





COMBINED Claims Listing

11/09/17 2:44:43 PM Page 016

Invoice # Description Date Budget # Account Description Dist Amount

ELLIS BIRTHDAY PARTIES

346 061594 FOX VALLEY EQUINE PRACTICE

16891 ELLIS VET CARE 11/21/17 27021127084 VET & FERRIER - ELLIS B-D

653.00  
653.00\*

bantrim

ELLIS PUBLIC PROGRAMS

347 060304 FIRST NATIONAL BANK OMAHA

11/2/17: MV VOL SUPPLIES 11/21/17 27021137079 VOLUNTEER EXP - ELLIS PUB

9.98  
9.98\*

\*\* bantrim

SUNRISE CENTER

348 060304 FIRST NATIONAL BANK OMAHA  
349 101297 JOHN DEERE FINANCIAL  
350 101297 JOHN DEERE FINANCIAL

11/2/17: DG  
11/21/14  
11/21/14  
EL STALL SHAVINGS  
HORSE SUPPLIES  
HORSE SUPPLIES

11/21/17 27021147082 ANIMAL CARE/SUPPLIES - SU  
11/21/17 27021147082 ANIMAL CARE/SUPPLIES - SU  
11/21/17 27021147082 ANIMAL CARE/SUPPLIES - SU

301.77  
47.96  
58.94  
408.67\*

\*\* bantrim  
bantrim  
bantrim

ELLIS WEDDINGS

351 060304 FIRST NATIONAL BANK OMAHA

11/2/17: DG EL REFUSE P/U

11/21/17 27021207078 REFUSE PICKUP - ELLIS

100.76  
100.76\*

\*\* bantrim

352 267511 JESSICA PATENAUDE

10-14-17: EL EL SEC DEP RETN

11/21/17 27021207088 ELLIS SECURITY DEPOSIT RE

1,000.00  
1,000.00\*

bantrim

ELLIS 5K

353 060304 FIRST NATIONAL BANK OMAHA

11/2/17: DG EL 5K/FUNDRAISER

11/21/17 27021307081 PROMO/PUBLICITY - ELLIS 5

276.28  
276.28\*

\*\* bantrim

HOOVER

354 030794 CHAMPION ENERGY, LLC.  
355 030794 CHAMPION ENERGY, LLC.  
356 031510 COMMONWEALTH EDISON  
357 031510 COMMONWEALTH EDISON  
358 031510 COMMONWEALTH EDISON

10/27/17  
10/27/17  
10/30/17: HOUSE  
10/31/17: BATH  
10/31/17: MULT

HVR MULTIPLES  
HVR BATHHOUSE  
HOOVER HOUSE  
HVR BATHHOUSE  
HVR MULTIPLES

11/21/17 27022006861 HOOVER - ELECTRIC  
11/21/17 27022006861 HOOVER - ELECTRIC  
11/21/17 27022006861 HOOVER - ELECTRIC  
11/21/17 27022006861 HOOVER - ELECTRIC

227.23  
29.93  
53.92  
113.29  
587.01  
1,011.38\*

\*\* bantrim  
\*\* bantrim  
bantrim  
bantrim  
bantrim

359 060304 FIRST NATIONAL BANK OMAHA

11/2/17: DG HVR REFUSE P/U

27022006862 HOOVER - OTHER UTILITIES

157.45  
157.45\*

\*\* bantrim





Vendor# Name  
**GROUND & NATURAL RESOURCES**

**COMBINED Claims Listing**

Invoice # Description Date Budget # Account Description Dist Amount

374 220626	VERIZON (FOREST PRESERVE)	9794775166	CELL PHONES	11/21/17	27025006207	TELEPHONE - GROUNDS & NAT	1,070.64 1,070.64*	bantrim
375 040538	DEKANE EQUIPMENT CORP	RA38621	KUBOTA SERV/REPAIR	11/21/17	27025006216	EQUIP - GROUNDS & NATURAL	123.51 123.51*	bantrim
376 110531	KENDALL CO HIGHWAY DEPT	OCT 2017	GAS & DIESEL: OCT 20	11/21/17	27025006217	FUEL - GAS & OIL	740.72 740.72*	bantrim
377 030540	CENTRAL LIMESTONE CO INC	11444	BAKER, JAY WOODS	11/21/17	27025006837	PRESERVE IMPROV - GR & NA	36.12 36.12*	bantrim
378 060304	FIRST NATIONAL BANK OMAHA	11/2/17:DG	HA REFUSE P/U	11/21/17	27025006847	REFUSE PICKUP - GROUNDS &	138.54	** bantrim
379 190563	SERVICE SANITATION, INC	10/20/17	PORTABLE RESTROOMS	11/21/17	27025006847	REFUSE PICKUP - GROUNDS &	195.00 333.54*	bantrim
380 140937	NICOR	10/31/17:MILL	MILLBROOK SOUTH	11/21/17	27025006848	GAS - GROUNDS & NATURAL R	1,473.30 1,473.30*	bantrim
381 130506	MENARDS	95970	TAPE, FLAGS	11/21/17	27025007089	SUPPLIES - SHOP	22.94	bantrim
382 130506	MENARDS	96618	TARP, SHOVL, GRILL PAD	11/21/17	27025007089	SUPPLIES - SHOP	95.06	bantrim
383 211430	UNIQUE PRODUCTS & SERVICE	336120	HVR/HA SHOP SUPPLIES	11/21/17	27025007089	SUPPLIES - SHOP	788.80 906.80*	bantrim

**Total GROUNDS & NATURAL RESOURCES**

**4,684.63\***

**FP BOND PROCEEDS 2009**

384 031522	COFFMAN TRUCK SALES	FOREST PRES	1 TON GMC TRUCK	11/21/17	29020006850	PROJECT FUND EXPENSES	19,605.05 ***** 19,605.05*
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**Total FP BOND PROCEEDS 2009**

**19,605.05\***

frmPrtClaim  
Vendor# Name

Kendall County

COMBINED Claims Listing

11/09/17 2:44:43 PM Page 023

Invoice # Description Date Budget # Account Description Dist Amount

FP BOND PROCEEDS 2007

477 031522	COFFMAN TRUCK SALES	FOREST PRES	1 TON GMC TRUCK	11/21/17	95020006850	PROJECT FUND EXPENSES	49,395.97	*****
478 190610	SEMPER FI LAND SERVICES	2017-1778	HENNEBERRY PROJECT	11/21/17	95020006850	PROJECT FUND EXPENSES	75,792.84	bantrim
479 251493	YORKVILLE ACE & RADIO SHACK	164336-338	HENNEBERRY SUPPLIES	11/21/17	95020006850	PROJECT FUND EXPENSES	747.91	bantrim
							125,936.72*	
						Total FP BOND PROCEEDS 2007	125,936.72*	

GRAND TOTAL \$159,884.85

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
NOVEMBER 7, 2017**

**I. Call to Order**

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Pledge of Allegiance**

All present recited the Pledge of Allegiance. President Gilmour offered a moment of silence for the victims of the Las Vegas mass shooting.

**III. Invocation**

Commissioner Prochaska offered an invocation for the meeting.

**IV. Roll Call**

X	Cullick	X	Gryder
X	Davidson	X	Hendrix
X	Flowers	X	Kellogg
X	Gilmour	X	Prochaska
	Giles	X	Purcell (Entered the meeting at 6:03 pm)

Commissioners Cullick, Davidson, Flowers, Gryder, Hendrix, Kellogg, Prochaska, and Gilmour all were present.

**V. Approval of Agenda**

Commissioner Flowers made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

**VI. Citizens to Be Heard**

No public comments were offered by citizens present at the meeting.

**VII. Approval of Claims in an Amount Not-to-Exceed \$8,135.00**

Commissioner Hendrix made a motion to approve claims in an amount not-to-exceed \$8,135.00. Seconded by Commissioner Gryder.

Commissioner Purcell entered the meeting at 6:03 pm.

Motion: Commissioner Hendrix

Second: Commissioner Gryder

**Roll call**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

### **VIII. Finance Committee Report**

Commissioner Cullick reported that the Finance Committee continued its review of the preliminary budget which is now posted for public review. The Committee also reviewed the proposed position descriptions and lease agreements for the Ellis House Caretaker and Pickerill-Pigott Forest Preserve.

### **IX. Approval of Minutes**

- **Kendall County Forest Preserve Commission Meeting – October 17, 2017**
- **Kendall County Forest Preserve Finance Committee Meeting – October 26, 2017**

Commissioner Cullick made a motion to approve the minutes for the Forest Preserve Commission meeting held on October 17, 2017, and the Forest Preserve Finance Committee meeting held on October 26, 2017. Seconded by Commissioner Gryder.

All, aye. Opposed, none. Motion unanimously approved.

### **NEW BUSINESS**

#### **X. Motion to Approve the WIPFLI CPAs and Consultants FY 16-17 Audit Engagement Letter**

Commissioner Cullick made a motion to approve the WIPFLI CPAs FY 16-17 audit engagement letter. Seconded by Commissioner Flowers.

Director Guritz reported that Commission has approved the funding for completing the FY 17 audit.

Commission discussed the audit process and scope. Commissioner Cullick asked whether the scope of the audit had been modified over the previous audit. Director Guritz reported that he did not anticipate any changes in the scope of the audit.

Motion: Commissioner Cullick  
Second: Commissioner Flowers

**Roll call**

<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>
X		Cullick	X		Gryder
X		Davidson	X		Hendrix
X		Flowers	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Purcell

Motion unanimously approved.

## **OLD BUSINESS**

### **XI. Executive Session**

None.

### **XII. Other Items of Business**

Director Guritz provided a report on Commission and District Committee agenda items for the remainder of the calendar year.

### **XIII. Citizens to Be Heard**

No citizens present at the meeting offered public comments.

### **XIV. Adjournment**

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 6:17 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

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

**NOVEMBER 15, 2017**

**I. Call to Order**

President Gilmour called the meeting to order at 4:37 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Cullick, Davidson, Kellogg, Prochaska, and Gilmour all were present. Director Guritz reported that insufficient members of the committee were present to establish a quorum the start of the meeting.

District Director Guritz, and Environmental Programs Coordinator Dombrowski also were present.

Commissioner Gryder entered the meeting at 4:56 pm.

Roll call: Commissioners Cullick, Davidson, Gryder, Kellogg, Prochaska, and Gilmour all were present. Meeting called to order at 4:57 pm.

Commissioners Hendrix and Purcell entered the meeting at 5:25 pm.

**III. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda. Seconded by Commissioner Kellogg. All, aye. Opposed, none.

**IV. Citizens to be Heard**

No public comments were offered by citizens present at the meeting.

**V. Director's Report**

Director Guritz provided updates on priority projects. Director Guritz reported that the Henneberry Forest Preserve restoration and mitigation project is going well, with all trees, shrubs and perennials now planted, with the tree protection corrals installed. Director Guritz reported that a temporary contract credit has been held that will be applied to a 2018 supplemental planting effort based on the project specifications and contractor unit costs submitted.

Director Guritz reported that the issues with the condition of pre-planted stock received from St. Aubin Nursery had been sorted out as part of the field inventor, with a temporary

project credit withheld from payment to SemperFi Land, Inc. to be applied to a 2018 secondary planting effort.

Director Guritz drew attention to recent positive program reviews received for the District's IDNR-ENTICE workshop and Creatures of the Night public program.

Director Guritz reported on an overall \$3,600.00 net gain over costs for the "Hoofin' It 5K Run" held in partnership with Sunrise Center North.

#### **VI. Motion to Forward Claims for Commission Approval for an Amount Not-to-Exceed \$159,884.85**

Director Guritz reported that the claims amount is unusually higher due to payments for the purchase of the GMC 1-ton dump truck, salt spreader, and plow assembly, and the progress payment for SemperFi Land, Inc. for the Henneberry Forest Preserve restoration project. Director Guritz noted that the purchase of the vehicle will close out the remaining balance in the District's Fund 950 capital fund.

Director Guritz reported that the District was switched over to electronic billing statements for NICOR service at Millbrook South. The District paid the full balance in the claims list, and has already received reimbursement from Mark and Tom Mathre as part of their farm lease agreement.

The Committee of the Whole discussed the Chicago Wilderness membership payment. Director Guritz reported that the District's partnership with Chicago Wilderness supports regional conservation projects, training, and wildlife monitoring efforts.

Commissioner Gryder entered the meeting at 4:56 pm. Commissioner Prochaska declared a quorum present for the purposes of conducting Committee of the Whole business.

Commissioner Cullick made a motion to forward claims in the amount of \$159,884.85 to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

#### **VII. Review of the Kendall County Forest Preserve District FY 17-18 General Fund Tax Levy Ordinance**

Director Guritz presented the FY 17-18 general fund tax levy ordinance. The Committee of the Whole discussed the District's financial position, focusing on whether or not to assess the allowable tax levy increase over the District's FY 16-17 tax levy.

Director Guritz reported that within FY 16-17, the District will likely post a budget loss for the year on a cash basis due to the assignment of a twenty-seventh pay period on November 30, 2017 to FY 17 that was originally anticipated for payment on December 1, 2017. The FY 16-17 audit will work to determine whether the District achieved a budget surplus for the current fiscal year on an accrual basis for accounting.

Director Guritz stated that the preliminary FY 18 budget has been finalized, with an overall projected surplus of \$10,500.00 after expenses.

Director Guritz reported that with the change in coding of the final payroll for the current fiscal year, the District's salaries and benefits projections for FY 18 include approximately \$15,000 for salary payments and \$2,000-\$3,000 for associated benefits that will not be paid, but will be left in to add an additional measure of conservatism within the budget.

Commissioner Davidson asked whether the District plans to take the allowable levy increase for the upcoming year. Director Guritz responded that the budget and levy ordinance calls for taking the full levy for the upcoming year, which will generate an additional \$23,000 in collections over the current year.

Commissioner Gryder questioned whether the District needed to increase the levy for the coming year. Director Guritz stated that while the District is in better financial shape, the District's cropland revenue will be reduced by \$30,000 when the cropland conversion project is completed for Fox River Bluffs Forest Preserve in fall 2019. The District is also taking on added expense for the Ken Pickerill home site at Pickerill-Pigott Forest Preserve.

Director Guritz suggested that once the audit is completed, Commission may consider abating a portion of the additional collections, but cautioned against negatively impacting the District's overall financial position, noting recent improvements to the bond rating, and significant reductions in the 2007 debt-service levy from refunding efforts that have collectively reduced the future debt-service levies by \$4 million dollars.

Commissioner Davidson stated that the District is not in the position to reduce its levy, which will cause significant budget shortages compounded into the future.

Director Guritz stated that the District's limiting rate has gone down in each of the past two years, helping offset a portion of increases in property values.

Director Guritz stated that while the District's fund balance covers just over 3-months of operating costs, this balance should be increased over time so the District is able to address unanticipated financial losses that could be incurred within operations or from workers' compensation claims.

Commissioners Purcell and Hendrix entered the meeting at 5:25 pm.

Commissioner Purcell asked how much funding remains in the District's capital fund. Director Guritz reported that the projected beginning balance in the capital fund is just under \$1.6 million.

The Committee of the Whole discussed the possibility of abating the District's surplus once the audit is completed.



Commissioner Purcell stated that he is not supportive of taking the full levy, but stated he was pleased to see some recovery in the Ellis House and Equestrian Center program cost centers. The Committee of the Whole discussed the District's wedding contracts and staff support for marketing efforts.

#### **VIII. Review of the Kendall County Forest Preserve District FY 17-18 Combined Annual Budget and Appropriations Ordinance**

The Committee of the Whole reviewed the FY 17-18 combined annual budget and appropriations ordinance for the District. The Committee of the Whole discussed the District's capital plan for the next three years, with efforts focused on opening up preserve areas.

#### **IX. Hoover Supervisor and Resident – 1-Year Residence Lease Agreement Renewal**

The Committee of the Whole discussed the renewal of the Hoover Supervisor and Resident lease agreement with Jay Teckenbrock of Yorkville. Director Guritz reported that the lease payment is recommended to remain unchanged at \$250.00 per month, with no pet addendum anticipated. President Gilmour reported that the lease agreement will be posted to the Commission meeting for approval.

#### **X. Pickerill-Pigott Forest Preserve – Proposed Part Time Resident and Grounds Maintenance Worker Position Description**

The Committee of the Whole discussed the proposed part time position, and proposed lease agreement terms. Director Guritz stated that the goal is to have the salary and benefits for the position offset by the monthly lease payments of \$500.00.

Commissioner Davidson asked whether the tenant would be expected to pay for utilities.

Director Guritz stated that the budget includes District payment of the electric bill, which is the only utility payment for the home site, stating that the District will need to run electricity regardless of whether the home site is under lease to keep the building's water pipes from freezing.

President Gilmour encouraged Commission members to visit the home site, stating that the home site has a lot of potential for future uses by the District.

#### **XI. Baker Woods Forest Preserve – Ellis House and Equestrian Center Part Time Caretaker Position and Lease Agreement**

The Committee of the Whole discussed the proposed Ellis House Caretaker position and lease agreement. Director Guritz summarized the history of the volunteer caretaker position, noting that the human resources audit performed by the State's Attorney's Office included a recommendation to convert the volunteer position to a paid position under the terms of a lease agreement moving forward. Director Guritz stated that the proposed position is a budget neutral proposition, with lease payments offsetting salary and benefit expenses.

## **XII. Environmental Education Program Manager Position Description**

The Committee of the Whole discussed the Environmental Education Program Manager position description. Director Guritz stated that he strongly recommends restructuring the Environmental Education Department by establishing the Program Manager position in order to improve financial accountability and tracking for the program, with Emily Dombrowski recommended for promotion into the position. The remaining Environmental Education Coordinator position will report to the manager, as well as all program instructors.

Director Guritz provided an overview of Emily Dombrowski's accomplishments over the past year.

Commissioner Davidson asked what the additional costs would be for the position and promotion. Director Guritz stated that the recommended salary increase is \$0.70 per hour (4.73%) or \$1,295, and is included in the FY 18 budget.

The motion to approve the position description will include a corresponding headcount reduction in the language of the motion for one of two of the Environmental Education Coordinator positions.

## **XIII. OmniTRAX – Illinois Railway Crossing Agreement Updates**

Director Guritz presented a letter to OmniTRAX from Attorney Coffey responding to the OmniTRAX request for reimbursement for railway crossing improvements completed in October 2016.

## **XIV. Proposed Policy and Protocol for Trained District Staff Members to Administer Epinephrine by Auto-Injection in Response to Life-Threatening Emergencies in Accordance with (410 ILCS 27/) Epinephrine Auto-Injector Act**

The Committee of the Whole discussed the proposed policy for the District to allow train staff to administer epinephrine by auto-injector to respond to life-threatening emergencies.

Director Guritz presented an overview of the need for the policy that would allow trained District staff to respond to emergencies from life-threatening allergic reactions by administering epinephrine using an auto-injector (Epi-pen). Director Guritz presented an overview of bee-sting incidents in the past year, and growing concerns with food allergies and reactions in the general population.

The proposed policy and protocol is based on the initial training received from the American Red Cross. Implementation of the program will begin following approval of the proposed policy.

The Committee of the Whole discussed the proposed policy. President Gilmour stated that the policy will be presented to Commission for approval.

Commissioner Prochaska asked whether the District is taking on increased liability by establishing the policy and protocol. Director Guritz stated that the policy, training and protocol will work to reduce the District's liability, with the protocol approved by the advising physician who will issue the prescription for the District's stock of adult and child auto-injectors.

Director Guritz stated that the only risk would be administering epinephrine to individuals with a congenital heart condition, with risk of shock and death from not administering epinephrine to individuals experiencing severe allergic reactions.

#### **XV. Review of Approved Special Use Permit Request – Kendall County Special Olympics**

Director Guritz reported that he had approved a special use permit request from the Kendall County Special Olympics for use of a Harris Forest Preserve shelter at a discounted rate to host KCSO snowshoeing team practices over the winter months.

#### **XVI. Review of Winter 17-18 Public Program Fees and Charges**

The Committee of the Whole reviewed the winter 17-18 public program fees and charges that will be presented to Commission for approval on November 21.

#### **XVII. Hoover Fire Alarm Monitoring Cable Repair Project Updates**

Director Guritz reported that efforts are underway to repair the Blazing Star bunkhouse alarm monitoring line. TT Technologies will be helping to install the new cable in conduit, and using an underground incremental boring machine to limit grounds impacts. Funds will be expended for private utility location services (USIC) and for purchase of the 650 feet of cable and conduit.

### **XVIII. Forest Foundation of Kendall County Hoover Forest Preserve ICECF Grant-Funded Restoration Project**

Director Guritz reported that the Forest Foundation will be discussing submitting an application to the Illinois Clean Energy Community Foundation to support a \$28,000 habitat restoration and enhancement project at Hoover Forest Preserve. As part of the grant project, the Forest Foundation will raise the required \$7,000 match, with \$21,000 provided from the grant over an 18-month period. The restoration project will focus on removal of invasive and exotic species from the preserve, and enhancement of the core prairie areas at Hoover Forest Preserve.

Commissioner Gryder asked to extend appreciation from the Board of Commissioners for the effort and support.

### **XIX. Proposed Ellis Lesson Horse Lease Agreement**

The Committee of the Whole reviewed a proposed lesson horse lease agreement. Director Guritz reported that there will be no cost, or lease payment, associated with the lease, with provisions in place to terminate the lease should any significant horse health care issue present that would impact the District's costs over routine care.

### **XX. IPMG Insurance Premium Cost Review**

Director Guritz reported that our insurance premium transfer is due to Kendall County in the amount of \$40,979.66. A motion approving the transfer will appear on the November 21 agenda.

### **XXI. KCFPD 2018 Commission and Committee Proposed Meeting Schedule**

The Committee of the Whole reviewed the proposed meeting schedule for the District's Commission and Committee meetings for 2018.

### **XXII. Executive Session**

Commissioner Prochaksa made a motion to enter into executive session under 2(c)1 and 2(c)5 of the Open Meetings Act for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Hendrix.

Roll call: Commissioners Cullick, Davidson, Gryder, Hendrix, Kellogg, Prochaska, Purcell, and Gilmour all were present. Executive session called to order at 5:40 pm.

Commissioner Prochaska made a motion to adjourn the executive session meeting. Seconded by Commissioner Davidson. Aye, all. Opposed, none. Regular meeting reconvened at 5:58 pm.

**XXIII. Other Items of Business**

Commissioner Kellogg adjourned from the meeting at 6:00 pm.

**XXIV. Citizens to be Heard**

None.

**XXV. Summary of Action Items to be Taken**

None.

**XXVI. Adjournment**

Commissioner Prochaska made a motion to adjourn the meeting. Seconded by Commissioner Davidson. All, aye. Opposed, none. Meeting adjourned at 6:05 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners  
From: David Guritz, Director  
RE: Wine-Sergi Insurance Premium Transfer to Kendall County  
Date: November 21, 2017

The Kendall County Forest Preserve District reimburses Kendall County for the District's portion of the insurance premium paid to Wine-Sergi Insurance amounts incurred for 2016-2017 coverages.

The estimated amount of the District's proportional share included within the FY17 budget appropriations is \$40,979.66.

The following breakdown is based on the 2016 premium amount paid:

Property and Liability Insurance	\$23,162.36
Workers' Compensation and Employer's Liability	\$16,184.49
Audit Premium Adjustments Contingency	\$ 1,632.81
Total amount due in November 2017	\$40,979.66

Recommendation

Consider a motion to approve a transfer from the District's Operating Fund (Fund 270) to Kendall County in the amount of \$40,979.66 for the District's proportional share of the 2016-2017 Wine-Sergi Insurance premium.

**Annual Operating Budget  
For the Fiscal Year  
2017-2018**



**Kendall County, Illinois  
Forest Preserve District**

# Kendall County Forest Preserve District Annual Operating Budget

Fiscal Year  
2017-2018

December 1, 2017 - November 30, 2018

ADOPTED November 21, 2017

2017 FOREST PRESERVE COMMISSION

Judy Gilmour, President & Finance Committee Member

Matthew Prochaska, Vice President

Lynn Cullick, Finance Committee Chair

Robert Davidson, Finance Committee Member

Scott Gryder, Finance Committee Member

Matthew Kellogg, Finance Committee Member

Elizabeth E. Flowers, Secretary

Tony Giles

Audra Hendrix

John P. Purcell

David Guritz

Director, Kendall County Forest Preserve District

Jill Ferko

Treasurer, Kendall County Forest Preserve District

Wipfli LLP, Auditor



**ORDINANCE #11-17-02**  
**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE SETTING FORTH THE ANNUAL BUDGET OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE  
FISCAL YEAR BEGINNING DECEMBER 1, 2017 AND ENDING NOVEMBER 30, 2018

AND

APPROPRIATING THE VARIOUS SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL EXPENSES AND LIABILITIES OF THE  
KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE  
FISCAL YEAR BEGINNING DECEMBER 1, 2017 AND ENDING NOVEMBER 30, 2018

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT,  
KENDALL COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION 1**

That the attached annual budget hereinafter set forth is hereby adopted by the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2017.

	Fund 270	Fund 280	Fund 290	Fund 320	Fund 950	Fund 960	Total Est. Balances
	Operating Fund	Endowment Fund	Capital Projects	Debt Series 2003/2012	Capital Projects	Debt Series 2007/2015/20 16/2017	
Estimated Beginning Balance December 1, 2017	\$ 311,143	\$ 843,687	\$ -	\$ 894,224	\$ 1,597,267	\$ 4,161,499	\$ 7,807,820
Estimated Revenue & Transfers In	1,098,115	7,500	-	403,400	827,027	4,029,323	6,365,365
Estimated Expenditure & Transfers Out	1,087,614	-	-	392,850	1,658,593	4,271,064	7,410,121
Estimated Ending Balance November 30, 2017	\$ 321,644	\$ 851,187	\$ -	\$ 904,774	\$ 765,701	\$ 3,919,758	\$ 6,763,064

Estimated Receipts:

270-1-XXX-XXXX	FY 17-18 Operating Revenue	\$ 1,098,115
280-1-000-XXXX	Endowment Fund Interest Income	\$ 7,500
320-1-000-1100	Current Tax - FP Debt 2012 Refunding	\$ 403,400
950-1-000-XXXX	FY 16-17 FP Capital Series 2007	\$ 827,027
960-1-000-1100	Current Tax - FP Debt 2007/2015/2016/2017	\$ 4,029,323
Total Receipts		\$ 6,365,365

**SECTION 2**

That the several sums of money hereinafter set forth are hereby appropriated for the fiscal year of the Kendall County Forest Preserve District, Kendall County, Illinois beginning December 1, 2017 and ending November 30, 2018 to cover all necessary expenditures and liabilities of said Kendall County Forest Preserve District, Kendall County, Illinois hereinafter designated.

**SECTION 3**

That the object and purposes for which the appropriations are hereby made and the amount appropriated for each object and purpose are as follows:

Estimated Expenditures:

270-2-XXX-XXXX	FY16-17 Operating Expenditures	\$ 1,087,614
320-2-000-XXXX	Debt Fund Series 2003/2012	\$ 392,850
950-2-000-XXXX	Capital Project Series 2007	\$ 1,658,593
960-2-000-XXXX	Debt Fund Series 2007/2015/2016/2017	\$ 4,271,064
Total Expenditures		\$ 7,410,121

Approved this 21st Day of November, 2017.

Signed:

\_\_\_\_\_  
Judy Gilmour, President

\_\_\_\_\_  
Elizabeth Flowers, Secretary

**ORDINANCE #11-17-01**  
GENERAL FUND TAX LEVY ORDINANCE  
OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE  
FISCAL YEAR BEGINNING DECEMBER 1, 2017 AND ENDING  
NOVEMBER 30, 2018

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS  
OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT,  
KENDALL COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION 1** That there is required to be raised by taxation, and that there is levied upon all taxable property within the territorial limits of said Kendall County Forest Preserve District for the fiscal year beginning December 1, 2017 and ending November 30, 2018, the total sum of FIVE HUNDRED SEVENTY-SIX THOUSAND TWO HUNDRED AND FORTY SEVEN dollars (\$576,247) as is provided:

Salaries - Full-Time	\$216,483
Salaries - Part-Time	\$150,000
Equipment	\$10,000
Fuel - Gas & Oil	\$10,000
Telephone	\$10,890
Electric	\$2,200
Gas	\$2,000
Publicity & Promotion	\$3,000
Newsletter	\$200
Supplies - Shop	\$3,000
Conferences	\$1,000
Audit	\$7,500
Refuse Pickup	\$5,000
Insurance	\$42,079
Medical Insurance	\$50,000
Preserve Improvements	\$5,500
Legal Publications	\$200
IMRF & SS	\$57,195
 TOTAL	 <u>\$576,247</u>

**SECTION 2** That the Secretary of said District is hereby directed to cause this Ordinance to be immediately published at least once in a newspaper published within said District and to incur the necessary expenses thereof, and said Secretary is hereby directed to file with the County Clerk of Kendall County, Illinois, a certified copy of this Ordinance and said County Clerk of Kendall County is hereby directed to cause the aforesaid amount of money to be extended upon and against the taxable property within the territorial limits of the Kendall County Forest Preserve District in accordance with law.

**SECTION 3** This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Approved this 21ST Day of November, 2017.

Signed:

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Judy Gilmour, President

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Elizabeth Flowers, Secretary

**FOREST PRESERVE FY18 BUDGET  
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## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>Beginning Balance (est.)</b>	<b>249,695</b>	<b>324,587</b>	<b>317,671</b>	<b>311,143</b>	<b>-4.1%</b>
<b>REVENUE</b>					
270-1-000-1100 Current Tax	542,849	552,815	553,701	576,247	4.2%
270-1-000-1135 Interest Income	196	170	197	170	0.0%
270-1-000-1325 Other Income	5,505	2,000	3,379	8,000	300.0%
270-1-500-1325 Other Income - Grounds & Natural Resources				6,000	
270-1-000-1335 Donations - Administration	445	500	1,742	500	0.0%
270-1-111-1335 Donations - Ellis Equestrian Center	467	2,000		500	-75.0%
270-1-200-1335 Donations - Hoover	90				
270-1-300-1335 Donations - Environmental Education		500		500	0.0%
270-1-303-1335 Donations - Env. Educ. Natural Beginnings	950	2,000	0	2,000	0.0%
270-1-400-1335 Donations - Natural Area Volunteers		2,000	2,769	2,000	0.0%
270-1-500-1335 Donations - Grounds & Natural Resources				4,500	
270-1-500-1500 Picnic & Shelter Rental - Grounds & Natural Resources	6,530	6,200	4,755	6,200	0.0%
270-1-500-1503 Preserve Improvements - Grants	940	1,000		3,500	
270-1-300-1507 Environmental Education Revenue					
270-1-301-1507 Env. Educ. - School Programs	29,504	35,960	24,163	33,000	-8.2%
270-1-302-1507 Env. Educ. - Camps	18,760	39,118	23,060	33,000	-15.6%
270-1-303-1507 Env. Educ. - Natural Beginnings	74,796	83,460	68,773	79,646	-4.6%
270-1-304-1507 Env. Educ. - Other Public Programs	1,575	4,000	4,007	6,000	50.0%
270-1-200-1513 Hoover Revenue	245	2,000			
270-1-200-1513 Hoover Revenue (Yorkville Athletic Assoc. License)		2,000	2,000	2,250	
270-1-200-1513 Hoover Revenue (Residence Lease)		3,000	3,863	3,000	
270-1-201-1513 Hoover Bunkhouse Rental Rev	35,138	33,525	33,708	33,525	0.0%
270-1-202-1513 Hoover Campsite Rental Rev	6,150	4,500	5,725	4,500	0.0%
270-1-203-1513 Hoover Meadowhawk Rental Rev	12,294	10,500	13,606	10,500	0.0%
270-1-000-1514 Farm License Revenue	192,838	161,030	152,255	151,030	-6.2%
270-1-100-1517 Security Deposit Revenue - Ellis		-			
270-1-120-1517 Security Deposit Revenue - Ellis Weddings	17,125	15,000	7,460	15,000	0.0%
270-1-121-1517 Security Deposit Revenue - Ellis Other Rentals	1,375	600	1,555	600	
270-1-201-1518 Security Deposit Revenue - Hoover Bunkhouse	1,900	1,500	3,700	4,000	166.7%
270-1-203-1518 Security Deposit Revenue - Hoover Meadowhawk	5,724	5,000	7,700	6,500	30.0%
270-1-000-1519 Credit Card Revenue - All Preserves	1,463	3,300	2,036	3,300	
270-1-200-1519 Credit Card Revenue - Hoover	40	-			
270-1-100-1570 Ellis Center House	1,969	-			
270-1-110-1570 Ellis Center Camps	5,660	13,000	3,673	9,897	-23.9%
270-1-111-1570 Ellis Center Riding Lessons	33,378	24,905	22,990	25,130	0.9%
270-1-112-1570 Ellis Center Birthday Parties	9,619	9,500	6,493	9,500	0.0%
270-1-113-1570 Ellis Center Public Programs	166	2,100	3,238	2,520	20.0%
270-1-114-1570 Sunrise Center North License Agreement	1,600	19,200	19,200	24,600	28.1%
270-1-120-1570 Ellis Center Weddings	57,176	43,200	58,365	22,000	-49.1%
270-1-121-1570 Ellis Center Other Rentals	5,192	4,500	3,402	4,500	0.0%
270-1-130-1570 Ellis Center 5K Event	3,592	4,000	3,777	4,000	0.0%
<b>Total Revenue</b>	<b>1,080,314</b>	<b>1,094,083</b>	<b>1,041,292</b>	<b>1,098,115</b>	<b>0.4%</b>

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION		ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>PERSONNEL</b>						
270-2-000-6101	Salary - Full Time Administration	123,789	126,330	130,391	140,228	11.0%
270-2-000-6102	Salary - Part Time Administration	4,842	4,000	2,726		
270-2-500-6101	Salary - Full Time Grounds & Natural Resources	133,068	138,372	143,479	147,277	6.4%
270-2-500-6102	Salary - Part Time Grounds & Natural Resources	9,928	23,616	18,239	34,290	45.2%
<b>Salary Full Time: Env. Education</b>						
270-2-301-6103	Env. Educ. FT Salary - School Programs Expense				12,871	
270-2-302-6103	Env. Educ. FT Salary - Camps Expense				8,105	
270-2-304-6103	Env. Educ. FT Salary - Other Public Programs Expense				1,103	
270-2-305-6103	Env. Educ. FT Salary - Laws of Nature				412	
<b>Salary Part Time: Env. Education</b>						
270-2-301-6128	Env. Educ. PT Salary - School Programs Expense	31,906	35,925	38,778	16,140	-55.1%
270-2-302-6128	Env. Educ. PT Salary - Camps Expense	16,689	26,075	17,252	18,495	-29.1%
270-2-303-6128	Env. Educ. PT Salary - Natural Beginnings Expense	45,955	53,293	57,576	54,927	3.1%
270-2-304-6128	Env. Educ. PT Salary - Other Public Programs Expense	4,080	3,500	6,179	4,397	25.6%
270-2-305-6128	Env. Educ. PT Salary - Laws of Nature	1,656	1,750	1,625	1,338	-23.5%
270-2-306-6128	Env. Educ. PT Salary - Other Expense	40		47		
<b>Salary Part Time - Ellis</b>						
270-2-100-6122	Salary PT - Ellis House	9,756	7,962	10,915	8,033	0.9%
270-2-101-6122	Salary PT - Ellis Barn	6,005	7,963	6,911	8,033	0.9%
270-2-102-6122	Salary PT - Ellis Grounds	12,048	15,925	16,761	16,066	0.9%
270-2-110-6122	Salary PT - Ellis Center Camps Expense	3,512	8,000	2,120	5,628	-29.7%
270-2-111-6122	Salary PT - Ellis Center Riding Lessons Expense	21,518	16,000	24,424	18,580	16.1%
270-2-112-6122	Salary PT - Ellis Center Birthday Parties Expense	4,268	6,456	2,748	3,816	-40.9%
270-2-113-6122	Salary PT - Ellis Center Public Programs Expense		1,890	1,403	1,190	-37.0%
270-2-114-6122	Salary PT - Ellis Sunrise License Agreement		6,864	11,169	14,456	110.6%
270-2-120-6122	Salary PT - Ellis Center Weddings Expense	17,136	11,197	20,356	8,228	-26.5%
270-2-121-6122	Salary PT - Ellis Center Other Rentals Expense	95	2,000			
<b>Salary Full Time: Hoover</b>						
270-2-200-6126	Salary FT - Hoover Grounds	16,498	23,738	22,327	25,222	6.3%
270-2-201-6126	Salary FT - Hoover Bunkhouse	8,249	11,869	13,218	12,611	6.3%
270-2-202-6126	Salary FT - Hoover Campsite	4,124	5,935	6,609	6,306	6.2%
270-2-203-6126	Salary FT - Hoover Meadowhawk	4,125	5,935	6,609	6,306	6.2%
<b>Salary Part Time: Hoover</b>						
270-2-200-6127	Salary PT - Hoover Grounds	11,731	18,734	17,967	18,978	1.3%
270-2-201-6127	Salary PT - Hoover Bunkhouse	5,691	9,367	8,985	9,489	1.3%
270-2-202-6127	Salary PT - Hoover Campsite	2,711	4,684	4,494	4,744	1.3%
270-2-203-6127	Salary PT - Hoover Meadowhawk	2,893	4,684	4,483	4,744	1.3%
270-2-000-6115	Board Per Diem	4,410	4,000	3,111	3,200	-20.0%
<b>Total Personnel</b>		<b>506,723</b>	<b>586,064</b>	<b>600,900</b>	<b>615,212</b>	<b>5.0%</b>

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>EMPLOYEE BENEFITS</b>					
270-2-000-6300 IMRF/SS Expense - Administration (\$113k)	22,501	23,930	25,125	24,806	3.7%
270-2-200-6300 IMRF/SS Expense - Hoover Grounds	4,951	7,942	6,909	7,611	-4.2%
270-2-201-6300 IMRF/SS Expense - Hoover Bunkhouse	2,400	3,971	3,840	3,805	-4.2%
270-2-202-6300 IMRF/SS Expense - Hoover Campsite	1,192	1,986	1,783	1,902	-4.2%
270-2-203-6300 IMRF/SS Expense - Hoover Meadowhawk	1,220	1,986	1,944	1,902	-4.2%
270-2-300-6300 IMRF/SS Fund Expense - Env. Education					
270-2-301-6300 IMRF/SS Fund Expense - Env. Education School Programs	4,229	5,124	4,543	4,146	-19.1%
270-2-302-6300 IMRF/SS Fund Expense - Env. Education Camps	1,800	3,719	1,964	3,500	-5.9%
270-2-303-6300 IMRF/SS Fund Expense - Env. Education Natural Beginnings	7,443	8,667	9,003	8,490	-2.0%
270-2-304-6300 IMRF/SS Fund Expense - Env. Education Other Public Programs	635	500	815	722	44.4%
270-2-305-6300 IMRF/SS Fund Expense - Env. Education Laws of Nature	207	250	257	222	-11.2%
270-2-306-6300 IMRF/SS Fund Expense - Env. Education Other Expenses	6	10	4	10	0.0%
270-2-500-6300 IMRF/SS Expense - Grounds & Nat. Resources	24,652	29,230	29,492	30,430	4.1%
270-2-100-6301 IMRF & SS Expense - Ellis House	1,632	1,330	1,820	1,308	-1.7%
270-2-101-6301 IMRF & SS Expense - Ellis Barn	920	1,330	1,218	1,308	-1.7%
270-2-102-6301 IMRF & SS Expense - Ellis Grounds	1,928	2,660	2,721	2,616	-1.7%
270-2-110-6301 IMRF & SS Expense - Ellis Center Camps Expense	461	1,164	248	597	-48.7%
270-2-111-6301 IMRF & SS Expense - Ellis Center Riding Lessons Expense	3,550	2,327	3,425	1,982	-14.8%
270-2-112-6301 IMRF & SS Expense - Ellis Center Birthday Parties Expense	807	1,164	410	407	-65.0%
270-2-113-6301 IMRF & SS Expense - Ellis Center Public Programs Expense			162	127	
270-2-114-6301 IMRF & SS Expense - Sunrise Center North		1,284	1,678	1,541	20.0%
270-2-120-6301 IMRF & SS Expense - Ellis Center Weddings Expense	2,967	2,000	3,407	566	-71.7%
270-2-121-6301 IMRF & SS Expense - Ellis Center Other Rentals Expense	18	200			-100.0%
270-2-130-6301 IMRF & SS Expense - Ellis Center 5K Event Expense	65	67		63	-6.0%
270-2-000-6839 Medical Insurance - Administration	17,633	19,775	20,786	33,887	71.4%
270-2-200-6839 Medical Insurance - Hoover					
270-2-200-6839 Medical Insurance - Hoover Grounds	9,607	5,117	4,854	5,805	13.4%
270-2-201-6839 Medical Insurance - Hoover Bunkhouse	4,803	2,559	2,427	2,902	13.4%
270-2-202-6839 Medical Insurance - Hoover Campsite	2,402	1,279	1,213	1,451	13.4%
270-2-203-6839 Medical Insurance - Hoover Meadowhawk	2,726	1,279	1,213	1,451	13.4%
270-2-500-6839 Medical Insurance - Grounds & Nat. Resources	28,063	39,348	31,442	35,216	25.5%
270-2-000-6838 Transfer to KC General Liability Insurance	42,316	42,079	43,325	43,324	2.4%
270-2-000-6838 Insurance Claim Deductible Repayment to KC	64,155	5,000		5,000	-92.2%
270-2-000-6859 Insurance Deductible		10,000		10,000	
<b>Total Employee Benefits</b>	<b>255,285</b>	<b>227,277</b>	<b>206,027</b>	<b>237,097</b>	<b>4.3%</b>

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION		ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b><u>CONTRACTUAL</u></b>						
270-2-000-6203	Dues/Memberships	1,590	1,600	2,020	1,000	-37.5%
270-2-000-6204	Conferences	1,677	2,000	966	2,000	0.0%
270-2-500-6207	Telephone - Grounds & Natural Resources	11,040	10,890	11,501	10,890	0.0%
270-2-000-6209	Legal Publications	80	400	483	400	0.0%
270-2-000-6215	Contractual Services (RecPro Software)	1,500	3,550	1,500	1,500	-57.7%
270-2-000-6549	Audit	7,500	7,500	7,500	7,500	0.0%
270-2-500-6847	Refuse Pickup - Grounds & Natural Resources	8,058	7,750	7,783	6,750	-12.9%
270-2-000-6834	Farm Lease Contract Expense	683	500		500	0.0%
270-2-120-7078	Refuse Pickup - Ellis	1,604	1,700	1,277	1,300	-23.5%
270-2-000-7079	Environmental Education Presenters		1,600	1,600	1,600	0.0%
270-2-110-7084	Veterinarian & Farrier - Ellis Camps	1,148	1,375	-	1,000	-27.3%
270-2-111-7084	Veterinarian & Farrier - Ellis Riding Lessons	2,877	2,750	1,529	2,400	-12.7%
270-2-112-7084	Veterinarian & Farrier - Ellis Birthday Parties	1,148	1,375	430	1,000	-27.3%
270-2-113-7084	Veterinarian & Farrier - Ellis Public Programs		-			
270-2-120-7089	Event Tent Lease - Ellis Weddings	17,400	17,400	15,255	15,255	-12.3%
270-2-000-7090	Credit Card Fee	1	3,300	3,609	3,300	0.0%
<b>Total Contractual</b>		<b>56,305</b>	<b>63,690</b>	<b>55,453</b>	<b>56,395</b>	<b>-11.5%</b>



## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION		ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>COMMODITIES</b>						
270-2-000-6200	Office Supplies & Postage	8,283	12,000	9,317	10,500	-12.5%
270-2-500-6217	Fuel - Gas & Oil	13,055	17,500	12,154	13,500	-22.9%
270-2-000-6240	Uniforms	177	75			
270-2-500-6240	Uniforms	1,631	1,500	1,441	1,500	0.0%
270-2-000-6351	Electric	2,660	2,700	3,089	4,000	48.1%
270-2-400-6835	Natural Area Volunteer Supplies	72	500	1,392	500	0.0%
270-2-000-6843	Promotion/Publicity	3,904	6,000	7,704	6,000	0.0%
270-2-000-6844	Newsletter	192	400	-	400	0.0%
270-2-500-6848	Gas - Grounds & Natural Resources	2,139	2,500	2,140	2,000	-20.0%
270-2-300-6849	Environmental Education					
270-2-301-6849	Env. Educ. - School Programs Expense	366	950	366	400	-57.9%
270-2-302-6849	Env. Educ. - Camps Expense	4,437	3,000	4,437	2,000	-33.3%
270-2-303-6849	Env. Educ. - Natural Beginnings Expense	3,213	4,000	4,375	4,000	0.0%
270-2-304-6849	Env. Educ. - Other Public Programs Expense	620	700	620	500	-28.6%
270-2-305-6849	Env. Educ. - Laws of Nature Expense	815	750	816	700	-6.7%
270-2-306-6849	Env. Educ. - Other Expense (Contractual Instr.)	1,250	-			
<b>Utilities &amp; Maintenance - Hoover</b>						
270-2-200-6860	Hoover - Gas	4,067	5,000	4,067	5,000	0.0%
270-2-200-6861	Hoover - Electric	16,366	18,000	16,366	18,000	0.0%
270-2-200-6862	Hoover - Other Utilities	4,748	6,500	8,861	6,500	0.0%
270-2-200-6863	Hoover - Shop Supplies	817	1,100	1,943	1,100	0.0%
270-2-200-6864	Hoover - Building Maintenance	12,859	9,800	12,859	9,800	0.0%
270-2-200-6865	Hoover - Grounds Maintenance	3,383	4,500	6,296	4,500	0.0%
270-2-200-6866	Hoover - Other Expenses	2,042	3,000	2,876	4,000	33.3%
<b>Utilities - Ellis</b>						
270-2-100-7076	Utilities - Ellis House	9,679	7,650	9,679	6,000	-21.6%
270-2-101-7076	Utilities - Ellis Barn	3,697	7,650	4,020	6,000	-21.6%
270-2-102-7076	Utilities - Ellis Grounds					
270-2-100-7077	Office Supplies & Postage - Ellis House	1,408	1,300	1,591	1,000	-23.1%
270-2-100-7079	Volunteer Expense - Ellis					
270-2-113-7079	Volunteer Expense - Ellis Public Programs	168	800	223	300	-62.5%
<b>Promotion/Publicity - Ellis</b>						
270-2-110-7081	Promotion/Publicity - Ellis Camps		500		250	-50.0%
270-2-111-7081	Promotion/Publicity - Ellis Riding Lessons		1,000	200	500	-50.0%
270-2-112-7081	Promotion/Publicity - Ellis Birthday Parties		1,000	851	500	-50.0%
270-2-113-7081	Promotion/Publicity - Ellis Public Programs					
270-2-120-7081	Promotion/Publicity - Ellis Weddings	3,190	2,000	3,190	2,000	0.0%
270-2-121-7081	Promotion/Publicity - Ellis Other Rentals					
270-2-130-7081	Promotion/Publicity - Ellis 5k		500		500	0.0%
<b>Animal Care &amp; Supplies - Ellis</b>						
270-2-110-7082	Animal Care & Supplies - Ellis Camps	771	700	95	350	-50.0%
270-2-111-7082	Animal Care & Supplies - Ellis Riding Lessons	5,502	700	3,270	600	-14.3%
270-2-112-7082	Animal Care & Supplies - Ellis Birthday Parties	851	1,050	102	650	-38.1%
270-2-113-7082	Animal Care & Supplies - Ellis Public Programs					
270-2-114-7082	Animal Care & Supplies - Sunrise Center North		4,800	1,206	3,400	-29.2%
<b>Horses Acquisition &amp; Tack - Ellis</b>						
270-2-110-7083	Horses Acquisition & Tack - Ellis Camps		40	-	40	0.0%
270-2-111-7083	Horses Acquisition & Tack - Ellis Riding Lessons	1,800	40	-	40	0.0%
270-2-112-7083	Horses Acquisition & Tack - Ellis Birthday Parties		80	-	80	0.0%
270-2-113-7083	Horses Acquisition & Tack - Ellis Public Programs			-		
<b>Uniforms - Ellis</b>						
270-2-110-7086	Uniforms - Ellis Camps	120	75	90	50	-33.3%
270-2-111-7086	Uniforms - Ellis Riding Lessons	60	75	90	50	-33.3%
270-2-112-7086	Uniforms - Ellis Birthday Parties		75	90	50	-33.3%
270-2-113-7086	Uniforms - Ellis Public Programs		-	-		
270-2-120-7086	Uniforms - Ellis Weddings		75	-	50	-33.3%

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>Program Supplies - Ellis</b>					
270-2-110-7087 Program Supplies - Ellis Camps	16	600	478	600	0.0%
270-2-112-7087 Program Supplies - Ellis Birthday Parties	426	1,200	327	700	-41.7%
270-2-113-7087 Program Supplies - Ellis Public Programs					
270-2-130-7087 Program Supplies - Ellis 5K	1,349	1,500	134	500	-66.7%
270-2-500-7089 Supplies - Shop	3,128	5,500	3,871	5,000	-9.1%
<b>Total Commodities</b>	<b>119,259</b>	<b>139,385</b>	<b>130,623</b>	<b>124,110</b>	<b>-11.0%</b>
<b>OTHER</b>					
270-2-000-3913 Contingency		11,253	-	10,000	-11.1%
270-2-000-6216 Equipment - Administration			130		
270-2-500-6216 Equipment - Grounds & Natural Resources	12,863	12,000	11,751	12,000	0.0%
270-2-000-6853 Preserve Improvements	5,820	1,200	1,906	1,200	0.0%
270-2-500-6837 Preserve Improvements - Grounds & Natural Resources	4,426	5,500	4,915	7,500	36.4%
270-2-500-6853 Preserve Improvements - Grounds & Natural Resources	1,200				
270-2-000-6854 Contributions	500				
<b>Grounds &amp; Maintenance Equipment - Ellis</b>					
270-2-100-7080 Grounds & Maint. - Ellis House	9,569	8,000	6,884	5,500	-31.3%
270-2-101-7080 Grounds & Maint. - Ellis Barn	1,648	2,000	2,356	2,000	0.0%
270-2-102-7080 Grounds & Maint. - Ellis Grounds	6,219	2,320	6,458	5,500	137.1%
270-2-000-7088 Security Deposit Refunds	756		-		
270-2-120-7088 Security Deposit Refunds - Ellis Weddings	18,425	15,000	7,460	4,000	-73.3%
270-2-121-7088 Security Deposit Refunds - Ellis House		600	1,555	600	0.0%
270-2-200-7088 Security Deposit Refunds - Hoover	8,800	6,500	11,400	6,500	0.0%
270-2-000-7090 Credit Card Fee Expense	4,439		-		
270-2-112-7090 Credit Card Fee Expense - Ellis Birthday Parties	100	-			
270-2-120-7090 Credit Card Fee Expense - Ellis Weddings	1	-			
<b>Total Other</b>	<b>74,766</b>	<b>64,373</b>	<b>54,817</b>	<b>54,800</b>	<b>-14.9%</b>
<b>Total Expenditures</b>	<b>1,012,338</b>	<b>1,080,789</b>	<b>1,047,820</b>	<b>1,087,614</b>	<b>0.6%</b>
<b>Operating Surplus / (Deficit)</b>	<b>67,976</b>	<b>13,294</b>	<b>(6,528)</b>	<b>10,501</b>	<b>-21.0%</b>
<b>Ending Balance</b>	<b>317,671</b>	<b>337,881</b>	<b>311,143</b>	<b>321,644</b>	<b>-4.8%</b>

<b>Beginning Balance</b>	<b>249,695</b>	<b>324,587</b>	<b>317,671</b>	<b>311,143</b>	<b>-4.1%</b>
<b>Total Revenue</b>	<b>1,080,314</b>	<b>1,094,083</b>	<b>1,041,292</b>	<b>1,098,115</b>	<b>0.4%</b>
Total Personnel	506,723	586,064	600,900	615,212	5.0%
Total Employee Benefits	255,285	227,277	206,027	237,097	4.3%
Total Contractual	56,305	63,690	55,453	56,395	-11.5%
Total Commodities	119,259	139,385	130,623	124,110	-11.0%
Total Other	74,766	64,373	54,817	54,800	-14.9%
<b>Total Expenditure</b>	<b>1,012,338</b>	<b>1,080,789</b>	<b>1,047,820</b>	<b>1,087,614</b>	<b>0.6%</b>
<b>Surplus / (Deficit)</b>	<b>67,976</b>	<b>13,294</b>	<b>(6,528)</b>	<b>10,501</b>	<b>-21.0%</b>
<b>Ending Balance</b>	<b>317,671</b>	<b>337,881</b>	<b>311,143</b>	<b>321,644</b>	<b>-4.8%</b>

## KCFP Endowment Fund

ACCOUNT & DESCRIPTION		ACTUAL 2015	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2017	% CHANGE IN BUDGET
<b>Beginning Balance</b>		841,825	842,469	842,469	842,469	843,687	0.1%
REVENUE							
280-1-000-1135	Interest Income					7,500	
280-1-000-1320	Project Fund Revenue - Subat FP	644			1,218		
	Total Revenue	644	0	0	1,218	7,500	
EXPENDITURE							
280-2-000-6850	Project Fund Expense - Subat FP				0		
	Total Expenditure	0	0	0	0	0	
<b>Revenue over/(under) Expenditure</b>		644	0	0	1,218	7,500	
<b>Ending Balance</b>		842,469	842,469	842,469	843,687	851,187	

## Forest Preserve Capital Projects - Series 2009

ACCOUNT & DESCRIPTION		ACTUAL 2015	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>Beginning Balance</b>		19,573	19,586	19,594	19,596	(0)	-100.0%
REVENUE							
290-1-000-1135	Interest Income	13	10		7		
290-1-000-1325	2009 Bond Proceeds						
290-1-000-1515	Project Fund Deposit		1,552		0		
	<b>Total Revenue</b>	13	1,562	0	7	0	
EXPENDITURE							
290-2-000-6850	Project Fund Expense		1,552	19,594	19,604	0	
	<b>Total Expenditure</b>	0	1,552	19,594	19,604	0	-100.0%
<b>Revenue over/(under) Expenditure</b>		13	10	(19,594)	(19,597)	0	
TRANFERS IN							
290-2-000-6300	Transfers In						
	<b>Total Transfers In</b>	0	0	0	0	0	
TRANFERS OUT							
	Transfers Out						
	<b>Total Transfers Out</b>	0	0	0	0	0	
<b>Ending Balance</b>		19,586	19,596	0	(0)	(0)	

## Forest Preserve Capital Projects - Series 2007

ACCOUNT & DESCRIPTION		ACTUAL 2015	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>Beginning Balance</b>		2,646,645	1,008,685	948,948	1,691,966	1,597,267	68.3%
REVENUE							
950-1-000-1135	Interest Income	1,422	494	500	688	600	
950-1-000-1515	Land Acquisition Grant - OSLAD		750,000	1,500,000		748,250	
950-1-000-1515	Land Acquisition Grant - ICECF		2,000				
950-1-000-1515	Land Acquisition Grant - Grand Victoria	600,000					
950-1-000-1515	Land Acquisition Grant - TCF			750,000			
950-1-000-1515	Project Fund Deposit		14,205		21,620		
950-1-000-1515	Project Fund Deposit - FEMA			28,515	28,516		
950-1-000-1515	Project Fund Deposit - Pollinator Grant NFWF			15,000			
950-1-000-1515	Project Fund Deposit - Maramech Restoration F&W			5,000	5,000	5,000	
950-1-000-1515	Route 30 - IDOT Land Purchase			15,000			
950-1-000-1515	Trail Improvement Escrow Account			23,177		23,177	
950-1-000-1515	Donations			50,000		50,000	
Total Revenue		601,422	766,699	2,387,192	55,824	827,027	-65.4%
EXPENDITURE							
950-2-000-6101	Salaries	24,913	506			2,500	
950-2-400-6855	Natural Areas Management		2,496	60,000		15,000	
950-2-400-6856	Natural Areas Supplies			5,000		5,000	
950-02-000-6850	Equipment Replacement Contingency			50,000	5,435	71,950	
950-2-000-6850	Land Acquisition			1,500,000	3,069	798,250	
950-2-000-6850	Preserve Improvements		23,145	80,800	122,310	137,349	
950-2-000-6850	Building Improvements/Demolition		31,398	62,000	9,163	99,000	
950-2-000-6850	Cropland Conversion		9,149	270,000	15	30,570	
950-2-000-6850	Project Fund Expense	2,349,192	16,724	389,000	10,532	499,334	
Total Expenditure		2,374,104	83,418	2,416,800	150,523	1,658,953	-31.4%
Revenue over/(under) Expenditure		(1,772,682)	683,281	(29,608)	(94,699)	(831,926)	
TRANSFERS IN							
950-1-000-1305	Transfers In - Land Acquisition	421,886					
Total Transfers In		421,886	0	0	0	0	
TRANSFERS OUT							
950-2-000-6300	Transfers Out - FP Operating	287,164		50,000			
Total Transfers Out		287,164	0	50,000	0	0	
<b>Ending Balance</b>		1,008,685	1,691,966	869,340	1,597,267	765,341	88.0%

## Forest Preserve Debt Service Fund - Series 2009

<b>ACCOUNT &amp; DESCRIPTION</b>		<b>ACTUAL 2015</b>	<b>ACTUAL 2016</b>
<b>Beginning Balance</b>		1,552	1,552
REVENUE			
310-1-000-1100	Current Tax		
310-1-000-1135	Interest Income		
Total Revenue		0	0
EXPENDITURE			
310-2-000-6650	Other Expenses		1,552
310-2-000-6865	Debt Service - Interest		
310-2-000-6870	Debt Service - Principal		
Total Expenditure		0	1,552
<b>Revenue over/(under) Expenditure</b>		0	(1,552)
<b>Ending Balance</b>		1,552	0

## Forest Preserve Debt Service Fund - Series 2003/2012

ACCOUNT & DESCRIPTION		ACTUAL 2015	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>Beginning Balance</b>		881,488	866,887	878,770	883,431	894,224	1.8%
REVENUE							
320-1-000-1100	Current Tax	352,539	391,081	397,800	397,800	402,900	
320-1-000-1135	Interest Income	666	663	500	518	500	
Total Revenue		353,204	391,744	398,300	398,318	403,400	1.3%
EXPENDITURE							
320-2-000-6650	Other Expenditure						
320-2-000-6865	Debt Service - Interest 2003	4,505	38,625				
320-2-000-6870	Debt Service - Principal 2003	265,000					
320-2-000-6875	Debt Service - Interest 2012	83,300	41,575	72,525	72,525	62,850	
320-2-000-6880	Debt Service - Principal 2012	15,000	295,000	315,000	315,000	330,000	
Total Expenditure		367,805	375,200	387,525	387,525	392,850	1.4%
<b>Revenue over/(under) Expenditure</b>		(14,601)	16,544	10,775	10,793	10,550	
<b>Ending Balance</b>		866,887	883,431	889,545	894,224	904,774	1.7%

## Forest Preserve Debt Service 2003/2012

### **\$2,925,000 G. O. Bonds, Refunding Bonds Forest Preserve, Series 2012**

Date of Issuance      October 4, 2012  
Date of Maturity      July 15, 2023  
Payable                  July 1 & July 15

### Debt Service Schedule

Date		Principal	Interest	Debt Service
1/1/2013	<b>2003 Bonds</b>	235,000	12,453	<b>247,453</b>
7/1/2013			8,693	<b>8,693</b>
1/1/2014		250,000	8,692	<b>258,692</b>
7/1/2014			4,505	<b>4,505</b>
1/1/2015		265,000	4,505	<b>269,505</b>
2003 Total		750,000	38,848	<b>788,848</b>
1/1/2013	<b>2012 Bonds</b>	25,000	20,360	<b>45,360</b>
7/1/2013			41,875	<b>41,875</b>
1/1/2014		15,000	41,875	<b>56,875</b>
7/1/2014			41,725	<b>41,725</b>
1/1/2015		15,000	41,725	<b>56,725</b>
7/1/2015			41,575	<b>41,575</b>
1/1/2016		295,000	41,575	<b>336,575</b>
7/1/2016			38,625	<b>38,625</b>
1/1/2017		315,000	38,625	<b>353,625</b>
7/1/2017			33,900	<b>33,900</b>
1/1/2018		330,000	33,900	<b>363,900</b>
7/1/2018			28,950	<b>28,950</b>
1/1/2019		345,000	28,950	<b>373,950</b>
7/1/2019			23,775	<b>23,775</b>
1/1/2020		365,000	23,775	<b>388,775</b>
7/1/2020			18,300	<b>18,300</b>
1/1/2021		385,000	18,300	<b>403,300</b>
7/1/2021			12,525	<b>12,525</b>
1/1/2022		405,000	12,525	<b>417,525</b>
7/1/2022			6,450	<b>6,450</b>
1/1/2023		430,000	6,450	<b>436,450</b>
7/1/2023				
2012 Total		2,925,000	595,760	<b>3,520,760</b>
<b>Totals</b>		<b>3,675,000</b>	<b>634,608</b>	<b>4,309,608</b>



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

ACCOUNT & DESCRIPTION		ACTUAL 2015	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
<b>Beginning Balance</b>		2,809,040	3,520,001	3,252,372	3,678,868	4,161,499	28.0%
REVENUE							
960-1-000-1100	Current Tax	3,708,769	3,769,358	4,031,990	4,031,990	4,028,823	
960-1-000-1135	Interest Income	967	846	500	594	500	
960-1-000-1621	Refunding Bond Issue		234,019				
960-1-000-1622	Refunding Cost of Issuance		3,691				
Total Revenue		3,709,736	4,007,914	4,032,490	4,032,584	4,029,323	-0.1%
EXPENDITURE							
960-2-000-6650	Other Expenditure						
960-2-000-6865	Debt Service - Interest 2007	1,998,775	1,714,675	1,174,638	658,944	52,500	
960-2-000-6870	Debt Service - Principal 2007	1,000,000	1,500,000	1,700,000	1,700,000	2,100,000	
960-2-000-6875	Debt Service - Interest 2015		409,371	358,355	358,355	357,676	
960-2-000-6880	Debt Service - Principal 2015		225,000	40,000	40,000	40,000	
960-2-000-6885	Debt Service - Interest 2016			340,639	340,639	305,788	
960-2-000-6890	Debt Service - Principal 2016			280,000	280,000	90,000	
960-2-000-6895	Debt Service - Interest 2017				172,015	945,100	
960-2-000-6900	Debt Service - Principal 2017					380,000	
Total Expenditure		2,998,775	3,849,046	3,893,631	3,549,953	4,271,064	9.7%
Revenue over/(under) Expenditure		710,961	158,868	138,859	482,631	(241,742)	-274.1%
<b>Ending Balance</b>		3,520,001	3,678,868	3,391,231	4,161,499	3,919,758	15.6%

# Forest Preserve Debt Service Refunding Series 2007/2015/2016/2017

**\$45,000,000 G.O. Bonds, Series 2007**  
 Date of Issuance July 15, 2007  
 Date of Maturity January 1, 2027  
 Payable January 1 & July 1

**\$9,360,000 G. O. Bonds, Series 2015**  
 July 1, 2015  
 January 1, 2027  
 January 1 & July 1

**\$9,270,000 G. O. Bonds, Series 2016**  
 May 1, 2016  
 January 1, 2026  
 January 1 & July 1

**\$19,130,000 G. O. Bonds, Series 2017**  
 April 26, 2017  
 January 1, 2024  
 January 1 & July 1

## Debt Service Schedule

Date	Original 2007 Bond Issue				2007 Bond Not Refunded				2015 Bond Refunding				2016 Bond Refunding				2017 Bond Refunding			
	Principal	Interest	Debt Service		Principal	Interest	Debt Service		Principal	Interest	Debt Service		Principal	Interest	Debt Service		Principal	Interest	Debt Service	
1/1/2008		1,245,267	1,245,267			1,245,267	1,245,267													
7/1/2008		1,143,613	1,143,613			1,143,613	1,143,613													
1/1/2009		1,143,613	1,143,613			1,143,613	1,143,613													
7/1/2009		1,143,613	1,143,613			1,143,613	1,143,613													
1/1/2010		1,143,613	1,143,613			1,143,613	1,143,613													
7/1/2010		1,143,613	1,143,613			1,143,613	1,143,613													
1/1/2011		1,143,613	1,143,613			1,143,613	1,143,613													
7/1/2011		1,143,613	1,143,613			1,143,613	1,143,613													
1/1/2012	100,000	1,143,613	1,243,613		100,000	1,143,613	1,243,613													
7/1/2012		1,143,613	1,243,613			1,143,613	1,243,613													
1/1/2013	300,000	1,141,488	1,441,488		300,000	1,141,488	1,441,488													
7/1/2013		1,135,188	1,435,188			1,135,188	1,435,188													
1/1/2014	500,000	1,135,188	1,635,188		500,000	1,135,188	1,635,188													
7/1/2014		1,124,563	1,524,563			1,124,563	1,524,563													
1/1/2015	1,000,000	1,124,563	2,124,563		1,000,000	1,124,563	2,124,563													
7/1/2015		1,102,063	2,022,063			1,102,063	2,022,063													
1/1/2016	1,500,000	1,068,313	2,568,313		1,500,000	1,068,313	2,568,313													
7/1/2016		1,068,313	2,468,313			1,068,313	2,468,313													
1/1/2017	1,700,000	1,030,063	2,730,063		1,700,000	1,030,063	2,730,063													
7/1/2017		1,030,063	2,630,063			1,030,063	2,630,063													
1/1/2018	2,100,000	977,563	3,077,563		2,100,000	977,563	3,077,563													
7/1/2018		977,563	2,977,563			977,563	2,977,563													
1/1/2019	2,500,000	915,063	3,415,063		2,500,000	915,063	3,415,063													
7/1/2019		915,063	3,315,063			915,063	3,315,063													
1/1/2020	2,750,000	846,313	3,596,313		2,750,000	846,313	3,596,313													
7/1/2020		846,313	3,496,313			846,313	3,496,313													
1/1/2021	3,000,000	771,313	3,771,313		3,000,000	771,313	3,771,313													
7/1/2021		771,313	3,671,313			771,313	3,671,313													
1/1/2022	3,500,000	683,813	4,183,813		3,500,000	683,813	4,183,813													
7/1/2022		683,813	4,083,813			683,813	4,083,813													
1/1/2023	4,000,000	578,813	4,583,813		4,000,000	578,813	4,583,813													
7/1/2023		578,813	4,483,813			578,813	4,483,813													
1/1/2024	5,000,000	447,563	5,447,563		5,000,000	447,563	5,447,563													
7/1/2024		447,563	5,347,563			447,563	5,347,563													
1/1/2025	5,100,000	313,688	5,413,688		5,100,000	313,688	5,413,688													
7/1/2025		313,688	5,313,688			313,688	5,313,688													
1/1/2026	5,600,000	166,688	5,766,688		5,600,000	166,688	5,766,688													
7/1/2026		166,688	5,666,688			166,688	5,666,688													
1/1/2027	6,350,000		6,350,000		6,350,000		6,350,000													
Totals	45,000,000	34,999,142	79,999,142		45,000,000	34,999,142	79,999,142		9,360,000	4,032,234	13,392,234		9,270,000	2,633,257	11,903,257		19,130,000	4,268,615	23,398,615	

	Principal	Interest	Total
2007 Bond Issue	\$45,000,000	\$34,999,142	\$79,999,142
2007 Not Refunded	-7,200,000	-20,263,786	-27,463,786
2015 Refunding Bonds	-9,360,000	-4,032,234	-13,392,234
2016 Refunding Bonds	-9,270,000	-2,633,257	-11,903,257
2017 Refunding Bonds	-19,130,000	-4,268,615	-23,398,615
	\$40,000	\$3,801,250	\$43,801,250

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Ellis House and Equestrian Center Part Time Caretaker Position and Lease Agreement

Date: November 21, 2017

The Committee of the Whole reviewed the proposed position description and lease agreement for the Ellis House and Equestrian Center Part Time Caretaker position.

District staff recommends extending an offer for part-time employment to the current Ellis Volunteer Caretaker, Shannon Prette.

The State's Attorney's Office recommends converting this volunteer position to an hourly part-time position under a separate residence lease agreement as best practice for management of District liability and compliance with labor law.

Shannon Prette has volunteered with the District in residence at the Ellis House studio apartment, extending approximately 10-hours per week to support rental events, horse care chores, and special events. This arrangement is beneficial to the District, improving consistency with support of horse care and presence on location after regular business hours.

In consultation with the State's Attorney's Office, the weekly value of the residence benefit over and above the lease payment can be used as part of a total compensation package. Separately, the District will extend a regular work schedule, compensating the employee accordingly for their time for work performed. This position will be FLSA non-exempt, subject to overtime rules and holiday pay.

The Finance Committee has reviewed and recommends approval of the Ellis Caretaker Lease Agreement.

The lease agreement calls for a \$250.00 refundable deposit, payable in installments through November 30, 2018, with monthly rent payments of \$346.67.

Both the lease agreement revenue and corresponding salary has been scheduled as budget neutral in the Sunrise Center cost center within the FY18 budget.

A separate pet addendum is included; with the additional \$250.00 deposit waived allowing the tenant to keep three currently owned domestic cats within the studio apartment area, with no additional rent amount assigned.

The studio apartment area has hard-surface flooring, and there have been no reports or concerns over any damages or other impacts from the domestic cats kept over the past several years.

#### Recommendations

1. District staff recommends Commission consideration of a motion to approve the Ellis House Caretaker position description.
2. District staff recommends Commission consideration of a motion to approve the appointment of Shannon Prette to the Position of Ellis House and Equestrian Center Caretaker position effective December 1, 2017, including approval of a 1-year lease agreement for the Ellis House studio apartment, with a monthly lease payment of \$346.67 plus a \$250.00 security deposit payable in installments through November 30, 2018.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Ellis House and Equestrian Center Resident and Caretaker

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Executive Director and Ellis House and Equestrian Center Manager

**EFFECTIVE DATE:** November 21, 2017

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**SUMMARY:**

Responsible for performing a variety of grounds maintenance and program support duties at Ellis House and Equestrian Center ("Ellis"). This position reports to the Executive Director and Ellis House and Equestrian Center Manager. The individual holding this position shall live on-site at Ellis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- Performs animal care duties including, but not limited to the following:
  - Assists with basic animal care including feeding and enclosure cleaning.
  - Performs basic horse care including handling, grooming, feeding and watering, pasture and feedlot turnout and stall turn-in, and cleaning of feedlot and stalls.
- Performs grounds and building maintenance and custodial services at Ellis including, but not limited to the following:
  - Performs a variety of horticultural tasks including, but not limited to manual weed control, tree and shrub trimming, planting, and pruning.
  - Gathers, loads, and hauls refuse and vegetation from grounds and user areas.
  - Removes snow and ice, and applies salt to District walkways utilizing manual methods.
  - Inspects, performs light cleaning, and reports maintenance issues and repair needs for the Ellis house.
- Performs facility rental functions at Ellis including, but not limited to the following:
  - Prepares special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions.
  - Assists with the coordination of the District's facility rentals program at Ellis including but not limited to weddings, conferences, parties, trade shows, business meetings and athletic events.
  - Supports coordination of contracted business services for facility rentals and program events including but not limited to catering firms, entertainers, decorators, and florists.
  - Assists with pre-event and post-event activities including trash receptacle staging and removal, trash cleanup, house cleaning, washroom supply stocking, and setup and take down of tables and chairs.
  - Assists with event coordination with District event support staff and volunteers.
  - Enforces District policy guidelines for use of District facilities.
- Participates in emergency preparedness and response activities as needed.
- Communicates District rules and regulations to the public, staff, and volunteers.
- Serves as the year-round on-site resident at Ellis House and Equestrian Center, and must be available to perform duties before, during and after the District's regular business hours as well as weekends.
- Performs other duties as required or assigned.

**SUPERVISORY RESPONSIBILITIES:**

- No supervisory responsibilities at this time.

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### 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).
- A preferred minimum of two (2) years experience in a grounds and/or building custodial support or similar role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance hand tools and use.

**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 including individuals of all ages and ability levels.
- 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 Driver's License.
- Current CPR/First Aid certification.
- 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.

### WORK ENVIRONMENT:

- The noise level in the work environment is usually low and occasionally moderate to loud due to rental events and equipment operational noise.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.

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- Employee will be required to travel to and from meetings and trainings at various District preserves and locations.
- Employee will be required to have frequent contact with animals, nature, volunteers and other members of the general public.
- 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 and trainings, and various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.
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Kendall County Forest Preserve District

**Kendall County Forest Preserve District  
Ellis House Caretaker  
Lease Agreement**

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 21ST day of November 2017, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Shannon Prette (referred to as "Tenant"), an individual currently residing at the Ellis House, 13986 McKanna Rd, Minooka, IL 60447, 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. PURPOSE.**

This Lease Agreement provides for the Tenants' possession and use of the Ellis House apartment and access to the Ellis House maintenance support areas including the first-level reception area and utility room, and the basement storage area, located at Baker Woods Forest Preserve – Ellis House and Equestrian Center 13986 McKanna Rd, Minooka, IL 60447 (hereinafter referred to as the "Residence"), an image of which is attached as Exhibit A, during the Employee-Tenant's employment as the Ellis House Caretaker by the District. By signing this Lease Agreement, the parties affirm their agreement that Employee-Tenant is required to live at the Residence as a condition of their continued employment by the District as the Ellis House Caretaker; the Residence is located on District property; and the Residence is provided for the convenience of the District by allowing Employee-Tenant to promptly respond to District needs at Ellis House and Equestrian Center outside of regular business hours. Also, this Lease Agreement confirms the parties' understanding and agreement that the Tenants' possession and use of the Residence is part of the Employee-Tenant's total wage and benefits compensation package as Ellis House Caretaker for the District. *Nothing in this Lease Agreement is intended to and/or does create a contract of employment, express or implied. Employee-Tenant's employment with the District is "at-will", which means Employee-Tenant's employment relationship may be terminated at any time, with or without cause.*

**2. PROPERTY.**

2.1 Leased Property. District owns certain real property and improvements consisting of the Residence. District desires to lease the Residence to Tenants upon the terms and conditions contained herein. Tenants desire to lease the Residence from District on the terms and conditions contained herein.

2.2 Personal Property. The District and Tenants each agree that any personal property, such as equipment, furniture, or other non-fixtured items, purchased by either the Tenants or the District, either prior to or during the term of this Lease Agreement shall remain the personal property of the party who furnished the funds to purchase the personal property. All personal property of the Tenants shall be removed from the Premise at the termination of this Lease Agreement, unless otherwise agreed to in writing by the parties. Tenants specifically waive any claim of damage against the District for any personal property damaged as a result of an act of nature, including, but not limited to lightning strikes and floods. District is not



responsible for providing any personal property, equipment, furniture or other non-fixtured items to the Tenants.

**3. TERM.**

3.1 Term. The term of this Lease Agreement commences on December 1, 2017 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 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 (\$80.00) 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 forty six dollars and sixty-seven cents (\$346.67) 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.

## **5. SECURITY DEPOSIT.**

5.1 Amount. Tenant shall deposit with the District the sum of two-hundred fifty dollars and no cents (\$250.00), payable in installments through November 30, 2018, as security for any damage caused to the Residence during the term hereof.

5.2 Refund. Upon termination of the Lease Agreement, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Tenants' noncompliance with the terms of this Lease Agreement or with any and all federal, State, or local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence.

### **A. Deductions.**

District may deduct reasonable charges from the security deposit for:

- (1) Unpaid or accelerated rent;
- (2) Late charges;
- (3) Unpaid utilities;
- (4) Costs of cleaning, deodorizing, and repairing the Residence and its contents for which Tenants are responsible;
- (5) Pet violation charges;
- (6) Replacing unreturned keys, garage door openers, or other security devices;
- (7) The removal of unauthorized locks or fixtures installed by Tenants;
- (8) Insufficient light bulbs;
- (9) Packing, removing, and storing abandoned property;
- (10) Removing abandoned or illegally parked vehicles;
- (11) Attorney fees and costs of court incurred in any proceeding against Tenants;
- (12) Any fee due for early removal of an authorized keybox; or
- (13) Other amounts Tenants are responsible to pay under this Lease Agreement.

B. If deductions exceed the security deposit, Tenants will pay to District the excess within ten (10) calendar days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and brokerage fees, then to any unpaid rent.

## **6. USE OF RESIDENCE.**

The Residence shall be used and occupied solely by Tenants and Tenants' immediate family. It shall be used exclusively as a private, single-family dwelling, and no part of the Residence shall be used at any time during the term of this Lease Agreement by Tenants or Tenants' immediate family for the purpose of carrying on any business (other than District business), profession, or trade of any kind, or for any purpose other than as a private, single-family dwelling. Tenants shall not allow any other person, other than Tenants' immediate family or transient relatives and friends who are guests of Tenants, to use or occupy the Residence without first obtaining District's written consent to such use or occupation. Tenants shall comply with any and all federal, State, and local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence. Tenants

understand and agree that all residents and visitors of the Residence shall comply with the District's General Use Ordinance while on District property.

## **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.

### **12. UTILITIES.**

12.1 Costs. District shall be responsible for arranging and paying for the following utility services: internet, electricity, phone and natural gas ("Utilities"). Tenants are responsible for all other desired services.

12.2 Failure, Stoppage, or Interruptions. District shall not be liable for, and Tenants shall not be entitled to, any damages, abatement, or reduction in rent value by reason of any interruption or failure in the supply of utilities, including, but not limited to interruptions or failures caused by lightning strikes and floods. No failure, stoppage, or interruption of any utility or service, including but not limited to lightning strikes and floods, shall be construed as an eviction of Tenants, nor shall it relieve Tenants from any obligation to perform any covenant or agreement under this Lease Agreement. In the event of any failure, stoppage, or interruption of utilities or services, District's shall use its reasonable efforts to attempt to restore all services promptly.

12.3 Installation of Equipment. Tenants agree that they shall not install any equipment that exceeds or overloads the capacity of the utility facilities serving the Residence, and that if equipment installed by Tenants requires additional utility facilities, installation of the same shall be at Tenants' expense, but only after District's written approval of same.

12.4 Compliance & Modifications. District shall be entitled to cooperate with the energy and water conservation efforts of governmental agencies or utility suppliers. District reserves the right from time to time to make modifications to the utility systems serving the Residence.

### **13. MAINTENANCE, REPAIR, AND RULES.**

13.1 Maintenance Obligations. Tenants will, at their sole expense, keep and maintain the Residence and appurtenances in good and sanitary condition and repair during the term of this Lease Agreement and any renewal thereof. These obligations include, but are not limited to the following requirements:

- A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- C. Not obstruct or cover the windows or doors;
- D. Not leave windows or doors in an open position during any inclement weather;
- E. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;

- F. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;
- G. 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;
- 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;
- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize non-exempt property after default.

However, absent emergency circumstances, District will make reasonable attempts to give Tenants at least three (3) hours notice, prior to entering the Residence. If Tenant(s) fail to permit reasonable access under this Paragraph, Tenants will be in default.

#### **16. RENTERS' INSURANCE**

Tenants will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement. Tenants will provide District with proof of renter's insurance within thirty (30) calendar days of the execution of this Lease Agreement. Tenants will promptly notify District of any modification or termination of Tenants' renter's insurance.

#### **17. SUBORDINATION OF LEASE AGREEMENT.**

This Lease Agreement and Tenants' interest hereunder are and shall be subordinate, junior, and inferior to any and all mortgages, liens, or encumbrances now or hereafter placed on the Residence by the District, all advances made under any such mortgages, liens, or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

#### **18. ANIMALS.**

THERE WILL BE NO ANIMALS PERMITTED AT THE RESIDENCE. Tenants shall not permit any animal, domesticated or maintained as pets, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, except as otherwise agreed to by a separate written Pet Addendum to the Lease Agreement which is attached as exhibit B, and incorporated as if fully set forth herein. If Tenants violate the pet restrictions of this Lease Agreement, Tenants will pay to District a fee of \$10.00 per calendar day, per animal for each calendar day Tenants violate the animal restrictions. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to Tenants of District's intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants agree to indemnify and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants are responsible and liable for any damage or required cleaning to the Residence caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.



**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.

**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.

**26. SEVERABILITY.**

If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**27. BINDING EFFECT.**

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

**28. DESCRIPTIVE HEADINGS.**

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Tenants.

**29. NON-WAIVER.**

No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Tenants, nor shall it affect Tenants' duties, obligations, and liabilities hereunder.

**30. MODIFICATION.**

The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto. The parties further agree that the previous agreement dated December 2, 2015 is hereby rescinded in its entirety.

**31. NOTICE.**

Any notice required or permitted to be given pursuant to this Lease Agreement shall be duly given if sent by fax, certified mail, or courier service and received. In the case of District, notice shall be given to David Guritz, Director of the Kendall County Forest Preserve, 110 West Madison Street, Yorkville, Illinois, 60560, fax (630) 553-4023, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Tenants, notice shall be given to Shannon Prette at the Residence.

**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 21st day of November, 2017.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
David Guritz, Executive Director

**As to Tenant, this 21st day of November, 2017.**

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 21st day of November 2017, 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.

**5. PET SECURITY DEPOSIT.**

Tenants must also post an additional Pet Security Deposit in the amount of zero dollars and no cents (\$0.00). The Pet Security Deposit, intended to cover the costs of all cleaning and repairs required as a result of the Pets, is waived by the District. The Pet Security Deposit is subject to all of the terms of the Security Deposit identified in section five (5) of the Lease Agreement and is due upon execution of the Lease Agreement.

**5. RULES AND MAINTENANCE.**

Tenants agree to the following requirements:

- A. Tenants will keep their Pets under control at all times.
- B. Tenants will keep their Pets restrained, but not tethered, when they are outside of the Residence.
- C. Tenant will adhere to all federal, State, and local statutes, rules, regulations, orders, and ordinances pertaining to pet care and maintenance, including leash and licensing requirements.
- D. Tenants will not leave their Pets unattended for an unreasonable period of time.
- E. Tenants will promptly clean up after their Pets and dispose of their Pets' waste properly.
- F. Tenants will keep their Pets from being unnecessarily noisy or aggressive and causing any annoyance or discomfort to others and will promptly remedy any complaint once notified of the complaint by District.
- G. Tenants will provide their Pets with regular health care, including required inoculations.
- H. Tenants will provide the Pets with identification tags.
- I. Tenants will remove any offspring produced by the Pets within eight (8) weeks of birth, unless otherwise agreed to in writing by the District.

**6. INDEMNIFICATION.**

In addition to the indemnification provision in section twenty-one (21) of the Lease Agreement, 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 to any person or property caused by or relating to the Pets. 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 caused by or relating to the Pets. 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.

**7. REVOCATION.**

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 21st day of November, 2017.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
David Guritz, Director

**As to Tenants, this 21st day of November, 2017.**

TENANTS:

Sign: \_\_\_\_\_  
Shannon Prette

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_  
Attest

Print: \_\_\_\_\_ Date: \_\_\_\_\_

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Pickerill-Pigott Resident and Grounds Maintenance Worker – Position Description

Date: November 21, 2017

The Committee of the Whole discussed the proposed Pickerill-Pigott Resident and Grounds Maintenance Worker position description during the November 15, 2017 committee meeting.

The purpose of the position description is to establish a daily presence for building security, and grounds maintenance support for the Pickerill-Pigott Forest Preserve while Commission develops a master plan for the preserve, and deliberates adaptive reuse of the Ken Pickerill homesite.

This position description, once approved, will be promoted internally to qualified District employees, with the understanding that the initial lease term for the residence would be limited to an initial 12-month period, subject to review and approval by Commission thereafter. Should internal search efforts not produce a qualified candidate; the position will be posted externally to fill the position.

The proposed and recommended monthly lease payment for the residence is \$500.00, with revenue projections for the year and corresponding salary and benefit costs budget neutral within the FY18 budget within the Grounds Maintenance cost center.

Following completion of the District's employee search, a candidate and lease agreement will be presented to Commission for consideration.

#### Recommendation

District staff recommends Commission consideration of a motion to approve the Pickerill-Pigott Resident - Grounds Maintenance Worker position description.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Pickerill-Pigott Resident - Grounds Maintenance Worker

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Executive Director and Superintendent of Grounds and Resources

**EFFECTIVE DATE:** November 21, 2017

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**SUMMARY:**

Responsible for performing a variety of grounds maintenance and program support duties at Pickerill-Pigott Forest Preserve ("Pickerill-Pigott") and other assigned forest preserve locations. This position reports to the Executive Director and Superintendent of Grounds and Resources. The individual holding this position shall live on-site at Pickerill-Pigott Forest Preserve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- Performs grounds and building maintenance and custodial services at Pickerill-Pigott and other assigned forest preserve locations including, but not limited to the following:
  - Performs a variety of horticultural tasks including, but not limited to, mowing, edging, aerating, trimming, fertilizing, weed control, seeding and maintenance of turf areas, tree and shrub trimming, planting, and pruning, removal of damaged sod, and installation of new sod.
  - Splits, loads, and hauls firewood.
  - Gathers, loads, and hauls refuse and vegetation from grounds and user areas.
  - Removes snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods.
  - Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools.
  - Hauls and moves materials, supplies, furnishings and machinery, as needed, for District and public use.
  - Safely and effectively operates, maintains and repairs District vehicles and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, and forklifts.
  - Repairs and maintains District trails by performing duties including, but not limited to removal of fallen trees and limbs; repairs any damage caused by erosion or other factors; and installs wood chips, limestone screenings and other trail surfaces.
  - Assists with general road repairs including, but not limited to, asphalt patching and gravel road maintenance.
  - Constructs, installs and repairs District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
  - Repairs plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
  - Inspects, maintains, and repairs District restrooms including daily cleaning and trash removal.
  - Provides assistance with pasture fence repair and replacement projects at Pickerill-Pigott.
  - Performs controlled burns, brush removal, seed collecting and other natural area management tasks.
  - Performs basic record-keeping duties such as collecting and maintaining receipts.
- Performs facility rental functions at Pickerill-Pigott including, but not limited to the following:
  - Prepares facilities for District uses by performing duties including, but not limited to, locking/unlocking facilities; and ensuring the facilities are clean and equipped as needed for all District functions.

- Assists with the coordination of the District's use of the residence at Pickerill-Pigott including but not limited to business meetings and preserve planning events.
- Assists with pre-event and post-event activities including trash receptacle staging and removal, trash cleanup, house cleaning, washroom supply stocking, and setup and take down of tables and chairs.
- Provides pre-scheduled tours of the Pickerill-Pigott House buildings and grounds to support planning efforts.
- Assists with event coordination with District support staff and volunteers.
- Assists with the communication of District policies.
- Enforces District policy guidelines for use of District facilities.
- Participates in emergency preparedness and response activities as needed.
- Communicates District rules and regulations to the public, staff and volunteers.
- Serves as the year-round on-site resident at Pickerill-Pigott Forest Preserve, and must be available to perform duties before, during and after the District's regular business hours as well as weekends.
- Performs other duties as required or assigned.

**SUPERVISORY RESPONSIBILITIES:**

- No supervisory responsibilities at this time.

**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).
- A preferred minimum of two (2) years experience in a grounds and/or building maintenance or similar 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 and employees of the organization.
- 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 Illinois 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.
- 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.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually loud due to equipment operational noise.
- 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 will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle 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.
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Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Environmental Education Program Manager Position Description and Promotion of Emily Dombrowski with an Assigned Annualized Salary of \$28,691.59

Date: November 21, 2017

The Environmental Education Program Manager position description was reviewed by the Committee of the Whole on November 15, 2017.

Approval of this position will serve to eliminate one of two of the Environmental Education Program Coordinator positions within the Environmental Education department, and eliminate the District's Administration department part time Office Assistant position.

District staff recommends a separate motion to approve the promotion of Emily Dombrowski to the Environmental Education Program Manager position with a starting annualized salary of \$28,691.59 effective December 1, 2017.

Restructure of the Environmental Education department is recommended to improve staff efficiencies and support improved efforts within cost center accounting practices, staff scheduling, administrative office support, and program tracking efforts.

#### Recommendations

1. District staff recommends Commission consideration of a motion to approve the Environmental Education Program Manager position description.
2. District staff recommends Commission consideration of a motion to promote Emily Dombrowski as the District's Environmental Education Program Manager, with an annualized starting salary of \$28,691.59, including elimination of one of two of the part time Environmental Education Coordinator positions, and elimination of the part time Office Assistant position.



**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Environmental Education Program Manager

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Executive Director of the Kendall County Forest Preserve District

**EFFECTIVE DATE:** November 21, 2017

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**SUMMARY:**

Oversee the development and day-to-day management of Environmental Education programming including school and scout programs, teacher education, and other public program offerings (collectively "Public Programs"), for the Kendall County Forest Preserve District ("District"). This position assists with the development and delivery of summer programs for children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop 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.
- Assist with the development and management of the District's annual budget.
- Establish program policies, performance goals, and objectives for school, scout and teacher education programs.
- Manage program reservations, registrations and invoicing with the District's Administrative Assistant. Enter program reservation data using the District's program reservation software system.
- Manage staff schedules and hours of employment.
- Train support staff in curricular program goals, objectives, and instructional methods.
- Address staff disciplinary issues in consultation with the Director of the District.
- Provide supervision to part-time instructors and volunteers in the District's educational programs.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Support marketing and public outreach efforts to promote the District and program services.
- Develop and maintain handbooks, brochures, packets, press releases, newsletters, and social media postings.
- Create and purchase supplies and materials needed for school, scout and teacher education programs.
- Work with, and provide program support and assistance to the Natural Beginnings Preschool Program Manager.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Communicate effectively with District staff and the public.
- Manage District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, and other public program offerings.
- Assist with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep and exhibit development.
- Complete performance reviews for all part time environmental education instructors.
- Assist with development and implementation of the fiscal year program budget.
- Seek outside sponsors, grant program funding and community-based support for the District and environmental education programs and events.
- 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 supervises part-time instructors and volunteers in the District's school, scout, teacher education, and other public programs.

**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.
- 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 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

To: Kendall County Forest Preserve District Board of Commissioners  
From: David Guritz, Director  
RE: FY 17-18 Salary Schedule  
Date: November 21, 2017

The Committee of the Whole reviewed the proposed District salary schedule for FY 17-18. Staff recommends approval of the proposed schedule as presented.

The calculated combined salary increases for FY 17-18 is \$18,463.

The total projected salaries for FY 17-18 is \$601,807 (34,527 total projected staff hours).

The FY 17-18 budgeted salary total is \$615,212, plus an additional \$2,500 scheduled in the capital fund for the Eldamain-Schaffer Road Fen Restoration Project, and \$3,200 scheduled in the operations fund for District Commission and Committee per diem payments.

This compares with the total projected salaries approved for FY 16-17 of \$583,579 (33,026 total projected staff hours).

#### Recommendation

District staff recommends Commission consideration of a motion to approve the FY 17-18 District staff salary schedule, which includes an aggregate sum for scheduled increases totaling \$18,463.00.

Kendall County Forest Preserve District  
21-Nov-17

FY 17-18 Salary Schedule: Draft for Commission Approval

Department	Cost Center(s)	Employee Name	PT/FT	Position Title	Date of Last Action or Date of Hire	Current Base Salary	Hours of Employment	Proposed Salary Increase	Increase (%)	Effective Date	Salary Cost (Calculated at 26 Pay Periods)	FY 18 Salary Increase Calculation
Administration	2702-000-6101	Antrim, Rebecca	FT	Administrative Assistant	Dec-16	\$40,510.00	1,950	\$1,250	3.09	1-Dec-17	\$41,760	\$1,250
Administration	2702-000-6101	Guritz, David	FT	Director	Dec-16	\$80,000.00	1,950	\$2,400	3.00	1-Dec-17	\$82,400	\$2,400
Administration	2702-000-6101	Caldwell, Latrese	FT	Budget Coordinator	Dec-16	\$5,820.00	\$485/mo stipend	\$0.00	0.00	1-Dec-17	\$5,820	\$0
Administration	2702-000-6102	Dombrowski, Emily	FT	Env. Ed. Program Manager	Dec-16	\$14.71	400	\$0.00	0.00	12/1/2017	\$5,884	\$0
Admin Cost Center Totals												\$3,650
Ellis House and Equestrian Center	2702-100-6122 through 2702-102-6122	Vick, Marshall	PT	Farm Manager	Dec-16	\$18.00	1,450	\$0.45	2.50	1-Dec-17	\$26,753	\$653
Ellis House and Equestrian Center	2702-100-6122 through 2702-102-6122	Ellis Seasonal	PT	Ellis H&EC Seasonal	TBD	\$9.00	500	\$0.00	0.00	1-May-18	\$4,500	\$0
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Norton, Nicole	PT	Ellis Equestrian Center Program Coordinator	Dec-16	\$13.50	850	\$0.30	2.22	1-Dec-17	\$13,084	\$255
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Kris Mondrella	PT	Equestrian Instructor	Jul-17	\$12.00	350	\$0.30	2.50	1-Dec-17	\$4,305	\$105
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Hulbert, Kellen	PT	Equestrian Instructor	Dec-17	\$10.53	350	\$0.25	2.37	1-Dec-17	\$3,773	\$88
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Chellino, Grace	PT	Equestrian Instructor	Aug-17	\$10.50	350	\$0.25	2.38	1-Sep-18	\$3,763	\$22
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Klein, Grace	PT	Equestrian Instructor	Aug-17	\$10.50	350	\$0.25	2.38	1-Sep-18	\$3,763	\$22
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Dugan, Brooke	PT	Equestrian Instructor	Jul-17	\$9.50	350	\$0.25	2.63	1-Jul-18	\$3,413	\$36
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Salato, Michelle	PT	Equestrian Instructor	Dec-17	\$10.53	325	\$0.25	2.37	1-Dec-17	\$3,504	\$81
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Prette, Shannon	PT	Ellis Caretaker	Dec-17	\$9.00	540	\$0.00	0.00	1-Dec-17	\$4,860	\$0
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Allison Mondrella	PT	Equestrian Instructor	Apr-17	\$10.00	190	\$0.25	2.50	1-Apr-18	\$1,948	\$32
Ellis House and Equestrian Center	2702-110-6122 through 2702-114-6122	Weis, Kristine	PT	Equestrian Instructor	Dec-17	\$10.25	120	\$0.25	2.44	1-Dec-17	\$1,260	\$30
Ellis House and Equestrian Center	2702-120-6122 and 2702-120-6122	Villarreal, Tina	PT	Events Coordinator	Dec-17	\$15.71	200	\$0.35	2.23	1-Dec-17	\$3,212	\$70
Ellis House and Equestrian Center	2702-120-6122 and 2702-120-6122	Castillo-Whalen, Breanna	PT	Events and Facility Attendant	Jul-17	\$10.00	80	\$0.20	2.00	1-Dec-17	\$816	\$16
Ellis House and Equestrian Center	2702-120-6122 and 2702-120-6122	Webb, Rachel	PT	Events and Facility Attendant	Oct-17	\$10.00	400	\$0.50	5.00	1-Dec-17	\$4,200	\$200
Ellis Cost Center Totals												\$1,609
Environmental Education	2702-301-6128; 2702-302-6128; 2702-304-6128; 2702-305-6128	Dombrowski, Emily	FT	Env. Educ. Manager	Dec-16	\$14.71	1,550	\$0.70	4.76	1-Dec-17	\$23,886	\$3,955
Environmental Education	2702-301-6128; 2702-302-6128; 2702-304-6128; 2702-305-6128	Morris, April	PT	Env. Educ. Coordinator	Dec-16	\$13.95	1,080	\$0.20	1.43	1-Dec-17	\$15,282	\$216
Environmental Education	2702-301-6128; 2702-302-6128; 2702-304-6128; 2702-305-6128	Quill, Michael	PT	Env. Educ. Instructor	Sep-17	\$12.70	100	\$0.20	1.57	1-Dec-17	\$1,290	\$20
Environmental Education	2702-301-6128; 2702-302-6128; 2702-304-6128; 2702-305-6128	McGraw-Carpenter, Melinda	PT	Env. Educ. Instructor	Sep-17	\$12.40	300	\$0.20	1.61	1-Dec-17	\$3,780	\$60
Environmental Education	2702-301-6128; 2702-302-6128; 2702-304-6128; 2702-305-6128	White, Antoinette	PT	Env. Educ. Instructor	Sep-17	\$12.00	320	\$0.20	1.67	1-Dec-17	\$3,904	\$64
Environmental Education	2702-301-6128; 2702-302-6128; 2702-304-6128; 2702-305-6128	Adams, Kimberly	PT	Env. Educ. Instructor	Sep-17	\$12.40	300	\$0.20	1.61	1-Dec-17	\$3,780	\$60
Environmental Education	2702-302-6128	Camp Instructors TBD	PT	Summer Camp Counselor (6)	N/A	\$9.50	1,300	\$0.00	0.00	1-May-18	\$12,350	\$0

[illegible]

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Hoover Forest Preserve Grounds Supervisor and Resident – Renewal of Residence Lease Agreement

Date: November 21, 2017

The Finance Committee recommends approval of the proposed early termination of the current lease agreement with Jay Teckenbrock, Grounds Supervisor and Resident effective through December 8, 2017, and approval of the proposed one-year lease agreement effective December 1, 2017.

There is no pet addendum proposed at this time.

The proposed one-year lease agreement has an effective date of December 1, 2017 through November 30, 2018, and renews the existing agreement terms and monthly lease payment of \$250.00.

#### Recommendations

1. District staff recommends Commission consideration of a motion terminating the current Hoover Grounds Supervisor and Resident lease agreement with Jay Teckenbrock on effective November 30, 2017.
2. District staff recommends Commission consideration of a motion to approve the Hoover Grounds Supervisor and Resident lease agreement with Jay Teckenbrock effective December 1, 2017 through November 30, 2018, including a \$250 monthly rent payment for use of the Hoover Residence.



**Kendall County Forest Preserve District  
Hoover Grounds Supervisor and Resident House  
Lease Agreement**

**Lease Agreement Termination**

Pursuant to Section 3.3 of the Kendall County Forest Preserve District Hoover Grounds Supervisor and Resident House Lease Agreement (hereinafter "Agreement") between the Kendall County Forest Preserve District and Jay Teckenbrock (collectively referred to herein as "the parties") executed by the parties on or about December 8, 2016, the parties hereby agree to terminate the Agreement on November 30, 2017, and waive the thirty (30) day notice requirement.

Dated: November 21, 2017

Signed,

\_\_\_\_\_  
President, Kendall County Forest Preserve District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay Teckenbrock

\_\_\_\_\_  
Date



**Kendall County Forest Preserve District  
Hoover Grounds Supervisor and Resident House  
Lease Agreement**

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 21ST day of November 2017, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Jay Teckenbrock (referred to as "Tenant"), an individual currently residing at the Hoover Forest Preserve Residence, 11285 W. Fox Road, Yorkville, IL 60560, 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. PURPOSE.**

This Lease Agreement provides for the Tenants' possession and use of the Grounds Supervisor and Resident House, the surrounding fenced yard, and the storage shed, located at Hoover Forest Preserve –11285 W. Fox Road, Yorkville, Illinois, 60560 (hereinafter referred to as the "Residence"), an image of which is attached as Exhibit A, during the Employee-Tenant's employment as a Grounds Supervisor-Resident by the District. By signing this Lease Agreement, the parties affirm their agreement that Employee-Tenant is required to live at the Residence as a condition of his continued employment by the District as the Grounds Supervisor and Resident; the Residence is located on District property; and the Residence is provided for the convenience of the District by allowing Employee-Tenant to promptly respond to District needs at Hoover Forest Preserve outside of regular business hours. Also, this Lease Agreement confirms the parties' understanding and agreement that the Tenants' possession and use of the Residence is part of the Employee-Tenant's total wage and benefits compensation package as Grounds Supervisor and Resident for the District. *Nothing in this Lease Agreement is intended to and/or does create a contract of employment, express or implied. Employee-Tenant's employment with the District is "at-will", which means Employee-Tenant's employment relationship may be terminated at any time, with or without cause.*

**2. PROPERTY.**

2.1 Leased Property. District owns certain real property and improvements consisting of the Residence. District desires to lease the Residence to Tenants upon the terms and conditions contained herein. Tenants desire to lease the Residence from District on the terms and conditions contained herein.

2.2 Personal Property. The District and Tenants each agree that any personal property, such as equipment, furniture, or other non-fixture items, purchased by either the Tenants or the District, either prior to or during the term of this Lease Agreement shall remain the personal property of the party who furnished the funds to purchase the personal property. All personal property of the Tenants shall be removed from the Premise at the termination of this Lease Agreement, unless otherwise agreed to in writing by the parties. Tenants specifically waive any claim of damage against the District for any personal property damaged as a result of an act of nature, including, but not limited to lightning strikes and floods. District is not

responsible for providing any personal property, equipment, furniture or other non-fixtured items to the Tenants.

### 3. TERM.

3.1 Term. The term of this Lease Agreement commences on the date of both parties' execution of this Lease Agreement 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 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.

## **5. SECURITY DEPOSIT.**

5.1 Amount. Tenant has previously deposited with the District the sum of one-thousand dollars and no cents (\$1,000.00), receipt of which is hereby acknowledged by the District, as security for any damage caused to the Residence during the term hereof.

5.2 Refund. Upon termination of the Lease Agreement, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Tenants' noncompliance with the terms of this Lease Agreement or with any and all federal, State, or local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence.

### **A. Deductions.**

District may deduct reasonable charges from the security deposit for:

- (1) Unpaid or accelerated rent;
- (2) Late charges;
- (3) Unpaid utilities;
- (4) Costs of cleaning, deodorizing, and repairing the Residence and its contents for which Tenants are responsible;
- (5) Pet violation charges;
- (6) Replacing unreturned keys, garage door openers, or other security devices;
- (7) The removal of unauthorized locks or fixtures installed by Tenants;
- (8) Insufficient light bulbs;
- (9) Packing, removing, and storing abandoned property;
- (10) Removing abandoned or illegally parked vehicles;
- (11) Attorney fees and costs of court incurred in any proceeding against Tenants;
- (12) Any fee due for early removal of an authorized keybox; or
- (13) Other amounts Tenants are responsible to pay under this Lease Agreement.

B. If deductions exceed the security deposit, Tenants will pay to District the excess within ten (10) calendar days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and brokerage fees, then to any unpaid rent.

## **6. USE OF RESIDENCE.**

The Residence shall be used and occupied solely by Tenants and Tenants' immediate family. It shall be used exclusively as a private, single-family dwelling, and no part of the Residence shall be used at any time during the term of this Lease Agreement by Tenants or Tenants' immediate family for the purpose of carrying on any business (other than District business), profession, or trade of any kind, or for any purpose other than as a private, single-family dwelling. Tenants shall not allow any other person, other than Tenants' immediate family or transient relatives and friends who are guests of Tenants, to use or occupy the Residence without first obtaining District's written consent to such use or occupation. Tenants shall comply with any and all federal, State, and local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence. Tenants

understand and agree that all residents and visitors of the Residence shall comply with the District's General Use Ordinance while on District property.

## **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.

## **12. UTILITIES.**

12.1 Costs. District shall be responsible for arranging and paying for the following utility services: internet, electricity, gas, and land-line telephone ("Utilities"). Tenants are responsible for all other desired services.

12.2 Failure, Stoppage, or Interruptions. District shall not be liable for, and Tenants shall not be entitled to, any damages, abatement, or reduction in rent value by reason of any interruption or failure in the supply of utilities, including, but not limited to interruptions or failures caused by lightning strikes and floods. No failure, stoppage, or interruption of any utility or service, including but not limited to lightning strikes and floods, shall be construed as an eviction of Tenants, nor shall it relieve Tenants from any obligation to perform any covenant or agreement under this Lease Agreement. In the event of any failure, stoppage, or interruption of utilities or services, District's shall use its reasonable efforts to attempt to restore all services promptly.

12.3 Installation of Equipment. Tenants agree that they shall not install any equipment that exceeds or overloads the capacity of the utility facilities serving the Residence, and that if equipment installed by Tenants requires additional utility facilities, installation of the same shall be at Tenants' expense, but only after District's written approval of same.

12.4 Compliance & Modifications. District shall be entitled to cooperate with the energy and water conservation efforts of governmental agencies or utility suppliers. District reserves the right from time to time to make modifications to the utility systems serving the Residence.

## **13. MAINTENANCE, REPAIR, AND RULES.**

13.1 Maintenance Obligations. Tenants will, at their sole expense, keep and maintain the Residence and appurtenances in good and sanitary condition and repair during the term of this Lease Agreement and any renewal thereof. These obligations include, but are not limited to the following requirements:

- A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- C. Maintain the grounds and lawn area of the Residence, including regularly mowing the lawn.
- D. Not obstruct or cover the windows or doors;
- E. Not leave windows or doors in an open position during any inclement weather;



- F. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- G. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;
- 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;
- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;
- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize nonexempt property after default.

However, absent emergency circumstances, District will make reasonable attempts to give Tenants at least three (3) hours notice, prior to entering the Residence. If Tenant(s) fail to permit reasonable access under this Paragraph, Tenants will be in default.

**16. RENTERS' INSURANCE**

Tenants will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement. Tenants will provide District with proof of renter's insurance within thirty (30) calendar days of the execution of this Lease Agreement. Tenants will promptly notify District of any modification or termination of Tenants' renter's insurance,

**17. SUBORDINATION OF LEASE AGREEMENT.**

This Lease Agreement and Tenants' interest hereunder are and shall be subordinate, junior, and inferior to any and all mortgages, liens, or encumbrances now or hereafter placed on the Residence by the District, all advances made under any such mortgages, liens, or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

**18. ANIMALS.**

THERE WILL BE NO ANIMALS PERMITTED AT THE RESIDENCE. Tenants shall not permit any animal, domesticated or maintained as pets, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, except as otherwise agreed to by a separate written Pet Addendum to the Lease Agreement which is attached as exhibit B, and incorporated as if fully set forth herein. If Tenants violate the pet restrictions of this Lease Agreement, Tenants will pay to District a fee of \$10.00 per calendar day, per animal for each calendar day Tenants violate the animal restrictions. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to Tenants of District's intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants agree to indemnify and

hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants are responsible and liable for any damage or required cleaning to the Residence caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.

**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.

**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.

**26. SEVERABILITY.**

If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**27. BINDING EFFECT.**

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

**28. DESCRIPTIVE HEADINGS.**

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Tenants.

**29. NON-WAIVER.**

No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Tenants, nor shall it affect Tenants' duties, obligations, and liabilities hereunder.

**30. MODIFICATION.**

The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto. The parties further agree that the previous agreement dated December 2, 2015 is hereby rescinded in its entirety.

**31. NOTICE.**

Any notice required or permitted to be given pursuant to this Lease Agreement shall be duly given if sent by fax, certified mail, or courier service and received. In the case of District, notice shall be given to David Guritz, Director of the Kendall County Forest Preserve, 110 West Madison Street, Yorkville, Illinois, 60560, fax (630) 553-4023, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Tenants, notice shall be given to Jay Teckenbrock at the Residence.

**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 21st day of November, 2017.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
David Guritz, Executive Director

**As to Tenant, this 21st day of November, 2017.**

TENANT:

Sign: \_\_\_\_\_  
Jay Teckenbrock, Grounds Supervisor and Resident

Print: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Proposed Policy and Protocol for Trained District Staff Members to Administer Epinephrine by Auto-Injection in Response to Life-Threatening Emergencies in Accordance with (410 ILCS27/) Epinephrine Auto-Injector Act

Date: November 21, 2017

#### Background

In 2017, the State of Illinois passed the Epinephrine Auto-Injector Act to encourage wider-spread availability and of use of epinephrine auto-injectors with proper training to render emergency medical assistance in cases of anaphylaxis.

District President Gilmour and Executive Director Guritz, on recommendation from the State's Attorney's Office, consulted with Dr. Aamal Tokars with the Kendall County Health Department to discuss establishment of a policy and training program for District staff to administer epinephrine by auto-injector in emergency life-saving situations where District staff and/or program participants are exhibiting signs of anaphylaxis due to exposure from a known or suspected allergen.

The following policy is proposed for Commission approval. The protocol will be reviewed by the Advising Physician and Illinois Department of Public Health as part of implementation of the program.

#### Proposed Policy

Conditions and Limitations on the Administration of Prescription and Non-Prescription Medications, Including an Allowance for Trained District Staff Members to Administer Epinephrine by Auto-Injection in Response to Life-Threatening Emergencies in Accordance with (410 ILCS 27/) Epinephrine Auto-Injector Act

Kendall County Forest Preserve District trained staff members will not administer prescription and non-prescription medications under any circumstances other than the following:

- Medications that may be administered with physician instructions and parental consent include and are limited to inhalers to treat asthma; epinephrine pens, Benadryl, and other similar treatments to address severe allergies and/or allergic reactions.

KenCom 911 emergency services and program participant emergency contacts will be called in every case, in this order of priority. When a District program participant is experiencing a severe allergic reaction, pre-approved medication(s) prescribed by a physician with parental consent, will be administered in order to insure that timely medical care and treatment is extended, with continued monitoring until intervention by trained medical personnel.

#### Recommendation

District staff recommends Commission consideration of a motion to approve the proposed policy on "Conditions and Limitations on the Administration of Prescription and Non-Prescription Medications" as presented.

Kendall County Forest Preserve District

Protocol for Administering Epinephrine by Auto-Injector

Advising Physician: Dr. Natalie Drummond – Whole Child Pediatrics in Yorkville

This protocol is established under a Standing Order of the District's Advising Physician for the administration of epinephrine by auto-injector from the Kendall County Forest Preserve District's supplied stock for potentially life-threatening allergic reactions (Anaphylaxis) in individuals pursuant to 410 ILCS27/ - Epinephrine Auto-Injector Act.

1. Definition of terms

*Anaphylaxis:* A severe allergic reaction to a normally harmless substance called an allergen

2. Anaphylaxis: Signs and Symptoms

- Skin reactions: Rash, face swelling, swollen lips, hives
- Change in breathing and trouble breathing
- Shock and death

3. Common Allergens: Bee stings, penicillin, eggs, wheat, soy, milk, latex.

*Note: Reactions to allergens can present hours after the initial exposure.*

4. Recognizing Anaphylaxis:

A. Scenario 1 – Recognizing a **Combination of Symptoms.**

Observation of a combination of two or more signs and symptoms:

- a. Any skin reactions (hives; itchiness, red or flushed face, swollen lips)
- b. Abnormal breathing and/or signs of shock including trouble breathing, pale and/or cool sweaty skin, lightheadedness, weakness or anxiety.

B. Scenario 2 – **Suspected Exposure** to a Known Allergen – Look for Two or More Signs and Symptoms.

Observation of a combination of two or more signs and symptoms:

- a. Skin symptom or swollen lips.
- b. Difficulty breathing, signs of shock or nausea, vomiting or cramping.

C. Scenario 3 –**Exposure** to a Known Allergen

Observation of any sign or symptom of shock including pale appearance, cool and/or sweaty skin, and lightheadedness.

D. Timing and Presentation of Signs and Symptoms: Symptoms may present immediately, or over several hours following exposure.

5. Protocol for Observations where Exposure to a Known Allergen has occurred:

Insure that observation continues within the first two hours of a known exposure until intervention is supported by trained emergency medical personnel.

6. Emergency Assistance Protocol (**Check, Call, Care**):

**Check:** Insure the physical safety of the individual presenting signs of an allergic reaction and/or anaphylaxis by removing the individual from direct contact from the known or suspected allergen.

Determine what happened, and whether there are other person(s) present that can provide assistance.

1. Ask the person what happened, and how they feel.
2. Look for a medical ID bracelet.
3. Ascertain weight (Over 65 lbs. use the adult dose auto-injector; under 65 lbs. use the child dose auto-injector). Use the adult dose auto-injector if no child dose auto-injector is present.

If no other individuals are present, administer epinephrine by auto-injector and **Call** 911. Stay on the phone with the KenCom to insure that exact location is communicated, with a callback number provided.

**Care:** Administer epinephrine using an auto-injector (adult or child dose based on weight), and insure that a second dose is available if needed.

1. Check the expiration date before administering.
2. Inspect the auto-injector for cloudiness of the solution and/or damage to the auto-injector.
3. DO NOT USE the auto-injector if the expiration date has passed, the fluid appears cloudy and/or the auto-injector has been damaged.
4. Use the individual's own prescribed injector, if on hand.

*Note: The epinephrine auto-injectors need to be stored in cool dry place at all times, with care taken to avoid prolonged exposure to excessive heat & cold; direct sunlight. Auto-injectors should be regularly inspected for cloudiness of the solution, expiration dates, or damage to the units.*

7. Instructions for Administering Epinephrine by Auto-Injector

1. Be sure to confirm a history of severe allergies, look for signs and symptoms of anaphylaxis, and find out if help administering epinephrine by auto-injector is needed.
2. Determine if person has already received epinephrine. If so, a second dose should only be given if EMS is delayed and if signs and symptoms worsen, or if they temporarily improve, then return again after several minutes.
3. Follow manufacturer instructions for use of the auto-injector.
4. Have the individual experiencing anaphylaxis sit down, leaning slightly forward (or lie down when exhibiting signs of shock).

5. Administer epinephrine (if alone), and call 911. If assistance can be provided by another individual, have this individual contact 911 while the epinephrine is administered by auto-injector.
6. Put on the Nitrile gloves included with the emergency response kit.
7. Remove the auto-injector from the case. (Check for expiration (**do not use if expired**); Check the solution (**do not use if cloudy**).
8. Look for obstructions at the injection site, making sure there are none. The injection site is the middle of the outer thigh.
9. Grasp the auto-injector firmly in your fist. Do not put your thumb, finger, or hand over the ends of the auto-injector.
10. Pull up on the safety cap.
11. Injection angle is 90 degrees (perpendicular) to the injection site. Push into the thigh (you will hear a "click"). Hold the auto-injector in place 10 seconds, and massage the injection site after injection.
12. Place the injector in a safe container, and deliver to Emergency Medical Technicians arriving on the scene.

**If symptoms continue, or return after 5-10 minutes, administer a second injection.**

**Be prepared to answer EMT questions: 1) What happened; 2) Signs and symptoms observed; care given, and what time, location of the injection site, and how the person responded.**

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Ellis Lesson Horse Lease Agreement – “Jinxie Jo”

Date: November 21, 2017

District staff recommends approval of a horse lease agreement with Grace Klein of Sublette, Illinois and District Horsemanship Instructor.

Under the proposed lease agreement, the District will cover costs for feeding and routine medical care including regular immunizations, veterinary and farrier care.

Under the proposed lease agreement, the lease will be terminated if a situation requires more significant medical intervention(s), with the cost(s) for the required or elective care covered by the Owner.

The agreement includes a 30-day trial period. The Owner reserves the right to inspect the District's facilities while the horse is leased to the District, and reserves the right to suspend the lease for pre-scheduled personal use with advanced notification, where the leased horse will be taken off site and returned by the Owner, with the Owner assuming full responsibility for the horse whenever the horse is transported off District property.

#### Recommendation

Consider a motion to approve a lesson horse lease agreement with Grace Klein of Sublette, Illinois, including a 30-day trial period, commencing on or around December 6, 2017.



**Kendall County Forest Preserve District  
Equine Lease Agreement – "JINXIE JO"**

This agreement entered into on the 21ST day of November, 2017, between Grace Klein (hereinafter "Owner") with a permanent address of 1329 Saint Marys Road in Sublette, Illinois 61367, and the Kendall County Forest Preserve District – Ellis House and Equestrian Center (hereinafter "District") with a business address of 110 West Madison Street in Yorkville, Illinois 60560.

WITNESSETH: Owner does hereby lease to District and District does hereby lease from the Owner, the 12-year old black mare lesson horse known as "Jinxie Jo". The lease shall be for a period of undetermined months, beginning no earlier than the 6th day of December 2017.

Owner agrees to extend a one month trial at the start of this lease. If the District determines that the lesson horse meets the requirements for use within its equine programs at Ellis House and Equestrian Center, the lease will continue until terminated by either party.

If the District determines that the lesson horse does not meet the requirements for use within its equine programs, said horse will be secured and transported by the Owner in a timely manner, and no later than two-weeks following notification of lease termination. Both the owner and District hold the right to terminate this lease at any time with a minimum of one-week notice (5-business days), with notification provided in writing to either party.

Owner reserves the right to temporarily suspend the lease of the lesson horse for personal use, and remove said horse from the District's property. The Owner shall provide a minimum notice preceding the temporary suspension of no less than two weeks to the District or District's representative, with the exact dates that the horse will be relocated from District property for the Owner's personal use. While said horse is absent from the District's property, the Owner assumes all liability and responsibility for any injury to person or property during this time.

In exchange for the District's exclusive use of the lesson horse during the period of this lease, the District does hereby agree to assume all responsibility for the care and use of the lesson horse within District programming, and agrees to pay all normal and necessary expenses for the care of said horse consistent with the practices of good animal husbandry, including but not limited to board, worming, routine veterinary expenses, and routine farrier expenses.

In the event of any unforeseen and significant circumstance impacting lesson horse health while the lesson horse is under the care and control of the District that would require additional health care intervention(s) beyond all normal and necessary care expenses, the District will contact the Owner to inform her of the situation and may result in termination of this lease agreement.

The District warrants that it has inspected said horse and agrees to accept said horse in its present condition. Hauling said horse is at the responsibility of the Owner. At the time of arrival, Owner must present a current Coggins and paperwork of all UTD vaccines.

Owner shall have the right at any time, in person or by authorized agent, to enter the District's premises to inspect the lesson horse to evaluate care and health of the lesson horse. Title and ownership of the leased lesson horse is, and shall remain in the name of the Owner. The District shall not sell, or otherwise encumber the Owner's leased horse in any manner whatsoever. The District shall not assign this lease or sublease the Owner's lesson horse.



The Owner hereby gives consent for the lesson horse to be used by the District to support its equine programs. This includes, but is not limited to use of said horse in riding lessons, birthday parties, and camps.

Should the District encounter instance(s) where the leased lesson horse is missing, lost, injured, sick, or dead, at any time, the District shall immediately notify Owner by both telephone and email communication.

Owner shall not hold District liable for any serious injury or death of the horse arising from events not resulting from negligence on the part of the District or the District's agents. District shall hold the Owner harmless for any injury to persons or damages to any property caused by the leased lesson horse.

No modification of this lease shall be binding unless in writing and executed by the parties hereto.

The undersigned Owner and District accept the terms and conditions of this lease and acknowledge receipt of a fully executed copy of the agreement.

District: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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To: Kendall County Forest Preserve District Board of Commissioners

From: Emily Dombrowski, Environmental Education Coordinator

Re: Winter Public Program Budget: Fees and Charges

21-Nov-17

Name of Program	Date	Location	Age	Fee	Length of Program- Including set-up and clean-up	Reg. Min	Reg. Max	Est. Sal.	Est. Supp	Net Gain (Range)
Toddling Naturalist- Wonderful Winter	14-Dec	Meadowhawk Lodge	1-3 yrs old	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Babes in the Woods- Wonderful Winter	15-Dec	Meadowhawk Lodge	4-6 yrs old	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Holidays at the Nature Center	17-Dec	KCHC	All Ages	Free (Suggested Donation)	3 hours	6	15	\$42.00	\$0.00	
Women in the Wild	13-Jan	Hoover FP	18+	\$5 per person	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Beat the Winter Blues Bingo Night	14-Jan	Meadowhawk Lodge	8+	\$5 per person	3 hours	10	30	\$42.00	\$0.00	\$8-\$108
Coffee and Chickadees- Nature Center Exploration	15-Jan	KCHC	2-6 yrs old	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Toddling Naturalist- Animal Friends	18-Jan	KCHC	1-3 yrs old	\$5 per person	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Babes in the Woods- Animal Friends	19-Jan	KCHC	4-6 yrs old	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Couples Soup & Saunter	10-Feb	Meadowhawk Lodge	18+	\$20 per couple	3 hours	3 Couples	12 Couples	\$42.00	\$18-\$40	\$0-\$158
Toddling Naturalist- All about Beavers	22-Feb	Meadowhawk Lodge	1-3 yrs old	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
Babes in the Woods- Maple Sugaring	23-Feb	Meadowhawk Lodge	4-6 yrs old	\$5 per child	2 hours	6	15	\$28.00	\$0.00	\$2-\$47
										<b>\$24-\$642</b>

Recommendation: District staff recommends Commission consideration of a motion to approve the winter 17-18 public program fees and charges as presented.



# KENDALL COUNTY FOREST PRESERVE DISTRICT WINTER PROGRAMS

## To register and pay\* for a program:

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

\*Payment required at time of registration

## For additional information on a program:

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

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

## Winter Break Camps

Nature doesn't take a break over winter and neither do we! Check out our Winter Break Camps!

### Eco Heroes

**Ages:** 4-6

**Date & Time:** January 3-5, 9 am-12 pm

**Location:** Hoover Forest Preserve

**Price:** \$80

Imaginations will soar as campers learn about the different super hero powers animals have and the group works together to protect nature from harm. Through secret missions, craft projects and imaginative play, campers will learn about caring for the natural world in a fun, dynamic way.

### Star Wars Camp

**Ages:** 7-9

**Date & Time:** January 3-5, 1-4 pm

**Location:** Hoover Forest Preserve

**Price:** \$80

A long time ago in a galaxy far, far away . . . there was great unrest on the planet of Hoover Forest Preserve, as young Jedi were training to defend the region. This camp brings the world of *Star Wars* from the screen to a camp experience for campers to live the dream of being a Jedi, doing the right thing, and defeating injustice. May the forest be with us!

\*Registration forms and additional information can be found online at [kendallforest.com](http://kendallforest.com)

## December 14–

### Toddling Naturalist– Wonderful Winter

**Ages:** 1-3 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 10-11 am

**Price:** \$5 per child– **Register by December 11**

Winter is a wonderful time to explore nature! We will learn how animals survive in the winter through a story, craft, and hike. Please dress for the weather!

## December 15–

### Babes in the Woods– Wonderful Winter

**Ages:** 4-6 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 1-2 pm

**Price:** \$5 per child– **Register by December 12**

Winter is a wonderful time to explore nature! We will learn how animals survive in the winter through a story, craft, and hike. Please dress for the weather!

## December 17–

### Holidays at the Nature Center

**Ages:** All Ages

**Location:** Kendall County Historic Courthouse

**Time:** 2:30-5:30 pm

**Price:** Free

Come to **The Kendall County Historic Courthouse– Laws of Nature Museum** for an afternoon of holiday cheer. Enjoy refreshments and a holiday craft!

## January 13–

### Women in the Wild

**Ages:** 18 +

**Location:** Hoover Forest Preserve  
Eagle's Nest Pavilion

**Time:** 10-11 am

**Price:** \$5 per person– **Register by January 10**

Have you wanted to get and hike at one of the many forest preserves in Kendall County? KCFPD has delightful trails ready for you to get to know. Join our knowledgeable and enthusiastic staff for a women only winter ramble.

# KENDALL COUNTY FOREST PRESERVE DISTRICT WINTER PROGRAMS

## January 14 -

### Beat the Winter Blues Bingo Night

**Ages:** 8 and up

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 4-6 pm

**Price:** \$5 per person— **Register by January 11**

**BINGO!** Join us for a fun evening of nature bingo, snacks, and prizes. We will also have some of our animals from our nature center for you to meet!

## January 15- Coffee and Chickadees— Nature Center Exploration

**Ages:** 2-6 years old plus caregiver

**Location:** Kendall County Historic Courthouse

**Time:** 10-11 am

**Price:** \$5 per child— **Register by January 11**

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

## January 18—

### Toddling Naturalist- Animal Friends

**Ages:** 1-3 years old plus caregiver

**Location:** Kendall County Historic Courthouse

**Time:** 10-11 am

**Price:** \$5 per child— **Register by January 16**

We have lots of amazing animals that call our nature center home! Join us for a program where we will learn all about our resident animals through a story, craft, and animal meet and greet.

## January 19—

### Babes in the Woods- Animal Friends

**Ages:** 4-6 years old plus caregiver

**Location:** Kendall County  
Historic Courthouse

**Time:** 1-2 pm

**Price:** \$5 per child—

**Register by January 17**

We have lots of amazing animals that call our nature center home! Join us for a program where we will learn all about our resident animals through a story, craft, and animal meet and greet.



## February 3—

### Couples Soup & Saunter

**Ages:** 18 +

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 10-12 pm

**Price:** \$20 a couple— **Register by January 31**

Late winter is a wonderful time to reconnect with your partner. During this program, couples get to hone their culinary skills and make a hearty homemade soup in Meadowhawk Lodge. While the soup is simmering we will enjoy a crisp winter hike together.

## February 22—

### Toddling Naturalist— Busy Beavers

**Ages:** 1-3 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 10-11 am

**Price:** \$5 per child— **Register by February 20**

The beaver is North America's most common rodent. We will spend the morning learning all about beavers through a story, craft, and activities.

## February 23—

### Babes in the Woods— Maple Sugaring

**Ages:** 4-6 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 1-2 pm

**Price:** \$5 per child— **Register by February 21**

Everyone loves a sweet treat! Come out and learn how maple syrup is made. We will take a short hike to one of our tapped trees and enjoy a small sample of real maple syrup. Please dress for the weather!

### To register and pay\* for a program:

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

\*Payment required at time of registration

### For additional information on a program:

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

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



Recommendation: District staff recommends Commission consideration of a motion to approve the 2018 Schedule for Annual Meetings as presented.

### Final Calendar for Commission Approval on November 21, 2017

All meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings are held in the Kendall County Board Room located at  
111 W. Fox Street - Second Floor Board Room - Yorkville, IL 60550.

The regular meeting dates for Kendall County Forest Preserve District Commission meetings are the first and third Tuesdays of each calendar month.			
2-Jan-18	6:00 PM	3-Jul-18	6:00 PM
16-Jan-18	9:00 AM	17-Jul-18	9:00 AM
6-Feb-18	6:00 PM	7-Aug-18	6:00 PM
20-Feb-18	9:00 AM	21-Aug-18	9:00 AM
6-Mar-18	6:00 PM	4-Sep-18	6:00 PM
20-Mar-18	9:00 AM	18-Sep-18	9:00 AM
3-Apr-18	6:00 PM	2-Oct-18	6:00 PM
17-Apr-18	9:00 AM	16-Oct-18	9:00 AM
1-May-18	6:00 PM	6-Nov-18	6:00 PM
15-May-18	9:00 AM	20-Nov-18	9:00 AM
5-Jun-18	6:00 PM	4-Dec-18	6:00 PM
19-Jun-18	9:00 AM	18-Dec-18	9:00 AM
The regular meeting date for the Kendall County Forest Preserve District Committee of the Whole meeting is the first Wednesday following the first Commission meeting of each calendar month.			
10-Jan-18	5:30 PM	11-Jul-18	5:30 PM
14-Feb-18	5:30 PM	15-Aug-18	5:30 PM
14-Mar-18	5:30 PM	12-Sep-18	5:30 PM
11-Apr-18	5:30 PM	10-Oct-18	5:30 PM
9-May-18	5:30 PM	14-Nov-18	5:30 PM
13-Jun-18	5:30 PM	12-Dec-18	5:30 PM
The regular meeting dates for the Kendall County Forest Preserve District Finance Committee meetings are the first Wednesday following the first Commission meeting and the first Thursday following the second Commission meeting.			
10-Jan-18	4:30 PM	11-Jul-18	4:30 PM
25-Jan-18	6:30 PM	26-Jul-18	6:30 PM
14-Feb-18	4:30 PM	15-Aug-18	4:30 PM
1-Mar-18	6:30 PM	30-Aug-18	6:30 PM
14-Mar-18	4:30 PM	12-Sep-18	4:30 PM
29-Mar-18	6:30 PM	27-Sep-18	6:30 PM
11-Apr-18	4:30 PM	10-Oct-18	4:30 PM
26-Apr-18	6:30 PM	25-Oct-18	6:30 PM
9-May-18	4:30 PM	14-Nov-18	4:30 PM
24-May-18	6:30 PM	29-Nov-18	6:30 PM
13-Jun-18	4:30 PM	12-Dec-18	4:30 PM
28-Jun-18	6:30 PM	27-Dec-18	6:30 PM
The regular meeting date for the Kendall County Forest Preserve District Operations Committee is the first Wednesday of each calendar month.			
3-Jan-18	6:00 PM	No July Meeting	
7-Feb-18	6:00 PM	1-Aug-18	6:00 PM
7-Mar-18	6:00 PM	5-Sep-18	6:00 PM
4-Apr-18	6:00 PM	3-Oct-18	6:00 PM
2-May-18	6:00 PM	7-Nov-18	6:00 PM
6-Jun-18	6:00 PM	5-Dec-18	6:00 PM

If special accommodations or arrangements are needed to attend District meetings, please contact the Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.

Kendall County Forest Preserve District 2018 Holiday Schedule (Approved)			
New Year's Day	Monday		1-Jan-18
Martin Luther King, Jr. Day	Monday		15-Jan-18
Lincoln's Birthday (Observed)	Monday		12-Feb-18
Washington's Birthday (Observed)	Monday		19-Feb-18
Good Friday Holiday	Friday		30-Mar-18
Memorial Day	Monday		28-May-18
Independence Day	Wed.		4-Jul-18
Labor Day	Monday		3-Sep-18
Columbus Day (Observed)	Monday		8-Oct-18
Veteran's Day (Observed)	Friday		12-Nov-18
Thanksgiving Day	Thursday		22-Nov-18
Day Following Thanksgiving Day	Friday		23-Nov-18
Christmas Eve	Monday		24-Dec-18