

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES**

**NOVEMBER 15, 2016**

**I. Call to Order**

President Wehrli called the meeting to order at 9:00 am in the Kendall County Board Room.

**II. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**III. Invocation**

Commissioner Prochaska offered an invocation for the meeting.

**IV. Roll Call**

Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell Shaw, and Wehrli all were present.

**V. Approval of Agenda**

Commissioner Cullick made a motion to approve the agenda. Seconded by Commissioner Flowers. Director Guritz stated that item XII approving a revised lease agreement for the Hoover Supervisor and Resident required postponement until the December 6, 2016 Commission meeting in order to first approve the termination of the current lease agreement. Commissioner Cullick made a motion to approve the agenda as amended. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

**VI. Citizens to Be Heard**

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

**VII. Approval of Minutes**

Kendall County Forest Preserve Commission Meeting – November 1, 2016  
Kendall County Forest Preserve District Finance Committee Meeting – November 9, 2016  
Kendall County Forest Preserve District Committee of the Whole Meeting – November 9, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on November 1, 2016; the Forest Preserve Finance Committee meeting held on November 9, 2016, and the Committee of the Whole meeting held on November 9, 2016. Seconded by Commissioner Gryder.

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

**VIII. Approval of Claims in an Amount Not-to-Exceed \$14,877.37.**

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$14,877.37. Seconded by Commissioner Gryder.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none.

**IX. Ordinance #11-16-01 Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2016 and Ending November 30, 2017 in an Amount Not-to-Exceed \$555,600.**

Commissioner Cullick made a motion to approve the general fund tax levy ordinance #11-16-01 of the Kendall County Forest Preserve District for the fiscal year beginning December 1, 2016 and ending November 30, 2017 in an amount not to exceed \$555,600. Seconded by Commissioner Gryder.

Commissioner Purcell inquired whether this was the same figure presented at the Committee of the Whole meeting. Director Guritz stated that the levy figure is slightly higher than the figure presented in order to allow the District to secure all possible tax proceeds collected based on the District's limiting rate.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none.

**X. Ordinance #11-16-02 Approval of the 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, 2016 and Ending November 30, 2017 in an Amount Not-to-Exceed \$7,798,945**

Commissioner Cullick made a motion to approve Ordinance #11-16-02 approving the combined annual budget and appropriation ordinance of the Kendall County Forest Preserve District for the fiscal year beginning December 1, 2016 and ending November 30, 2017 in an amount not-to-exceed \$7,798,945. Seconded by Commissioner Gryder.

President Wehrli stated that the actual figure contained in the combined ordinance is \$680.00 less than the figure presented on the agenda.

Director Guritz reported that review of the final budgets generated an overall reduction in the total amount for the combined budget expenditures to \$7,798,264.

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Commissioner Cullick made a motion amending her motion to approve the combined budget and appropriation ordinance in an amount not to exceed \$7,798,264. Seconded by Commissioner Gryder. All, aye. Opposed, none.

Commissioner Purcell inquired into whether the proposed salary increase total is reflected in the revised figure. Director Guritz stated that the salary for budgets and benefits was reduced by approximately \$1,500.00, with this savings added to the operating fund expenditure contingency total for the year.

President Wehrli asked for a roll call on the amended motion for approval.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Prochaska, Shaw, and Wehrli, aye. Opposed, Commissioner Koukol. Motion carried by a vote of 9 to 1.

**XI. Motion to Approve the Kendall County Forest Preserve District Employee Salary Schedule for December 1, 2016 through November 30, 2017, which includes an aggregate sum for scheduled increases for a total amount not-to-exceed \$35,254.03.**

Commissioner Cullick made a motion to approve the proposed salary schedule for December 1, 2016 through November 30, 2017, which includes an aggregate sum for scheduled increases for a total amount not-to-exceed \$35,254.03. Seconded by Commissioner Flowers.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion unanimously approved.

**XII. Motion to Approve a Transfer of Operating Funds to Kendall County in the Amount of \$64,154.61 for Reimbursement of District Workers' Compensation Claims Incurred within FY 15-16**

Commissioner Cullick made a motion to approve the transfer of operating funds to Kendall County in the amount of \$64,154.61 for reimbursement of District Workers' Compensation Claims incurred within FY 15-16. Seconded by Commissioner Purcell.

President Wehrli stated that the District is in a position to afford the full reimbursement of workers' compensation claims owed to Kendall County.

Commissioner Purcell requested confirmation that approval of the transfer will still allow the District to stay within the guidelines of the fund balance policy. President Wehrli affirmed the question.

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Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion unanimously approved.

### **XIII. Motion to Approve the Winter 16-17 Public Program Offerings, Fees, and Charges**

Commissioner Gilmour made a motion to approve winter 16-17 public program offerings, fees and charges. Seconded by Commissioner Gryder.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion unanimously approved.

### **XIV. Motion to Approve Sponsorship of the Kendall County Juvenile Justice Council's 2017 Supporting Kendall Youth (SKY) 5K Run at Hoover Forest Preserve, Including the Waiving of Meadowhawk Lodge Rental and Special Use Permit Fees**

Commissioner Cullick made a motion to approve the sponsorship of the Kendall County Juvenile Justice Council's 2017 Supporting Kendall Youth (SKY) 5K run at Hoover Forest Preserve, including the waiving of Meadowhawk Lodge rental and special use permit fees. Seconded by Commissioner Gilmour.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Motion unanimously approved.

### **XV. Executive Session**

None.

### **XVI. Other Items of Business**

The Board of Commissioners recognized President Wehrli's commitment to service as President of the Kendall County Forest Preserve District from 2009 to 2016. President Wehrli stated that it has been an honor working with the Board, and thanked Director Guritz and Latreese Caldwell for their support of Board leadership and working to address the District's budget issues.

### **XVII. Citizens to Be Heard**

No public comments were offered by those in attendance.

### **XVIII. Adjournment**

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 9:12 am.



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Respectfully submitted,

David Guritz

Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES  
NOVEMBER 21, 2016**

**I. Call to Order**

Finance Committee Chairman Cullick called the meeting to order at 6:36 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Gryder, Wehrli, and Cullick all were present.

**III. Approval of Agenda**

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Wehrli. Aye, all. Opposed, none.

**IV. Citizens to be Heard**

No public comments were offered by those in attendance.

**V. Approval to Forward Claims in an Amount Not-to-Exceed \$14,303.35.**

Commissioner Wehrli made a motion to forward claims to Commission in an amount not-to-exceed \$14,303.35. Seconded by Commissioner Gryder.

The Finance Committee reviewed the claim for the Chicago Wilderness Trust membership. Director Guritz stated that the District is a member agency of Chicago Wilderness. Over the past 15-years, the Trust has established regional efforts to conserve wildlife resources and natural areas in the Chicago region. The District benefits from this collaboration through support of regional conservation projects and programs. Director Guritz stated that the membership dues are typically paid earlier in the year. This payment represents dues for the 2016 membership year.

Commissioner Gryder inquired into the claim for the Ellis garage door. Director Guritz stated that the automated entry key pad needed to be replaced.

Commissioner Gryder inquired into claim #367 for pine shavings. Commissioner Wehrli stated that horse care costs are typically spread between lessons, camps and birthday parties. Director Guritz noted that the shavings are typically purchased for Sunrise Center North, and would be looking into whether the expense needed to be recoded.

The Finance Committee reviewed claim #483 for walkie-talkies. Director Guritz stated that the purchase was made to replace the walkie-talkies used for the District's prescription burn program. After researching costs for replacement units, the District opted to purchase units similar to those used by the health department. The expense was coded to capital as part of the ComEd Green Region grant match requirement. ComEd grant funds were deposited into the capital fund for equipment purchases.

Commissioner Cullick called the question. All, aye. Opposed, none.

## **VI. IDNR-OSLAD / LWCF Reimbursement Notification**

The Finance Committee reviewed a letter from the IDNR notifying the District of the pending reimbursement of \$750,000 for the acquisition of the Fox River Bluffs Forest Preserve. Reimbursement is anticipated by mid-December.

Director Guritz stated that Fox River Bluffs will need to be restored within a three year timeframe. Because the restoration of Fox River Bluffs Forest Preserve will reduce the District's operating funds by \$30,000, District surplus budgets need to grow by a corresponding amount over the next three years in order to afford the loss in cropland revenue without impacting District operations.

The Finance Committee discussed possible proposed amendments to the Downstate Forest Preserve District Act to exempt District assessment by drainage districts.

## **VII. Henneberry Forest Preserve Cropland Conversion Updates – Proposed Eldamain Road Corridor Tree Mitigation Site - Updates**

Director Guritz presented an update on the Kendall County Highway Department's mitigation requirements, and development of the preliminary site tree and shrub mitigation plan for Henneberry Forest Preserve.

Director Guritz stated that use of Henneberry of the mitigation site will significantly reduce cropland conversion and restoration costs for the 45-acre parcel.

Director Guritz presented the potential species to be planted within a 10-15 acre footprint. The plan calls for expanding the woodland edge by planting trees and shrubs. Director Guritz stated that he would be reaching out to the Whitetail Ridge HOA to present the concept plans for restoration, and request access from the parcel controlled by the HOA near the intersection of Whitetail Ridge and Fairway Roads.

## **VIII. Ellis Flood Damage FEMA Reimbursement Updates**

Director Guritz reported that the required paperwork has been submitted to the Illinois Emergency Management Agency to secure the reimbursement of flood damage costs incurred for the Ellis House.

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**IX. WIPFLI's CPAs Audit Engagement Letter**

The Finance Committee reviewed the audit engagement letter. The terms for engagement remain the same as last year, with a total cost of \$7,500.00.

**X. Executive Session**

None.

**XI. Other Items of Business**

The Finance Committee discussed the term for the Hoover Supervisor and Resident lease agreement.

The Finance Committee discussed security for closing preserves at night. Chairman Cullick asked that this be examined in the upcoming year, with closer communication and cooperation with the Sheriff's Office.

Director Guritz stated that District vehicles can also be outfitted to establish a more formidable presence at closing. Director Guritz stated that public engagement at closing is when District staff are exposed to the highest risk.

Chairman Cullick stated that President Wehrli's hard work and leadership will be missed, thanking him for his service. President Wehrli stated that he is always available to help when needed.

**XII. Citizens to Be Heard**

None.

**XIII. Adjournment**

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 7:10 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>FOREST PRESERVE EXPENDITURE</b>							
341 060304	FIRST NATIONAL BANK OMAHA	11-27-2016	OFFICE-WATER	11/28/16	27020006200	OFFICE SUPPLIES & POSTAGE	8.99
342 060304	FIRST NATIONAL BANK OMAHA	11-27-2016	CAMPUS AD	11/28/16	27020006200	OFFICE SUPPLIES & POSTAGE	99.00
							107.99*
343 030819	CHICAGO WILDERNESS TRUST	NOV/2016	2016 MEMBERSHIP/YR	11/28/16	27020006203	DUES/MEMBERSHIPS	500.00
344 092010	IL DEPT OF AGRICULTURE	2017	HERB. LICENSE RENEWA	11/28/16	27020006203	DUES/MEMBERSHIPS	65.00
							565.00*
345 190816	SHAW MEDIA	10/2016	BUDGET AD	11/28/16	27020006209	LEGAL PUBLICATIONS	39.00
							39.00*
346 011359	AMEREN IP	11/14/2016	MILLBROOK SOUTH	11/28/16	27020006351	ELECTRIC	39.50
347 030794	CHAMPION ENERGY, LLC.	11/02/16	HARRIS ARENA	11/28/16	27020006351	ELECTRIC	5.36
348 030794	CHAMPION ENERGY, LLC.	11/02/16	HARRIS	11/28/16	27020006351	ELECTRIC	45.54
							90.40*
349 190816	SHAW MEDIA	10/2016	WEBSITE-OCTOBER	11/28/16	27020006843	PROMOTION/PUBLICITY	59.99
							59.99*
<b>Total FOREST PRESERVE EXPENDITURE</b>							<b>862.38*</b>
<b>ELLIS HOUSE</b>							
350 030794	CHAMPION ENERGY, LLC.	11/02/16	ELLIS HOUSE	11/28/16	27021007076	UTILITIES - ELLIS HOUSE	255.82
							255.82*
351 031216	CLEAN-TECH OF IL INC.	22829	ELLIS CLEANING-OCT	11/28/16	27021007080	FOUNDATIONS & MAINT - ELLIS H	335.00
352 060304	FIRST NATIONAL BANK OMAHA	11/27/16	SOAP, TISSUE PAPER	11/28/16	27021007080	FOUNDATIONS & MAINT - ELLIS H	25.81
353 110008	K & K WELL DRILLING	21229	PEROXIDE	11/28/16	27021007080	FOUNDATIONS & MAINT - ELLIS H	280.00
354 110530	KENDALL PLUMBING & HEATING	16024594	EL BOILER REPAIR	11/28/16	27021007080	FOUNDATIONS & MAINT - ELLIS H	225.00
355 130506	MENARDS	61929	BULBS, TOILET PAPER	11/28/16	27021007080	FOUNDATIONS & MAINT - ELLIS H	27.75
							893.56*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>ELLIS BARN</b>							
356 101297	JOHN DEERE FINANCIAL	425 11/16/16	HORSE SUPPLIES	11/28/16	27021017080	GROUND & MAINT - ELLIS B	379.94
357 130506	MENARDS	63263	WOOD-FENCE	11/28/16	27021017080	GROUND & MAINT - ELLIS B	17.64
358 251510	ELBURN NAPA INC	153482	WIPER BLADE, OIL	11/28/16	27021017080	GROUND & MAINT - ELLIS B	40.26
							437.84*
						<b>Total ELLIS BARN</b>	<b>437.84*</b>
<b>ELLIS GROUNDS</b>							
359 010452	ADS, INC	SI-449106	ELLIS MODULE REPAIR	11/28/16	27021027080	GROUND & MAINT - ELLIS G	422.05
360 040338	DEKANE EQUIPMENT CORP	IA48048	WHEEL,OIL FILTERS, O	11/28/16	27021027080	GROUND & MAINT - ELLIS G	287.25
361 130506	MENARDS	63204	TOWELS, CHAIN ETC	11/28/16	27021027080	GROUND & MAINT - ELLIS G	138.75
362 161854	PROFESSIONAL GARAGE DOOR, INC	34273	GARAGEDOOR REPAIR	11/28/16	27021027080	GROUND & MAINT - ELLIS G	175.66
							1,023.71*
						<b>Total ELLIS GROUNDS</b>	<b>1,023.71*</b>
<b>ELLIS CAMPS</b>							
363 061594	FOX VALLEY EQUINE PRACTICE	7610	HORSE CARE	11/28/16	27021107084	VET & FARRIER - ELLIS CAM	194.67
							194.67*
						<b>Total ELLIS CAMPS</b>	<b>194.67*</b>
<b>ELLIS RIDING LESSONS</b>							
364 060304	FIRST NATIONAL BANK OMAHA	11-27-2016	WOOD SHAVINGS	11/28/16	27021117082	ANIMAL CARE & SUPPLIES -	247.78
							247.78*
365 061594	FOX VALLEY EQUINE PRACTICE	7610	HORSE CARE	11/28/16	27021117084	VET & FARRIER - ELLIS RID	194.67
							194.67*
						<b>Total ELLIS RIDING LESSONS</b>	<b>442.45*</b>
<b>ELLIS BIRTHDAY PARTIES</b>							
366 061594	FOX VALLEY EQUINE PRACTICE	7610	HORSE CARE	11/28/16	27021127084	VET & FARRIER - ELLIS B-D	194.66
							194.66*
367 101297	JOHN DEERE FINANCIAL	11/21/16	PINE SHAVINGS, SUPPL	11/28/16	27021127087	PROG SUPPLIES - ELLIS B-D	247.70
368 101297	JOHN DEERE FINANCIAL	11/21/16	HORSESHOES	11/28/16	27021127087	PROG SUPPLIES - ELLIS B-D	29.85
							277.55*
						<b>Total ELLIS BIRTHDAY PARTIES</b>	<b>472.21*</b>
<b>ELLIS WEDDINGS</b>							
369 060304	FIRST NATIONAL BANK OMAHA	11-27-2016	ELLIS-REFUSE P/U	11/28/16	27021207078	REFUSE PICKUP - ELLIS	136.79
							136.79*

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frmPrtClaim Kendall County

Vendor# Name

COMBINED Claims Listing

11/18/16 1:17:44 PM Page 017

Invoice # Description Date Budget # Account Description Dist Amount

Total ENV ED SCHOOL 6.33\*

ENV ED NATURAL BEGINNINGS

395 060304	FIRST NATIONAL BANK OMAHA	11-27-16-2	NB ART SUPPLIES	11/28/16	27023036849	ENV EDUC - NATURAL BEGINN	103.45 103.45*	bantrim
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Total ENV ED NATURAL BEGINNINGS 103.45\*

ENV ED OTHER PUBLIC PROGRAMS

396 060304	FIRST NATIONAL BANK OMAHA	11/27-16-5	PROGRAM SUPPLIES	11/28/16	27023046849	ENV EDUC - OTHER PUBLIC P	16.33 16.33*	bantrim
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Total ENV ED OTHER PUBLIC PROGRAMS 16.33\*

GROUPS & NATURAL RESOURCES

397 040538	DEKANE EQUIPMENT CORP	IA44859	LEVER GRIP	11/28/16	27025006216	EQUIP - GROUNDS & NATURAL	5.38 5.38*	bantrim
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398 030540	CENTRAL LIMESTONE CO INC	8211	GRAVEL-PRESERVES	11/28/16	27025006837	PRESERVE IMPROV - GR & NA	81.43 81.43*	bantrim
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399 060304	FIRST NATIONAL BANK OMAHA	11-27-2016	HOOVER, HARRIS-REFUSE	11/28/16	27025006847	REFUSE PICKUP - GROUNDS &	450.85	** bantrim
400 190563	SERVICE SANITATION, INC	10/21/2016	PORTABLE RESTROOMS	11/28/16	27025006847	REFUSE PICKUP - GROUNDS &	455.00	bantrim
401 140937	NICOR	11/09/16-2	HARRIS	11/28/16	27025006848	GAS - GROUNDS & NATURAL R	905.85*	

402 060304	FIRST NATIONAL BANK OMAHA	11-27-2016	HARRIS-WATER	11/28/16	27025007089	SUPPLIES - SHOP	61.53 61.53*	bantrim
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403 251493	YORKVILLE ACE & RADIO SHACK	161401	HARRIS BRIDGE REPAIR	11/28/16	27025007089	SUPPLIES - SHOP	27.99 25.43 53.42*	** bantrim bantrim
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Total GROUNDS & NATURAL RESOURCES 1,107.61\*

frmPrctClaim

Kendall County

COMBINED Claims Listing

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Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

FP BOND PROCEEDS 2007

483 060304 FIRST NATIONAL BANK OMAHA  
484 161626 PRAIRIE MOON NURSERY, INC

WALKIE TALKIES  
SEED-FOX RIVERBLUFF

11/27/16-2  
NOV 2016

11/28/16  
11/28/16

95020006850  
95020006850

PROJECT FUND EXPENSES  
PROJECT FUND EXPENSES

1,790.00  
2,000.00  
3,790.00\*

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Total FP BOND PROCEEDS 2007

3,790.00\*

GRAND TOTAL

\$14,303.35

# **Kendall County Forest Preserve District**

## **Committee Assignments**

December 6, 2016

### **Finance Committee**

1. Lynn Cullick - Chair
2. Bob Davidson
3. Judy Gilmour
4. Scott Gryder
5. Matt Kellogg

### **Program Committee**

1. Elizabeth Flowers - Chair
2. Tony Giles
3. Audra Hendrix
4. Matthew Prochaska
5. John Purcell

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Hoover Residence Lease Agreement

Date: December 6, 2016

At the November 15, 2016 Commission meeting, a revised lease agreement was presented for consideration.

At the advice of the State's Attorney's Office, consideration of approval of the lease agreement was postponed to the December 6, 2016 meeting in order to first approve the termination of the current lease agreement in accordance with the terms of the agreement.

Hoover Supervisor and Resident, Jay Teckenbrock, has signed off on the early termination of the 2015 lease agreement, a copy of which is included in your packets.

The revised agreement was reviewed at the November 9, 2016 Finance Committee meeting and includes a one-year term with a monthly rent payment of \$250.00 for use of the residence at Hoover effective December 6, 2016.

#### Recommendation

Staff recommends approval of both the termination of the December 2, 2015 lease agreement, and subsequent motion to approve the 2016-2017 amended lease agreement as presented.

**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 2, 2015, the parties hereby agree to terminate the Agreement effectively and immediately, and waive the thirty (30) day notice requirement.

Dated: December 6, 2016

Signed,

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

\_\_\_\_\_  
Date

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

11/22/16  
\_\_\_\_\_  
Date

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

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 6TH day of December 2016, 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 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 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 Tenants fails 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 6th day of December, 2016.**

DISTRICT:

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

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

Attest: \_\_\_\_\_  
David Guritz

**As to Tenant, this 6th day of December, 2016.**

TENANT:

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

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

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

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



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November 8, 2016

Jeff Wehrli, President  
Kendall County Forest Preserve District  
111 West Fox Street  
Yorkville, IL 60560

Dear Mr. Wehrli:

We are pleased to serve as your independent auditors for the Kendall County Forest Preserve District for the year ended November 30, 2016. The purpose of this Engagement Letter (this "Letter") is to review certain details of our engagement.

#### **Audit Services**

We will audit the financial statements and the related notes to the financial statements of the governmental activities, and each major fund of the Kendall County Forest Preserve District. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kendall County Forest Preserve District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kendall County Forest Preserve District's RSI in accordance with auditing standards generally accepted in the United States. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial

statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Funding Progress
3. Schedule of Employer's Contribution
4. Budgetary Comparison Schedule for General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies Kendall County Forest Preserve District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States and will provide an opinion on it in relation to the financial statements as a whole:

1. Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual Bond and Interest Funds and Capital Project Funds
2. Assessed Valuations, Tax Rates, Tax Extensions, and Collections

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States (GAAP) and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Our report will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit. Our report will be addressed to management of Kendall County Forest Preserve District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there exists an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us even though our audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial

statements. However, we will inform the appropriate level of management and you of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and you internal control related matters that are required to be communicated under professional standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kendall County Forest Preserve District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We cannot perform management functions or make management decisions on behalf of your Kendall County Forest Preserve District. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application and may assist in the preparation of the Kendall County Forest Preserve District's financial statements, but the responsibility for the financial statements remains with management.

### **Management Responsibilities**

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under professional standards, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Kendall County Forest Preserve District involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Kendall County Forest Preserve District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

Management is responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon **OR** make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

As required by GAAS, at the close of the audit we will request from management certain written confirmation concerning oral and written representations made to us in connection with the audit in order to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding.

If the Kendall County Forest Preserve District intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form subsequent to anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. The Kendall County Forest

Preserve District agrees to compensate Wipfli for the time associated with such review.

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed with you. Timely completion of this work will facilitate the completion of our engagement.

### Other

We may prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

From information you will provide, we will prepare the fixed asset depreciation schedules for the year ended November 30, 2016.

You are responsible for assuming all management responsibilities and for overseeing these services by designating an individual, preferably within senior management, with suitable skill, knowledge, and/or experience. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for them.

Our fees will be billed as work progresses, and progress billings may be submitted. Based upon our discussions with representatives of the District, the fee for this engagement will be \$7,500. Our fee has been determined based on our understanding obtained through discussions with you regarding your preparation for the engagement and your current business operations. To the extent we encounter circumstances outside of our expectations that warrant additional procedures and time, we will communicate that fact and advise you of options and the additional fees necessary to complete the engagement. We expect payment of our billings within 30 days after submission. Interest at the lesser of 1% per month or the maximum rate permitted by law, except where prohibited by law, will be charged on the portion of your balance that is over 30 days.

This engagement includes only those services specifically described in this Letter; any additional services not specified herein will be agreed to in a separate letter. This engagement is separate and discrete from our engagement to audit any prior or future years, and any such engagements are or will be covered by a separate engagement letter. In the event you request us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against Kendall County Forest Preserve District or its management for the production of documents and/or



Jeff Wehrli, President  
Kendall County Forest Preserve District  
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November 8, 2016

testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, you agree to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

The working papers prepared in conjunction with our audit are our property and constitute confidential information. They will be retained by us in accordance with our policies and procedures. All of the Kendall County Forest Preserve District's original records will be returned to management at the end of this engagement. Our working papers and files are not a substitute for the original records the Kendall County Forest Preserve District should retain. We understand that we are authorized to respond directly to inquiries from the cognizant agencies including requests to review audit workpapers. Access to the requested workpapers will be provided to the cognizant agencies under the supervision of Wipfli LLP's audit personnel and at a location designed by our firm. We will notify you of any such inquiries or requests and of our reply thereto.

Matthew J. Schueler will be your audit engagement partner.

Professional and certain regulatory standards require us to be independent, in both fact and appearance. Any discussions that you have with Wipfli personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional and regulatory standards require us to maintain certain respective roles and relationships with you with respect to any nonattest services we may be asked to perform. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

Whenever possible, each provision of this Letter shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, or published interpretations, but if any provision is deemed prohibited, invalid, or otherwise unenforceable, such provision shall be ineffective only to the extent of such prohibition, invalidity, or unenforceability and such revised provision shall be made a part of this Letter. Further, the provisions of the foregoing sentence shall not invalidate the remainder of this Letter. This Letter shall be construed and governed in accordance with laws of the state in which the Wipfli office issuing this Letter is located, as determined by the address indicated on this Letter, and proper jurisdiction and venue for any matter hereunder shall be the state or federal courts of that state.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please return a signed copy of this Letter to us.

Jeff Wehrli, President  
Kendall County Forest Preserve District  
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We look forward to our continued association with you and your staff and appreciate the opportunity to serve you. Please do not hesitate to call us if you have any questions about the work we are to perform or any other aspect of the services we can provide.

Sincerely,

*Wipfli LLP*

Wipfli LLP

ACCEPTED: KENDALL COUNTY FOREST PRESERVE DISTRICT

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Title)

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

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Natural Beginnings Preschool Program 2017-2018 Tuition Fees

Date: December 6, 2016

At the August 10, 2016 Finance Committee meeting, the Committee reviewed the proposed FY 16-17 budget proposal for the Natural Beginnings Preschool Program (FY 16-17 Cost Center 303).

The approved FY 16-17 budget includes scheduled tuition increases of \$75 for both 2-day and 3-day sessions, bringing total tuition costs for the 2017-2018 school year to \$1,500 and \$1,800, respectively.

Natural Beginnings Program Manager, Megan Gessler, will open enrollment to the current parents of Natural Beginnings students following Commission approval of the 2017-2018 program tuition fees, with public open enrollment following the open house beginning January 6, 2016. Commissioners are invited to attend the open house which will take place from 5:30 to 7:00 pm.

A copy of the 2017-2018 Parent Handbook is included in Commission packets for review.

#### Recommendation

Staff recommends approval of the 2017-2018 Natural Beginnings program tuition in the amount of \$1,500 per student for 2-day per week programs, and \$1,800 per student for 3-day per week programs.

NATURAL BEGINNINGS FY 2016-2017  
Proposed FY 17 Budget and Fee Increase for 2017-2018  
9-Aug-16

Month	Billable weeks	Staff	Gessler	Branning	Aide, 3 day afternoon	Wiencke	Aide, 2 day morning	Vosburgh
		Hourly wage FY 2015 rate	\$16	\$12	\$10.50	\$12	\$10.50	\$11.00
		Weekly hours	27.5	27.5	12	27.5	7	10
Dec. 2015	3		\$1,320.00	\$990.00	\$378.00	\$990.00	\$220.50	\$330.00
Jan. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Feb. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Mar. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Apr. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Ma. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Jun. 2016	1		\$760.00	\$330.00	\$126.00	\$330.00	\$73.50	\$110.00
Jul. 2016	0		\$320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aug. 2016	1		\$760.00	\$330.00	\$126.00	\$330.00	\$73.50	\$110.00
Sep. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Oct. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
Nov. 2016	4		\$1,760.00	\$1,320.00	\$504.00	\$1,320.00	\$294.00	\$440.00
	37	Total salary	\$17,240.00	\$12,210.00	\$4,662.00	\$12,210.00	\$2,719.50	\$4,070.00
		IMRF (11.05%)	\$1,905.02	\$1,349.21		\$1,349.21		
		FICA	\$1,318.86	\$934.07	\$356.64	\$934.07	\$208.04	\$311.36
		Total salary w/IMRF	\$20,463.88	\$14,493.27	\$5,018.64	\$14,493.27	\$2,927.54	\$4,381.36
							Total staffing	\$61,777.96

Cost	
Total staffing:	\$61,777.96
Total materials:	\$4,000.00
Total program cost:	\$65,777.96

Tuition	
3-day 2016	\$1,725.00
2-day 2016	\$1,425.00
3-day 2017	\$1,800.00
2-day 2017	\$1,500.00

Reg fee 2017	\$150.00
Payments 2017	48
Total reg fees	\$7,200.00

Revenue	
Jan. 2017 (3Q)	\$18,900.00
Apr. 2017 (4Q)	\$18,900.00
Jul. 2017 (1Q)	\$19,800.00
2017 registration	\$7,200.00
Oct. 2017 (2Q)	\$19,800.00
Total revenue, FY 2017	\$84,600.00
Revenue Adjustments	
Deferred Revenue Paid in FY 16	-\$11,700.00
Pre-Pay Discount in FY 16	-\$375.00
Second Sibling Discount (16-17)	-\$255.00
Deferred Rev. Anticipated in FY 17	\$11,700.00
Pre-Pay Discount in FY 17	-\$375.00
Second Sibling Discount (17-18)	-\$135.00
Total	\$ (1,140.00)
Total tuition revenue - adjustments	\$83,460.00
Total program cost	-\$65,777.96
Donations	\$0.00
Net Profit/Loss	\$17,682.04

Enrollment	
3-day, morning 2016	12
3-day, afternoon 2016	12
2-day, morning 2016	12
2-day, afternoon 2016	12
3-day, morning 2017	12
3-day, afternoon 2017	12
2-day, morning 2017	12
2-day, afternoon 2017	12





Parent Handbook

2017-2018

Thank you for investing in your child's future by enrolling in the Natural Beginnings Early Childhood Program from the Kendall County Forest Preserve District! We hope that you and your family find the Natural Beginnings Early Childhood Program to be a "natural" fit for your family's educational needs. It is also our hope that you enjoy your time spent with us as much as we will enjoy taking this journey with your child.





## About the Program

### **Mission and Goals**

#### **Mission:**

To nurture whole child development through primary experiences with nature while initiating them into a life-long, meaningful relationship with the natural world.

#### **Educational Philosophy:**

Our curriculum is designed to promote learning by providing an environment that encourages discovery and experimentation. While exploring several different inquiry units throughout the year, children will have the chance to help shape the content by communicating their interests in the theme. We explore each theme by taking nature walks, studying natural phenomena, and engaging in reinforcing activities to build physical, emotional, and academic skills. Developing a love of learning is of the utmost importance to our staff and is always the basis of our curriculum. Our curriculum will include activities intended to take the children to the next level of understanding based on the children's abilities and interests. We encourage divergent thinking and reflection by asking open-ended questions and providing information in response to children's ideas and insights.

#### **Goals:**

- Foster curiosity through hands-on projects and play.
- Stimulate intellectual and physical development while participating in authentic learning opportunities.
- Develop respect and appreciation for the natural world by way of meaningful primary nature encounters.
- Encourage language development by letting children express themselves creatively.
- Develop social skills as children make friends and work collaboratively.
- Develop self confidence and a sense of success.



## Facilities:

As Kendall County's largest forest preserve, Hoover Forest Preserve provides an unparalleled location for nature-based learning. Children will discover the wonder and beauty found in Hoover's nearly 350 acres of prairies, woodland trails, and creeks, as well as the Fox River. This program is designed to encourage children to explore the connections between their lives and the world around them.

By locating Natural Beginnings inside the preserve, the children have access to numerous daily experiences with plant life both inside and outside the physical classroom. Aside from daily hikes amid the native plant life, the children will tend the outdoor gardens as well as care for the indoor plants. Natural Beginning students are inspired and guided by naturalists and teachers trained in nature education and experienced in sharing their enthusiasm for the natural world.

During outdoor exploration, children frequently have the opportunity to observe native wildlife, including White-tailed deer, Cooper's Hawks, Eastern Tiger Swallowtail butterflies and hundreds more. In addition to those organic experiences, children will have daily experiences with animals inside the classroom. Children are taught the correct way of handling the classroom's educational animals and to wash their hands thoroughly after every contact. Direct contact is always under the close supervision of an educator.

We also have many other mammals, birds, reptiles, amphibians and insects visit our classroom throughout the school year some of which come from our Laws of Nature Museum.





## Daily Schedule

At Natural Beginnings, we value spontaneity in activity and take advantage of the "teachable moments" that we are afforded. We also know that many children who are first experiencing regular activity away from home benefit from knowing what to expect as they are in our program. Although every day promises to be a new adventure for our class, we maintain a loose, but structured schedule with predictable events throughout the day. The following is an example of a possible classroom schedule:

**Arrival:** Guardians walk children to Eagle's Nest Pavilion to sign in with the teacher.

**Active Play:** Children could play a game, participate in large motor skill activities or perform science experiments.

**Hike:** Most days children will explore the vast trails or natural areas of Hoover Forest Preserve. They will discover the wonder and beauty of prairies, creeks, rivers and woodland trails. While exploring, children could be climbing, fort building, digging, engaging in water play or acting out dramatic play. Many hikes are intended to enhance the scheduled unit and will focus on various themes through the year.

**Circle Time/Literacy Development:** Circle time includes singing our good morning song, discussing weather, calendar or our Jolly Phonics letter of the week. Children may take part in thematic conversations, listen to stories or poems, explore movement or receive special visits from naturalists or from the Laws of Nature Museum inhabitants (animals).

**Snack:** This is a great time for social interaction and practicing table manners and good health and safety practices. Only healthy snacks are allowed at Natural Beginnings. Please send in either a fruit or a vegetable in reusable containers. Snack is not intended to be a meal, but rather a small snack. We will send out a class allergy list prior to the start of school. Please send in a small water bottle in your child's backpack. The bottle will need to be securely sealable as we may carry these on hikes.

**Responsibilities:** Children are encouraged to take ownership in tasks that help the classroom as a community. Some tasks include: animal care, plant care, sweeping and table washing.

**Reinforcing Activity:** Following the thematic curriculum schedule, children will study the unit further through art, crafts, journaling or science experiments.

**Free Choice:** Children will have the ability to choose from several different "stations" in the classroom. Examples of stations include: nature blocks, sensory activities, science experiments, dramatic play activities, math manipulatives, music and movement activities, writing activities, arts and crafts, reading activities and more. These stations change frequently throughout the year and can be based on thematic materials.

**Departure:** Children will wait at Eagle's Nest Pavilion for guardians to meet them, sign out, and walk the children safely back to the vehicles.

## Program Information



### **Tuition**

Tuition for 2016-2017 school year is \$1,500 for 2 days a week and \$1,800 for 3 days a week. There is an early payment discount of \$25 if paid in full by July 21, 2017. If multiple siblings attend Natural Beginnings concurrently, you will receive a sibling discount of 10% off yearly tuition for the second child. A non-refundable registration fee of \$150 is required upon registration.

Installments can be made on a quarterly schedule and are due on July 21, 2017; October 20, 2017; January 19, 2018; and April 20, 2018. Installment payments set up with a credit card will be deducted automatically on the due dates. If a payment is declined, the charge will be sent through again. A \$15 processing fee will be assessed when a card is declined due to negligence of updating credit card information with the business department. You will be contacted and payment will then be due within 5 days. Non-payment for class may result in a disruption of your child's education. If paying by check and you miss the deadline, there will be a \$15 late fee and you will be contacted with a 5 day grace period to pay your quarterly fee plus the late fee. Non-payment for class may result in a disruption of your child's education. Registration fees are non-refundable. Quarterly payments are non-refundable. Tuition refunds will be granted for payments that have been made in full provided a valid physician's written excuse is submitted or proof of relocation out of the area is submitted. Refunds will be pro-rated based upon the remaining number of quarters left in the year.

Scholarships may be available if funding exists. Please see a staff member for more information.

### **Arrivals**

All children are to be walked to the Eagle's Nest Pavilion where you will need to sign your child in with an instructor when you arrive. Our daily outdoor activities will start promptly at 9:00am or 12:00pm. Children need to be dressed appropriately for the weather. Natural Beginnings' responsibility for the child begins when he or she is signed in. Instructors will be ready to receive children 5 minutes prior to class. **Please make sure that your child has had access to a restroom recently prior to the start of class.**

### **Departures**

We will not dismiss your child to an unauthorized person or someone not indicated on your Enrollment Form. You may add people to your list at any time. A handwritten and signed note from the parent or guardian is acceptable to add people to your list. For identification purposes, a driver's license may be required prior to departure. All children must be signed out before leaving the premises.

Please be prompt when picking up your child. Children become worried when parents are late. If a parent is later than 15 minutes and has not called, the staff will begin to contact the child's emergency contacts. If you are running late, please contact a staff member at the Rookery Building at 630-553-3939, text your child's teacher, or call 630-553-4025 and have the Education Department office contact your child's teacher via cell phone.



## **Speed Limit**

Please respect the posted speed limit of 10mph. This protects the wildlife and **your children** from being injured. Classes are often out on the trails and crossing the road or walking through the parking lot. Hoover Forest Preserve is home to many local school field trips and there can be numerous classes out on any given day. Please make sure that you watch for school buses that are parked in the road with a red flashing sign. We may not pass these buses while the children are loading and unloading. When entering the forest preserve, slow down and enjoy the drive while your child looks for animals along the way.

## **Absences**

If your child will be absent from class, please contact Natural Beginnings at 630-553-3939 or contact your child's instructor via text.

## **Personal Belongings**

We understand that your child's personal belongings are special. Because we do not wish that their items are lost or damaged, we do not permit them in the classroom and we discourage bringing them in a backpack. Please leave all personal items at home.



## Health and Safety Concerns

### **Communicable Diseases**

The parents of any child that develops a communicable disease must notify the classroom teacher. A notice will be sent home with students in that classroom to alert parents to observe for symptoms. We will in no circumstance identify the ill child to other parents.

### **Medicine Administration**

Prescription and non-prescription medicine may be administered during classes. You and your doctor must complete the proper forms in your registration packet. Medicines must come in original containers with directions for administration and must be marked with an expiration date indicating that the medicine is current. Please take note of expiration dates and plan accordingly to replace expiring medicine during the school year. If you wish your child to have bug spray or sunscreen, the parent or caregiver must apply it before class. Instructors are not permitted to apply these to the children.

### **First Aid and CPR**

The staff at Natural Beginnings is fully trained in First Aid and CPR procedures. If your child gets injured while at Natural Beginnings, the instructor will administer first aid and you will be notified at pick-up or by phone after class for minor accidents. For major medical emergencies, we will contact you or your emergency contacts right away to come pick your child up or to alert you to emergency treatment. Should emergency treatment be required, staff will have your medical information on hand and follow the procedures. An accident report will be filled out by a staff member and kept on file.

First Aid equipment will be on hand at all times during class.

Keep your child home if:

- Your child has a temperature greater than 100\* and continue to keep them home for 24 hours after the temperature is back to normal.
- Your child has a severe cold.
- Your child has an inflammation of the eyes.
- Your child has been vomiting or has had diarrhea.
- Your child has any rashes.
- Your child has lice.



Please notify the staff if your child will miss school. No refunds will be issued for any sick days.





## **Daily Screening of Illness**

If your child displays obvious signs of illness, depending upon the symptoms displayed, a decision will be made on the advisability of the child remaining at Natural Beginnings. The parent or guardian will be notified if the child needs to return home. Your child will be sent home if there is a fever, vomiting, diarrhea or if he or she is not participating in the classroom or unable to walk during outdoor hikes and requires a lot of extra attention from an adult. Our main goal is to keep the children healthy by preventing unnecessary spreading of illnesses.

Proper hand washing is a simple and extremely effective way to stop the spread of unwanted germs. During class, we practice good hand washing habits before snack, after animal care and after using the bathroom.

## **Snacks**

An additional healthy habit that we promote at Natural Beginnings is eating nutritious snacks. Your child's snacks should only consist of fresh fruits and/or vegetables. We feel that modeling a habit of eating foods that provide good nutrition is a healthy habit for life.

## **Allergy Information**

Here at Natural Beginnings, students will come in contact with many different allergens in the natural world outside. We have a vast forest preserve to explore and numerous chances to come in contact with tree nuts, egg shells, shellfish (crayfish), pollen, seeds and grass. If your child has allergies to these things or anything else, you must make the Education Department aware of this issue **prior to enrollment**. While we are always vigilant about your child's safety, due to the nature of outdoor education, we may not always be able to prevent accidental contact.

## **Change of Address or Phone Number**

Please notify the staff when you experience a change so that your emergency information can be updated.

## **Safety**

All teachers and volunteers have undergone a thorough background check through the State of Illinois and have received training in CPR and first aid. Classroom doors will be closed and locked during class. Weather and safety drills will be practiced throughout the school year.

## **Class Cancellations and Weather Conditions**

Natural Beginnings follows the same protocols as Yorkville School District 115 for weather related school closings. If the Yorkville School District is closed, then Natural Beginnings is closed. You can find this information on the district website or by visiting [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). We also will send out a text message. If you change cell phone numbers, please notify the staff so that we can make the change for our emergency text system. No refunds will be issued for weather related closings nor will any additional days will be added to the school calendar to make up for snow days due to the building being used for other programs immediately following the last day of school.

Since your child's safety is our priority during class, we will not explore the outdoors during a thunderstorm with lightning, on bitterly cold days or on extremely windy days when branches might fall from trees. If there is a light rain, we will stay close to the building or indoors depending upon the instructors' discretion.

In keeping with our educational philosophy, we wish to encourage your child to explore the outdoors at a level he or she is comfortable with. By forcing children to be outdoors in disagreeable weather, we feel that the child will not develop a desire to spend time outside. Our goal is to inspire children go outside not because they are forced to, but because they enjoy it.

### **Cold Weather Policy**

The instructors at Natural Beginnings will make judgment calls every morning at 9am as to whether or not the children will be taking a hike or engaging in outdoor activities that morning. Several factors go into making that decision. Instructors base their decisions off of wind chill, temperature and sunlight. Due to incorrect weather forecasts or weather changes that may occur during a class allowing us to play outside later in the class, we advise that you dress your child for the weather as specified in the handbook. If temperatures fall below 15 degrees, we will stay inside, but due to the nature of our outdoor drop off, you will still need to dress your child appropriately so that they can participate in the opening activity until their friends arrive and they make their way to the building.

In extreme weather conditions, we will attempt to text parents prior to class to advise of an indoor drop off; however, due to unexpected weather conditions, we may place a weather placard at the shelter indicating an indoor drop off.





## Being Prepared for Class

### **Clothing**

Clothing should be kept simple, comfortable and washable. Students will be involved in many different types of activities while at Natural Beginnings and should be dressed accordingly. Active exploration of the outdoors is encouraged during class time and children will be permitted to splash in mud puddles, dig in the soil, make mud pies, play with paint and other things of that nature. We encourage sending your child to school in clothes that can get dirty. Discovery learning requires freedom from restrictive clothing as well. This includes tight clothing and fancy dresses. Children should wear clothing that they can manage themselves in a washroom or in the case that they need to change into dry clothes. Students need comfortable, protective shoes with gripping soles for climbing, running and jumping. Sneakers or well fitting hiking boots are best. Sandals with closed toes and heel straps are acceptable for warm weather. Flip flops are **not** acceptable footwear for trails and are deemed a safety hazard. All children should be dressed appropriately for the weather. We spend much of our day outside, so please plan accordingly.



All clothing must be **labeled** including boots, mittens, snow pants, coats, etc. Although staff members will do their best to keep track of clothing, many look the same and Natural Beginnings is not responsible for lost articles of clothing. A lost and found is kept in the entryway in a labeled basket.

Please do not send an umbrella with your child.

### **Bathroom Time**

**Please make sure that your child has recently used the bathroom prior to drop off.** The bathrooms at the Rookery also will be available for you to use with your child when you arrive. We start our day outside with outdoor play or a hike and it is conducive to the outdoor experience that we don't interrupt the play or hike to return for bathroom visits.

Make sure that the child's clothing is conducive for easy care in the bathroom. Elastic waist pants or shorts are great. If your child has pants with zippers, snaps or buttons, make sure that they are able to do this on their own. This will give the child a feeling of empowerment and independence.

Potty training is required for participation in Natural Beginnings. Diapers or Pull-ups may not be worn to class. Please note that if a child has several toileting accidents within a short time frame, the staff will evaluate the child's toileting skills and speak to the parents and may suggest the child's withdrawal from the program until he or she has mastered independent toileting skills.

## **Behavior Guidelines**

Optimal learning occurs when there is freedom for discovery, enough structure to allow everyone to learn, and physical and emotional safety. At Natural Beginnings, we will maintain a calm atmosphere with clear expectations from everyone while allowing the freedom to engage in exploration.

To achieve this, our daily program is structured to provide enough time for children to feel satisfied in play. With enough outdoor activities, children tend to expend their energy in appropriate ways and are then ready to be less physically active and more cognitively ready when they enter the indoor classroom.

Adults will be available to help children solve social problems. Some children need to be taught the language and skills necessary for dealing with issues such as sharing. Adults will serve as models and facilitate resolutions.

Adults will intervene in an educational manner, rather than punitive, when children are having a hard time controlling themselves. We want the child to see a connection between his behavior and the consequences. Methods of discipline include clear rules, redirection, planning ahead to prevent problems, encouragement, and the use of logical and natural consequences. Techniques NOT used at Natural Beginnings are: physical punishment, threats, bribery, and other methods that would hurt, frighten, belittle, or humiliate children.

It is expected that the parents will work with teachers in helping find solutions to persistent behavioral problems. In the rare event that a child's ongoing disruptive behavior does not improve despite the best efforts of the staff and this behavior has a continuing negative effect on the classroom climate, the Education Supervisor may determine that Natural Beginnings cannot meet the child's needs and the child may be disenrolled from the program. No tuition will be refunded for said child's current quarter.





## Special Events and Communication

### **Birthdays**

Birthdays are very important for most young children. Because we all would like to participate in the celebration of your child's life, the students will join together for a special birthday celebration during class. At the start of our day, the birthday child will receive a special necklace and we will sing a song for your child. Then the birthday child will hold a globe as he or she walks around the sun once for every year of his or her life. The "sun" will consist of classmates wearing orange gloves and waving their "rays". Parents are welcome to stay for this portion of the class to participate in their child's celebration. Please do not send in birthday treats due to allergy restrictions. If you would like to honor your child's birthday, please purchase something from our school wish list and we will add it to our classroom in honor of your child. To make sure that we honor children with summer birthdays, we will celebrate half-birthdays. Your child's teacher will send home a birthday calendar at the beginnings of the school year so that you know when we will celebrate your child's special day at Natural Beginnings.

### **Parent Participation**

Parent involvement is critical to the development of young children and we value working as a team for the benefit of your child. This is why we have included several opportunities for parents to be participate in our Natural Beginnings program. There will be a signup sheet at the Orientation Night offering availabilities for assisting with class parties. There will be additional opportunities for parents to participate at Natural Beginnings through play-alongs, special events, fundraisers, and the Year-End Celebration.

### **Photographs**

Please note that on the Enrollment Form you have signed, it states that "I give permission for my child to be interviewed/photographed/videoed for educational/news publicity purposes for use in any and all media." We have used photos in the past for our web page, the Kendall County Record, newsletters, brochures, display cases, a private parent group on Facebook and for presentations for the public to highlight Natural Beginnings. If you have any questions or reservations about this, please let us know.



## Newsletters and Communication

Communication between staff and parents benefits the educational experience of children. Due to limitations on conversation during arrival and departure time, newsletters, email, phone calls, parent-teacher conferences and the private Facebook group will be the primary means used to communicate with parents. Newsletters will be sent home at the start of every season. Photos will be posted to the Facebook group every week. These forms of communication should keep you current with the happenings in your child's classroom. If you have any additional questions, please call or email your child's teacher.

We ask parents to keep staff notified of significant events and changes in their children's lives. Visitors, moving, new babies, illness, divorce and death all affect a child's life at home and at school.

Your comments, questions and concerns about the program are very important to us. Please feel free to contact a staff member and share your input. We are always looking for ways to improve our program and provide an excellent educational experience for your child.



## Important Contact Information

Natural Beginnings Early Childhood Program is held in the Rookery Building at Hoover Forest Preserve. To reach the staff at Natural Beginnings call 630-553-3939. The main office for the Forest Preserve District is located at 110 W. Madison St., Yorkville, IL. For billing inquiries, please call 630-553-4025. You will receive emails and cell phone numbers for your child's Lead Teacher at Parent Orientation.



To: Kendall County Forest Preserve District - Committee of the Whole

From: Emily Dombrowski, Environmental Education Coordinator  
April Morris, Environmental Education Coordinator

RE: 2017 Spring Break and Summer Break Camps

Date: December 6, 2016

### **2017 Spring Break Mini Camps (Monday- Wednesday)**

#### **Ages 4-6**

**Camp: Sense of Adventure**

**Price: \$60**

**Time: 9-11:30 am**

Come on out and explore all that Hoover Forest Preserve has to offer in this hands-on nature camp. We will focus on our senses to explore the natural world. Time spent at camp will include science activities, nature-inspired art, unstructured play, live animal encounters, nature hiking and more!

**Dates offered: March 27-29**

#### **Ages 7-9**

**Camp: Jr. Naturalist**

**Price: \$60**

**Time: 1-3:30 pm**

Looking for something fun to do over your Spring break? Come spend time outside and learn the basics of bird watching, track hunting, nature journaling, plant and tree identification, hiking and more!

**Dates offered: March 27-29**

### **2017 Summer Camps**

#### **Ages 2-4**

**Camp: Little Garden Sprouts (M,W, F)**

**Price: \$35**

**Time: 9-10:30 am**

How does your garden grow? Come and explore as we learn what plants need to grow. We will play with dirt and seeds as your little ones try out their green thumb!

**Dates offered: June 19-23**

**Camp: Explore Nature with Sesame Street (M,W, F)**

**Price: \$35**

**Time: 9-10:30 am**

Big Birds knows birds, Kermit knows how to hop with frogs and Elmo and Grover love anything fuzzy. Get ready to fly, hop, jump, crawl and hike as we meet the birds, amphibians and mammals who live in the woods!

**Dates offered: July 17-21**

## **Ages 4-Entering Kindergarten**

**Camp: Forest Friends**

**Price: \$120**

**Time: 9-12 pm**

Come to camp and explore the forest! From deer to spiders to hawks and raccoons, we will learn about our friends in the forest through songs, crafts, and exploration!

**Dates offered: June 12-16, July 24-28**

**Camp: Dirt Detectives**

**Price: \$120**

**Time: 9-12 pm**

Discover the wonderful world of dirt! Campers will learn who lives in the dirt, create mud art, play games, and explore the exciting soil beneath their feet.

**Dates offered: June 26-30, July 10-14**

## **Entering Grade 1-2**

**Camp: Aquatic Adventures**

**Price: \$120**

**Time: 9-12 pm**

Get ready for a week of wet and wild explorations! Dip nets and buckets into streams to discover what water-loving insects and plants live there. We will play games, perform experiments, and learn how important water is in our everyday lives.

**Dates offered: June 12-16, July 17-21**

**Camp: Amazing Animals**

**Price: \$175**

**Time: 9-2:30 pm**

If your camper loves animals, they will love this camp. Animal lovers will get a closer look at the animals that call Illinois their home through games, hands-on activities, and crafts. Campers will get the opportunity to meet some of these native animals.

**Dates offered: June 26-30, July 24-28**

## **Entering Grade 3-4**

**Camp: Journey Through Time**

**Price: \$175**

**Time: 9-2:30 pm**

Campers will travel through time, experiencing what it was like to live in times gone by as well as those yet to be. Time Travelers will also make sure to stop along the way to learn to enjoy the present as much as the past or future!

**Dates offered: June 26-30, July 24-28**



**Camp: Eco Warriors****Price: \$175****Time: 9-2:30 pm**

Ready for adventure? In this camp we will do hands-on activities to explore nature and learn camping and survival skills. While hiking we will learn animal tracking, plant and animal identification, and much more. This camp will travel to different forest preserves in Kendall County. (travel included)

**Dates offered: June 12-16, July 10-14****Entering Grade 5 and 6****Camp: Adventure Road****Price: \$175****Time: 9-2:30 pm**

The Fox Valley region is filled with amazing parks and nature centers. This camp will take a field trip each day to discover the many wonders of the area. Come ready to explore!

**Dates offered: June 19-23, July 17-21****Camp: Look Mom, No Spine****Price: \$175****Time: 9-2:30 pm**

Snails, worms, spiders, centipedes, pill bugs—what do they all have in common? They have no backbone! Spend the week scouring the woods for spineless creatures.

**Dates offered: June 12-16, July 10-14****Camp: Have Paddle, Will Travel****Price: \$195****Time: 9 am on Monday- 4 pm on Tuesday Afternoon**

This camp combines canoeing and an overnight for an exciting outdoor adventure! On Monday, we will learn about water safety and practice our canoeing techniques on Loon Lake at Silver Springs State Park. We will return to Hoover for a campfire and fun evening of activities. The next morning we will use what we learned on Monday and canoe the Fox River. Experienced instructors will lead students in both canoeing and the overnight stay.

**Dates offered: July 31- August 4****Entering Grade 7-9****Camp: Nature Quest****Price: \$130****Time: 9-2:30 pm**

This camp combines canoeing and an overnight for an exciting outdoor adventure! On Monday, we will learn about water safety and practice our canoeing techniques on Loon Lake at Silver Springs State Park. We will return to Hoover for a campfire and fun evening of activities. The next morning we will use what we learned on Monday and canoe the Fox River. Experienced instructors will lead students in both canoeing and the overnight stay.

**Dates offered: June 26-30, July 10-14**

## **Ages 14-16**

### **Counselor in Training Program (CIT)**

Do you love being outside and working with children? Join us this summer and become a Summer Camp assistant! CIT's assist with camps for kindergarten– 4th grade campers. This program will help teens develop leadership skills and build a solid foundation for future employment.

Kendall County Forest Preserve District  
2017 Nature Education Spring Break and Summer Camp Budgets  
5-Dec-16

Program	Contact Hours	# of Counselors	# Offered	Min Enrollment	Total Possible Enrollment per Camp	2017 Fees (Proposed)	Min Revenue	Total Possible Revenue	Staff Time per Camp (per counselor)	Staff Pay (includes setup and cleanup)	Minimum Gain	Net Gain
Spring Break Camp	9	2	1	8	14	\$60.00	\$480.00	\$840.00	13.5	\$270.00	\$210.00	\$570.00
Spring Break Camp	9	2	1	8	14	\$60.00	\$480.00	\$840.00	13.5	\$270.00	\$210.00	\$570.00
Toddling Naturalist (1)	4.5	2	1	8	16	\$35.00	\$280.00	\$560.00	9	\$90.00	\$190.00	\$470.00
Toddling Naturalist (2)	4.5	2	1	8	16	\$35.00	\$280.00	\$560.00	9	\$67.50	\$212.50	\$492.50
PreK-K Camp	15	2	4	8	14	\$120.00	\$3,840.00	\$6,720.00	22.5	\$1,800.00	\$2,040.00	\$4,920.00
Grade 1-2 Half Day	15	2	2	8	14	\$120.00	\$1,920.00	\$3,360.00	22.5	\$900.00	\$1,020.00	\$2,460.00
Grade 1-2 Full Day	27.5	2	2	8	14	\$175.00	\$2,800.00	\$4,900.00	35	\$1,400.00	\$1,400.00	\$3,500.00
Grade 3-4 Full Day	27.5	2	4	8	14	\$175.00	\$5,600.00	\$9,800.00	35	\$2,800.00	\$2,800.00	\$7,000.00
Grade 5-6 Full Day	27.5	2	4	8	14	\$175.00	\$5,600.00	\$9,800.00	35	\$2,800.00	\$2,800.00	\$7,000.00
Canoe Camp	31	7	1	8	14	\$195.00	\$1,560.00	\$2,730.00	16	\$1,120.00	\$440.00	\$1,610.00
Adventure Road	27.50	2	2	8	14	\$175.00	\$2,800.00	\$4,900.00	35	\$1,400.00	\$1,400.00	\$3,500.00
Nature Quest	42	1	2	10	16	\$130.00	\$2,600.00	\$4,160.00	48	\$960.00	\$1,640.00	\$3,200.00
						Subtotal	\$28,240.00	\$49,170.00		\$13,877.50	\$14,362.50	\$35,292.50
										Coordinator Salaries		
										\$17,000.00		
										Supply Costs		
										\$ 3,000.00		
										Benefit Costs		
										\$3,719.00		
										Total Net Gain		
										-\$9,356.50		
										\$15,292.50		

FY 16-17 Budget - Cost Center 302

Total Revenue	\$39,118
Total Personnel	\$26,075
Total Employee Benefits	\$3,719
Total Contractual	\$0
Total Commodities	\$3,000
Total Other	\$0
Total Expenditure	\$32,794
Surplus / (Deficit)	\$6,324

Pony 1-day Camp - Ages 3-5 - 2 hour sessions									
Session	Fee	Non-Resident Fee	Minimum Enrollment	Maximum Enrollment	Staff Salary Expense	Net Gain on Program (Min)	Net Gain on Program (Max)		
Session I	\$40.00	\$45.00	3	10	\$80.00	\$47.50	\$345.00		
Session II	\$40.00	\$45.00	3	10	\$80.00	\$47.50	\$345.00		
Session III	\$40.00	\$45.00	3	10	\$80.00	\$47.50	\$345.00		
Session IV	\$40.00	\$45.00	3	10	\$80.00	\$47.50	\$345.00		
Session V	\$40.00	\$45.00	3	10	\$80.00	\$47.50	\$345.00		
Pony 1-day Camp - Ages 6-8 - 4 hour sessions									
Session	Fee	Non-Resident Fee	Minimum Enrollment	Maximum Enrollment	Staff Salary Expense	Net Gain on Program (Min)	Net Gain on Program (Max)		
Session I	\$60.00	\$65.00	3	10	\$160.00	\$27.50	\$465.00		
Session II	\$60.00	\$65.00	3	10	\$160.00	\$27.50	\$465.00		
Pony 1-day Camp - Ages 9-13 - 4 hour sessions									
Session	Fee	Non-Resident Fee	Minimum Enrollment	Maximum Enrollment	Staff Salary Expense	Net Gain on Program (Min)	Net Gain on Program (Max)		
Session I	\$60.00	\$65.00	3	10	\$160.00	\$27.50	\$465.00		
Pony 3-day Camp - Ages 6-8 - 4 hour sessions									
Session	Fee	Non-Resident Fee	Minimum Enrollment	Maximum Enrollment	Staff Salary Expense	Net Gain on Program (Min)	Net Gain on Program (Max)		
Session I	\$190.00	\$195.00	3	10	\$160.00	\$417.50	\$1,765.00		
Session II	\$190.00	\$195.00	3	10	\$160.00	\$417.50	\$1,765.00		
Session III	\$190.00	\$195.00	3	10	\$160.00	\$417.50	\$1,765.00		
Pony 3-day Camp - Ages 9-13 - 4 hour sessions									
Session	Fee	Non-Resident Fee	Minimum Enrollment	Maximum Enrollment	Staff Salary Expense	Net Gain on Program (Min)	Net Gain on Program (Max)		
Session I	\$190.00	\$195.00	3	10	\$160.00	\$417.50	\$1,765.00		
Session II	\$190.00	\$195.00	3	10	\$160.00	\$417.50	\$1,765.00		
Session III	\$190.00	\$195.00	3	10	\$160.00	\$417.50	\$1,765.00		
FY 16-17 Equestrian Center Summer Camp Budget									
Total Revenues	\$13,000				Total Revenue (Min)	Total Revenue (Max)			
Total Personnel	\$8,000	Coordinator and Instructor Salaries			1-day 3-5	\$638	\$2,125		
Total Employee Benefits	\$1,164	IMRF and SS (* .1815)			1-day 6-8	\$375	\$1,250		
Total Contractual	\$1,375	Assigned Vet/Farrier Cost			1-day 9-13	\$188	\$625		
Total Commodities	\$2,115	Summer Camp Supply Budget			3-day 6-8	\$1,733	\$5,775		
Total Other	\$0				3-day 6-8	\$1,733	\$5,775		
Total Expenditures	\$12,654				Tot. Rev. Range	\$4,665	\$15,550		
Surplus / (Deficit)	\$346				Instructor Salary Total	\$1,840.00			
					Coordinator Salaries	\$6,160.00			