

**MCHENRY COUNTY CONSERVATION DISTRICT  
RESOLUTION #17-33**

**AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN  
THE MCHENRY COUNTY CONSERVATION FOUNDATION  
AND  
THE MCHENRY COUNTY CONSERVATION DISTRICT  
RELATED TO PARTNERING ON 2017 SPECIAL EVENTS:  
THE GREAT OUTDOOR BEER TRAIL AND TAP INTO YOUR WILD SIDE**

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**WHEREAS**, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

**WHEREAS**, the McHenry County Conservation Foundation (hereinafter referred to as the "Conservation Foundation") organized and existing as a 501(c)(3) not-for-profit organization under the laws of the State of Illinois (50 ILCS 80); and

**WHEREAS**, both organizations share a vision for building support and awareness of conservation in McHenry County, Illinois; and

**WHEREAS**, McHenry County Conservation District and Conservation Foundation have joined together to raise awareness and generate funds to support the work of the Conservation District in the areas of preservation and protection of natural areas, public access improvements and educational programs through "The Great Outdoors Beer Trail" and "Tap Into Your Wild Side"; and

**WHEREAS**, the parties hereto have determined that it is in the best interest of the public for the entities to cooperatively coordinate the activities as outlined in the Memorandum of Understanding as presented in Exhibit A and B, which is attached and made a part of this Resolution.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of the District that it is necessary, desirable, and in the best interest of the District to execute the Memorandum of Understanding, and the President and Secretary of the Board of Trustees are hereby authorized to execute this resolution and the Executive Director is authorized to execute said Agreement and other necessary documents to execute the intent of this resolution.


IN WITNESS WHEREOF, this Resolution #17-33 has been executed this 21st day of September, 2017, by the President and attested by the Secretary of the Board of Trustees of the District.

Ayes: 7

Nays: 0

Absent: 0

Abstain: 0

  
STEPHEN BARRETT, PRESIDENT  
BOARD OF TRUSTEES

  
VERNON SCACCI, SECRETARY  
BOARD OF TRUSTEES

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
THE MCHENRY COUNTY CONSERVATION DISTRICT  
AND  
THE MCHENRY COUNTY CONSERVATION FOUNDATION  
FOR PRODUCING AND PROMOTING THE TAP INTO YOUR WILD SIDE BENEFIT EVENT  
TO SUPPORT THE MCHENRY COUNTY CONSERVATION DISTRICT**

This Memorandum of Understanding ("MOU") is entered between the McHenry County Conservation District (hereinafter "CONSERVATION DISTRICT") and the McHenry County Conservation Foundation (hereinafter "CONSERVATION FOUNDATION") and establishes the terms and guidelines for producing and promoting the 3<sup>rd</sup> Annual Tap Into Your Wild Side Benefit Event at the Lost Valley Visitor Center, Rt. 31 and Harts Road, Ringwood, IL on Saturday, October 7, 2017 from 6:00 p.m. to 9:30 p.m.

The Tap Into Your Wild Side is a benefit for McHenry County Conservation District and includes alcoholic beverages (limited to beer and wine) and hors d'oeuvres, raffles, wall of wine and a live and silent auction.

Accordingly, the parties agree to undertake their respective responsibilities as follows:

A. The CONSERVATION FOUNDATION shall:

1. Assist in establishing event budget and ticket prices with CONSERVATION DISTRICT.
2. Obtain a Liquor License from McHenry County and State of Illinois.
3. Obtain Raffle/Gaming License from McHenry County and State of Illinois.
4. Obtain and maintain Special Event/Liquor Liability Insurance.
5. Mail printed event promotional materials (postcards) and develop/maintain Social Media promotional coverage.
6. Manage online ticket sales.
7. Coordinate the sales and reconciliation of raffle tickets (cash raffle, wing-span, bucket raffle, wall of wine, etc.).
8. Secure on-site point-of-sale processing equipment for purchase check-out.
9. Accept proceeds from event ticket sales, raffle ticket sales, and silent/live auction sales.
10. Provide accounting for event ticket revenue, raffle ticket revenue, sponsorship revenue.
11. Assist in soliciting donations for silent and live auction with CONSERVATION DISTRICT.
12. Assist in soliciting event sponsorship with CONSERVATION DISTRICT.
13. Provide volunteers as needed to assist with check-in, raffle ticket sales, auction process, soda and/or beer/wine serving and purchase check-out.
14. Obtain and maintain Basset certification for anyone checking IDs or serving alcohol and/or use Basset certified bartenders.
15. Ensure anyone serving alcohol has current and up-to-date Basset certification.
16. Select and contract with entertainment.
17. Assist in the selection and contracting of caterer for hors d'oeuvres with CONSERVATION DISTRICT.
18. Issue checks to beer/wine vendors/distributors/brewers for product used during event, caterer and entertainer(s) and auctioneer per invoice/contract.
19. Assist in the recruitment of event volunteers with CONSERVATION DISTRICT.
20. Review site safety and evacuation plan prepared by CONSERVATION DISTRICT.
21. Assist in coordination of silent and live auction activities with CONSERVATION DISTRICT.

22. Reimburse the District as invoiced for direct expenses (e.g., printing, advertising, glassware, etc.).
23. Assist with clean-up of site after the event with CONSERVATION DISTRICT
24. Acknowledge sponsors, donors and volunteers with thank you letters following event.
25. Produce final report including evaluation and financials.
26. Proceeds from the event will directly go towards special projects of the CONSERVATION DISTRICT.

B. The CONSERVATION DISTRICT shall:

1. Provide venue for event at the Lost Valley Visitor Center and assist with event set-up and clean-up.
2. Consult on the development of event budget and ticket prices.
3. General consultation (event logistics, branding, advertising, lay-out, staffing, ticket sales, etc.).
4. Manage event promotion (print, social media, news media, etc.).
5. Design and develop printed event promotional materials (logo, program, postcards, posters, advertisements, etc.)
6. Manage all event logistics (e.g., layout, tent rental, site set-up, etc.).
7. Coordinate with auctioneer.
8. Assist in the selection and contracting of caterer for hors' d'oeuvres with CONSERVATION FOUNDATION.
9. Assist in soliciting donations for silent and live auction with CONSERVATION FOUNDATION.
10. Assist in recruiting event staff and volunteers with CONSERVATION FOUNDATION.
11. Coordinate the training and management of event staff and volunteers.
12. Develop site safety and evacuation plan.
13. Provide police for safety and security measures.
14. Provide connection to private wifi for checkout/payment activities.
15. Assist in solicitation of sponsorship and donations for silent and live auction with CONSERVATION FOUNDATION.
16. Assist with sponsorship fulfillment with CONSERVATION FOUNDATION.
17. Assist with event evaluation and final report, including financial reporting with CONSERVATION FOUNDATION.
18. Invoice CONSERVATION FOUNDATION for all direct expenses.
19. Participate in event planning meetings with CONSERVATION FOUNDATION.

C. The parties:

1. The MOU reflects an arrangement that currently is satisfactory to the parties; however, it is recognized and anticipated that changing circumstances of the evolving program may necessitate revision. The parties agree to negotiate in good faith, amendments to the MOU which will reflect such required adjustments including but not limited to a renewal or additional terms of said MOU.
2. Both parties agree that neither is obligated to provide any services other than stated herein.

Considerations:

1. Lost Valley Visitor Center – Glacial Park is the property of the McHenry County Conservation District.
2. The parties' authorized representatives who shall be responsible for carrying out the provisions of the MOU shall be:

Brad Semel  
President  
McHenry County  
Conservation Foundation

Wendy Kummerer  
Marketing & Communications Manager  
McHenry County  
Conservation District

P.O. Box 1108  
Woodstock, IL 60098  
815-759-9390

Brookdale Administrative Offices  
18410 US Highway 14  
Woodstock, IL 60098  
815-338-6223

Term of the MOU:

The term of this MOU shall commence upon the date of the latest signatory below and shall extend through December 31, 2017. Either party shall have the right to terminate this MOU at any time by providing at least ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the CONSERVATION DISTRICT and the CONSERVATION FOUNDATION have executed this agreement as of the date written below.

MCHENRY COUNTY  
CONSERVATION DISTRICT

MCHENRY COUNTY  
CONSERVATION FOUNDATION

BY:   
Elizabeth S. Kessler, Executive Director

BY:   
Brad Semel, President

DATE: 9/21/2017

DATE: 9/08/2017