

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

From: David Guritz, Director

RE: September-October 2018 Director's Report

Date: November 14, 2018

### **Meetings and Events**

September 7	Baker Woods Farm License Agreement – Bid Opening
September 13	Kelli Duncan Interview – Pickerill-Pigott Master Plan
September 19	PNA Youth Camp – Centennial Oak Planting Event Planning
September 29	PNA Youth Camp Centennial Oak Planting Event
September 29	Yorkville Historical Society “Save the Jail” Fundraising Event
October 1	Meeting with Deanna Bazan – KC Outdoor Education Center
October 4	Core Leadership Team Budget Meeting
October 4	Oswegoland Park District Comprehensive Planning Session
October 11	Kendall County Website Preview & Discussion (Granicus)
October 11	Forest Foundation of Kendall County Board Meeting
October 17	OmniTRAX Conference Call – Proposed Easement(s) Discussion
October 26	Bristol-Kendall FPD – Pigott Ranch House Inspection
October 26	Meeting with U of I – Cooperative Extension – 2019 Permitting
October 29	Ellis Equestrian Center – FY19 Budget Meeting
October 29	Eagle Scout Project Discussion – Chaske Roskopf
October 30	United City of Yorkville Attorney – Kathleen Orr Conference Call
November 1	Hoover Restoration Project Workday #1
November 1	Meeting with President Gilmour and ASA Johnson
November 8	Mack & Associates, PC FY19 Pre-Audit Interview
November 9	Forest Foundation Board Meeting

### **Priority Project Updates**

#### FY19 Operating and 2007 Series Capital Fund Budgets

Final drafts of the FY19 operating and capital fund series budgets have been completed for Committee of the Whole review. The District's combined appropriations ordinance and levy ordinance have been completed for review.

#### Pickerill-Pigott Forest Preserve

The Illinois Department of Natural Resources has scheduled a site inspection as part of the OSLAD grant application review process for November 21, 2018 at 2 pm.

The asbestos inspection was completed by Midwest Environmental Services in preparation for the demolition of the Pigott ranch house. The District has received the final report. MES confirmed that asbestos mitigation was previously completed for the Pigott ranch house.

Samples collected from the Pickerill estate house revealed asbestos containing material that will require mitigation if disturbed. Sampling results are attached to this report.

#### Forest Foundation of Kendall County – ICECF Challenge Grant Updates

The Forest Foundation of Kendall County has raised sufficient funds to begin contracted clearing of invasive brush species at Hoover Forest Preserve. The first contracted clearing date with Pizzo and Associates was completed on November 1, 2018, with 3.25 acres cleared.

The Foundation has been informed that they have been selected to receive a contribution from TransCanada, which will satisfy the remaining funds needed for the ICECF challenge grant. Additional campaign funds received from TransCanada and other sources will be used to complete the Hobbit Tunnel feature in 2019.

#### Kendall County Oak Recovery Group Updates

The Kendall County Oak Recovery Group led by The Morton Arboretum and Chicago Wilderness supported the recent Polish National Alliance “Oak Prospect of Independence” event celebrating the centennial of Poland’s independence. 100 Bur oak trees were planted as part of the event’s activities.

A presentation focusing on Kendall County Oak Woodland Recovery efforts was held at the Yorkville Public Library on October 22, 2018.

#### Position Opening

The District is in process of interviewing for the Hoover Grounds Maintenance position opening.

#### Hoover Rail Crossing Project - OmniTRAX – ComEd Easements

OmniTRAX petitioned, and the ICC approved an extension for the deadline for completion to September 2019. Conference calls have been held with ComEd and OmniTRAX, with requests to submit their initial application fees for the two proposed easements. Easement cost calculations were submitted to IDOT, with IDOT confirming that the FHA grant will reimburse both entities for the District’s easement costs. The District will need to support completion of a NEPA environmental impact report. ASA Lisa Coffey will present final easement documents once ComEd completes a survey and legal description for their proposed easement. The ComEd easement will include ownership and maintenance of the above ground and below ground electric lines coming into Hoover Forest Preserve, and ending in the restored prairie area north of the railway and just south of Meadowhawk Lodge where a new transformer box will be installed to provide power to the crossing gates and warning lights.

Respectfully submitted,

David Guritz

# Merchandise Revenue - Summary

## Receipt Dates: 9/1/2018 - 10/31/2018

11/14/2018 08:12 AM

### Birthday Pony Party

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Birthday (Pony) Party - Non-County	4	\$534.00	0		4	\$534.00
Birthday(Pony) Party - County	3	\$550.00	0		3	\$550.00
<b>Birthday Pony Party</b>		<b>\$1,084.00</b>				<b>\$1,084.00</b>

### Credit Card Revenue

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Environmental Education Credit Card Revenue	21	\$38.29	0		21	\$38.29
Hoover & Shelter Rentals Credit Card Revenue	24	\$151.73	0		24	\$151.73
Natural Beginnings Credit Card Revenue	1	\$9.63	0		1	\$9.63
<b>Credit Card Revenue</b>		<b>\$199.65</b>				<b>\$199.65</b>

### Ellis - Credit Card Revenue

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Ellis Credit Card Revenue	30	\$204.83	0		30	\$204.83
<b>Ellis - Credit Card Revenue</b>		<b>\$204.83</b>				<b>\$204.83</b>

### Ellis House

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Other Rentals (Showers, B'day Parties, etc)	3	\$1,430.00	0		3	\$1,430.00
<b>Ellis House</b>		<b>\$1,430.00</b>				<b>\$1,430.00</b>

### Firewood - Add-on

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Firewood - Rentals	4	\$100.00	0		4	\$100.00
<b>Firewood - Add-on</b>		<b>\$100.00</b>				<b>\$100.00</b>

### Pony Club

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total



# Merchandise Revenue - Summary

Receipt Dates: 9/1/2018 - 10/31/2018

11/14/2018 08:12 AM

## Pony Club

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Pony Club (includes Field Trips, Scout Programs)	5	\$490.00	0		5	\$490.00
<b>Pony Club</b>		<b>\$490.00</b>				<b>\$490.00</b>

## Riding Lessons

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Ellis - House Tenant Agreement	2	\$693.34	0		2	\$693.34
Riding - Beginner - Semi Private-Private - Non-Cty	5	\$688.00	0		5	\$688.00
Riding - Beginner - Semi-Private - Non-County	7	\$280.00	0		7	\$280.00
Riding - Beginner - Single - County	4	\$160.00	0		4	\$160.00
Riding - Beginner - Single - Non-County	6	\$270.00	0		6	\$270.00
Riding - Beginner-Semi Private - Single - County	2	\$60.00	0		2	\$60.00
Riding - Lead Line - Package - County	5	\$425.00	0		5	\$425.00
Riding - Lead Line - Single - Non-County	6	\$150.00	0		6	\$150.00
Riding - Lead Line- Package - Non-County	5	\$550.00	0		5	\$550.00
Riding- Beginner - Package - County	12	\$2,104.00	0		12	\$2,104.00
Riding- Beginner - Package - Non-County	23	\$4,010.00	0		23	\$4,010.00
Sunrise Center Monthly Fee	1	\$1,600.00	0		1	\$1,600.00
<b>Riding Lessons</b>		<b>\$10,990.34</b>				<b>\$10,990.34</b>

## Security Deposit

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Weddings - Security Deposit	0		6	(\$6,000.00)	-6	(\$6,000.00)
<b>Security Deposit</b>				<b>(\$6,000.00)</b>		<b>(\$6,000.00)</b>

## Summer Camp

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Summer Camp	1	\$45.00	0		1	\$45.00
<b>Summer Camp</b>		<b>\$45.00</b>				<b>\$45.00</b>

## Weddings



# Merchandise Revenue - Summary

## Receipt Dates: 9/1/2018 - 10/31/2018

11/14/2018 08:12 AM

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Annual Catering Fee	1	\$300.00	0		1	\$300.00
Weddings	5	\$6,985.00	0		5	\$6,985.00
<b>Weddings</b>		<b>\$7,285.00</b>				<b>\$7,285.00</b>
<b>Grand Totals</b>		<b>\$21,828.82</b>		<b>(\$6,000.00)</b>		<b>\$15,828.82</b>



# Facility Revenue - Summary Report

## Receipt Dates: 9/1/2018 - 10/31/2018

11/14/2018 08:12 AM

### Facility Category Forest Preserve

Facility	Room	Use Type	Revenue	Refund	Total
Hoover Forest Preserve	Blazing Star	Birthday Party	\$185.00		\$185.00
Hoover Forest Preserve	Blazing Star	Other	\$270.00		\$270.00
Hoover Forest Preserve	Blazing Star	Scout Outing	\$810.00		\$810.00
Hoover Forest Preserve	Kingfisher	Other	\$490.00		\$490.00
Hoover Forest Preserve	Kingfisher	Scout Outing	\$1,420.00		\$1,420.00
Hoover Forest Preserve	Moonseed	Scout Outing	\$345.00		\$345.00
Hoover Forest Preserve	Group Campsite A	Scout Outing	\$275.00		\$275.00
Hoover Forest Preserve	Group Campsite C	Scout Outing	\$160.00		\$160.00
Hoover Forest Preserve	Meadowhawk Lodge	Anniversary Party	\$360.00		\$360.00
Hoover Forest Preserve	Meadowhawk Lodge	Baby Shower	\$290.00		\$290.00
Hoover Forest Preserve	Meadowhawk Lodge	Birthday Party	\$510.00		\$510.00
Hoover Forest Preserve	Meadowhawk Lodge	Bridal Shower	\$590.00		\$590.00
Harris Forest Preserve	Shelter 1	Company Picnic	\$50.00		\$50.00
Harris Forest Preserve	Shelter 1	Family Reunion	\$50.00		\$50.00
Harris Forest Preserve	Shelter 2	Family Reunion	\$50.00		\$50.00
Harris Forest Preserve	Shelter 4	Birthday Party	\$100.00		\$100.00
Harris Forest Preserve	Shelter 4	Family Reunion	\$50.00		\$50.00
Totals For Forest Preserve			\$6,005.00		\$6,005.00

### Facility Category Historic Courthouse

Facility	Room	Use Type	Revenue	Refund	Total
Historic Courthouse	Third Floor Conference Room	Wedding Ceremony	\$130.00		\$130.00
Historic Courthouse	Court Room	Wedding Ceremony	\$140.00		\$140.00
Totals For Historic Courthouse			\$270.00		\$270.00
Room Rental Totals			\$6,275.00		\$6,275.00



# Facility Revenue - Summary Report

## Receipt Dates: 9/1/2018 - 10/31/2018

11/14/2018 08:12 AM

Package	Revenue	Refund	Total
Shelter 1 & 4 - Harris Forest Preserve	\$200.00		\$200.00
Package Rental Totals	\$200.00		\$200.00
Grand Totals	\$6,475.00	\$0.00	\$6,475.00





# Course Revenue - Summary Report

## Fall 2018

11/14/2018 08:11 AM

### Environmental Education

#### Public Programs

Course#	Course Title	Registration Type	Revenue	Actual Enroll	Max Enroll	% Full	Revenue Not Realized
10	Creatures of the Night	Session	\$145.00	32	50	64%	\$90.00
11	Babes in the Woods - Fabulous Fall	Session	\$35.00	7	16	44%	\$45.00
13	Outdoor Explorers - Survival Skills	Session	\$20.00	11	16	69%	\$25.00
14	Toddling Naturalist: Blast from the Past	Session	\$20.00	5	16	31%	\$55.00
16	Turkey Talk	Session	\$15.00	3	50	6%	\$235.00
4	Toddling Naturalist: Stripes and Spots	Session	\$30.00	6	16	38%	\$50.00
5	Babes in the Woods - Stripes and Spots	Session	\$15.00	4	16	25%	\$60.00
6	Walk and Unwined	Session	\$60.00	2	10	20%	\$240.00
7	Outdoor Explorers - Fabulous Fall	Session	\$25.00	5	16	31%	\$55.00
9	Toddling Naturalist: Fabulous Fall	Session	\$40.00	8	16	50%	\$40.00
Totals For Public Programs			\$405.00	83	222	37%	\$895.00
Totals For Environmental Education			\$405.00	83	222	37%	\$895.00
Grand Totals			\$405.00	83	222	37%	\$895.00



## Asbestos Bulk Sample Field Summary Table

<b>Client:</b> <u>KENDALL COUNTY</u> <b>FOREST PRESERVE DISTRICT</b>  <b>Address:</b> <u>110 W. Madison Street</u> <u>Yorkville, IL 60560</u>	<b>Project Location:</b> <u>FARM HOUSE</u> <u>PICKERALL PIGGOTT FOREST</u>  <b>Address:</b> <u>6350B Minkler Road</u> <u>Yorkville, IL 60560</u>
<b>MEC Project #:</b> <u>18-08-530-INSF</u> <b>Insp. Date:</b> <u>September 14, 2018</u> <b>Inspector:</b> <u>Stuart Bruce</u> <b>IDPH #:</b> <u>100-03616</u>	

H S A	MATERIAL DESCRIPTION	MATERIAL LOCATION	ACM CATEGORY	TYPE OF ANALYSIS OR ASSUMED	MATERIAL CONDITION	MATERIAL TYPE	APPROX. QUANTITY	ACM YES/NO	COMMENTS
MFA	Sheet Flooring - Tile Pattern - Yellow & Brown	Entrances From Garage, Basement Stairs, Butler Pantry, Kitchen, Utility Room, Bathroom	Cat. I	PLM	G	M	715 S.F.	Yes	
MFB	Sheet Flooring - Beige	Second Floor Bathrooms	Cat. I	PLM	G	M	93 S.F.	Yes	
MFC	Sheet Flooring - Stone Chips Pattern - Beige & Brown	Maid's Bathroom, Laundry Room, Master Bath Rooms - His and Hers	Cat. I	PLM	G	M	550 S.F.	Yes	
MFD	Sheet Flooring - Stone Pattern - Greenish Color	Weight Room	Cat. I	PLM	G	M	145 S.F.	Yes	
MFE	6x6 Clay Tile/Grout - Brown	Rear Entrance, Center Foyer	Cat. I	Assumed	G	M	855 S.F.	Assumed	
MDA	Drywall/Joint Compound	Through	N/A	PLM	G	M	N/A	No	

**ACM Category Classification:**

**Friable Asbestos-Containing Material** = A friable ACM is a material containing more than 1% asbestos that can easily be crumbled, pulverized, or reduced to powder by hand pressure when it is dry.

**Category I Non-Friable Asbestos-Containing Material** = Any asbestos-containing packet, gasket, resilient floor covering, mastic, or asphalt roofing product that contains more than 1% asbestos.

**Category II Non-Friable Asbestos-Containing Material** = Any material excluding Category I Non-Friable material containing more than 1% asbestos that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure or mechanical forces expected to act on the material.

**Analysis Type:** PLM = Polarized Light Microscopy      TEM = Transmission Electron Microscopy      Assumed = Material was not tested and is assumed to contain ACM.

**Condition:** G = Good      D = Damaged      SD = Significantly Damaged

**Material Type:** M = Miscellaneous      S = Surfacing      T = Thermal





## Asbestos Bulk Sample Field Summary Table

<b>Client:</b> KENDALL COUNTY <b>FOREST PRESERVE DISTRICT</b> <b>Address:</b> 110 W. Madison Street Yorkville, IL 60560	<b>Project Location:</b> FARM HOUSE <b>PICKERALL PIGGOTT FOREST</b> <b>Address:</b> 6350B Minkler Road Yorkville, IL 60560
	<b>MEC Project #:</b> 18-08-530-INSF <b>Insp. Date:</b> September 14, 2018 <b>Inspector:</b> Stuart Bruce <b>IDPH #:</b> 100-03616

H S A	MATERIAL DESCRIPTION	MATERIAL LOCATION	ACM CATEGORY	TYPE OF ANALYSIS OR ASSUMED	MATERIAL CONDITION	MATERIAL TYPE	APPROX. QUANTITY	ACM YES/NO	COMMENTS
MMA	Door Grout	Around Garage Doors	N/A	PLM	G	M	64 S.F	No	
MRA	Asphalt Roofing Shingles	Roof of House & Garage	Cat. II	Assumed	G	M	N/A	Assumed	House Occupied and Not Sampled
MFB	Roofing Paper	Roofing Paper	N/A	Assumed	G	M	N/A	Assumed	Not Sampled - House is Occupied

**ACM Category Classification:**

**Friable Asbestos-Containing Material** = A friable ACM is a material containing more than 1% asbestos that can easily be crumbled, pulverized, or reduced to powder by hand pressure when it is dry.

**Category I Non-Friable Asbestos-Containing Material** = Any asbestos-containing packet, gasket, resilient floor covering, mastic, or asphalt roofing product that contains more than 1% asbestos.

**Category II Non-Friable Asbestos-Containing Material** = Any material excluding Category I Non-Friable material containing more than 1% asbestos that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure or mechanical forces expected to act on the material.

**Analysis Type:** PLM = Polarized Light Microscopy      TEM = Transmission Electron Microscopy      Assumed = Material was not tested and is assumed to contain ACM.

**Condition:** G = Good      D = Damaged      SD = Significantly Damaged

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Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

## FOREST PRESERVE EXPENDITURE

209 060304	FIRST NATIONAL BANK OMAHA	11/1/18:DG	HC-WATER,ADS,TONER	11/20/18	27020006200	OFFICE SUPPLIES & POSTAGE	730.58	** bantrim
210 091310	IL STATE POLICE	9/30/18	BACKGROUND CHECKS	11/20/18	27020006200	OFFICE SUPPLIES & POSTAGE	20.00	bantrim
211 060304	FIRST NATIONAL BANK OMAHA	11/1/18:ED	ECOLOGY CONF	11/20/18	27020006204	CONFERENCES	750.58*	
212 060304	FIRST NATIONAL BANK OMAHA	11/1/18:DG	PESTICIDE TRAINING	11/20/18	27020006204	CONFERENCES	184.00	** bantrim
213 031510	COMMONWEALTH EDISON	10/25/18:ARENA	HARRIS ARENA	11/20/18	27020006351	ELECTRIC	115.00	** bantrim
214 031510	COMMONWEALTH EDISON	10/24/18:RY	RICHARD YOUNG	11/20/18	27020006351	ELECTRIC	299.00*	
215 031510	COMMONWEALTH EDISON	10/16/18	BAKER WOODS	11/20/18	27020006351	ELECTRIC	29.87	bantrim
216 031510	COMMONWEALTH EDISON	11/2/18:JW	JAY WOODS	11/20/18	27020006351	ELECTRIC	33.62	bantrim
217 031510	COMMONWEALTH EDISON	10/25/18:HA	HARRIS	11/20/18	27020006351	ELECTRIC	23.66	bantrim
							33.12	bantrim
							69.19	bantrim
							189.46*	
218 190535	SELECTIVE INSURANCE CO. OF AME	FLD2059816	EL FLOOD INS RENEWAL	11/20/18	27020006838	INSURANCE REIMB	1,336.00	bantrim
							1,336.00*	
219 190816	SHAW MEDIA	10/31/18:SHAW	WEB HOST-JOB AD	11/20/18	27020006843	PROMOTION/PUBLICITY	250.15	bantrim
							250.15*	
							2,825.19*	

Total FOREST PRESERVE EXPENDITURE

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
ELLIS HOUSE							
220 060304	FIRST NATIONAL BANK OMAHA	11/1/18:DG	EL-AT & T	11/20/18	27021007076	UTILITIES - ELLIS HOUSE	112.96 112.96*
221 060304	FIRST NATIONAL BANK OMAHA	11/1/18:MV	EL OFFICE SUPPLIES	11/20/18	27021007077	OFFICE SUPPLIES & POSTAGE	128.40 128.40*
222 010452	ADS, INC	SI-494143	EL ALARM INSPECTION	11/20/18	27021007080	GROUND & MAINT - ELLIS H	209.30
223 020172	BARRETT'S ECOWATER	NOV 2018	EL WATER-NOV 2018	11/20/18	27021007080	GROUND & MAINT - ELLIS H	25.00
224 060304	FIRST NATIONAL BANK OMAHA	11/1/18:TV	EL-PAPER TOWELS	11/20/18	27021007080	GROUND & MAINT - ELLIS H	43.46
225 130506	MENARDS	32073	EL SUPPLIES	11/20/18	27021007080	GROUND & MAINT - ELLIS H	75.33
226 130506	MENARDS	31311	EL SUPPLIES	11/20/18	27021007080	GROUND & MAINT - ELLIS H	75.34
227 130506	MENARDS	31569	EL SUPPLIES	11/20/18	27021007080	GROUND & MAINT - ELLIS H	14.95 443.38*
Total ELLIS HOUSE							684.74*
ELLIS BARN							
228 010452	ADS, INC	SI-494143	EL ALARM INSPECTION	11/20/18	27021017080	GROUND & MAINT - ELLIS B	209.30
229 161854	PROFESSIONAL GARAGE DOOR, INC	40361	EL DOOR REPAIRS	11/20/18	27021017080	GROUND & MAINT - ELLIS B	124.00 333.30*
Total ELLIS BARN							333.30*
ELLIS GROUNDS							
230 060304	FIRST NATIONAL BANK OMAHA	11/1/18:TV	EL-SOAP, TOILET PAPE	11/20/18	27021027080	GROUND & MAINT - ELLIS G	33.89 33.89*
Total ELLIS GROUNDS							33.89*
ELLIS CAMPS							
231 051936	EQUINE VETERINARY PRACTICE LLC	0204916,22,23	EL - VET CARE	11/20/18	27021107084	VET & FARRIER - ELLIS CAM	253.68
232 101300	JOHN RYAN HORSESHOEING	10/31/18:VET	EL - VET CARE	11/20/18	27021107084	VET & FARRIER - ELLIS CAM	30.00 283.68*
Total ELLIS CAMPS							283.68*
ELLIS RIDING LESSONS							
233 060304	FIRST NATIONAL BANK OMAHA	11/1/18:DG	EL-WOOD SHAVINGS	11/20/18	27021117082	ANIMAL CARE & SUPPLIES -	438.27
234 060304	FIRST NATIONAL BANK OMAHA	11/1/18:MV	EL PET SUPPLIES	11/20/18	27021117082	ANIMAL CARE & SUPPLIES -	34.51 472.78*
235 051936	EQUINE VETERINARY PRACTICE LLC	0204916,22,23	EL - VET CARE	11/20/18	27021117084	VET & FARRIER - ELLIS RID	253.66
236 101300	JOHN RYAN HORSESHOEING	10/31/18:VET	EL - VET CARE	11/20/18	27021117084	VET & FARRIER - ELLIS RID	150.00 403.66*
Total ELLIS RIDING LESSONS							876.44*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
<b>ELLIS BIRTHDAY PARTIES</b>							
237 051936	EQUINE VETERINARY PRACTICE LLC	0204916,22,23	EL - VET CARE	11/20/18	27021127084	VET & FERRIER - ELLIS B-D	253.66
238 101300	JOHN RYAN HORSESHOEING	10/31/18:VET	EL - VET CARE	11/20/18	27021127084	VET & FERRIER - ELLIS B-D	80.00
							333.66*
239 190147	MICHELLE SALATO	10/30/18:MS	EL PROGRAM SUPPLIES	11/20/18	27021127087	PROG SUPPLIES - ELLIS B-D	39.20
							39.20*
<b>Total ELLIS BIRTHDAY PARTIES</b>							<b>372.86*</b>
<b>ELLIS PUBLIC PROGRAMS</b>							
240 060304	FIRST NATIONAL BANK OMAHA	11/1/18:MV	EL VOLUNTEER SUPPLIE	11/20/18	27021137079	VOLUNTEER EXP - ELLIS PUB	32.50
							32.50*
<b>Total ELLIS PUBLIC PROGRAMS</b>							<b>32.50*</b>
<b>ELLIS WEDDINGS</b>							
241 060304	FIRST NATIONAL BANK OMAHA	11/1/18:DG	ELLIS REFUSE P/U	11/20/18	27021207078	REFUSE PICKUP - ELLIS	117.66
							117.66*
242 268446	NICOLE KANE	6/21/19-EL	EL SEC DEP CANCEL	11/20/18	27021207088	ELLIS SECURITY DEPOSIT RE	500.00
243 268463	JENNIFER MENCHACA	10/21/18:EL	EL SEC DEP RTN	11/20/18	27021207088	ELLIS SECURITY DEPOSIT RE	325.00
244 268464	REBECCA BOGDAN	10/20/18:EL	EL SEC DEP RTN	11/20/18	27021207088	ELLIS SECURITY DEPOSIT RE	1,000.00
245 268465	AL MEISTER	10/27/18:EL	EL SEC DEP RTN	11/20/18	27021207088	ELLIS SECURITY DEPOSIT RE	455.00
							2,280.00*
<b>Total ELLIS WEDDINGS</b>							<b>2,397.66*</b>
<b>HOOVER</b>							
246 031510	COMMONWEALTH EDISON	10/30/18:BATH	HVR BATHHOUSE	11/20/18	27022006861	HOOVER - ELECTRIC	168.33
247 031510	COMMONWEALTH EDISON	10/30/18:HVR	HVR MULTIPLELIES	11/20/18	27022006861	HOOVER - ELECTRIC	691.20
248 031510	COMMONWEALTH EDISON	10/30/18:HOUSE	HVR HOUSE	11/20/18	27022006861	HOOVER - ELECTRIC	62.77
							922.30*
249 101297	JOHN DEERE FINANCIAL	10/27/18	HVR-SUPPLIES	11/20/18	27022006863	HOOVER - SHOP SUPPLIES	16.93
							16.93*
250 101297	JOHN DEERE FINANCIAL	10/27/18	HVR-SUPPLIES	11/20/18	27022006864	HOOVER - BUILDING MAINTEN	11.98
							11.98*
251 060315	FIRST PLACE RENTAL	299524-1	HVR MANHOLE LOCATION	11/20/18	27022006865	HOOVER - GROUNDS MAINTENA	30.24
252 101297	JOHN DEERE FINANCIAL	10/27/18	HVR-SUPPLIES	11/20/18	27022006865	HOOVER - GROUNDS MAINTENA	71.24
							101.48*
253 071250	GARY GOLINSKI	18-00268	BUNKHOUSE SEC DEP RT	11/20/18	27022007088	HOOVER SECURITY DEPOSIT R	100.00
254 100170	DIANE JASKOWSKI	18-00264	BUNKHOUSE SEC DEP RT	11/20/18	27022007088	HOOVER SECURITY DEPOSIT R	100.00
255 110917	DANIEL KLEINWACHTER	18-00280	ML SEC DEP RTN	11/20/18	27022007088	HOOVER SECURITY DEPOSIT R	127.50
256 122137	GUNTHER LUBBEN	18-00249	BUNKHOUSE SEC DEP RT	11/20/18	27022007088	HOOVER SECURITY DEPOSIT R	100.00
257 267514	BILL GLASE	18-00281	BUNKHOUSE SEC DEP RT	11/20/18	27022007088	HOOVER SECURITY DEPOSIT R	100.00





[illegible]

COURTHOUSE RENOVATIONS

353 192058	KAREN STONE	18-00048	COURT ROOM SEC DEP R	11/20/18	85020006650	EXPENDITURES	100.00	bantrim
							100.00*	
Total COURTHOUSE RENOVATIONS							100.00*	

FP BOND PROCEEDS 2007

391 010162	A&B EXTERIORS, LLC.	HARRIS SHELTER	HARRIS SHELTERS 1 &4	11/20/18	95020006850	PROJECT FUND EXPENSES	8,057.83	***
392 160985	PIZZO & ASSOC, LTD	118134-P-FPDK	HOOVER CLEARING PROJ	11/20/18	95020006850	PROJECT FUND EXPENSES	1,520.00	bantrim
393 190620	SERVICE EXPERTS	EL EQUIP	EL-A/C UNIT REPLACEM	11/20/18	95020006850	PROJECT FUND EXPENSES	7,245.00	bantrim
							16,822.83*	
Total FP BOND PROCEEDS 2007							16,822.83*	

GRAND TOTAL

\$31,081.59



To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: HLR Phase II and Phase III Proposal

Date: November 14, 2018

The final draft of the HLR Phase II and Phase III proposal is attached for review. This final draft will be reviewed by the State's Attorney's Office.

ASA Jim Webb completed the State's Attorney's Office's initial review, with the final document to be presented to Commission for approval on November 20, 2018.

The upper limits for compensation are included in the FY19 Capital Fund budget:

Phase II: \$26,000.00

Phase III: \$26,730.00

Total: \$52,730.00



**Hampton, Lenzini and Renwick, Inc.**  
Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists  
[www.hltrengineering.com](http://www.hltrengineering.com)

November 14,, 2018

Mr. Dave Guritz, Director  
Kendall County Forest Preserve District  
[dguritz@co.kendall.il.us](mailto:dguritz@co.kendall.il.us)

RE: Proposal for Engineering Services  
Millbrook Bridge over the Fox River  
Phase II Design & Phase III Construction Services

Dear Mr. Guritz:

We have prepared this letter to serve as the agreement between the Kendall County Forest Preserve District (Client) and Hampton, Lenzini and Renwick, Inc. (Consultant) for professional engineering services requested relative to the Millbrook Bridge over the Fox River.

The purpose of these services is to develop contract plans, specifications and estimates suitable for bid letting (Phase II) and construction observation services (Phase III) of the removal of the bridge truss structure, piers and abutments.

#### **SCOPE OF SERVICES: PHASE II**

The Client and Consultant agree to the following list of Phase II Basic Services the Consultant will provide to the Client:

1. Complete field survey of the site, including cross-sections of the channel and west bank, existing bridge dimensions and tree removal limits, necessary for design and determination of plan quantities.
2. Complete hydrologic and hydraulic design of temporary in-stream works. Determine required size of culverts to bypass flow under the temporary causeway. Determine estimated water surface elevation for cofferdam specification. Submit construction permit request to IDNR with Review Fee of \$2620.
3. Assemble construction plan set including plan and profile of existing bridge and channel, layout of temporary cofferdams and causeway, details of temporary works, riprap layout along shoreline section and erosion control plan. Incorporate special conditions or management practices as required to comply with environmental permits obtained in preliminary phase.
4. Identify potentially affected utilities though JULIE coordination. Coordinate with utilities to request facility locations and necessary protection measures.
5. Develop project special provisions, contract booklet suitable for letting and engineer's project cost estimate.

380 Shepard Drive  
Elgin, Illinois 60123-7010  
Tel. 847.697.6700  
Fax 847.697.6753

6825 Hobson Valley Drive  
Unit 302  
Woodridge, Illinois 60517  
Tel. 847.697.6700  
Fax 847.697.6753

3085 Stevenson Drive  
Suite 201  
Springfield, Illinois 62703  
Tel. 217.546.3400  
Fax 217.546.8116

323 West 3rd Street  
P.O. Box 160  
Mt Carmel, Illinois 62863  
Tel. 618.262.8651  
Fax 618.263.3327

### **SCOPE OF SERVICES: PHASE III**

The Client and Consultant agree, upon satisfactory completion of the Phase II services to the following list of Phase III Basic Services the Consultant will provide to the Client:

1. Pre-Construction Services: Lead pre-construction meeting, review shop drawings and bridge demolition procedure, project setup, schedule coordination.
2. Construction Services: On-site part-time resident engineering to perform observation, documentation, and checks of contractor's construction operations for approximately 108 hours during the project (Estimated as 24 hours/week for 4.5 weeks). In addition, project management and quality assurance will be provided as outlined in the Not-To-Exceed Cost.
3. Post-Construction Services: Punchlist and final inspection services will be provided to ensure that the project is acceptable to the Client. Final agreement to quantities will be performed with the contractor. Hardcopies of as-built drawings will be created and provided to the Client (with electronic files as desired). Final documentation and job box will be completed and turned into the Client.

Construction Services will be scheduled to match the contractor's progress, following their actual schedule for daily work. We will not be onsite during non-working days. If unforeseen delays occur, causing the construction period to extend past the stated work hours herein, we reserve the right to negotiate additional hours to cover the construction observation. No additional hours shall be compensated without the prior written approval of the Client.

If agreed to in writing by the Client and Consultant, Additional Services shall be provided and shall be labeled as Exhibit A for either Phase and appended hereto. Services not set forth above as Basic Services of this Agreement are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed.

All the above services are to be performed to the satisfaction and in conformance with the requirements of the Client.

### **RESPONSIBILITIES OF CLIENT**

It is the Consultant's understanding that the Client will provide the following assistance, information, and related materials relative to the above-described project:

- Use of Forest Preserve property adjacent to the site for Consultant and Contractor access.
- Complete the removal of the endangered species during construction operations as per guidelines of the IDNR-OWR Incidental Take Permit.

### **Information Provided by Others**

The Client shall furnish, at the Client's expense, all project related information, performance requirements, State-listed species reports, data, surveys, and instructions, as well as any Client requirements included within the final demolition contract documents developed under this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

### **COMPENSATION**

#### **Billing Terms**

For our services we will be compensated at the following hourly rates, which will be considered payment in full to Hampton, Lenzini and Renwick, Inc. for actual employee time utilized to provide the required services, said rates include overhead and burden costs plus profit.

The upper limit of compensation will not exceed \$26,000.00 for Phase II services.

Mr. Dave Guritz, Director  
Kendall County Forest Preserve District  
November 14, 2018  
Page 3 of 8

The upper limit of compensation will not exceed \$26,730.00 for Phase III services. This upper limit includes the scope of services for preconstruction and post construction activities as noted above and a construction duration of 4.5 weeks.

If contractor's submitted progress schedule shows a construction duration of longer than 4.5 weeks, or if weather, flooding, or other unforeseen issues modify the contractor's schedule to be longer than 4.5 weeks, HLR's Phase III not to exceed cost is subject to change in order to provide more construction observation/documentation manhours as directed by the Client.

Any additional services required beyond those set forth above will be charged at the rates stated herein and be considered an addition to the not-to-exceed cost. Any costs incurred above the not-to-exceed cost must be pre-approved in writing by the Client. For State agency permit fees, Consultant will be reimbursed at the actual cost of those fees, with those fees included within the upper limit for compensation as stated in this contract.

Invoices shall be submitted by the Consultant on a monthly basis and payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, as amended (50 ILCS 505/1 *et seq.*).

<u>Employee Classification</u>	<u>2018 Hourly Rate</u>
Principal	\$205.00
Engineer 6	158.00
Engineer 5	149.00
Engineer 4	133.00
Engineer 3	119.00
Engineer 2	105.00
Engineer 1	82.00
Structural 2	175.00
Structural 1	128.00
Technician 3	116.00
Technician 2	89.00
Technician 1	70.00
Intern/ Temp	53.00
Land Acquisition	117.00
Survey 2	118.00
Survey 1	91.00
Environmental 2	124.00
Environmental 1	66.00
Administration 2	117.00
Administration 1	60.00

The hourly rate itemized above shall be effective the date the parties hereunto entering this AGREEMENT have affixed their hands and seals and shall remain in effect until December 31, 2018. In the event services of the ENGINEER extend beyond December 31, 2018, the hourly rates will be adjusted yearly to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time. The CLIENT will be notified of individual rate adjustments. The stated upper limit of compensation will remain in effect.

#### **Payment Terms**

If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.



If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within twenty (20) calendar days after presentation of invoice by direct negotiation between the parties may be resolved by any action at law or in equity available to the parties.

## **GENERAL TERMS AND CONDITIONS**

### **Assignment**

Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this agreement without the prior written consent of the other party.

### **Certification**

Consultant certifies that Consultant, its parent companies, subsidiaries, and affiliates are not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 *et seq.* (the Illinois Prevailing Wage Act). Consultant further certifies by signing this Agreement that Consultant, its parent companies, subsidiaries, and affiliates have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 *et seq.*; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that Officer's or employee's official capacity. Nor has Consultant made an admission of guilt of such conduct that is a matter of record, nor has any official, officer, agent, or employee of the company been so convicted nor made such an admission.

Both parties affirm no Kendall County Forest Preserve District officer or elected official has a direct or indirect pecuniary interest in HLR or this Agreement, or, if any Kendall County Forest Preserve District officer or elected official does have a direct or indirect pecuniary interest in HLR or this Agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with 50 ILCS 105/3.

### **Defects in Service**

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

### **Drug-Free Workplace.**

Consultant and its employees, subcontractors, and agents agree to comply with all provisions of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* and the Illinois Drug-Free Workplace Act, 30 ILCS 580/1 *et seq.*

### **Entire Agreement**

This Agreement, comprising pages 1 through 8 is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings, and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

### **Governing Law and Jurisdiction**

The Client and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation, and performance shall be governed by the laws of the State of Illinois.

It is further agreed that the venue for any legal action between the Client and the Consultant arising out of this Agreement or the performance of the services shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

#### **Indemnification**

The Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Client, its officers, directors, agents, and employees (collectively, Client) against all damages, claims, suits, costs, or other liabilities, including reasonable attorneys' fees and defense costs, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in the Agreement by Consultant (collectively, the "Claims"), to the extent such Claims result from the performance of this Agreement by Consultant or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Consultant, or anyone for whom the Consultant is legally liable, in their performance under this Agreement. Pursuant to Illinois law, 55 ILCS 5/3-9005, any attorney representing the Client, under this paragraph, must first be approved by the Kendall County State's Attorney and appointed a Special Assistant State's Attorney, as provided in 55 ILCS 5/3-9005. The Client's participation in its defense shall not remove Consultant's duty to indemnify, defend, and hold the Client harmless, as set forth above. Client does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this Agreement.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

#### **Independent Contractor**

It is understood and agreed that Consultant is an independent contractor and is not an employee of, partner of, agent of, or in a joint venture with Client. Consultant understands and agrees that Consultant is solely responsible for paying all wages, benefits and any other compensation due and owing to Consultant's officers, employees, and agents for the performance of services set forth in the Agreement. Consultant further understands and agrees that Consultant is solely responsible for making all required payroll deductions and other tax and wage withholdings pursuant to state and federal law for Consultant's officers, employees and/or agents who perform services as set forth in the Agreement. Consultant also agrees that Client is not responsible for providing any insurance coverage for the benefit of Consultant, Consultant's officers, employees, sub-consultants and agents. Consultant hereby agrees to defend with counsel of Client's own choosing, indemnify and waive any right to recover alleged damages, penalties, interest, fees (including attorneys' fees), and/or costs from Client, its board members, officials, employees, insurers, and agents for any alleged injuries that Consultant, its officers, employees and/or agents may sustain while performing services under the Agreement.

#### **Insurance**

Consultant will obtain and continue in force, during the term of this Agreement, all insurance as set forth below. Each insurance policy shall not be cancelled or changed without thirty (30) days prior written notice, given by the insurance carrier to Client. Before starting work hereunder, Consultant shall deposit with Client certificates evidencing the insurance it is to provide hereunder: (a) Worker's Compensation and Occupational Disease Disability insurance, in compliance with the laws of the jurisdiction where the work is being performed, (b) Employer's comprehensive general liability insurance for both personal injury and property damage in the minimum amount of \$1,000,000 for each accident, (c) Comprehensive business automobile liability insurance in the minimum amount of \$1,000,000 combined single limit, (d) Comprehensive excess liability insurance with a combined minimum single limit of \$5,000,000 for each occurrence, with a minimum \$5,000,000 aggregate, (e) Professional liability insurance in the minimum amount of \$1,000,000 combined single limit.

The Kendall County Forest Preserve District shall be named as an Additional Insured on a Primary and Non-Contributory basis with respect to all liability coverage. Further, all liability and workers' compensation policies must include a waiver of subrogation in favor of Kendall County Forest Preserve District. Also, Kendall County Forest Preserve District shall be designated as the certificate holder. The insurance required under this

Agreement does not represent that coverage and limits will necessarily be adequate to protect Consultant, nor be deemed as a limitation on Consultant's liability to Kendall County Forest Preserve District in this Agreement.

#### **Non-Discrimination**

Consultant, its officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

#### **Compliance with State and Federal Laws**

Consultant agrees to comply with all applicable federal, state and local laws and regulatory requirements and to secure such licenses as may be required for its employees and to conduct business in the state, municipality, county and location. Such obligation includes, but is not limited to, environmental laws, civil rights laws, prevailing wage and labor laws.

#### **Right of Entry**

The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder.

#### **Severability**

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of the Agreement shall remain in full force and effect.

#### **Standard of Care**

In providing services under this Agreement, the Consultant will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

#### **Suspension of Services**

If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension.

If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

#### **Termination**

In the event of termination of this Agreement by either party, the Client shall pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

Mr. Dave Guritz, Director  
Kendall County Forest Preserve District  
November 14, 2018  
Page 7 of 8

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

#### **Third-Party Beneficiaries**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors, and other entities involved in this Project to carry out the intent of this provision.

#### **Waiver**

Client and/or Consultant's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

#### **Unauthorized Changes**

In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Consultant without obtaining the Consultant's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore, the Client agrees to waive any claim against the Consultant and to release the Consultant from any liability arising directly or indirectly from such changes.

In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Consultant's construction documents without the prior written approval of the Consultant and that further requires the Contractor to indemnify both the Consultant and the Client from any liability or cost arising from such changes made without such proper authorization.

If this agreement meets with the Forest Preserve's approval, please have the proper officials sign and date same where indicated below and return one (1) copy for our file. If you have questions on any of the above, please call me at our Springfield office.

Yours truly,

**HAMPTON, LENZINI AND RENWICK, INC.**

By:

Steven Megginson, P.E., S.E.  
Vice President

Enclosure

Mr. Dave Guritz, Director  
Kendall County Forest Preserve District  
November 14, 2018  
Page 8 of 8

### ACCEPTANCE

The terms and conditions of this letter agreement are hereby accepted by the Kendall County Forest Preserve District for engineering services set forth above.

By \_\_\_\_\_  
Date \_\_\_\_\_

### ATTEST:

By \_\_\_\_\_



## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
<b>Beginning Balance (est.)</b>	<b>249,695</b>	<b>317,672</b>	<b>311,143</b>	<b>317,671</b>	<b>359,248</b>	<b>15.5%</b>
<b>REVENUE</b>						
270-1-000-1100 Current Tax	542,849	552,629	576,247	576,247	595,107	3.3%
270-1-000-1135 Interest Income	196	218	170	711	700	311.8%
270-1-000-1325 Other Income	5,505	3,142	8,000	245	8,000	
270-1-500-1325 Other Income - Grounds & Natural Resources			6,000	873	6,000	
270-1-000-1335 Donations - Administration	445	1,742	500	78	500	
270-1-111-1335 Donations - Ellis Equestrian Center	467	450	500	50	500	
270-1-200-1335 Donations - Hoover	90	578				
270-1-300-1335 Donations - Environmental Education		1,305	500		500	
270-1-303-1335 Donations - Env. Educ. Natural Beginnings	950		2,000		2,000	
270-1-304-1335 Donations - Env. Educ. Other Programs		63				
270-1-400-1335 Donations - Natural Area Volunteers		2,769	2,000		2,000	
270-1-500-1335 Donations - Grounds & Natural Resources			4,500	360	4,500	
270-1-600-1335 Donations - Pickerell Pigott						
270-1-500-1500 Picnic & Shelter Rental - Grounds & Natural Resources	6,530	4,755	6,200	4,950	6,200	
270-1-500-1503 Preserve Improvements - Grants	940		3,500		3,500	
270-1-300-1507 Environmental Education Revenue						
270-1-301-1507 Env. Educ. - School Programs	29,504	24,099	33,000	34,041	35,000	6.1%
270-1-302-1507 Env. Educ. - Camps	18,760	23,380	33,000	19,295	30,000	-9.1%
270-1-303-1507 Env. Educ. - Natural Beginnings	74,796	76,604	79,646	95,555	86,430	8.5%
270-1-304-1507 Env. Educ. - Other Public Programs	1,575	4,026	6,000	4,938	6,000	
270-1-600-1507 Other Revenue - Pickerell Pigott						
270-1-200-1513 Hoover Revenue	245					
270-1-200-1513 Hoover Revenue (Yorkville Athletic Assoc. License)		2,250	2,250		2,250	
270-1-200-1513 Hoover Revenue (Residence Lease)		2,863	3,000	3,863	3,000	
270-1-201-1513 Hoover Bunkhouse Rental Rev	35,138	33,291	33,525	35,193	33,525	
270-1-202-1513 Hoover Campsite Rental Rev	6,150	5,075	4,500	5,525	4,750	5.6%
270-1-203-1513 Hoover Meadowhawk Rental Rev	12,294	14,288	10,500	17,400	16,500	57.1%
270-1-600-1513 Rental Revenue - Pickerell Pigott					8,400	
270-1-000-1514 Farm License Revenue	192,838	146,963	151,030	160,723	151,030	
270-1-100-1517 Security Deposit Revenue - Ellis						
270-1-120-1517 Security Deposit Revenue - Ellis Weddings	17,125	8,460	15,000	8,410	10,000	-33.3%
270-1-121-1517 Security Deposit Revenue - Ellis Other Rentals	1,375	780	600	655	600	
270-1-201-1518 Security Deposit Revenue - Hoover Bunkhouse	1,900	4,100	4,000	6,428	6,000	50.0%
270-1-203-1518 Security Deposit Revenue - Hoover Meadowhawk	5,724	7,298	6,500	9,625	9,000	38.5%
270-1-600-1518 Security Deposit - Pickerell Pigott				1,000	1,000	
270-1-000-1519 Credit Card Revenue - All Preserves	1,463	2,066	3,300	2,906	3,000	
270-1-200-1519 Credit Card Revenue - Hoover	40					
270-1-100-1570 Ellis Center House	1,969					
270-1-110-1570 Ellis Center Camps	5,660	3,673	9,897	9,305	10,000	1.0%
270-1-111-1570 Ellis Center Riding Lessons	33,378	23,160	25,130	41,540	36,000	43.3%
270-1-112-1570 Ellis Center Birthday Parties	9,619	6,533	9,500	8,029	8,000	-15.8%
270-1-113-1570 Ellis Center Public Programs	166	3,138	2,520	4,848	5,000	98.4%
270-1-114-1570 Sunrise Center North License Agreement	1,600	19,200	24,600	21,413	24,600	
270-1-120-1570 Ellis Center Weddings	57,176	58,365	22,000	44,870	40,000	81.8%
270-1-121-1570 Ellis Center Other Rentals	5,192	3,402	4,500	2,405	4,500	
270-1-130-1570 Ellis Center 5K Event	3,592	2,779	4,000	1,484	4,000	
<b>Total Revenue</b>	<b>1,080,314</b>	<b>1,043,443</b>	<b>1,098,115</b>	<b>1,122,964</b>	<b>1,168,092</b>	<b>6.4%</b>
<b>PERSONNEL</b>						
270-2-000-6101 Salary - Full Time Administration	123,789	130,293	140,228	136,697	139,435	-0.6%
270-2-000-6102 Salary - Part Time Administration	4,842	4,102			14,250	
270-2-500-6101 Salary - Full Time Grounds & Natural Resources	133,068	143,503	147,277	142,122	148,502	0.8%
270-2-500-6102 Salary - Part Time Grounds & Natural Resources	9,928	18,563	34,290	31,886	35,746	4.2%

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
<b>Salary Full Time: Env. Education</b>						
270-2-301-6103 Env. Educ. FT Salary - School Programs Expense			12,871		13,000	
270-2-302-6103 Env. Educ. FT Salary - Camps Expense			8,105		8,200	
270-2-304-6103 Env. Educ. FT Salary - Other Public Programs Expense			1,103		1,200	
270-2-305-6103 Env. Educ. FT Salary - Laws of Nature			412		477	
<b>Salary Part Time: Env. Education</b>						
270-2-301-6128 Env. Educ. PT Salary - School Programs Expense	31,906	39,227	16,140	24,113	22,000	36.3%
270-2-302-6128 Env. Educ. PT Salary - Camps Expense	16,689	17,664	18,495	15,657	19,000	2.7%
270-2-303-6128 Env. Educ. PT Salary - Natural Beginnings Expense	45,955	60,034	54,927	57,644	53,475	-2.6%
270-2-304-6128 Env. Educ. PT Salary - Other Public Programs Expense	4,080	6,790	4,397	6,664	7,000	59.2%
270-2-305-6128 Env. Educ. PT Salary - Laws of Nature	1,656	1,950	1,338	1,631	2,575	92.4%
270-2-306-6128 Env. Educ. PT Salary - Other Expense	40	47		5,371		
<b>Salary Part Time - Ellis</b>						
270-2-100-6122 Salary PT - Ellis House	9,756	10,884	8,033	8,823	8,851	10.2%
270-2-101-6122 Salary PT - Ellis Barn	6,005	6,833	8,033	8,412	8,851	10.2%
270-2-102-6122 Salary PT - Ellis Grounds	12,048	15,937	16,066	18,731	17,701	10.2%
270-2-110-6122 Salary PT - Ellis Center Camps Expense	3,512	1,546	5,628	3,808	4,604	-18.2%
270-2-111-6122 Salary PT - Ellis Center Riding Lessons Expense	21,518	23,746	18,580	19,941	25,414	36.8%
270-2-112-6122 Salary PT - Ellis Center Birthday Parties Expense	4,268	3,185	3,816	5,222	5,000	31.0%
270-2-113-6122 Salary PT - Ellis Center Public Programs Expense		1,716	1,190	2,764	3,000	152.1%
270-2-114-6122 Salary PT - Ellis Sunrise License Agreement		11,410	14,456	14,790	15,000	3.8%
270-2-120-6122 Salary PT - Ellis Center Weddings Expense	17,136	20,178	8,228	15,788	13,015	58.2%
270-2-121-6122 Salary PT - Ellis Center Other Rentals Expense	95	-				
<b>Salary Full Time: Hoover</b>						
270-2-200-6126 Salary FT - Hoover Grounds	16,498	22,585	25,222	24,288	25,038	-0.7%
270-2-201-6126 Salary FT - Hoover Bunkhouse	8,249	13,119	12,611	12,144	12,519	-0.7%
270-2-202-6126 Salary FT - Hoover Campsite	4,124	6,559	6,306	6,072	6,260	-0.7%
270-2-203-6126 Salary FT - Hoover Meadowhawk	4,125	6,559	6,306	6,072	6,260	-0.7%
<b>Salary Part Time: Hoover</b>						
270-2-200-6127 Salary PT - Hoover Grounds	11,731	18,107	18,978	19,348	24,963	31.5%
270-2-201-6127 Salary PT - Hoover Bunkhouse	5,691	9,053	9,489	9,541	12,482	31.5%
270-2-202-6127 Salary PT - Hoover Campsite	2,711	4,530	4,744	5,049	6,241	31.5%
270-2-203-6127 Salary PT - Hoover Meadowhawk	2,893	4,529	4,744	5,334	6,241	31.5%
270-2-000-6115 Board Per Diem	4,410	2,924	3,200	2,895	3,200	
<b>Total Personnel</b>	<b>506,723</b>	<b>605,573</b>	<b>615,212</b>	<b>610,807</b>	<b>669,500</b>	<b>8.8%</b>
<b>EMPLOYEE BENEFITS</b>						
270-2-000-6300 IMRF/SS Expense - Administration	22,501	24,308	24,806	26,701	23,883	-3.7%
270-2-200-6300 IMRF/SS Expense - Hoover Grounds	4,951	6,701	7,611	7,665	7,747	1.8%
270-2-201-6300 IMRF/SS Expense - Hoover Bunkhouse	2,400	3,693	3,805	3,806	3,874	1.8%
270-2-202-6300 IMRF/SS Expense - Hoover Campsite	1,192	1,725	1,902	1,949	1,937	1.8%
270-2-203-6300 IMRF/SS Expense - Hoover Meadowhawk	1,220	1,868	1,902	1,950	1,937	1.8%
270-2-300-6300 IMRF/SS Fund Expense - Env. Education						
270-2-301-6300 IMRF/SS Fund Expense - Env. Education School Programs	4,229	4,400	4,146	4,426	4,339	4.7%
270-2-302-6300 IMRF/SS Fund Expense - Env. Education Camps	1,800	1,922	3,500	2,619	3,800	8.6%
270-2-303-6300 IMRF/SS Fund Expense - Env. Education Natural Beginnings	7,443	8,993	8,490	8,951	6,452	-24.0%
270-2-304-6300 IMRF/SS Fund Expense - Env. Education Other Public Programs	635	838	722	775	900	24.7%
270-2-305-6300 IMRF/SS Fund Expense - Env. Education Laws of Nature	207	286	222	202	300	35.1%
270-2-306-6300 IMRF/SS Fund Expense - Env. Education Other Expenses	6	4	10	542		-100.0%
270-2-500-6300 IMRF/SS Expense - Grounds & Nat. Resources	24,652	28,429	30,430	23,454	27,536	-9.5%
270-2-100-6301 IMRF & SS Expense - Ellis House	1,632	1,724	1,308	1,472	1,240	-5.2%
270-2-101-6301 IMRF & SS Expense - Ellis Barn	920	1,177	1,308	1,417	1,240	-5.2%
270-2-102-6301 IMRF & SS Expense - Ellis Grounds	1,928	2,579	2,616	3,102	2,480	-5.2%
270-2-110-6301 IMRF & SS Expense - Ellis Center Camps Expense	461	180	597	401	400	-33.0%
270-2-111-6301 IMRF & SS Expense - Ellis Center Riding Lessons Expense	3,550	3,183	1,982	2,007	2,124	7.2%
270-2-112-6301 IMRF & SS Expense - Ellis Center Birthday Parties Expense	807	438	407	561	500	22.9%
270-2-113-6301 IMRF & SS Expense - Ellis Center Public Programs Expense		187	127	230	400	215.0%
270-2-114-6301 IMRF & SS Expense - Sunrise Center North		1,610	1,541	1,539	1,690	9.7%
270-2-120-6301 IMRF & SS Expense - Ellis Center Weddings Expense	2,967	3,302	566	2,661	996	76.0%
270-2-121-6301 IMRF & SS Expense - Ellis Center Other Rentals Expense	18	-				
270-2-130-6301 IMRF & SS Expense - Ellis Center 5K Event Expense	65	-	63			-100.0%

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION		ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
270-2-000-6839	<b>Medical Insurance - Administration</b>	17,633	18,905	33,887	19,955	38,970	15.0%
	<b>Medical Insurance - Hoover</b>						
270-2-200-6839	Medical Insurance - Hoover Grounds	9,607	4,858	5,805	5,026	6,676	15.0%
270-2-201-6839	Medical Insurance - Hoover Bunkhouse	4,803	2,429	2,902	2,513	3,337	15.0%
270-2-202-6839	Medical Insurance - Hoover Campsite	2,402	1,215	1,451	1,257	1,669	15.0%
270-2-203-6839	Medical Insurance - Hoover Meadowhawk	2,726	1,215	1,451	1,257	1,669	15.0%
270-2-500-6839	<b>Medical Insurance - Grounds &amp; Nat. Resources</b>	28,063	32,125	35,216	40,625	40,498	15.0%
270-2-000-6838	Transfer to KC General Liability Insurance	42,316	43,325	43,324	43,324	43,088	-0.5%
270-2-000-6838	Insurance Claim Deductible Repayment to KC	64,155		5,000	5,000	5,000	
270-2-000-6859	Insurance Deductible			10,000	10,000	10,000	
	<b>Total Employee Benefits</b>	<b>255,285</b>	<b>201,617</b>	<b>237,097</b>	<b>225,485</b>	<b>244,682</b>	<b>3.2%</b>
<b><u>CONTRACTUAL</u></b>							
270-2-000-6203	Dues/Memberships	1,590	2,035	1,000	1,249	1,200	20.0%
270-2-000-6204	Conferences	1,677	966	2,000	657	2,000	
270-2-500-6207	Telephone - Grounds & Natural Resources	11,040	11,613	10,890	10,244	10,500	-3.6%
270-2-000-6209	Legal Publications	80	483	400	189	400	
270-2-000-6215	Contractual Services (RecPro Software)	1,500	1,600	1,500	2,400	2,250	50.0%
270-2-000-6549	Audit	7,500	7,500	7,500	7,500	7,750	3.3%
270-2-500-6847	Refuse Pickup - Grounds & Natural Resources	8,058	7,468	6,750	6,605	6,750	
270-2-000-6834	Farm Lease Contract Expense	683		500		500	
270-2-120-7078	Refuse Pickup - Ellis	1,604	1,271	1,300	1,610	1,500	15.4%
270-2-000-7079	Environmental Education Presenters		1,600	1,600	-		-100.0%
270-2-110-7084	Veterinarian & Farrier - Ellis Camps	1,148		1,000	507	900	-10.0%
270-2-111-7084	Veterinarian & Farrier - Ellis Riding Lessons	2,877	1,614	2,400	1,432	1,800	-25.0%
270-2-112-7084	Veterinarian & Farrier - Ellis Birthday Parties	1,148	1,168	1,000	809	900	-10.0%
270-2-113-7084	Veterinarian & Farrier - Ellis Public Programs						
270-2-120-7089	Event Tent Lease - Ellis Weddings	17,400	15,255	15,255	15,255	15,255	
270-2-000-7090	Credit Card Fee	1		3,300	5,224	4,000	21.2%
	<b>Total Contractual</b>	<b>56,305</b>	<b>52,573</b>	<b>56,395</b>	<b>53,681</b>	<b>55,705</b>	<b>-1.2%</b>
<b><u>COMMODITIES</u></b>							
270-2-000-6200	Office Supplies & Postage	8,283	9,738	10,500	7,679	7,700	-26.7%
270-2-500-6217	Fuel: Gas & Oil Grounds	13,055	11,930	13,500	13,607	13,500	
270-2-600-6217	Fuel: Gas & Oil - Pickerill Pigott						
270-2-000-6240	Uniforms	177					
270-2-500-6240	Uniforms	1,631	1,441	1,500	1,702	1,500	
270-2-000-6351	Electric	2,660	3,122	4,000	2,937	2,940	-26.5%
270-2-600-6351	Electric - Pickerill Pigott				4,889	5,300	
270-2-400-6835	Natural Area Volunteer Supplies	72	1,496	500	562	500	
270-2-000-6843	Promotion/Publicity	3,904	7,764	6,000	7,952	5,000	-16.7%
270-2-000-6844	Newsletter	192		400	-	400	
270-2-500-6848	Gas - Grounds & Natural Resources	2,139	3,094	2,000	4,437	3,025	51.3%
270-2-300-6849	Environmental Education		1,283				
270-2-301-6849	Env. Educ. - School Programs Expense	366	207	400	1,015	1,000	150.0%
270-2-302-6849	Env. Educ. - Camps Expense	4,437	3,051	2,000	1,765	1,750	-12.5%

## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION		ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
270-2-303-6849	Env. Educ. - Natural Beginnings Expense	3,213	4,448	4,000	2,656	4,000	
270-2-304-6849	Env. Educ. - Other Public Programs Expense	620	490	500	924	600	20.0%
270-2-305-6849	Env. Educ. - Laws of Nature Expense	815	508	700	509	550	-21.4%
270-2-306-6849	Env. Educ. - Other Expense (Contractual Instr.)	1,250	-				
<b>Utilities &amp; Maintenance - Hoover</b>							
270-2-200-6860	Hoover - Gas	4,067	4,652	5,000	5,238	5,300	6.0%
270-2-200-6861	Hoover - Electric	16,366	15,937	18,000	14,736	15,000	-16.7%
270-2-200-6862	Hoover - Other Utilities	4,748	9,018	6,500	3,940	6,500	
270-2-200-6863	Hoover - Shop Supplies	817	2,531	1,100	2,888	2,000	81.8%
270-2-200-6864	Hoover - Building Maintenance	12,859	10,488	9,800	9,347	9,800	
270-2-200-6865	Hoover - Grounds Maintenance	3,383	6,221	4,500	2,076	3,500	-22.2%
270-2-200-6866	Hoover - Other Expenses	2,042	2,952	4,000	132	3,000	-25.0%
<b>Utilities - Ellis</b>							
270-2-100-7076	Utilities - Ellis House	9,679	7,216	6,000	6,704	6,420	7.0%
270-2-101-7076	Utilities - Ellis Barn	3,697	3,563	6,000	5,997	6,420	7.0%
270-2-100-7077	Office Supplies & Postage - Ellis House	1,408	1,601	1,000	1,386	1,000	
270-2-100-7079	Volunteer Expense - Ellis						
270-2-113-7079	Volunteer Expense - Ellis Public Programs	168	215	300	567	500	66.7%
<b>Promotion/Publicity - Ellis</b>							
270-2-110-7081	Promotion/Publicity - Ellis Camps			250	-	250	
270-2-111-7081	Promotion/Publicity - Ellis Riding Lessons		200	500	435	750	50.0%
270-2-112-7081	Promotion/Publicity - Ellis Birthday Parties			500	-	250	-50.0%
270-2-113-7081	Promotion/Publicity - Ellis Public Programs				-		
270-2-120-7081	Promotion/Publicity - Ellis Weddings	3,190	1,441	2,000	9,696	2,000	
270-2-121-7081	Promotion/Publicity - Ellis Other Rentals				-		
270-2-130-7081	Promotion/Publicity - Ellis 5k		381	500	571	300	-40.0%
<b>Animal Care &amp; Supplies - Ellis</b>							
270-2-110-7082	Animal Care & Supplies - Ellis Camps	771	95	350	565	1,000	185.7%
270-2-111-7082	Animal Care & Supplies - Ellis Riding Lessons	5,502	2,866	600	3,930	2,000	233.3%
270-2-112-7082	Animal Care & Supplies - Ellis Birthday Parties	851	102	650	840	500	-23.1%
270-2-113-7082	Animal Care & Supplies - Ellis Public Programs		-		-		
270-2-114-7082	Animal Care & Supplies - Sunrise Center North		1,615	3,400	2,165	4,500	32.4%
<b>Horses Acquisition &amp; Tack - Ellis</b>							
270-2-110-7083	Horses Acquisition & Tack - Ellis Camps			40	188	540	1250.0%
270-2-111-7083	Horses Acquisition & Tack - Ellis Riding Lessons	1,800		40	750	1,080	2600.0%
270-2-112-7083	Horses Acquisition & Tack - Ellis Birthday Parties			80	375	540	575.0%
270-2-113-7083	Horses Acquisition & Tack - Ellis Public Programs				188		
<b>Uniforms - Ellis</b>							
270-2-110-7086	Uniforms - Ellis Camps	120	90	50	55	75	50.0%
270-2-111-7086	Uniforms - Ellis Riding Lessons	60	90	50	219	135	170.0%
270-2-112-7086	Uniforms - Ellis Birthday Parties		90	50	55	60	20.0%
270-2-113-7086	Uniforms - Ellis Public Programs				-		
270-2-120-7086	Uniforms - Ellis Weddings			50	-	50	
<b>Program Supplies - Ellis</b>							
270-2-110-7087	Program Supplies - Ellis Camps	16	497	600	482	600	
270-2-112-7087	Program Supplies - Ellis Birthday Parties	426	327	700	618	700	
270-2-113-7087	Program Supplies - Ellis Public Programs				-		
270-2-130-7087	Program Supplies - Ellis 5K	1,349	134	500	-	250	-50.0%
270-2-500-7089	Supplies: Shop - Grounds	3,128	5,516	5,000	7,532	5,000	
270-2-600-7089	Supplies: Shop - Pickerill Pigott				1,429	500	
<b>Total Commodities</b>		<b>119,259</b>	<b>126,405</b>	<b>124,110</b>	<b>133,739</b>	<b>128,285</b>	<b>3.4%</b>
<b>OTHER</b>							
270-2-000-3913	Contingency			10,000	-	10,000	
270-2-000-6216	Equipment - Administration		130		-		
270-2-500-6216	Equipment - Grounds & Natural Resources	12,863	10,896	12,000	17,146	12,000	
270-2-600-6216	Equipment - Pickerill Pigott				-		
270-2-000-6853	Preserve Improvements	5,820	1,906	1,200	975	1,200	
270-2-500-6837	Preserve Improvements - Grounds & Natural Resources	4,426	4,541	7,500	7,784	5,500	-26.7%
270-2-500-6853	Preserve Improvements - Grounds & Natural Resources	1,200			-		



## Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
270-2-000-6854 Contributions	500			882		
<b>Grounds &amp; Maintenance Equipment - Ellis</b>						
270-2-100-7080 Grounds & Maint. - Ellis House	9,569	7,160	5,500	5,762	5,500	
270-2-101-7080 Grounds & Maint. - Ellis Barn	1,648	3,003	2,000	2,382	2,000	
270-2-102-7080 Grounds & Maint. - Ellis Grounds	6,219	5,920	5,500	3,184	5,500	
270-2-000-7088 Security Deposit Refunds	756	(50)		-		
270-2-120-7088 Security Deposit Refunds - Ellis Weddings	18,425	14,975	4,000	5,500	4,000	
270-2-121-7088 Security Deposit Refunds - Other Rentals			600	-	600	
270-2-200-7088 Security Deposit Refunds - Hoover	8,800	11,615	6,500	14,060	13,000	100.0%
270-2-000-7090 Credit Card Fee Expense	4,439	5,021		-		
270-2-112-7090 Credit Card Fee Expense - Ellis Birthday Parties	100					
270-2-120-7090 Credit Card Fee Expense - Ellis Weddings	1					
<b>Total Other</b>	<b>74,766</b>	<b>65,118</b>	<b>54,800</b>	<b>57,675</b>	<b>59,300</b>	<b>8.2%</b>
<b>Total Expenditures</b>	<b>1,012,338</b>	<b>1,051,286</b>	<b>1,087,614</b>	<b>1,081,388</b>	<b>1,157,472</b>	<b>6.4%</b>
<b>Operating Surplus / (Deficit)</b>	<b>67,976</b>	<b>(7,843)</b>	<b>10,501</b>	<b>41,577</b>	<b>10,620</b>	<b>1.1%</b>
<b>Ending Balance</b>	<b>317,671</b>	<b>309,829</b>	<b>321,644</b>	<b>359,248</b>	<b>369,868</b>	<b>15.0%</b>

<b>Beginning Balance</b>	<b>249,695</b>	<b>317,672</b>	<b>311,143</b>	<b>317,671</b>	<b>359,248</b>	<b>15.5%</b>
<b>Total Revenue</b>	<b>1,080,314</b>	<b>1,043,443</b>	<b>1,098,115</b>	<b>1,122,964</b>	<b>1,168,092</b>	<b>6.4%</b>
Total Personnel	506,723	605,573	615,212	610,807	669,500	8.8%
Total Employee Benefits	255,285	201,617	237,097	225,485	244,682	3.2%
Total Contractual	56,305	52,573	56,395	53,681	55,705	-1.2%
Total Commodities	119,259	126,405	124,110	133,739	128,285	3.4%
Total Other	74,766	65,118	54,800	57,675	59,300	8.2%
<b>Total Expenditure</b>	<b>1,012,338</b>	<b>1,051,286</b>	<b>1,087,614</b>	<b>1,081,388</b>	<b>1,157,472</b>	<b>6.4%</b>
<b>Surplus / (Deficit)</b>	<b>67,976</b>	<b>(7,843)</b>	<b>10,501</b>	<b>41,577</b>	<b>10,620</b>	<b>1.1%</b>
<b>Ending Balance</b>	<b>317,671</b>	<b>309,829</b>	<b>321,644</b>	<b>359,248</b>	<b>369,868</b>	<b>15.0%</b>

# KCFP Endowment Fund

ACCOUNT & DESCRIPTION		ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
<b>Beginning Balance</b>		842,469	842,469	843,687	845,209	857,974	1.7%
REVENUE							
280-1-000-1135	Interest Income		2,740	7,500	12,765	10,000	
280-1-000-1320	Project Fund Revenue - Subat FP						
	Total Revenue	0	2,740	7,500	12,765	10,000	33.3%
EXPENDITURE							
280-2-000-6850	Project Fund Expense - Subat FP						
	Total Expenditure	0	0	0	0	0	
<b>Revenue over/(under) Expenditure</b>		0	2,740	7,500	12,765	10,000	
<b>Ending Balance</b>		842,469	845,209	851,187	857,974	867,974	2.0%

# Forest Preserve Capital Projects - Series 2007

ACCOUNT & DESCRIPTION		ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
<b>Beginning Balance</b>		1,008,685	1,691,965	1,597,267	1,536,962	1,386,715	-13.2%
<b>REVENUE</b>							
950-1-000-1135	Interest Income	494	820	600	2,342	1,500	
950-1-000-1335	Donations			50,000	1,148	32,000	
950-1-000-1515	Project Fund Deposit	14,205	96,620		0		
950-1-000-1515	Land Acquisition Grant - TCF				2,250		
950-1-000-1515	Project Fund Deposit - Pollinator Grant NFWF				15,000		
950-1-000-1515	Project Fund Deposit - Maramech Restoration F&W			5,000			
950-1-000-1515	Project Fund Deposit - FEMA		28,516				
950-1-000-1515	Land Acquisition Grant - Grand Victoria					177,100	
950-1-000-1516	Project Fund Deposit - RTP					316,500	
950-1-000-1517	Land Acquisition Grant - OSLAD	750,000		748,250	652,633	157,500	
950-1-000-1518	KC Hwy Mitigation					42,000	
950-1-000-1519	Hoover Easements					36,000	
950-1-000-1520	Land Acquisition Grant - ICECF	2,000				30,000	
950-1-000-1521	Project Fund Deposit - The Morton Arb. - USFS					23,177	
950-1-000-1522	Trail Improvement Escrow Account			23,177			
<b>Total Revenue</b>		766,699	125,956	827,027	673,374	815,777	-1.4%
<b>EXPENDITURE</b>							
950-2-000-6101	Salaries	506		2,500		2,500	
950-2-100-6200	Bond Disclosure Fee					1,900	
950-2-000-6850	Project Fund Expense	16,724	280,960	499,334	173,621	420,865	
950-2-000-6851	Equipment Replacement Contingency			71,950		70,000	
950-2-200-6851	Equipment Replacement - Hoover					11,950	
950-2-400-6855	Natural Areas Management	2,496		15,000		73,000	
950-2-400-6856	Natural Areas Supplies			5,000			
950-2-000-6857	Land Acquisition			798,250	650,000		
950-2-000-6858	Preserve Improvements/Master Planning	23,145		137,349		1,380,052	
950-2-200-6858	Preserve Improvements/Master Planning - Hoover					31,500	
950-2-000-6859	Building Improvements/Demolition	31,398		99,000		124,470	
950-2-100-6859	Building Improvements/Demolition - Ellis					60,000	
950-2-200-6859	Building Improvements/Demolition - Hoover					19,000	
950-2-000-6860	Cropland Conversion	9,149		30,570			
<b>Total Expenditure</b>		83,418	280,960	1,658,953	823,621	2,195,237	32.3%
<b>Revenue over/(under) Expenditure</b>		683,281	(155,004)	(831,926)	(150,247)	(1,379,460)	
<b>Ending Balance</b>		1,691,965	1,536,962	765,341	1,386,715	7,255	-99.1%

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

ACCOUNT & DESCRIPTION		ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
<b>Beginning Balance</b>		866,887	883,431	894,224	894,490	902,671	0.9%
REVENUE							
320-1-000-1100	Current Tax	391,081	397,918	402,900	399,189	412,550	
320-1-000-1135	Interest Income	663	667	500	1,843	500	
Total Revenue		391,744	398,584	403,400	401,031	413,050	2.4%
EXPENDITURE							
320-2-000-6650	Other Expenditure						
320-2-000-6865	Debt Service - Interest 2003	38,625					
320-2-000-6870	Debt Service - Principal 2003						
320-2-000-6875	Debt Service - Interest 2012	41,575	72,525	62,850	62,850	52,725	
320-2-000-6880	Debt Service - Principal 2012	295,000	315,000	330,000	330,000	345,000	
Total Expenditure		375,200	387,525	392,850	392,850	397,725	1.2%
Revenue over/(under) Expenditure		16,544	11,059	10,550	8,181	15,325	
<b>Ending Balance</b>		883,431	894,490	904,774	902,671	917,996	1.5%



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

ACCOUNT & DESCRIPTION		ACTUAL 2016	ACTUAL 2017	BUDGET 2018	Est. Year End 11/30/2018	BUDGET 2019	% CHANGE IN BUDGET
<b>Beginning Balance</b>		3,520,001	3,678,868	4,161,499	4,153,241	4,182,164	0.5%
REVENUE							
960-1-000-1100	Current Tax	3,769,358	4,023,390	4,028,823	4,297,148	3,846,068	
960-1-000-1135	Interest Income	846	936	500	2,838	500	
960-1-000-1621	Refunding Bond Issue	234,019					
960-1-000-1622	Refunding Cost of Issuance	3,691					
Total Revenue		4,007,914	4,024,326	4,029,323	4,299,985	3,846,568	-4.5%
EXPENDITURE							
960-2-000-6650	Other Expenditure						
960-2-000-6865	Debt Service - Interest 2007	1,714,675	658,944	52,500	52,500		
960-2-000-6870	Debt Service - Principal 2007	1,500,000	1,700,000	2,100,000	2,100,000		
960-2-000-6875	Debt Service - Interest 2015	409,371	358,355	357,676	663,463	356,953	
960-2-000-6880	Debt Service - Principal 2015	225,000	40,000	40,000	40,000	45,000	
960-2-000-6885	Debt Service - Interest 2016		340,639	305,788		302,088	
960-2-000-6890	Debt Service - Principal 2016		280,000	90,000	90,000	95,000	
960-2-000-6895	Debt Service - Interest 2017		172,015	945,100	945,100	880,250	
960-2-000-6900	Debt Service - Principal 2017			380,000	380,000	2,290,000	
Total Expenditure		3,849,046	3,549,953	4,271,064	4,271,063	3,969,291	-7.1%
<b>Revenue over/(under) Expenditure</b>		158,868	474,373	(241,742)	28,923	(122,723)	-49.2%
<b>Ending Balance</b>		3,678,868	4,153,241	3,919,758	4,182,164	4,059,441	3.6%

**ORDINANCE #11-18-001**

## 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, 2018 AND ENDING NOVEMBER 30, 2019

AND

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

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

**SECTION 1**

That the attached annual budget hereinafter set forth is hereby adopted by the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2018.

	Fund 270 Operating Fund	Fund 280 Endowment Fund	Fund 320 Debt Series 2003/2012	Fund 950 Capital Projects	Fund 960 Debt Series 2007/2015/2016/2017	Total Est. Balances
Estimated Beginning Balance December 1, 2018	\$ 359,248	\$ 857,974	\$ 902,671	\$ 1,386,715	\$ 4,182,164	\$ 7,688,772
Estimated Revenue & Transfers In	1,168,092	10,000	413,050	815,777	3,846,568	6,253,487
Estimated Expenditure & Transfers Out	1,157,472	-	397,725	2,195,237	3,969,291	7,719,725
Estimated Ending Balance November 30, 2019	\$ 369,868	\$ 867,974	\$ 917,996	\$ 7,255	\$ 4,059,441	\$ 6,222,534

Estimated Receipts:

270-1-XXX-XXXX	FY 18-19 Operating Revenue	\$ 1,168,092
280-1-000-XXXX	Endowment Fund Interest Income	\$ 10,000
320-1-000-1100	Current Tax - FP Debt 2012 Refunding	\$ 413,050
950-1-000-XXXX	FY 18-19 FP Capital Series 2007	\$ 815,777
960-1-000-1100	Current Tax - FP Debt 2007/2015/2016/2017	\$ 3,846,568
Total Receipts		\$ 6,253,487

**SECTION 2**

That the several sums of money hereinafter set forth are hereby appropriated for the fiscal year of the Kendall County Forest Preserve District, Kendall County, Illinois beginning December 1, 2018 and ending November 30, 2019 to cover all necessary expenditures and liabilities of said Kendall County Forest Preserve District, Kendall County, Illinois hereinafter designated.

**SECTION 3**

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

Estimated Expenditures:

270-2-XXX-XXXX	FY18-19 Operating Expenditures	\$ 1,157,472
320-2-000-XXXX	Debt Fund Series 2003/2012	\$ 397,725
950-2-000-XXXX	Capital Project Series 2007	\$ 2,195,237
960-2-000-XXXX	Debt Fund Series 2007/2015/2016/2017	\$ 3,969,291
Total Expenditures		\$ 7,719,725

Approved this 20th Day of November, 2018.

Signed:

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

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

**DRAFT FOR COMMITTEE OF THE WHOLE REVIEW: 11-14-18**

**ORDINANCE #11-18-002**

**GENERAL FUND TAX LEVY ORDINANCE  
OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE  
FISCAL YEAR BEGINNING DECEMBER 1, 2018 AND ENDING  
NOVEMBER 30, 2019**

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

**SECTION 1** That there is required to be raised by taxation, and that there is levied upon all taxable property within the territorial limits of said Kendall County Forest Preserve District for the fiscal year beginning December 1, 2018 and ending November 30, 2019, the total sum of FIVE HUNDRED NINETY-FIVE THOUSAND THREE HUNDRED AND SEVENTY FOUR dollars (\$595,374) as is provided:

Salaries - Full-Time	\$216,483
Salaries - Part-Time	\$169,127
Equipment	\$10,000
Fuel - Gas & Oil	\$10,000
Telephone	\$10,890
Electric	\$2,200
Gas	\$2,000
Publicity & Promotion	\$3,000
Newsletter	\$200
Supplies - Shop	\$3,000
Conferences	\$1,000
Audit	\$7,500
Refuse Pickup	\$5,000
Insurance	\$42,079
Medical Insurance	\$50,000
Preserve Improvements	\$5,500
Legal Publications	\$200
IMRF & SS	\$57,195
<b>TOTAL</b>	<b><u>\$595,374</u></b>

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

To: Kendall County Forest Preserve District Committee of the Whole

From: Rebecca Antrim, Administrative Assistant

RE: Yorkville Historical Preservation – Fund Raising Event – December 16, 2018 –  
Request for Waiving Permit Fees and Charges and Insurance Coverage  
Requirements

Date: November 14, 2018

The Yorkville Historic Preservation Society is requesting consideration to waive the rental fees and insurance coverage requirements, and security deposit for their use of the Kendall County Historic Courthouse for an upcoming event scheduled for December 16, 2018.

This is a fund raising / holiday celebration that will include musicians, crafts, and a visit from Santa Claus. They also plan to have snacks and beverages served to the invited public in accordance with a Kendall County Health Department food service permit.

The Yorkville Historic Preservation Society indicated this would be a fund raising event for the Yorkville Old Jail building, with other historic preservation projects receiving future support and contributions. The Society's working committee would also like to make a donation of Christmas decorations to the Historic Courthouse/Forest Preserve office, as well as provide volunteer assistance with decorating.

Under the current permitting program, the District requires a certificate of insurance with the District listed as a certificate holder for \$1 million of general liability insurance coverage.

The event is scheduled from 3:00 pm – 8:00 pm on Sunday, December 16, 2018, with a total calculated permit fee of \$300.00 plus a \$200.00 security deposit (permit attached).

District staff is requesting Committee of the Whole direction for the requested waiving of permit and security deposit fees, and insurance requirements.



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility Rental Contract

**Permit #:** 18-00302  
**Contract Date:** 11/14/2018  
**Use Type:** Other  
**Description:** Court Room, Conference Room  
**Registrar:** Rebecca Antrim  
**Phone:** (630) 207-2366 / (630) 788-4346  
**Email:** lwolancevich@live.com

Page 1 of 2

**Customer**  
**Yorkville Historical Foundatio**  
**Robyn Sutcliff**  
**507 W Madison Street**  
**Yorkville, IL 60560**

### Rental Information

**Location:** Court Room @ Historic Courthouse  
 110 W. Madison Street  
 Yorkville, IL 60560

**Total Hours:** 5.00

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
12/16/2018	Sun	3:00 PM - 8:00 PM	Court Room Hourly (Head Count: 70)	5.00	Hours	\$40.00	\$200.00	\$0.00

Yorkville Historical Preservation Foundation - Christmas Celebration & Fund Raiser  
 100 people  
 Request for Waiver of Fees - Need Board approval  
 Lisa Wolancevich - Chairperson

### Rental Information

**Location:** East Wing Conference Room @ Historic Courthouse  
 110 W. Madison Street  
 Yorkville, IL 60560

**Total Hours:** 5.00

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
12/16/2018	Sun	3:00 PM - 8:00 PM	Conference Room Hourly (Head Count: 70)	5.00	Hours	\$20.00	\$100.00	\$0.00

Yorkville Historical Preservation Foundation - Christmas Celebration & Fund Raiser  
 100 people  
 Request for Waiver of Fees - need Board approval  
 Lisa Wolancevich - Chairperson

### Billing/Payment Summary

Invoice#	Due Date	Total	Amount Paid	Balance Due
Sec Deposit	11/14/2018	\$200.00	\$0.00	\$200.00
1786	11/26/2018	\$300.00	\$0.00	\$300.00
<b>Total</b>		\$500.00	\$0.00	\$500.00

<b>Total Hours</b>	10.00
<b>Total Fees</b>	\$300.00
<b>Total Sec Dep</b>	\$200.00
<b>Total Tax</b>	\$0.00
<b>Rental Total</b>	\$500.00

### Rental Terms and Conditions

Permittee has read, signed and agrees to all enclosed documentation. The undersigned, their organization and its members (the Permittee), in consideration for the use of the above described facilities, agree to hold Owner harmless from all loss and/or damage resulting from the use of the facility. Security Deposit, where applicable, is due at time reservation is made. Full Rental Fee is due 60 calendar days prior to event date.

Signature: \_\_\_\_\_

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



To: Kendall County Forest Preserve District Committee of the Whole  
From: David Guritz, Director  
RE: Proposed Organizational Restructure and Organizational Chart Revisions  
Date: November 14, 2018

District staff recommends the following changes to the organizational structure of the District:

1. Establishment of a new Communications, Marketing and Public Program Specialist position (PT-1400 Hours)

This position will support the District's target marketing efforts, Commission communications and meeting minutes, and continue to support community outreach and public educational programming efforts including natural areas management volunteer workdays.

This position will report to the District's Administrative Assistant and Environmental Education Program Manager.

Approval of this position will coincide with the elimination of the part time Natural Resources Technician position.

2. Establishment of a new Rental Venues Coordinator position (PT-780 Hours)

This position will support coordination of District events including scheduling of all event venue tours for Ellis House and Equestrian Center and Meadowhawk Lodge, coordinate the District's preferred catering program and recruitment of outside vendors, coordinate event scheduling, contracting, and client reservation data entry, coordinate outside vendor scheduling and building access, support public open house events, and support target marketing efforts. This position will report to the District's Administrative Assistant and Ellis House and Equestrian Center Manager, and provide assistance with larger permitted events taking place in the District's preserves.

Approval of this position will coincide with the elimination of the part time Events Coordinator position.

The draft Organizational Chart includes the following additional proposed changes:

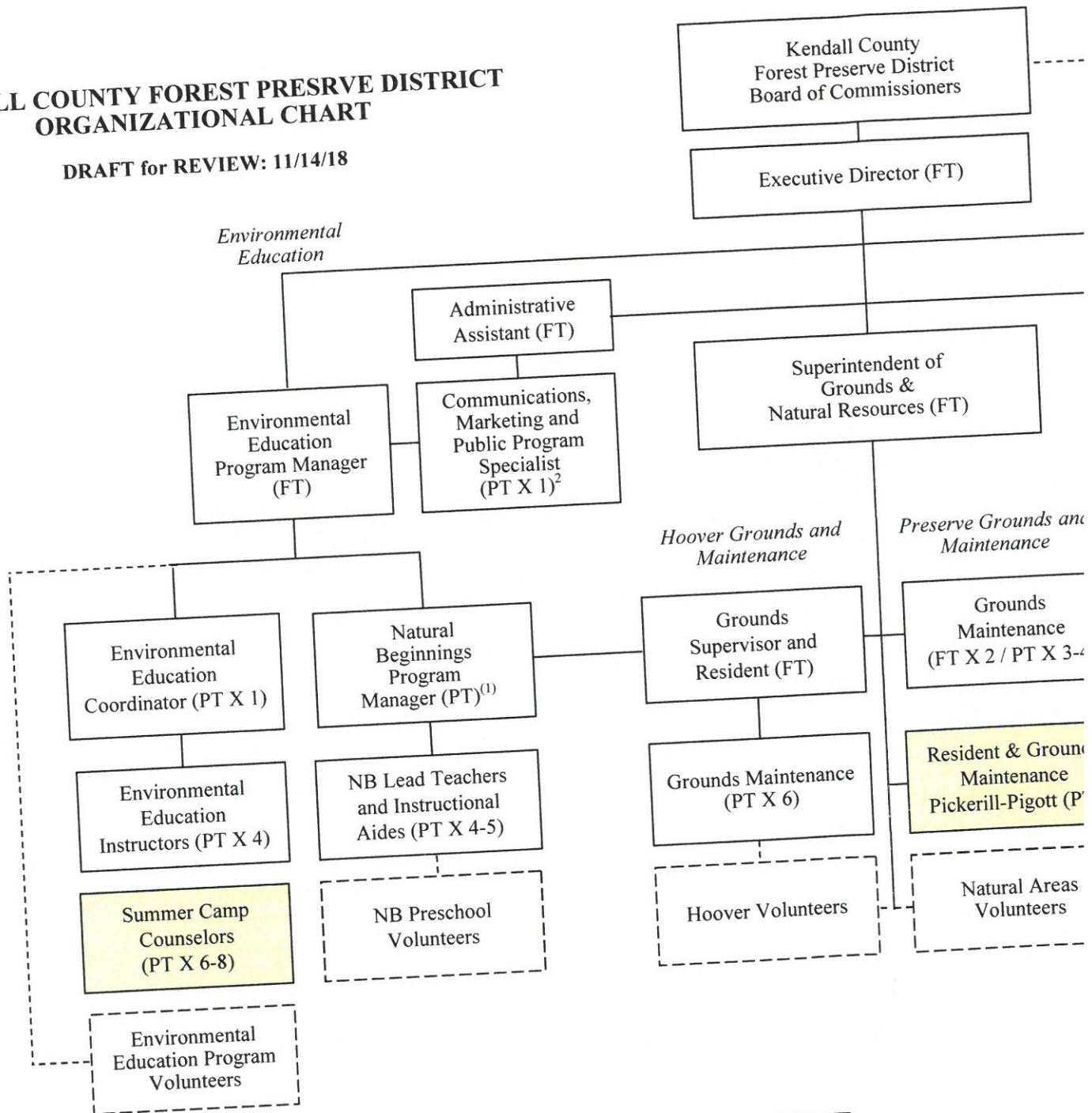
1. Title change of the Ellis Farm Manager to the Ellis House and Equestrian Center Manager.
2. Elimination of the Grounds and Natural Resources Seasonal Position (1-Year only for Henneberry)
3. Repositioning of the Environmental Education Program Manager in a direct supervisory role over the Natural Beginnings Early Learning Program Manager.
4. Additions of the number of part time Grounds Maintenance staff for Hoover Forest Preserve and Preserve Grounds and Maintenance based on changes/limits in staff availabilities within budget limits.
5. Additions of the number of part time Horsemanship Instructors based on changes/limits in staff availabilities within budget limits.

Recommendations:

1. Consider a motion to forward the proposed FY19 Organizational Chart to Commission for approval.
2. Provide direction to request State's Attorney's Office review of the draft position descriptions.

# KENDALL COUNTY FOREST PRESERVE DISTRICT ORGANIZATIONAL CHART

DRAFT for REVIEW: 11/14/18



1. Position reports to the Education Program Manager and Hoover Grounds Supervisor and Resident
2. Position reports to the Administrative Assistant and Environmental Education Program Manager
3. Position reports to the Administrative Assistant and Ellis House and Equestrian Center Manager
4. Positions highlighted are currently vacant.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Rental Venues Coordinator

**WAGE CATEGORY:** Non-Exempt

**REPORTS TO:** Administrative Assistant and Ellis House and Equestrian Center Manager

**EFFECTIVE DATE:** November 20, 2018

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**SUMMARY:**

This position coordinates rental events for the District including support for the development of marketing materials and public outreach, responding to public inquiries, conducting public tours, completing event contracts, and tracking rental payments in accordance with District policies for facility rentals, weddings, and special events held at Ellis House and Equestrian Center, Hoover Forest Preserve – Meadowhawk Lodge, and other Forest Preserve public use facilities. This position oversees the District's preferred catering program, coordinates the schedule for outside contractors, and organizes the District's public open house events to showcase the District's rentals program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates annual recruitment of caterers and bartending service providers for the District's preferred catering program.
- Coordinates development of events and schedules public tours to showcase District facilities to prospective clients.
- Supports the development of rental contracts, including coordination of recruitment and participation from outside vendors and businesses supporting rental event activities.
- Serves as the District's lead facility attendant for contracted weddings and other large events.
- Assists with the promotion of the District's facility rentals program at Ellis House and Equestrian Center and Meadowhawk Lodge, including but not limited to weddings, conferences, parties, trade shows, retreats, and business meetings.
- Assists with the coordination of client-contracted business activities including catering firms, entertainers, decorators, florists, and event rental companies in accordance with policy guidelines and restrictions.
- Provides pre-scheduled tours of the Ellis House buildings and grounds and Hoover Forest Preserve buildings and grounds for prospective renters.
- Supports all rental events including coordination of District event support staff and volunteers.
- Coordinates event scheduling, logistics and communication of District policies.
- Assists with coordinating the facility use calendar with the District's Equestrian Center Manager and Administrative Assistant.
- Ensures that accurate and prompt billings are established with payments received and recorded in accordance with the District's rental contracts, reservation software, and payment schedules.
- Ensures procedures and projects comply with District policy guidelines and seeks approval from the Executive Director or their designee for any exceptions to such policy guidelines.
- Recommends changes to rental policies and procedures, which recommendations shall be provided significant weight when reviewed by the District's Executive Director or his designee.
- Utilizes word processing, database, spreadsheet, and communication software packages to create and modify a variety of promotional materials and communication tools for the District.
- Composes and edits routine correspondence and reports.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes and other documents to District staff.
- Responds to general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District policies, practices, procedures and programs.
- Financial administrative duties may include, but are not limited to the following:
  - Preparing requisitions for invoicing;
  - Providing administrative support in budget preparation;
  - Issuing purchase requisitions;

- Monitoring the District's budget and reporting the same to the Administrative Assistant or their designee;
  - Preparing deposits for submission to the Administrative Assistant.
- Provides administrative support for the District's permitting process by performing tasks such as:
  - Ordering, issuing and tracking District permits;
  - Creating entries within the District's reservation system; and
  - Ensuring that certificates of insurance are received and maintained event contractors.
- Regularly supports tours and events outside of regular business hours and weekends.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- No supervisory responsibilities at this time.

**QUALIFICATIONS:**

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

**A. EDUCATION and/or EXPERIENCE:**

- High school diploma or general education degree (GED).
- Word processing and personal computer training.
- A minimum of two (2) years experience in special events coordination; or equivalent combination of training and experience.
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
- Requires knowledge of bookkeeping software and all Microsoft Office programs including, but not limited to Excel, Word, Publisher, and Power Point.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

**C. MATHEMATICAL SKILLS:**

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

**D. REASONING ABILITY:**

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

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- All certificates and registrations required for the position.

**PHYSICAL DEMANDS:**

- Employee must frequently stand and bend.
- Employee must frequently be able to walk on forest preserve grounds and between buildings.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must frequently lift and/or move up to 50 pounds. Employee must occasionally lift up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.



**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderately quiet, and occasionally loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, trainings, conferences, and the various District preserves and locations.

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

Approved: November 20, 2018

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Communications, Marketing, and Public Programs Specialist

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Administrative Assistant and Environmental Education Department Manager

**EFFECTIVE DATE:** November 20, 2018

---

**SUMMARY:**

Provides administrative support for Commission communications, social media and community outreach marketing efforts, support of the development and delivery of Environmental Education programming including school programs, summer programs, scout programs, teacher training services, public program offerings, and special events (collectively "Public Programs"), for the Kendall County Forest Preserve District ("District"). Provides assistance with natural resource management projects and programs including support of volunteer restoration work day activities. Supports other assigned administrative tasks to assist the Executive Director and Administrative Assistant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Director in compiling and capturing all District Board meeting minutes for review and approval by the Board of Commissioners.
- Provides support to the Administrative Assistant with reservations and other duties as needed or assigned by the Administrative Assistant or Executive Director.
- Assists the Education Manager in training support staff in curricular program goals, objectives, and instructional methods.
- Coordinates Education Department program reservations and registrations with the District's Administrative Assistant.
- Develops and presents curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County. This includes program material preparations before and after all programs.
- Assists the Director, Superintendent, and Education Manager in the coordination of volunteer workdays and natural resource projects. Works directly with volunteers supporting the District's Programs.
- Supports marketing and public outreach efforts to promote the District and program services.
- Assists in developing and maintaining press releases and District social media platforms.
- Maintains professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Communicates effectively with Education Manager, District staff and the public.
- Supports District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, natural resource stewardship, and other public program offerings.
- Assists with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
- Maintains a safe and clean environment at all times and enforce all District safety rules and policies.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position supervises volunteers in the District's volunteer workdays and natural resource projects.

**QUALIFICATIONS:**

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

**A. EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
- Knowledge of education principals and practices.
- Experience in administration of an educational program preferred.
- Experience in leading and coordinating volunteer-based work days
- Experience with instructing children in an educational setting preferred.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the Internet and create engaging posts for social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

**B. LANGUAGE SKILLS:**

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

**C. MATHEMATICAL SKILLS:**

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

**D. REASONING ABILITY:**

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

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- Pesticide License preferred or ability to secure certification within the first three months post hire.

**PHYSICAL DEMANDS:**

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

**WORK ENVIRONMENT:**

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

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

Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

RE: Other Items of Business

Date: November 14, 2018

### **FY18-19 Preliminary Budget and Levy – Final Public Notice**

The final public notice was revised based on the District's tax computation report and actual FY18 levy resulting in an overall 8.6% reduction for FY19.

### **FY18 Insurance Coverages Premium Reimbursement to Kendall County**

A motion will appear on the November 20, 2018 agenda to approve and authorize the Kendall County Treasurer to transfer \$40,979.66 to Kendall County for reimbursement of the District's share of the FY18 insurance coverages premium.

### **Event Venue Contracts Review**

The updated contract currently in use for Ellis House and Equestrian Center has been submitted to the State's Attorney's Office for revision. The request will include review of language included with all permitting and/or creation of separate contract documents for use of Meadowhawk Lodge, bunkhouses, and campsites at Hoover Forest Preserve, and for shelter rentals at Harris, Jay Woods, and Richard Young Forest Preserves.

A copy of the current rental agreement for Ellis House and Equestrian Center events is attached to this report.



SHAW MEDIA  
PO BOX 250  
CRYSTAL LAKE IL 60039-0250  
(815) 459-4040

ORDER CONFIRMATION (CONTINUED)

Salesperson: DEBORAH KUKIELSKI

Printed at 10/30/18 09:41 by dkuki-sm

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Acct #: 10085118

Ad #: 1598609

Status: New

**PUBLIC NOTICE**

**Kendall County Forest Preserve  
District FY19 Preliminary  
Budget and Proposed Levy**

The proposed Kendall County Forest Preserve District General Fund levy for FY18-19, scheduled for approval by the Board of Commissioners on November 20, 2018 is \$590,374, and was \$572,576 for FY17-18.

This represents a 3.11% increase over the total levy from the previous year.

The property taxes extended for debt service for FY 18-19 is \$4,258,618, and was \$4,735,412 for FY 17-18.

The total property taxes extended for FY 17-18 was \$5,307,988. The estimated total property taxes to be levied for FY 18-19 are \$4,848,992.

This represents an overall 8.6% decrease over the previous year.

The FY19 preliminary budget for the Kendall County Forest Preserve District is available for public inspection at the District's main office, 110 W. Madison Street, Yorkville, IL 60560, or online at <https://www.co.kendall.il.us/forest-preserve/transparency/>.

(Published in the Kendall County Record on November 1, 2018)  
1598609



*Ellis House & Equestrian Center  
Baker Woods Forest Preserve*

*Meadowhawk Lodge  
Hoover Forest Preserve*

# KENDALL COUNTY FOREST PRESERVE DISTRICT EVENT AGREEMENT

**AGREEMENT DATE:**

**NATURE OF EVENT:**

**LOCATION:**

**EVENT DATE:**

**NAME (CLIENT):**

**TIME REQUESTED:** Set up time:

**Set-Up / Clean-up Charges:**

**ADDRESS:**

**ADDITIONAL HOURS (\$125.00 per hour):**

**PHONE:**

**Event start time:**

**Event end time:**

**E-MAIL:**

**Clean up:**

**# OF GUESTS:**

**SECURITY DEPOSIT**

\$ Date Pd: via:

**PAYMENT IN FULL**

\$ Date Pd: via  
Due:

**SECURITY DEPOSIT RETURN**

\$ Date of Request:

## APPROVED CATERERS

Companies on our list of approved Caterers have received an annual permit to cater events at Kendall County Forest Preserve District Facilities. Please indicate which of these caterers you have selected.

CATERER: \_\_\_\_\_

NOTE: Catering businesses not enrolled in the District's Preferred Catering Program may be used if they apply for, and meet the requirements of the District's Preferred Caterer's Program. The Kendall County Forest Preserve District reserves the right to approve or deny any catering business not listed in this Event Agreement in accordance with the Preferred Catering Program requirements.

**ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT WITH THE  
KENDALL COUNTY FOREST PRESERVE DISTRICT**

1. Security Deposit and Payment:
  - a. The Security Deposit shall be made prior to, or shall accompany the return of the signed contract to the Kendall County Forest Preserve District. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District.
  - b. Payment of fifty percent (50%) of the event rental fee is due six (6) months prior to the Event Date, with the remaining balance due thirty (30) days prior to the event.
  - c. Requests for a change in the Event date will be accommodated up to six (6) months prior to the original event date based on venue availability without penalty. If the Client cancels the event following the date that the District and Client enter into this Event Agreement, and inclusive of the timeframe beginning on the date both parties enter this agreement and extending up to six (6) months prior to the Event Date, the District will retain one hundred percent (100%) of the Client security deposit. In cases where the Client's cancellation notice is received less than six (6) months prior to the Event Date, the District will retain the entire security deposit, plus fifty percent (50%) of the event rental fee.
  - d. The Security Deposit will be refunded within thirty (30) business days following the event provided the District does not need to address property damage, excessive cleaning, or any outstanding balance due.
  - e. Payment in full is due thirty (30) days prior to event date.
2. The Client is responsible for the conduct of their guests. Damage to, or theft of Kendall County Forest Preserve District property caused by the Client's group will be billed to, or deducted from the security deposit of the individual entering into this Event Agreement.
3. The Kendall County Forest Preserve District will not assume any responsibility of the damage or loss of merchandise, personal articles, or any property of any nature left at the location prior to, during, or following the event.
4. The Client is responsible for proper supervision of minors in their group. Persons under the age of twenty-one (21) will not be served any alcoholic beverages. Self-service of alcohol and consumption of alcohol is not allowed anywhere on the property grounds including the parking lots and the barn at the Ellis House & Equestrian Center. **GLASS BOTTLES ARE NOT ALLOWED.**
5. The Client is responsible for the setup, take down, AND CLEAN UP of the areas which they use during the Event Date(s). Set up, take down and clean up is included in the requested contract time period noted above. An additional fee of \$125.00 will be charged for each hour outside the agreed upon time that is required for these tasks to be completed, and will be deducted from the security deposit. Clients may elect to pay an additional fee of three hundred (\$300.00) for event setup or cleanup, or five-hundred dollars (\$500.00) for setup and cleanup. Meadowhawk Lodge venue renters may elect to pay an additional fee of (\$50.00) for event setup or cleanup, or seventy-five dollars (\$75.00) for setup and cleanup.
6. Pyrotechnics: Set off, or attempt to set off or ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics is strictly prohibited as written in the District's General Use Ordinance.

7. Smoking inside Ellis House and Meadowhawk Lodge is strictly prohibited, and by law, only allowed 15 feet away from building entrances. Smoking on the grounds is permitted in designated areas only. Nails, tacks, staples and tape are not allowed to secure items to any part of the Meadowhawk Lodge or inside Ellis House. Confetti, rice, and open flamed candles are also prohibited inside the Ellis House and Meadowhawk Lodge.

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**THE UNDERSIGNED CLIENT HEREBY ORDERS FROM THE KENDALL COUNTY FOREST PRESERVE DISTRICT THE SERVICES LISTED ON THE REVERSE SIDE AND AGREES TO THE TERMS AND CONDITIONS LISTED ABOVE.**

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Client

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Kendall County Forest Preserve District

**THE KENDALL COUNTY FOREST PRESERVE DISTRICT RESERVES THE RIGHT TO WITHDRAW THE OFFER OF THIS EVENT AGREEMENT IF FULL DEPOSIT IS NOT RECEIVED WITHIN 15 DAYS OF THE AGREEMENT DATE. THIS AGREEMENT IS NOT ASSIGNABLE.**

**Please read the terms and conditions of this event agreement before signing. Return one copy with the required deposit to the location address below where the event will take place.**

Ellis House & Equestrian Center  
13986 McKanna Road  
Minooka, IL 60447

Kendall County Forest Preserve District  
Meadowhawk Lodge  
110 W. Madison Street  
Yorkville, IL 60560