

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING
AGENDA**

**TUESDAY, OCTOBER 13, 2020
4:30 P.M.**

**KENDALL COUNTY HISTORIC COURTHOUSE
3RD FLOOR COURTROOM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments
- V. Executive Director's Report
- VI. Review of Preliminary Financial Statements and Cost Center Reports for the Period Ending September 30, 2020
- VII. Motion to Forward Claims to Commission

OLD BUSINESS

- VIII. FY21 Preliminary Budget Progress Report and Approval Timeframe
- IX. Millbrook Bridge Removal Project Updates
 - Fox River In-Stream Debris Removal; Pier Repair Approach, and Abutment Fencing

NEW BUSINESS

- X. Proposed FY21 Organizational Chart and Draft Position Descriptions
- XI. FY21 Hoover Resident Lease Agreement
- XII. FY21 Ellis Caretaker Lease Agreement
- XIII. Millbrook Trail Rides Proposed License Agreement – Millbrook North Forest Preserve
- XIV. Summary of Action Items
- XV. Other Items of Business
- XVI. Public Comments
- XVII. Executive Session
- XVIII. Adjournment

7. The District's Planning and Advisory Committee will approve 5-year plan recommendations to the Committee of the Whole at their upcoming October 27, 2020 meeting.

8. Hoover Updates – Hoover Supervisor and Resident

Hoover Forest Preserve Grounds Maintenance continued work on a couple of the large tree cleanup areas we have closed off trails from storm damage and with the leaves changing, we have found several more hanging branches and some new hazards with high-wind events this past month. We also continued removal of standing dead trees as we checked and cleared trails several days. We had a few lodge events and some more cabin/camping reservations in addition to normal cleaning maintenance in all buildings. Hoover staff assisted with hobbit tunnel fence construction and material preparation a few days. We repaired and caulked a leaking threshold on patio doors at the lodge, and completed washing and resealing of the Lodge concrete patio, and have worked on needed drywall nail pop and crack repairs and repainting in hallway and kitchen at Moonseed cabin.

All mowing and trimming area pressure picked back up with some rain and we mowed front prairie for the SKY 5K run and other brush hog areas again before road tree removal / construction work begins. We also did some turf repairs to several green areas and trails, and completed installation of the 4 new welcome signs near parking areas, with reported improvement by closing staff with late departures. We dug out the buried culvert on main trail which was causing a flooding problem, and placed stone for erosion control. Also had a few days of grading and adding gravel to main road in the bad pothole spots again.

Respectfully submitted,

David Guritz

Kendall County Forest Preserve
Income Statement
For Period Ended 9/30/20

10 Month Budget Percent = 83.3%

FOREST PRESERVE CATEGORIES

Beginning Balance

Revenue
Property Tax
Interest Income
Other Income
Donations
Rental Revenue
Program Revenue
Grants
Farm License Revenue
Security Deposits
Credit Card Revenue
Total Revenue

Expenditure

Personnel
Benefits
Contractual
Commodities
Other
Total Expenditure

ENDING BAL

Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	\$ 341,881	\$ 341,881	\$ 344,356	\$ 344,356	\$ (2,475)	
Revenue						
Property Tax	615,000	589,415	595,374	567,430	21,985	4%
Interest Income	1,700	545	700	1,361	-817	-60%
Other Income	14,500	14,391	7,500	20	14,371	71855%
Donations	2,000	830	4,500	1,469	-639	-44%
Rental Revenue	79,706	37,754	74,625	59,642	-21,889	-37%
Program Revenue	320,987	210,417	292,530	271,455	-61,038	-22%
Grants	10,000	-	3,500	3,818	-3,818	-100%
Farm License Revenue	100,932	95,379	151,030	128,882	-33,503	-26%
Security Deposits	17,600	13,780	26,600	21,000	-7,221	-34%
Credit Card Revenue	3,000	1,808	3,000	2,345	-537	-23%
Total Revenue	1,165,425	964,318	1,159,359	1,057,422	(93,104)	-9%
Expenditure						
Personnel	685,421	549,621	672,046	510,252	39,369	8%
Benefits	261,580	196,849	245,086	119,713	77,136	64%
Contractual	44,850	44,000	55,705	54,935	-10,935	-20%
Commodities	127,630	115,591	128,285	110,071	5,520	5%
Other	45,100	90,796	48,100	49,051	41,745	85%
Total Expenditure	1,164,581	996,857	1,149,222	844,022	152,835	18%
ENDING BAL	\$ 342,725	\$ 309,341	\$ 354,493	\$ 557,756	\$ (248,414)	-44.5%
Surplus/(Deficit)	\$ 844	\$ (32,540)	\$ 10,137	\$ 213,399	\$ (245,939)	

10 Month Budget Percent = 83.3%

Revenue	
Donations	
Security Deposit	
Credit Card Revenue	
Program Revenue	
Total Revenue	
Expenditure	
Personnel	
Employee Benefits	
Contractual	
Commodities	
Other	
Total Expenditure	
Surplus/(Deficit)	

4

10 Month Budget Percent = 83.3%

Revenue	
Donations	
Security Deposit	
Credit Card Revenue	
Program Revenue	
Total Revenue	
Expenditure	
Personnel	
Employee Benefits	
Contractual	
Commodities	
Other	
Total Expenditure	
Surplus/(Deficit)	

P9

10 Month Budget Percent = 83.3%

Revenue	
Other Income	
Donations	
Grants	
Credit Card Revenue	
Rental Revenue	
Total Revenue	
Expenditure	
Personnel	
Employee Benefits	
Contractual	
Commodities	
Other	
Total Expenditure	
Surplus/(Deficit)	

P11

Kendall County Forest Preserve
Income Statement
For Period Ended 9/30/20

10 Month Budget Percent = 83.3%

ELLIS HOUSE - 1160

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY20		
	Budget	YTD	%
	-	-	
	8,822	5,030	57.0%
	1,356	767	56.5%
	-	-	
	7,500	10,385	138.5%
	4,000	2,956	73.9%
	21,678	19,138	88.3%
\$	(21,678)	\$ (19,138)	

40.7%
6.3%
34.6%
18.5%
100.0%

	Prior Year FY19		
	Budget	YTD	%
	-	-	
	8,851	7,430	83.9%
	1,240	1,052	84.9%
	-	-	
	7,420	7,168	96.6%
	5,500	3,211	58.4%
	23,011	18,861	82.0%
\$	(23,011)	\$ (18,861)	

	YTD Variance	
	\$ Change	% Change
	-	
	(2,400)	-32%
	(286)	-27%
	-	
	3,217	45%
	(255)	-8%
	276	1%

ELLIS BARN - 1161

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY20		
	Budget	YTD	%
	-	-	
	8,822	13,331	151.1%
	1,356	1,524	112.4%
	-	-	
	6,000	1,019	17.0%
	2,000	1,773	88.6%
	18,178	17,647	97.1%
\$	(18,178)	\$ (17,647)	

48.5%
7.5%
33.0%
11.0%
100.0%

	Prior Year FY19		
	Budget	YTD	%
	-	-	
	8,851	10,717	121.1%
	1,240	1,240	100.0%
	-	-	
	6,420	4,602	71.7%
	2,000	1,914	95.7%
	18,511	18,473	99.8%
\$	(18,511)	\$ (18,473)	

	YTD Variance	
	\$ Change	% Change
	-	
	2,615	24%
	284	23%
	-	
	(3,583)	-78%
	(141)	-7%
	(826)	-4%

Kendall County Forest Preserve
Income Statement
For Period Ended 9/30/20

10 Month Budget Percent = 83.3%

ELLIS RIDING LESSONS - 1164

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue
Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
0.4%	200	-	500	103	-103	-100%
99.6%	-	-	-	-	-	-
100.0%	50,000	43,562	36,000	45,984	-2,422	-5%
	50,200	43,562	36,500	46,086	(2,525)	-5%
65.0%	27,000	21,538	25,414	26,437	-4,899	-19%
7.3%	3,050	2,587	2,124	2,408	178	7%
6.0%	2,500	3,271	1,800	1,890	1,381	73%
21.6%	8,965	7,138	3,965	5,556	1,582	28%
100.0%	-	-	-	60	-60	-100%
	41,515	34,533	33,303	36,351	(1,817)	-5%
	\$ 8,685	\$ 9,028	\$ 3,197	\$ 9,735		

ELLIS BIRTHDAY PARTIES - 1165

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue
Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
100.0%	-	-	-	-	-	-
100.0%	-	-	-	-	-	-
	8,500	2,607	8,000	6,883	-4,276	-62%
	8,500	2,607	8,000	6,883	(4,276)	-62%
55.6%	5,000	3,783	5,000	4,740	-956	-20%
7.8%	700	583	500	529	54	10%
16.7%	1,500	2,426	900	1,548	878	57%
20.0%	1,800	689	2,050	941	-252	-27%
100.0%	-	-	-	-	-	-
	9,000	7,481	8,450	7,757	(276)	-4%
	\$ (500)	\$ (4,874)	\$ (450)	\$ (874)		

Kendall County Forest Preserve
Income Statement
For Period Ended 9/30/20

10 Month Budget Percent = 83.3%

ELLIS WEDDINGS - 1168

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue
Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

Current Year FY20		Prior Year FY19		YTD Variance	
Budget	YTD	Budget	YTD	\$ Change	% Change
-	-	10,000	3,200	2,000	63%
-	5,200	-	-	-3,605	-33%
2,000	7,475	40,000	11,080	(1,605)	-11%
2,000	12,675	50,000	14,280		
100.0%	100.0%				
500	2,468	13,015	4,913	-2,445	-50%
-	448	996	642	-194	-30%
1,500	1,314	16,755	16,532	-15,218	-92%
50	-	2,050	490	-490	-100%
1,000	2,200	4,000	2,370	-170	-7%
3,050	6,429	36,816	24,947	(18,518)	-74%
-\$1,050	\$ 6,246	\$13,184	\$ (10,667)		
100.0%	100.0%				

ELLIS OTHER RENTALS - 1169

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue
Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

Current Year FY20		Prior Year FY19		YTD Variance	
Budget	YTD	Budget	YTD	\$ Change	% Change
-	-	600	1,395	905	65%
600	2,300	-	-	-3,590	-75%
4,500	1,200	4,500	4,790	(2,685)	-43%
5,100	3,500	5,100	6,185		
11.8%	383.3%				
88.2%	26.7%				
100.0%	68.6%				
2,275	-	-	-	-1,315	-81%
174	-	-	-	(1,315)	-81%
-	-	-	-		
400	-	-	-		
600	300	600	1,615		
3,449	300	600	1,615		
\$1,651	\$3,200	\$4,500	\$4,570		
110.8%	8.7%				

Kendall County Forest Preserve
Income Statement
For Period Ended 9/30/20

10 Month Budget Percent = 83.3%

HOOVER GROUNDS - 1171

Revenue
Donations
Rental Revenue
Security Deposit Revenue
Credit Card Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

Current Year FY20		Prior Year FY19		YTD Variance	
Budget	YTD	Budget	YTD	\$ Change	% Change
-	-	-	-	-	-
5,250	3,794	5,250	5,445	-1,651	-30%
-	-	-	-	-	-
5,250	3,794	5,250	5,445	(1,651)	-30%
61,435	49,895	50,001	41,285	8,610	21%
24,034	14,367	14,423	9,625	4,743	49%
-	-	-	-	-	-
46,800	39,037	45,100	43,288	-4,251	-10%
13,000	11,444	13,000	11,189	255	2%
145,269	114,743	122,524	105,387	9,356	9%
\$ (140,019) \$ (110,949)		\$ (117,274) \$ (99,941)			

HOOVER BUNKHOUSE - 1172

Revenue
Donations
Rental Revenue
Security Deposit Revenue
Credit Card Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

Current Year FY20		Prior Year FY19		YTD Variance	
Budget	YTD	Budget	YTD	\$ Change	% Change
-	-	-	-	-	-
35,000	11,370	33,525	27,469	-16,099	-59%
6,000	2,000	6,000	4,600	-2,600	-57%
-	-	-	-	-	-
41,000	13,370	39,525	32,069	(18,699)	-58%
30,718	24,950	25,001	20,648	4,302	21%
12,017	7,185	7,211	4,813	2,371	49%
-	-	-	-	-	-
-	-	-	-	-	-
42,735	32,134	32,212	25,461	6,673	26%
\$ (1,735) \$ (18,764)		\$ 7,313 \$ 6,607			

Kendall County Forest Preserve
Income Statement
For Period Ended 9/30/20

10 Month Budget Percent = 83.3%

ENVIRONMENTAL EDUCATION - 1175

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
100.0%	500	-		500	-	
100.0%	500	-		500	-	
	-	-		-	-	
	-	1,763		-	-	
	-	-		-	-	
	-	-		-	-	
	-	-		-	-	
	-	1,763		-	-	
	\$ 500	\$ (1,763)		\$ 500	\$ -	
					1,763	
					1,763	

ENV. EDUCATION SCHOOL PROGRAMS - 1176

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
100.0%	38,000	5,357	14.1%	35,000	30,502	87.1%
100.0%	38,000	5,357	14.1%	35,000	30,502	87.1%
85.8%	30,897	20,727	67.1%	35,000	23,991	68.5%
12.2%	4,400	3,223	73.2%	4,339	2,998	69.1%
	-	-		-	-	
1.9%	700	52	7.5%	1,000	414	41.4%
	-	1,854		-	-	
100.0%	35,997	25,856	71.8%	40,339	27,403	67.9%
	\$ 2,003	\$ (20,499)		\$ (5,339)	\$ 3,099	
					-25,145	-82%
					(25,145)	-82%
					-3,264	-14%
					225	7%
					-362	-87%
					1,854	
					(1,547)	-6%

10 Month Budget Percent = 83.3%

ENV. EDUCATION PUBLIC PROGRAMS - 1179

Revenue					
Donations					
Security Deposit					
Credit Card Revenue					
Program Revenue	100.0%	7,500	9,391	125.2%	
Total Revenue	100.0%	7,500	9,391	125.2%	
Expenditure					
Personnel	81.2%	6,692	2,426	36.3%	
Employee Benefits	9.7%	797	295	37.0%	
Contractual		-	-		
Commodities	9.1%	750	174	23.2%	
Other		-	548		
Total Expenditure	100.0%	8,239	3,443	41.8%	
Surplus/(Deficit)		\$ (739)	\$ 5,948		

ENV. EDUCATION LAWS OF NATURE - 1180

ENV. EDUCATION LAWS OF NATURE - 1180			
	Current Year FY20		
	Budget	YTD	%
Revenue			
Donations	-	-	
Security Deposit	-	-	
Credit Card Revenue	-	-	
Program Revenue	-	-	
Total Revenue			
Expenditure			
Personnel	3,446	3,219	93.4%
Employee Benefits	427	516	120.8%
Contractual	-	-	
Commodities	500	310	62.0%
Other	-	-	
Total Expenditure	4,373	4,045	92.5%
Surplus/(Deficit)	\$ (4,373)	\$ (4,045)	

	Prior Year FY19		
	Budget	YTD	%
	-	-	
	3,052	1,463	47.9%
	300	174	58.0%
	-	-	
	550	297	54.0%
	3,902	1,934	49.6%
	\$ (3,902)	\$ (1,934)	

	YTD Variance	
	\$ Change	% Change
	1,756	120%
	342	197%
	13	4%
	2,110	109%

Forest Preserve Capital Projects - Series 2007 Bond Proceeds Fund 1901

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020
Beginning Balance	1,536,962	1,386,715	837,823	829,351	829,351
REVENUE					
190111 40330 Transfer In from Land Cash Fund #956			127,983		0
190111 40340 Transfer In from FRB Cropland Conversion #954			103,900		95,054
190111 40350 Transfer In from Project Improvement Fund #951			375,227		0
190111 41350 Interest Income	2,661	1,500	1,500	788	1,050
190111 42250 Land Acquisition Grant - ICECF					
190111 43420 Preserve Improvements - ICECF		36,000	8,520	8,520	8,520
190111 43430 Project Fund Deposit - IDNR PARC Grant			525,000	10,000	
190111 43430 Project Fund Deposit - The Morton Arb. - USFS		30,000	25,000		
190111 43440 Trail Improvement Escrow Account		23,177	23,177		
Donations		32,000			9,000
Project Fund Deposit	671,031				
Project Fund Deposit - RTP		177,100			
Land Acquisition Grant - OSLAD		316,500			
KC Hwy Mitigation		157,500			
Hoover Easements		42,000			
Total Revenue	673,692	815,777	1,190,307	19,308	113,624
EXPENDITURE					
190111 61360 Transfer Out to OSLAD P&P #952			316,500		316,500
190111 61370 Transfer Out to FRB RTP Project Fund #953			44,375		
190111 61370 Transfer Out to Pickerill-Pigott IDNR-PARC Grant					
190111 62160 Equipment Replacement Contingency		70,000	60,000		
190111 67410 Land Acquisition			130,008	553	2,500
68500				11,152	
190111 68530 Project Fund Expense	831,919	420,865	1,493,747	23,078	361,910
190111 65890 Building Improvements/Demolition		124,470	5,000	24	3,455
190111 68640 Fiscal Agent Fee		1,900	3,500		3,500
19011160 68590 Building Improvements/Demolition - Ellis		60,000	60,000	2,500	
19011171 68530 Preserve Improvements/Master Planning - Hoover		31,500	49,000	157	
19011182 68300 Natural Areas Management		73,000	66,000		
Salaries		2,500			
Equipment Replacement - Hoover		11,950			
Preserve Improvements/Master Planning		1,380,052			
Building Improvements/Demolition - Hoover		19,000			18,884
Total Expenditure	831,919	2,195,237	2,228,130	37,464	706,749
	(158,227)	(1,379,460)	(837,823)	(837,823)	(593,125)
	1,378,736	7,255	(200,000)	811,195	236,226

Forest Preserve Debt Service Fund - Series 2007/2015/2016/2017
Fund 1903

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020
Beginning Balance	4,153,241	4,212,023	4,055,534	4,055,534	4,055,534
REVENUE					
190311 41010 Current Tax	4,325,082	3,840,346	4,258,473	4,101,126	4,258,473
190311 41350 Interest Income	4,762	4,437	2,500	998	1,330
Total Revenue	4,329,844	3,844,782	4,260,973	4,102,124	4,259,803
EXPENDITURE					
190311 66500 Other Expenditure		31,981		475	
190311 68640 Fiscal Agent Fee				950	
Debt Service - Interest 2007	52,500				
Debt Service - Principal 2007	2,100,000				
190311 68710 Debt Service - Interest 2015	357,676	356,953	356,053	356,053	356,953
190311 68720 Debt Service - Principal 2015	40,000	45,000	45,000	45,000	45,000
190311 68730 Debt Service - Interest 2016	305,787	302,087	298,188	298,188	298,188
190311 68740 Debt Service - Principal 2016	90,000	95,000	100,000	100,000	100,000
190311 68750 Debt Service - Interest 2017	945,100	880,250	759,875	759,875	759,875
190311 68760 Debt Service - Principal 2017	380,000	2,290,000	2,525,000	2,525,000	2,525,000
Total Expenditure	4,271,063	4,001,271	4,084,116	4,085,540	4,085,016
Revenue over/(under) Expenditure	58,781	(156,489)	176,857	176,857	174,787
Ending Balance	4,212,023	4,055,534	4,232,390	4,236,298	4,230,321

FP Grant Fund - OSLAD
Fund 1905 1907

ACCOUNT & DESCRIPTION		ACTUAL 2019	BUDGET 2020	Current YTD 9/23/2020	Est. Year End 11/30/2020
Beginning Balance			138,391	138,391	138,391
REVENUE					
	Interest Income				
190511	40300 Transfer fom Bond Proceeds #950		316,500		316,500
190511	42970 Grant Award	158,250	158,250		
	Total Revenue	158,250	474,750	0	316,500
EXPENDITURE					
190511	66500 Other Expenditures	19,859	611,151	279,788	175,678
190711	68530 Preserve Improvements/Master Plan			269,312	437,463
	Total Expenditure	19,859	611,151	549,099	613,141
Revenue over/(under) Expenditure		138,391	(136,401)	(549,099)	(296,641)
Ending Balance		138,391	1,990	(410,708)	(158,250)

**FP Fox River Bluffs Public Access RTP Grant Fund
Fund 1908**

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020
Beginning Balance		0		0
REVENUE				
190811 40300 Transfer In from FY20 Capital Fund #1901		44,375		
190811 42970 Grant Award		177,100	0	0
Total Revenue	0	221,475	0	0
EXPENDITURE				
190811 66500 Other Expenditures		221,475	0	0
Total Expenditure	0	221,475	0	0
Revenue over/(under) Expenditure	0	0	0	0
Ending Balance	0	0	0	0

**FP Land Cash
Fund 1910**

ACCOUNT & DESCRIPTION		ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020
Beginning Balance		127,983	127,983		127,983
REVENUE					
Interest Income					
191011	42490 Other Revenues		40,000		
Total Revenue		0	40,000	0	0
EXPENDITURE					
Other Expenditures					
191011	61300 Transfer Out to Capital Fund - Fund 1901		127,983		
Total Expenditure		0	127,983	0	0
Revenue over/(under) Expenditure		0	(87,983)	0	0
Ending Balance		127,983	40,000	0	127,983



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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
HELD INVOICES								
21 00000 ADS, INC	10/04/20		101520F	342.66	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001160 68580		171.33	1099:
ACCT 1Y210 DEPT 11	DUE 11/01/2020	DESC:Alarm Monitoring - Ellis			19001161 68580		171.33	1099:
124 00000 BARRETT'S ECOWAT Oct 2020			101520F	25.00	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001160 68580		25.00	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis - Water - Oct 2020						
401 00000 D CONSTRUCTION I 737-10/20			101520F	43,412.05	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		190511 66500		43,412.05	1099:7
ACCT 1Y210 DEPT 11	DUE 10/27/2020	DESC:Pickerill						
506 00000 ELBURN NAPA, INC 265430, 266697			101520F	27.20	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001183 62160		27.20	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Hoover - Equipment						
529 00000 EQUINE VETERINAR 0218652			101520F	107.00	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001163 63020		35.66	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis Vet Care			19001164 63020		35.66	1099:
					19001165 63020		35.68	1099:
541 00000 FIRST NATIONAL B Swiencke - 10-20			101520F	74.48	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001178 63030		74.48	1099:
ACCT 1Y210 DEPT 11	DUE 10/27/2020	DESC:Natural Beginnings Supplies						
541 00000 FIRST NATIONAL B E Dombrowski - 10/20			101520F	95.65	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		190011 62000		27.68	1099:
ACCT 1Y210 DEPT 11	DUE 10/27/2020	DESC:Env Edu Supplies			19001179 63030		67.97	1099:
541 00000 FIRST NATIONAL B M Vick - 10/20			101520F	766.20	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001160 62000		68.73	1099:
ACCT 1Y210 DEPT 11	DUE 10/27/2020	DESC:Ellis Supplies			19001164 63000		294.00	1099:
					19001164 63020		376.36	1099:
					19001162 68580		27.11	1099:



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KCFPD 101520F RA

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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
790 00000 HOLLY SEPTIC SER 6485	101520F			320.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Ellis Portable Restrooms					19001171 62270	320.00	1099:7	
1020 00000 ILLINOIS STATE P 1106558 - 10/20	101520F			70.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Background Reports					190011 62000	70.00	1099:	
1060 00000 JOHN DEERE FINAN JD Sep 2020	101520F			49.65	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/17/2020 DESC:Hoover Equip & Shop Supplies					19001183 62160 19001171 63120	38.63 11.02	1099: 1099:	
1060 00000 JOHN DEERE FINAN JD Oct 2020	101520F			147.85	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Ellis Supplies					19001162 68580	147.85	1099:	
1091 00000 K & K WELL DRILL 28863	101520F			475.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Ellis Grounds					19001162 68580	475.00	1099:	
1153 00000 KENDALL CO HIGHW Gas-Diesel: Sep 2020	101520F			691.75	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Gas-Diesel: Sept 2020					19001183 62180	691.75	1099:	
1293 00000 MARTENSON TURF P 78604	101520F			164.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Pickerill - Degradable Stake					190511 66500	164.00	1099:	
1323 00000 MENARDS	96527			60.67	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Ellis Grounds					19001160 68580	60.67	1099:	
1323 00000 MENARDS	95846			185.41	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Preserve Improvements					190011 68500	185.41	1099:	
1323 00000 MENARDS	96214			238.19	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00								
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Hoover - Equip & Other Supples					19001171 63120 19001171 63110 19001183 62160	95.67 11.98 130.54	1099: 1099: 1099:	



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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
2035 00000 GENESIS NURSERY, 20932			101520F	8,014.03	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 10/15/2020 DESC:Fox River Bluffs - Seed Mix		DISC: .00		190911 68530		8,014.03	1099:
2047 00000 COMED	0927007163-Sep 2020		101520F	25.26	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 10/15/2020 DESC:Richard Young		DISC: .00		190011 63510		25.26	1099:
2047 00000 COMED	5514228011-Sep 2020		101520F	50.76	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 10/15/2020 DESC:Pickerill		DISC: .00		19001184 63100		50.76	1099:
2047 00000 COMED	5514710005-Sep 2020		101520F	26.06	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 11/12/2020 DESC:Harris Horse Arena		DISC: .00		190011 63510		26.06	1099:
2047 00000 COMED	5514711002-Sep 2020		101520F	76.35	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 11/12/2020 DESC:Harris		DISC: .00		190011 63510		76.35	1099:
2047 00000 COMED	1938021081-Oct 2020		101520F	64.55	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 10/21/2020 DESC:Hoover House		DISC: .00		19001171 63100		64.55	1099:
2047 00000 COMED	0756081017		101520F	43.48	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 11/16/2020 DESC:Hoover Bathhouse		DISC: .00		19001171 63100		43.48	1099:
2047 00000 COMED	0793673015-10/20		101520F	689.25	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 11/16/2020 DESC:Hoover Mutiples		DISC: .00		19001171 63100		689.25	1099:
2047 00000 COMED	1123166102		101520F	24.82	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 10/15/2020 DESC:Jay Woods		DISC: .00		190011 63510		24.82	1099:
2057 00000 MATTHEW CAVINESS 12020763			101520F	380.00	.00	.00		
CASH 000008 2020/11 ACCT 1Y210 DEPT 11	INV 10/07/2020 SEP-CHK: Y DUE 10/15/2020 DESC:Ellis Vet Care		DISC: .00		19001163 63020 19001164 63020 19001165 63020		126.66 126.66 126.68	1099: 1099: 1099:



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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
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2854 00000 SALATO TEES AND 100820	101520F			300.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y	DISC: .00							
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Uniforms				19001164 62400		300.00	1099:	
58 HELD INVOICES	TOTAL			94,783.38				

0 INVOICE(S)	REPORT POST TOTAL	.00
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REPORT TOTALS .00

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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
541 00000 FIRST NATIONAL B D Guritz - 10-2020	101520F			4,044.66	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190011 62000		409.93	1099:
ACCT 1Y210 DEPT 11 DUE 11/01/2020 DESC:Misc Invoices					19001183 63070		286.89	1099:
					190011 68430		59.00	1099:
					19001160 62270		179.87	1099:
					19001167 63000		769.17	1099:
					190011 68500		2,339.80	1099:
590 00000 FOX VALLEY FIRE IN00382043	101520F			75.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190011 62000		75.00	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Harris - Fire Extng Service								
590 00000 FOX VALLEY FIRE IN00382044	101520F			50.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190011 62000		50.00	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Hoover Fire Extng Service								
590 00000 FOX VALLEY FIRE IN00382045	101520F			69.50	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190011 62000		69.50	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Hoover Pryochem Tank System								
695 00000 GROUND EFFECTS I 444872-000	101520F			50.30	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190511 66500		50.30	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Pickerill - Mulch								
695 00000 GROUND EFFECTS I 444878-000	101520F			75.50	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190511 66500		75.50	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Pickerill - Dirt								
695 00000 GROUND EFFECTS I 444883-000	101520F			15.38	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190511 66500		15.38	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Pickerill - Gravel								
735 00001 HAMPTON, LENZINI 20201897	101520F			10,447.50	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					190111 68500		10,447.50	1099:
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Millbrook Bridge								
790 00000 HOLLY SEPTIC SER 6486	101520F			1,550.00	.00	.00		
CASH 000008 2020/11 INV 10/07/2020 SEP-CHK: Y DISC: .00					19001171 62270		1,550.00	1099:7
ACCT 1Y210 DEPT 11 DUE 10/15/2020 DESC:Preserve Portable Restrooms								

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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1323 00000 MENARDS	95598	101520F		30.15	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001179 63030		3.99	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Harris, Env Educ & Bow Hunt Supplies			19001183 68530		26.16	1099:
1323 00000 MENARDS	95832	101520F		57.91	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001162 68580		57.91	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis Supplies						
1323 00000 MENARDS	96308	101520F		173.39	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001160 68580		173.39	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis Supplies						
1471 00000 OFFWORLD DESIGNS 20092909		101520F		77.00	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001183 62400		77.00	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Uniforms						
1665 00000 SHAW MEDIA	09/2020	101520F		59.99	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		190011 68430		59.99	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Website Hosting						
1702 00000 LORI STAIR	20-00109	101520F		900.00	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001171 63040		900.00	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:ML Sec Dep Rtn						
1827 00000 UPLAND DESIGN LT 19-737-08		101520F		2,369.50	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		190511 66500		2,369.50	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Pickerill Pigott Aug 1-Sept 30 2020						
1849 00001 VERIZON	9863145561	101520F		1,029.34	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001183 63540		1,029.34	1099:
ACCT 1Y210 DEPT 11	DUE 10/11/2020	DESC:Cell Phones						
1950 00000 YORKVILLE ACE & 171926		101520F		64.85	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		19001183 62160		64.85	1099:
ACCT 1Y210 DEPT 11	DUE 10/31/2020	DESC:Hoover Supplies						
2035 00000 GENESIS NURSERY, 20931		101520F		10,000.00	.00	.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00		190911 68530		10,000.00	1099:
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Pickerill - Flower Mix						



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NEW INVOICES

VENDOR REMIT NAME	INVOICE	PO	CHECK RUN	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
2062 00000 VORTEX	6294		101520F	600.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Hoover Flow Meter Calibration			19001171 62270	600.00	1099:	
2694 00000 ALRO STEEL	AIV9047BB		101520F	211.34		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis - Floor Plate			19001162 68580	211.34	1099:	
2832 00000 Kimberly Meeks	20-00107		101520F	135.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:ML Sec Dep Rtn			19001171 63040	135.00	1099:	
2836 00000 Karen Roberson	20-00115		101520F	100.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Bunkhouse Sec Dep Rtn			19001171 63040	100.00	1099:	
2838 00000 SCOTT KOBAL	100620		101520F	1,250.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Fox River Bluffs - Floristic Survey			190011 68500	1,250.00	1099:	
2841 00000 KULLY SUPPLY	440487		101520F	97.20		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Hoover - Meter Push Handle			19001171 63110	97.20	1099:	
2843 00000 TAPCO	I680197		101520F	795.55		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Dual Sided Marker			190011 68500	795.55	1099:	
2844 00000 SELECTIVE INS CO	FLD2059816		101520F	1,507.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis - Flood Insurance			190011 68000	1,507.00	1099:	
2852 00000 Shana Sorg	EL 9-12-2020		101520F	1,000.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:EL Wedding Sec Dep Rtn			19001168 63040	1,000.00	1099:	
2853 00000 Cassie Senffner	EL Wed May 2021		101520F	1,000.00		.00		
CASH 000008 2020/11	INV 10/07/2020	SEP-CHK: Y	DISC: .00					
ACCT 1Y210 DEPT 11	DUE 10/15/2020	DESC:Ellis Wedding Sec Dep Rtn			19001168 63040	1,000.00	1099:	

To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Executive Director

RE: FY21 Budget Approval Timeframe

Date: October 13, 2020

Below, please find the schedule for review and approval of the District's FY21 Budget, appropriation ordinances, and regular meeting/holiday schedule

October 13 CoW	Updated Prelim. Budget Review
October 29 Finance	Final Preliminary Budget Review <i>Send to November 4 Commission for approval of the FY21 Preliminary Budget</i>
November 4 Comm.	Approval of the FY21 Preliminary Budget <i>Tentative Budget on Website and on File for Public Inspection (not required)</i> <i>Public Notice Published in The Record on November 12 (not required)</i>
November 10 CoW	Final Proposed FY21 Budget Review <i>Review of Proposed Salary Increases Spreadsheet (Closed Session Discussion)</i>
November 17 Comm.	Final Budget Approval <i>FY21 Levy Ordinance & Combined Appropriations Ordinance Approval</i> <i>Holiday and Regular Meetings Schedule Approval</i> <i>Organizational Chart and Position Descriptions Approval</i> Following Approval <i>Levy and Combined Budget and Appropriations Ordinance to KC Clerk's Office</i> <i>Public Notice Published in "The Record" & Sent to Press Contacts</i> <i>--Holiday and Regular Meeting Schedule; Approved FY21 Budget Ordinances</i> <i>Salary Increase Schedule Posted to the District's Transparency Page</i> <i>Updated FOIA Transparency Report Posted to the District's Transparency Page</i>

Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	ACTUAL 2018	BUDGET 2019	BUDGET 2020	ACTUAL 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021
Security Deposit Revenue - Ellis Weddings	17,125	8,460	15,000	8,410	10,000	-	5,200	5,200	5,000
Security Deposit Revenue - Ellis Other Rentals	1,375	780	600	655	600	2,300	2,300	2,300	2,300
Security Deposit Revenue - Hoover Bunkhouse	1,900	4,100	4,000	6,628	6,000	6,000	2,000	2,667	4,500
Security Deposit Revenue - Hoover Meadowhawk	5,724	7,298	6,500	9,759	9,000	11,000	4,280	5,706	8,250
Total Revenue	1,072,905	1,040,032	1,096,115	1,123,131	1,154,859	1,167,125	964,068	1,099,893	1,220,699
PERSONNEL									
Board Per Diem	4,410	2,924	3,200	2,869	3,200	4,190	2,628	3,504	4,190
Salary - Part Time Administration	4,842	4,102			14,250	-	629	629	7,963
Salary - Full Time Administration	123,789	130,293	140,228	136,464	142,035	155,780	150,497	155,780	151,557
Stipend - Full Time Administration (Executive Director)						10,200	-	10,200	10,455
Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)						5,000		5,000	5,125
Stipend - Full Time Administration (Asst. County Admin.)						5,820		5,820	5,820
Salary - Part Time Grounds & Natural Resources	9,928	18,563	34,290	30,418	25,346	62,127	48,248	57,021	44,434
Salary - Full Time Grounds & Natural Resources	133,068	143,503	147,277	142,358	148,502	85,694	64,343	85,694	82,469
Salary Full Time: Env. Education									
Env. Educ. FT Salary - School Programs Expense			12,871	12,415	13,000	21,887	18,366	21,887	17,966
Env. Educ. FT Salary - Camps Expense			8,105	7,725	8,200	13,520	11,315	13,520	11,098
Env. Educ. FT Salary - Natural Beginnings Expense									3,552
Env. Educ. FT Salary - Other Public Programs Expense			1,103	1,104	1,200	3,692	1,211	3,692	3,031
Env. Educ. FT Salary - Laws of Nature			412	276	477	1,446	3,026	3,026	1,187
Salary Part Time: Env. Education									
Env. Educ. PT Salary - School Programs Expense	31,906	39,227	16,140	23,481	22,000	9,010	2,361	3,148	8,023
Env. Educ. PT Salary - Camps Expense	16,689	17,664	18,495	15,324	19,000	12,350	6,462	8,617	10,997
Env. Educ. PT Salary - Natural Beginnings Expense	45,955	60,034	54,927	57,703	53,475	74,031	55,465	73,953	79,285
Env. Educ. PT Salary - Other Public Programs Expense	4,080	6,790	4,397	6,034	7,000	3,000	1,215	1,621	2,671
Env. Educ. PT Salary - Laws of Nature	1,656	1,950	1,338	1,690	2,575	2,000	193	257	1,781
Env. Educ. PT Salary - Other Expense	40	47		5,879			1,138	1,138	
Salary Part Time - Ellis									
Salary PT - Ellis House	9,756	10,884	8,033	8,852	8,851	8,822	5,030	5,945	12,291
Salary PT - Ellis Barn	6,005	6,833	8,033	8,371	8,851	8,822	13,331	15,755	12,291
Salary PT - Ellis Grounds	12,048	15,937	16,066	18,450	17,701	17,782	21,861	25,836	24,583
Salary PT - Ellis Center Camps Expense	3,512	1,546	5,628	4,045	4,604	4,604	1,380	1,631	1,650
Salary PT - Ellis Center Riding Lessons Expense	21,518	23,746	18,580	21,110	25,414	27,000	21,538	25,453	37,800
Salary PT - Ellis Center Birthday Parties Expense	4,268	3,185	3,816	5,346	5,000	5,000	3,783	4,471	4,675
Salary PT - Ellis Center Public Programs Expense		1,716	1,190	2,789	3,000	3,000	836	988	2,000
Salary PT - Ellis Sunrise License Agreement		11,410	14,456	14,883	15,000	15,000	12,508	14,782	16,000
Salary PT - Ellis Center Weddings Expense	17,136	20,178	8,228	16,099	13,015	500	2,468	2,916	1,428
Salary PT - Ellis Center Other Rentals Expense	95	-				2,275	-		
Salary PT - Hoover Grounds	11,731	18,107	18,978	19,005	24,963	19,350	18,992	22,446	27,142

Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	ACTUAL 2018	BUDGET 2019	BUDGET 2020	ACTUAL 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021
19001175 63060 Medical Insurance - Env. Education							1,763	1,763	
19001183 63060 Medical Insurance - Grounds & Nat. Resources	28,063	32,125	35,216	40,726	40,498	37,558	28,531	38,042	37,542
190011 68000 Annual Insurance Premiums (ICRMT)	42,316	43,325	43,324	43,325	43,088	55,376	62,298	62,298	55,376
Total Employee Benefits	213,560	225,921	246,830	234,311	252,756	261,579	195,187	233,734	247,284
CONTRACTUAL									
190011 62150 Contractual Services (RecPro Software)	1,500	1,600	1,500	2,400	2,250	2,250	1,650	2,250	2,250
190011 62150 Contractual Services (Kendall County Email Accounts)									1,500
190011 62030 Dues/Memberships	1,590	2,035	1,000	1,249	1,200	1,200	1,295	1,295	1,200
190011 62040 Conferences	1,677	966	2,000	1,021	2,000	2,500	3,429	3,429	3,500
190011 62090 Legal Publications	80	483	400	189	400	400	658	658	600
19001163 63020 Veterinarian & Farrier - Ellis Camps	1,148		1,000	790	900	1,500	2,395	2,395	
19001164 63020 Veterinarian & Farrier - Ellis Riding Lessons	2,877	1,614	2,400	1,836	1,800	2,500	3,271	3,271	6,000
19001165 63020 Veterinarian & Farrier - Ellis Birthday Parties	1,148	1,168	1,000	1,143	900	1,500	2,426	2,426	
19001166 63020 Veterinarian & Farrier - Ellis Public Programs									
19001166 63020 Veterinarian & Farrier - Sunrise Center									500
19001168 63070 Refuse Pickup - Ellis	1,604	1,271	1,300	1,712	1,500	1,500	1,314	1,752	1,500
19001183 63070 Refuse Pickup - Grounds & Natural Resources	8,058	7,468	6,750	6,701	6,750	6,750	5,135	6,847	6,750
19001183 63540 Telephone - Grounds & Natural Resources	11,040	11,613	10,890	10,273	10,500	11,500	9,780	13,041	11,750
190011 65490 Audit	7,500	7,500	7,500	7,500	7,750	7,750	7,750	7,750	7,750
190011 68340 Farm Lease Contract Expense	683		500	-	500	500	-	-	500
190011 68560 Credit Card Fee	4,439	5,021		6,340	4,000	5,000	4,897	4,897	5,000
Total Contractual	41,844	39,140	34,740	38,754	38,200	42,600	42,350	47,760	45,050
COMMODITIES									
190011 62000 Office Supplies & Postage	8,283	9,738	10,500	8,665	7,700	8,000	11,032	14,710	10,000
19001160 62000 Office Supplies & Postage - Ellis House	1,408	1,601	1,000	1,533	1,000	1,500	344	458	500
19001183 62180 Fuel: Gas & Oil Grounds	13,055	11,930	13,500	13,291	13,500	13,600	11,431	15,241	14,000
19001183 62400 Uniforms	1,631	1,441	1,500	1,772	1,500	1,500	2,236	2,236	1,500
19001176 63030 Env. Educ. - School Programs Expense	366	207	400	1,037	1,000	700	52	52	700

Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	ACTUAL 2018	BUDGET 2019	BUDGET 2020	ACTUAL 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021
Horses Acquisition & Tack - Ellis									
Horses Acquisition & Tack - Ellis Camps			40	188	540	540	500	500	
Horses Acquisition & Tack - Ellis Riding Lessons	1,800		40	750	1,080	1,080	1,000	1,000	3,000
Horses Acquisition & Tack - Ellis Birthday Parties			80	375	540	540	500	500	
Uniforms - Ellis									
Uniforms - Ellis Camps	120	90	50	36	75	75	-	-	-
Uniforms - Ellis Riding Lessons	60	90	50	219	135	135	18	18	850
Uniforms - Ellis Birthday Parties		90	50	55	60	60	-	-	-
Uniforms - Ellis Weddings			50	-	50	50	-	-	-
Program Supplies - Ellis									
Program Supplies - Ellis Camps	16	497	600	482	600	600	392	392	600
Program Supplies - Ellis Birthday Parties	426	327	700	657	700	700	-	-	700
Program Supplies - Ellis SK	1,349	134	500	-	250	250	-	-	250
Supplies: Shop - Pickerill Pigott				1,816	500	500	30	40	500
Supplies: Shop - Grounds	3,128	5,516	5,000	6,607	5,000	5,000	4,492	5,989	6,000
Total Commodities	114,642	123,681	122,110	123,049	126,285	127,630	115,591	148,828	138,515
OTHER									
Equipment - Grounds & Natural Resources	12,863	10,896	12,000	17,698	12,000	15,000	31,602	42,136	25,000
Preserve Improvements - Grounds & Natural Resources	4,426	4,541	7,500	8,110	5,500	5,500	20,941	27,921	15,500
Grounds & Maintenance Equipment - Ellis									
Grounds & Maint. - Ellis House	9,569	7,160	5,500	5,357	5,500	4,000	2,956	3,941	4,000
Grounds & Maint. - Ellis Barn	1,648	3,003	2,000	2,798	2,000	2,000	1,773	2,364	2,500
Grounds & Maint. - Ellis Grounds	6,219	5,920	5,500	3,218	5,500	4,000	4,288	5,717	5,000
Security Deposit Refunds									
Security Deposit Refunds - Ellis Weddings	18,425	14,975	4,000	13,280	4,000	1,000	2,200	2,200	1,000
Security Deposit Refunds - Other Rentals			600		600	600	300	300	600
Security Deposit Refunds - Hoover	8,800	11,615	6,500	15,395	13,000	13,000	11,444	11,444	13,000
Security Deposit Refunds - Env. Education School Programs							1,854	1,854	
Security Deposit Refunds - Env. Education Natural Beginnings							9,187	9,187	
Security Deposit Refunds - Env. Education Public Programs							548	548	
Total Other	61,949	58,110	43,600	65,856	48,100	45,100	88,250	108,770	66,600
Total Expenditures	929,466	1,045,399	1,059,292	1,089,948	1,109,589	1,158,140	987,743	1,216,293	1,205,662
Operating Surplus / (Deficit)	143,439	(5,367)	36,823	33,184	45,270	8,985	(23,676)	(116,399)	15,037

To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Millbrook Bridge Removal Project Updates

Date: October 13, 2020

- HLR, Inc. has provided recommendations to D. Construction Inc. for in-stream debris removal and in-stream pier cleanup and repairs.
- HLR, Inc. has submitted an invoice extending through 8/26/20. Total costs-to-date incurred for Phase III engineering services is \$14,312.50, with \$12,417.50 remaining per the Phase III contract upper limit.

Billing Limits	Current	Prior	To-Date	
Total Billings	10,447.50	3,865.00	14,312.50	
Limit			26,730.00	
Remaining			12,417.50	
		Total this Invoice		\$10,447.50

- Work has begun on completing the abutment barriers to address public safety.
- An update and meeting has been requested with D. Construction to discuss the project status (pier repairs; remaining in-stream debris removal; abutment fencing barrier completion, and contract costs reductions).

The District has not received a payment request from D. Construction at this point for costs incurred.

Invoice

Hampton, Lenzini and Renwick, Inc.
 380 Shepard Drive
 Elgin, IL 60123-7010
 Phone (847) 697-6700



October 12, 2020

Invoice No: 000020201897

Dave Guritz
 Kendall County Forest Preserve District
 110 West Madison Street
 Yorkville, IL 60560

Project 16.0494.340 Kendall Co FPD Millbrook Bridge Phase III

Payment request for construction engineering services provided for removal of the Millbrook Bridge structure over the Fox River in Kendall County. Invoice calculated in accordance with the Agreement for Engineering Services approved November 20, 2018.

Professional Services through September 30, 2020**Professional Personnel**

		Hours	Rate	Amount
Engineer 6				
Snyder, Gordon	8/12/2020	.50	185.00	92.50
Snyder, Gordon	8/18/2020	1.00	185.00	185.00
Snyder, Gordon	8/19/2020	1.00	185.00	185.00
Snyder, Gordon	8/26/2020	11.00	185.00	2,035.00
Snyder, Gordon	8/27/2020	9.00	185.00	1,665.00
Snyder, Gordon	8/28/2020	10.00	185.00	1,850.00
Snyder, Gordon	8/29/2020	5.00	185.00	925.00
Snyder, Gordon	9/2/2020	1.00	185.00	185.00
Engineer 3				
Frazee, Joseph	6/17/2020	2.00	145.00	290.00
Frazee, Joseph	6/18/2020	1.00	145.00	145.00
Frazee, Joseph	8/31/2020	2.00	145.00	290.00
Technician 3				
Lynn, Lenard	8/17/2020	4.00	130.00	520.00
Lynn, Lenard	8/18/2020	2.00	130.00	260.00
Lynn, Lenard	8/24/2020	4.00	130.00	520.00
Lynn, Lenard	8/25/2020	4.00	130.00	520.00
Lynn, Lenard	8/26/2020	6.00	130.00	780.00
Totals		63.50		10,447.50
Total Labor				10,447.50

Billing Limits

	Current	Prior	To-Date
Total Billings	10,447.50	3,865.00	14,312.50
Limit			26,730.00
Remaining			12,417.50

Total this Invoice \$10,447.50

To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Organizational Chart and Position Description Changes

Date: October 13, 2020

The proposed FY21 Organizational Chart and position descriptions are attached for review.

Each year, the District evaluates organizational structure due to District needs and changing roles and responsibilities of District staff members, as well as changes in business activities.

Summary of Organizational Chart and Position Description Changes

1. Proposed consolidation of the Grounds Maintenance division with revisions to the full-time Grounds Supervisor and Resident (Jay Teckenbrock) position, with a promotion and primary job duties expanded to include oversight of grounds maintenance for all preserve areas (with the exception of Baker Woods/Ellis House and Equestrian Center).

Restructure of the Grounds Maintenance division will generate staff and project management efficiencies. Grounds Maintenance staff will be assigned to support base maintenance and maintenance projects taking place in various preserve areas.

2. Proposed reassigned responsibilities for Natural Resources Project Coordination to the Communications, Marketing and Public Programs Specialist full-time position (Antoinette Meciej). This includes a position name change and promotion to Communications and Natural Resources Project Coordinator.

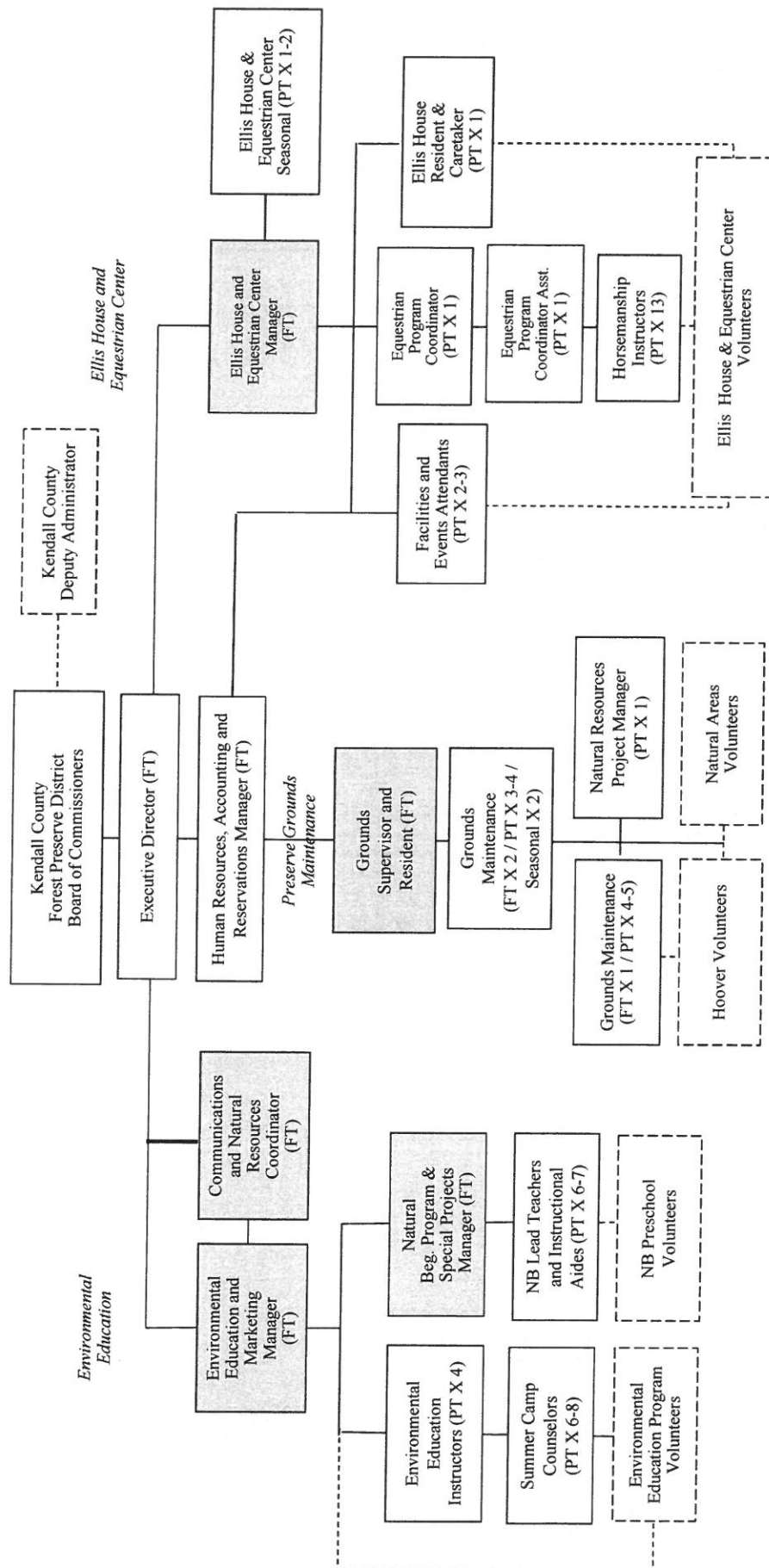
Natural resource project coordination responsibilities have been reassigned based on District staffing needs and availability. Changes to this position have included implementation of expanded natural resource management projects, coordination of the bow hunt program, and coordination of preserve improvement projects.

3. Proposed reassigned responsibilities for coordination of District marketing activities to the Environmental Education Program Manager (Emily Shannahan) position. This includes a position name change and promotion to Environmental Education Programs and Marketing Manager.

Marketing responsibilities have shifted to this position as a result of natural resource project coordination responsibilities.

4. Proposed promotion of the Ellis Equestrian Center Manager position to full-time employment.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FY21 ORGANIZATIONAL CHART (DRAFT)
COMMISSION APPROVAL DATE: XX/XX/XXXX**



**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Grounds Supervisor and Resident

WAGE CATEGORY: FLSA Exempt

REPORTS TO: Executive Director

EFFECTIVE DATE: November XX, 2020

SUMMARY:

This position is primarily responsible for the management and supervision of District grounds maintenance and permitted activities and programs including shelter, bunkhouse, campground, and lodge rentals, permitted special events, oversight of the campground office facility, and building and grounds maintenance projects including participation in natural area restoration and forest preserve improvement projects. This position reports to the Executive Director, and serves as a year-round on-site resident at Hoover Forest Preserve.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties for this position shall include, but not be limited to, the following:

- Primary duties are to manage and supervise the permitted activities and programs including shelter, bunkhouse, campground, and lodge rentals, and the campground office facility, and supervise, coordinate, and perform grounds and building improvement projects including maintenance and natural area restoration projects.
- Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent).
- Customarily and regularly performs management duties within forest preserve areas including, but not limited to the following:
 - Interviewing, selecting and training grounds maintenance and custodial services staff;
 - Prepare and maintain confidential personnel records;
 - Setting and adjusting employees' hours of work;
 - Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
 - Maintaining production and operations records for use in supervision and control of the District's repair, maintenance and custodial services;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling employee complaints and grievances;
 - Provides recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
 - Apportioning the work among grounds maintenance and custodial service employees and volunteers at Hoover Forest Preserve;
 - Providing for the safety and security of the employees, volunteers, visitors, and District property;
 - Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of District buildings and preserve areas.
- Develops preventative maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Prepares, maintains and oversees maintenance and repair records for all of the District's equipment to ensure such records are accurate, complete and properly preserved pursuant to District policies and procedures.
- Determines the materials, supplies, machinery, equipment or tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings and public use areas.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) required.
- A preferred minimum of four (4) years experience in a grounds and/or building maintenance or similar role, with one to two (1-2) years experience within a supervisory role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.

B. LANGUAGE SKILLS:

- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, employees and volunteers of the District.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to measure volumes.

D. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
- Obtain an Illinois Environmental Protection Agency wastewater operator certificate within one year after the date of hire.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Communications and Natural Resources Project Coordinator

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Executive Office (Executive Director and Administrative Assistant and Environmental Education Department Manager)

EFFECTIVE DATE: November XX, 2020

SUMMARY:

Provides administrative support for Kendall County Forest Preserve District ("District") communications with the public and Board of Commissioners, supports development and implementation of all Natural Resources, Habitat and Preserve Improvement Projects, supports the development and delivery of Environmental Education programming including school programs, summer programs, scout programs, teacher training services, public program offerings, and special events (collectively "Public Programs"), for the District. Provides assistance with natural resource management projects and programs including support of volunteer restoration work day activities. Supports other assigned administrative tasks to assist the Executive Director and Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Executive Director in compiling and capturing all District Board of Commissioners meeting minutes and committee meeting minutes for review and approval by the Board of Commissioners and its respective committees.
- Assists the Environmental Education Department Manager in training support staff in curricular program goals, objectives, and instructional methods.
- Assists the Executive Director with coordination of the District's annual bow hunt program.
- Develops and presents curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County. This includes program material preparations before and after all programs.
- Conducts public programs, public speaking, and natural area management activities in a variety of settings, including work with children, and work within natural areas with uneven terrain.
- Coordinates and supervises assigned staff members, outside contractors and volunteers supporting natural resource management projects within District preserves.
- Ensures that natural resource project permitting requirements are fully met.
- Ensures that natural resource project objectives are fully met.
- Performs a variety of horticultural tasks including, but not limited to trimming, controlling weeds, seeding and maintaining natural areas, planting, pruning trees and shrubs, and treating and removing exotic and invasive species.
- Gathers, loads, hauls and burns vegetation, including assisting with and/or supervising prescribed burns within preserve areas.
- Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to chainsaw(s), and other mechanical hand tools.
- Hauls and moves materials and supplies, as needed, for District and public use.
- Repairs and maintains District trails by performing duties including, but not limited to, removing fallen trees and limbs, and repairing any damage caused by encroachment, erosion, or other factors.
- Collects GIS data for spreadsheet entry and management, including mapping of natural area plant communities, ecotypes, and threats.
- Supports Grounds and Natural Resources maintenance activity assignments, which may include:
 - Safely and effectively operating and maintaining District equipment including, but not limited to, pick-up trucks, dump trucks, chain saws, and trimmers.
 - Setting up for events and volunteer work day functions; ensuring facilities are clean and work day equipment preparations completed prior to the start of restoration work days.
 - Locating and removing refuse from District property.
- Performs controlled burns, brush removal, seed collecting, and other natural area management assigned tasks.
- Supervises trained and untrained volunteers participating in natural area management workdays.
- Develops and maintains press releases and District website platforms.

- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment.
- A valid Illinois Pesticide Operator's License or, in the alternative, obtain a valid Illinois Pesticide Operator's License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 50 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee is required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.
- Employee is required to work regularly with children and the general public.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District

Approved: November 27, 2018

SUPERVISORY RESPONSIBILITIES:

- This position supervises the full-time Communications, Marketing, and Public Programs Specialist position and part-time instructors and volunteers for the District's Natural Beginnings Early Learning Program, and school, scout, teacher education, and other public program services.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in the field of education or environmental sciences or an equivalent of six to eight years of education and experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
- Ability to apply education principals and practices within the design of environmental education program experiences.
- Two years of experience in administration of an educational program.
- Four years experience with instructing children in an educational setting.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the Internet and social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

- Ability to draft and present District curriculum.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
- Good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

D. REASONING ABILITY:

- Ability to employ safe work practices and use sound judgment while leading educational programs.
- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- State-certified teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to handle or feel.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Natural Beginnings Program and Special Projects Manager

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Environmental Education Program and Marketing Manager

EFFECTIVE DATE: November XX, 2020

SUMMARY:

Oversee development and day-to-day management of the Natural Beginnings Early Learning Program ("Program") for the Kendall County Forest Preserve District ("District").

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop curriculum and theme planning for the Program that is developmentally appropriate for all relevant age groups and ability levels and reflects the natural and cultural history of Kendall County.
- Create and purchase materials needed for curriculum and manage a corresponding budget.
- Coordinate staff hours and weekly schedules.
- Manage and direct Natural Beginnings staff meetings.
- Establish performance goals and objectives for the Program.
- Develop and maintain handbooks, brochures, packets, press releases and newsletters for the Program.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Develop materials for parent-teacher conferences.
- Manage parent inquiries, communication, and parent-teacher conferences.
- Oversee social media marketing and correspondences.
- Coordinate student sign-up and registration with the District's Administrative Assistant and Environmental Education Program Manager.
- Lead and/or assist with teaching Program classes.
- Provides project management and oversight to District special projects.
- Maintain order in both the classroom and outdoor setting while implementing constructive disciplinary procedures.
- Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Assists the Environmental Education Department Manager in training support staff in curricular program goals, objectives, and instructional methods.
- Provides support to the Administrative Assistant with reservations and other projects as needed or assigned by the Administrative Assistant or Executive Director.
- Works directly with volunteers supporting the District's Programs.
- Assists the Executive Director, Communications and Natural Resources Project Coordinator, and Environmental Education Manager in the coordination of volunteer workdays and natural resource projects.
- Supports Grounds and Natural Resources maintenance activity assignments.
- Performs controlled burns, brush removal, seed collecting, and other natural area management tasks.
- Assist with basic animal care and upkeep including feeding and tank/cage cleaning.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position provides direct supervision and management of the Program's Lead Instructors, Instructional Aides, and Program support volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

WORK ENVIRONMENT:

- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District

3. TERM.

3.1 Term. The term of this Lease Agreement commences on December 1, 2020 with both parties' execution of this Lease Agreement, and shall terminate immediately upon (a) the Employee-Tenant's separation of employment from the District, or (b) one (1) year from the Lease Agreement commencement date of December 1, 2020 following both parties' execution of this Lease Agreement, whichever occurs first.

3.2 Upon termination of the Lease Agreement, Tenants shall immediately vacate the Residence and shall have seven (7) calendar days to remove all personal property from the Residence, unless otherwise authorized and agreed to in writing by both parties. All obligations outstanding at the time of termination shall survive the Lease Agreement.

3.3 Early Termination. Either party may terminate this Lease Agreement upon providing thirty (30) calendar days written notice to the other party. Except that both parties may agree, in writing, to terminate the Lease Agreement at anytime and waive the thirty (30) days written notice.

4. RENT.

4.1 Rent. The rent for the Residence shall be four hundred sixty-four dollars and thirty-one cents (\$464.31) per week. This amount includes the cost of Utilities as discussed in section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of two hundred and fifty dollars (\$250.00) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Grounds Supervisor and Resident. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

4.2 Delinquent Rent. Rent is due no later than the first day of each month. If not paid by the due date, rent shall be considered overdue and delinquent. If Tenant fails to timely pay any monthly rent payment, Tenant will pay District a late charge of \$25.00 per day until rent is paid in full. If the District receives the rent within two (2) calendar days of the Due Date, the District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy the District may exercise for Tenants' failure to timely pay rent.

4.3. Returned Checks. In the event any payment by Tenant is returned for insufficient funds ("NSF") or if Tenant stops payment, Tenant will pay \$25.00 to District for each such check, plus late charges, as described above, which will accrue until District has **received** payment. Furthermore, District may require in writing that Tenants pay all future Rent payments by cash, money order, or cashier's check.

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

7. CONDITION OF RESIDENCE.

7.1 Original Condition. Tenants stipulate, represent, and warrant that Tenants have examined the Residence, and it is, at the time of execution of this Lease Agreement, in good order, in good repair, and in a safe, clean and habitable condition.

7.2 Surrender Condition. Upon termination of this Lease Agreement, Tenants shall surrender the Residence to District in good and broom-clean condition, excepting ordinary wear and tear. Tenants shall remove all of their personal property and any improvements installed by Tenants and required to be removed by the District. Tenants shall return all keys and property belonging to the District.

8. DEFAULTS & REMEDIES,

8.1 Tenants' Default. Tenants shall be in default in the event of any of the following: (a) if Tenants fails to perform any obligation to be performed by Tenants hereunder and such failure shall continue for thirty (30) calendar days after written notice by District; provided, however, if the nature of such default is such that the same cannot reasonably be cured within a thirty (30) calendar day period, then Tenants shall not be deemed to be in default if it shall commence such cure within such thirty (30) calendar day period, and, thereafter, rectify and cure such default with due diligence; or (b) if Tenants abandon or vacate the Residence or ceases to use the Residence for the stated purpose as set forth in this Lease Agreement.

8.2 Remedies in Default. In the event of a default by Tenants, District may pursue any remedies available to it at law or in equity, including injunction, at its option, without further notice or demand of any kind to Tenants or any other person. In the event of a default, the District may also immediately terminate this Lease Agreement and Tenants' right to possession of the Residence and recover possession of the Residence and remove all persons therefrom.

9. ASSIGNMENT AND SUB-LETTING.

Tenants shall not assign this Lease Agreement, or sub-let or grant any license to use the Residence or any part thereof without the District's prior written consent. An assignment, sub-letting, or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

10. ALTERATIONS AND IMPROVEMENTS.

Tenants shall make no structural repairs, alterations, or improvements of the Residence or construct any building or make any other improvements of the Residence without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed, or placed on the Residence by Tenants shall, unless otherwise provided for by written agreement between District and Tenants, be at the Tenants' sole expense and shall become the sole property of the District and remain on the Residence at the termination of this Lease Agreement. At anytime during the term of this Lease Agreement, the District shall have the authority to make modifications, alterations, repairs, and improvements as it deems necessary and upon reasonable notice to Tenants.

11. HAZARDOUS MATERIALS.

Tenants shall not keep at the Residence any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion at the Residence or that might be considered hazardous or extra hazardous by any responsible insurance company.

- H. Keep all air conditioning filters clean and free from dirt;
- I. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;
- J. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- K. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- L. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- M. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

13.2 Mechanics Liens. Tenants shall keep the Residence free and clear of all encumbrances, mechanics liens, stop notices, demands, and claims arising from work done by or for Tenants or for persons claiming under Tenants, and Tenants shall defend District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, with counsel of District's choosing, indemnify and save District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, free and harmless from and against any claims arising from or relating to the same.

14. DAMAGE TO RESIDENCE.

In the event the Residence is destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenants, the District may terminate this Lease Agreement from such time except for the purpose of enforcing rights that may have then accrued hereunder. Should a portion of the Residence thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, such part so injured shall be restored by District as speedily as practicable.

15. ACCESS BY DISTRICT.

District and District's agents shall have the right at all reasonable times, and by all reasonable means, without notice, during the term of this Lease Agreement to enter the Residence for the following purposes:

- A. Inspect the Property for condition;

19. WATERBEDS.

THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Lease Agreement.

20. QUIET ENJOYMENT.

Tenants, upon payment of all of the sums referred to herein as being payable by Tenants and Tenants' performance of all Tenants' agreements contained herein and Tenants' observance of all rules and regulations, shall and may peacefully and quietly have, hold, and enjoy said Residence for the term hereof.

21. INDEMNIFICATION.

District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury of or to the Tenants, the Tenants' family, guests, invitees, agents or employees, to any person entering the Residence, to the Residence itself, or to goods or equipment at the Residence. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature, including claims pertaining to tax liability or obligations. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

22. FORCE MAJEURE.

Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

23. EXPENSES AND COSTS.

Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Residence, Tenants agree to pay all expenses and costs incurred by the District, including, but not limited to the District's reasonable attorneys' fees.

24. RECORDING OF LEASE AGREEMENT.

Tenants shall not record this Lease Agreement on the Public Records of any public office. In the event that Tenants shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

As to District this XXth day of November, 2020.

DISTRICT:

Sign: _____
Judy Gilmour, President

Print: _____ Date: _____

Attest: _____
David Guritz, Executive Director

As to Tenant, this XXth day of November, 2020.

TENANT:

Sign: _____
Jay Teckenbrock, Grounds Supervisor and Resident

Print: _____ Date: _____

Sign: _____

Print: _____ Date: _____

3. TERM.

3.1 Term. The term of this Lease Agreement commences on December 1, 2020 and shall terminate immediately upon (a) the Employee-Tenant's separation of employment from the District; (b) the Employee-Tenant's reassignment to a different position at the District; or (c) one (1) year after the date of commencement of December 1, 2021 following both parties' execution of this Lease Agreement, whichever occurs first.

3.2 Upon termination of the Lease Agreement, Tenants shall immediately vacate the Residence and shall have seven (7) calendar days to remove all personal property from the Residence, unless otherwise authorized and agreed to in writing by both parties. All obligations outstanding at the time of termination shall survive the Lease Agreement.

3.3 Early Termination. Either party may terminate this Lease Agreement upon providing thirty (30) calendar days written notice to the other party. Except that both parties may agree, in writing, to terminate the Lease Agreement at anytime and waive the thirty (30) days written notice.

4. RENT.

4.1 Rent. The rent for the Residence shall be eighty (\$85.00) per week. This amount includes the cost of Utilities as discussed in Section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of three hundred fifty dollars and zero cents (\$350.00) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Ellis House Caretaker. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

4.2 Delinquent Rent. Rent is due no later than the first day of each month. If not paid by the due date, rent shall be considered overdue and delinquent. If Tenant fails to timely pay any monthly rent payment, Tenant will pay District a late charge of \$25.00 per day until rent is paid in full. If the District receives the rent within two (2) calendar days of the Due Date, the District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy the District may exercise for Tenants' failure to timely pay rent.

4.3. Returned Checks. In the event any payment by Tenant is returned for insufficient funds ("NSF") or if Tenant stops payment, Tenant will pay \$25.00 to District for each such check, plus late charges, as described above, which will accrue until District has **received** payment. Furthermore, District may require in writing that Tenants pay all future Rent payments by cash, money order, or cashier's check.

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

7. CONDITION OF RESIDENCE.

7.1 Original Condition. Tenants stipulate, represent, and warrant that Tenants have examined the Residence, and it is, at the time of execution of this Lease Agreement, in good order, in good repair, and in a safe, clean and habitable condition.

7.2 Surrender Condition. Upon termination of this Lease Agreement, Tenants shall surrender the Residence to District in good and broom-clean condition, excepting ordinary wear and tear. Tenants shall remove all of their personal property and any improvements installed by Tenants and required to be removed by the District. Tenants shall return all keys and property belonging to the District.

8. DEFAULTS & REMEDIES,

8.1 Tenants' Default. Tenants shall be in default in the event of any of the following: (a) if Tenants fails to perform any obligation to be performed by Tenants hereunder and such failure shall continue for thirty (30) calendar days after written notice by District; provided, however, if the nature of such default is such that the same cannot reasonably be cured within a thirty (30) calendar day period, then Tenants shall not be deemed to be in default if it shall commence such cure within such thirty (30) calendar day period, and, thereafter, rectify and cure such default with due diligence; or (b) if Tenants abandon or vacate the Residence or ceases to use the Residence for the stated purpose as set forth in this Lease Agreement.

8.2 Remedies in Default. In the event of a default by Tenants, District may pursue any remedies available to it at law or in equity, including injunction, at its option, without further notice or demand of any kind to Tenants or any other person. In the event of a default, the District may also immediately terminate this Lease Agreement and Tenants' right to possession of the Residence and recover possession of the Residence and remove all persons therefrom.

9. ASSIGNMENT AND SUB-LETTING.

Tenants shall not assign this Lease Agreement, or sub-let or grant any license to use the Residence or any part thereof without the District's prior written consent. An assignment, sub-letting, or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

10. ALTERATIONS AND IMPROVEMENTS.

Tenants shall make no structural repairs, alterations, or improvements of the Residence or construct any building or make any other improvements of the Residence without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed, or placed on the Residence by Tenants shall, unless otherwise provided for by written agreement between District and Tenants, be at the Tenants' sole expense and shall become the sole property of the District and remain on the Residence at the termination of this Lease Agreement. At anytime during the term of this Lease Agreement, the District shall have the authority to make modifications, alterations, repairs, and improvements as it deems necessary and upon reasonable notice to Tenants.

11. HAZARDOUS MATERIALS.

Tenants shall not keep at the Residence any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion at the Residence or that might be considered hazardous or extra hazardous by any responsible insurance company.

apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;

- H. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- I. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- J. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- K. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

13.2 Mechanics Liens. Tenants shall keep the Residence free and clear of all encumbrances, mechanics liens, stop notices, demands, and claims arising from work done by or for Tenants or for persons claiming under Tenants, and Tenants shall defend District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, with counsel of District's choosing, indemnify and save District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, free and harmless from and against any claims arising from or relating to the same.

14. DAMAGE TO RESIDENCE.

In the event the Residence is destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenants, the District may terminate this Lease Agreement from such time except for the purpose of enforcing rights that may have then accrued hereunder. Should a portion of the Residence thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, such part so injured shall be restored by District as speedily as practicable.

15. ACCESS BY DISTRICT.

District and District's agents shall have the right at all reasonable times, and by all reasonable means, without notice, during the term of this Lease Agreement to enter the Residence for the following purposes:

- A. Inspect the Property for condition;
- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;

20. QUIET ENJOYMENT.

Tenants, upon payment of all of the sums referred to herein as being payable by Tenants and Tenants' performance of all Tenants' agreements contained herein and Tenants' observance of all rules and regulations, shall and may peacefully and quietly have, hold, and enjoy said Residence for the term hereof.

21. INDEMNIFICATION.

District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury of or to the Tenants, the Tenants' family, guests, invitees, agents or employees, to any person entering the Residence, to the Residence itself, or to goods or equipment at the Residence. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature, including claims pertaining to tax liability or obligations. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

22. FORCE MAJEURE.

Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

23. EXPENSES AND COSTS.

Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Residence, Tenants agree to pay all expenses and costs incurred by the District, including, but not limited to the District's reasonable attorneys' fees.

24. RECORDING OF LEASE AGREEMENT.

Tenants shall not record this Lease Agreement on the Public Records of any public office. In the event that Tenants shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

25. GOVERNING LAW.

This Lease Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

32. APPROVAL.

This Lease Agreement is contingent on, and subject to approval by a majority of the Kendall County Forest Preserve District Board of Commissioners.

As to District this 4TH day of November, 2020.

DISTRICT:

Sign: _____
Judy Gilmour, President

Print: _____ Date: _____

Attest: _____
David Guritz, Executive Director

As to Tenant, this 4TH day of November, 2020.

TENANT:

Sign: _____
Shannon Prette

Print: _____ Date: _____

Sign: _____
Attest

Print: _____ Date: _____

EXHIBIT B
Pet Addendum to Kendall County Forest Preserve District
Ellis House Caretaker and Resident Apartment
Lease Agreement

THIS Pet Addendum ("Addendum") is incorporated as if fully set forth in the Kendall County Forest Preserve District Ellis House Caretaker Lease Agreement made and entered into on the 4th day of November 2020, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, and Shannon Prette ("Employee-Tenant") referred to as "Tenant", an individual currently residing at 13986 McKanna Rd, Minooka, IL 60447 ("Lease Agreement"). For and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. INCORPORATION.

The Lease Agreement, and all of its terms are incorporated as if fully set forth herein. In the event of a conflict between the terms of this Pet Addendum and the Lease Agreement, the terms of the Lease Agreement shall prevail.

2. PURPOSE.

The purpose of this Addendum is to permit Tenants to keep three domestic house cats ("Pets"), currently owned by Tenants, at the Residence, as defined in the Lease Agreement. The scope of this permission is limited to the animals identified in this Addendum. This Addendum does not permit Tenants to allow any other pets or domesticated animals at the Residence.

3. PETS.

The pets that are the subject of this Addendum are described as follows:

Name: Belli

Name: Rogue

Breed: Tabby

Breed: Tortie

Color:

Color:

Weight:

Weight:

Age: 7

Age: 2

Tenant requests and is extended permission to keep a third domestic cat with breed description to-be-submitted.

4. ADDITIONAL RENT.

Rent Value. The Tenants shall pay an additional rent payment in the amount of zero dollars and no cents (\$0.00) per week in consideration for being permitted to keep the Pets at the Residence. This additional rent payment is to be paid on the 1st of every month and must cover all weeks that start within that month. Pursuant to the Lease Agreement, a week will be Saturday through Friday. The additional pet rent is subject to the rent terms identified in subsections 4.2, 4.3, and 4.4 the Lease Agreement.

District retains the right to revoke the permission granted in this Addendum by providing thirty (30) calendar days written notice to Tenants.

8. DEFAULT.

Failure to comply with the terms of this Addendum shall be considered a default of the Lease Agreement subject to the remedies identified in section eight (8) of the Lease Agreement.

As to District this 4th day of November, 2020.

DISTRICT:

Sign: _____
Judy Gilmour, President

Print: _____ Date: _____

Attest: _____
David Guritz, Director

As to Tenants, this 4th day of November, 2020.

TENANTS:

Sign: _____
Shannon Prette

Print: _____ Date: _____

Sign: _____
Attest

Print: _____ Date: _____