004	NR-2024 Blanding Turtles Health Assessments, PO#17394	Open		01/24/2025	01/28/2025	01/28/2025		02/11/2025	3,150.00
			Vendor <b>1624 - University of Illinois</b> Totals				Invoices	1	\$3,150.00
Vendor <b>1267 - W. W. Grainger, Inc. DBA Grainger</b> 9371386567	NR-(3)Replacement Shut Off Brass	Open		01/14/2025	01/28/2025	01/28/2025		02/11/2025	57.96
			Vendor <b>1267 - W. W. Grainger, Inc. DBA Grainger</b> Totals				Invoices	1	\$57.96
Vendor <b>3633 - Ward Laboratories, Inc.</b> 1432416	NR-(2) Soil Health Routine	Open		10/03/2024	01/28/2025	01/28/2025		02/11/2025	86.66
			Vendor <b>3633 - Ward Laboratories, Inc.</b> Totals				Invoices	1	\$86.66
Vendor <b>1777 - Waste Management of Illinois, Inc.</b> 433979920116	NR-4Yd Fel Rcy On Call @ Mill Creek	Paid by EFT #402		01/06/2025	01/09/2025	01/09/2025		01/17/2025	42.00
			Vendor <b>1777 - Waste Management of Illinois, Inc.</b> Totals				Invoices	1	\$42.00
			Sub-Department <b>31-31 Natural Resources,Restoration</b> Totals				Invoices	29	\$128,425.86
			Department <b>31 - Natural Resources</b> Totals				Invoices	29	\$128,425.86

## 31 Natural Resources

Department **35 - Planning & Acquisition**

Sub-Department **35-35 Planning & Acquisition,Planning**

Vendor **3343 - Davey Resource Group, Inc.**

9000088813	PL- ProfSvcsthrough12/28/24,PO#20 23- 06,Res#2960/3029,Proj#51002A	Paid by Check #126185		01/06/2025	01/21/2025	01/21/2025		01/22/2025	5,652.50
			Vendor <b>3343 - Davey Resource Group, Inc.</b> Totals				Invoices	1	\$5,652.50

Vendor **3625 - Newmark Partners DBA Newmark Valuation & Advisory**



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432902001	PL-Appraisal 18N988 Angelina Place Algonquin	Open		12/15/2024	01/08/2025	01/08/2025		02/11/2025	1,800.00
	Vendor <b>3625 - Newmark Partners DBA Newmark Valuation &amp; Advisory</b> Totals						Invoices	1	\$1,800.00
	Vendor <b>3605 - Paul Michael Baur dba Mike Baur Sculpture</b>								
010325	PL-Mat&LbrForCentennialGuardians,P O#2025-24,Res#3120,Proj#31016G	Paid by Check #126186		01/03/2025	01/21/2025	01/21/2025		01/22/2025	30,000.00
	Vendor <b>3605 - Paul Michael Baur dba Mike Baur Sculpture</b> Totals						Invoices	1	\$30,000.00
	Vendor <b>3587 - Jen Rooks-Lopez</b>								
121724	PL-Kane County Certified Naturalist Reimbursement	Open		12/17/2024	01/08/2025	01/08/2025		02/11/2025	350.00
	Vendor <b>3587 - Jen Rooks-Lopez</b> Totals						Invoices	1	\$350.00
	Vendor <b>3507 - SmithGroup, Inc.</b>								
0183390	PL-ProfSvc10/26/24-11/29/24,PO#2024-10,Res#3037,Proj#31005A	Paid by Check #126187		12/16/2024	01/21/2025	01/21/2025		01/22/2025	11,874.00
	Vendor <b>3507 - SmithGroup, Inc.</b> Totals						Invoices	1	\$11,874.00
	Vendor <b>3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC</b>								
11224240	PL-CarpDamResidentEngineering,PO #2025-03,Res#3090,Proj#30321C	Paid by Check #126188		01/06/2025	01/21/2025	01/21/2025		01/22/2025	11,577.50
	Vendor <b>3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC</b> Totals						Invoices	1	\$11,577.50
	Sub-Department <b>35-35 Planning &amp; Acquisition,Planning</b> Totals						Invoices	6	\$61,254.00
	Department <b>35 - Planning &amp; Acquisition</b> Totals						Invoices	6	\$61,254.00

## 35 Planning & Acquisition

Department **41 - Community Engagement & Education**

Sub-Department **41-41 Community Engagement & Education,Community Engagement**

	Vendor <b>3552 - Alan Watts</b>								
20240112	Comm Aff-FPKCCentennialHistorySvc12/1/24-12/31/24	Open		12/31/2024	01/23/2025	01/23/2025		02/11/2025	2,361.51
	Vendor <b>3552 - Alan Watts</b> Totals						Invoices	1	\$2,361.51
	Vendor <b>1029 - Alarm Detection Systems Inc</b>								
1501421062	Comm Aff-Quarterly Alarm Charges @ Brewster 02/25-04/25	Paid by EFT #408		01/12/2025	01/22/2025	01/22/2025		01/23/2025	771.42
	Vendor <b>1029 - Alarm Detection Systems Inc</b> Totals						Invoices	1	\$771.42
	Vendor <b>1919 - AT &amp; T</b>								
8476958033120125	Comm Aff-Brewster Creek Main Phone/ElevatorSvc 12/28/24-1/27/25	Paid by Check #126180		12/28/2024	01/09/2025	01/09/2025		01/17/2025	154.23



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			Vendor <b>1919 - AT &amp; T Totals</b>			Invoices	1		\$154.23
Vendor <b>2347 - Avid of Illinois, Inc. DBA AlphaGraphics</b>									
124180	Comm Aff-(500)Business Cards For Bill Lenert	Open		12/20/2024	01/07/2025	01/07/2025		02/11/2025	80.00
			Vendor <b>2347 - Avid of Illinois, Inc. DBA AlphaGraphics Totals</b>			Invoices	1		\$80.00
Vendor <b>3321 - Christina Druce-Hoffman</b>									
151	Comm Aff-Sculpture W/ Monument Details & Gouache Painting	Open		12/19/2024	01/08/2025	01/08/2025		02/11/2025	593.75
			Vendor <b>3321 - Christina Druce-Hoffman Totals</b>			Invoices	1		\$593.75
Vendor <b>1357 - Cougars Baseball Partnership</b>									
S06478	Comm Aff-2025 Full Season Tickets & Parking Passes	Paid by Check #126201		01/17/2025	01/27/2025	01/27/2025		01/30/2025	2,496.00
			Vendor <b>1357 - Cougars Baseball Partnership Totals</b>			Invoices	1		\$2,496.00
Vendor <b>1180 - Culligan Tri City Soft Water Services, Inc</b>									
31101	Comm Aff-Brewster Creek Medalist Softener Svc 1/1/25-1/31/25	Paid by EFT #410		01/01/2025	01/22/2025	01/22/2025		01/24/2025	31.50
			Vendor <b>1180 - Culligan Tri City Soft Water Services, Inc Totals</b>			Invoices	1		\$31.50
Vendor <b>2376 - DME Access, LLC dba DME Elevators &amp; Lifts</b>									
01032025	Comm Aff-Cat 1 Annual Pressure Test @ Brewster	Paid by Check #126174		01/03/2025	01/08/2025	01/08/2025		01/10/2025	1,400.00
128478	Comm Aff-Parts/Batteries	Open		01/24/2025	01/28/2025	01/28/2025		02/11/2025	67.50
			Vendor <b>2376 - DME Access, LLC dba DME Elevators &amp; Lifts Totals</b>			Invoices	2		\$1,467.50
Vendor <b>1680 - Menards Batavia</b>									
37165	Comm Aff-CastIronSkillet,BirdFeeder,SleepingBag,BirdHouse	Open		10/09/2024	01/23/2025	01/23/2025		02/11/2025	23.66
			Vendor <b>1680 - Menards Batavia Totals</b>			Invoices	1		\$23.66
Vendor <b>2587 - Nicor Gas</b>									
842174377001224	Comm Aff-Brewster Creek Lodge Svc 11/26/24-12/27/24	Paid by Check #126173		12/27/2024	01/02/2025	01/02/2025		01/08/2025	289.39
			Vendor <b>2587 - Nicor Gas Totals</b>			Invoices	1		\$289.39
Vendor <b>2107 - Nutoys Leisure Products, Inc.</b>									
56733	Comm Aff-Bench & Plaque	Open		12/16/2024	01/08/2025	01/08/2025		02/11/2025	1,671.00
56734	Comm Aff-Bench & Plaque	Open		12/16/2024	01/07/2025	01/07/2025		02/11/2025	1,671.00
			Vendor <b>2107 - Nutoys Leisure Products, Inc. Totals</b>			Invoices	2		\$3,342.00
Sub-Department <b>41-41 Community Engagement &amp; Education,Community Engagement</b>			Totals			Invoices	13		\$11,610.96
Sub-Department <b>41-42 Community Engagement &amp; Education,Nature Education</b>									
Vendor <b>1029 - Alarm Detection Systems Inc</b>									
452391070	Nat Ed-Quarterly Alarm Charges @ Creekbend Svc 02/25-04/25	Paid by EFT #408		01/12/2025	01/22/2025	01/22/2025		01/23/2025	1,221.06
			Vendor <b>1029 - Alarm Detection Systems Inc Totals</b>			Invoices	1		\$1,221.06
Vendor <b>3518 - Amber Ross</b>									



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111424	NatEd- MileageReimbursement11/14/24-12/18/24,AmazonSupplyReim	Open		11/14/2024	01/09/2025	01/09/2025		02/11/2025	377.39
121824	Nat Ed- MileageReimbursement12/18/24-12/21/24CoffeeReimForProgram	Open		12/18/2024	01/09/2025	01/09/2025		02/11/2025	76.08
Vendor <b>3518 - Amber Ross</b> Totals							Invoices	2	<u>\$453.47</u>
Vendor <b>3591 - Assurant Fire Protection LLC</b>									
33402	Nat Ed-Parts & Labor For Urgent Service Call @ Nature Center	Open		12/31/2024	01/30/2025	01/30/2025		02/11/2025	2,461.00
33435	Nat Ed-Parts & Labor For Service Call @ Nature Center	Open		12/31/2024	01/30/2025	01/30/2025		02/11/2025	1,556.10
Vendor <b>3591 - Assurant Fire Protection LLC</b> Totals							Invoices	2	<u>\$4,017.10</u>
Vendor <b>1919 - AT &amp; T</b>									
6305131702120125	Nat Ed-Creek Bend Elevator & Alarm System Svc 12/25/24-1/24/25	Paid by Check #126180		12/25/2024	01/09/2025	01/09/2025		01/17/2025	155.97
Vendor <b>1919 - AT &amp; T</b> Totals							Invoices	1	<u>\$155.97</u>
Vendor <b>2670 - Illinois Office of the State Fire Marshal</b>									
5125149553	NatEd- ConveyanceCertificateOfOperation AnnualRenewal@CreekBend	Paid by Check #126176		12/16/2024	01/08/2025	01/08/2025		01/10/2025	75.00
Vendor <b>2670 - Illinois Office of the State Fire Marshal</b> Totals							Invoices	1	<u>\$75.00</u>
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b>									
9010263087	Nat Ed/Police-Usage Coverage 12/1/24-12/31/24	Open		12/31/2024	01/23/2025	01/23/2025		02/11/2025	13.37
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b> Totals							Invoices	1	<u>\$13.37</u>
Vendor <b>2739 - Joshua Libman</b>									
110624	Nat Ed-Mileage Reimbursement 11/6/24-12/17/24	Open		11/06/2024	01/09/2025	01/09/2025		02/11/2025	243.21
Vendor <b>2739 - Joshua Libman</b> Totals							Invoices	1	<u>\$243.21</u>
Vendor <b>2664 - Barbara McKittrick</b>									
110124	Nat Ed-Mileage Reimbursement 11/1/24-12/20/24	Open		11/01/2024	01/09/2025	01/09/2025		02/11/2025	115.24
Vendor <b>2664 - Barbara McKittrick</b> Totals							Invoices	1	<u>\$115.24</u>
Vendor <b>1680 - Menards Batavia</b>									
36880	Nat Ed-Deadbolt, Plywood, (4) Brass Bolt	Open		10/04/2024	01/23/2025	01/23/2025		02/11/2025	85.20
36893	Nat Ed-(2)Cane Bolt, Surface Bolt	Open		10/04/2024	01/23/2025	01/23/2025		02/11/2025	31.54
38430	Nat Ed-8 Speed Blender	Open		10/31/2024	01/23/2025	01/23/2025		02/11/2025	18.88
Vendor <b>1680 - Menards Batavia</b> Totals							Invoices	3	<u>\$135.62</u>
Vendor <b>1678 - Menards Elgin</b>									
89939	Nat Ed-(2)LED Canless Downlight	Open		10/09/2024	01/23/2025	01/23/2025		02/11/2025	20.00



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90233	Nat Ed-(6)Flourescent Light Bulb, (6)CFL Light Bulb	Open		10/14/2024	01/23/2025	01/23/2025		02/11/2025	83.64
95843	Nat Ed-BirdFood, (2)3PkKleenex,Thistle,Sunflower,SuetCakes	Open		01/13/2025	01/23/2025	01/23/2025		02/11/2025	69.33
Vendor <b>1678 - Menards Elgin</b> Totals							Invoices	3	<u>\$172.97</u>
Vendor <b>2587 - Nicor Gas</b>									
495311185261224	Nat Ed-Creek Bend Nature Center Svc 11/25/24-12/26/24	Paid by Check #126173		12/26/2024	01/02/2025	01/02/2025		01/08/2025	346.53
Vendor <b>2587 - Nicor Gas</b> Totals							Invoices	1	<u>\$346.53</u>
Vendor <b>3554 - Opiquad, LLC DBA Fox Valley Internet</b>									
154238	NOps/CommAff/NatEd-BrwstrCrkLeRoyOksPaulWolfSvc12/5/24-1/4/25	Paid by EFT #409		12/04/2024	01/22/2025	01/22/2025		01/23/2025	114.80
Vendor <b>3554 - Opiquad, LLC DBA Fox Valley Internet</b> Totals							Invoices	1	<u>\$114.80</u>
Vendor <b>3472 - RockingD Holding DBA Vanguard Cleaning Systems Chicago</b>									
86966	Nat Ed-Creek Bend Nature Center Cleaning Svc 1/1/25-1/31/25	Open		01/01/2025	01/07/2025	01/07/2025		02/11/2025	700.00
Vendor <b>3472 - RockingD Holding DBA Vanguard Cleaning Systems Chicago</b> Totals							Invoices	1	<u>\$700.00</u>
Sub-Department <b>41-42 Community Engagement &amp; Education, Nature Education</b> Totals							Invoices	19	<u>\$7,764.34</u>
Department <b>41 - Community Engagement &amp; Education</b> Totals							Invoices	32	<u>\$19,375.30</u>

## 41 Community Engagement & Education

### Department **51 - Public Safety**

#### Sub-Department **51-51 Public Safety, Police**

#### Vendor **3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper**

478603303	Police-DTS Kit For Vehicle #230	Open		12/12/2024	01/08/2025	01/08/2025		02/11/2025	149.99
478603339	Police-(2) DTS Coated Rotor For Vehicle #230	Open		12/12/2024	01/08/2025	01/08/2025		02/11/2025	95.94
478603349	Police-(3) Headlight For Vehicle #230	Open		12/12/2024	01/08/2025	01/08/2025		02/11/2025	25.80
478603548	Police-Return Of DTS Kit Vehicle #230, Org Inv#478603303	Open		12/17/2024	01/08/2025	01/08/2025		02/11/2025	(149.99)
478603549	Police-Ceramic Disc Pad For Vehicle #230	Open		12/17/2024	01/07/2025	01/07/2025		02/11/2025	29.99
478604065	Police-(12)Oil Filter,(12) Spin On Lube Flt	Open		12/31/2024	01/07/2025	01/07/2025		02/11/2025	64.56
Vendor <b>3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper</b> Totals							Invoices	6	<u>\$216.29</u>
Vendor <b>1919 - AT &amp; T</b>									
6302321492120125	HQ/Police-HQFax,PoliceCallBox,PoliceFaxSvc 12/19/24-1/18/25	Paid by Check #126165		12/19/2024	01/02/2025	01/02/2025		01/08/2025	204.71
Vendor <b>1919 - AT &amp; T</b> Totals							Invoices	1	<u>\$204.71</u>



# Accounts Payable Invoice Report

G/L Date Range 01/01/25 - 01/31/25  
 Report By Department - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor <b>3626 - Axon Enterprise, Inc.</b>										
INUS302077	Police-(5)Taser 10 Certification Bundle, PO#17531	Open		12/01/2024	01/08/2025	01/08/2025		02/11/2025	15,686.00	
							Vendor <b>3626 - Axon Enterprise, Inc. Totals</b>	Invoices	1	<u>\$15,686.00</u>
Vendor <b>2806 - Commercial Tire Services, Inc.</b>										
9980007513	Police-CreditForWarranty (4)WrnglrAdventureTireOrgInv#9980007460	Open		12/12/2024	01/08/2025	01/08/2025		02/11/2025	(483.80)	
							Vendor <b>2806 - Commercial Tire Services, Inc. Totals</b>	Invoices	1	<u>(\$483.80)</u>
Vendor <b>1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa</b>										
001287	Police-Battery & Core For Vehicle #231	Open		12/13/2024	01/08/2025	01/08/2025		02/11/2025	236.56	
001716	Police-Return Of Core For Vehicle #231, Org Inv#001287	Open		12/18/2024	01/08/2025	01/08/2025		02/11/2025	(18.00)	
003344	Police-(3)TPMS Sensor For Vehicle #229	Open		01/06/2025	01/09/2025	01/09/2025		02/11/2025	98.37	
							Vendor <b>1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals</b>	Invoices	3	<u>\$316.93</u>
Vendor <b>2105 - Fuller's Car Wash of Geneva</b>										
120524	Police-Car Washes Svc 12/5/24-12/30/24	Open		12/05/2024	01/09/2025	01/09/2025		02/11/2025	84.00	
							Vendor <b>2105 - Fuller's Car Wash of Geneva Totals</b>	Invoices	1	<u>\$84.00</u>
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b>										
9010268213	Nat Ed/Police-Contract Coverage 1/1/25-1/31/25	Open		01/01/2025	01/23/2025	01/23/2025		02/11/2025	46.25	
							Vendor <b>3180 - Konica Minolta Business Solutions USA Inc. Totals</b>	Invoices	1	<u>\$46.25</u>
Vendor <b>3329 - Lexipol, LLC</b>										
INVLEX11246420	Police-AnnualLawEnfrcmntPlcyMnl&DlyTrng&SupplementalMnls	Open		01/01/2025	01/07/2025	01/07/2025		02/11/2025	5,793.44	
							Vendor <b>3329 - Lexipol, LLC Totals</b>	Invoices	1	<u>\$5,793.44</u>
Vendor <b>3450 - ODP Business Solutions, LLC</b>										
401796858001	Various Depts-(10)DeskpadCalendar,(2)Paper, PO#17546	Open		12/16/2024	01/28/2025	01/28/2025		02/11/2025	92.46	
							Vendor <b>3450 - ODP Business Solutions, LLC Totals</b>	Invoices	1	<u>\$92.46</u>
Vendor <b>1515 - Ray O'Herron Co., Inc.</b>										
2384710	Police-(2)Flex LS Shirt, Polo Shirt, (4) KCFP Rank, (4)Embroider	Open		12/26/2024	01/08/2025	01/08/2025		02/11/2025	363.88	
							Vendor <b>1515 - Ray O'Herron Co., Inc. Totals</b>	Invoices	1	<u>\$363.88</u>
Vendor <b>3459 - The Eagle Uniform Company Inc. DBA Eagle Uniform</b>										
201373	Police-CustomVest,ConcealCarry,Front/RearPanels,PaddedMesh	Open		12/26/2024	01/07/2025	01/07/2025		02/11/2025	1,322.00	
							Vendor <b>3459 - The Eagle Uniform Company Inc. DBA Eagle Uniform Totals</b>	Invoices	1	<u>\$1,322.00</u>



# Accounts Payable Invoice Report

G/L Date Range 01/01/25 - 01/31/25  
 Report By Department - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor <b>2959 - TransUnion Risk and Alternative Data Solutions</b> 8241771224	Police-TL Opx Charges December 2024	Open		01/01/2025	01/07/2025	01/07/2025		02/11/2025	75.00	
Vendor <b>2959 - TransUnion Risk and Alternative Data Solutions</b> Totals								Invoices	1	<u>\$75.00</u>
Vendor <b>1636 - Verizon Wireless</b> 6103748816	All Departments-Cell Phone Svc 1/17/25-2/16/25	Paid by Check #126198		01/16/2025	01/22/2025	01/22/2025		01/24/2025	4,404.06	
Vendor <b>1636 - Verizon Wireless</b> Totals								Invoices	1	<u>\$4,404.06</u>
Sub-Department <b>51-51 Public Safety,Police</b> Totals								Invoices	20	<u>\$28,121.22</u>
Department <b>51 - Public Safety</b> Totals								Invoices	20	<u>\$28,121.22</u>

## 51 Public Safety

Department **AP - Accounts Payable**

Sub-Department **AP-TD Accounts Payable,Treasury Disbursements**

Vendor <b>2122 - J&amp;R Herra Inc.</b> 138860	Parts & Labor @ Hughes Creek Golf Course	Edit		01/07/2025	01/31/2025	01/31/2025			339.00	
Vendor <b>2122 - J&amp;R Herra Inc.</b> Totals								Invoices	1	<u>\$339.00</u>
Vendor <b>1680 - Menards Batavia</b> 42027	Paint,LEDVanityLight,6PkPaintersT ape,CanvasDropCloth,ForSettlers	Edit		01/08/2025	01/31/2025	01/31/2025			181.83	
42295	(12)WallPanel,(4)LEDLightbulb,	Edit		01/13/2025	01/31/2025	01/31/2025			628.61	
42401	(3)WhiteRivets,(5)DividerForHCGC (6)Paint,Primer,9PkPaintersTape,	Edit		01/15/2025	01/31/2025	01/31/2025			792.73	
42746	MiniRollers,CleaningRags,ForHCG C	Edit		01/22/2025	01/31/2025	01/31/2025			373.17	
42881	TR- FieldSupplies,Paint&GFCICoverFor HughesCreekGolfCourse	Edit		01/24/2025	01/31/2025	01/31/2025			356.00	
43020	(2)5 Gal Floor Paint For Hughes Creek Golf Course	Edit		01/27/2025	01/31/2025	01/31/2025			15.65	
Vendor <b>1680 - Menards Batavia</b> Totals								Invoices	6	<u>\$2,347.99</u>
Vendor <b>1679 - Menards Carpentersville</b> 34207	(5)SiliconeSealant, (2)PaintLiners,PVCForHughesCree kGolfCourse	Edit		01/17/2025	01/31/2025	01/31/2025			59.39	
Vendor <b>1679 - Menards Carpentersville</b> Totals								Invoices	1	<u>\$59.39</u>
Sub-Department <b>AP-TD Accounts Payable,Treasury Disbursements</b> Totals								Invoices	8	<u>\$2,746.38</u>
Department <b>AP - Accounts Payable</b> Totals								Invoices	8	<u>\$2,746.38</u>



# Accounts Payable Invoice Report

G/L Date Range 01/01/25 - 01/31/25  
Report By Department - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
AP Accounts Payable _____									
				Grand Totals		Invoices	334		<u>\$558,789.48</u>





**Amended 2025**

**Forest Preserve District of Kane County**  
**Committees and Appointments**

President: Bill Lenert

President Pro-Tem: Jarett Sanchez

Treasurer: Michelle Gumz

Secretary: Mo Iqbal

Foundation Rep: Deborah Allan

**EXECUTIVE COMMITTEE: 1st Thursday 8:30 AM \*\*unless otherwise posted**

Chair: LENERT, Gumz, Gripe, Iqbal, Juby, Lewis, Roth, Strathmann, Williams

**FINANCE & ADMINISTRATION COMMITTEE: 4th Tuesday 2:00 PM**

Chair: WILLIAMS, Gripe (Vice-Chair), Daugherty, Iqbal, Juby, Lenert, Roth

**LAND ACQUISITION COMMITTEE: 4th Thursday 8:30 AM**

Chair: LEWIS, Linder (Vice-Chair), Garcia, Gumz, Lenert, Roth, Sanchez

**PLANNING & UTILIZATION COMMITTEE: 4th Thursday 9:30 AM (Immediately following Land Acquisition)**

Chair: STRATHMANN, Allan (Vice-Chair), **Arroyo**, Bates, Berman, Kious, Lenert, Molina, Penesis



**2025**

**Forest Preserve District of Kane County**

**Committees and Appointments**

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**PLANNING & UTILIZATION COMMITTEE: 4th Thursday 9:30 AM (Immediately following Land Acquisition)**

Chair: STRATHMANN, Allan (Vice-Chair), Bates, Berman, Kious, Lenert, Molina, Penesis





# AGENDA MEMORANDUM

---

**DATE:** January 28, 2025

**TO:** Forest Preserve District Finance and Administration Committee

**FROM:** David Petschke, Director of Finance  
Benjamin Haberthur, Executive Director

**VIA:** David Petschke, Director of Finance

**SUBJECT:** Presentation and Approval of an Ordinance Amending Ordinance NO. FP-O-24-05-0603 Entitled "ORDINANCE FOR THE ANNUAL BUDGET APPROPRIATION FISCAL YEAR 2024-2025."

---

**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to approve an amendment to the Annual Budget Appropriation Ordinance for Fiscal Year 2024-2025. The Annual Budget Appropriation Ordinance for Fiscal Year 2024-2025 will be amended to increase the budgeted revenues and expenditures for both the Hughes Creek Golf Club and Settler's Hill Golf Course as presented in the Landscapes Golf Management's (LGM) six-month "stub" budget that was approved at the January 14, 2025 Full Commission meeting.

**BACKGROUND:**

The Forest Preserve District of Kane County (District) board approved an Ordinance authorizing the Annual Budget Appropriation for the fiscal year 2024-2025 on May 14, 2024. Since that time, the District issued a request for proposal (RFP) for golf management services and selected LGM's golf management proposal.

An amendment of the Annual Budget Appropriation Ordinance is necessary because the management proposal, unlike the prior cash lease, shows all revenues and expenditures for the management of the courses on the District's financial statements. This information was not known when the Annual Budget Appropriation was approved for fiscal year 2024-2025. In order to comply with State Statute and Governmental Audit Standards Board (GASB) standards it is necessary to amend the budget to authorize the additional revenue & expenses necessary to operate the courses in the current fiscal year's budget.

Finance staff worked with the District's Corporate Counsel and the District's Audit Firm to review the Amendment to the Annual Budget Appropriation Ordinance for Fiscal Year 24-25. The amendment as presented will ensure compliance with State Statute, compliance with GASB standards and compliance with the District's Fund Balance policy. It will also allow the District to remain eligible for the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

In the future, LGM will present a fiscal year budget on February 1<sup>st</sup> of each year for the golf activity that will be incorporated into the District's annual budget process and presented to the Board for approval in May of each year.

**FINANCIAL IMPACT:**

The amendment to the Annual Budget Appropriation Ordinance will authorize:

- An increase to the budget across various general ledger revenue accounts illustrated in exhibit A in the amount of \$1,334,754.01.
- An increase to the budget across various general ledger expense accounts as illustrated in exhibit A in the amount of \$1,456,849.93

**RECOMMENDATION:**

Staff recommends that the Committee approve the Ordinance amending the Ordinance for the Annual Budget Appropriation Fiscal Year 2024-2025 as presented.

**ATTACHMENT:**    *Exhibit A*

**Exhibit A**  
**Budgetary Changes**  
**by Fund**

Description	GL Account #	FY 24-25 Adopted Budget	Construction & Development Fund (Fund 03)	FY24-25 Amended Budget
<b>Settler's Hill Revenue Accounts:</b>				
Green Fees	03-00-00-3064-1	-	367,180.80	367,180.80
Pro Shop Sales	03-00-00-3064-2	-	33,170.00	33,170.00
Driving Range	03-00-00-3064-3	-	18,270.86	18,270.86
Rentals	03-00-00-3064-4	-	97,440.00	97,440.00
Food & Beverage	03-00-00-3064-5	-	80,249.20	80,249.20
Memberships	03-00-00-3064-6	-	28,478.57	28,478.57
<b>Settler's Hill Revenue Total:</b>				<b>624,789.43</b>
<b>Settler's Hill Expense Accounts:</b>				
Full Time Salaries	03-99-02-4001	-	296,421.96	296,421.96
Conf & Mtgs	03-99-02-5001	-	5,350.00	5,350.00
Organizational Support	03-99-02-5020	-	26,838.29	26,838.29
Professional Fees	03-99-02-5070	-	31,500.00	31,500.00
Insurance - Employees	03-99-02-5090	-	26,476.30	26,476.30
Insurance - General	03-99-02-5100	-	4,800.00	4,800.00
Telephone	03-99-02-5130	-	6,900.00	6,900.00
Electricity & Water	03-99-02-5140	-	16,500.00	16,500.00
Gas	03-99-02-5150	-	7,750.00	7,750.00
Banking Fees	03-99-02-5181	-	14,035.20	14,035.20
Assoc Dues	03-99-02-5200	-	4,160.00	4,160.00
Supplies	03-99-02-6015	-	54,473.92	54,473.92
Field Supplies	03-99-02-6030	-	8,450.00	8,450.00
Herbicide	03-99-02-6038	-	20,107.17	20,107.17
Uniforms	03-99-02-6070	-	2,900.00	2,900.00
Repair & Maint Bldgs & Grounds	03-99-02-6090	-	22,190.00	22,190.00
Repair & Maint Equip	03-99-02-6110	-	42,193.56	42,193.56
Machinery & Equipment	03-99-02-7020	-	76,502.42	76,502.42
Misc Fees	03-99-02-8030	-	8,157.65	8,157.65
<b>Settler's Hill Expense Total:</b>				<b>675,706.47</b>

**Exhibit A**  
**Budgetary Changes**  
**by Fund**

Description	GL Account #	FY 24-25 Adopted Budget	Construction & Development Fund (Fund 03)	FY24-25 Amended Budget
<b>Hughes Creek Revenue Accounts:</b>				
Green Fees	03-00-00-3063-1	-	402,534.22	402,534.22
Pro Shop Sales	03-00-00-3063-2	-	30,207.00	30,207.00
Rentals	03-00-00-3063-4	-	104,891.85	104,891.85
Food & Beverage	03-00-00-3063-5	-	143,852.94	143,852.94
Memberships	03-00-00-3063-6	-	28,478.57	28,478.57
<b>Hughes Creek Revenue Totals:</b>				<b>709,964.58</b>
<b>Hughes Creek Expense Accounts:</b>				
Full Time Salaries	03-99-01-4001	-	328,072.83	328,072.83
Conf & Mtgs	03-99-01-5001	-	3,550.00	3,550.00
Organizational Support	03-99-01-5020	-	25,142.29	25,142.29
Professional Fees	03-99-01-5070	-	37,000.00	37,000.00
Insurance - Employees	03-99-01-5090	-	28,500.00	28,500.00
Postage and Shipping	03-99-01-5015	-	413.42	413.42
Insurance - General	03-99-01-5100	-	4,800.00	4,800.00
Telephone	03-99-01-5130	-	10,125.00	10,125.00
Electricity & Water	03-99-01-5140	-	14,000.00	14,000.00
Gas	03-99-01-5150	-	7,750.00	7,750.00
Banking Fees	03-99-01-5181	-	18,844.85	18,844.85
Assoc Dues	03-99-01-5200	-	3,310.00	3,310.00
Supplies	03-99-01-6015	-	81,769.12	81,769.12
Field Supplies	03-99-01-6030	-	3,050.00	3,050.00
Herbicide	03-99-01-6038	-	20,107.17	20,107.17
Uniforms	03-99-01-6070	-	2,750.00	2,750.00
Repair & Maint Bldgs & Grounds	03-99-01-6090	-	27,440.00	27,440.00
Repair & Maint Equip	03-99-01-6110	-	42,443.56	42,443.56
Machinery & Equipment	03-99-01-7020	-	76,502.42	76,502.42
Misc Fees	03-99-01-8030	-	45,572.80	45,572.80
<b>Hughes Creek Expense Totals:</b>				<b>781,143.46</b>





# AGENDA MEMORANDUM

---

**DATE:** January 28, 2025

**TO:** Forest Preserve District Finance and Administration Committee

**FROM:** David Petschke, Director of Finance  
Benjamin Haberthur, Executive Director

**VIA:** David Petschke, Director of Finance

**SUBJECT:** Presentation and Approval of an Amendment to the Purchasing Policy.

---

**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information regarding the approval of an amended purchasing policy.

**BACKGROUND:**

The District's Purchasing Policy (the "Policy") was comprehensively amended in April of 2023. Since that time, District Finance staff have reviewed the procurement practices relating to the purchasing thresholds that require multiple written quotations. District Finance staff contacted several governmental agencies and they indicated that they plan to increase or have increased the threshold that is required to obtain multiple quotes in an effort to reduce administrative burden on all staff and the purchasing department by allowing smaller purchases to be made with less stringent procedures. This modification to the policy will improve efficiency and cost-effectiveness while still maintaining appropriate controls for larger purchases. The revision proposed to the current policy will modify the current threshold that requires multiple written quotes from \$2,500 to \$5,000.

**RECOMMENDATION:**

Staff recommends that the Committee approve the amended Purchasing Policy as presented.

**ATTACHMENT:** *Purchasing Ordinance*



## PURCHASING ORDINANCE

(Revised 02/2025)

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## FOREST PRESERVE DISTRICT OF KANE COUNTY PURCHASING ORDINANCE

### ARTICLE 1 – General Provisions

#### 1.1 Purpose

Pursuant to the District's statutory obligation to provide for the purchase of commodities, equipment and services, the purpose of this Ordinance is to manage the procurement process in compliance with all applicable laws and ensure that fair and equitable treatment is provided to all parties involved in the Forest Preserve's purchasing activities as authorized by (70ILCS 805/5.) The intent is to foster a competitive bidding environment to maximize public procurement funds; thereby increasing public confidence in the District's purchasing practices.

#### 1.2 Applicability

This ordinance applies to procurement of materials, services, supplies, equipment, construction; construction related services and professional services by the District. These provisions shall apply to all expenditures of public funds by the District for purchasing regardless of its source, except as otherwise provided by Federal or State law, or regulations. Procurements involving Federal or State funding will be subject to any applicable law, regulation or grant.

#### 1.3 Severability

If any provision of this Ordinance or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect the validity of the remaining provisions or application of this Ordinance.

#### 1.4 Property Rights

Receipt of a solicitation or other procurement document, or submission of any response thereto, or other offer, confers no right to receive an award or contract, nor does it obligate the District in any manner.

## **1.5 Singular-Plural Gender Rules**

### **1.5.1 Singular-Plural**

Words in the singular include the plural and those in the plural include the singular.

### **1.5.2 Gender**

Words of a particular gender include any gender and the neuter, and when sense so indicates, words of the neuter gender may refer to any gender.

## **ARTICLE II – Definitions**

**2.1 Architect – Engineer and Land Surveying Services.** Those professional services within the fields of architecture, professional engineering, structural engineering or land surveying as defined by the Local Government Professional Services Section Act, 50 ILCS 510/1 et seq.

**2.2 Bid Security.** A guarantee that the bidder will enter into a contract, if an offer is presented within the specified period of time, otherwise failure on the bidder’s part will result in forfeiture of the bid Security.

**2.3 Change Order.** Written authorization directing the Contractor to modify or change an existing purchase order or contract.

**2.4 Competitive Selection.** A process whereby public solicitation is used to select the best provider of materials, equipment, supplies, services, construction and construction related services. Methods of competitive selection include invitation for bids, requests for proposals and requests for qualifications.

**2.5 Confidential Information.** Any information which is available to an individual, solely due to his/her status as a District employee, and which is not a matter of public knowledge or accessible to the public on request.

**2.6 Contract Modifications.** Any written alteration in the terms of conditions of any Contract accomplished by mutual action of the parties to the contract.

**2.7 Construction.** The process of building, altering, repairing, improving or demolishing any structure or building, or other improvements of any kind to any real property.

**2.8 Contract.** All types of District agreements, including purchase orders, whether oral or written and regardless of what they may be called, for the procurement of materials, services, equipment, supplies or construction and construction related services.

**2.9 Contract Renewal.** Continuation of the contract for an additional period of time, under the original terms and conditions, when allowed by provisions for renewal, which were included in the original bid document. If the bid document does not include provisions for renewal, any continuation of the contract would be considered a new contract and therefore must be re-bid, unless a contract extension is approved by the Forest Preserve District of Kane County Commission.

**2.10 Contractor.** Any person or entity that is party to a contract with the District.

**2.11 Cooperative Joint Purchasing.** Procurement conducted by or on behalf of more than one governmental unit.

**2.12 Design-Build.** An approach to the design and construction of a project that provides responsibility within a single contract for the furnishing of architecture, engineering, land surveying, and related services as required and the labor, materials, equipment, and other construction services for the project or, if defined differently in the Design-Build Act, then as defined in such statute.

Design-Build Act. The Forest Preserve District and Conservation District Design-Build Authorization Act, 70 ILCS 860/1 et seq.

**2.13 Discussions.** Oral or written negotiations between the District and an offeror during which information is exchanged about specifications, scope of the work, terms, conditions, and price set forth the initial proposal. Communication with an offeror for the sole purpose of clarification does not constitute discussions.

**2.14 Emergency Purchase.** Procurements obtained in circumstances which include, but are not limited to, are: situations threatening public health or safety, where immediate repairs required to District property to protect or prevent against further loss or damage, where immediate action is needed to prevent or minimize disruption of District Services, where immediate action is required to ensure integrity of District records, or where immediate action is necessary to avoid a lapse or loss of federal, state or donated funds.

**2.15 Equipment.** Goods that are purchased or used by the District that are not materials or supplies.

**2.16 Governmental Unit.** The State of Illinois, any public authority which has the power to tax, or any other public entity created by Federal or State statute.

**2.17 Invitation for Bids.** All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

**2.18 Materials.** Items or supplies required in the performance of day to day operations.

**2.19 Multiple Price Quotation.** Where competitive selection is not required or cannot be utilized because of an emergency, a process of obtaining price information from at least three (3) sources or vendors prior to purchase.

**2.20 Payment Security.** A performance bond, cash bond, irrevocable letter of credit, letter of commitment, or other instrument that complies with the Illinois Public Construction Bond Act, 30 ILCS 550/0.01 et seq., that provides security for a contractor's payment of material used in the work and for all labor performed in the work, whether by subcontractor or otherwise and that is (i) in a form satisfactory to the District, (ii) in an amount not less than 100 percent of the contract price of such contract (or such lower amount approved by the Purchasing Manager), (iii) issued by (a) if a performance bond, a surety or insurance company authorized by the Illinois Department of Insurance to sell and issue sureties in Illinois or (b) if a letter of credit or letter of commitment, by a financial institution acceptable to the District.

**2.21 Performance Security.** A performance bond, cash bond, irrevocable letter of credit, letter of commitment, or other instrument that complies with the Illinois Public Construction Bond Act, 30 ILCS 550/0.01 et seq., that provides security for a contractor's performance of a contract and that is (i) in a form satisfactory to the District, (ii) in an amount not less than 100 percent of the contract price of such contract (or such lower amount approved by the Purchasing Manager), (iii) issued by (a) if a performance bond, a surety or insurance company authorized by the Illinois Department of Insurance to sell and issue sureties in Illinois or (b) if a letter of credit or letter of commitment, by a financial institution acceptable to the District.

**2.22 Person.** Any individual or group of individuals, business, union, firm, corporation, trust, sole proprietorship, joint stock company, partnership, association, joint venture, committee, club, or any entity.

**2.23 Procurement.** The purchasing, renting, leasing or otherwise acquiring of materials, supplies, equipment, services, construction and construction related services. Includes all functions that pertain to obtaining any material, equipment, supplies, services, construction or construction related services, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. Procurement shall

include without limitation the entering into of all contracts or agreements, whether the same are oral or written.

**2.24 Professional Services.** Those services requiring special knowledge, education or skill whereby the qualifications or persons rendering the services are of primary importance. Professional services shall include, but not be limited to, appraisers, attorneys, architects, engineers, accountants and land surveying services. An essential element distinguishing professional services from other services is confidence, trust and belief in not only the ability, but also the judgment and talent of the person performing the service.

**2.25 Purchasing Agent.** The Director of Finance or any staff member of the Finance department authorized to act as a Purchasing Agent.

**2.26 Request for Information.** All documents issued to vendors for the sole purpose of seeking information about the availability in the commercial marketplace of materials, equipment, supplies, services, construction and construction related services.

**2.27 Request for Proposals.** All documents, whether attached or incorporated by reference, which are used for soliciting proposals in accordance with procedures defined herein.

**2.28 Request for Qualifications.** All documents, whether attached or incorporated by reference, which are used for soliciting qualifications in accordance with procedures defined herein.

**2.29 Responsible Bidder or Offeror.** A person who has the capability, in all respects, to fully perform the contract requirements and who has the facilities, personnel, experience, integrity reliability, equipment, acceptable past performance, financial strength, credit ranking which will assure good faith performance and is a responsive bidder.

**2.30 Responsive Bidder.** A Person who has submitted a bid that conforms, in all material respects, to the requirements set forth in the invitation for bid.

**2.31 Services.** The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports, which are merely incidental to the required performance. This definition shall not apply to employment agreements, collective bargaining agreements or to the definition of "Professional Services" as provided in subsection 2.21 of this section.

**2.32 Solicitation.** An invitation for bids, a request for proposals, a request for information, or a request for qualifications.

**2.33 Small Purchase Threshold.** The threshold established by the District at which public bids are not required.

**2.34 Specifications.** Any description of the physical or functional characteristic or nature of materials, services, equipment, supplies or construction and construction related services. It may include a description of any requirement for inspection, testing or preparing materials, services, supplies, equipment, construction and construction related services.

**2.35 Stringing.** Dividing or fragmenting procurements in order to circumvent competitive selection process and procedures. For purposes of this Ordinance, “Stringing” is the practice of issuing multiple purchase orders or requisitions for purchasing like items or services, with the willful intent to circumvent purchasing policies.

**2.36 Subcontractor.** A person who contracts to perform work or render service to a contractor or to another subcontractor as a part of a contract with the District.

**2.37 Supplies.** Materials or items used in day-to-day operations, which are usually stored and dispensed as required.

**2.38 Used Equipment.** Equipment that has been in service for at least half of its commercially reasonable life or is otherwise determined by a District Department, on a case-by-case basis, to be a bona fide used item.

**2.39 Using Department.** Any district department which utilizes any materials, services, supplies, equipment, or construction related services procured under this Ordinance.

**2.40 Prevailing Wage.** The wage, as established by the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq., that must be paid for all public works contracted for, either through public bid or proposals, by the District. Current prevailing wages are located at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>.

**2.41 Retainage.** No construction contract may permit the withholding of retainage from any payment in excess of the amounts permitted in this Section. Retainage of up to 10% of any payment made prior to completion of 50% of contract. When a contract is 50% complete, retainage withheld shall be reduced so that no more than 5% is withheld.

**2.42 Credit Cards.** The District has approved the use of specific vendor credit cards and one (1) general corporate credit card.

## **ARTICLE III – Procurement Organization**

### **3.1 Principal Public Purchasing Official**

The Director of Finance shall serve as the purchasing agent for the District and shall be responsible for the procurement of materials, supplies, equipment, and services in accordance with this Ordinance.

### **3.2 Duties**

In accordance with the Ordinance and subject to the direction of the Forest Preserve District of Kane County Commission, the President and the Executive Director, the Director of Finance shall;

1. Procure or supervise the purchasing of materials, services and supplies required by the District.
2. Process contracts and purchase orders solicited through open competition for materials, equipment, services and supplies required by the District.
3. Create and maintain programs for contract administration, specification preparation, inspection, testing and acceptance, in cooperation with the District Departments using the materials, supplies, services and equipment.
4. Make written determinations as required by this Ordinance, specifying the facts supporting the determination, for retention in the permanent contract file.

### **3.3 Purchasing Regulations and Operational Procedures**

In conjunction with the approval of the Executive Director, the Director of Finance may adopt purchasing regulations and procedures consistent with all other provisions of this Ordinance, which relate to the execution of his/her duties and the implementation of this Ordinance by the Director of Finance, including the delegation of purchasing authority pursuant to the terms of Section 3.5 hereof.

### **3.4 Public Access to Procurement Information**

Procurement information is a public record but is subject to certain exemptions from disclosure under the Illinois Freedom of Information Act.

### 3.5 Delegation to Other District Officials

#### 3.5.1 Authority

Pursuant to this Ordinance, the Director of Finance may delegate authority to Department Directors to purchase Supplies, Equipment and Services, The delegate will be limited to a maximum amount of money not to exceed \$30,000.00 provided that the rules contained within this document are abided by. A written requisition should be completed for Procurement services over ~~\$5,000.00~~2,500.00. All contracts for items in excess of ~~\$2,500.00~~5,000.00 will be let by the Finance Department.

#### 3.5.2 Procurement Authority

When the Director of Finance has delegated procurement authority to a Department Director, delegation of all duties and responsibilities of the Director of Finance under this Ordinance shall transfer to the department director to whom the procurement authority has been delegated, with the exception of review, oversight authority and the letting of any required contracts. This authority shall reside with the Director of Finance.

<b>Purchase Type</b>	<b>Process</b>	<b>Dollar Amount</b>	<b>Forms</b>	<b>Approval Required</b>
1.Goods & Equipment 2.Construction 3.Services	One Quote is Required	Under <del>\$5,000</del> <u>2,500</u>	Purchase Order Credit Card	Written approval by Department Head and Director of Finance
1.Goods & Equipment 2.Construction 3.Services	Three Written Quotes	Over <del>\$5,000</del> <u>2,500</u> Under \$30,000	Purchase Order Contract	Written approval by Department Head and Director of Finance
1.Goods & Equipment 2.Construction 3.Services	Sealed Bids and Requests for Proposals	Over \$30,000	Purchase Order Resolution Contract	Forest Preserve District of Kane County Commission
Emergency Procurement		Under \$30,000	Purchase Order Credit Card	Written approval by Director of Finance
Emergency Procurement		Over \$30,000	Resolution Purchase Order Contract	Forest Preserve District of Kane County Commission

### **3.5.3 Purchasing Records**

All original records relating to a purchase shall be maintained by the Finance Department when said purchase has been made by the Finance Department or delegate of a District Department.

## **ARTICLE IV – Source Selection and Contract Formation**

### **4.1 Artificial Division or Fragmentation Prohibited**

Procurements shall not be artificially divided or fragmented (Stringing) so as to circumvent any bidding or competitive selection process and procedures described in this Ordinance.

### **4.2 Competitive Sealed Bidding**

#### **4.2.1 Conditions for Use**

All Procurements whose value equals or exceeds \$30,000.00 shall be awarded by competitive sealed bidding except as otherwise provided in section 4.5 (Professional Services), 4.6 (Emergency Procurements), 4.10 (Cooperative Joint Purchasing) or as provided by state statute.

#### **4.2.2 Invitation for Bids**

An invitation for bids shall be issued and include all specifications, terms and conditions applicable to the procurement.

#### **4.2.3 Public Notice**

Reasonable time for the required public notice of the invitation for bids shall be given, not less than twenty-one (21) calendar days, prior to the date set forth therein for the submittal and opening of bids. For bids requiring a mandatory pre-bid conference, the public notice must be published at least five (5) days prior to the conference date. Such notice shall include publication in a newspaper of general circulation within Kane County. The public notice shall state the project place, submittal date and time of bid opening and date, time and location of the pre-bid conference. This public notice will be placed on the District web site.

#### **4.2.4 Bid Opening**

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The name of each bidder, bid amount and any of the relevant information the Director of Finance deems appropriate shall be read aloud and recorded on an abstract. The abstract shall be available to public inspection in accordance with Section 3.4 (Public Access to Procurement Information).

#### **4.2.5 Late Bids**

No bids received after the time specified in the invitation for bids will be considered, as it is the responsibility of the bidder to ensure the bid is delivered according to the requirements stated in the solicitation. All bids received after the specified time will be returned unopened to the bidder.

#### **4.2.6 Acceptance and Evaluation of Bids**

Bids shall be unconditionally accepted without alteration or correction, except as authorized by this Ordinance. Bids shall be evaluated to determine which bidder offers the lowest cost to the District in accordance with the evaluation criteria set forth in the Solicitation. Only objectively measurable criteria set forth in the Invitation for bids shall be applied in determining the lowest Responsive Bidder or highest overall ranked Design-Build Proposer. Examples of such criteria include, but are not limited to, quality of the product supplied, the product's conformity with the specifications, suitability of the product to the requirements of the District, availability of support services, uniqueness of the service, materials, equipment or supplies as it applies to network integrated computer systems, compatibility to existing equipment, delivery terms, discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used and no other criteria, not stated in the specifications, shall be used. Alternative bids may be considered and accepted, only if provisions authorizing such offers are specifically stated in the invitation for bids and fulfill the required evaluation criteria set forth therein.

#### **4.2.7 Award**

Upon submittal and approval from the authorizing committee, Executive Committee and the Forest Preserve District of Kane County Commission, the contract shall be awarded by appropriate notice to the lowest Responsible Bidder or highest overall ranked Design-Build Proposer whose bid meets the requirements and criteria set forth in the invitation

for bids. All contractually required documents will be required prior to any notice to proceed.

#### **4.2.8 Vendor Suspension from Bidding**

A Bidder (Vendor/Contractor) may be suspended from bidding on District bids by the Director of Finance, if it is determined that the bidder made false statements in previous bids or proposals, declined to accept an award of bid, failed to perform in a satisfactory manner on previous award of bid or is currently in breach of contract with the District for an outstanding project.

A Bidder may be suspended for one year for any of the above adverse actions to the District. During that period, the suspended Bidder will not be solicited by the District for any bids or proposals and any bids or proposals received by the District from a suspended Bidder will be returned to the Bidder unopened.

### **4.3 Multi-Step Sealed Bids**

#### **4.3.1 Conditions for Use**

The multi-step sealed bid method may be used if the Director of Finance determines:

- Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and discussions to ensure mutual understanding between the bidder and District.
- Definite criteria exist for evaluation of technical offers
- More than one technically qualified source is expected to be available
- A fixed-price contract will be utilized

#### **4.3.2 Invitation to Submit Technical Offers**

In Phase One, multi-step bidding shall be initiated by the issuance of an invitation to submit technical offers and shall be prepared in a form approved by the Director of Finance. The invitation to submit technical offers shall contain the following information:

- Notice that the procurement will be considered in two phases and priced bids shall be considered only in the second phase from bidders whose un-priced technical offers are found acceptable in the first phase

- Instructions and information concerning submission requirements, due date and time, submittal address, time period the offer shall remain open and any other special information
- The best description of the materials, equipment or services requested
- The requirements of the technical offers, such as drawings, descriptive literature, samples, technical data and inspection or testing of a product before award

#### **4.3.3 Public Notice**

Reasonable time for the required public notice of the invitation to submit technical offers shall be given, not less than ten (10) calendar days, prior to the date set forth therein for the submittal and opening of bids. For offers requiring a mandatory pre-bid conference, the public notice must be published at least five (5) calendar days prior to the conference date. Such notice shall include publication in a newspaper of general circulation within Kane County. The public notice shall state the project, place, submittal date and time of bid opening, and date, time and location of pre-bid conference.

#### **4.3.4 Public Opening**

The name of each offeror and other information deemed appropriate by the Director of Finance shall be read aloud and recorded on an abstract, which will be available for public inspection. The abstract and each technical offer shall be open to public inspection in accordance with Section 3.4 (Public Access to Procurement Information).

#### **4.3.5 Amendments to Technical Offers**

The invitation to submit technical offers may be amended after submission of the un-priced technical offers and shall only be distributed to bidders who submitted un-priced technical offers. These bidders will be permitted to submit new un-priced technical offers or to amend the offers previously submitted. If an amendment materially changes the procurement, the invitation to submit technical offers shall be cancelled in accordance with Section 4.21.

#### **4.3.6 Acceptance and Evaluation of Technical Offers**

Un-priced technical offers shall be evaluated solely in accordance with the criteria set forth in the invitation to submit technical offers and shall be determined to be acceptable or potentially acceptable for further consideration or unacceptable. A determination that an un-priced technical proposal is unacceptable shall be in writing, state the basis of the

determination and be retained in the procurement file. If the Director of Finance determines a bidder's un-priced technical offer is unacceptable, the Director of Finance shall notify the bidder of this determination and that the bidder shall not be afforded an opportunity to amend its technical offer.

#### **4.3.7 Discussions with Vendors**

The Director of Finance may hold discussions with any bidder who submits an acceptable or potentially acceptable technical offer, before submission or at any time during the evaluation of the un-priced technical offers. During discussions, the Director of Finance shall not disclose any information derived from any un-priced technical offer to any other bidder. After discussions, the Director of Finance shall establish a closing date for receipt of final technical offers and shall notify, in writing, bidders submitting acceptable or potentially acceptable offers of the closing date. The Director of Finance shall keep a record of all discussion.

#### **4.3.8 Receipt of Final Technical Offers**

After receipt of final technical offers, the Director of Finance shall determine whether the technical offers are acceptable for consideration in Phase Two or are unacceptable.

#### **4.3.9 Withdrawal of Offers in Phase One**

At any time during phase one, offers may be withdrawn

#### **4.3.10 Public Access**

Technical offers received shall be open to public inspection after the execution of a contract except to the extent set forth in Section 3.4 (Public Access to Procurement Information).

#### **4.3.11 Phase Two of Multi-Step Sealed Bidding**

Upon completion of phase one, the Director of Finance shall conduct phase two by issuing an invitation for bids under Section 4.2 (Competitive Sealed Bidding), except that the invitation for bids shall be issued only to bidders whose technical offers were determined to be acceptable in phase one.

## **4.4 Request for Proposals**

### **4.4.1 Conditions for Use**

In cases where the District seeks to contract for a project or service whose goals, tasks or results are known, but for which the procedure or method of accomplishing same either may not be specified or is otherwise undetermined, a contract may be entered into by use of the request for proposal procedure. Reasons for using the request for proposal procedure shall be approved by the Director of Finance prior to the commencement of this procedure and presented for informational review to the appropriate committee and the executive committee at their next scheduled meeting. All professional services shall be subject to a request for proposal if required subject to the procedures as set forth in Section 4.5 of this Ordinance.

### **4.4.2 Request for Proposal**

A Request for Proposal shall be issued and include all specifications, terms, and conditions applicable to procurement.

### **4.4.3 Public Notice**

Reasonable time for the required public notice of the request for proposals shall be in the same manner as provided in Section 4.2.3 Competitive Sealed Bidding, Public Notice.

### **4.4.4. Receipt of Proposals**

Names of offerors will be read aloud in the presence of one or more witnesses and recorded on an abstract. Contents of the sealed proposals shall not be disclosed to any of the competition or offerors during the negotiation process. The abstract shall be open for public inspection only after the contract is awarded in accordance with Section 3.4 Public Access to Procurement Information.

### **4.4.5 Evaluation Factors**

The Request for Proposals shall state the relative importance of price and other evaluation factors.

### **4.4.6 Discussions with Responsible Offerors and Revisions to Proposals**

As provided in the request for proposals, discussions may be conducted with the responsible offerors, who submitted proposals determined to be susceptible of being selected for award for the purpose of clarification to assure full understanding and responsiveness to the solicitation requirements. Offerors shall be accorded fair and equal

treatment with respect to any opportunity for discussions and revision of proposals and such revision may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

#### **4.4.7 Award**

Award submission and approvals are by the Forest Preserve District of Kane County Commission. Award will be made to the responsible offeror whose proposal conforms to the solicitation and is determined, in writing, to be in the best interests of the District based on the evaluation factors set forth in the request for proposals. The contract file shall contain the basis on which the award is made.

#### **4.5 Design-Build**

1. General Authority. The District may award a contract for Design-Build of a public project in accordance with the Design-Build Act. "Forest Preserve District and Conservation District Design-Build Authorization Act" Public Act 102-0460 (the "Act"). The District is not required to award a contract for Design-Build to the low bidder or pursuant to a competitive bidding process. The provisions of this Policy do not apply to the District's solicitation of Design-Build proposals or to its award of a Design-Build contract.

2. Solicitation, Submission, and Evaluation of Proposals. If a Department Director with supervisory authority over a Large District Purchase for a public project determines that it is in the District's best interest to complete the Large District Purchase through a Design-Build contract, then (i) the Buyer, at least 21 days before issuing a request for proposals, shall issue a notice of intent to receive proposals for the project and cause such notice to be published by (a) posting the notice online on the District website and (b) publishing the notice in one or more construction industry publications or posting the notice on one or more construction industry websites. Thereafter, (i) the Department Director and Buyer shall cause to be prepared and delivered or posted requests for Phase I proposals and Phase II proposals for Design-Build, which Phase II proposals shall include cost submissions and a proposed contract price for the Design-Build contract, (ii) the Department Director and Buyer shall evaluate any such proposals received, and (iii) the Department Director may recommend award of a Design-Build contract for such Large District Purchase to the highest overall ranked proposer, all in accordance with the Design-Build Act.

3. Bid Security and Performance and Payment Bonds.

a. Bid Security: Each Design-Build proposer for a District Purchase in excess of the Statutory Competitive Bidding Threshold, must submit Bid Security to the District with its Phase II proposal

under the Design-Build Act. If the District awards a Design-Build contract to a proposer, but the Competitive Bidder fails to timely enter into a binding contract with the District as provided in the notice of award, then the proposer forfeits its Bid Security.

b. Performance Security and Payment Security: Each proposer, to which a Design-Build contract for a Public Works Project is awarded, shall deliver to the District, upon the execution of the Design-Build contract, the Performance Security and Payment Security for such contract that is required under the Illinois Public Construction Bond Act, 30 ILCS 550/0.01et seq., if any.

4. Exceptions: Nothing in this Section limits the District's authority to make a District Purchase:

(i) that is necessary to address an Emergency, in which case the District Purchase shall be solicited in accordance with the Section 4.7 of this policy or

(ii) that cost the same as or less than the thresholds in accordance with section 3.5.2 of this policy.

#### **4.6 Professional Services Selection Process**

There will be circumstances where it will be necessary or advisable for the District to engage the services of independent professionals because of the District's requirement or need for such services determined on a project-specific basis. In such cases, it shall be the goal of the

District to negotiate the lowest reasonable fees consistent with obtaining the highest possible quality of service and professional expertise from the service providers. Independent professional service providers shall be selected on the basis of their demonstrated competence and expertise relative to the services to be rendered, the cost of the services, and their demonstrated or perceived ability to work with District staff, elected officials, and where applicable, other units of government and members of the public.

The services may require mandatory or essential technical skills as well as, in some cases, professional licenses or certifications and are provided by accredited professionals in connection with defined assignments, which may result in the preparation of a report, the review and analysis of reports prepared by others, preparation of plans or specifications, recommendations of a particular course of action or policy, and include supervision of an activity (such as construction).

#### **4.6.1 Requirements for Engagement of Independent Professionals**

The need or requirement of the District for the engagement of independent professional services shall be based on a determination that one or more of the following circumstances exist:

- A. The project requires an independent professional as a condition of Federal, State, or local law or regulation, or as a condition of a Federal, State or other grant or intergovernmental agreement;
- B. The project requires specialized expertise or multiple areas of expertise not available from existing staff;
- C. District staff is not available for the project due to present or anticipated workload or other time constraints;
- D. The project requires a limited engagement where it is not cost-effective to hire new full-time staff to provide the necessary services or expertise;
- E. An actual emergency exists where existing staff cannot effectively be deployed or mobilized due to the nature of the occurrence or time constraints.

#### **4.6.2 Procedures for Selection of Independent Professionals Not Subject to the Local Government Professional Services Act**

Contracts for professional services that are less than \$~~5,000~~<sup>2,500</sup> may be awarded by the Director of Finance pursuant to the recommendation of the user department.

Contracts for professional services that are at least \$~~5,000~~<sup>2,500</sup> and less than \$30,000 may be awarded by the Director of Finance where there has been a competitive price quotation process and at least three (3) written quotations for the services have been obtained prior to selection.

Contracts for professional services that equal to or exceed \$30,000 shall be awarded after a competitive selection process that includes a request for proposal to provide services, except in cases of actual emergency as set forth in Section 4.6 of this Ordinance. The District may require a uniform request for proposal process to be employed in the case of all contracts subject to the jurisdiction of the District and such other cases where it can be made applicable.

Contracts for professional services shall include or be accompanied by documentation from the Director of Finance referencing the specific provision (s) of Section 4.5.1 of this Ordinance applicable to the particular project.

**4.6.3 Procedures for Selection of Independent Professionals Subject to the Local Government Professional Services Selection Act, 50 ILCS 510/1 et seq.**

Professional services of architects, engineers and land surveyors are governed by the requirements of the Local government Professional Services Selection Act, 50 ILCS 510 et seq (the “Act”), and by local policy, rules and regulations. All Professional Service Contracts or agreements for professional services for architectural, engineering or land surveying purposes, which equal or exceed \$~~2,500~~5,000, shall be subject to the Act.

**4.6.4. Waiver of Competition (50 ILCS 510.8)**

Waiver of competition. The District may waive the requirements, if it determined by resolution that an emergency situation exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$30,000.

**4.6.5 Legal Services**

Legal services are subject to the supervision and control of the Forest Preserve District of Kane County Commission, with selection of Attorney’s approved by the President, Executive Committee and the Forest Preserve District Commission.

**4.7 Emergency Purchase**

**4.7.1 Conditions for Use**

An emergency purchase may be authorized without bidding in certain situations including, but not limited to, situations threatening public health or safety, where immediate repairs are required to District property to protect or prevent against further loss or damage, where immediate action is needed to prevent or minimize disruption to District services, where immediate action is required to ensure integrity of District records and where immediate action is necessary to avoid the lapse or loss of federal, state or donated funds. An emergency purchase shall be limited to those materials, supplies, equipment, services, construction and construction related services necessary to satisfy the emergency and these purchases shall be made with such competitive evaluation as is practicable under the circumstances.

#### **4.7.2 Emergency Affidavit**

A department seeking an emergency purchase shall prepare an emergency requisition documenting both the existence of the emergency condition and the nature of the emergency. The department head shall sign the requisition and submit it to the Director of Finance requesting authorization to make the emergency purchase. The Director of Finance shall submit said requisition to the Executive Director and President of the District for approval. The approval shall be ratified by the Forest Preserve District of Kane County Commission as soon as practicable.

#### **4.7.3 Cost of Pricing Data**

The Director of Finance may require from the requesting Department the submission of cost or pricing data in connection with an award under this section.

#### **4.7.4 Negotiations**

The Director of Finance or his/her designee shall negotiate with the supplier, to the extent practical, a contract in the best interest of the District. The price paid must be reasonable considering the circumstances.

#### **4.7.5 Contract Documentation**

The emergency requisition must be included in the contract file.

#### **4.7.6 Board Ratification**

Any emergency purchase over \$30,000 under this section shall be placed on the agenda for ratification at the next regularly scheduled Forest Preserve District of Kane County Commission meeting.

#### **4.8 Request for Information**

The Director of Finance may issue a request for information to obtain data about services, equipment, materials, supplies, or construction and construction related services to meet a specific District requirement. Sufficient public notice shall be provided in the same manner as stipulated in Section 4.2.3 (Competitive Sealed Bidding, Public Notice).

#### **4.9 Change Orders**

Change orders for a contract obtained pursuant to this Ordinance shall be processed under the following guidelines:

- Change orders that are within the contingency amount authorized by the Commission would be processed according to 4.8.1 and 4.8.2.
- Change orders where no contingency is available or the amount exceeds the contingency amount will require the Commission’s approval.
- In situations where the time required for processing approval of a change order necessitated by field conditions, whose total change order does not exceed \$30,000, would unreasonably interrupt project schedules to the financial detriment of the District, the change order may be processed by the District’s Director of Finance after written notification to the Executive Director and President. Change orders over \$30,000 made under these conditions shall be placed on the agenda for ratification at the next regularly scheduled Full Commission meeting.

**4.9.1 Change Order Documentation**

A written request from the vendor outlining specifications required for the change order.

**4.9.2 District Approval**

Change order Form prepared by vendor must be approved by the Executive Director, Director of Finance and Buyer prior to proceeding with the project.

**4.10 Small Purchases**

**4.10.1 Small Purchase Threshold**

Any procurement that does not exceed the aggregate dollar amount of \$29,999.99, as established by the District, shall be made in accordance with the rules adopted by the Director of Finance for small purchases, subject to 4.9.2 (Procedure). Procurements shall not be artificially divided or fragmented so as to constitute a small purchase under this section and circumvent the competitive selection process and procedures.

**4.10.2 Procedure**

Procurement of materials, services, supplies, equipment, construction or construction related services that are less than ~~\$5,000~~\$2,500 may be awarded by department heads pursuant to the procedures within this document.

Procurement of materials, services, supplies, equipment, construction or construction related services that are at least ~~\$5,000~~\$2,500 and less than \$30,000 may be awarded by the

Director of Finance where there has been a competitive price quotation process and at least three quotations have been obtained prior to selection.

Procurement of materials, services, supplies, equipment, construction or construction related services that equal or exceed \$30,000 shall be awarded after a competitive bid process, in accordance with this Ordinance.

#### **4.10.3 Documented Written Quotations**

The District may procure materials, services, supplies, equipment, construction or construction related services less than \$30,000 by soliciting written specifications and securing documented written quotations which provide (a) the name of the company or firm, (b) the person providing the quotation, (c) the delivery date, (d) FOB information, (e) cash terms, and (f) price (s) of items (s). A minimum of three (3) businesses, if available, handling the particular commodity or services shall be required to provide written quotations. A "No Bid" shall not meet the requirement of a responsible bid. Award shall be made to the business offering the lowest acceptable quotation, delivery and terms being a consideration.

#### **4.10.4 District Vendor Charge Accounts**

The District has set up charge accounts at local vendors for the purchase of daily supplies. These purchases are to be for small amounts and must be needed to support the day to day activities of the District, i.e. hardware supplies. These purchases can only be made by full-time employees, showing their employee picture identification card as proof of employment. The Finance Department maintains a list of authorized vendors who honor the District's purchasing policy. These are the only vendors authorized for use.

#### **4.10.5 Reimbursement to Employees for Small Purchases**

Occasionally, employees may find it necessary to make small purchases at vendors that the District has not setup charge accounts with. These purchases should be for emergencies only and are not the preferred purchase method and should be avoided with better planning. The District will reimburse employees for these purchases. Employees are required to obtain receipts for these purchases and to fill out a District reimbursement form, available from the Finance Department, listing the item purchased and the reason for the purchase. This form must be signed by the employee and approved by their supervisor and submitted to the Director of Finance or designee for review and approval. Once approved, the reimbursement will be submitted to the Forest Preserve District of Kane County Commission, with the District's monthly invoices, for final

approval, before payment can be made. Employees are responsible for ensuring that the purchase is exempt from sales tax.

#### **4.11 Cooperative Joint Purchasing**

The Director of Finance may procure materials, services, supplies, equipment, construction or construction related services, through any governmental agency without complying with the requirements of Section 4.2 (Competitive Sealed Bidding), provided:

- Such procurements are made pursuant to a written agreement between the governmental agency and the District.
- Competitive selection procedures, similar to the requirements of Section 4.2, were used in the application procurement.
- The procurement is based on the State of Illinois Joint Purchasing Agreement and, approved by resolution of the District;
- Procurement through Government Joint Purchasing Alliances where the contract was formally completed by the alliance or group.
- This type of procurement is not employed as a means for circumventing the general intent of this Ordinance.
- The District is authorized by Illinois law or regulation to contract with such governmental agency.

#### **4.12 Solicitation Amendments**

##### **4.12.1 Conditions for Use**

If necessary, an amendment to a solicitation shall be issued to:

- Make changes in the solicitation
- Correct defects of ambiguities
- To furnish other bidders information provided to one bidder if the information will assist the other bidders in submitting bids or the lack of information will prejudice the other bidders.

#### **4.12.2 Distribution**

Amendments to solicitations will be identified as such and shall be sent to all Persons to whom the solicitation was originally sent, and all persons attending the pre-bid conference.

#### **4.12.3 Receipt of Acknowledgement**

Amendments shall require the bidder to acknowledge receipt of the amendment by acknowledging the receipt of the amendment on the submitted bid form.

#### **4.12.4 Timeframe for Vendor Evaluation**

Amendments shall be issued a reasonable period before the due date to allow prospective bidders sufficient time to consider the amendment in preparing their bids. If the due date does not allow the bidder sufficient time to review the amendment, the due date may be extended. The Director of Finance shall determine what a reasonable amount of time is from the due date for each bid amendment.

### **4.13 Pre-Bid Conferences**

The District may conduct a pre-bid conference within reasonable time, but not less than five (5) days before the scheduled bid opening date, to explain the procurement requirements. Verbal statements made at the pre-bid conference which are not consistent with the written solicitation shall not be binding upon the District unless a written amendment is issued.

### **4.14 Pre-Opening Modification or Withdrawal of Bids/Offers**

#### **4.14.1 Invitation for Bid Modification or Withdrawal**

A bidder may modify or withdraw its bid at any time before the bid opening, if the sealed modification or withdrawal is received in writing before the due date. A bidder or the bidder's authorized representative may withdraw the bid in person if, before the scheduled opening date, the identity of the individual requesting withdrawal is established and that person signs a receipt for the bid. A bid may not be withdrawn if the bid opening has begun.

#### **4.14.2 Request for Proposal Withdrawal**

A proposal may be withdrawn at any time before the scheduled opening date and time. An offeror or the offeror's authorized representative may withdraw the proposal in person if, before the scheduled opening date, the identity of the individual requesting

withdrawal is established and that person signs a receipt for the proposal. A proposal may not be withdrawn if the offer opening has begun.

#### **4.14.3 Documentation Retention**

All documents concerning a modification or withdrawal of a bid/offer shall be retained in the appropriate procurement file.

### **4.15 Late Bids/Offers, Late Withdrawals and Late Modifications**

#### **4.15.1 Definition of Late Bid/Offer/Withdrawal/Modification**

A bid, offer, withdrawal, or modification is considered late by the District if it is received after the date and time set for the submission of such bids/offers.

#### **4.15.2 Conditions for Rejection**

A late bid, late offer, late withdrawal, or late modification shall be rejected unless it would have been received on time but for the action or inaction of District personnel. The District shall be the sole judge as to deciding if a rejection applies.

#### **4.15.3 Vendor Notification**

Bidders submitting late bids, late offers, late withdrawals, or late modifications shall be notified of the rejection as soon as practicable.

#### **4.15.4 Document Retention**

Documentation regarding a late bid, late offer, late withdrawal, or late modification shall be retained in the appropriate procurement file.

### **4.16 Unidentified Bids/Offers**

An unmarked envelope that does not identify a bid or bidder may be opened for the purpose of identification. Record shall be made on the envelope regarding the reason for its opening, date and time it was opened, the solicitation to which the bid applies and the signature of the individual who opened the envelope. The envelope shall then be resealed and retained in the procurement file until the scheduled bid date.

## **4.17 Mistakes in Bids/Offers**

### **4.17.1 Mistake Discovered Prior to Bid/Offer Opening**

A bidder/offeror may correct mistakes discovered before the scheduled date and time for the bid/offer opening by withdrawing or correcting the bid/offer as provided in Section 4.14.

### **4.17.2 Mistake Discovered After Bid/Offer Opening**

After bid/offer opening, a bid/offer mistake may not be corrected or withdrawn except in the following situations;

- In the case of a mathematical error, the unit cost shall prevail and any corrections required due to an error of this nature shall be done by the District.
- The Director of Finance may waive any minor (non-price) informalities in a bid/offer or allow the bidder/offeror to correct them if the revision is in the best interests of the District.
- Corrections to a bid/offer shall be permitted only to the extent the bidder/offeror can show by clear and convincing evidence that a mistake of nonjudgmental character was made, the nature of the mistake and the bid/offer price actually intended.
- In lieu of bid/offer correction, a bidder/offeror alleging a material mistake of fact may be permitted to withdraw its bid if:
  - The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident or;
  - The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made.
  - The Director of Finance shall decide if a bid/offer may be corrected or withdrawn.

### **4.17.3 Mistakes Discovered After Award**

Mistakes shall not be corrected after award of a Contract except in cases where the Director of Finance makes a written determination that it would not be in the best interest

of the District to not allow a correction of the error and upon approval from the authorizing committee.

#### **4.17.4 Written Determination**

If a correction or withdrawal of a bid/offer after the bid opening is permitted or denied under this section, the Director of Finance shall prepare a written determination indicating the basis of the decision to approve or deny the correction or withdrawal.

#### **4.18 Only One Bid/Offer is Received**

If only one responsive bid/offer is received to a solicitation, an award may be made to the single bidder/offeror if the Director of Finance determines that the price submitted is fair and reasonable and that other prospective bidders/offerors had reasonable opportunity to respond or that there is not sufficient time for initiating another solicitation. Otherwise the Director of Finance may exercise the option to reject the bid/offer and seek bids/offers through a new solicitation.

#### **4.19 Tie Bids**

##### **4.19.1 Conditions for Tie Bids**

Tie bids are the lowest cost bids from responsive qualified bidders that are identical in price.

##### **4.19.2 Award Determination**

Award of tie bids will be determined as follows:

- The date and time the bid/offer is received shall be taken into consideration.
- If the bids are equal in all respects, the award shall be made by a coin toss by the Director of Finance with one or more witnesses upon three (3) days' written notice to the bidders. Tie bidders will be afforded the opportunity to witness the coin toss, however, attendance is voluntary.

#### **4.20 Confidential Information**

If a person believes a bid, proposal, offer, specification or protest submitted to the District contains either trade secrets or proprietary property, a statement should be included in the submission, which describes and supports their claim. The trade secrets or proprietary property must be specifically identified as the information considered confidential. Entire bid submissions

shall not be eligible for consideration as confidential material. Trade secrets or proprietary property are exempt from inspection and copying under Illinois Freedom of Information Act (the “Act”).

The District does not represent, warrant or guarantee that any information designated as trade secrets or proprietary property will in fact be so deemed by any Court, and all bidders assume the risk that any and all information contained in a bid or proposal may not be exempt from disclosure under the Act. The District expressly disclaims all liability for such disclosure.

#### **4.21 Cancellation of a Solicitation**

A solicitation may be cancelled or submitted bids/proposals may be rejected in whole or part as specified in the solicitation if it is in the best interest of the District. The reasons for such cancellation or rejection shall be included in the procurement file. Every solicitation issued by the District shall contain language stating the District’s right to cancel the solicitation and to reject submitted bids or proposals.

#### **4.22 Cancellation of a Solicitation Before the Due Date and Time**

##### **4.22.1 Authority of Determining Cancellation**

The Director of Finance has the authority to cancel a solicitation, in whole or part, before the due date and time if a determination is made that cancellation is in the best interests of the District.

##### **4.22.2 Notification of Cancellation**

If a solicitation is cancelled before the required submittal date and time, notice of the cancellation shall be sent to all persons to whom the solicitation had been distributed. The notice shall identify the solicitation and the reason for cancellation.

##### **4.22.3 Handling of Received Bids/Proposals**

Any received bids/proposals shall be returned unopened to the vendors.

#### **4.23 Cancellation of a Solicitation After Receipt of Bids or Proposals**

##### **4.23.1 Authority for Determining Cancellation**

The Director of Finance has the authority to cancel a solicitation after receipt of bids or proposals, but before award, if a determination is made that cancellation is in the best interests of the District.

#### **4.23.2 Notification of Cancellation**

A notice of cancellation shall be sent to all bidders or offerors submitting bids or proposals.

#### **4.23.3 Document Retention and Public Inspection**

Bids or proposals received for the cancelled solicitation shall be retained in the appropriate procurement file. If, within a reasonable time, the Director of Finance intends to issue a new solicitation for the same materials, services, equipment, supplies, construction or construction related services the proposals submitted under the cancelled solicitation may be withheld from public inspection upon written determination that this action is in the District's best interest. After award of the second solicitation, bids or proposals submitted in response to both solicitations shall be open for public inspection to the extent set forth in Section 3.4 (Public Access to Procurement Information).

### **4.24 Rejection of Individual Bids and Proposals**

#### **4.24.1 Conditions for Rejection**

A bid or proposal may be rejected if;

- The bidder is determined to be non-responsible in accordance with Section 4.25.
- The bid is non-responsive pursuant to Section 2.27.
- The proposed price is unreasonable.
- The bid or proposal is not in the best interest of the District.
- The contractor is determined to be unqualified.

#### **4.24.2 Notification of Rejection**

Bidders or offerors will be notified in writing of the rejection of their bids or proposals with a copy retained in the appropriate procurement file.

#### **4.24.3 Document Retention and Public Inspection**

The determination for rejection will be retained in the procurement file and shall be available for public inspection to the extent set forth in Section 3.4 (Public Access to Procurement Information).

#### **4.25 Responsibility of Bidders and Offerors**

##### **4.25.1 Determination of Vendor Responsibility**

Before awarding a Contract to a bidder or offeror, the Director of Finance will determine whether that bidder or offeror is responsible. The signature of an appropriate official of the bidder authorized to execute the contract award signifies the bidder or offeror is responsible.

##### **4.25.2 Factors in Determining Responsibility**

Factor considered in determining whether a bidder or offeror is responsible are;

- The bidder's or offeror's resources in terms of financial, physical and personnel
- The bidder's or offeror's record in terms of past performance and integrity
- Whether the bidder or offeror is legally qualified to do business with the District
- Whether the bidder or offeror complied with requirements for submitting information regarding their responsibility
- Whether the bidder or offeror met specific responsibility criteria established within the solicitation for a particular procurement
- Where the bidder or offeror fails to promptly supply information in connection with any inquiries concerning responsibility
- The qualities of the products supplied, their conformity with the specifications and their suitability to the requirements of the District
- Availability of support services
- Uniqueness of services, materials, equipment or supplies as it applies to networked, integrated computer systems
- Compatibility to existing equipment

- Delivery terms

#### **4.25.3 Determination of a Non-Responsible Bidder/Offeror**

A determination of a non-responsible bidder or offeror shall be in writing by the Director of Finance outlining the basis of the determination and a copy shall be included in the procurement file.

#### **4.25.4 Notification to Non-Responsible Bidder/Offeror**

A notice shall be sent to the non-responsible bidder or offeror stating the basis of the determination. The decision may be appealed as provided in Article VI of this Ordinance.

#### **4.25.5 Dissemination of Bidder/Offeror Information**

Information furnished by a bidder or offeror pursuant to this section shall not be disclosed outside of the Finance Department without the prior written consent by the bidder or offeror except in accordance with Section 3.4 (Public Access to Procurement Information).

#### **4.25.6 Bidder/Offeror Rights**

A finding of non-responsibility shall not be construed as a violation of the rights of any person.

### **4.26 Bid Security and Performance/Payment Bonds**

Bid security may be required for contracts when provided by statute or when the Director of Finance determines it is in the best interest of the District.

Acceptable forms of security which may be submitted are: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Illinois; cash, certified check or cashier's check payable to the Forest Preserve District of Kane County (personal or company checks are not acceptable); an irrevocable letter of credit; or any other form of deposit issued by a financial institution and acceptable to the District. Acceptability shall be determined by the Director of Finance.

Bid security shall be in an amount not to exceed ten (10) percent of the amount of the bid/offer.

Contract performance and payment bonds: When a contract is awarded the required performance bonds or payment bonds, in the amount stated in the bid document, shall be delivered to the District and shall become binding on the parties upon the execution of the contract.

Bid security, performance bonds or payment bonds shall not serve as a substitute for determining bidder responsibility.

#### **4.27 Bid Documents Required for Award of Bid**

The following documents are required to be submitted by any bidder that is awarded a bid:

- A signed statement of prevailing wage as described in Article II, Section 2.37 of this Ordinance.
- A signed contract, as required, stating the terms and conditions of the bid project, supplied by the District.
- A signed statement acknowledging the bidder has a substance abuse policy in place and a copy of said policy.
- A signed statement by the bidder acknowledging the bidder will supply the District with certified payroll for each payout request submitted by the bidder, before payment can be made.
- A signed statement by the bidder acknowledging the bidder will provide contractor lien waivers for each payout request by the bidder before payment can be made.
- Any other documents deemed necessary by the Director of Finance for the District to proceed with the award of any bid or proposal.

#### **4.28 Multi-Year Contracts**

The District's policy on multi-year contracts includes the following:

- All multi-year contracts presented for approval shall contain the total value of the award for the multi-year period.
- Multi-year contracts shall not be presented to a Committee or the Forest Preserve District of Kane County Commission where the terms of the contract exceed two (2) years without prior approval by the Director of Finance.

#### **4.29 Extension of Bid/Offer Acceptance Time**

Before opening of bids or offers, the Director of Finance may allow, in writing, an extension of time during which the District may accept the bids or offers.

Subsequent to receipt of the District's extension of time, the bidder or offeror may withdraw their bid or offer, without penalty, through written notification to the Director of Finance. No other modifications shall be allowed.

## **ARTICLE V – Specifications**

### **5.1 Responsibility for Specifications**

The Director of Finance or delegated department head shall prepare, revise, maintain and monitor specifications for materials, supplies, services, equipment and construction or construction related services required by the District, under the direction and instruction and authority of the Director of Finance.

### **5.2 Relationship with Using Departments**

The Director of Finance shall obtain expert advice and assistance from personnel of using department in the development of specifications and may delegate to a using department the request to submit its own specifications. The Director of Finance shall retain authority to approve or disapprove all specifications.

### **5.3 Maximum Practicable Competition**

All specifications shall be drafted to promote overall economy for the purposes intended and encourage competition in satisfying the District's requirements and shall not be unduly restrictive. This policy applies to all specifications including but not limited to, those prepared for the District by architects, engineers, designers and draftsman.

## **ARTICLE VI – Appeals and Remedies**

### **6.1 Bid Protests**

#### **6.1.1 Right to Protest**

Any actual or prospective bidder, offeror, or contractor who is engaged in connection with any solicitation or award of a contract may protest to the Director of Finance. Any

protest must be submitted in writing within three (3) business days from the issuance of the solicitation, addendum, notice of award, or other decision by the Director of Finance or authorized official.

### **6.1.2 Stay of Procurement During Protest**

In the event of a timely protest under Section 6.1.1, the Director of Finance or the authorized official, after consulting with the District's Attorney, shall determine whether it is in the best interests of the District to proceed with the solicitation or award of the contract.

## **6.2 Claims After Contract is Awarded**

Unless otherwise provided by the terms of the contract, all claims by a contractor against the District relating to a contract shall be submitted in writing to the Director of Finance within the three (3) day time-frame in Section 6.1.1 above. The contractor may request a conference with the Director of Finance on the claim. Claims include, without limitation, disputes arising under a contract and based upon breach of contract, mistake, or misrepresentation. In the case of a contract-based dispute, the provisions of this ordinance shall prevail over any inconsistent provision in the contract, unless the Forest Preserve District of Kane County Commission has expressly waived such protection.

## **6.3 Authority of the Director of Finance to Settle Bid Protests and Contract Claims, Subject to Statutory Provisions**

### **6.3.1 Authority**

The Director of Finance authorized to settle any procedural protest regarding the solicitation or award of a District contract so long as all affected or interested parties are in Agreement. The Director of Finance, after consulting with the District's Attorney, shall make recommendations on the resolution of any unresolved protest to the Executive Director, who shall review the matter and render a decision within five (5) calendar days of receipt of the recommendation of the Director of Finance on the matter.

### **6.3.2 Notice to the Contractor of the Director of Finance's Decision**

If the protest or claim is not resolved by mutual agreement, the Director of Finance shall issue a recommendation in writing within five (5) calendar days and it shall be mailed or otherwise furnished to the aggrieved party by other expeditious means, such as email or fax, if available. The recommendation shall state the reasons for the recommendation reached and shall inform the aggrieved party of its appeal rights under Section 6.3.3.

### **6.3.3 Finality of the Director of Finance’s Decision and Contractor’s Rights to Appeal**

The Director of Finance’s recommendation shall be final, conclusive and binding for all purposes, unless, within five (5) calendar days from the date of receipt of the recommendation, the Executive Director of the District receives a written appeal from the aggrieved party.

### **6.3.4 Failure to Render Timely Decision**

If the Director of Finance does not issue a written recommendation regarding any protest or claim within five (5) calendar days or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

## **6.4. Access to Administrative Forum, Subject to Statutory Provisions**

### **6.4.1 Appeal Process**

Any actual or prospective bidder, offeror, or contractor may appeal a recommendation by the Director of Finance regarding bid protests or contract claims to the Executive Director of the District. Said appeal shall be made in writing within five (5) calendar days from the date of receipt of the recommendation by the Director of Finance. The protester shall be notified of the time and date when the appeal shall be considered by the Executive Director and afforded a reasonable opportunity to state their position in writing to the Executive Director. Any party whose interests may be adversely affected by a protest or appeal shall be notified and have the right to file a written argument for the purpose of protecting those interests.

### **6.4.2 Decision**

The Executive Director shall issue a decision based on review of the recommendation of the Director of Finance and any written materials submitted by the party appealing the Director of Finance’s recommendation:

- If made prior to award of the bid in question, said decision shall be referred with the Resolution for award of the contract for consideration by the authorizing Committee.
- If made after award of the bid in question, the decision of the Executive Director shall be scheduled for discussion and decision as expeditiously as possible by two or more of the following persons who may be available: (a) the President of the

District; (b) the chairperson of the Finance and Administration Committee; and (c) the chairperson of the Planning & Utilization Committee. The discussion and decision may be conducted by phone or video conference.

- The decision of the majority of the foregoing persons is final.

### **6.4.3 Elected Officials**

Decisions and determinations made under this Section and Section 6.3 (Authority of the Executive Director of the District to Settle Bid Protests and Contract Claims, Subject to Statutory Provisions) are subject to the review and prior approval of the President of the District as may be further provided by the internal control ordinances or statutes or as otherwise provided by law.

## **ARTICLE VII – Credit Cards**

### **7.1 District Credit Cards**

The District has authorized the use of different types of credit cards. Vendor authorized credit cards are approved for use for supplies that must be purchased in the field for convenience and necessity, when in the best interest of the District.

### **7.2 Rules for the use of District Credit Cards**

#### **7.2.1 General Rules/Issuance**

The Forest Preserve District of Kane County provides District-issued credit cards to authorized employees for business-use purchases. The District Credit Card Program is a credit card purchasing program that authorizes the use of a credit card with a credit limit for business purchases.

The Credit Card Purchasing Program is designed to assist the organization in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances, paper checks and reduce the need to use personal funds for business purposes. The program should help increase turn-around time in the fulfillment of orders, provide greater flexibility and reduce paperwork.

The Finance Department is responsible for the implementation, program compliance, issuance, auditing, processing payment, and bank relations to solve customer service issues and card cancellations. The Finance Department reconciles all statements and maintains the statements/receipts for the Credit Card Program. The Finance Department shall also be responsible for notifying the appropriate department staff and department head for any irregularities that occur.

Only employees of the organization are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile and submit their monthly account statement with the appropriate receipts and signatures for processing.

Credit Card Statements arrive about the 7th of each month and are due to the Finance Department by the end of the month. The Finance Department is the original recipient of the master credit card statement and the other employees will receive their individual statements directly from the credit card company.

All policies outlined in this manual and the District's financial and operational policies must be adhered to and any failure to comply can result in the suspension from the Credit Card Purchasing Program and also include disciplinary actions that may include termination of employment. The Credit Card issued to the cardholder is the property of the District and can be canceled at any time. Periodic audits will be performed to ensure the cardholder is in compliance with the policies and procedures.

### **7.2.2 Cardholder Setup/De-Activation**

A new participant in the Credit Card Purchasing program must complete the Credit Card Application and obtain the appropriate authorization of the Executive Director. The application must be submitted to the Finance Department by the Executive Director. Once the application has been approved by the Executive Director and Finance Department and the bank has processed the request, an account for the cardholder may be established.

The new participant must also sign the User Agreement Form that outlines the responsibility of the cardholder while in possession and use of the Credit Card. Both of these documents must be completed and signed prior to the release of the Credit Card to the cardholder from the Finance Department.

When an employee separates from the Forest Preserve District of Kane County, the Credit Card must be turned into the Finance Department (through the appropriate

Department Head) on or before the employee's separation date. The Finance Department will terminate the card.

### **7.2.3 Recordkeeping & Reconciliation**

The cardholder is responsible for maintaining adequate receipts for goods and services purchased with the Credit Card. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include sales receipts, packing lists (if applicable) and credit card transaction receipts. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the reconciliation, the cardholder and his/her department head must sign the statement documenting their agreement with the transactions appearing on their account statement.

Employees are responsible for ensuring that the credit card purchase is exempt from sales tax.

### **7.2.4 Items Not Allowed**

1. Cash Advances
2. Liquor or Tobacco Products
3. Personal Use

If the employee inadvertently uses the District's credit card, the employee MUST notify the Finance Department and write a check or pay cash to reimburse the Forest Preserve District of Kane County IMMEDIATELY.

### **7.2.5 Missing Receipts**

If the cardholder is missing receipts, the cardholder should attempt to contact the vendor to request a copy of the receipt. If the request cannot be honored, the cardholder must then submit a Missing Receipt Form documenting the pertinent transaction information. This documentation must be reviewed and approved by the cardholder's Department Head.

### **7.2.6 Disputed Transactions**

At times there might be disputed transactions appearing on a cardholder's account statement. The dispute may arise but are not limited to the following: due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise.

When this occurs the cardholder must contact the credit card company and the Finance Department stating the reason for the disputed item and any other transaction details available. The cardholder is responsible for resolving the disputed item with the vendor.

If an employee has a dispute that cannot be resolved by the cardholder, the employee MUST contact the Finance Department for assistance.

**Note on Returned Items:** Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item.

#### **7.2.7 Lost or Stolen Cards**

If a card is lost or stolen, the cardholder must immediately contact the credit card company and the Finance Department. Upon notification, the card will be suspended immediately and any charges posted to the account after the "missing date" will be denied. A new card will be issued.

### **ARTICLE VIII – Miscellaneous**

#### **8.1 Conflict**

All District ordinances and parts of ordinances and all resolutions and order, or any parts thereof, in conflict with this ordinance, or any parts thereof, are hereby repealed. In the event that any conflict between this ordinance and the statutes of case decision of the State of Illinois, then the statutes and case decisions of the State of Illinois control.

#### **8.2 Amendment**

By adoption of the Purchase Ordinance, the Forest Preserve District of Kane County Commission recognizes that the purchasing guidelines and rules herein provided may require revision and adjustment as experience will dictate, the implementation of new processes or procedures, and the passage of new state legislation. Revisions of this ordinance shall be made by recommending changes to the Finance Committee and Executive Committee, which shall review the proposed change and make recommendations to the Commission. Two-thirds vote of all elected Commissioners is required to amend this ordinance.

### **8.3 Ordinances, Orders and Resolutions – Publication – Evidence**

All ordinances imposing any fine or penalty or making any appropriation of money shall, within ten (10) days after passage, be published at least once in a newspaper published in the District or having a general circulation therein to be designated by the Commission, and no such ordinance shall take effect until ten (10) days after it is so published. All other ordinances and all orders or resolutions shall take effect from and after the passage, unless otherwise provided therein. All ordinances, orders and resolutions and the date of publication thereof may be proved by the certificate of the Secretary of such District, under the seal of the corporation and, when printed in book or pamphlet form and published by authority of such commission, such book or pamphlet shall be received as evidence of the passage and publication of such ordinances, orders and resolutions as of the date mentioned in such book or pamphlet in all courts and places without further proof.

### **8.4 Copies**

The Secretary of the District is authorized and directed to transmit a copy of this ordinance to the President, Commissioners, Secretary, Treasurer, Executive Director and Attorney of the District.

### **8.5 Captions and Headings**

The captions and headings used herein are for convenience of reference only and do not define or limit the contents of each paragraph.

### **8.6 Surplus**

Property of the District that has an estimated value of at least \$100 and, is not foreseeable as a need or longer having any use to the District will be auctioned on a Governmental Public Auction site per the direction of the Director of Finance once the Commission has approved the items as surplus.





# AGENDA MEMORANDUM

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**DATE:** January 28, 2025  
**TO:** Forest Preserve District Finance and Administration Committee  
**FROM:** David Petschke, Director of Finance  
Benjamin Haberthur, Executive Director  
**VIA:** David Petschke, Director of Finance  
**SUBJECT:** Presentation and Approval of an Amendment to the Investment Policy.

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information regarding the approval of an amended Investment Policy.

**BACKGROUND:**

The District's Investment Policy (the "Policy") was comprehensively amended in October of 2020. Since that time, District staff have routinely reviewed the policy with the District's investment management firm, Sawyer Falduto.

In late 2024, Sawyer Falduto recommended that the District clarify two sections of the investment policy in order to comply with State Statute. The amendments to the investment policy are in the "Authorized Investment" section of the policy and are modified to include the language in red below:

- in obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature no more than 270 days from the date of purchase, **or mature in more than 270 days but less than 10 years from the date of purchase** (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in obligations of corporations; or
- **In addition to all other investments authorized in this Section, the District may allow for investment in other instruments not specifically listed in this Section provided that those investments comply with 1) any other state law that authorizes public agencies to invest funds and 2) the Investment Policy adopted by the District.**

These changes comply with State Statute in regard to investments in obligations of corporations as well as offering flexibility in other investments that may not be specifically listed in the investment policy, but allowed under State Statute.

**RECOMMENDATION:**

Staff recommends that the Committee approve the amended Purchasing Policy as presented.

**ATTACHMENT:** *Purchasing Ordinance*



## INVESTMENT POLICY

### General Objectives

The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield.

### Safety of Principal

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The safety of principal is the foremost objective of the Forest Preserve District of Kane County's Investment Policy. All investments shall be undertaken in a manner that seeks to ensure the preservation of the principal. The objective will be to minimize credit risk and interest rate risk.

- a. Credit Risk – The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by;
  - Limiting investments to the types of securities listed in the Authorized Investments section of this policy.
  - Investing with institutions designated as Federally Insured, Licensed Institutions permitted to hold Public Funds.
  - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from an individual issuer will be minimized.
- b. Interest Rate Risk – The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
  - Structuring the investment portfolio so that securities mature to meet cash requirements for on-going operations, thereby avoiding the need to sell securities on the open market prior to maturity.
  - Investing operating and reserve funds in securities, money market funds, or similar investment pools permitted by this policy and the Public Funds Investment Act. Average and final maturities will be limited based on the investment parameters established for both operating and reserve funds in accordance with this policy.

### Liquidity of Funds

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The investment portfolio shall remain sufficiently liquid to enable the District to meet all of its reasonably anticipated operating requirements, thereby avoiding the need to sell securities on the open market or redeeming time deposits prior to maturity. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demand (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, a portion of the portfolio should be placed in a money

market mutual fund or local government investment pools which offer same day liquidity for short-term funds.

### **Return on Investment**

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The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economical cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

### **Standards of Care**

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#### 1. Delegation of Authority

- Management responsibility for the investments is borne by the Director of Finance or Treasurer, who shall act in accordance with this investment policy. The Director of Finance or Treasurer may explicitly delegate authority to other persons, responsible for investment transactions and records.
- Investment Managers shall have full discretion over funds subject to the guidelines established by this policy and the Commission.

#### 2. Prudence

The standard of prudence to be used by the Director of Finance or Treasurer or his authorized delegates, shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. The Director of Finance or Treasurer acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that “Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

#### 3. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investments positions that could be related to the performance of the District’s investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

## **Safekeeping and Custody**

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### **1. Authorized Financial Dealer and Institution**

With respect to bank accounts maintained at financial institutions, it shall be the policy that the District will not maintain funds on deposit in any financial institution that is not a member of the F.D.I.C. The financial institution must also be eligible to hold Public Funds in accordance with Section 6 of the Public Funds Investment Act. Furthermore, the District shall not deposit public funds in any financial institution unwilling or unable to post the required collateral in excess of F.D.I.C. insurance limits to the extent applicable.

### **2. Well-Capitalized Financial Institutions**

Depository Institutions must meet the definition of a well-capitalized bank as follows:

- Has a total risk-based capital ratio of 10.0 percent or greater; and
- Has a Tier 1 risk-based capital ratio of 6.0 percent or greater; and
- Has a leverage ratio of 5.0 percent or greater; and
- Is not subject to any written agreement, order, capital directive, or prompt corrective action directive issued by the FDIC pursuant to section 8 of the FDI Act (12 U.S.C. 1818), the International Lending Supervision Act of 1983 (12 U.S.C. 3907), or section 38 of the FDI Act (12 U.S.C. 1831o), or any regulation thereunder, to meet and maintain a specific capital level for any capital measure.

### **3. Internal Controls**

The Director of Finance or Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Director of Finance or Treasurer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members or Investment Managers
- Written confirmation or telephone transactions for investments and wire transfers

- Development of a wire transfer agreement with the lead bank or third party custodian

#### 4. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds.

#### 5. Safekeeping

Securities will be held by an independent third-party custodian as evidenced by safekeeping receipts in the District's name.

### Authorized Investments

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#### 1. Investment Types

While striving to achieve the objectives of this investment policy and limited by the State statutes, the District has approved the following for investment of public funds:

- bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- bonds, notes, debentures, or other similar obligations of the United States of America or its agencies, and instrumentalities;
- interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (201 ILCS 5/1 et seq.), provided such a bank is federally insured; or
- ~~short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature no later more than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations; or~~
- in obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature no more than 270 days from the date of purchase, or mature in more than 270 days but less than 10 years from the date of purchase (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in obligations of corporations; or
- money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to the agreements to repurchase such obligations; or
- interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the state of Illinois, or any other state, or any other political subdivision or agency of the State of Illinois or of any other

state so long as the bonds are general obligations of the issuer and carry a minimum quality rating of "A" or the equivalent by one of the major rating agencies, whether the interest earned thereon is taxable or tax-exempt under federal law or

- short term discount obligations of the Federal National Mortgage Association or in shares of other forms of securities legally issued by savings banks or
- dividend-bearing share accounts, share certificates accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided the principal office must be located in the State of Illinois or
- agencies of the United State of America including: federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 or
- federal home loan banks and the federal home loan mortgage corporation; and any other agency created by Act of Congress or Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act.
- [In addition to all other investments authorized in this Section, the District may allow for investment in other instruments not specifically listed in this Section provided that those investments comply with 1\) any other state law that authorizes public agencies to invest funds and 2\) the Investment Policy adopted by the District.](#)

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This policy prohibits the investment in derivatives.

## 2. Collateral

The District shall require that funds on deposit in excess of insured limits be secured by collateral. The District will accept any of the following assets as collateral:

- U.S. Government Securities.
- Obligations of Federal Agencies.
- Obligations of the State of Illinois.
- General Obligation municipal bonds rated "A" or better issued by a governing body in the State of Illinois.

The amount of collateral provided shall not be less than 110 percent of the fair market value of the net amount of District funds on deposit at each financial institution.

Pledged collateral shall be held by the District, or kept in a safekeeping account by a third party and evidenced by a custodial agreement and safekeeping receipt.

## Investment Parameters

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### 1. Diversification

- The investments will be diversified by security type and institution.

### 2. Selection of Investment Instruments

- The District shall invest any surplus funds for a specific maturity date that is required for either cash flow purposes or for conformance to maturity guidelines, if such instruments which would be most advantageous under prevailing market

conditions, exist. Records will be kept of all investments purchased or sold by the District in compliance with statutes.

3. Select Alternatives

- If certificate of deposit or time deposits are to be used, the District will solicit telephone quotes from at least two (2)-approved institutions. Preference shall be given to any local institution whenever comparable opportunities arise. Money Market accounts may be used if rates are competitive.

4. Performance Benchmark

- In order to effectively measure investment performance for a managed portfolio, an established benchmark will be selected and approved by the Director of Finance or Treasurer. The appropriate benchmark will be selected based on the portfolio goals and objectives as governed by guidelines in this policy. The managed portfolio will be compared to the established benchmark on a monthly/quarterly basis.

**Investment Parameters-Operating Funds**

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To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Maturity scheduling shall be timed according to anticipated need.

- The maximum maturity should not exceed three (3) years and the portfolio duration should not exceed two (2).
- For investment in pooled accounts or funds the duration should not exceed two (2).

**Investment Parameters Reserve Funds:**

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Reserve funds and other funds with longer-term horizons may be invested in securities with the following guidelines.

- The maximum maturity should not exceed five (5) years and the portfolio duration should not exceed three (3)
- For investment in pooled accounts or funds the duration should not exceed three (3).

**Policy Considerations**

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1. Exemption

Any investment held prior to the approval of this policy that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendment

This policy shall be reviewed on an annual basis. The Board of Commissioners of the Forest Preserve District of Kane County must approve any changes to this policy.



**Exhibit A**  
**AMENDED 2025**  
**FOREST PRESERVE DISTRICT OF KANE COUNTY MEEETING DATES**

FOREST PRESERVE DISTRICT COMMITTEES			JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
FULL COMMISSION	2 <sup>nd</sup> TUES	8:30 AM		11	11	8	13	10	8	12	9	14	10*	9
Executive	1 <sup>ST</sup> THURS	8:30 AM		6	6	3	8*	5	3	7	4	9*	6	4
Following Committee meetings to be held on the same day														
Finance & Administration	4th Thursday	8:30 AM		27	27	24	29	26	31	28	25	30	20	18
Planning & Utilization	4th Thursday	9:30 AM		27	27	24	29	26	31	28	25	30	20*	18*
Land Acquisition	4th Thursday	10:30 AM		27	27	24	29	26	31	28	25	30	20*	18*

**\*NOTE DAY & TIME CHANGE due to Holidays and Kane County Meetings: Please visit <https://kaneforest.com/calendar> for meeting information. Meeting Notices are posted each month. November and December 2025 Meetings will be held in the Afternoon\*\*, starting at 1pm, 2pm and 3pm.**

Monthly meeting notices are sent to Committee Members, Media and those members of the public that request them. Committee meeting dates and previous meeting minutes are listed on the District web site. **Above dates and times are subject to change.\***

Meetings are located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134 with the exception of Commission Meetings which are held at 719 Batavia Avenue, *The Forest Preserve District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend these meetings and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting of facilities, are asked to contact the District office prior to the meeting.*

*If you wish to speak at a Public Informational Meeting, you must submit a completed [Request To Speak](#) Form. You may submit the form online no later than 24 hours before the scheduled meeting, or you may submit the form in person to the Secretary no later than 15 minutes prior to the start of the meeting.*

*Notices of these meetings are posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).*

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**2025**  
**FOREST PRESERVE DISTRICT OF KANE COUNTY MEEETING DATES**

FOREST PRESERVE DISTRICT COMMITTEES			JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
FULL COMMISSION	2 <sup>nd</sup> TUES	8:30 AM	14	11	11	8	13	10	8	12	9	14	10*	9
Executive	1 <sup>ST</sup> THURS	8:30 AM	9*	6	6	3	8*	5	3	7	4	9*	6	4
Finance & Admin	4 <sup>TH</sup> TUES	2:00 PM	28	25	25	22	27	24	29	26	23	28	18*	16*
Land Acquisition	4 <sup>TH</sup> THURS	8:30 AM	30	27	27	24	29	26	31	28	25	30	20*	18*
Planning and Utilization	4 <sup>TH</sup> THURS After Land Acquisition	9:30 AM	30	27	27	24	29	26	31	28	25	30	20*	18*

**\*NOTE DAY & TIME CHANGE due to Holidays and Kane County Meetings: Please visit <https://kaneforest.com/calendar> for meeting information. Meeting Notices are posted each month. November and December 2025 Land Acquisition and Planning and Utilization Meetings will be held in the Afternoon\*\*.**

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# AGENDA MEMORANDUM

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**DATE:** January 30, 2025

**TO:** Forest Preserve District Land Acquisition Committee

**FROM:** Jennifer Rooks-Lopez Director of Planning & Land Protection

**SUBJECT:** Presentation and Approval of a Utility Easement Agreement for Sanitary and Water Service at 1260, 1262, and 1264 Cedar Avenue, Elgin, IL

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider granting a Utility Easement to the property owners of 1260, 1262, and 1264 Cedar Avenue, Elgin IL at the Fox River Trail Forest Preserve.

**BACKGROUND:**

In 2024, the Forest Preserve District of Kane County (District) was contacted by the property owner, Paul W. Sommer with a request for a sanitary and water utility easement across the Fox River Trail Forest Preserve near Cedar Avenue in Elgin. The proposed easement is necessary to provide a sanitary and water connection for his three residential lots currently on well and septic. The Fox River trail in this particular location is unique in that it is on an historic trolley line located between the homes and Cedar Avenue. In order for the property owners to connect to existing public utilities on Cedar, they must cross the Fox River Trail. The proposed easement will be directionally bored under the Fox River Trail between the homes and Cedar Avenue. Current and future owners will be required to provide all installation and maintenance costs associated with the utilities. In the event the utility easement is no longer needed the property owner will be responsible for the decommissioning and removal of the utilities and the easement will automatically revert back to the District.

**FINANCIAL IMPACT:**

The property owner will pay a one-time fee of \$5,000.00 for the easement rights.

**RECOMMENDATION:**

Staff recommends the Committee approve the Utility Easement for Sanitary and Water Service Agreement to the property owners of 1260, 1262, and 1264 Cedar Avenue, Elgin, IL for \$5,000.00.

**ATTACHMENTS:**

*Utility Easement Agreement*  
*Countywide Location Map*  
*Site Plans*

**GRANT OF UTILITY EASEMENT FOR SANITARY AND WATER SERVICE  
AGREEMENT**

THIS GRANT OF UTILITY EASEMENT FOR SANITARY AND WATER SERVICE (“**Easement Agreement**”) made as of \_\_\_\_\_, 2025, by and between Forest Preserve District of Kane County, located at 1996 S. Kirk Road, Suite 320, Geneva, Illinois, 60134 (“**Grantor**”), and property owner(s) of 1260, 1262, and 1264 Cedar Avenue referred to herein as (“**Grantee**”) and collectively referred to as (“the **Parties**”)

**RECITAL**

A. The GRANTEE holds fee simple title to certain real property located along Cedar Avenue, Elgin, Illinois, which real property is legally described on Exhibit A attached hereto and made a part hereof (the “**Parcels**”)

B. GRANTOR owns the real property known as the ‘Fox River Trail’ located in Elgin, Illinois that is improved with, a pedestrian trail/bicycle path which real property is legally described on Exhibit B attached hereto and made a part hereof (the “**Grantor Parcel**”).

C. GRANTOR agrees to grant a utility easement for sanitary and water service to the GRANTEE over a certain portion of the GRANTOR Parcel for a onetime fee of Five Thousand Dollars (\$5,000.00).

**AGREEMENT**

**NOW, THEREFORE**, in consideration of good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the terms and conditions contained herein, the PARTIES hereby state, agree and declare as follows:

1. Incorporation of Recitals. The foregoing Recitals and the attachments mentioned therein are hereby incorporated by reference in the body of this Easement Agreement as if fully set forth herein.

2. Grant of Easement. GRANTOR hereby grants to GRANTEE a perpetual utility easement under and through the GRANTOR Parcel, which Easement Area is more particularly identified on Exhibit C attached hereto and made a part hereof (the “**Easement Area**”), for the purpose of the permitting the construction, by directional boring, and maintenance of Sanitary and Water Service to GRANTEE’s Property in accordance with the Final Engineering Improvement Plans for 1260, 1262, & 1264 Cedar Ave. Sanitary and Water Service Connection

prepared by Scheflow Engineering and dated 05/21/2024 and made part of hereof as Exhibit D ("**Engineering Plans**") installed within the Easement of GRANTOR's Property.

3. Repair and Maintenance. GRANTEE shall perform, at its sole cost and expense, any installation, maintenance, repair and replacement of said Sanitary and Water Service. GRANTEE shall have the right to enter onto the Easement Area to repair and/or replace the Sanitary and Water Service within the Easement Area and shall provide written notice to GRANTOR as soon as practicable before commencing such work. If GRANTEE exercises such rights, it shall work as expeditiously as possible so as to minimize interference with the use of GRANTOR's property, including the flow of pedestrian and vehicular traffic, and GRANTEE shall restore such Easement Area to a condition as good as that which existed prior to such repair and replacement.

4. Reservations by Grantor. GRANTOR hereby reserves the right (a) to locate other utilities in the aforesaid Easement Area subject to the approval of GRANTEE, which approval shall not be unreasonably withheld; (b) to use the surface area of the aforesaid Easement Area for any purpose whatsoever, other than construction of a building on the Easement Area, so long as such use does not substantially interfere with GRANTEE's right to maintain, repair and replace such Sanitary and Water Service (the use of the surface area for vehicular parking, vehicular and pedestrian traffic and for landscaping shall be deemed not to substantially interfere with GRANTEE's rights hereunder).

5. Release of Easement. In the event GRANTEE, its successors and assigns, shall abandon or no longer require the use of all or any part of the easement rights herein granted, the part no longer required shall automatically revert to GRANTOR and GRANTEE shall release such easement rights which GRANTEE shall no longer require and remove or properly decommission the Sanitary and Water Service in accordance with sound engineering policies and practices and in accordance with any applicable requirements.

6. Indemnity. GRANTEE shall indemnify and hold GRANTOR harmless from and against any and all claims, liabilities, loss, judgments, damages, costs and expenses, or injuries to the GRANTOR Parcel or to GRANTOR, its employees, tenants, guests, contractors and invitees, as may be caused by the use of the Easement Area, or by actions taken on the GRANTOR Parcel, by any of GRANTEE, its employees, tenants, guests, contractors and invitees, whether or not such actions are involved with work on the GRANTOR Parcel undertaken by, or undertaken pursuant to contracts entered into by, the GRANTEE; without limiting the generality of the foregoing, the aforesaid covenant by GRANTEE to indemnify and hold harmless shall apply with respect to any mechanic's lien claims arising out of, or resulting from the performance of any work on the GRANTOR Parcel undertaken by, or undertaken pursuant to contracts entered into by, GRANTEE. Moreover, the aforesaid covenant by GRANTEE to indemnify and hold harmless shall include, if requested by GRANTOR, the requirement that GRANTEE, at its expense, actually defend GRANTOR, its successors and assigns, in any such matters by attorneys approved by GRANTOR which approval will not be unreasonably withheld.

Any damage to GRANTEE's employees, guests or invitees or their respective vehicles are solely the responsibility of GRANTEE.

7. Insurance. GRANTEE, at its sole cost and expense, shall maintain and keep in effect during the course of construction, comprehensive commercial general liability insurance in the minimum amount of \$2,000,000, covering, without limitation, any liability for personal injury, bodily injury (including, without limitation, death) and property damage arising out of GRANTEE's acts, omissions and use of the Easement Area. All general liability policies of insurance required herein shall name GRANTOR as an additional insured.

8. Binding on Successors; Joint and Several Liability. This Agreement shall be binding upon the parties hereto and their respective successors and assigns. Furthermore, the obligation of GRANTEE, including the indemnification obligations set forth above, shall be joint and several.

9. Counterparts. This Agreement may be executed in counterparts, each of which upon such execution shall be deemed an original.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first above written.

**FOREST PRESERVE DISTRICT  
OF KANE COUNTY**

**Owner Paul W. Sommer Trust: 1260, 1262 & 1264  
Cedar Ave., Elgin, IL**

By: \_\_\_\_\_  
**Bill Lenert, President**

By: \_\_\_\_\_  
**Name**

**ATTEST:**

**ATTEST:**

By: \_\_\_\_\_  
**Mo Iqbal, Secretary**

By: \_\_\_\_\_  
**Name**



**EXHIBIT A**

**PARCELS**

Legal Description

Commonly known as: 1260, 1262, AND 1264 Cedar Ave. Elgin, Illinois\_

PIN: 06-01-376-015; 06-01-376-016; and 06-01-376-017

**EXHIBIT B**

**Grantor Parcel**

Commonly known as FOX RIVER TRAIL

PIN: \_06-01-200-011\_\_

**EXHIBIT C**  
EASEMENT AREA

SEE ATTACHED

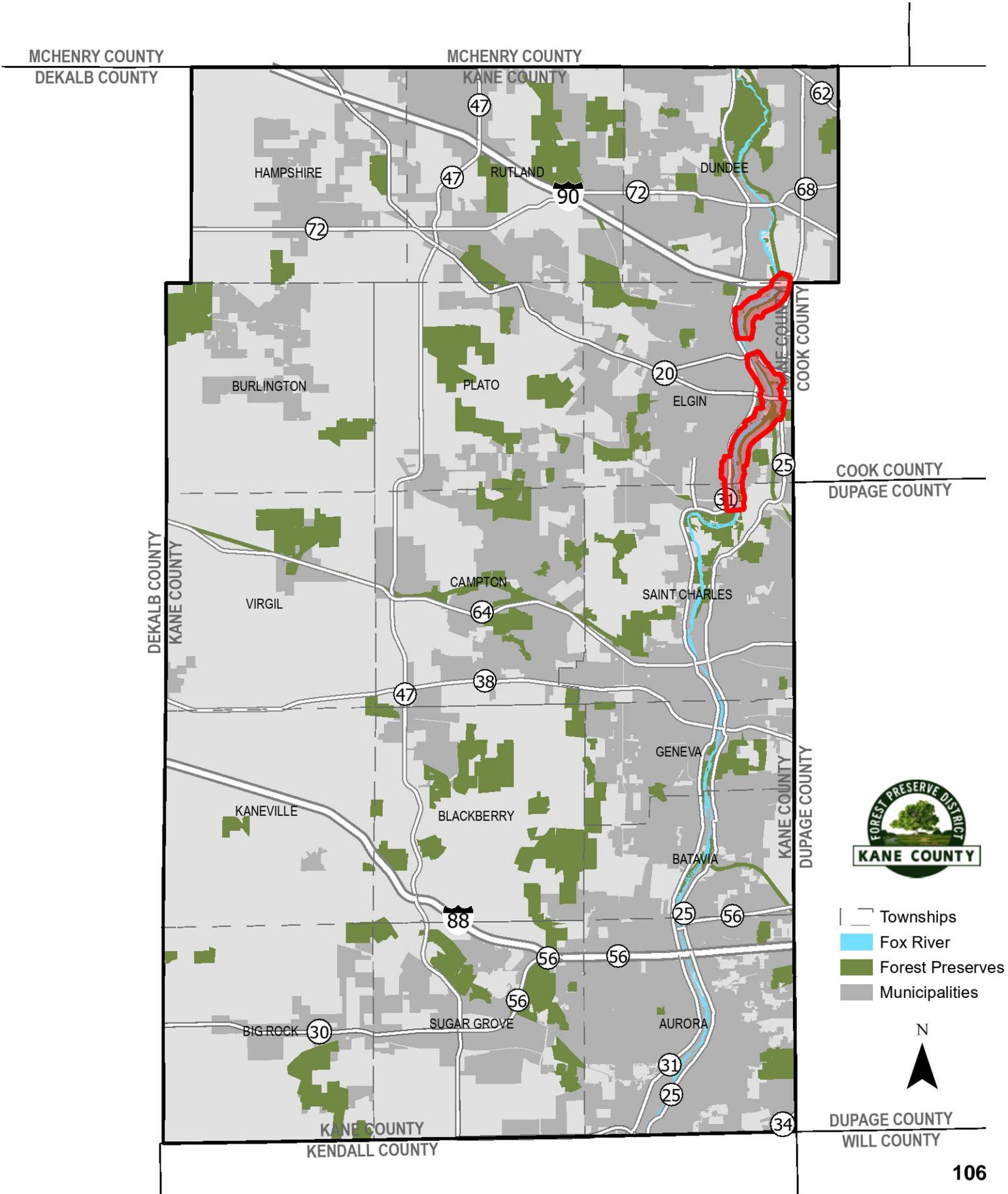
**EXHIBIT D**  
ENGINEERING PLANS

SEE ATTACHED

# Fox River Trail-Elgin Twp.

County Location Map

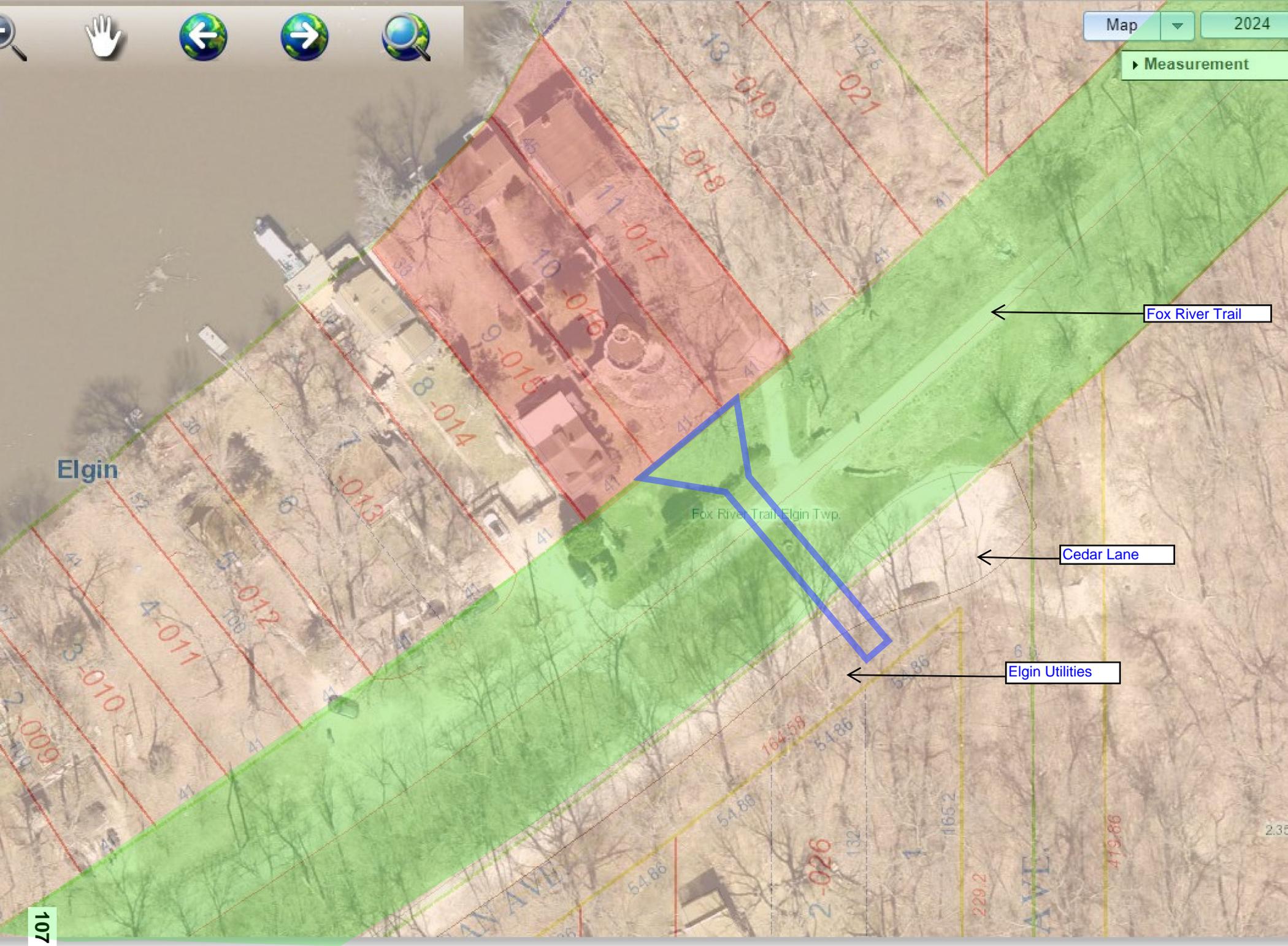
Elgin, IL



- Townships
- Fox River
- Forest Preserves
- Municipalities



DUPAGE COUNTY  
WILL COUNTY



Fox River Trail

Cedar Lane

Elgin Utilities

Elgin

Fox River Trail Elgin Twp.

**GENERAL NOTES:**

1. **REFERENCED SPECIFICATIONS**  
ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE FOLLOWING EXCEPT AS MODIFIED HEREIN OR ON THE PLANS:  
 - STANDARD SPECIFICATIONS FOR SEWER AND WATER MAIN CONSTRUCTION IN ILLINOIS, 8TH EDITION (STANDARD SPECIFICATIONS), FOR INSTALLATION OF SEWERS.  
 - STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION ADOPTED JANUARY 1, 2022 BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT STANDARD SPECIFICATIONS) RIGHT OF WAYS.  
 - CITY OF ELGIN ORDINANCES, REQUIREMENTS AND STANDARD DETAIL SHALL GOVERN IN THE EVENT OF CONFLICTING SPECIFICATIONS.  
 - STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL PUBLISHED BY ILLINOIS ENVIRONMENTAL PROTECTION AGENCY.  
 - ILLINOIS URBAN MANUAL FOR SOIL EROSION CONTROL PRACTICES
2. **NOTIFICATION**  
IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE FOLLOWING:  
 - CITY OF ELGIN 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION.  
 - THE ELECTRIC, COMMUNICATIONS AND GAS UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
3. **PERMITS**  
OWNER SHALL SECURE PERMITS AS FOLLOWS AND COMPLY WITH ALL REQUIREMENTS OF THE PERMITS:  
 - CITY OF ELGIN
4. **QUANTITIES**  
THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES AS INDICATED ON THE PLANS. THE QUANTITIES WHICH ARE INDICATED ARE FOR BIDDING PURPOSES ONLY AND MUST BE VERIFIED. ANY DISCREPANCIES ARE TO BE REPORTED TO THE DESIGN ENGINEER.
5. **EXAMINATION OF THE SITE**  
THE CONTRACTOR IS RESPONSIBLE FOR EXAMINING ALL SITE CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION AND IS TO COMPARE THE SITE CONDITIONS AS INDICATED ON THE ENGINEERING PLANS.
6. **INDEMNIFICATION**  
THE CONTRACTOR(S) SHALL INDEMNIFY THE ENGINEER AND THEIR AGENTS, CITY OF ELGIN AND THEIR AGENTS FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION AND TESTING OF THIS WORK ON THIS PROJECT.
7. **LOCATION OF EXISTING UNDERGROUND UTILITIES**  
THE LOCATION OF VARIOUS EXISTING UNDERGROUND UTILITIES WHICH ARE SHOWN ON THE PLANS ARE FOR INFORMATION ONLY AND REPRESENT THE BEST KNOWLEDGE OF THE ENGINEER. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THEIR LOCATIONS AND ELEVATIONS PRIOR TO THE CONSTRUCTION OPERATIONS.
8. **DAMAGE TO PROPERTY**  
ANY EXISTING PAVEMENT, SIDEWALK, DRIVEWAYS, ETC., DAMAGED BY THE CONTRACTOR'S OPERATIONS AND NOT CALLED FOR IN THE CONTRACT TO BE REMOVED SHALL BE REPLACED AT THE EXPENSE OF THE CONTRACTOR.
9. **CONTRACTOR TO VERIFY ELEVATIONS**  
THE CONTRACTOR SHALL VERIFY ALL ELEVATIONS PRIOR TO THE START OF WORK AND, IF THERE ARE ANY DISCREPANCIES, IS TO NOTIFY THE ENGINEER AT ONCE. NO WORK SHALL BE DONE UNTIL THE DISCREPANCY IS RESOLVED.
10. **EROSION AND SEDIMENTATION CONTROL**  
THE CONTRACTOR SHALL PROVIDE CONTROL FACILITIES SHOWN ON THE PLANS TO CONTROL EROSION AND SEDIMENTATION. ADDITIONAL MEASURES MUST BE UNDERTAKEN AS REQUIRED TO ACCOMMODATE SPECIAL CONDITIONS THAT ARISE DURING THE INSTALLATION OF THE FACILITIES. THE CONTRACTOR SHALL ALSO PROVIDE SUCH EROSION AND SEDIMENTATION CONTROL AS IS NECESSARY TO MEET THE REQUIREMENTS OF THE REFERENCED SPECIFICATIONS.

**12. WATER MAIN**

- a) PIPE MATERIALS FOR WATER MAIN SERVICE SHALL BE COPPER TY-K AND A MINIMUM WORKING PRESSURE OF 150 PSI.  
  
MINIMUM COVER SHALL BE 5.5' AND MAXIMUM COVER 8.0'.
- b) FIRE HYDRANTS, VALVES AND SERVICES SHALL BE INSTALLED ACCORDING TO STANDARD SPECIFICATIONS AND CURRENT CITY OF ELGIN STANDARDS AND DETAILS.
- c) VALVES AND VALVE VAULTS SHALL BE IN ACCORDANCE WITH DETAILS SHOWN ON THE PLANS AND THE REQUIREMENTS OF THE CITY OF ELGIN.
- d) TESTING AND CHLORINATION - ALL PIPE SHALL BE SUBJECTED TO PRESSURE AND LEAKAGE TESTING IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS AND THE REFERENCED SECTIONS OF THE AWWA STANDARDS. THE PRESSURE TEST PERIOD SHALL BE 2 HOURS AT 125 PSI, INCLUDING THE SERVICE LINE UP TO THE SERVICE VALVE.
- e) BACKFILL MATERIAL AND COMPACTION - SEE DETAIL SHEET 9 TYPICAL TRENCH CROSS SECTION.
- f) AN 8' - 4" X 4" POST WITH 30" MIN. EXPOSED TO BE PLACED NEXT TO B-BOX AT TIME OF INSTALLATION, AND PAINTED BLUE. PIGTAIL ENDS TO BE MARKED IN A SIMILAR MANNER.
- g) CASING PIPE: THE CASING PIPE SHALL BE PVC PIPE OF A PIPE MATERIAL CONFORMING TO AWWA C909.

**13. RIGHTS OF THE CITY OF ELGIN**

THE CITY OF ELGIN WATER AND SEWER DEPARTMENT SHALL HAVE THE AUTHORITY TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION IMPROVEMENTS.

THE PROPOSED IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH THE ENGINEERING PLANS AS APPROVED BY THE CITY OF ELGIN. THE CONSTRUCTION DETAILS, AS PRESENTED ON THE PLANS, MUST BE FOLLOWED BY THE CONTRACTORS. PROPER CONSTRUCTION TECHNIQUES MUST BE FOLLOWED ON THOSE IMPROVEMENTS INDICATED ON THE ENGINEERING PLAN.

**14. AS-BUILT DRAWINGS**

THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE ENGINEER WITH AS-BUILT CONDITIONS OF THE IMPROVEMENTS. ANY CHANGES TO THE PLANS OR ADDITIONAL ITEMS MUST BE REPORTED TO THE ENGINEER AS WORK PROGRESSES.

THE CITY OF ELGIN MUST BE FURNISHED A COMPLETE SET OF CONSTRUCTION RECORD DRAWINGS OF THE SANITARY SEWERS AND WATER MAIN CONSTRUCTED FOR A PROJECT WITHIN 60 DAYS OF COMPLETION OF THE SANITARY SEWERS AND WATER MAINS. SANITARY SERVICES AND B-BOX LOCATIONS SHALL ALSO BE PROVIDED ON THE AS-BUILT DRAWINGS.

ALL STORMWATER FACILITIES SHALL BE INCLUDED IN THE AS-BUILT DRAWINGS

A SET OF AS-BUILT DRAWINGS SHALL ALSO BE FURNISHED TO THE CITY OF ELGIN.

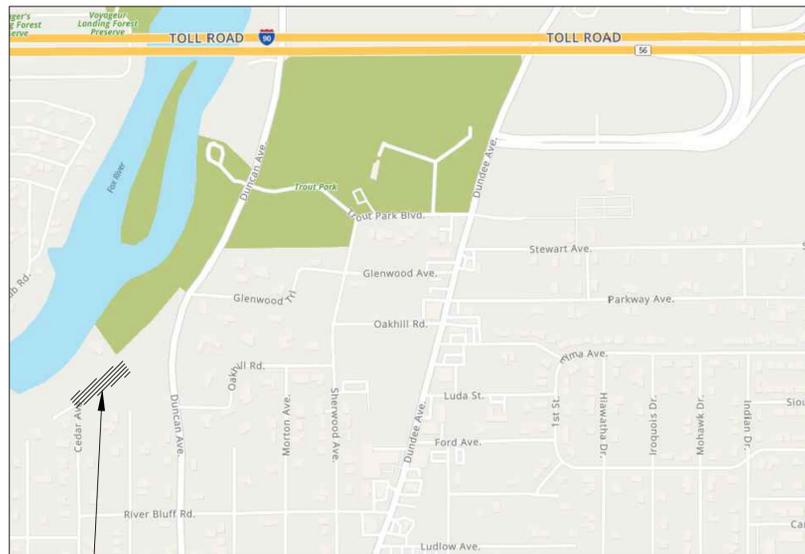
**15. CITY OF ELGIN NOTIFICATION**

THE SANITARY SEWER AND WATER MAIN IMPROVEMENT ARE TO BE CONNECTED TO THE CITY OF ELGIN EXISTING SYSTEMS. THE CONTRACTOR SHALL NOTIFY THE CITY OF ELGIN ENGINEERING DEPARTMENT 48 HOURS PRIOR TO PERFORMING ANY WORK RELATED TO THE CONNECTION TO THE EXISTING SYSTEMS AND CONFORM TO ANY AND ALL ELGIN STANDARDS AND REQUIREMENTS.

16. NO REPAIR SLEEVES ARE ALLOWED ON NEW CONSTRUCTION OF UNDERGROUND UTILITIES.
17. SELECTED GRANULAR BACKFILL MATERIAL SHALL BE APPROVED BY THE ENGINEER. REFER TO CITY STANDARD DETAIL.
18. ALL FIELD TILES TO BE CONNECTED TO STORM SEWER SYSTEM WHEN FOUND, INCLUDING TILES THAT ARE NOT SHOWN ON THE PLANS
19. DUST CONTROL WATERING TO BE PROVIDED AS DIRECTED BY THE CITY OF ELGIN. A WATER TRUCK MUST BE AVAILABLE WITHIN 2 HOURS NOTICE.

**ELGIN, ILLINOIS**

**FINAL ENGINEERING IMPROVEMENT PLANS FOR  
1260, 1262, 1264 CEDAR AVE  
SANITARY AND WATER SERVICE CONNECTION**



**PROJECT LOCATION**  
**LOCATION MAP:**  
N.T.S.

**CONTACTS**

**CITY OF ELGIN**  
Community Development Group, 847-931-5920  
150 Dexter Court  
Elgin, IL 60120-5555

Public Works Department, 847-697-3160  
Engineering Division, 847-931-5955  
1900 Holmes Road  
Elgin, IL 60120-1200

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)**  
Main Number 217-782-3397  
Water Pollution Control Division 217-782-0610  
Public Water Supply Division 217-782-9470  
1021 N. Grand Avenue East  
P.O. Box 19276  
Springfield, IL 62794-9276

Elgin Office 847-608-3131  
595 South State  
Elgin, IL 60123

**FOX RIVER WATER RECLAMATION DISTRICT (FRWRD)**  
Raymond Street & Purity Drive  
P. O. Box 328  
Elgin, IL 60121-0328  
847-742-2068

**U. S. ARMY CORPS OF ENGINEERS - Chicago District**  
231 S. LaSalle Street, Suite 1500  
Chicago, IL 60604  
312-353-6400 Main  
312-846-5530 Regulatory Branch

**KANE-DUPAGE SOIL & WATER CONSERVATION DISTRICT**  
2315 Dean Street, Suite 100  
St. Charles, IL 60175  
630-584-7961 x3

**COMED**  
350 S. Second Street  
Elgin, IL 60123  
847-608-2335

**NICOR GAS**  
1844 Ferry Road  
Naperville, IL 60563  
630-983-8676

**AT&T**  
255 E. Chicago Street  
Elgin, IL 60120  
847-888-6863

**J.U.L.I.E.**  
Underground Utility Locations  
1-800-892-0123  
811

**INDEX OF SHEETS**

1. TITLE SHEET
2. FORCE MAIN SITE PLAN
3. FRWRD NOTES AND UTILITY DETAILS
4. WATERMAIN OVERALL
5. WATERMAIN PLAN AND PROFILE: A-A
6. WATERMAIN PLAN AND PROFILE: B-B
7. CITY OF ELGIN - GENERAL NOTES
8. CITY OF ELGIN - STANDARD DETAILS 1
9. CITY OF ELGIN - STANDARD DETAILS 2
10. CITY OF ELGIN - STANDARD DETAILS 3

**OWNER**

Paul Sommer  
1188 Cedar Ave  
Elgin, IL, 60120-2253

**CONTRACTOR**

Ray Sakolari  
37W904 US Hwy 20  
Elgin, IL 60124  
(847) 214-2944  
ray@rayselectrical.com

**CIVIL ENGINEER**

Schefflow Engineers  
1814 Grandstand Pl  
Elgin, IL 60123  
(847) 697-7095  
office@scheffloweng.com

**BENCHMARKS:**

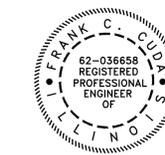
**SITE BENCHMARK 1:**  
EXISTING RIM ELEVATION OF EXISTING  
SANITARY MANHOLE  
ELEVATION: 732.72 (NAVD 88)

**SITE BENCHMARK 2:**  
TOP OF HYDRANT ON CEDAR AVENUE  
ELEVATION: 753.15 (NAVD 88)



Drainage Statement  
To the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, that if drainage will be changed, reasonable provision has been made for the collection and diversion of such surface waters in to the public areas, or drains approved for the use by the municipal engineer, and that such surface waters are planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damages to the adjoining property because of the construction of this subdivision.

Signature: *Frank C. Cuda* Date: 5/21/2024



11/25 5/21/24  
LIC. EXP. DATE DATE  
*Frank C. Cuda*  
SIGNATURE

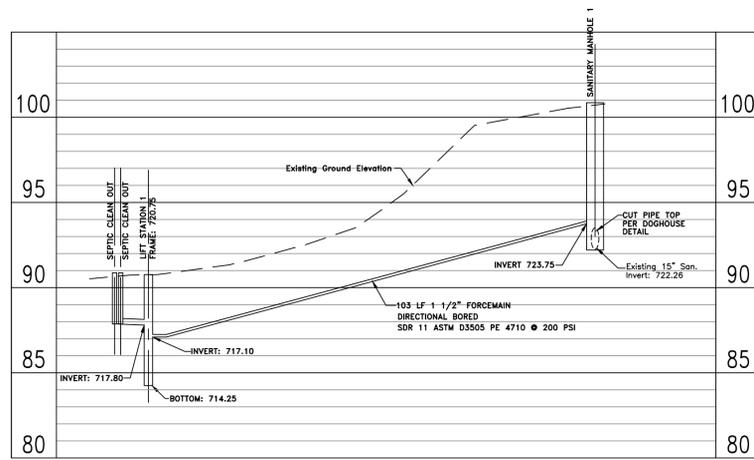
THE CITY OF ELGIN STANDARD DETAILS SUPERSEDE ANY OTHER DETAILS.

#	DATE	REMARKS
1	3-20-24	PER FRWRD REVIEW
2	5-21-24	PER CITY REVIEW

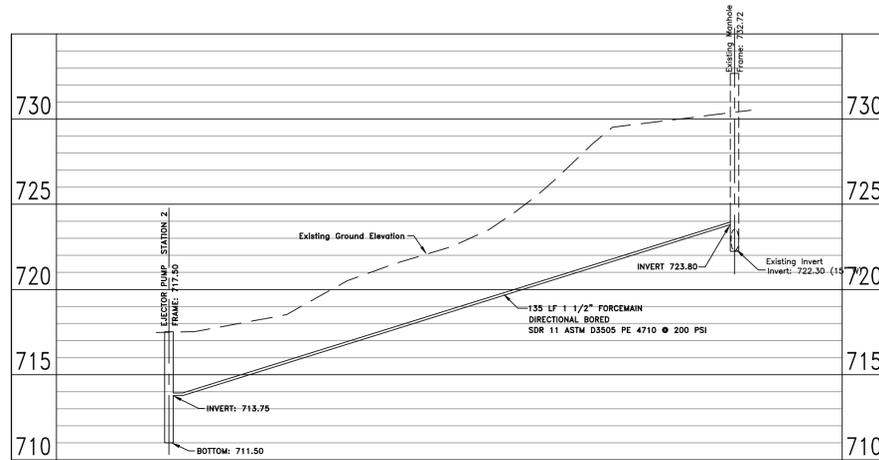
**SCHEFFLOW** engineers  
1814 GRANDSTAND PLACE  
ELGIN, ILLINOIS 60123  
phone 847.697.7095  
fax 847.697.7099  
scheffloweng.com  
Firm License No. 184-001104

**ELGIN**  
**1260, 1262, 1264 CEDAR AVE**  
**ILLINOIS**  
**TITLE SHEET**

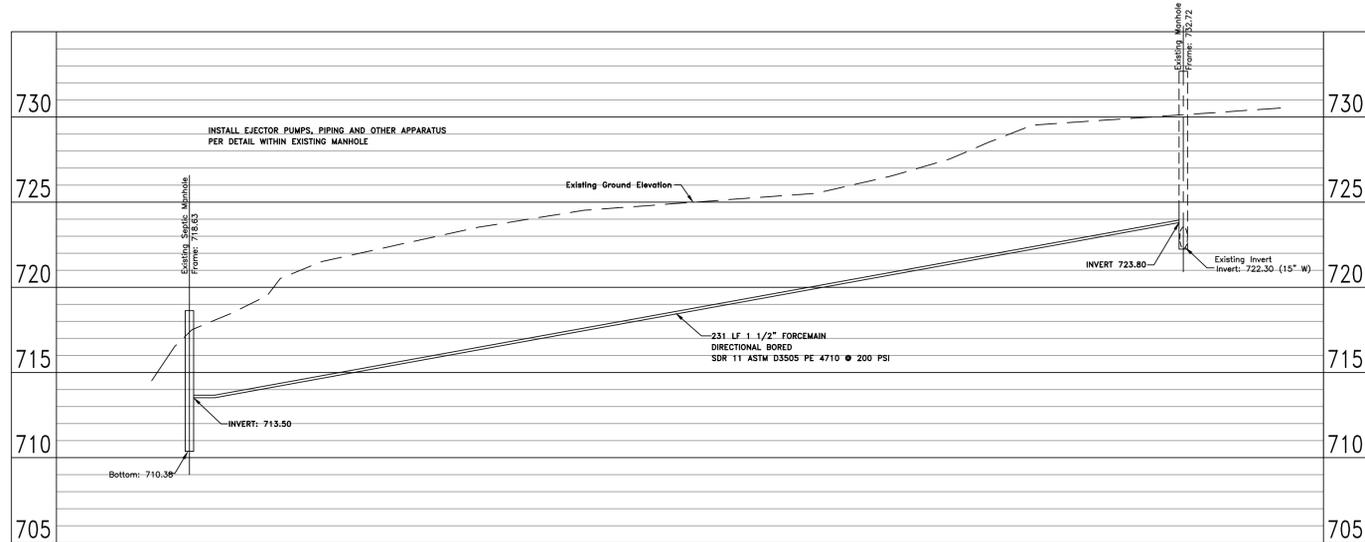
SCALE	DATE
NONE	5/21/24
DRAWN BY	JOB NO.
PCS	6007
CHECKED BY	SHEET NO.
FCC	1 of 10



**PROFILE EJECTOR PUMP STATION 1**



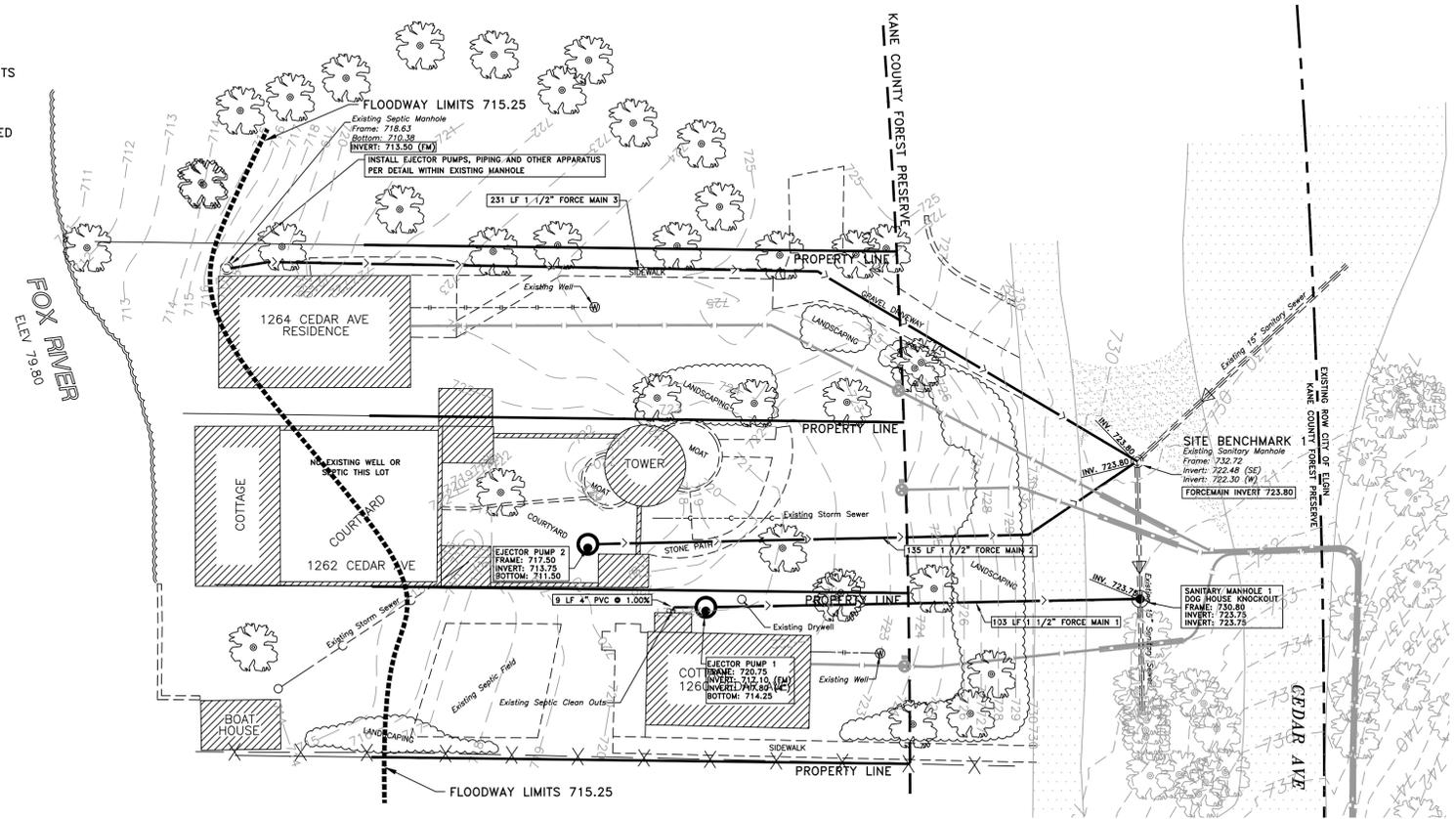
**PROFILE EJECTOR PUMP STATION 2**



**PROFILE EJECTOR PUMP STATION 3**

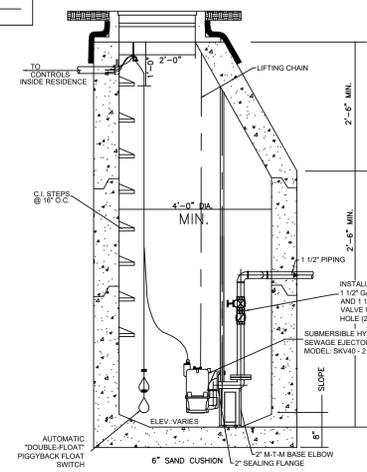
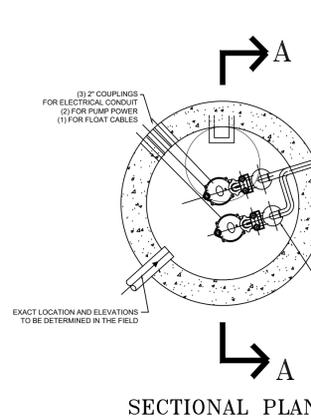
NOTE: FLOODWAY AND FLOODPLAIN LIMITS ARE THE SAME

NOTE: DISTURBED AREA TO BE RESTORED TO PRE-CONSTRUCTION CONDITION



DIRECTIONAL BORE ALL FORCE MAIN PIPING. LOCATION OF ALL BORE PITS TO BE REVIEWED AND APPROVED BY THE OWNER.

EJECTOR PUMP 3	EJECTOR PUMP 2	EJECTOR PUMP 1
EXISTING TANK	FRAME: 717.50	FRAME: 720.75
EXISTING TANK	INVERT: 713.50 (FM)	INVERT: 717.10 (FM)
EXISTING TANK	INVERT: 713.50 (FM)	INVERT: 717.89 (4")
EXISTING TANK	BOTTOM: 710.38	BOTTOM: 714.25
<b>FLOAT LEVELS</b>	<b>FLOAT LEVELS</b>	<b>FLOAT LEVELS</b>
ALARM LEVEL	ALARM LEVEL	ALARM LEVEL
ELEV.: 712.50	ELEV.: 713.00	ELEV.: 716.25
PUMPS ON	PUMPS ON	PUMPS ON
ELEV.: 712.00	ELEV.: 712.50	ELEV.: 715.75
PUMPS OFF	PUMPS OFF	PUMPS OFF
ELEV.: 710.75	ELEV.: 711.25	ELEV.: 714.50



**EJECTOR PUMP DETAIL**

CONTRACT PRICE FOR MANHOLE SHALL INCLUDE FURNISHING AND PLACING CAST IRON FRAME AND LID TO FINISHED GRADE OF EXISTING PAVEMENT, EXISTING GROUND SURFACE OR FINISHED GRADE AS ESTABLISHED BY THE ENGINEER.

**MATERIALS:**  
 FRAME AND LID EQUAL TO NENMAY FOUNDRY CO. CATALOG NO. R-1712B WITH TYPE B LID - 1" CONCEALED PICK HOLE AND THE WORD "SANITARY" CAST IN LID.  
 WALLS PRECAST REINFORCED CONCRETE RISER UNITS. MINIMUM THICKNESSES: 8" FOR 4'-0" INSIDE DIAMETER  
 BOTTOM PRECAST REINFORCED AND CAST INTEGRAL WITH FIRST VERTICAL SECTION.  
 RISER JOINTS AND FRAME AND COVER ALL JOINTS BETWEEN PRE-CAST ELEMENTS, ADJUSTING RINGS AND MANHOLE FRAMES ON ALL UNDERGROUND STRUCTURES, SHALL BE SET IN PLACE WITH ONE OF THE FOLLOWING BUTYL RUBBER JOINT SEALANTS: CONCRETE PRODUCTS SUPPLY CO. - EZ STIK & HAMILTON-KENT GASKET CO. - KENT SEAL OR EQUAL, AS APPROVED BY DISTRICT ENGINEER AND ALL JOINTS TO BE TUCKPOINTED WITH HYDRAULIC CEMENT.  
 ADJUSTMENT RINGS A MAXIMUM OF 8" OF ADJUSTMENT RINGS MAY BE USED  
 STEPS STEPS SHALL BE MADE OF STEEL REINFORCED PLASTIC USING AN APPROVED PLASTIC MEETING ASTM D4101, TYPE II, GRADE 49108, OVER #3 GRADE 60, ASTM A615, REINFORCING BAR. STEPS SHALL BE AT 16" CENTERS.  
 CHIMNEY SEALS SHALL BE CANUSA WRAPID SEAL MANHOLE ENCAPSULATION SYSTEM, OR ADATOR INC. SYSTEM APPROVED BY UTILITY SUPERINTENDENT WHICH WILL CAPTURE AT LEAST 4" OF FRAME, ALL ADJUSTING RINGS AND 4" OF PRECAST ECCENTRIC CONE SECTION.  
 PIPE CONNECTION ALL SANITARY SEWER MANHOLES SHALL BE CONSTRUCTED WITH FLEXIBLE MANHOLE COUPLING AS MANUFACTURED BY INTERPACE CORPORATION (LOCKJOINT FLEXIBLE MANHOLE SLEEVE) PRESS-SEAL GASKET CORPORATION (PRESS WEDGE II), OR EQUAL AS APPROVED BY DISTRICT ENGINEER. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL COMPLY WITH THOSE SPECIFIED BY THE MANUFACTURER OR DISTRICT ENGINEER.  
 ALL EXTERIOR SURFACES SHALL HAVE A BITUMINOUS COATING FACTORY APPLIED.

#	DATE	REMARKS
1	3-20-24	PER FRWRD REVIEW
2	5-21-24	PER CITY REVIEW

**SCHEFLOW**  
engineers

1814 GRANDSTAND PLACE  
 ELGIN, ILLINOIS 60123  
 phone 847.697.7095  
 fax 847.697.7099  
 schefloweng.com  
 Firm License No. 184-001104

**ELGIN ILLINOIS**  
 1260, 1262, 1264 CEDAR AVE  
**SANITARY - FORCE MAIN**

SCALE	DATE
1"=20'	3/19/24
DRAWN BY	JOB NO.
PCS	6007
CHECKED BY	SHEET NO.
FCC	2 of 10

FRWRD - MINIMUM PROJECT SPECIFICATION REQUIREMENTS

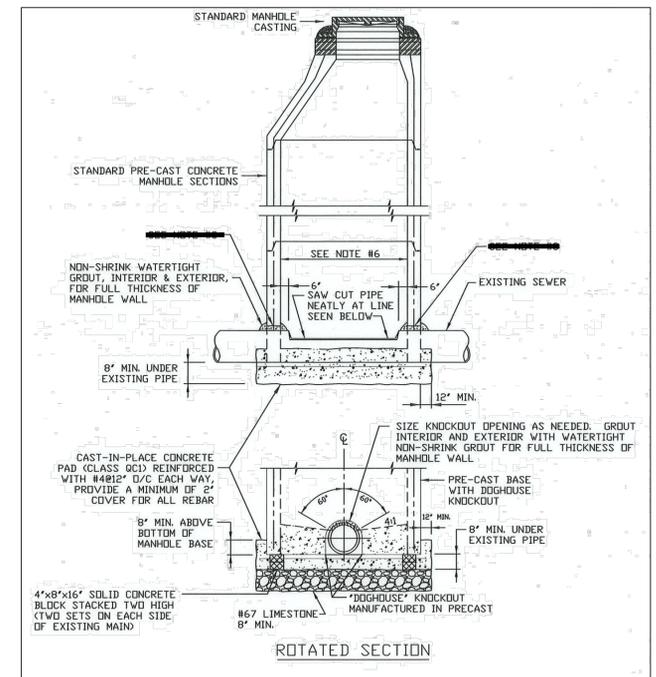
- THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED ACCORDING TO THE ORDINANCE AND REQUIREMENTS OF THE "STATE STANDARD SPECIFICATION FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS" CURRENT EDITION, AND THE FOX RIVER WATER RECLAMATION DISTRICT.
- THE CONTRACTOR SHALL NOTIFY THE FOX RIVER WATER RECLAMATION DISTRICT 48 HOURS PRIOR TO START OF THE CONSTRUCTION TO ARRANGE FOR APPROPRIATE CONSTRUCTION INSPECTION .
- THE FOX RIVER WATER RECLAMATION DISTRICT SHALL HAVE THE AUTHORITY TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION IMPROVEMENTS.
- THE CONTRACTOR(S) SHALL INDEMNIFY THE FOX RIVER WATER RECLAMATION DISTRICT, THEIR AGENTS ETC. , FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION AND TESTING OF THIS WORK ON THIS PROJECT.
- THE PROPOSED IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH THE ENGINEERING PLANS AS APPROVED BY THE FRWRD .
- SANITARY MANHOLE FRAMES SHALL BE NEENAH R-1772 WITH TYPE B SELF-SEALING RUBBER GASKET COVER WITH CONCEALED PICK HOLES OR EQUAL WITH THE WORD "SANITARY" CAST IN THE COVER.
- THE EXTERIOR OF THE PROPOSED MANHOLES SHALL BE WATERPROOFED WITH A BITUMASTIC MATERIAL AS PER FRWRD ORDINANCE NO. 323, ARTICLE 4, SECTION 16.
- ALL JOINTS BETWEEN PRE-CAST ELEMENTS, ADJUSTING RINGS AND MANHOLE FRAMES ON ALL UNDERGROUND STRUCTURES, SHALL BE SET IN PLACE WITH ONE OF THE FOLLOWING BUTYL RUBBER JOINT SEALANTS:  
CONCRETE PROJECTS SUPPLY CO. - EZ STIKS  
HAMILTON-KENT GASKET CO. - KENT SEAL  
OR EQUAL, AS APPROVED BY THE DISTRICT ENGINEER, AND ALL JOINTS TO BE TUCKPOINTED WITH HYDRAULIC CEMENT OR MORTAR WITH A BRUSH FINISH. ALL JOINTS BETWEEN ADJUSTING RINGS , AND MANHOLE FRAMES TUCKPOINTED WITH HYDRAULIC CEMENT OR MORTAR WILL NOT BE ACCEPTED BY FRWRD.
- ALL SANITARY SEWER MANHOLES SHALL BE CONSTRUCTED WITH FLEXIBLE MANHOLE COUPLING, AS MANUFACTURED BY INTERPACE CORPORATION (LOCKJOINT FLEXIBLE MANHOLE SLEEVE) , PRESS-SEAL GASKET CORPORATION (PRESS WEDGE II) , OR EQUAL AS APPROVED BY THE DISTRICT ENGINEER. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL COMPLY WITH THOSE SPECIFIED BY THE MANUFACTURER.
- A WATER-TIGHT PERMANENT MASONRY BULKHEAD SHALL BE INSTALLED IN THE DOWNSTREAM SEWER PIPE AT THE POINT OF SEWER CONNECTION PRIOR TO COMMENCING ANY SEWER CONSTRUCTION . THE BULKHEAD SHALL REMAIN IN PLACE UNTIL REMOVAL IS AUTHORIZED BY THE FOX RIVER WATER RECLAMATION DISTRICT AFTER THE SANITARY SEWERS HAVE BEEN TESTED AND ACCEPTED.
- THE CONTRACTOR SHALL TAKE MEASURES TO PREVENT ANY UNPOLLUTED

WATER SUCH AS GROUND AND SURFACE WATER FROM ENTERING THE EXISTING SANITARY SEWERS .

- THE CONTRACTOR SHALL BE PROHIBITED FROM DISCHARGING ANY UNPOLLUTED WATER INTO THE SANITARY SEWER SYSTEM FOR THE PURPOSE OF SEWER FLUSHING OR FLOATING LINES FOR THE DEFLECTION TEST WITHOUT PRIOR APPROVAL FROM THE FOX RIVER WATER RECLAMATION DISTRICT.
- ALL SEWERS, INCLUDING TRUNK LINE SEWERS AND LATERAL SEWERS, THAT WILL DISCHARGE SEWAGE FOR TREATMENT BY THE FOX RIVER WATER RECLAMATION DISTRICT, SHALL BE INSTALLED UNDER THE SUPERVISION OF A FULL TIME RESIDENT ENGINEER. NO WORK SHALL BE DONE IN THE ABSENCE OF THE RESIDENT ENGINEER.
- THE DISTRICT SHALL HAVE THE RIGHT TO APPROVE THE SELECTION OF A RESIDENT ENGINEER. THE DISTRICT SHALL HAVE THE RIGHT TO REQUEST A SUBSTITUTE RESIDENT ENGINEER IN THE EVENT OF UNSATISFACTORY PERFORMANCE BY THE RESIDENT ENGINEER.
- THE RESIDENT ENGINEER ON ANY SEWER CONSTRUCTION PROJECT SHALL PROVIDE THE DISTRICT WITH DAILY REPORTS NO LESS THAN EVERY TWO (2) WEEKS.
- ALL NEW SANITARY SEWERS SHALL BE PRESSURE TESTED TO THE PROCEDURE OUTLINED IN THE "SPECIFICATIONS FOR LOW PRESSURE AIR TESTS OF THE SANITARY SEWERS" AVAILABLE AT THE FOX RIVER WATER RECLAMATION DISTRICT OFFICE. THE DISTRICT MAY REQUIRE SUCH OTHER TEST AS CONDITIONS MAY REQUIRE.
- THE COST OF PROVIDING RESIDENT ENGINEERING AND PRESSURE TESTING SHALL BE BORNE BY THE OWNER OR DEVELOPER .
- THE FOX RIVER WATER RECLAMATION DISTRICT MUST BE FURNISHED A COMPLETE SET OF CONSTRUCTION RECORD DRAWINGS OF THE SANITARY SEWERS CONSTRUCTED FOR A PROJECT WITHIN 60 DAYS OF COMPLETION OF THE SEWERS.
- SANITARY SEWER MANHOLES WITH INTERNAL DROPS TWO FEET OR LESS SHALL HAVE A PRECAST CONCRETE TROUGH BUILT IN THE STRUCTURE TO OBTAIN A SMOOTH FLOW TRANSITION FROM THE UPSTREAM PIPE INVERT TO THE DOWNSTREAM PIPE INVERT .
- ALL MANHOLES AND STRUCTURES SHALL BE CLEANED OF ANY ACCUMULATION OF SILT, DEBRIS, OR FOREIGN MATTER OF ANY KIND, AND SHALL BE FREE FROM SUCH ACCUMULATIONS AT THE TIME OF FINAL INSPECTION. ALL MANHOLES AND STRUCTURES SHALL BE INSPECTED BY THE FRWRD PRIOR TO ACCEPTANCE.

Fox River Water Reclamation District Minimum Requirements for Manhole Structures

- Sanitary manhole lid must have concealed pick holes and have the word "SANITARY" stamped in the cover with an intact rubber gasket seal.
- The frame lip shall be cleaned of all mud and debris to provide a watertight seal between the frame and the manhole cover gasket.
- In non-paved areas - **\*ONLY\*** butyl rubber joint sealant shall be used between all joints, adjusting rings and manhole frames.
- In paved areas - all sanitary structures are to be adjusted with a full mortar bed along with a six inch minimum concrete collar encasing the frames, all adjusting rings, and the top three inches of the cone or down to the flat top.
- All steps must be installed, aligned and clean.
- The barrel section joints **must be** tuckpointed with hydraulic cement or mortar with a brush finish.
- All pinholes must be mortared with a brush finish to provide a watertight seal.
- The upstream and downstream pipe cavities must be filled with mortar and smoothed with a brush finish.
- The upstream and downstream flow lines (inverts) shall have a smooth transition from the pipe to the manhole invert.
- All manhole structures shall be free of any type of infiltration (water leaking into the structure).
- If there is an internal drop in the structure there must be a smooth transition from the pipe to the invert (i.e. channel the flow from the pipe to the manhole invert).
- All manholes shall be cleaned of any accumulation of silt, debris, or foreign matter of any kind, and shall be free from such accumulations at the time of final inspection.
- Manholes in the parkway shall have a final frame elevation which is curb height or higher.



#	DATE	REMARKS
1	3-20-24	PER FRWRD REVIEW
2	5-21-24	PER CITY REVIEW

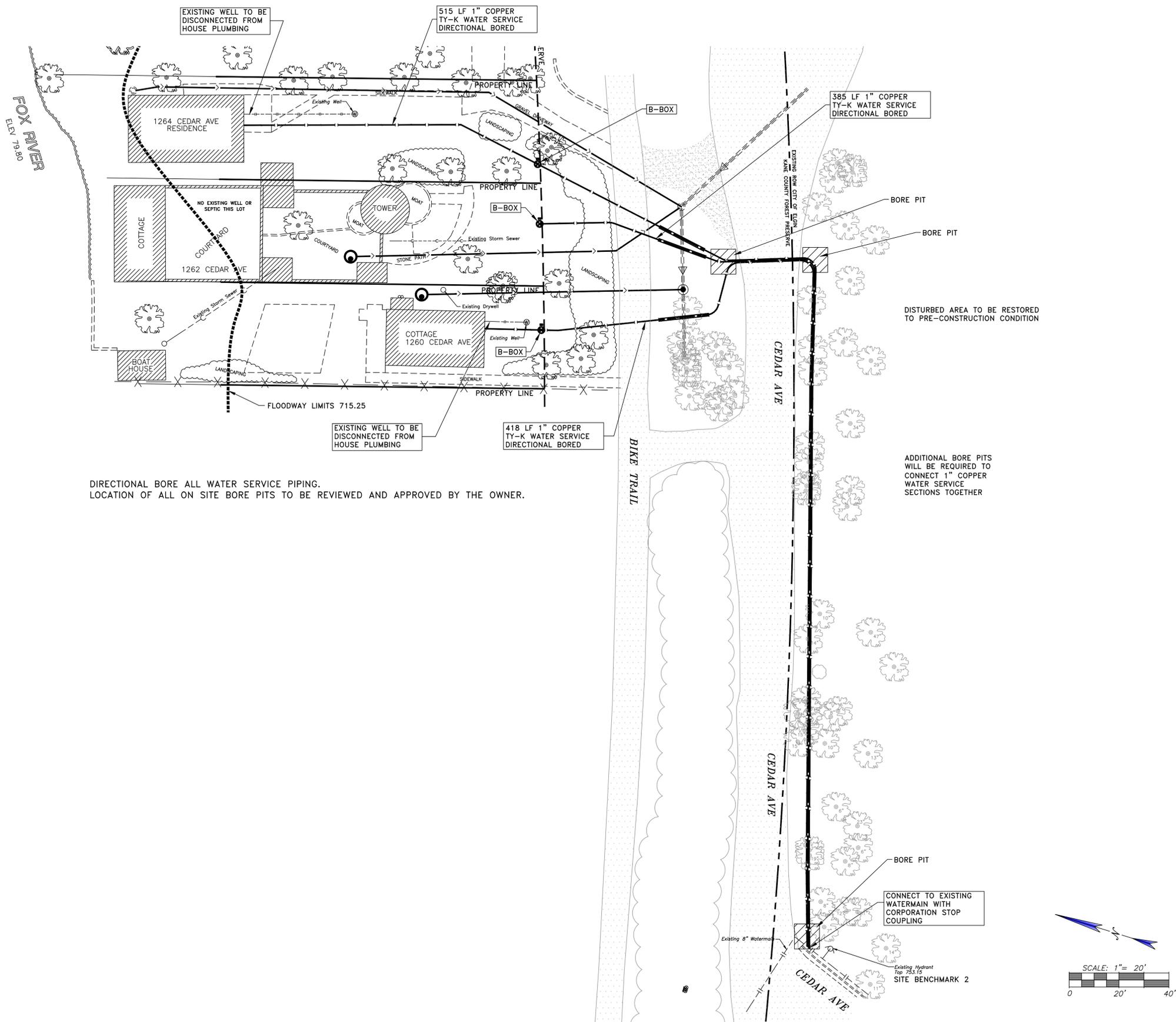
**SCHFLOW**  
engineers

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**ELGIN ILLINOIS**  
1260, 1262, 1264 CEDAR AVE

**SANITARY NOTES AND DETAILS**

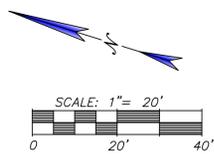
SCALE	DATE
NONE	3/19/24
DRAWN BY PCS	JOB NO. 6007
CHECKED BY FCC	SHEET NO. 3 of 10



DIRECTIONAL BORE ALL WATER SERVICE PIPING.  
 LOCATION OF ALL ON SITE BORE PITS TO BE REVIEWED AND APPROVED BY THE OWNER.

DISTURBED AREA TO BE RESTORED TO PRE-CONSTRUCTION CONDITION

ADDITIONAL BORE PITS WILL BE REQUIRED TO CONNECT 1" COPPER WATER SERVICE SECTIONS TOGETHER



#	DATE	REMARKS
1	3-20-24	PER FRWRD REVIEW
2	5-21-24	PER CITY REVIEW

**S**  
**SCHEFLOW**  
 engineers

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**ELGIN** **ILLINOIS**  
 1260, 1262, 1264 CEDAR AVE

**OVERALL WATERMAIN PLAN**

SCALE	DATE
1"=20'	5/21/24
DRAWN BY PCS	JOB NO. 6007
CHECKED BY FCC	SHEET NO. 4 of 10





**General Notes**

- 1) All construction shall comply with the applicable ordinances and requirements of the City of Elgin, unless noted otherwise, and shall conform to the specifications of the Illinois Department of Transportation (IDOT) Standard Specifications for Road and Bridge Construction and the Illinois Society of Professional Engineers (ISPE) Standard Specifications for Water and Sewer Main Construction in Illinois, both of which shall be the latest edition. All construction shall also conform to the Fox River Water Reclamation District (FRWRD) ordinances (or the Metropolitan Water Reclamation District of Greater Chicago (MWRD) as applicable) and the Illinois Recommended Standards for Sewage works, latest edition published by the Illinois Environmental Protection Agency (IEPA) except for conflicts with the Fox River Water Reclamation District sewer permit and manual of procedures ordinances. These specifications shall be considered a part of Elgin's Standard Specifications. In the event of a conflict between the State Specifications and the Elgin Standard Specifications, the most restrictive provisions shall take precedence. Any variations or alternatives to the Elgin Standard Specifications must be submitted to and approved by the City Engineer or their designee(s) (herein after City Engineer) in writing.
- 2) As applicable, all projects must comply with section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act of 1899 and the rules and regulations enforced by the US Army Corps of Engineers, Chicago District.
- 3) All paving and excavation work shall comply with the applicable ordinances of the City of Elgin and the Illinois Department of Transportation "Specifications for Road and Bridge Construction" latest edition. In case of a conflict, the most restrictive provisions shall govern.
- 4) It shall be the responsibility of the developer (owner) and the contractor to abide by, adhere to and perform all work in accordance with the requirements, specifications, standards, practices, policies and codes of the City of Elgin which includes but is not limited to labor, materials, procedures and safety.
- 5) Any changes, revisions or substitutions to the plans, specifications, materials, requirements or work shall be submitted to the City Engineer, in writing, with written approval by the City Engineer received prior to beginning of said work. All such materials and construction whether implicitly or explicitly stated or covered within the requirements, codes or specifications shall be approved by the City Engineer, prior to commencing the installation and construction. The changed, revised and substituted items must be accounted for in the record drawings.
- 6) The contractor shall field check and verify all existing utility locations, dimensions and elevations in the field prior to the commencement of construction of the improvements or proposed utility locations shown on the plans are based on best available information. Contractor will notify the City Engineer immediately if discrepancies are found.
- 7) All vertical control records (elevations) shall be referenced upon USGS NAVD 88 datum. For horizontal control, Illinois Coordinate System, East Zone (NAD 83) shall be used.
- 8) A minimum of one (1) 2nd order class II permanent benchmark shall be required to be established in all developments. Location specified by the City Engineer. The benchmark shall reference at least two (2) existing City benchmarks, be tied to the NAVD 88 datum, and be recorded to the nearest 0.01 feet.
- 9) The contractor shall refer to landscape plans for complete information regarding planting locations, wetlands, walkways, walls, streams and pond shorelines, if applicable.
- 10) The contractor shall notify the City of Elgin Engineering Department 311 or (847) 931-6001, the Fox River Water Reclamation District (847) 742-2068 and J.U.L.I.E. (800) 852-2123 at least 48 hours prior to starting construction. All other agencies shall also be notified as required.
- 11) It shall be the responsibility of the contractor to call the assigned City Engineering Inspector at least 48 hours in advance and set up the necessary and proper inspection(s) for all work performed.
- 12) The contractor shall restore all disturbed off-site areas to a condition equal to or better than what existed prior to construction.
- 13) All existing field drainage tiles encountered or damaged during construction are to be restored to their original condition, properly rerouted and/or connected to the storm sewer system. Connections shall be made at structures; preferably catch basins only. No blind taps are allowed. As-built drawings shall be provided to the City's Engineering Department.
- 14) All independent testing, if required by the City Engineer or their designee, is to be paid for by the owner/developer. Testing is to be at the discretion of the City Engineer. Results shall be provided to the City Engineer within 48 hours of testing.
- 15) The developer shall verify that all public improvements are constructed within public right-of-way or granted public easements.
- 16) One set of approved plans as well as approved permit(s) shall be on site at all times during construction of the project.
- 17) The contractor shall provide a record of pre-development conditions at the site utilizing video tape or still pictures as required by the City Engineer.
- 18) Storm and sanitary sewer lines shall be cleared of all construction debris and silt prior to requesting inspection.
- 19) Contractor shall maintain public right-of-way free and clear of any obstruction(s) including but not limited to rocks, boulders, debris, mud, equipment or material.

**General Underground Utilities**

- 1) Trench backfill shall be provided for any trench excavated under and within 2' of all existing and proposed roadway. Backfill material shall be approved and inspected by the City of Elgin. For restoring cuts in existing roadways, Controlled Low Strength Material (CLSM) - Flowable Fill, shall be used per IDOT specifications and procedure in lieu of trench backfill.
- 2) All publicly owned and maintained sanitary manholes and similar structures shall be a minimum of 48" diameter. Valve vaults must be a minimum of 48" diameter for watermain up to 8" diameter; minimum 60" diameter for watermain greater than 8" diameter but less than 16" diameter and minimum 72" diameter for watermain 16" diameter or greater.
- 3) No shear or mechanical joint gasket couplings shall be used in the connection of sewer pipe of dissimilar materials. No dissimilar materials shall be allowed between structures in new developments except as noted for drop manhole connections.
- 4) The contractor shall mark the location of the end of sanitary, water and storm services with buried 2" x 4" wood posts extending a minimum of 3' out of the ground and painted red, blue and green respectively. Curb shall be marked at appropriate locations where service lines cross with an "S" for sanitary and a "W" for water.
- 5) All storm, sanitary and watermain services are to end at the right-of-way line with proper termination.
- 6) Sewer connections to an existing manhole shall be machine cored.
- 7) Eccentric core sections shall be used on all manholes and catch basins unless approved otherwise by the City Engineer. Valve vaults shall have their openings centered over the valve.
- 8) All sewer construction requires bedding with select granular backfill (IDOT equivalent CA-6, CA-7, FA-6) with a minimum thickness equal to ½ the outside diameter of the sewer pipe, but not less than 4 inches, or greater than 8 inches.
- 9) All sewer construction shall conform to the approved permit and plans unless revisions have been approved by the City, as well as any and all other regulating agencies.
- 10) Maximum height attained by adjusting rings for a sanitary structure shall be 8 inches. Maximum height attained by adjusting rings for a water or storm structure shall be less than 12 inches. For 12 inches or greater, a barrel riser shall be used. No more than two rings shall be used for adjustment.

**Earthwork / Erosion Control**

- 1) All erosion control work shall comply with Kane County Stormwater Management

Ordinance and Technical Manual as amended by the City of Elgin and per the latest addition of the Illinois Urban Manual.

- 2) Stripping of vegetation, grading or other soil disturbance, especially in designated wetland areas shall be done in a manner which will minimize soil erosion, and shall be in accordance with the approved drawings, mitigation and permit requirements.
- 3) The extent of the exposed area and duration of exposure shall be kept within practical limits as directed by the City Engineer.
- 4) All temporary stockpiles of earth shall be stabilized per the conditions of the Elgin Municipal Code, Title 21 "Stormwater Management."
- 5) Sediment shall be retained on site. Erosion control devices shall be installed along the perimeter of all regraded areas or as required to prevent sediment from entering and/or leaving the site.
- 6) Management areas shall be inspected per approved schedule and a weekly maintenance report shall be submitted to the City Engineer upon request.
- 7) Dust produced from the site shall be kept to a minimum.
- 8) All mud shall be removed from all vehicles before leaving the site and the roads shall be kept clean and clear of mud and debris at all times.
- 9) Culverts and drainage ditches shall be kept clean and clear of obstructions.
- 10) The contractor shall maintain existing positive drainage from off-site at all times.
- 11) Water courses and drainage swales adjacent to construction activities shall be monitored weekly for evidence of silt intrusion and other adverse environmental impacts. Any problems or deficiencies shall be corrected immediately upon their discovery.
- 12) Any wetland mitigation shall begin prior to any grading work and shall be in accordance with the approved mitigation permit plan and requirements.
- 13) The contractor shall install temporary orange fence around all trees to remain and wetland areas to be preserved.
- 14) In order to ensure protection against flooding, the lowest point of opening of foundations for proposed structures shall be set at a minimum of 2 feet above the following:
  - a) HWL of adjacent stormwater management facilities such as retention/detention ponds.
  - b) HWL of overland flow route(s).
  - c) BFE of any adjacent water body including waters of U.S., except adjacent to the Fox River where the minimum shall be 3 feet above the BFE.
- 15) Within the limits of proposed grading the soil shall be compacted to not less than the following percentages of Modified Proctor Dry Density in accordance with ASTM D 1557-78:
  - a) Under structures and pavements:
    - Compact 6 inch maximum lifts of dry subgrade, backfill or fill material at 95% modified proctor dry density.
  - b) Under parkway or unpaved areas:
    - Compact 6 inch maximum lifts of dry subgrade, backfill or fill material at 85% modified proctor dry density.
  - c) Under public sidewalks:
    - Compact 6 inch maximum lifts of dry subgrade, backfill or fill material at 95% modified proctor dry density.

**Sanitary Sewer**

- 1) All sanitary sewer main and fittings shall meet the following specifications or as approved by the City Engineer.

MATERIAL (8" MIN.)	PIPE SPEC.	JOINT SPEC.
DIP - Class 52 (wrapped)	ANSI A21.51	AWE C111 & G600
P.V.C. --	ASTM D-3034	ASTM D-3212

  - SDR 26 for 3.5' - 15' cover
  - SDR 21 for over 15' - 20' cover
  - SDR 18 for over 20' cover
- P.V.C. pipe shall utilize elastomeric gaskets complying with F-477
- 2) All sanitary sewer mains shall be tested as required by the City of Elgin and the Fox River Water Reclamation District (FRWRD) or the Metropolitan Water Reclamation District of Greater Chicago (MWRD), as applicable, prior to acceptance.
- 3) All sanitary sewer mains shall be inspected with a video camera prior to acceptance after all utilities are installed (i.e. electric, phone, gas) and at least one year after construction per the direction of the City Engineer. The sewer shall be cleared of all construction debris and silt prior to televising. The sewer shall have water flowing through it during televising. The report accompanying video shall accurately state structure #, type, pipe size & length, and location of all services. All defects in pipes and construction shall be called out. Provide a copy of the television to the City Engineer via an online document sharing link. Any discrepancy found in the system shall be corrected and re-televised prior to final acceptance.
- 4) Sanitary sewer service lines within the public right-of-way shall be 6" diameter with a minimum slope of 1% and shall match material specifications for public main. A clean-out shall be located on every service line per City of Elgin Building Department direction.
- 5) Sanitary sewer services shall be connected to the main by use of approved fitting. For connections to new sewer main, a manufactured wye or wye-tee shall be used. For existing sewer main, approved saddle connection shall be used. Any sanitary sewer connection to an existing sanitary sewer greater than 15 feet deep shall be made with a cut in ductile iron tee with mechanical joint gaskets and ductile iron sleeve.
- 6) Manholes shall utilize a reinforced precast monolithic bottom section with integral fillet or a poured concrete bench and trough and shall have a smooth finish. The bench shall be a minimum height of one-half of the diameter of the connecting pipe and extend to the inside walls of the manholes. Changes in direction shall be made with the use of rounded turns. The radius of the channel centerline shall be at least 1/2 the inner diameter of the manhole, min. 2 feet. Sharp angles will not be permitted in the redirection of sewer flow.
- 7) When connecting to an existing sewer main by means other than an existing wye, tee or an existing manhole, one of the following methods shall be used:
  - a) Circular saw-cut of the sanitary sewer main by proper tools ("sewer tap" machine or similar) and proper installation of hub-wye saddle or hub-tee saddle. The core section shall be provided to the Engineering Department.
  - b) With a pipe cutter, neatly and accurately cut out desired length of pipe for insertion of proper fitting to be held firmly in place using "band-seal" or similar type couplings with prior approval from the City Engineer. If existing bedding is disturbed, connection shall be supported with proper bedding.
- 9) A flexible rubber boot shall be used at all connections and penetrations into precast sanitary sewer manholes. Connections into existing brick manholes shall utilize brick and hydro-cement.

**Watermain**

- 1) All watermains shall be pressure tested per requirements of the City of Elgin. Test method shall be a leakage test of 150 pounds per square inch (psi) held for 2 hours. The total leakage shall not exceed the allowable leakage requirements of AWWA C600.
- 2) Water lines 4" and larger must be pressure tested and chlorinated from the point of connection at the existing watermain to a permanently installed valve located inside the building. The contractor shall contact the City of Elgin Water Department at 311 or (847) 931-6001 at least 48 hours prior to making a tap.
- 3) Pressure testing of water piping shall be witnessed by the Engineering Inspector, Water Distribution Inspector, or the plumbing inspector, as appropriate.
- 4) All watermains shall be chlorinated per the requirements of the City of Elgin. Bacterial tests will be performed by the City of Elgin Water Department Laboratory.
- 5) All watermains to be ductile iron pipe per ANSI A21.51 (AWWA C151), (class 52) with "push on" or mechanical joints as required by the Water Department. All bends shall be mechanical joints. All mechanical joints are to be mega-lug restrained with coated stainless steel bolts. All push on joints shall incorporate 2 brass wedges per joint and 4 brass wedges per joint on main larger than 12" diameter. Pipe to be cement lined per ANSI A21.4 (AWWA C104).
- 6) The exterior of all ductile iron pipe shall be coated with a factory-applied layer of arc-sprayed zinc per ISO 8179. The mass of the zinc applied shall be 200 g/m<sup>2</sup> of pipe surface area. A finishing layer topcoat shall be applied to the zinc. The mean dry film thickness of the finishing layer shall not be less than 3 mils with a local minimum not less than 2 mils. The coating system shall conform in every respect to ISO 8179-1 "Ductile iron pipes - External zinc-based coating - Part 1: Metallic zinc with finishing layer, Second edition 2004-06-01". Any damage to the zinc coating shall be repaired per the manufacturer's specification. All ductile iron pipe shall have appropriate manufacturer labeling on each pipe, indicating that zinc coating has been applied. Any ductile iron pipe delivered to the site without the required zinc coating or labeling will be rejected and shall be immediately removed from the project site. In addition, polyethylene encasement for use with ductile iron pipe systems shall consist of three layers of co-extruded linear low density polyethylene (LLDPE) fused into a single thickness of not less than eight mils. The inside surface of the polyethylene wrap to be in contact with the pipe exterior shall be infused with a blend of anti-microbial biocide to mitigate microbiologically influenced corrosion and a volatile corrosion inhibitor to control galvanic corrosion.
- 7) The minimum cover for watermain shall be 5.5 feet from finished grade to top of main. Top of pipe elevations shall be provided every 50' and recorded on "As-Built" drawings. The maximum depth of the operating nut of a valve shall be 7.0 feet from finished grade unless approved otherwise by the Water Director.

- 8) All water services to be minimum 1", type "K" copper. 1" taps shall be direct tap, 1 1/2" through 2" taps shall be saddle tapped. Saddle clamp shall be stainless steel epoxy coated. All flare connections, no compression allowed. Corporation stop coupling is to be at a 45 degree angle upwards off the main. Sleeves are prohibited.
- 9) All water services from main up to the B-box are to be installed by the Water Department personnel, unless approved in writing by the Water Department.
- 10) The City of Elgin Plumbing Inspector shall be notified (847) 931-5920 for requesting all private water service line and fire suppression line inspections. The Engineering Inspector shall be notified at 311 or (847) 931-6001 for requesting public and quasi-public watermain inspections. Inspections shall be scheduled a minimum of 48 hours in advance of starting work.
- 11) Only City of Elgin Water Department personnel shall operate all water main, hydrant and auxiliary valves.
- 12) Any deviation from these specifications must receive written approval from the City of Elgin Water Department or its representatives. Requests for deviations must be submitted a minimum of 4 weeks prior to proposed installation. Any requests received after this deadline will be rejected.
- 13) Hydrants shall fully comply with the National Fire Protection Association, Fire Protection Handbook, latest Edition.
- 14) All valves shall be American Flow Control Series 2500-1 Ductile Iron Resilient Wedge Gate Valves or Clow Series CS15 rated for 250 psi cold water working pressure with stainless steel hardware. All valves shall have an operating nut made of ductile iron from four flats at stem connection to assure even torque input on the stem during opening and exercising. The valves shall have factory installed 304 stainless steel exterior bolting. All bolts to be no smaller than 5/8" diameter. Metric size and socket head cap screw are NOT allowed. Valves 18" and larger shall have an enclosed gear case. Design shall be of the bevel or spur type dependent upon the installation conditions of the valve. All tapping sleeves shall be stainless steel.
- 15) PVC sleeves for copper water services are not allowed. Any sleeve necessary for protection of the service shall be stainless steel.
- 16) 3" Ductile iron pipe, fittings and valves are not allowed.
- 17) Water service lines up to and including 2" services shall be pressure tested against a permanently installed valve, located inside of the building.
- 18) Service connections 4" and larger shall have valves located in vaults, unless otherwise approved by the Water Department.
- 19) At all locations where watermains and sewers cross material and joining shall be in accordance with the Illinois Environmental Protection Agency Public Water Supplies Technical Policy Statements.

**Sanitary Sewer**

- 1) All sanitary sewer main and fittings shall meet the following specifications or as approved by the City Engineer.

MATERIAL (8" MIN.)	PIPE SPEC.	JOINT SPEC.
DIP - Class 52 (wrapped)	ANSI A21.51	AWE C111 & G600
P.V.C. --	ASTM D-3034	ASTM D-3212

  - SDR 26 for 3.5' - 15' cover
  - SDR 21 for over 15' - 20' cover
  - SDR 18 for over 20' cover
- P.V.C. pipe shall utilize elastomeric gaskets complying with F-477
- 2) All sanitary sewer mains shall be tested as required by the City of Elgin and the Fox River Water Reclamation District (FRWRD) or the Metropolitan Water Reclamation District of Greater Chicago (MWRD), as applicable, prior to acceptance.
- 3) All sanitary sewer mains shall be inspected with a video camera prior to acceptance after all utilities are installed (i.e. electric, phone, gas) and at least one year after construction per the direction of the City Engineer. The sewer shall be cleared of all construction debris and silt prior to televising. The sewer shall have water flowing through it during televising. The report accompanying video shall accurately state structure #, type, pipe size & length, and location of all services. All defects in pipes and construction shall be called out. Provide a copy of the television to the City Engineer via an online document sharing link. Any discrepancy found in the system shall be corrected and re-televised prior to final acceptance.
- 4) Sanitary sewer service lines within the public right-of-way shall be 6" diameter with a minimum slope of 1% and shall match material specifications for public main. A clean-out shall be located on every service line per City of Elgin Building Department direction.
- 5) Sanitary sewer services shall be connected to the main by use of approved fitting. For connections to new sewer main, a manufactured wye or wye-tee shall be used. For existing sewer main, approved saddle connection shall be used. Any sanitary sewer connection to an existing sanitary sewer greater than 15 feet deep shall be made with a cut in ductile iron tee with mechanical joint gaskets and ductile iron sleeve.
- 6) Manholes shall utilize a reinforced precast monolithic bottom section with integral fillet or a poured concrete bench and trough and shall have a smooth finish. The bench shall be a minimum height of one-half of the diameter of the connecting pipe and extend to the inside walls of the manholes. Changes in direction shall be made with the use of rounded turns. The radius of the channel centerline shall be at least 1/2 the inner diameter of the manhole, min. 2 feet. Sharp angles will not be permitted in the redirection of sewer flow.
- 7) When connecting to an existing sewer main by means other than an existing wye, tee or an existing manhole, one of the following methods shall be used:
  - a) Circular saw-cut of the sanitary sewer main by proper tools ("sewer tap" machine or similar) and proper installation of hub-wye saddle or hub-tee saddle. The core section shall be provided to the Engineering Department.
  - b) With a pipe cutter, neatly and accurately cut out desired length of pipe for insertion of proper fitting to be held firmly in place using "band-seal" or similar type couplings with prior approval from the City Engineer. If existing bedding is disturbed, connection shall be supported with proper bedding.
- 9) A flexible rubber boot shall be used at all connections and penetrations into precast sanitary sewer manholes. Connections into existing brick manholes shall utilize brick and hydro-cement.

**Paving**

- 1) Sub-base course shall be minimum 4" thick, compacted CA-6, aggregate type B, conforming to IDOT requirements.
- 2) Base course shall be 5" thick Bituminous Aggregate Mixture (BAM) with composition as follows:
  - IL-19.0 Bituminous Base Course, Superpave, N50, 2% air voids, maximum RAP allowed shall be 50%, PG 58-22. The BAM shall be allowed to cool for 24 hours prior to placement of the bituminous binder course. If BAM is not available, NS0 binder shall be substituted.
- 3) Bituminous Binder Course shall be 2.5" thick with composition as follows:
  - IL-19.0, Bituminous Concrete Binder Course, Superpave, N50, 4% air voids, maximum RAP allowed 25%, PG 64-22. The binder shall be allowed to cool for 24 hours prior to placement of the bituminous surface course.
- 4) Bituminous Surface Course shall be 1.5" thick with composition as follows:
  - IL-12.5, Bituminous Concrete Surface Course, Superpave, NS0 Mix D, 4% air voids, maximum RAP allowed 15%, PG 64-22.
- 5) A cross slope of 2% shall be maintained from the pavement centerline to the curb and gutter.
- 6) Curb and gutter and barrier curb shall be continuously reinforced with two #4 bars. Curing compound shall be applied after finishing. Winter protection per IDOT specifications shall be provided. If paved after October 1, the curing compound shall contain 25% sealer. Backfilling of curb or paving adjacent to curb, shall not commence within 72 hours of curb placement. Locations of water and sewer service lines shall be clearly marked on all new curbs. Testing of concrete shall be per IDOT

- standard. Results shall be provided to the City Engineer within 48 hours of testing.
- 7) A 1/2" fiber expansion joint shall be installed when the curb abuts a sidewalk or existing curb. Fiber expansion joints shall be excluded at handicap ramps abutting curb.
- 8) Curb and gutter and barrier curb shall have sawed contraction joints at maximum intervals of ten (10) feet. A 1/2" fiber expansion joint shall be installed at a maximum interval of sixty (60) feet. A 1/2" fiber expansion joint shall be used at 5 feet on both side of a curb line structure. Two 18" long, 1" diameter smooth steel dowel bars with greased caps shall be used at expansion joints.
- 9) All curbs shall be stamped with a "W" or "S" to identify water or sanitary lines, respectively.
- 10) Pavement subgrade shall be finished to ± 0.1 foot of design subgrade elevations.
- 11) The base course shall be cleaned and primed at the rate of 0.25 to 0.50 gallons per square yard with liquid asphalt conforming to IDOT standards and shall be appropriate for prevailing weather conditions.
- 12) Prior to placement of any public pavement including curbs, the subgrade and subbase shall be proof rolled with a fully loaded tandem axle dump truck (minimum 20 tons). Proof rolling shall be witnessed by the materials consultant and the engineering inspector. The density of the subbase material and bituminous materials shall be tested by the materials consultant. Provide a copy of the test results to the City Engineer within 48 hours of testing.
- 13) Structures within pavement areas shall be plated during paving operations (BAM & Binder)
- 14) All existing structures (manholes, catch basins, valve boxes, etc.) shall be adjusted to meet the final pavement or ground surface elevation as required.
- 15) Removal of all pavement, sidewalk and/or curb shall be accomplished by saw cutting in accordance with IDOT Standard Specifications.
- 16) Saw cutting of existing curb head to provide depressed curb at entrances is prohibited. The contractor shall saw cut existing curb at limits of work and replace with depressed curb at all entrances. Drill and dowel all new curb including depressed curb to existing curb as required.

**Tree Planting**

- 1) All City owned trees and shrubs shall be planted at the approval and direction of the City and in accordance with ANSI A300 (Part 6) latest edition. Contact Engineering & Forestry prior to selecting, planting, or trimming trees by calling 311 or (847) 931-6001.
- 2) All trees shall have a minimum diameter of 2"-2.5" measured 6" off of the ground, depending on species. Trees shall be placed no more than 40' apart on both sides of the street.
- 3) The following guidelines shall be followed when placing trees. No tree shall be planted closer than:
  - 10 feet from hydrants, driveways, b-boxes & underground utility structures
  - 15 feet from street lights
  - 50 feet of any right-of-way intersection
  - 100 feet from any traffic control device (traffic light)Additionally, trees may need to be withheld from corners where sound engineering practice requires longer sight lines.
- 4) Trees subject to disease or with fast growing brittle wood are prohibited. These include: American Elm, Chinese Elm, all species of ash, cottonwood, box elders, silver maples, River Birch, Norway Spruce, Pin Oak, willows all varieties and evergreens. This list includes examples; additional species may be added as deemed necessary by the City of Elgin.
- 5) A full list of acceptable trees can be found on the City of Elgin Engineering Department website in the document center. The City reserves the right to remove any tree or individual variety from the list.
- 6) Trees selected for planting shall be locally grown within a 100 mile radius of the City of Elgin. They shall be true to species and variety specified by the City of Elgin planting list and shall be tagged with the scientific and common names. The contractor installing the trees shall supply the City with a letter stating where the trees were grown. They shall be healthy, free of insects and disease and shall conform to the American Association of Nurseryman's Standard for Nursery Stock ANSI Z 60.1 latest edition. The City reserves the right to tag trees in the ground.
- 7) In an effort to have greater diversity of planting, the following is the minimum requirement:
  - When planting:
    - 1 to 3 trees 1 tree variety;
    - 4 to 5 trees 2 different species from 2 different genera;
    - 6 to 9 trees 3 different species from 2 different genera;
    - 10 to 24 trees 4 different species from 3 different families;
    - 25 to 49 trees 6 different tree species from 4 different genera and 3 different families;
    - 50 or more trees Max. of 25% from 1 family, 16% from 1 genus and 8% from 1 species.
  - 8) Trees in common areas of a subdivision shall be planted within one year of obtaining the first building permit.
  - 9) Trees planted adjacent to constructed lots in a subdivision shall be planted within one year of occupancy.
  - 10) Trees planted under utility wires shall be smaller stature when mature. Contact City of Elgin Forestry Department at (847) 931-6001 for a list of acceptable trees.
  - 11) Trees determined to be unsatisfactory by the City of Elgin shall be required to be removed and replaced by the Contractor with the same or larger size tree and species originally planted, within thirty (30) days of written notification by the City of Elgin.
  - 12) Trees shall be trimmed annually until accepted by the City. This trimming shall conform to ANSI Z133 and A300 latest edition. The goal is to prune for clearance, single leader, and long term tree health.
    - a) Canopy elevations will be performed to improve the general appearance of the tree and the street, as well as to provide adequate clearance of the streets and sidewalks. Stake requirements shall be followed when applicable. Extreme care must be taken to maintain a visually aesthetic shape and appearance.
    - b) All trees not posing a hazard to road traffic shall be elevated to an easy walking clearance of no less than ten (10) feet on sidewalks, curbs, and driveways, also providing access to and from parking areas.
    - c) Trees on primary and secondary access roads shall be elevated to a height of no less than fourteen (14) feet over said road.
    - d) All tree branches obstructing traffic control devices and signs shall be trimmed back to placement of the bituminous binder course. If BAM is not available, NS0 binder shall be substituted.
    - e) All waterspouts, and trunk sprouts shall be removed from all main leaders from a tree if the sprout is lower than fifteen (15) feet from ground level.
    - f) Three (3) feet of overhead clearance, and three (3) feet of side clearance will be trimmed away from any utility service line providing that the line is not an OSHA EHAP electrical hazard.
  - 13) For Tree Pruning & Removal, contact Forestry at 311 for approval of all City owned trees.

**Requirements for As-Built Record Drawings**

- 1) The contractor shall maintain and keep at job site, an up to date set of "As-Built" drawings showing changes from original plans. These drawings shall include all public improvements and information for stormwater management areas.
- 2) "As-Built" drawings shall be submitted to the City Engineer in a pdf or other unalterable electronic format at the conclusion of the project, prior to any final inspections for their review. After approval of "As-Built" drawings, the developer/owner's engineer will transfer the information on original plans and furnish the City a final pdf version. Electronic media shall be sent via an online document sharing link.
- 3) Record drawings shall be submitted in plan form. Digital copies shall include a Title sheet, all Plan and Profile sheets, all overall plan sheets and all detail and note sheets. All sheets must be labeled "Record Drawing" with the date and engineers initials. The title sheet must have the engineer's seal and signature.
- 4) Record Drawings shall clearly show the following:
  - a) Rim elevations and numbering of valve vaults; breakaway flange elevation of fire hydrants; top of pipe elevations of Watermain at valve boxes, vaults and every 50' between.
  - b) Linear distance along watermain from appurtenance (i.e. valve vault to tee, tee to bend, bend to valve, etc.); also verification of pipe sizes installed.
  - c) Horizontal ties to all valve vaults, boxes, hydrants and sampling stations (1 foot tolerances).
  - d) Location of service connection along main, including horizontal ties on B-Box.
  - e) Public irrigation systems including all valve vaults, location of sprinkler heads, RPZ, meters and piping.
  - f) Casing locations tied to valve vaults.

- Sanitary**
  - a) Rim elevations and numbering of manholes; invert elevation for all pipes in manholes; top of pipe elevations of sanitary forceman at every structure, bend and at 50' intervals.
  - b) Linear distance along sewer from structure to structure; also verification of pipe sizes and material installed.
  - c) Recalculated pipe slopes based on invert to invert elevations along the linear distance between manholes.
  - d) Service connections on the main line with distance to downstream manhole. Stub location at property line tied to property corner.
- Storm**
  - a) Rim elevations and numbering of all structures including manholes, catch basins, inlets, and sections, and top and bottom of slope boxes, headwalls and other special structures; invert elevation for all pipes in all structures listed above including culverts.
  - b) Linear distance along sewer or subdrain from structure to structure; also verification of pipe sizes and material installed.
  - c) Recalculated pipe slopes based on invert to invert elevations along the linear distance between structures.
  - d) All publicly and privately owned utility mains must be clearly labeled as such on the record drawing together with a note that states the agencies that will be responsible to own and maintain the utility mains.
- Stormwater Management**
  - a) Topographical survey prepared by an Illinois Licensed Professional Engineer or Illinois Professional Land Surveyor of the following:
    - a) Detention and retention basins, including spot elevations and grading contour lines to show those areas have been constructed in compliance with the approved engineering plans.
    - b) Constructed or regraded streams and channels.
    - c) Overflow routes (including street areas that act as overflow routes) and verify all cross sections called out in the plans.
    - d) Street depressions and parking lots where are planned detention areas.
    - e) Permanent and/or temporary diversion berms, swales and control structures.
    - f) Detail for outlet control structure.
    - g) HWL numerically and graphically as a contour line.
    - h) Invert elevation of the restrictor.
    - i) A table for stormwater detention for the following values: detention volume required, detention volume proposed, detention volume provided, maximum allowable release rate, proposed release rate, and as-built release rate.
    - j) Detail for underground detention system, including critical elevations such as vault ceiling and floor.
    - k) Record information for all public improvements within the stormwater management area must be depicted on the record drawings.
- Miscellaneous**
  - a) Street light poles and cable locations. Please note power connection location also.
  - b) Parkway tree locations with common name and trunk diameter measured 6" off the ground.
  - c) Pavement centerline and top of curb elevations at intervals as necessary to easily identify location of the pavement and overflow locations.
  - d) Any unusual conditions which may affect the public or private improvements such as field ties.
  - e) The engineer shall provide documentation regarding deviations from the plans. This may be done in letter form.
  - f) Engineer's Statement to be included on record drawing:

ENGINEER'S STATEMENT OF PUBLIC IMPROVEMENTS - RECORD DRAWINGS  
CONSTRUCTED PER PLANS  
Pursuant to Elgin Municipal Code 18.20.050, I, \_\_\_\_\_, a licensed Professional Engineer in the State of Illinois, hereby declare that these record drawings pertaining to water main, sanitary sewer, storm sewer, detention basin grates have been prepared for a certain project known as \_\_\_\_\_ and contain information as obtained by the surveyor \_\_\_\_\_. It is my professional opinion that the furnished information regarding completed construction, as reflected on these plans, is in general conformance with the approved plans and specifications for this project.  
Date \_\_\_\_\_  
Signed \_\_\_\_\_  
Illinois License Number: \_\_\_\_\_  
My License expires on \_\_\_\_\_

PROJ. MGR.: \_\_\_\_\_  
PROJ. ENGR.: \_\_\_\_\_  
DRAWN BY: M.L.H.  
CHECKED BY: \_\_\_\_\_  
DATE: 01-13-04  
SCALE: N.T.S.

SHEET  
1 OF 1

General questions or requests may also be e-mailed to [elgin311@cityofelgin.org](mailto:elgin311@cityofelgin.org)

DATE	REVISIONS
01/13/2004	PER ENGINEERING REVIEW - Formwork/Approvals
01/13/2004	PER ENGINEERING REVIEW - Formwork/Approvals
01/13/2004	PER WATER DEPT. REVIEW - Formwork/Approvals
01/13/2004	PER WATER DEPT. REVIEW - Formwork/Approvals
01/13/2004	PER WATER DEPT. REVIEW - Formwork/Approvals
01/13/2004	PER ENGINEERING REVIEW - Formwork/Approvals
01/13/2004	PER ENGINEERING REVIEW - Formwork/Approvals

**GENERAL NOTES**

**CITY OF ELGIN**  
1900 Holmes Road  
Elgin, IL 60123  
Phone: 847-931-6001  
[www.cityofelgin.org](http://www.cityofelgin.org)

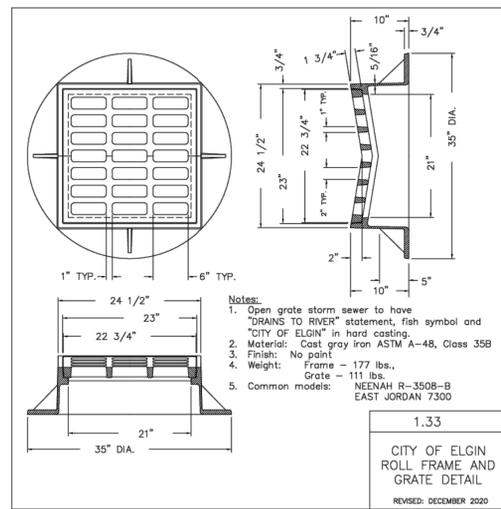
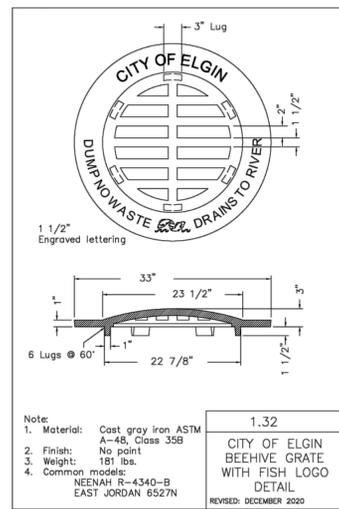
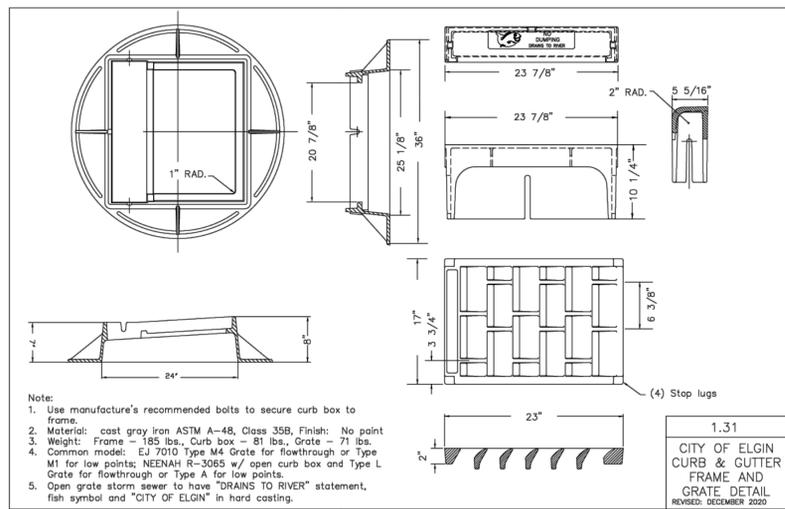
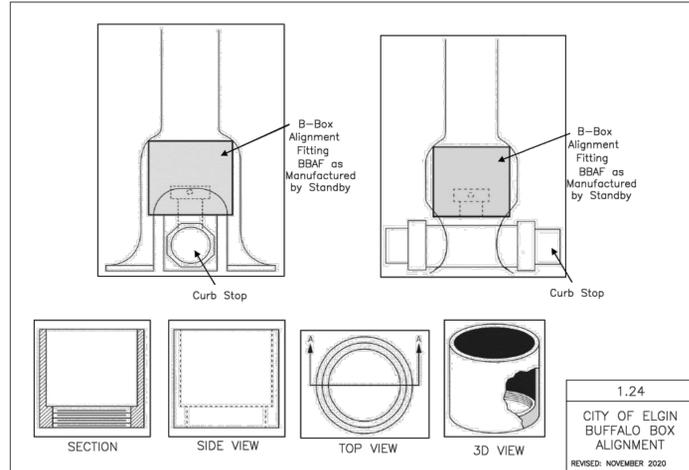
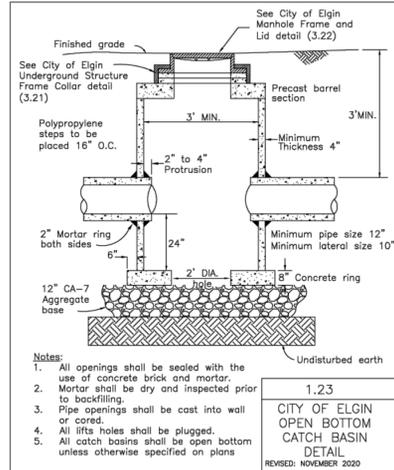
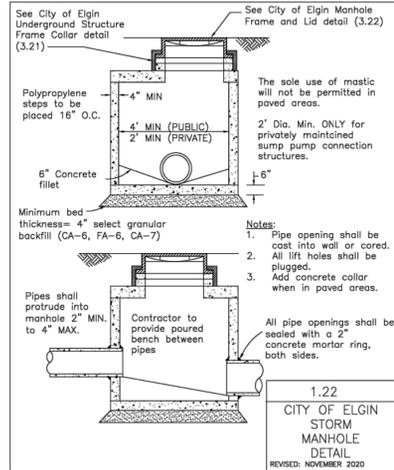
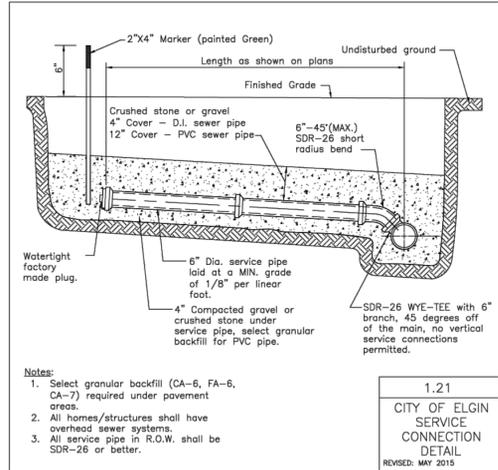
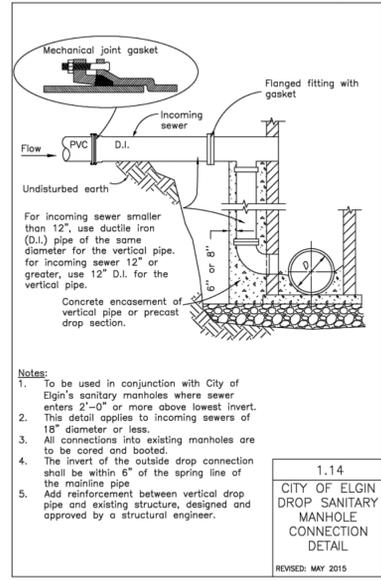
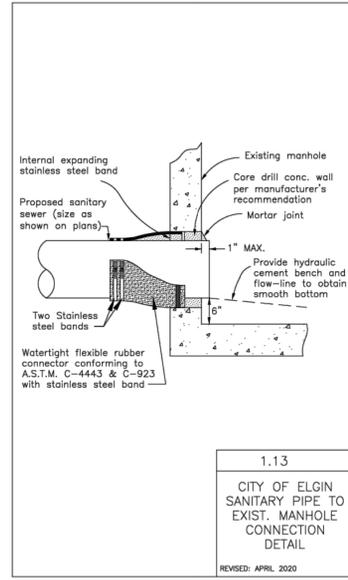
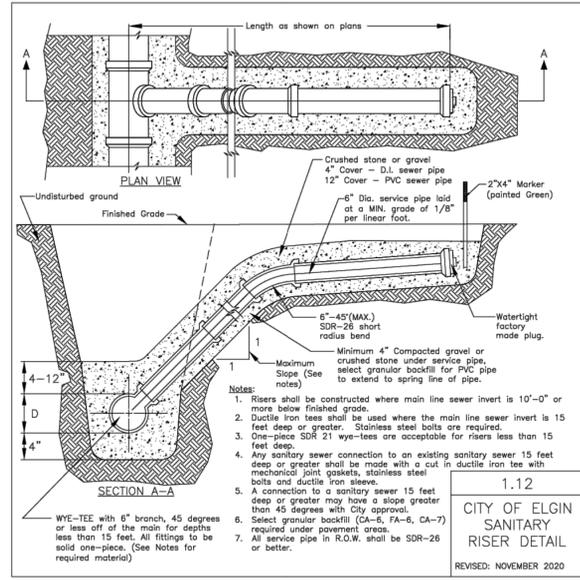
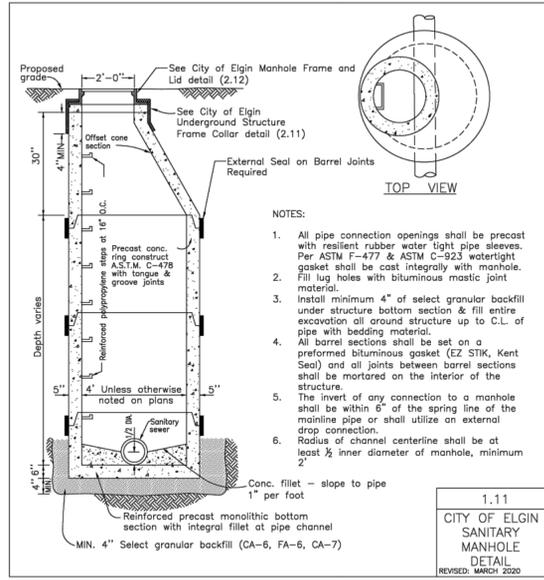
**ENGINEERING DEPARTMENT**



**SCHFLOW** engineers  
1814 GRANDSTAND PLACE  
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phone 847.697.7095  
fax 847.697.7099  
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**ELGIN ILLINOIS**  
1260, 1262, 1264 CEDAR AVE  
CITY OF ELGIN  
**GENERAL NOTES**

SCALE	NONE	DATE	5/21/24
DRAWN BY	AW	JOB NO.	6007
CHECKED BY	FCC	SHEET NO.	7 of 10



DATE	BY	REVISION
06/27/2020	AS	ISSUED FOR PERMITS - CHANGES TO 2112
06/27/2020	AS	ADD 3.14 MANHOLE DETAIL

**STANDARD  
DETAILS**

**CITY OF ELGIN**  
1900 Holmes Road  
Elgin, IL 60123  
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Phone: 847-931-6100  
Fax: 847-931-5965

**ENGINEERING  
DEPARTMENT**



PROJ. NO.:	
PREL. ENG.:	
DRAWN BY:	BAS
CHECKED BY:	
DATE:	12-04-20
SCALE:	N.T.S.

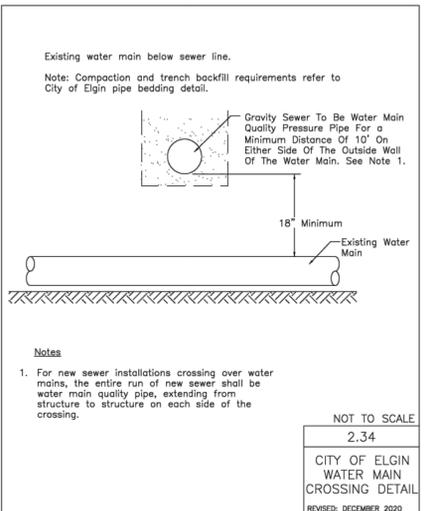
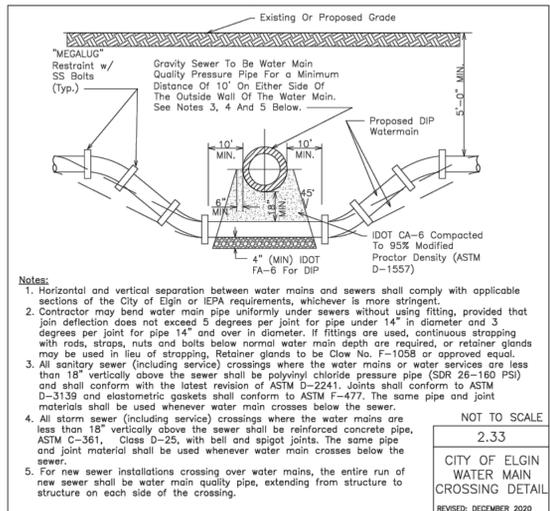
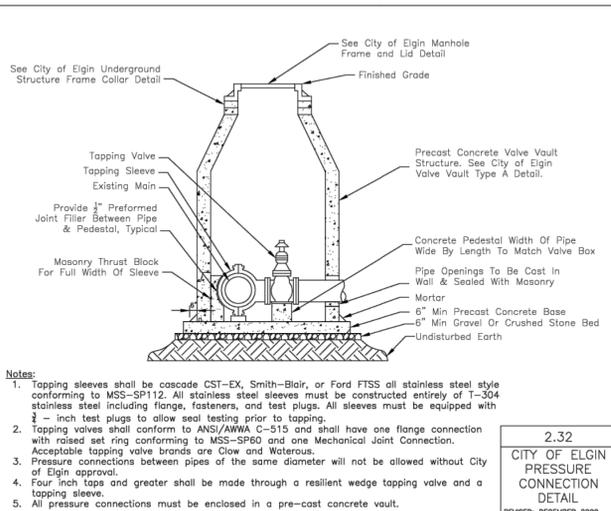
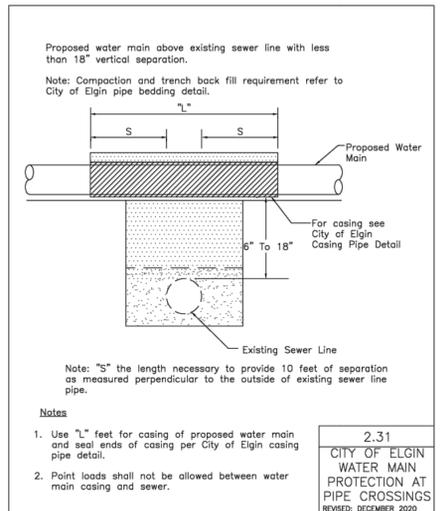
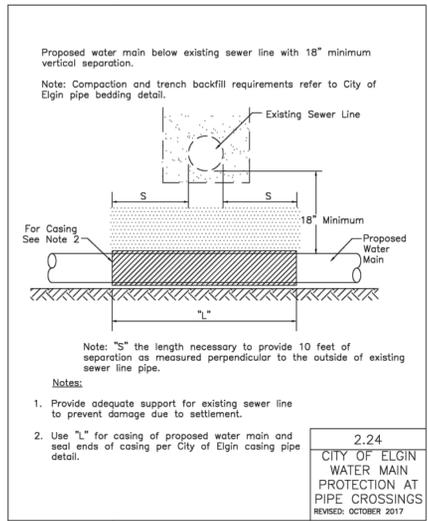
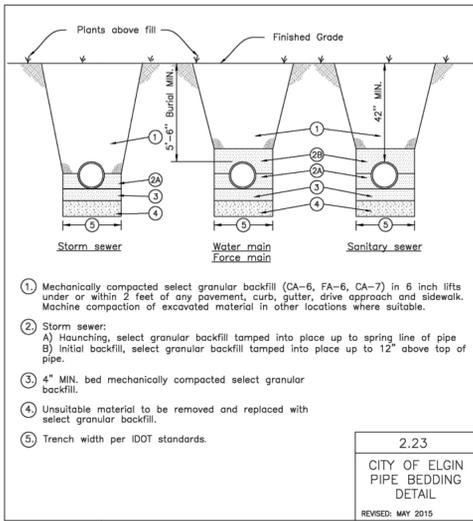
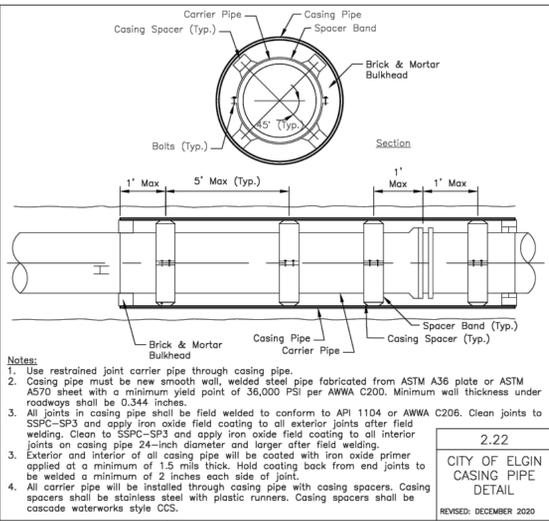
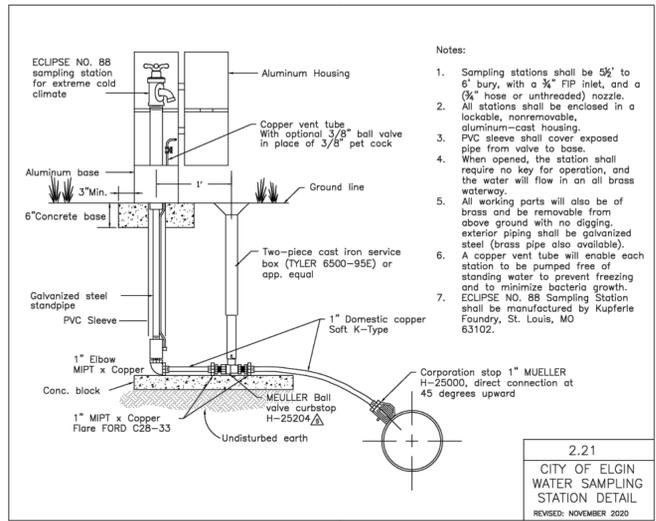
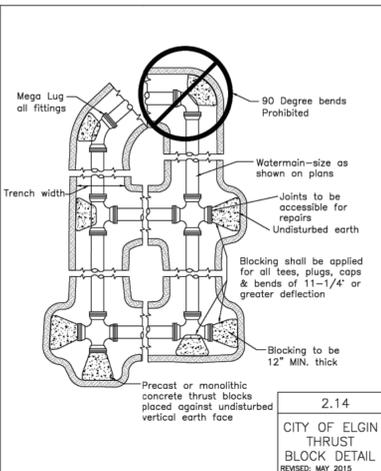
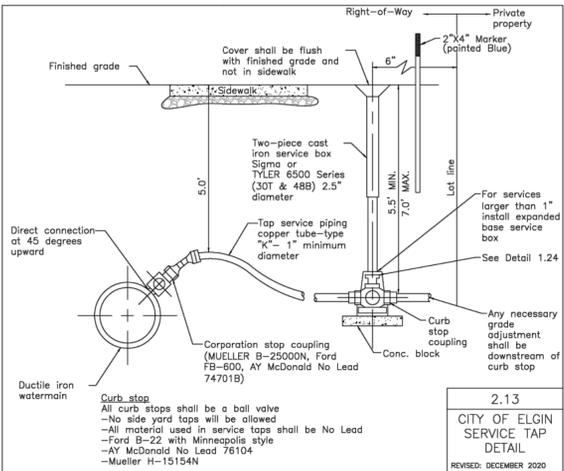
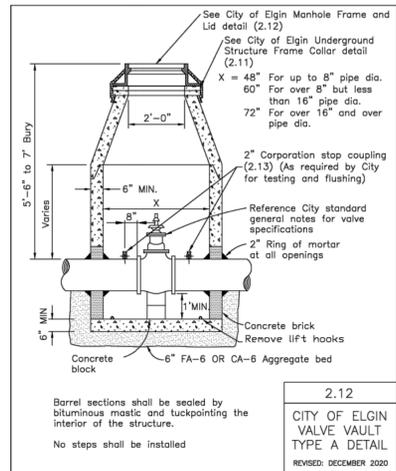
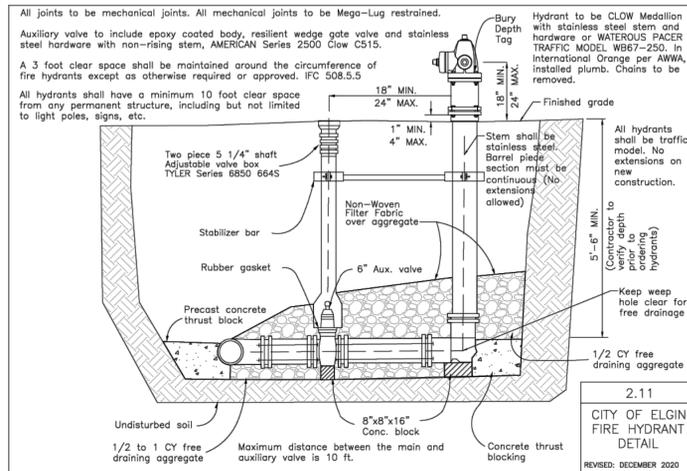
#	DATE	REMARKS
1	3-20-24	PER FRWRD REVIEW
2	5-21-24	PER CITY REVIEW

**S**  
**SCHEFLOW**  
engineers

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**ELGIN**  
1260, 1262, 1264 CEDAR AVE  
CITY OF ELGIN  
**DETAILS SHEET 1**

SCALE:	NONE	DATE:	5/21/24
DRAWN BY:	PCS	JOB NO.:	6007
CHECKED BY:	FCC	SHEET NO.:	8 of 10



DATE	REVISIONS
11/27/2020	WATER DEPARTMENT - CHANGES TO 2.12
06/27/2021	ADD 3.34 UNDERGROUND DETAIL

# STANDARD DETAILS

CITY OF ELGIN  
1900 Holmes Road  
Elgin, IL 60123  
www.cityofelgin.org

# ENGINEERING DEPARTMENT



PROJ. MGR:	
DRAWN BY:	BAS
CHECKED BY:	
DATE:	12-04-20
SCALE:	N.T.S.

SHEET  
2 OF 3

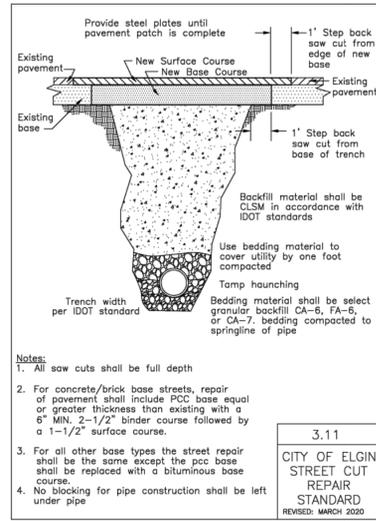
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2	5-21-24	PER CITY REVIEW



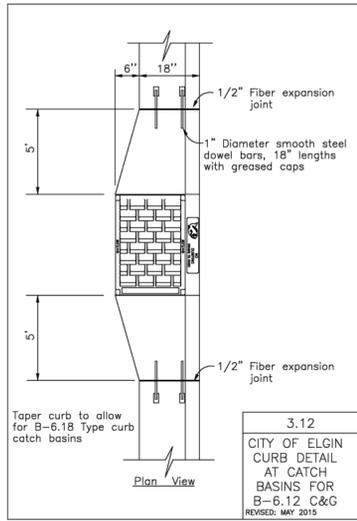
1814 GRANDSTAND PLACE  
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ELGIN  
1260, 1262, 1264 CEDAR AVE  
CITY OF ELGIN  
DETAILS SHEET 2

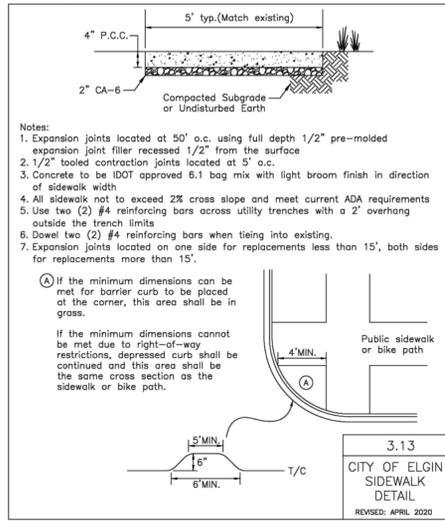
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DRAWN BY	PCS	JOB NO.	6007
CHECKED BY	FCC	SHEET NO.	9 of 10



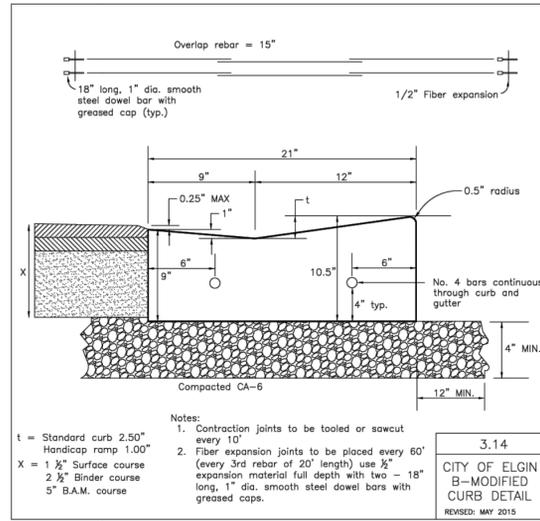
3.11  
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REPAIR  
STANDARD  
REVISED: MARCH 2020



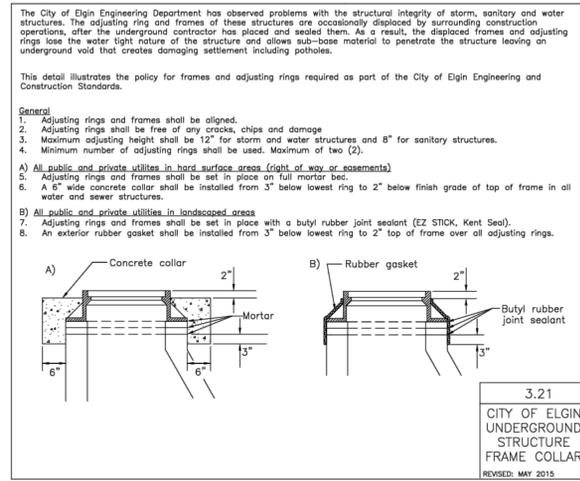
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CURB DETAIL  
AT CATCH  
BASINS FOR  
B-6.12 C&G  
REVISED: MAY 2015



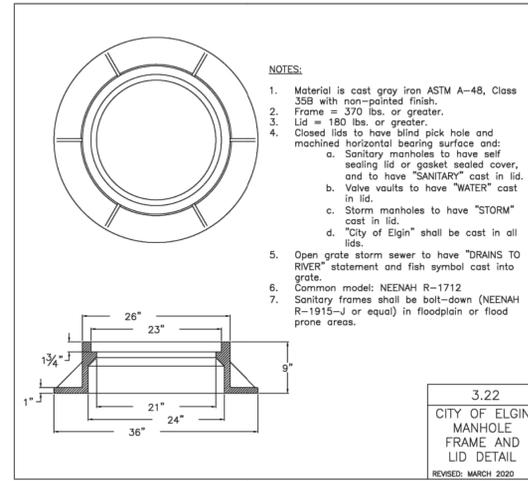
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REVISED: APRIL 2020



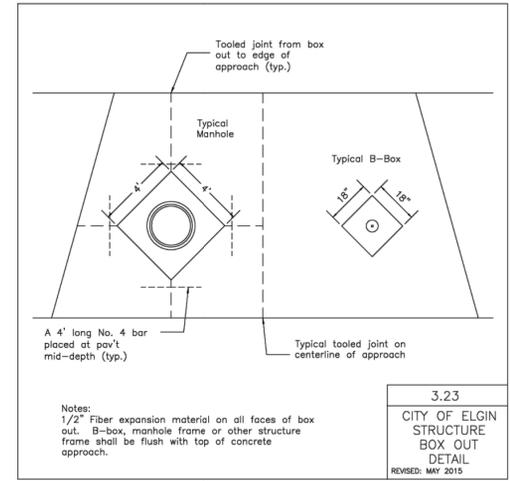
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REVISED: MAY 2015



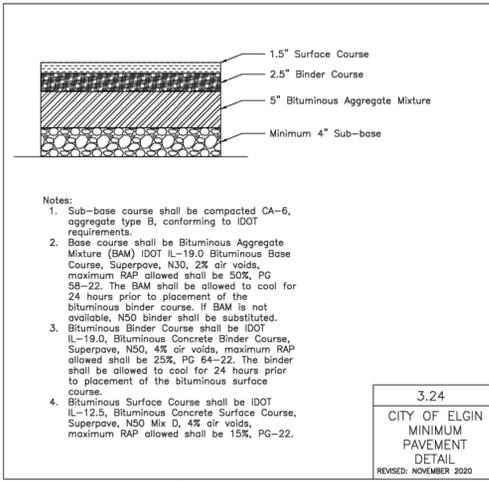
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UNDERGROUND  
STRUCTURE  
FRAME COLLAR  
REVISED: MAY 2015



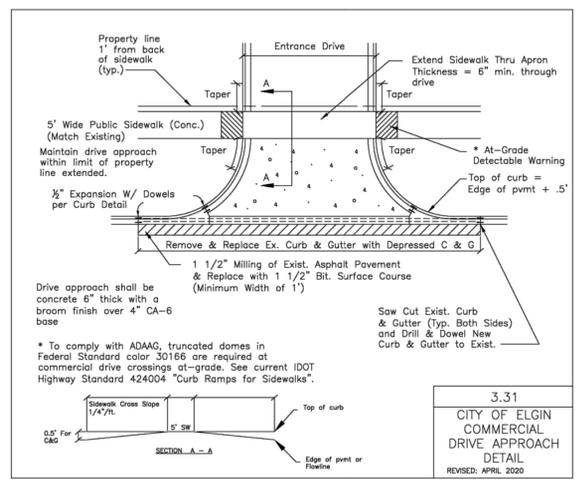
3.22  
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MANHOLE  
FRAME AND  
LID DETAIL  
REVISED: MARCH 2020



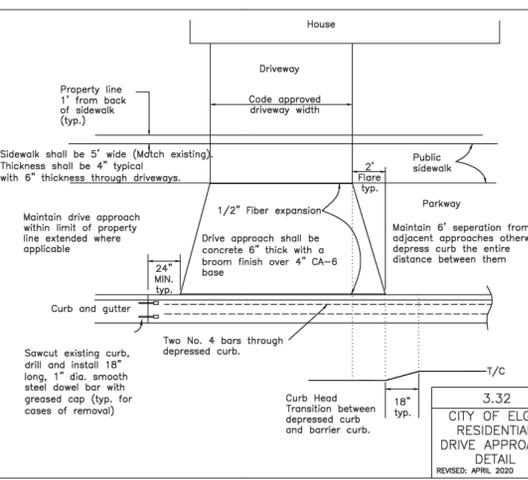
3.23  
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STRUCTURE  
BOX OUT  
DETAIL  
REVISED: MAY 2015



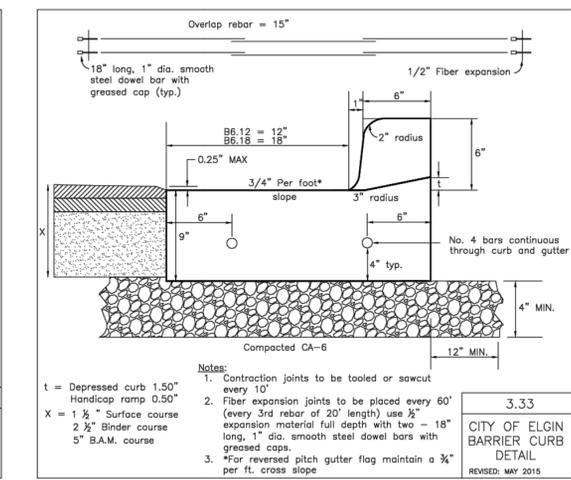
3.24  
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MINIMUM  
PAVEMENT  
DETAIL  
REVISED: NOVEMBER 2020



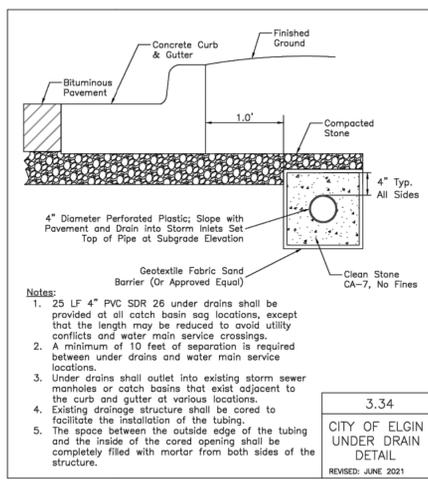
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COMMERCIAL  
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DETAIL  
REVISED: APRIL 2020



3.32  
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RESIDENTIAL  
DRIVE APPROACH  
DETAIL  
REVISED: APRIL 2020



3.33  
CITY OF ELGIN  
CURB  
DETAIL  
REVISED: MAY 2015



3.34  
CITY OF ELGIN  
UNDER DRAIN  
DETAIL  
REVISED: JUNE 2021

DATE	12/22/2020
DRAWN BY	BS
CHECKED BY	BS
REVISIONS	
NO.	DESCRIPTION
1	CHANGES TO 3.12
2	ADD 3.14 UNDERDRAIN DETAIL

**STANDARD  
DETAILS**

**CITY OF ELGIN**  
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**ENGINEERING  
DEPARTMENT**



PROJ. NO.	
DRAWN BY	BS
CHECKED BY	
DATE	12-04-20
SCALE	N.T.S.
SHEET	3 OF 3

#	DATE	REMARKS
1	3-20-24	PER FRWRD REVIEW
2	5-21-24	PER CITY REVIEW

**SCHFLOW**  
engineers

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**ILLINOIS**

1260, 1262, 1264 CEDAR AVE  
CITY OF ELGIN  
**DETAILS SHEET 3**

SCALE	NONE	DATE	5/21/24
DRAWN BY	PCS	JOB NO.	6007
CHECKED BY	FCC	SHEET NO.	10 of 10





# AGENDA MEMORANDUM

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**DATE:** January 30, 2025  
**TO:** Forest Preserve District Planning & Utilization Committee  
**FROM:** Jennifer Rooks-Lopez, Director of Planning and Land Protection  
**SUBJECT:** Presentation and Approval of a Resolution Authorizing a Second Amendment of an Intergovernmental License Agreement with the Village of Pingree Grove

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider a second amendment to the License Agreement with the Village of Pingree Grove for the use of a portion of the Pingree Grove Forest Preserve.

**BACKGROUND:**

In 2014, the Commission approved a License Agreement with the Village of Pingree Grove for the use of a portion of the Pingree Grove Forest Preserve to develop a community park. Since that time the Village has continued to make improvements to the property including a small gravel parking area and mowed trails.

The Village has submitted an updated site plan that they would like to use to pursue grant funding to assist with design and construction costs. The updated plan represents a substantial reduction in scale from the previous plan, but is in keeping with acceptable uses of the site. This second amendment to the License Agreement, modifies the agreement to reflect the new site plan and extends the term of the agreement for an additional 25 years ending in March 2025.

**FINANCIAL IMPACT:**

There is no financial impact to the District associated with this License Agreement.

**RECOMMENDATION:**

Staff recommends approving the renewal of the License Agreement as presented with the Village of Pingree Grove for the use of a portion of the Pingree Grove Forest Preserve, as presented.

**ATTACHMENTS:**

- County Location Map*
- Original and first amendment to the License Agreement*
- Second Amendment to the License agreement*
- Proposed improvement plans*

**SECOND AMENDMENT TO LICENSE AGREEMENT**

THIS SECOND AMENDMENT TO LICENSE AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between the FOREST PRESERVE DISTRICT OF KANE COUNTY, an Illinois forest preserve district ("Licensor") and the VILLAGE OF PINGREE GROVE, an Illinois municipal corporation ("Licensee").

WITNESS ETH:

WHEREAS, Licensor granted a license to Licensee on November 10, 2014 enabling it to utilize a certain area within the PINGREE GROVE FOREST PRESERVE as depicted in Exhibit "A" attached to the original license agreement (the "Premises"). The purpose of the License was and remains to permit the development of a neighborhood park, under the supervision and control of Licensee for public use; and

WHEREAS, the Licensee would like to revise the previously approved project plan with the project plan submitted as Exhibit B; and

WHEREAS, Licensee is seeking funding from third parties for the implementation of the project plan that if awarded will require a minimum 20-year license with the District. Licensee has requested an extension of the License Term for an additional 25-year term beginning in March 2025 and continuing through 2050.

NOW, THEREFORE, for and in consideration of the mutual covenants and obligations contained herein, the parties agree as follows:

1. Licensor shall have and retain all rights for the use and occupation of the Premises according to the License Agreement, as amended therein expressly granted, but that the Term of the License is hereby amended to run from the date hereof to March 2050.

2. Notwithstanding anything in the original License Agreement or First Amendment to the contrary, the parties agree that the attached Community Park Expansion Project Plan submitted as Exhibit B to this amendment shall replace all previous submitted and approved Community Park Expansion Project Plans and shall be the new “Project Plan” for Pingree Grove Forest Preserve.

3. The parties agree that: i) any obligation of Pingree Grove to construct the park and the improvements contemplated for the Property in the Agreement is subject to and contingent upon the Village of Pingree Grove securing funding from a third party (i.e., donations and/or grants) in an adequate amount to finance the construction of such improvements at no cost to the Village; and ii) that the term “guests” includes the public.

4. Except as expressly provided hereinabove to the contrary, the terms and conditions of the original License Agreement are affirmed and ratified and shall continue in full force and effect.

IN WITNESS WHEREOF, each of the parties has caused this License Agreement to be executed by its duly authorized representative as of the day and year first above written.

**LICENSOR:**

FOREST PRESERVE DISTRICT  
OF KANE COUNTY

\_\_\_\_\_  
Bill Lenert, President

ATTEST:

\_\_\_\_\_  
Mo Iqbal, Secretary

**LICENSEE:**

VILLAGE OF PINGREE GROVE

\_\_\_\_\_  
Andy Ferrini, Village Manager

ATTEST:

\_\_\_\_\_  
Laura Ortega, Village Clerk





1996 South Kirk Road, Suite 320, Geneva, Illinois 60134

Michael J. Kenyon, President  
Monica A. Meyers, Executive Director

(630) 232-5980  
Fax: (630) 232-5924  
[www.kaneforest.com](http://www.kaneforest.com)

May 10, 2019

Mr. Dean Frieders  
Village Attorney  
Village of Pingree Grove  
14N042 Reinking Road  
Pingree Grove, IL 60140

Dear Dean,

The Forest Preserve District of Kane County has reviewed and adopted Resolution FP-R-19-05-2720, which approved the park design as required by the 2014 use and license agreement and ratified said agreement. This would allow for the Village to move forward with the pollinator garden.

Per our conversation on May 10<sup>th</sup>, I would reiterate that the pathway width would need to be between 12-15' to accommodate the District's equipment by the Natural Resource Management team into the preserve. Additionally, going forward any future improvement elements including stormwater detention, which was not designated on the May concept drawings, will need to be submitted to District Staff for possible Committee approval.

The District contact moving forward will be Ken Anderson, Chief of Planning and Operations. He can be reached by email at [andersonken@kaneforest.com](mailto:andersonken@kaneforest.com) or via phone at 630-444-3095.

Sincerely,

Monica A. Meyers  
Executive Director

STATE OF ILLINOIS    )  
                                  SS.  
COUNTY OF KANE     )

**RESOLUTION NO. FP-R-19-05-2720**

**RESOLUTION APPROVING A PARK DESIGN AS REQUIRED BY THE 2014 USE AND LICENSE AGREEMENT WITH THE VILLAGE OF PINGREE GROVE AND TO RATIFY THE TERMS OF THE 2014 AGREEMENT FOR THE USE OF A PORTION OF THE PINGREE GROVE FOREST PRESERVE**

WHEREAS, the Forest Preserve District of Kane County and the Village of Pingree Grove, Rutland Township (parties) desire to ratify a cooperative agreement; and

WHEREAS, the Parties recognize that benefits exist in such a collaboration to provide a park design as required by the 2014 Use and License Agreement with the Village of Pingree Grove and ratify the terms of the 2014 agreement to memorialize the park plans as contemplated for the use of a portion of the Pingree Grove Forest Preserve; and

WHEREAS, the project would allow for the Village of Pingree Grove to use a portion of the Pingree Grove Forest Preserve and develop a neighborhood park; and

WHEREAS, the Parties are authorized to enter into this Intergovernmental Agreement pursuant to the provisions of Article VII, Section 10, of the Illinois Constitution of 1970, which provides in part that units of local government may contract or otherwise associate themselves to “obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance,” and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Forest Preserve District of Kane County, Kane County, Illinois, that the President and Secretary of said District be, and hereby are, authorized to execute and deliver on behalf of the Forest Preserve District of Kane County, this Intergovernmental Agreement attached and made part hereof as Exhibit A.

APPROVED AND PASSED this 7th day of May, 2019.



Michael Kenyon  
President, Forest Preserve District  
Kane County, Illinois



Susan Starrett  
Secretary, Forest Preserve District  
Kane County, Illinois

## USE AND LICENSE AGREEMENT FOR PINGREE GROVE COMMUNITY PARK PROJECT

KNOW ALL MEN BY THESE PRESENTS that the undersigned, FOREST PRESERVE DISTRICT OF KANE COUNTY (hereinafter "FPDKC"), for and in consideration of the mutual covenants herein contained and effective as of November 10, 2014, does hereby grant to and permit The VILLAGE OF PINGREE GROVE, Illinois, (hereinafter called "PINGREE GROVE") the right, permission and authority to use, operate and maintain that property which is depicted in Exhibit A attached hereto and incorporated herein (hereinafter referred to as the "Park Parcel" or the "Project Site", as applicable; such rights granted in this agreement are hereinafter referred to as the "Pingree Grove License"; and this agreement is referenced herein as the "License Agreement"). The VILLAGE OF PINGREE GROVE accepts this Agreement, the Pingree Grove License granted hereunder, and agrees to be bound by the terms herein set forth. DISTRICT further grants PINGREE GROVE the right of ingress and egress to and from the Park Parcel for itself, and its invitees and guests, including the general public, for the purpose of initially maintaining the Park Parcel as existing open space with a trail and parking and adding a mowed area as a ball field, but eventually undertaking a Community Park Project to be constructed on a phased basis, each of which phases shall be subject to approval by District staff.

1. **LICENSE GRANTED.** FPDKC hereby grants a license to PINGREE GROVE, its contractors, invitees, licensees and guests to enter onto the Property to construct, use, maintain, and operate a public park with the existing trail and parking area, together with a mowed area for use as a ball field, initially, as depicted in Exhibit B. In the future PINGREE GROVE may undertake the construction of additional park amenities on a phased basis, each of which phases shall be subject to approval by FPDKC staff of the specific plans represented by each such phase (collectively, the "Community Park Expansion Project"). In exchange for the foregoing, PINGREE GROVE agrees to construct, maintain, and operate the park and the improvements on the Property in accordance with all reasonable and applicable best practices for park areas of similar use as established by PINGREE GROVE for its similar properties and to comply with all provisions hereunder established with respect to the Property. Finally, the parties acknowledge that the existing parking area and trail located on the site shall be retained in its present location and that PINGREE GROVE shall mow and clear an area as depicted on Exhibit B for use as a ball field (soccer, baseball, football or mixed use), all of which of the foregoing improvements shall be maintained by PINGREE GROVE, until and unless FPDKC shall authorize a relocation or removal of same as part of the future park plans.

2. **TERM.** This License Agreement shall commence on November 10, 2014 and the term of the License Agreement shall be for twenty (20) years after such date of commencement, unless sooner terminated by either party, with an option to extend this License Agreement for up to four additional five (5) year periods.

The term of this License Agreement as hereinabove set forth, may be extended by PINGREE GROVE with FPDKC's written approval for each of the successive periods of five (5)

years by PINGREE GROVE giving written notice to FPDKC prior to the expiration of the original License Agreement term, unless sooner terminated.

Notwithstanding anything express or implied herein to the contrary, either party may terminate this License Agreement for cause by the delivery of written notice thereof to the other party one (1) year prior to the date of termination.

Upon such time that either party terminates said agreement, the FPDKC shall have sole discretion to require Pingree Grove to remove any infrastructure and/or require that the site be restored as the FPDKC determines appropriate within an appropriate amount of time as mutually agreeable or no more than 1 calendar year from the time of termination.

3. **NO ASSIGNMENT OR TRANSFER.** This License Agreement is granted in favor of PINGREE GROVE and shall not be alienable or assignable by it.

4. **APPROVAL, CONSTRUCTION AND GENERAL OBLIGATIONS.** PINGREE GROVE agrees to the following requirements on its part.

A. **Approval of Plans for Improvements and Structures.** PINGREE GROVE shall submit to FPDKC staff for its approval all plans for the improvements to be constructed on the Property as part of each phase of the Community Park Expansion Project (the "Plans"), as well as any future additions or expansions of the facilities on the Park Parcel. FPDKC shall use its reasonable best efforts to act upon such request for approval within a reasonable time.

B. **Construction Costs, Construction Activities and Insurance Coverage Requirements of Contractors.** The parties acknowledge that PINGREE GROVE shall bear all costs of completing the improvements for each phase of the Community Park Expansion Project in accordance with the Plans, shall comply with all public bidding requirements with respect to work undertaken at the Park Parcel and shall require under all contracts with contractors that such contractors shall pay their workers a wage compliant with the prevailing wage requirements of FPDKC and the state. Accordingly, PINGREE GROVE agrees to cause any improvements to be constructed in accordance with the approved Plans and shall not permit any mechanics' liens, materialmen's liens or other claims of such sort to be filed against the Park Parcel. Further, PINGREE GROVE shall indemnify and hold FPDKC harmless with respect to any loss or damage and personal injury which may occur upon the Park Parcel during the course of the construction of each phase of the Community Park Expansion Project. PINGREE GROVE shall require in each of each of its contracts with contractors performing work at the Project Site to provide insurance in the following manner and to include the following indemnity provisions in said contracts prior to permitting any contractor to undertake any work on the Park Parcel or at the Project Site:

i. **Commercial General and Umbrella Liability Insurance**

Each contractor and subcontractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

PINGREE GROVE and FPDKC shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to PINGREE GROVE and FPDKC. Any insurance or self-insurance maintained by the PINGREE GROVE or FPDKC shall be excess of each contractor's insurance and shall not contribute with it.

**ii. Business Auto and Umbrella Liability Insurance**

Contractors shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**iii. Workers Compensation Insurance**

Contractors shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If PINGREE GROVE and FPDKC have not been included as an insured under the CGL using ISO additional insured endorsement CG 20 11 under the Commercial General and Umbrella Liability Insurance required hereunder, the Contractor shall waive all rights against PINGREE GROVE and FPDKC and their officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the contractor's occupancy and control of the project area.

#### **iv. General Insurance Provision**

##### **1. Evidence of Insurance**

Prior to undertaking construction at the Project Site location, each contractor shall furnish PINGREE GROVE and FPDKC with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to PINGREE GROVE and FPDKC prior to the cancellation or material change of any insurance referred to therein. Written notice to PINGREE GROVE and FPDKC shall be by certified mail, return receipt requested.

Failure of PINGREE GROVE and FPDKC to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of PINGREE GROVE or FPDKC to identify a deficiency from evidence that is provided shall not be construed as a waiver of a contractor's obligation to maintain such insurance.

PINGREE GROVE or FPDKC shall have the right, but not the obligation, of prohibiting a contractor from occupying the Property until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by PINGREE GROVE and FPDKC.

A contractor shall provide certified copies of all insurance policies required above within 10 days of written request for said copies by PINGREE GROVE or FPDKC.

##### **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII rating using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the PINGREE GROVE and/or FPDKC has the right to reject insurance written by an insurer it deems unacceptable.

##### **3. Cross-Liability Coverage**

If a contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

- C. **Indemnification.** Each contractor utilized by PINGREE GROVE for any part of the Community Park Expansion Project must include a provision in its contract with

PINGREE GROVE that it shall indemnify and hold harmless PINGREE GROVE, FPDKC, and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this lease; (ii) any act, omission wrongful act or negligence of the contractor or any of contractor's subcontractors or employees (if applicable), or the partners, directors, officers, agents, employees, invitees or contractors of contractor or its subcontractors or their employees; (iii) any accident, injury or damage whatsoever occurring in or at the Project Site except to the extent it is caused in part or whole by a party indemnified hereunder.

- D. Additional Obligations of PINGREE GROVE.** PINGREE GROVE further agrees to undertake and complete or cause its agents to undertake and complete the installation and continued maintenance of all improvements and landscaping at the Project Site from and after completion of the construction of the project and future improvements. In the event of a failure to maintain the improvements and landscaping by the PINGREE GROVE after reasonable demand, FPDKC may, but shall not be required to undertake any and all maintenance demanded and shall recover the cost of such maintenance so provided from the PINGREE GROVE at the reasonable market cost for same. In conjunction with the use, operation and maintenance obligations hereunder, PINGREE GROVE shall maintain adequate liability insurance coverage with respect to those maintenance activities and shall name FPDKC as an additional insured under each such policy maintained by it as follows:

PINGREE GROVE shall maintain the following general liability insurance:

**i. Commercial General and Umbrella Liability Insurance**

PINGREE GROVE shall maintain commercial general liability (CGL) or self-insurance, and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location. The foregoing policy coverage limitation is subject to review and reasonable increases for inflation from time to time by notice to PINGREE GROVE at least sixty (60) days' prior to such proposed coverage limitation increase, however, the increase shall not exceed the increase in the consumer price index from the date hereof to the year end next preceding the date of such increase.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

FPDKC shall be included as an additional insured under any self-insurance or general liability policy. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to FPDKC. Any insurance or self-insurance maintained by FPDKC shall be excess of the PINGREE GROVE's insurance and shall not contribute with it.

**ii. Indemnification**

PINGREE GROVE shall indemnify and hold harmless FPDKC and its officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to reasonable legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the park on the Park Parcel or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the structure during the term of this license; (ii) any act, omission wrongful act or negligence of PINGREE GROVE or any of PINGREE GROVE's licensees (if applicable), or the agents, employees, invitees or contractors of PINGREE GROVE; (iii) any accident, injury or damage whatsoever occurring in or at the structure, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. PINGREE GROVE shall similarly protect, indemnify and hold and save harmless FPDKC, its officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of PINGREE GROVE's breach of any of its obligations under, or PINGREE GROVE's default of, any provision of this License Agreement.

5. **ANNUAL MEETING.** Representatives of the staffs of both the FPDKC and PINGREE GROVE shall meet at least once each year during the term of this License Agreement to discuss management of the Property and any proposed modifications to it or its improvements.

6. **NO WAIVER.** No waiver by FPDKC or any breach or a series of breaches of this License Agreement shall constitute a waiver of any subsequent breach or waiver of the terms of the License Agreement.

7. **NOTICES.** Any notice hereunder shall be in writing and shall be delivered by personal service or by United States certified or registered mail, with postage prepaid, addressed to PINGREE GROVE Village Administrator, Village of Pingree Grove, 14 N 042 Reinking Road, Pingree Grove, Illinois 60140 \_\_\_\_\_, with a copy to attorney Dean M. Frieders, Frieders Law, LLC, P.O. Box 1009, St. Charles, IL 60174, and to FPDKC at 1996 South Kirk Road, Geneva, Illinois 60134, Attention: Executive Director, with a copy to attorney Gerald K. Hodge, Kinnally, Flaherty, Krentz & Loran, P.C. 2114 Deerpath Road Aurora, Illinois 60506. Either party, by a similar written notice, may change the address to which notices and copies shall be sent.

8. **LITIGATION COSTS.** If either party institutes any action at law or in equity against the other party to secure or protect its rights under or to enforce the terms of this License Agreement, in addition to any judgment entered in its favor, the prevailing party shall be entitled to recover such reasonable attorneys' fees as may be allowed by the court, together with court costs and reasonable expenses of litigation.

9. **SINGULAR INCLUDES PLURAL.** All references in this License Agreement to the singular shall include the plural where applicable, and all references to the masculine shall include the feminine and vice versa. If either reference shall be declared invalid, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect.

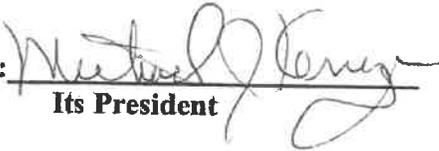
10. **NO AGENCY CREATED HEREBY.** PINGREE GROVE shall have no authority, express or implied, to act as agent of FPDKC for any purpose. PINGREE GROVE shall remain an independent contractor responsible for all obligations and liabilities of, and for all loss or damage to, the Property, including any equipment or fixtures connected therewith and for all claims or demands based on damage or destruction of property or based on injury, illness, or death of any person or persons, directly or indirectly, resulting from the use of the Property.

11. **COUNTERPARTS.** This License Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF,** each of the parties has caused this License Agreement to be executed by its duly authorized representative as of the day and year first above written.

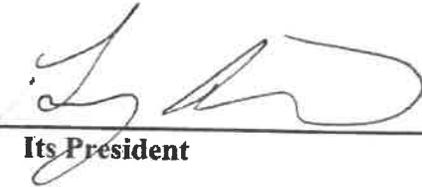
**FPDKC:**

**FOREST PRESERVE DISTRICT  
OF KANE COUNTY**

By:   
Its President

**PINGREE GROVE:**

**VILLAGE OF PINGREE GROVE**

By:   
Its President

**ATTEST:**

  
Secretary

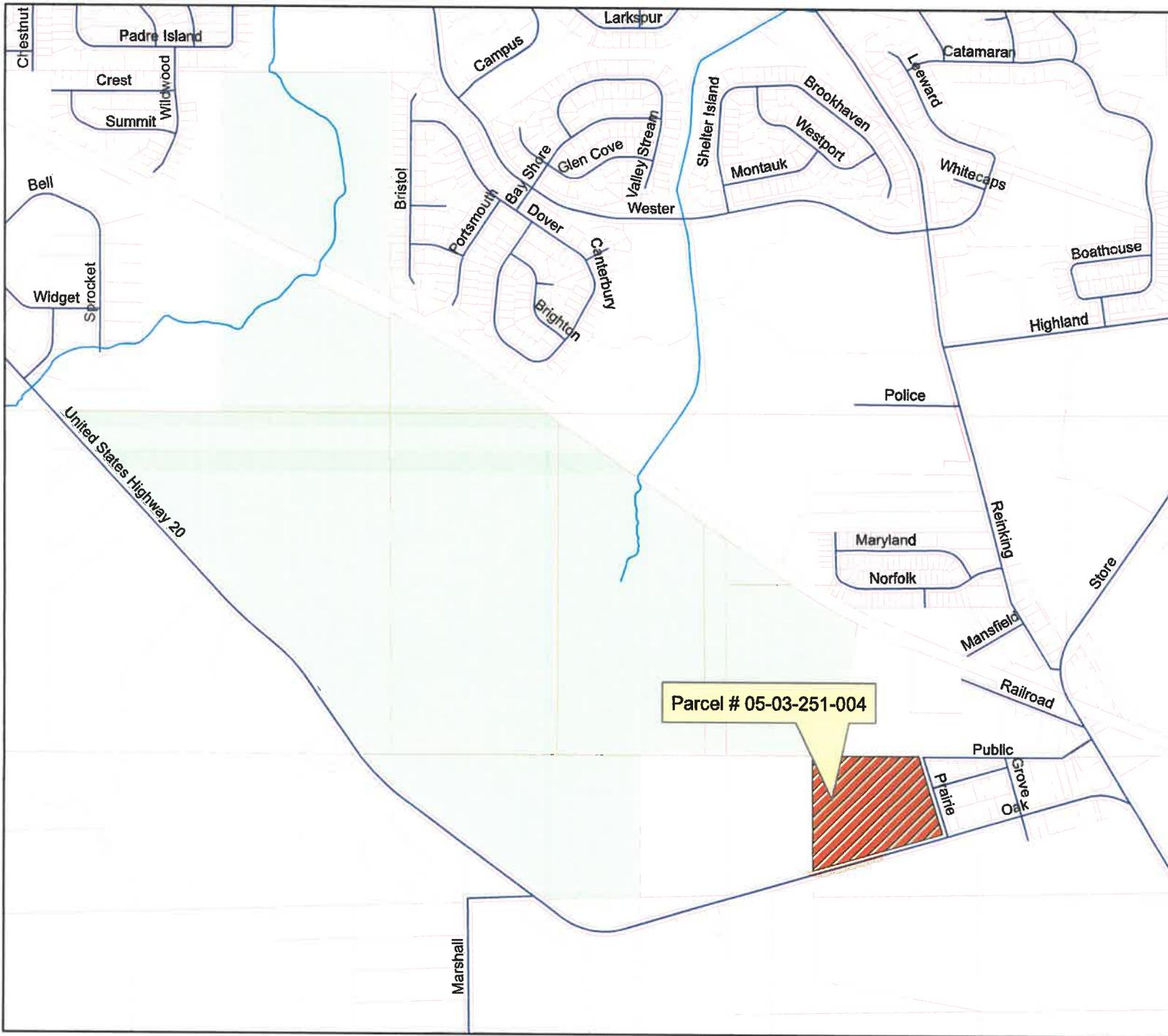
**ATTEST:**

  
Secretary

### Pingree Grove Forest Preserve

License Agreement  
Village of Pingree Grove

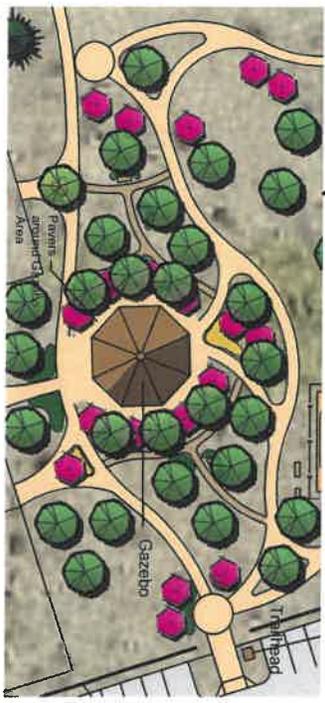
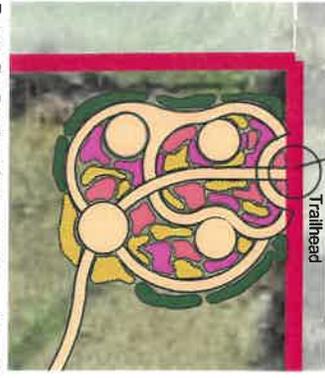
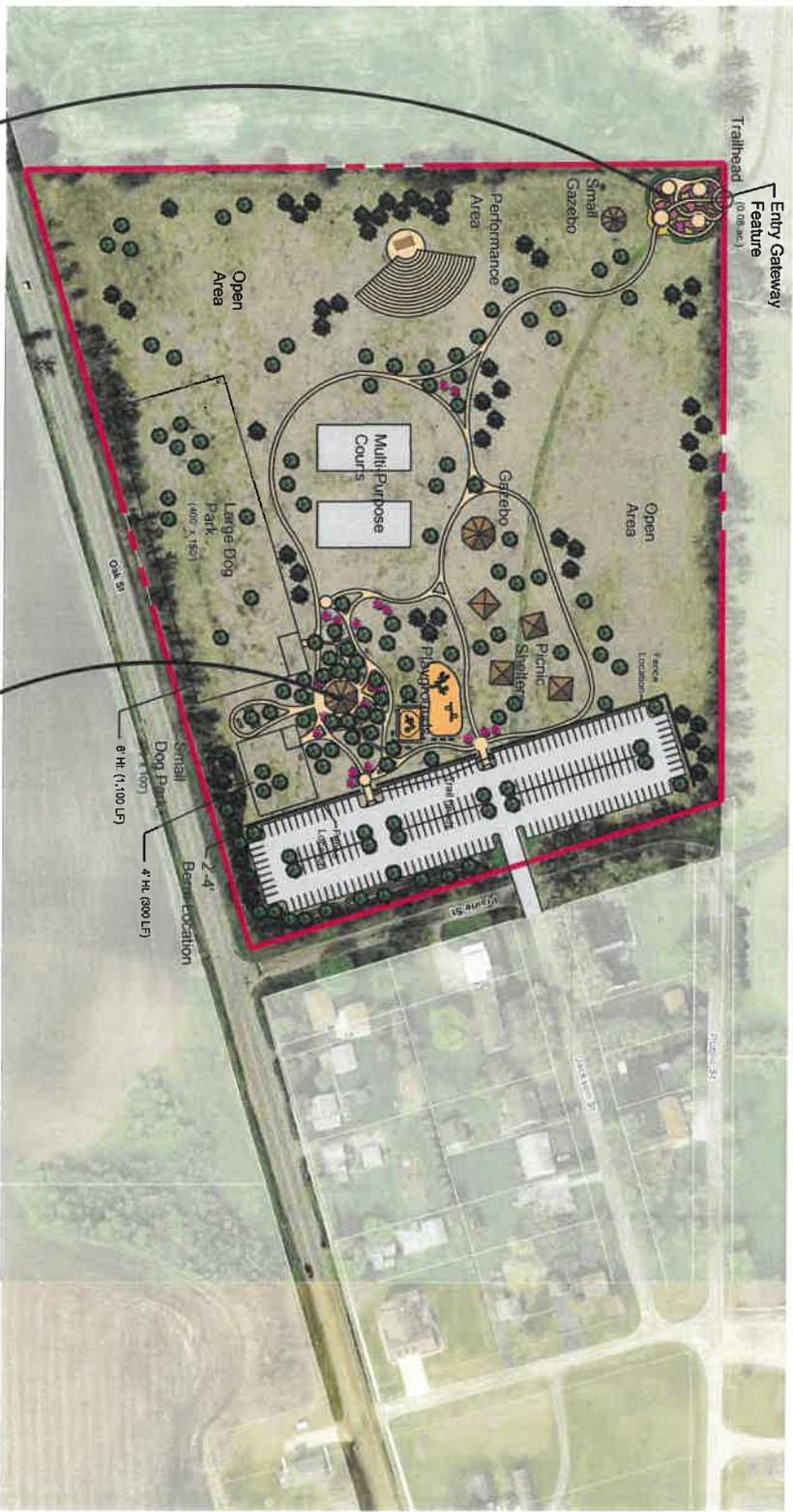
Parcel #	Acres
05-03-251-004	16.79



#### Legend

- Creeks
- County\_Roads
- Forest Preserves





**Legend**

- Shade Trees
- Evergreen Trees
- Ornamental Trees
- Shrubs
- Perennials/Grasses

0 25 50  
Original Scale: 1" = 150'

N  
134°

Butterfly Garden Concept Plan - 1" = 50'

Courtyard Concept Plan - 1" = 50'

**ROLF C. CAMPBELL & ASSOCIATES**  
A HANWARD CONSULTING DIVISION  
 910 Woodlands Parkway  
 Vernon Hills, Illinois 60061  
 PHONE: (847) 735-1000 FAX: (847) 735-1010

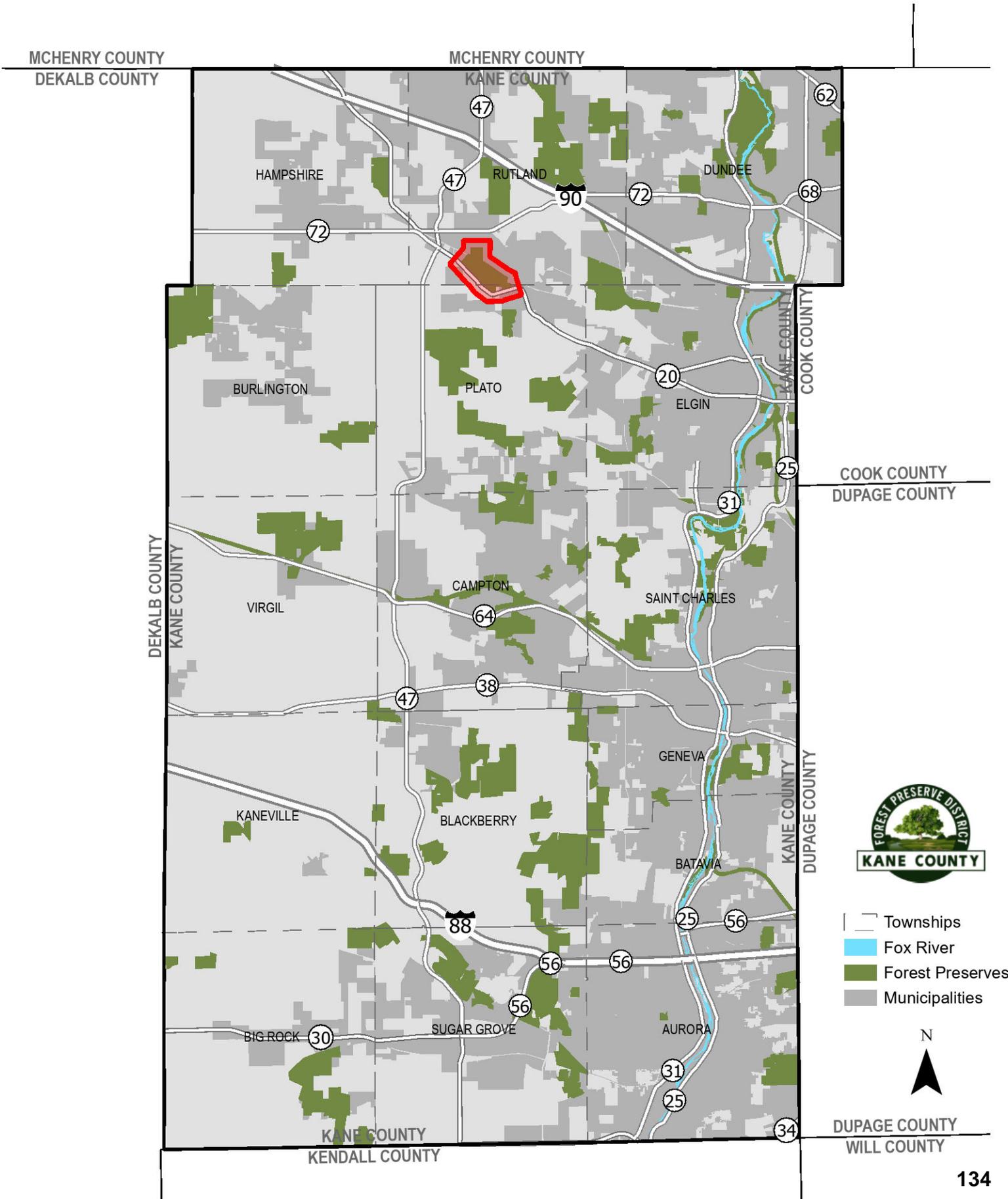
**Overall Concept Plan  
 Forest Preserve Park**  
 Per Direction from Village Trustees Design Charette  
 Pingree Grove, Illinois

Date: July 28, 2017
Revisions
August 10, 2017

# Pingree Grove F.P.

County Location Map

Hampshire, IL



# FOREST PRESERVE PARK

PROPOSED PARK IMPROVEMENTS  
NOVEMBER 2024

- 1 25-CAR PARKING LOT FROM PRAIRIE ST.
- 2 24'x44' PICNIC SHELTER
- 3 PAVED TERRACE WITH SEATWALL AND FIREPIT
- 4 CONCRETE BAG TOSS AND LADDER BALL GAME AREA
- 5 IN-GROUND MOUNTED CHARCOAL GRILL
- 6 GAGA BALL STRUCTURE
- 7 EXISTING TURF TRAIL TO FOREST PRESERVE BOARDWALK
- 8 EXISTING PRAIRIE AREA TO REMAIN
- 9 ASPHALT TRAIL FROM SHELTER TO TURF TRAIL
- 10 CONCRETE PAD WITH BENCH







# AGENDA MEMORANDUM

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**DATE:** January 30, 2025

**TO:** Forest Preserve District Planning & Utilization Committee

**FROM:** Jennifer Rooks-Lopez, Director of Planning and Land Protection

**SUBJECT:** Presentation and Approval of a Resolution Authorizing a Memorandum of Understanding Between the Forest Preserve District of Kane County and the Fox Valley Park District

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## **PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider a Memorandum of Understanding between the Forest Preserve District of Kane County and the Fox Valley Park District for the future construction of a bike and pedestrian bridge spanning over the Fox River between Les Arends Forest Preserve and Lippold Park.

## **BACKGROUND:**

The Fox Valley Park District (FVPD) applied for and was recently awarded a federal grant to design and construct a pedestrian and bike bridge over the Fox River between their Lippold Park and our Les Arends Forest Preserve. After extensive site studies, it was determined the best western shore landing site is the northern edge of Les Arends and a future intergovernmental easement agreement ("IGA Easement") between the parties will be required. The specific details of the future easement agreement are subject to finalization of engineering and planning of the exact landing placement locations. The proposed Memorandum of Understanding is necessary to comply with preliminary documentation requirements for the federal grant, and addresses the following issues:

- The intent of the Forest Preserve District of Kane County (FPDKC) to grant reasonable site access for preliminary studies and layout determination.
- An IGA Easement will be drafted to allow for the bridge's west terminus at Les Arends Forest Preserve.
- The terms of the IGA Easement will be terms generally acceptable to both parties and that they will not unreasonably withhold consent.
- The bridge, its' construction, and all future maintenance, will be at the sole expense of the FVPD.
- FVPD agrees to take all reasonable planning steps to minimize adverse impacts to Les Arends Forest Preserve.
- Both the FVPD and the Forest Preserve District of Kane County are each represented by Kinnally, Flaherty, Krentz, Loran, Hodge & Masur, P.C.

## **FINANCIAL IMPACT:**

There is no financial impact to the District associated with the Memorandum of Understanding.

## **RECOMMENDATION:**

Staff recommends approving the Memorandum of Understanding as presented, with the Fox Valley Park District (FVPD) to enable the placement of a bike and pedestrian bridge between Les Arends Forest Preserve and Lippold Park.

**ATTACHMENTS:**

*County Location Map*

*Bridge Location Site Plan*

*Memorandum of Understanding*

# Memorandum of Understanding

## Between the Forest Preserve District of Kane County and the Fox Valley Park District

This memorandum of understanding is adopted by the Forest Preserve District of Kane County (“KCFPD”) and the Fox Valley Park District (“FVPD”), with respect to that certain intergovernmental easement agreement (“IGA Easement”) to be reached between the parties to enable the placement of a bike and pedestrian bridge spanning over the Fox River in the vicinity of the Les Arends Forest Preserve and the park formerly known as Lippold Park. The parties acknowledge that specific details of the easement grant from KCFPD to FVPD is subject to finalization of engineering and planning of landing placement on both sides of the Fox River, with the east landing to be placed on FVPD property and the west landing to be placed on KCFPD property. This memorandum of Understanding is necessary to comply with preliminary documentation requirements for federal grant purposes.

The parties acknowledge the following, based on the planned location for the bridge placement and easement grant associated therewith:

1. KCFPD acknowledges the intent to grant reasonable site access for preliminary studies and layout determination, including environmental fieldwork, surveying, and other similar preliminary planning of the bridge site.
2. The parties acknowledge a general IGA Easement agreement will be tendered to allow placement of the bridge’s west terminus on a suitable landing located on the north end of the Les Arends Forest Preserve with two existing islands providing landings for the river span, as well, one owned by KCFPD and one owned by FVPD, subject to specific final engineering and a concomitant permanent easement grant that will allow for a direct bicycle and pedestrian connection from the east side of the Fox River to the Fox River Trail on the west side of the Fox River.
3. The parties acknowledge that maintenance of the bridge will be the sole responsibility of FVPD.
4. The parties further acknowledge that the terms of the IGA Easement will be in the form of an intergovernmental agreement on terms generally acceptable to both parties and consistent with the terms hereof and that both parties agree that they will not unreasonably withhold consent to the customary terms of the IGA Easement.
5. The parties further acknowledge that the specific defined area within the Les Arends Forest Preserve and the two islands in the Fox River for landing placement and related improvements shall be subject to approval of the KCFPD staff and FVPD agrees to keep KCFPD staff informed as to details as they arise from time-to-time hereafter.
6. FVPD acknowledges and agrees that it will take all reasonable planning steps to minimize adverse impacts to the Les Arends Forest Preserve and island owned by KCFPD in the construction and placement of the bridge landing within same.
7. The parties acknowledge that each is represented by the law firm of Kinnally, Flaherty, Krentz, Loran, Hodge & Masur, P.C., with Gerald Hodge acting as lead attorney (collectively,

the "Firm" or its "Attorneys"). The parties expressly waive any conflict of interest that might presently be raised by either party due to such representation by the Firm or its Attorneys, but each expressly reserves the right to dismiss the firm or any of its attorneys at any point and in the event of such dismissal, the Firm and each of its Attorneys shall withdraw from this matter as to both parties.

The foregoing memorandum of understanding is adopted by the parties as of the date of the last to sign below.

This Memorandum of Understanding is made effective this \_\_\_\_ day of \_\_\_\_\_, 2025.

Forest Preserve District of Kane County

Fox Valley Park District

By: \_\_\_\_\_  
Its Authorized Agent

By: \_\_\_\_\_  
Its Authorized Agent

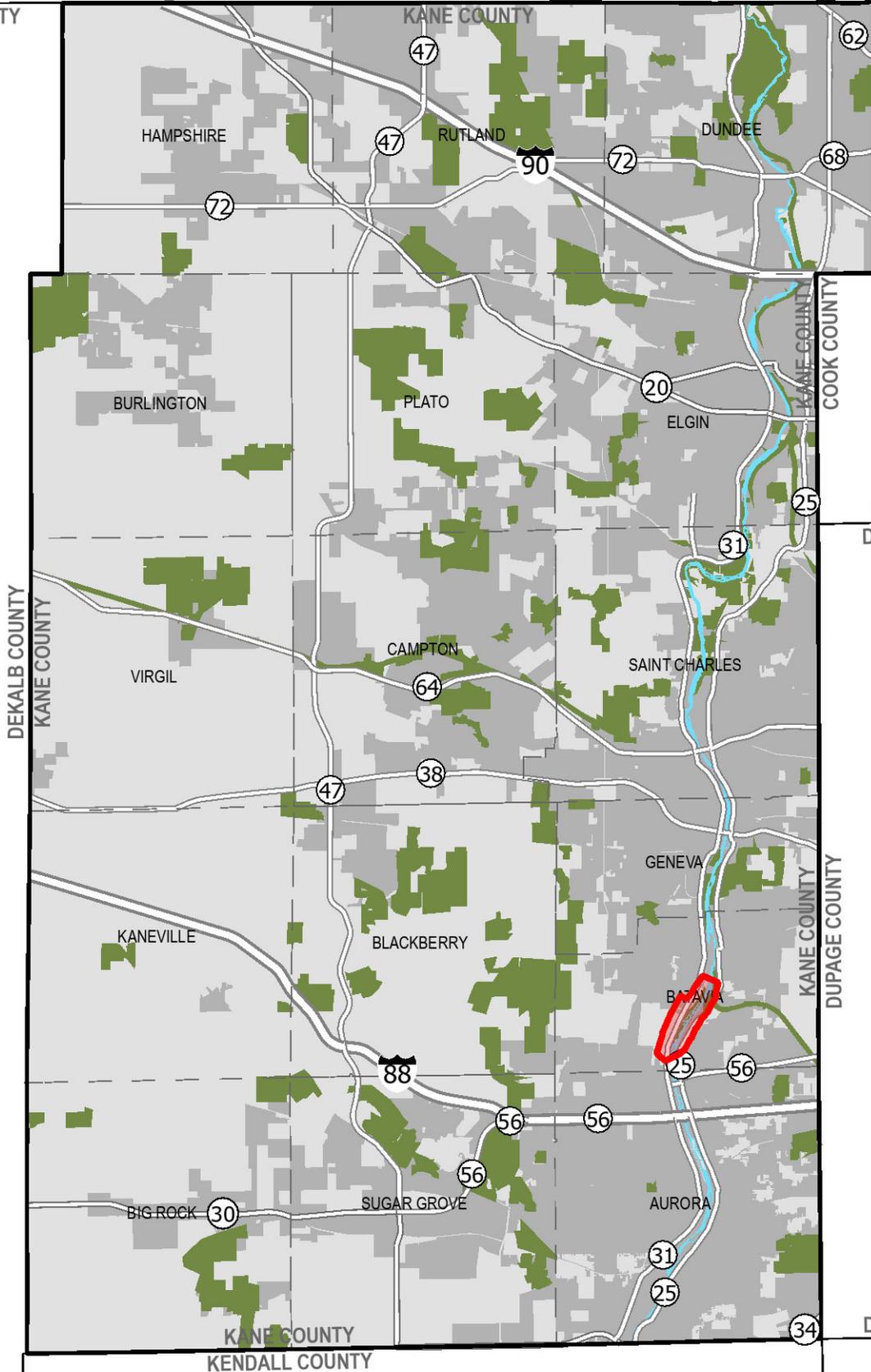
# Les Arends F.P.

County Location Map

Batavia, IL

MCHENRY COUNTY  
DEKALB COUNTY

MCHENRY COUNTY



COOK COUNTY  
DUPAGE COUNTY



- Townships
- Fox River
- Forest Preserves
- Municipalities



DUPAGE COUNTY  
WILL COUNTY



05 CONCEPTUAL OPTIONS  
**FOX RIVER PEDESTRIAN BRIDGE STUDIES | C: LIPPOLD PARK**  
**PREFERRED**





STATE OF ILLINOIS )

COUNTY OF KANE )

SS.

**REPORT NO. DOC-2025-08**

**DEPARTMENT REPORTS**



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: February 11, 2025  
RE: January 2025 Report

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### **Employee Relations, Recruiting and Benefits:**

- Interviews were held for the position of PT Police Officer. In January, the department onboarded two full-time Restoration Technicians, and a Stewardship Specialist.
- The District's seasonal employment opportunities are open for recruitment, and the HR department is training and providing resources to hiring managers to support their selection and orientation processes.
- The District is fully staffed, positioning the department well to tackle other strategic human resources projects that have been delayed or postponed due to regular, active recruitment as well as begin preparing for possible growth in the District's staffing model.
- The Department has also begun to shift its focus to prospective benefits planning, including possible insurance opt-out options, certification pay, uniform allowances, and other opportunities that stem from compensation and classification study recommendations and the competitive employment landscape. Any fully vetted recommendations will be presented for FY25-26 budget consideration; however, it is more likely these will be more fully prepared for the following fiscal year.
- The department has prepared its annual budget requests and expects to present them formally to Administration and Finance for consideration in early February. In addition to evaluating department needs, HR has worked collaboratively with the budget team to consider requests for staff as an outcome of the successful referendum.
- HR is supporting the review and preparation of the third iteration of the Organization Ordinance for the Commission's approval. Once complete, the department expects to present its annual review of the employee handbook for consideration. A comprehensive review has begun.
- Human Resources is in the process of converting its 457k plan with Equitable to a new platform, which is intended to better serve participants and reduce administration time and fees. The Plan will experience a black out period during the month of March, and the department is preparing notification to participants as well as coordinating with the Finance Department for the handling of contribution withholdings during the transition.
- HR completed the annual ACA reporting process and employees received mandatory notices at their homes.
- The Department has begun to review and revise the District's performance management process and tool, and anticipates to pilot a new program for some staff in 2025.
- Department staff participated in in the Riverland's productions process for its Maple Sugaring Days collaboration with the Foundation, attended the Kane County Veteran's Court for learning and to vet a potential partnership, presented at new Commissioner orientation, and attended the IPBC member update and ACA reporting training.

### **Safety and Wellness:**

- With the start of the new calendar year, the HR Department closed out 2024 employee safety training files and developed the 2025 safety training plan for all employees.
- The Safety and Wellness Coordinator taught OSHA Trench Safety to trades technicians and Co-taught CPR and first aid to staff.
- Department staff participated in an OSHA Extreme Cold webinar to review the federal standards, a PDRMA Risk Management Review webinar to roll out the 2025 safety goals, and the monthly IDPH Ambassador virtual meeting.



## Human Resources Department Memorandum

- The Safety and Wellness Coordinator served as a subject matter expert at the planning meeting and site visit for the new Nature Play Space project at LeRoy Oakes, discussing risk management design requirements and making recommendations for the space.
- Human Resources reviewed the Public Safety training mandates and requirements with the Police Department for 2025. Several redundancies were eliminated and a department specific training plan was adopted to improve efficiencies and reduce budget costs. Together, a CPR instructor was sourced to co-teach Red Cross CPR certification for officers that is state compliant.
- The OSHA injury reporting log has been completed and posted and required federal data was submitted to the Bureau of Labor Statistics.

### Volunteer Resources:

- In January, **756.50 volunteer hours at 44 events** were given to the District!
- Dangerously cold temperatures resulted in a number of volunteer event cancelations.
- The HR Department welcomed new Stewardship Specialist Rachel Carlson. Rachel is off to a great start meeting staff, seeing preserves, jumping into trainings and getting out with volunteers! The HR team is excited to have her and look forward to lots of good news and updates from her fieldwork.
- The Volunteer Coordinator supported the Snowmobile Safety Course led by SSP volunteer Ron Julian and Officer Splittgerber at District HQ, and co-taught the District's largest ever 1<sup>st</sup> aid training course of 12 staff members.
- The Volunteer Coordinator co-presented "Creating Impactful Service for Any Organization" at IAPD in Chicago with fellow panelists from the St. Charles Park District and Friends of Illinois Nature Preserves.



Pictured on the left: Rachel (center) gets a warm welcome from Steward Mary O (right) and the Bliss Woods crew January 25<sup>th</sup>.

Pictured on the right: Safety Chuck keeps a watchful eye on the large staff 1<sup>st</sup> session at HQ in Jan 23<sup>rd</sup>.



# Public Safety Department Memorandum



TO: Benjamin Haberthur, Executive Director  
FROM: Paul Burger, Director of Public Safety/Chief of Police  
RE: January 2025 Report

## REPORTS

16 reports were taken from 92 dispatched calls for service.

## CITATIONS & WARNINGS ISSUED

22 total citations written: 13 ordinance violations, 9 written warnings.

## REPORT HIGHLIGHT SYNOPSIS

### Vehicle Found After Dam Removal

An officer was assigned to investigate a report of a possible vehicle located in the Fox River on the east side, south of the Fox River Shores boat launch. The officer was able to locate the unoccupied vehicle partially submerged in the Fox River that appeared to have been there for several years. The Illinois Department of Natural Resources has been contacted to continue the investigation and / or remove the vehicle.

### Stolen Vehicle Found

While staff was conducting wildlife surveys at Muirhead Springs FP, a vehicle was spotted in a marsh deep off of the trail. An officer responded to the scene. The officer ran the plate of the vehicle, which came back as reported stolen. Elgin Police Department arrived and arranged a tow to come retrieve the vehicle. The owner of the vehicle was contacted.

### Hunting Blind Investigation

A patron was at Buffalo Park FP, when he spotted what appeared to be a hunting blind in the woods. An officer was called to the scene and was able to confirm the hunting blind, along with three young trees that appeared to have been freshly cut down, presumably to construct the blind. Investigation is ongoing and a possible offender description was taken from patrons.

### Disorderly Conduct

Officers were called to the Fox Valley Ice Arena, regarding an incident that occurred the previous evening. A woman parked in a space that was marked "Reserved" for a Cyclones family only after 5PM. The woman came back to her vehicle thirty minutes after 5PM, and observed a woman by her car in the reserved spot. The woman confronted her about parking in the spot, threw garbage, and smeared a banana on the windshield of the car. The woman was able to drive safely away. The officer was able to make contact with the offender, who was issued a citation for Disorderly Conduct.

## TRAINING & MEETINGS

### **Meetings:**

- Stony Creek Site Survey (Chief Burger & Ofc. Kotlarz)
- Full Time Officer Staff Meeting
- Police Staff PDRMA Training Plan (Chief Burger & Safety Coordinator Misner)
- KCMCTF Call Out / Hampshire PD (Ofc. Villanueva)
- IMRF Rolling Calendar (Chief Burger & HR Director Clough)
- IPLEA (Ofc. Kelly)
- New PT Ofc. Interview (Chief Burger, Sgt. Hayes, & HRD Clough)

### **Training:**

- Departmental Police Law Training / New Illinois Laws
- Taser / Evidence.com (Chief Burger)
- High Risk Vehicle Stops / NEMRT (Officers Kelly, Konecki, & Villanueva)

## January 2025 Reports by Location/Offense

Location	Accidents - Motor Vehicle	Alarm Activation - Check Premises	Destruction of Natural Resources	Dumping	Investigations - Other	Theft - Identity	Assist KC Sheriff's Office	Camping Where Prohibited	Public Indecency	Disorderly Conduct	Abandoned Property	Report Followup	Drugs	Suspicious - Vehicles	Suspicious - Other	Possession of Cannabis	Grand Total
Brunner Family F.P.					1						1						2
Burnidge F.P.				1													1
Fox River Shores (East) F.P.							1										1
Oakhurst F.P.													1				1
Tyler Creek F.P.								2							1		3
Big Rock F.P.	1			1													2
Muirhead Springs F.P.										1							1
Buffalo Park F.P.			1														1
Fox Valley Ice Arena									1			1					2
Mill Creek Greenway F.P.		1															1
Hampshire Twp. Misc. Land						1											1
<b>Grand Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>



## Community Engagement Department Memorandum

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**To:** Benjamin Haberthur, Executive Director  
**From:** Laurie Metanchuk, Community Engagement Director  
**Date:** 2/11/2025  
**Re:** January 2025 Report

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### Public Relations & Marketing

#### CONFERENCES, MEETINGS & TRAINING

**Maple Brewing Day:** Director Metanchuk, majority of the naturalist staff, Executive Director Haberthur, Finance Director Dave Petschke, and Human Resources Director Jen Clough attended the creation of a special Maple Replay brew, Jan. 8 at Riverlands Brewing Company in St. Charles. The craft beer was created in part to celebrate Maple Sugaring Days' 30<sup>th</sup> anniversary, this year. Maple Replay is an imperial stout, brewed in collaboration with the Kane Forest Preserve Foundation. The beer features the same maple syrup that will be sold during Maple Sugaring Days, March 1 & 2 at LeRoy Oakes Forest Preserve. A portion of Maple Replay's proceeds will benefit nature education and other initiatives supported by the Kane Forest Preserve Foundation.

**Nature Play Space Meeting:** On Jan. 17, Director Metanchuk, Environmental Education Manager Barb McKittrick, Natural Resource Management Director Pat Chess, Natural Resources Manager Jason Johnson, Operations Director Jeremy Jensen, Planning & Land Protection Director Jennifer Rooks-Lopez, Landscape Architect Zach Tegge, and Safety & Wellness Coordinator Chuck Misner met at LeRoy Oakes to discuss a site for the Nature Play Space grant project. The Kane Forest Preserve Foundation was awarded a grant by the Grand Victoria Riverboat Foundation. Staff determined a wooded spot just west of the Durant Peterson House Museum and just south of the red barns, would be the best location and provide parking and trail access.

**New Commissioner Orientation:** Also on Jan. 17, all department heads attended the New Commissioner Orientation. After a general Forest Preserve District overview, each director got to introduce themselves and talk about their department's initiatives. They were also able to answer questions from the newly installed Commissioners.

**IAPD/IPRA Soaring to New Heights Conference:** Director Metanchuk, Executive Director Haberthur and Planning & Land Protection Director Rooks-Lopez attended the annual park and recreation conference in Chicago, Jan. 23-25. The conference provides various networking opportunities, educational sessions, and meeting space for groups the Illinois Association of Conservation & Forest Preserves. President Lenert, Commissioners Gripe and Roth were also in attendance. In addition, Volunteer Coordinator Robb Cleave co-led a session entitled "Creating Impactful Service at Any Organization."

## Community Engagement Department Memorandum

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January 2025 Report

**Forest Preserve & Conservation Foundations Meeting:** Quarterly, representatives of local forest preserve and conservation foundations informally meet via Zoom to network, share ideas and issues at each of their respective foundations. Director Metanchuk attended the Jan. 31 meeting.

### PRESS RELEASES

We published the following press releases in January:

- Gear Up for Nature Games and Winter Fun at Polar-Palooza!, Jan. 10
- Maple Sugaring Days are March 1-2 at LeRoy Oakes Forest Preserve, Jan. 17

### PRESS COVERAGE

The following items garnered press coverage, last month:

#### Golf

- Landscapes Golf Management: To operate Settler's Hill, Hughes Creek courses, The First Call, Jan. 16
- Landscapes Golf Management adds two Illinois courses, Golf Course Industry, Jan. 17

#### Nature Programs

- Kane County Forest Preserve District's first Polar-Palooza fest gets warm reception, Chicago Tribune, Jan. 19
- Maple Sugaring Days returns with sweet treats, anniversaries and exclusive beer, Shaw Local, Jan. 21

#### Natural Resource Management

- The year in birds: Conservation progress, remarkable sightings highlighted 2024, Daily Herald, Jan. 1

### SOCIAL MEDIA

The District manages social media accounts on Facebook, Instagram, Threads, LinkedIn, TikTok & YouTube. Our performance summary for last month, follows:

- **IMPRESSIONS** (Times content was displayed to users): 241,908 (+ 74.8%)
- **ENGAGEMENTS** (Times users engaged with our content): 10,547 (+ 61.4%)
- **AUDIENCE** (Number of users following our profiles) 23,459 (- 4.8%)

January 2025 Report

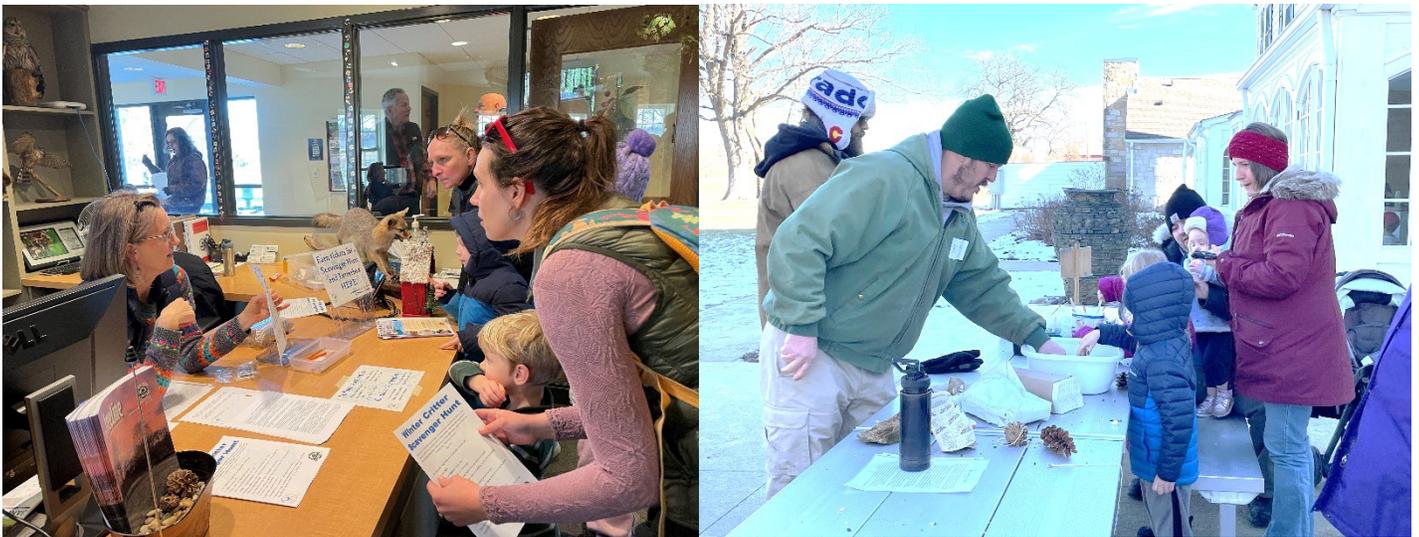
## TREELINE NEWSLETTER

Our current print subscribers total 5,390 (no change). Current email subscribers total 15,042 (+206), for a combined total of 20,432 subscribers (+206). As always, free subscriptions to *The TreeLine* newsletter are available at: [http://bit.ly/ForestPreserve\\_Email](http://bit.ly/ForestPreserve_Email). The Spring 2025 edition is just out, and available online at <https://kaneforest.com/the-treeline-newsletter>

## Environmental Education

### JANUARY SPOTLIGHT

In its inaugural year, the Polar Palooza festival was a serious success! Largely the result of Naturalist Amber Ross' creativity and hard work, this new winter event offered engaging, family-friendly nature-based arcade games and crafts, with prizes awarded for participation. The 13 activity stations included themes like *Make a Bird Feeder* (made with pinecones), *Animal Olympics* (moving like native animals), and *Who Made this Nest?* (bird-to-nest matching game). With patron smiles and compliments flowing freely, 350 patrons enjoyed an educational and fun filled day at Creek Bend Nature Center. We will definitely repeat Polar Palooza in 2026!



*Nature-based stations both inside and out offered a wide range of activities for families eager to escape cabin fever, spend time in nature and have fun doing so.*

PROGRAM REACH & REVENUE GENERATION

Programs	Programs Completed (Monthly)	Attendance (Monthly)	Avg Attendance Per Program (Monthly)	Programs Completed (Total FY)	Attendance (Total FY)	Avg Attendance Per Program (Total FY)
Public	14	706	50	90	2,676	30
School	6	153	26	53	1,580	30
Scout	0	0	0	4	49	12
Community	1	14	14	30	1,215	41
Outreach	5	272	54	23	1,287	56
Learn from the Experts	3	73	24	14	315	23
Virtual Public*		n/a	n/a	5	n/a	n/a
Virtual School	0	0	0	1	125	125
<b>Program Totals</b>	<b>29</b>	<b>1,218</b>	<b>42</b>	<b>220</b>	<b>7,247</b>	<b>34</b>
Nature Center Visitors		<b>974</b>			<b>5,117</b>	
<b>Total Attendance</b>		<b>2,192</b>			<b>12,364</b>	
Revenues <sup>^</sup>	<b>\$686</b>					

\*Note: Only webinars have live attendees    ^Excludes LFE/KCCN partnership revenues.



*“[Naturalist Lisa O’Brien] Lisa was great at pointing out things I did not see on my own when I went a few weeks ago. Also pointed out what to look for in the Spring so will definitely go back...It’s not only great to get stimulated with a brisk walk on a cold morning, but to also stimulate the mind!”*  
 — “Nurtured by Nature” participant

IN-PERSON PROGRAMS

- Public Programs:** Naturalist O’Brien led her monthly, meditative, *Nurtured by Nature* hike at Rutland Forest Preserve in Hampshire for 13 patrons. The group enjoyed the healing benefits of a walk in nature while learning about peat formation and bog habitats. For the younger set, Naturalist O’Brien welcomed preschoolers and their caregivers to a *Cardinals in the Snow - Little Saplings* program at LeRoy Oakes Forest Preserve in St. Charles. Participants learned how to identify cardinals by color and call, played a bird memory matching game, created bagel bird feeders, filled the Creek Bend Nature Center bird feeders and enjoyed a birding hike.

We had 25 patrons turn-out to Hannaford Woods/Nickels Farm Forest Preserve in Sugar Grove for Naturalist Josh Libman’s monthly *Bird Watching* walk. Sightings of Eastern Bluebirds were the highlight of the program. During the faster paced *Trek with a Naturalist* monthly program, Naturalist Libman welcomed 30 patrons to Les Arends Forest Preserve in Batavia for a 4-mile

## Community Engagement Department Memorandum

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January 2025 Report

journey along the Fox River Bike Trail, passing floodplain forests, dolomite outcroppings and the Fabulous Fox River!

Naturalist Erica Lemon's monthly *Yarn Art* program attracts patrons into Creek Bend Nature Center that might not typically attend field-based nature programs. As participants work their yarn art projects, they share tips and patterns with others while picking up pointers and ideas from friends old and new. This month, twelve crafters participated.



*The Savanna Room at Creek Bend Nature Center makes the perfect retreat for crafting with natural fibers.*



*shared the story of linen. They demonstrated how the fibers are extracted from the plant and subsequently spun into linen.*

In a related program, Naturalist Lemon worked with local fiber artists to develop a "spin-in." Linen experts shared a presentation on the production of this very useful fiber, then opened Creek Bend Nature Center to a hands-on workshop for spinners and their spinning wheels. We had 30 spinning enthusiasts attend.

In what has become an annual and well-attended travelogue tradition, 45 *Senior Stroll* patrons attended Environmental Education Manager McKittrick's presentation on *Backpacking the Sierra Nevadas – A Wilderness Experience!* She shared the adventure of her recent backpacking trek

January 2025 Report

through the Emigrant Wilderness of the Sierra Nevada range. Attendees learned about the history and ecology of this beautiful part of the country while enjoying backpacking snacks and warm drinks.

This month's *Storytime at Creek Bend Nature Center* attracted 40 young family members to Creek Bend Nature Center to enjoy read-aloud stories, finger plays, songs, and more led by a librarian from the St. Charles Public Library. Attendees stayed and enjoyed the interactive exhibits in the Nature Center following the program.



The bitter cold did not keep 20 patrons away from Naturalist O'Brien's *Wolf Moon Hike* at Les Arends Forest Preserve in Batavia. Strolling under the light of a winter moon, the group learned why Native Americans name each of the full moons and explored the trail and river area for night life and geologic formations (dolomite!) Not only was the Wolf Moon shining brightly in a star filled-sky, but Mars was in occultation, making for a magical night.

*Wolf Moon Hikers were treated to the moon shining brightly over the Fox River.*

- **Community & Outreach Programs** – The entire naturalist team worked together to deliver five *Traveling Naturalist* programs to a total of 272 students at area schools this month: three *Backyard Wilderness* themed and two *Nature Detectives* themed programs. Districts supported included D301, U46 and Brightpoint Child & Family Center in Carpentersville.

Naturalist Ross traveled to the Northern Illinois Special Recreation Association (NISRA) in Carpentersville to lead a *Birds of Kane County* outreach program. The 14 students enjoyed learning about birds, completing a bird beak activity and making/deploying pinecone bird feeders.

- **School Programs** – Environmental Education Manager McKittrick hosted the GeoAdventure Club from Wredling Middle School for a winter *Animal Adaptations* hike, nature crafting in the cabin and sledding at Johnson's Mound Forest Preserve. Naturalist Libman welcomed 48 homeschooling members from three networks to *Homeschool Discovery Hike* programs at Fox River Bluffs and Johnson's Mound Forest Preserves.
- **Learn from the Experts (LFE)/Kane County Certified Naturalist (KCCN) Programs** – After months of promotion, planning and anticipation, we kicked off instruction for the KCCN Class of 2025. This partnership program between the District and the Geneva and St. Charles Park Districts is now in its 18<sup>th</sup> year, with >500 students having participated in the program. In January, the first four of six

January 2025 Report

classroom sessions, consisting of two topics each (*Ecology, Ornithology, Geology, Soils, Woodlands, Mammals, Wetlands, Watersheds*), were well received by the 38 enrolled students. Director of Planning & Land Protection Jen Rooks-Lopez and Commissioner Mo Iqbal are celebrity class members.

We led three LFE adult education programs this month. Two sessions of the same topic (*Nature for All: The Origin Story of the Forest Preserve District of Kane County*) were taught by District Consultant Al Watts at LeRoy Oakes and Brewster Creek Forest Preserves. A total of 53 attendees enjoyed learning about the history of the District's establishment and growth, as well as the future Centennial celebration being planned. The third LFE, *Creatures of the Subnivean Zone*, explored the animals that call the subnivean zone between snow and ground their winter playground. Naturalist O'Brien described the formation, benefits and perils to the subnivean zone to the 20 attendees at Creek Bend Nature Center.

### NATURE, VIRTUALLY EVERYWHERE! ONLINE PROGRAMS

For patrons that can't come to the forest preserves, or choose not to gather in groups, the Environmental Education team continues its innovative work to bring high-quality nature programs to folks via live virtual hikes, videos, and webinars. In January, we released:

**Beaver Dam Update** – Check out the incredible work of beavers at LeRoy Oakes Forest Preserve! This impressive dam is just one example of how these amazing creatures shape the landscape. Nature's engineers at their finest! <https://www.youtube.com/watch?v=qNZkTtdmgsI>

### INTERNAL PARTNERSHIPS

Environmental Education Manager McKittrick led the kick-off meeting for the *Nature Play Space* capital project being funded by the Grand Victoria Riverboat Grant submitted by the Kane Forest Foundation. Not meant to be a plastic playground, the Nature Play Space will be designed to get children outside, along the trails of LeRoy Oakes Forest Preserve, for free, unstructured sensory play with limited adult supervision and rules. The \$38,000 project includes a \$22,800 grant award, \$9,200 from the Foundation and a \$6,000 in-kind District match. During a field visit to LeRoy Oakes Forest Preserve, the working team selected a tentative location for the build out.

January 2025 Report

### EXTERNAL PARTNERSHIPS

2025 is not only the Centennial anniversary of the District, it is the 30<sup>th</sup> anniversary of the annual Maple Sugaring Days festival. In celebration of this double birthday, the Environmental Education team has worked with Riverlands Brewing to craft a special beverage just for our event – Maple Replay Imperial Stout. Crafted with the same local Funks Grove



*District staff learned from Riverlands owner Eric Bramwell about the science and nature behind the art of beer brewing, then helped start the Maple Replay*

maple syrup sold at Maple Sugaring Days, Maple Replay will make its debut within a new beer tent at the festival. A portion of all sales of Maple Replay will be donated to the Kane Forest Foundation. In January, invited staff and supporters joined our partners at Riverlands to begin the brew process for our custom-crafted beer – a very exciting day!

In another project that will result in a Foundation donation, Environmental Education Manager McKittrick worked with KCCNer (and Glacial Lake Pingree expert) David Schoenknecht to make custom designed socks featuring the surficial geology map of Glacial Lake Pingree available to District supporters. David has pledged \$8 of every \$20 sock sale to the Foundation, to be used for interpretive Ice-Age signage in our preserves. You can purchase yours here! [https://donorbox.org/20-socks-for-fpdkc-signs?fbclid=IwY2xjawlKGCZleHRuA2FlbQIxMAABHbwyCQwg11-LuJh082yVRTzV68CBVa4kQInbyjnTG3KpT\\_GfhARGIsWByg\\_aem\\_x2eD5gxhtCuN3f3LjU2I-A](https://donorbox.org/20-socks-for-fpdkc-signs?fbclid=IwY2xjawlKGCZleHRuA2FlbQIxMAABHbwyCQwg11-LuJh082yVRTzV68CBVa4kQInbyjnTG3KpT_GfhARGIsWByg_aem_x2eD5gxhtCuN3f3LjU2I-A)

DESIGN: GLACIAL LAKE PINGREE GEOLOGY SOCKS



January 2025 Report

## Rental Facilities

### Barbara Belding Lodge at Brewster Creek Forest Preserve

In January, the lodge hosted four meetings, totaling \$300.

### Creek Bend Nature Center at LeRoy Oakes Forest Preserve

In January, staff used Creek Bend Nature Center for several planning meetings. Showings were available every Wednesday, from 3-7 p.m.



# Natural Resource Management Department Memorandum

TO: Benjamin Haberthur, Executive Director  
 FROM: Patrick Chess, Director of Natural Resources  
 RE: January 2025 Department Monthly Report

## LAND MANAGEMENT

### NATURAL RESOURCE MANAGEMENT

#### *Restoration*

##### Tree & Brush Clearing

Despite cold winter conditions, the Natural Resource Management field staff are right in their element, tackling invasive tree and brush throughout the forest preserves. Major removal projects of buckthorn, honeysuckle, and other brush were the focus for weeks of cold-weather work at Rutland, Chicago Premium Outlets Wetland, and Forested Fen Forest Preserves.

Progress was slowed due to warmer temperatures at the end of the month. However, Contractors also continued their work at Big Rock, Hannaford, and Bliss Woods Forest Preserves.

##### Seed Preparation & Planting

Staff continued planting seed last month. Our Plant Technician, Monika Kastle, creates enhancement seed mix recipes unique for each site. With a combination of purchased seed and seed harvested during the 2024 Seed Team, these seed mixes are broadcasted by hopper or by hand into our preserves. Last month, staff sowed seed at Mill Creek Greenway, Johnson’s Mound and Binnie Forest Preserves.

#### *Wildlife*

##### Deer Management Program

The 2024/25 Deer Management program ended on January 19<sup>th</sup>, with the close of the archery deer season. Participants removed their equipment from the preserves by 1/26. Final harvest numbers were: Bruner/FRS (26), Freeman Kame (16), Lone Grove (7), Binnie (4),



*Tree clearing work done at LeRoy Oakes FP.*



*Staff seeding a field at Binnie FP.*

and Needham (3). IDNR is still testing samples for chronic wasting disease at this time so final the final number of CWD positive deer is unknown at this time. There were at least 4 known positives on 1/31.

#### Avian Surveys and Studies

Wildlife staff attended additional raptor banding outings with Millikin University in January. Staff is being trained on trapping, handling and sampling techniques to contribute towards on-going avian health studies. This includes adding a health element to our on-going American Kestrel color band study.

Staff continue to conduct owl surveys throughout the county. January and February can be a very active time for owls as they are pairing up and preparing for nesting season, which typically occurs during late winter to early spring. A total of 3 Eastern Screech owls, 2 Northern saw-whet & 2 Barred owls were all found in a single preserve in late January.



*NRM Staff Johnson, Kastle, and Reed cutting brush and treating stumps at Rutland bog.*



## Planning & Land Protection Department Memorandum

TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Rooks-Lopez, Director of Planning & Land Protection  
Zach Tegge, Landscape Architect  
RE: January 2025 Department Monthly Report

### LAND ACQUISITION & PLANNING

Staff continues to work with the Land Acquisition Committee on the evaluation and acquisition of properties.

### GRANT PROJECTS

#### JON J. DUERR F.P. RENOVATION PROJECT

improvements to the Jon Duerr Forest Preserve. This project will renovate the existing prairie, parking lots, shelters, restrooms and realign a section of the Riverbend regional trail as well as replace the existing boat launch with a new ADA compliant launch that is able to accommodate small motorized boats.

- Project is complete! Staff are submitting grant reimbursement forms to the IDNR.



#### MILL CREEK GREENWAY

The District was awarded an Open space Land Acquisition Grant (OSLAD) in 2023 for improvements to the Mill Creek Greenway Forest Preserve. This project will develop the 62.5 acres purchased in 2016 with Land Water Conservation Funding (LWCF) by introducing resource-based recreation elements that include an outdoor archery range (first of the District's kind), interpretive nature trails, 60+ acres of prairie restoration, parking, restrooms, and design for a future linkage to a regional bike trail.

- Evans & Son Blacktop, Inc. selected as the lowest, qualified bidder. Pre-construction meeting to be scheduled for February.

#### BIG ROCK FOREST PRESERVE LIMESTONE TRAIL RESURFACING

In 2023, the District was awarded a Recreational Trail Program (RTP) grant to provide a trail connection between the Deer Valley property and Big Rock campground and to assist with the resurfacing of 1.57 miles of limestone trails at Big Rock Forest Preserve. Installed in 2014, sections of the limestone trails, especially in the woodland area are experiencing erosion and are in need of significant resurfacing. The RTP grant, will fund 80% of the project costs up to \$200,000.00.

- Evans & Son Blacktop, Inc. selected as the lowest, qualified bidder. Pre-construction meeting to be held in February.



## FITCHIE CREEK FOREST PRESERVE LIMESTONE TRAIL RESURFACING

On September 24, 2024 the District was awarded a Recreational Trail Program (RTP) grant to assist in the restoration of the existing limestone trail at Fitchie Creek Forest Preserve. Sections of the trail, especially that section within the wooded area, experience significant washout and flooding. The project will include addressing known drainage issues and resurfacing of the limestone trail. The RTP grant, will fund 80% of the project costs up to \$200,000.00.

- Staff began design development plans. Project expected to release for bid in April.



## CAPITAL PROJECTS

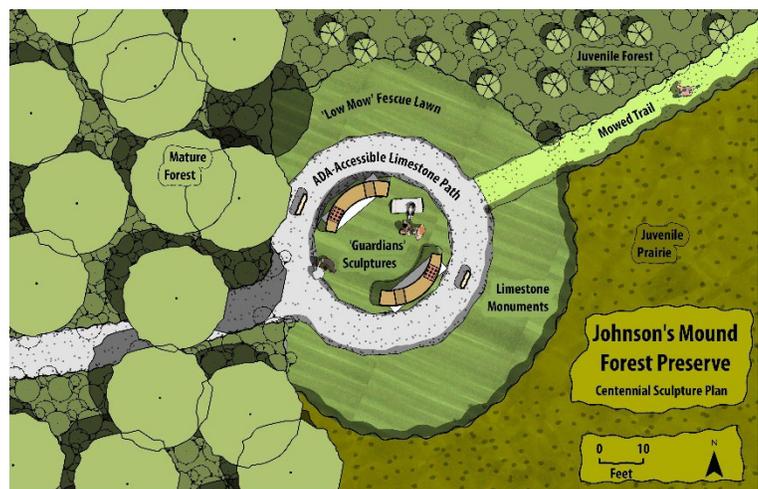
### MUIRHEAD SPRINGS WETLAND/STREAM MITIGATION BANK PROJECT

In 2017, the District began planning to restore over 200 acres of wetland at Muirhead Springs Forest Preserve as part of a wetland mitigation bank. V3 Companies was chosen and approved to be the consultant for this project. Staff and V3 met on-site to review the site conditions.

- Staff met with V3 in October, to review the project to date and begin incorporation and planning for the Adaptive Management plan to allow credits for shore bird habitat.

### JOHNSONS MOUND CENTENNIAL IMPROVEMENTS PROJECT

On June 8, 2025, the District will celebrate its' 100-year anniversary preserving and restoring Kane County's natural areas. The first preserve acquired by the District was Johnson's Mound Forest Preserve in Blackberry Township. To celebrate 100 years of conservation, the District plans to expand Johnson's Mound Forest Preserve by restoring thirty-five (35) acres of agricultural land to forest and prairie. A key component to the centennial celebration



will be the opportunity for the public to participate in the 12 acres woodland restoration and planting of 800 trees. Trees of various sizes will be offered for public donation that will include a commemorative plaque to recognize the generous donation. Revenue generated from the sale of trees is expected to be over \$170,000 and will be used to help offset the cost of the restoration and improvements at Johnson's Mound. Additional improvements planned include the following: 23 acres of prairie restoration,

Volunteer/donor memorial/sculpture, additional limestone trails, ribbon cutting/ceremony on anniversary date.

- Construction documents for trails, council ring, and monument installation were completed and project was released for bid. Bids are expected to be awarded in March.

## **MISCELLANEOUS UPDATES**

- Various encroachments along the Fox River Trail in Batavia and St. Charles.
- Investigation of multiple duck blinds in Fox River, and the discovery of a blind built into the hill at Brunner Forest Preserve.
- January 7th – Planning Staff met with Lennar Development to discuss their future subdivision in Sugar Grove and a possible land donation to the District.
- January 8<sup>th</sup> – Planning Staff met with the County and Contractor for a kick-off meeting for the Geneva Creek Stabilization project.
- January 16<sup>th</sup> – Planning staff met with Habitat for Humanity to discuss their future subdivision in Carpentersville and a possible land donation to the District.
- January 23-25 – Planning staff attended the IPRA/IAPD annual conference in Chicago.





## Operations Department Memorandum

TO: Benjamin Haberthur, Executive Director  
FROM: Jeremy Jensen, Director of Operations  
RE: January 2025 Department Monthly Report

### OPERATIONS

#### Wood Duck Box Maintenance

The cold stretch in mid-January provided the opportunity staff were waiting for to complete their Wood Duck box program. Each winter, in an effort to create nesting opportunities, they install and maintain more than thirty nest boxes located in creeks, ponds and wetlands in sixteen District forest preserves. To make the nesting boxes appealing to ducks migrating back for the summer, staff clean out the remains of the previous year's nest, make sure the wooden box is still constructed well and secured to its pole and there's no vegetation encroaching on the nest. Then they put fresh woodchips in the box for the next brood to use. Each winter, a few boxes need to be replaced; these are constructed by staff in-house. This year, eight new boxes were built and placed in the field, adding three new sites to the program.

Cleaning out the old nesting material provides an opportunity to measure the ducks' nesting success. In the thirty-three boxes visited this year, there was evidence of ninety-six successfully hatched eggs.

One additional benefit to visiting all the box locations is the wildlife viewing opportunities. This year's hard freeze, initially followed by a lack of snow, created ice clear enough to observe snapping turtles and muskrats enjoying their winter habitat under the ice layer, and screech owls were found napping in five of the nest boxes when they were opened for cleaning.

#### Winter Tree Work

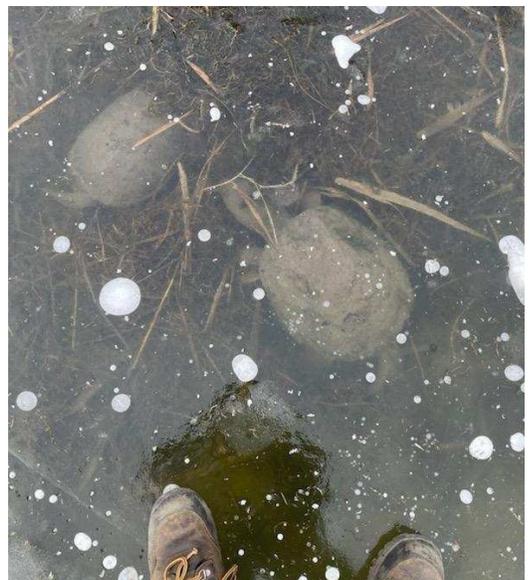
Cold January weather when the ground is frozen allows for our team to get off of the paved trails and out of the parking lots to address tree work without worrying about damaging the surface. Construction on a new trail going through the area that used to be the Deer Valley Golf Course will begin this winter, and part of the existing cart paths, including the old bridge over Big Rock Creek will be integrated into the plan. Having been closed for a number of years, the trails became



*Rangers Callahan and Smith working on wood duck box maintenance.*



*A screech owl has taken residence at one of the wood duck boxes.*



*Clear ice creating a window to observe snapping turtles.*

## Operations Department Memorandum

January Report

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overgrown, so crews went through and removed dead trees and brush to ensure that the project kicks off on time. This sort of work is consistent throughout the county all winter. Removing vegetation and material dead trees is common in the winter, taking place at other locations like the Batavia Prairie Path, ensuring a better experience for preserve patrons during the warmer seasons. Unlike during the warmer months where our preserves and trails are full of patrons utilizing the areas and small hand trimming to keep spaces open is the focus, the winter is the time when we can knock back large amounts of vegetation in short periods of time.

### Cold Weather Gardening

The horticulturist and staff completed wintertime preventive pruning. This is done to eliminate any rubbing branches and improve the overall shape of the plants. Staff cut back several yews in the Japanese Garden; mainly to stop a particularly large yew from eating at its neighboring Weeping Norway. The yew by the waterfall was also shaped more appropriately for the spot it is in. Some viburnums were cut back entirely for rejuvenation. Staff removed a diseased redbud to prolong the life of surrounding redbuds. Drafts have been completed of the proposed re-design of the sign beds and of the front design of Creek Bend Nature Center. The plan consists of companion plantings and native plantings for birds and pollinators.

### Repairs, Servicing, & Preparations

The tradesmen spent the month of January at Settler's and Hughes Golf Courses making repairs and painting, in preparation for the new golf management company, Landscapes Golf Management. Staff also had call-outs to look at gates that were malfunctioning due to the extreme cold. Mendel Plumbing & Heating was called to replace a failed furnace at the Durant Museum, to make the house available for the Preservation Partners tours. The Sign Shop has been diligently producing new spring Kiosk posters, special event signs for the Maple Sugaring Days. The usual stock signs have been prepared for when needed and the new vehicle for Natural Resources was in for decaling.



*Staff working on mass-clearing dead trees and overgrown brush.*



*Preventative pruning done at the Japanese Garden.*



*Working on repairs and maintenance at Hughes Creek Golf Course clubhouse.*