

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: October 2017 Director's Report

Date: November 15, 2017

Meetings, Events, and Programs

October 12	Henneberry Restoration and Mitigation Project Inventory
October 12	Forest Foundation of Kendall County Board Meeting
October 13	ComEd Green Region Awards Luncheon
October 13	City of Yorkville ITEP Application Review – Fox River Road Trail Connection
October 17	City of Yorkville Meeting RE: OmniTRAX Rail Crossing Discussions
October 25	Meeting with Phil Antrim – TT Technologies
October 28	Henneberry Restoration and Mitigation Project – NAV & Student Work Day
November 1	Meeting with SemperFi Land, Inc. – St. Aubin Nursery
November 6	KCHC Health Department Meeting and Consultant
November 13	Forest Preserve Tours with Representatives Rezin and Welter
November 14	Epinephrine Auto-Injector Training Program

Priority Project Updates

The Pickerill-Pigott parcel exemption forms have been filed with the Assessor's Office.

Grounds Maintenance staff have been preparing the Pickerill-Pigott house for the upcoming Forest Foundation meeting. Ken Pickerill plans to attend. Prior to the Foundation's meeting, staff will be hosting a workday to complete the interior cleanup of the house.

The Forest Foundation is considering the submission of an Illinois Clean Energy Community Foundation Community Restoration Grant proposal. If successful, Hoover Forest Preserve will receive up to \$28,000 of restoration project funds, with the Forest Foundation providing the required match of \$7,000 (3:1).

Per the Treasurer's Office, the final payroll of the fiscal year will now fall on November 30 adding an extra payroll to this year's financial statements on a cash-basis of accounting. This will also remove the 27th pay period scheduled in FY18 budget. The FY 17 audit will determine the District's final financial position for the fiscal year.

The equestrian center is closing the budget gap for the year, and may end the year with a small surplus over direct costs.

The Henneberry Forest Preserve restoration project is going well. We are tracking a credit in overall project expenses which will be applied towards supplemental planting efforts in 2018. This year's efforts should be wrapped up this week, or early next week. KC Highway has been sent an invoice for completion of the mitigation project.

Our long-awaited replacement 1-ton dump vehicle & plow has been delivered and we are prepared for winter season snows.

The District is moving forward with efforts to repair the damaged alarm monitoring cable for the Blazing Star bunkhouse. TT Technologies has offered to donate the installation of the underground cable and conduit using an incremental boring machine.

JULIE/USIC will be called out to locate our private utilities, and we will be purchasing cable and conduit to complete the project. Estimated cost for purchase is between \$2,000 and \$3,000 for the cable and conduit.

One of our equestrian center instructors, Grace Klein, has offered to lease her lesson horse to the District at no cost. A draft lease agreement will be presented for discussion at the Committee of the Whole meeting.

Farm Operators Mark and Tom Mathre have reported that they have been delayed in their harvest this year. Their final yield payment, if owed, will be delayed until their final yield is known. They have been invoiced for natural gas usage for the grain dryers at Millbrook South.

Respectfully submitted,

David Guritz, Director

Kim Olson, Superintendent

Oct. 2017

Kim Olson, Patrick Higgins and Ron Smrz – *Maintain all KCFPD properties.*

Jay Teckenbrock and PT staffers- *Maintain Hoover*

INCIDENT REPORTS:

- Public dumping of home garbage is occurring in multiple preserves. Anything from kitchen garbage to televisions and beyond.
- Hoover continues to experience excessive vehicular speeding.
- Dogs off leash incidents continue and visitors are confronting each other over this matter.

Oct. PATRICK HIGGINS AND RON SMRZ

- Ron and Patrick put the chain gate posts and hardware in at the Pickerill property and assisted with trimming of vegetation and spreading of mulch around the house grounds.
- Ron and Patrick assisted Marty in gravel and grading of Baker FP parking lot.
- Mowing and trimming and spraying dominated Ron and Patrick's time as the turf grew with a vengeance after the large amounts of rain came following the extended dry spell. Trees are falling even more due to the drought like conditions we experienced and then the torrential rains compounded the falling of ash trees as well as other species now. Large Oaks have uprooted and old Elm's are giving up and coming down also. A never ending job.
- Patrick and Ron continue the filling and grading of all the parking lots and pathways with gravel as needed, this is a revolving task with the amount of parking lots and pathways we maintain now. When we finish, we literally begin again spread out through the Seasons!
- Maintenance of equipment is a constant.
- We are maintaining the basics to keep the Preserves clean and safe.

Oct. - KIM OLSON

- I have been VERY busy with the Pickerill property. Cleaning, clearing and getting it ready for presentation to the Board of Commissioners. I extend the offer to conduct tours and inspections as requested. It is a beautiful parcel and has so very much future potential.
- I've been working multiple days with Dave and Semper Fi in the head start of the Henneberry restoration project. We verified the vast inventory and assisted in the placement of the coral organization. I have been consulting with Dave and Semper Fi, addressing any questions or ideas that present themselves as the project evolves and comes to life. The plantings look fantastic and I personally can't wait to see it grow and flourish.
- I alternate my time in the office and in the field as needed on a daily basis. I go wherever I am needed, whenever it is needed and do whatever is needed to keep the Preserves running.
- Never ending re-structuring and juggling the scheduling of all the various duties needed to keep things running.

- I make arrangements for repairs, appointments and ordering parts wherever needed. This is a never ending cycle. I do all water testing also.
- I assist to arrange for all parts, and scheduling repairs for all infrastructures.

Oct. - HOOVER: Jay Teckenbrock

- This past month was been busy with extra reservations/wedding prep, and staffing and supporting events. We did extra cleaning of cobwebs, bugs, and dusting of the ductwork, lighting and fans etc. at the Lodge. We cleaned all windows inside and out, and cleared the exterior debris, and worst of staining from animal waste at the Lodge in addition to the cleaning of all bunkhouse's and fire pits etc. at campsites, with the full reservation schedule. Doug worked to finish the caulking, and stain touch up at kingfisher when it was fit, and remade the insulated vent covers at the bath house, and sealed the gable vents for winter. We also re caulked/sealed some of the leaky joints on the MH gutters. I treated or, "shocked" with bleach, the water heater at the Lodge and it has seemed to kill the bacterial order for now. We had near weekly mowing yet on some spots, but has slowed down, and we are hopefully done with that for the season. With the heavy rain/weather systems this month we had several days of checking and clearing of trails, and removing other leaning, and hanging, tree hazards. We also marked dozens more dead trees along main trails to remove them this winter. We have also located, and removed a dozen or so snapped off metal posts and barbed wire from old fence line along and, in the West riverside trail, and am lining up a metal detector to find anymore that are hazards close to that trail. We have had several days of splitting firewood to replenish our stockpile with the increased demand, and colder weather.

ROUTINE DUTIES-FULL AND PART TIME STAFF

- The full time staff is responsible for ALL maintenance required to successfully run the Kendall County Forest Preserve District properties. This includes but is not limited to the following: Opening/closing, electrical, plumbing, carpentry, equipment operation, mechanical / equipment repairs, painting, herbicide application, prescribed burns, logging records of all restoration/herbicide efforts, tree removal, demolition/building of structures, snow removal, testing of water supplies, cleaning of all buildings, Forest/Prairie restoration, road, parking lots and trail maintenance, education, various ordering and picking up of all supplies, and mowing.

To: Kendall County Board of Commissioners- Committee of the Whole
From: Emily Dombrowski, Environmental Education Coordinator
RE: Education Program Updates
Date: November 6, 2017

ENTICE Workshop

We had 15 participants at our ENTICE workshop. The theme of our workshop was "Introducing Early Childhood Students to Nature." Natural Beginnings staff taught participants how to teach about diurnal animals the first half of the program. The Education Programs staff finished off the workshop and taught participants how to teach about nocturnal animals. Based on participant surveys, the workshop was really well liked. We will hold another workshop next fall and hope to co-teach the workshop again with the Natural Beginnings staff.

Creatures of the Night Program

Our Creatures of the Night program was held on October 21. 38 people attended the program. Participants rotated through 4 different stations: bat, spider, raccoon, and owl and learned all about each of these 4 nocturnal animals. They also completed a craft at the beginning and made a nighttime snack to conclude the program. Participants really enjoyed this program and we are planning to hold this program every October.

Winter Break Camps

Registration is now open for winter break camps. We are offering a super hero themed camp for children ages 4-6 and a star wars themed camp for children ages 7-9.

Carol Kopacz

Give Thanks



From start to finish my family enjoyed the Nighttime Adventure at Hoover Forest Preserve. My grandson attended the outdoor preschool, I've been attending your programs for several years now, and I'm always delighted to be outdoors because, truth be told, I'm a bit of a scaredy cat when it comes to the trails. Once I've walked them with one of your staff, I have returned again and again. Everyone thinks I'm such an adventurous grandmother because I venture out, but little do they know that I'm almost inclined to leave a trail of crumbs in case I lose my way! The four stations were such fun: perfectly situated without too much walking, bonfires, crafts, games, an enthusiastic/professional staff, and lots of interesting learning for all ages. Each activity was timed perfectly to keep interest and participation high. Maybe some small flashlights for the adults to man once the path became darker? Thank you. Thank you. Thank you for your efforts to reach out to the community. **Tax money well spent** for such a vital part of our environment.

Facility Revenue - Summary Report

Receipt Dates: 10/1/2017 - 10/31/2017

11/15/2017 08:47 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	Kingfisher	Birthday Party	\$210.00		\$210.00	
Hoover Forest Preserve	Kingfisher	Scout Outing	\$245.00		\$245.00	
Hoover Forest Preserve	Moonseed	Retreat	\$325.00		\$325.00	
Hoover Forest Preserve	Moonseed	Scout Outing	\$245.00		\$245.00	
Hoover Forest Preserve	Family Campsite 1	Family Outing	\$20.00		\$20.00	
Hoover Forest Preserve	Family Campsite 2	Family Outing	\$55.00		\$55.00	
Hoover Forest Preserve	Group Campsite A	Scout Outing	\$160.00		\$160.00	
Hoover Forest Preserve	Group Campsite B	Scout Outing	\$185.00		\$185.00	
Hoover Forest Preserve	Meadowhawk Lodge	Baby Shower	\$355.00		\$355.00	
Hoover Forest Preserve	Meadowhawk Lodge	Birthday Party	\$180.00		\$180.00	
Hoover Forest Preserve	Meadowhawk Lodge	Family Outing	\$315.00		\$315.00	
Hoover Forest Preserve	Meadowhawk Lodge	Other	\$150.00		\$150.00	
Hoover Forest Preserve	Meadowhawk Lodge	Wedding Ceremony & Reception	\$1,550.00		\$1,550.00	
Harris Forest Preserve	Shelter 4	Birthday Party	\$50.00		\$50.00	
Harris Forest Preserve	Shelter 4	Family Outing	\$75.00		\$75.00	
Harris Forest Preserve	Shelter 4	Family Reunion	\$50.00		\$50.00	
Jay Woods Forest Preserve	Jay Woods	Birthday Party	\$50.00		\$50.00	
Richard Young Forest Preserve	Richard Young Forest Preserve	Family Reunion	\$50.00		\$50.00	
Totals For Forest Preserve			\$4,455.00		\$4,455.00	
Grand Totals			\$4,455.00		\$4,455.00	

Course Revenue - Summary Report

Fall 2017

11/15/2017 08:46 AM

Environmental Education

Public Programs

Course#	Course Title	Revenue	Actual Enroll	Max Enroll	% Full	Revenue Not Realized
5	Toddling Naturalist: Fabulous Fall	\$15.00	6	16	38%	\$50.00
7	Creatures of the Night	\$95.00	38	40	95%	\$10.00
Totals For Public Programs		\$110.00	44	56	79%	\$60.00
Totals For Environmental Education		\$110.00	44	56	79%	\$60.00
Grand Totals		\$110.00	44	56	79%	\$60.00

Merchandise Revenue - Summary

Receipt Dates: 10/1/2017 - 10/31/2017

11/15/2017 12:22 PM

Birthday Pony Party

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Birthday (Pony) Party - Non-County	3	\$335.00	0		3	\$335.00
Birthday Pony Party		\$335.00				\$335.00

Credit Card Revenue

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Environmental Education Credit Card Revenue	8	\$2.77	0		8	\$2.77
Hoover & Shelter Rentals Credit Card Revenue	11	\$82.78	0		11	\$82.78
Credit Card Revenue		\$85.55				\$85.55

Ellis House

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
5K Event, Bridal Expo	3	\$1,100.00	0		3	\$1,100.00
Other Rentals (Showers, B'day Parties, etc)	1	\$220.00	0		1	\$220.00
Ellis House		\$1,320.00				\$1,320.00

Firewood - Add-on

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Firewood - Rentals	2	\$225.00	0		2	\$225.00
Firewood - Add-on		\$225.00				\$225.00

Pony Club

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Pony Club (includes Field Trips, Scout Programs)	2	\$240.00	0		2	\$240.00
Pony Club		\$240.00				\$240.00

Riding Lessons

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Riding - Beginner - Single - County	1	\$40.00	0		1	\$40.00

Merchandise Revenue - Summary

Receipt Dates: 10/1/2017 - 10/31/2017

11/15/2017 12:22 PM

Riding Lessons

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Riding - Beginner - Single - Non-County	2	\$132.00	0		2	\$132.00
Riding - Lead Line - Package - County	1	\$275.00	0		1	\$275.00
Riding - Lead Line- Package - Non-County	1	\$132.00	0		1	\$132.00
Riding- Beginner - Package - County	5	\$800.00	0		5	\$800.00
Riding- Beginner - Package - Non-County	9	\$1,437.00	0		9	\$1,437.00
Sunrise Center Monthly Fee	1	\$1,600.00	0		1	\$1,600.00
Riding Lessons		\$4,416.00				\$4,416.00

Security Deposit

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Other Rentals - Security Deposits	1	\$110.00	0		1	\$110.00
Weddings - Security Deposit	1	\$1,000.00	4	(\$4,000.00)	-3	(\$3,000.00)
Security Deposit		\$1,110.00		(\$4,000.00)		(\$2,890.00)

Set-up & Clean-up - Client

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Set-up / Clean-up - Client - Add-on	1	\$15.00	0		1	\$15.00
Set-up & Clean-up - Client		\$15.00				\$15.00
Grand Totals		\$7,746.55		(\$4,000.00)		\$3,746.55

5K Revenue/Expense Summary

As of 11/3/17

Revenue

Runners	Entry	Donate	Thru SCN	Thru EHEC	TOTAL
SignMeUp *	\$ 670.00	\$ 25.00	\$ 695.00	\$ -	\$ 695.00
@ Ellis (Cash)	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ 50.00
Race Day **	\$ 345.00	\$ -	\$ 345.00	\$ 35.00	\$ 380.00
Total Runners	\$ 1,065.00	\$ 25.00	\$ 1,090.00	\$ 35.00	\$ 1,125.00

* Excluding SignMeUp fees paid by Runners

** One race entry charge card processed by Ellis

Runners	3 Mile	Kids Run
Pre-Register	21	7
Race Day	11	3
Total	32	10
No Shows	1	0

Other Donations

Corporate			
> D Construction	\$ 500.00		
> K of C Joliet Infantry	\$ 150.00		
> National Seed Co	\$ 100.00		
> Kuriyama of America	\$ 50.00		
> HLR Inc	\$ 100.00		
> Kohl's	\$ 500.00		
> Progressive Energy Group		\$ 500.00	
> Speer Financial, Inc		\$ 500.00	
> Upland Design		\$ 100.00	
Total Corporate	\$ 1,400.00	\$ 1,100.00	\$ 2,500.00
Individuals	\$ 375.00	\$ 36.72	\$ 411.72
Race Day	\$ 19.00	\$ -	\$ 19.00
Total Other Donations	\$ 1,794.00	\$ 1,136.72	\$ 2,930.72

Shirts

Race Day	\$ 30.00		\$ 30.00
Other			\$ -
Total Shirts	\$ 30.00	\$ -	\$ 30.00

Total Revenue	\$ 2,914.00	\$ 1,171.72	\$ 4,085.72
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Expenses *

Shirts (Maple Impressions)	\$ (352.00)
Runner Food/Bev (Kris)	\$ (77.23)
Facebook Ad (Kris)	\$ (40.93)
Spray Paint for Horseshoes (Kris)	\$ (15.00)
Other	
Other	
Other	

Total Expenses	\$ (485.16)	\$ -	\$ (485.16)
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Net Gain (by Processing Org)	\$ 2,428.84	\$ 1,171.72	\$ 3,600.56
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Organizational Transfer to Share Net	\$ (628.56)	\$ 628.56	\$ -
Net Gain (Final with Sharing)	\$ 1,800.28	\$ 1,800.28	\$ 3,600.56

Kendall County

COMBINED Claims Listing

[illegible]

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount	
321 110415	KAT	11/6/17	CANOE TRIP	11/21/17	27020006215	CONTRACTUAL SERVICE	100.00 100.00*	bantrim
322 030794	CHAMPION ENERGY, LLC.	10/27/17	HARRIS ARENA	11/21/17	27020006351	ELECTRIC	4.69	** bantrim
323 030794	CHAMPION ENERGY, LLC.	10/27/17	HARRIS	11/21/17	27020006351	ELECTRIC	31.53	** bantrim
324 031510	COMMONWEALTH EDISON	10/20/17: JW	JAY WOODS	11/21/17	27020006351	ELECTRIC	31.03	bantrim
325 031510	COMMONWEALTH EDISON	10/24/17: RY	RICHARD YOUNG	11/21/17	27020006351	ELECTRIC	31.51	bantrim
326 031510	COMMONWEALTH EDISON	10/24/17: ARENA	HARRIS ARENA	11/21/17	27020006351	ELECTRIC	22.25	bantrim
327 031510	COMMONWEALTH EDISON	10/24/17: HARRI	HARRIS	11/21/17	27020006351	ELECTRIC	29.46	bantrim
328 031510	COMMONWEALTH EDISON	10/23/17: PICK	PICKERILL	11/21/17	27020006351	ELECTRIC	76.29 226.76*	bantrim
329 190816	SHAW MEDIA	10/31/17	WEB PAGE-OCT 2017	11/21/17	27020006843	PROMOTION/PUBLICITY	59.99 59.99*	bantrim
ELLIS HOUSE							1,389.30*	
330 030794	CHAMPION ENERGY, LLC.	10/27/17	ELLIS HOUSE	11/21/17	27021007076	UTILITIES - ELLIS HOUSE	297.86	** bantrim
331 060304	FIRST NATIONAL BANK OMAHA	11/2/17: DG	EL AT&T	11/21/17	27021007076	UTILITIES - ELLIS HOUSE	103.05 400.91*	** bantrim
332 060304	FIRST NATIONAL BANK OMAHA	11/2/17: MV	INK CARTRIDGES	11/21/17	27021007077	OFFICE SUPPLIES & POSTAGE	133.47	** bantrim
333 060304	FIRST NATIONAL BANK OMAHA	11/2/17: TV	ELLIS-FOLDERS	11/21/17	27021007077	OFFICE SUPPLIES & POSTAGE	9.48 142.95*	bantrim
334 020172	BARRETT'S ECOWATER	370924.00	EL: NOV 2017	11/21/17	27021007080	GROUND & MAINT - ELLIS H	25.00	bantrim
335 071807	GRAINCO F.S. INC	78008727	ELLIS TIRES	11/21/17	27021007080	GROUND & MAINT - ELLIS H	140.00	bantrim
336 071807	GRAINCO F.S. INC	78008452	ELLIS TIRES	11/21/17	27021007080	GROUND & MAINT - ELLIS H	94.36	bantrim
337 110008	K & K WELL DRILLING	23055	ELLIS-HYDROGEN PEROX	11/21/17	27021007080	GROUND & MAINT - ELLIS H	350.00	bantrim
338 130506	MENARDS	96110	EL: TAPE, PET FOOD	11/21/17	27021007080	GROUND & MAINT - ELLIS H	39.73	bantrim
339 130506	MENARDS	94843	ELLIS SUPPLIES	11/21/17	27021007080	GROUND & MAINT - ELLIS H	45.64	bantrim
340 130506	MENARDS	95149	ELLIS SUPPLIES	11/21/17	27021007080	GROUND & MAINT - ELLIS H	33.03	bantrim
341 130506	MENARDS	95897	ELLIS SUPPLIES	11/21/17	27021007080	GROUND & MAINT - ELLIS H	67.63	bantrim
342 130506	MENARDS	95674	ELLIS SUPPLIES	11/21/17	27021007080	GROUND & MAINT - ELLIS H	29.05 824.44*	bantrim
ELLIS BARN							1,368.30*	
343 060304	FIRST NATIONAL BANK OMAHA	11/2/17: MV	SIM REPAIRS	11/21/17	27021017080	GROUND & MAINT - ELLIS B	35.00	** bantrim
344 130506	MENARDS	96341	ELLIS SUPPLIES	11/21/17	27021017080	GROUND & MAINT - ELLIS B	150.54 185.54*	bantrim
ELLIS CAMPS							185.54*	
345 082140	KELLEN HULBERT	10-27-17: KH	HORSEMANSHIP SUPPLIE	11/21/17	27021107087	PROG SUPPLIES - ELLIS CAM	18.99 18.99*	bantrim

COMBINED Claims Listing

ELLIS BIRTHDAY PARTIES

346 061594	FOX VALLEY EQUINE PRACTICE	16891	ELLIS VET CARE	11/21/17	27021127084	VET & FERRIER - ELLIS B-D	653.00	bantrim
							653.00*	

Total ELLIS BIRTHDAY PARTIES 18.99*

ELLIS PUBLIC PROGRAMS

347 060304	FIRST NATIONAL BANK OMAHA	11/2/17:NV	VOL SUPPLIES	11/21/17	27021137079	VOLUNTEER EXP - ELLIS PUB	9.98	** bantrim
							9.98*	

Total ELLIS PUBLIC PROGRAMS 9.98*

SUNRISE CENTER

348 060304	FIRST NATIONAL BANK OMAHA	11/2/17:DG	EL STALL SHAVINGS	11/21/17	27021147082	ANIMAL CARE/SUPPLIES - SU	301.77	** bantrim
349 101297	JOHN DEERE FINANCIAL	11/21/14	HORSE SUPPLIES	11/21/17	27021147082	ANIMAL CARE/SUPPLIES - SU	47.96	bantrim
350 101297	JOHN DEERE FINANCIAL	11/21/14	HORSE SUPPLIES	11/21/17	27021147082	ANIMAL CARE/SUPPLIES - SU	58.94	bantrim
							408.67*	

Total SUNRISE CENTER 408.67*

ELLIS WEDDINGS

351 060304	FIRST NATIONAL BANK OMAHA	11/2/17:DG	EL REFUSE P/U	11/21/17	27021207078	REFUSE PICKUP - ELLIS	100.76	** bantrim
							100.76*	

352 267511	JESSICA PATENAUDE	10-14-17: EL	EL SEC DEP RETN	11/21/17	27021207088	ELLIS SECURITY DEPOSIT RE	1,000.00	bantrim
							1,000.00*	

Total ELLIS WEDDINGS 1,100.76*

ELLIS 5K

353 060304	FIRST NATIONAL BANK OMAHA	11/2/17:DG	EL 5K/FUNDRAISER	11/21/17	27021307081	PROMO/PUBLICITY - ELLIS 5	276.28	** bantrim
							276.28*	

Total ELLIS 5K 276.28*

HOOVER

354 030794	CHAMPTON ENERGY, LLC.	10/27/17	HVR MULTIPLES	11/21/17	27022006861	HOOVER - ELECTRIC	227.23	** bantrim
355 030794	CHAMPTON ENERGY, LLC.	10/27/17	HVR BATHHOUSE	11/21/17	27022006861	HOOVER - ELECTRIC	29.93	** bantrim
356 031510	COMMONWEALTH EDISON	10/30/17:HOUSE	HOOVER HOUSE	11/21/17	27022006861	HOOVER - ELECTRIC	53.92	bantrim
357 031510	COMMONWEALTH EDISON	10/31/17:BATH	HVR BATHHOUSE	11/21/17	27022006861	HOOVER - ELECTRIC	113.29	bantrim
358 031510	COMMONWEALTH EDISON	10/31/17:MULT	HVR MULTIPLES	11/21/17	27022006861	HOOVER - ELECTRIC	587.01	bantrim
							1,011.38*	

Total Hoover 1,011.38*

FIRST NATIONAL BANK OMAHA

359 060304	FIRST NATIONAL BANK OMAHA	11/2/17:DG	HVR REFUSE P/U	11/21/17	27022006862	HOOVER - OTHER UTILITIES	157.45	** bantrim
							157.45*	

Vendor#	Name
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Invoice #

Description

Budget #

Account Description

Dist Amount

FP BOND PROCEEDS 2007

477 031522 COFFMAN TRUCK SALES
478 190610 SEMPER FI LAND SERVICES
479 251493 YORKVILLE ACE & RADIO SHACK

FOREST PRES
2017-1778
164336-338

1 TON GMC TRUCK
HENNEBERRY PROJECT
HENNEBERRY SUPPLIES

11/21/17
11/21/17
11/21/17

PROJECT	FUND	EXPENSES
PROJECT	FUND	EXPENSES
PROJECT	FUND	EXPENSES

49,395.97	*****	bantrim
75,792.84		bantrim
747.91		bantrim
125,936.72*		

125,936.72*

GRAND TOTAL	\$159,884.85
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**Annual Operating Budget
For the Fiscal Year
2017-2018**



**Kendall County, Illinois
Forest Preserve District**

Kendall County Forest Preserve District Annual Operating Budget

Fiscal Year
2017-2018

December 1, 2017 - November 30, 2018

ADOPTED November 21, 2017

2017 FOREST PRESERVE COMMISSION

Judy Gilmour, President & Finance Committee Member

Matthew Prochaska, Vice President

Lynn Cullick, Finance Committee Chair

Robert Davidson, Finance Committee Member

Scott Gryder, Finance Committee Member

Matthew Kellogg, Finance Committee Member

Elizabeth E. Flowers, Secretary

Tony Giles

Audra Hendrix

John P. Purcell

David Guritz

Director, Kendall County Forest Preserve District

Jill Ferko

Treasurer, Kendall County Forest Preserve District

Wipfli LLP, Auditor

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

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

AND

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

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

SECTION 1

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

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

Estimated Receipts:

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

SECTION 2

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

SECTION 3

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

Estimated Expenditures:

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

Approved this 21st Day of November, 2017.

Signed:

Judy Gilmour, President

Elizabeth Flowers, Secretary

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

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

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

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

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

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

Approved this 21ST Day of November, 2017.

Signed:

Judy Gilmour, President

Elizabeth Flowers, Secretary

**FOREST PRESERVE FY18 BUDGET
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Operating Fund

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Capital Funds

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9	Fund 950 - 2007 Capital Projects Fund

Debt Service Funds

10	Fund 310 - 2009 Debt Service Fund
11	Fund 320 - 2003/12 Debt Service Fund
13	Fund 960 - 2007/2015/2016/2017 Debt Service Fund

Kendall County Forest Preserve District Operating Fund

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

Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
PERSONNEL					
270-2-000-6101 Salary - Full Time Administration	123,789	126,330	130,391	134,028	6.1%
270-2-000-6102 Salary - Part Time Administration	4,842	4,000	2,726	6,200	55.0%
270-2-500-6101 Salary - Full Time Grounds & Natural Resources	133,068	138,372	143,479	147,277	6.4%
270-2-500-6102 Salary - Part Time Grounds & Natural Resources	9,928	23,616	18,239	34,290	45.2%
Salary Part Time: Env. Education					
270-2-301-6128 Env. Educ. PT Salary - School Programs Expense	31,906	35,925	38,778	29,011	-19.2%
270-2-302-6128 Env. Educ. PT Salary - Camps Expense	16,689	26,075	17,252	26,600	2.0%
270-2-303-6128 Env. Educ. PT Salary - Natural Beginnings Expense	45,955	53,293	57,576	54,927	3.1%
270-2-304-6128 Env. Educ. PT Salary - Other Public Programs Expense	4,080	3,500	6,179	5,500	57.1%
270-2-305-6128 Env. Educ. PT Salary - Laws of Nature	1,656	1,750	1,625	1,750	0.0%
270-2-306-6128 Env. Educ. PT Salary - Other Expense	40		47		
Salary Part Time - Ellis					
270-2-100-6122 Salary PT - Ellis House	9,756	7,962	10,915	8,033	0.9%
270-2-101-6122 Salary PT - Ellis Barn	6,005	7,963	6,911	8,033	0.9%
270-2-102-6122 Salary PT - Ellis Grounds	12,048	15,925	16,761	16,066	0.9%
270-2-110-6122 Salary PT - Ellis Center Camps Expense	3,512	8,000	2,120	5,628	-29.7%
270-2-111-6122 Salary PT - Ellis Center Riding Lessons Expense	21,518	16,000	24,424	18,580	16.1%
270-2-112-6122 Salary PT - Ellis Center Birthday Parties Expense	4,268	6,456	2,748	3,816	-40.9%
270-2-113-6122 Salary PT - Ellis Center Public Programs Expense		1,890	1,403	1,190	-37.0%
270-2-114-6122 Salary PT - Ellis Sunrise License Agreement		6,864	11,169	14,456	110.6%
270-2-120-6122 Salary PT - Ellis Center Weddings Expense	17,136	11,197	20,356	8,228	-26.5%
270-2-121-6122 Salary PT - Ellis Center Other Rentals Expense	95	2,000			
Salary Full Time: Hoover					
270-2-200-6126 Salary FT - Hoover Grounds	16,498	23,738	22,327	25,222	6.3%
270-2-201-6126 Salary FT - Hoover Bunkhouse	8,249	11,869	13,218	12,611	6.3%
270-2-202-6126 Salary FT - Hoover Campsite	4,124	5,935	6,609	6,306	6.2%
270-2-203-6126 Salary FT - Hoover Meadowhawk	4,125	5,935	6,609	6,306	6.2%
Salary Part Time: Hoover					
270-2-200-6127 Salary PT - Hoover Grounds	11,731	18,734	17,967	18,978	1.3%
270-2-201-6127 Salary PT - Hoover Bunkhouse	5,691	9,367	8,985	9,489	1.3%
270-2-202-6127 Salary PT - Hoover Campsite	2,711	4,684	4,494	4,744	1.3%
270-2-203-6127 Salary PT - Hoover Meadowhawk	2,893	4,684	4,483	4,744	1.3%
270-2-000-6115 Board Per Diem	4,410	4,000	3,111	3,200	-20.0%
Total Personnel	506,723	586,064	600,900	615,212	5.0%

Kendall County Forest Preserve District Operating Fund

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

Kendall County Forest Preserve District Operating Fund

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

Kendall County Forest Preserve District Operating Fund

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

Kendall County Forest Preserve District Operating Fund

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

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

KCFP Endowment Fund

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

Forest Preserve Capital Projects - Series 2009

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

Forest Preserve Capital Projects - Series 2007

ACCOUNT & DESCRIPTION		ACTUAL 2015	ACTUAL 2016	BUDGET 2017	Est. Year End 11/30/2017	BUDGET 2018	% CHANGE IN BUDGET
Beginning Balance		2,646,645	1,008,685	948,948	1,691,966	1,597,267	68.3%
REVENUE							
950-1-000-1135	Interest Income	1,422	494	500	688	600	
950-1-000-1515	Land Acquisition Grant - OSLAD		750,000	1,500,000		748,250	
950-1-000-1515	Land Acquisition Grant - ICECF		2,000				
950-1-000-1515	Land Acquisition Grant - Grand Victoria	600,000					
950-1-000-1515	Land Acquisition Grant - TCF			750,000			
950-1-000-1515	Project Fund Deposit		14,205		21,620		
950-1-000-1515	Project Fund Deposit - FEMA			28,515	28,516		
950-1-000-1515	Project Fund Deposit - Pollinator Grant NFWF			15,000			
950-1-000-1515	Project Fund Deposit - Maramech Restoration F&W			5,000	5,000	5,000	
950-1-000-1515	Route 30 - IDOT Land Purchase			15,000			
950-1-000-1515	Trail Improvement Escrow Account			23,177		23,177	
950-1-000-1515	Donations			50,000		50,000	
Total Revenue		601,422	766,699	2,387,192	55,824	827,027	-65.4%
EXPENDITURE							
950-2-000-6101	Salaries	24,913	506			2,500	
950-2-400-6855	Natural Areas Management		2,496	60,000		15,000	
950-2-400-6856	Natural Areas Supplies			5,000		5,000	
95-02-000-6850	Equipment Replacement Contingency			50,000	5,435	71,950	
950-2-000-6850	Land Acquisition			1,500,000	3,069	798,250	
950-2-000-6850	Preserve Improvements		23,145	80,800	122,310	137,349	
950-2-000-6850	Building Improvements/Demolition		31,398	62,000	9,163	99,000	
950-2-000-6850	Cropland Conversion		9,149	270,000	15	30,570	
950-2-000-6850	Project Fund Expense	2,349,192	16,724	389,000	10,532	499,334	
Total Expenditure		2,374,104	83,418	2,416,800	150,523	1,658,953	-31.4%
Revenue over/(under) Expenditure		(1,772,682)	683,281	(29,608)	(94,699)	(831,926)	
TRANSFERS IN							
950-1-000-1305	Transfers In - Land Acquisition	421,886					
Total Transfers In		421,886	0	0	0	0	
TRANSFERS OUT							
950-2-000-6300	Transfers Out - FP Operating	287,164		50,000			
Total Transfers Out		287,164	0	50,000	0	0	
Ending Balance		1,008,685	1,691,966	869,340	1,597,267	765,341	88.0%

Forest Preserve Debt Service Fund - Series 2009

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

Forest Preserve Debt Service Fund - Series 2003/2012

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

Forest Preserve Debt Service 2003/2012

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

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

Debt Service Schedule

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

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

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

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

Date of Issuance July 15, 2007	\$45,000,000 G.O. Bonds, Series 2007	\$9,360,000 G. O. Bonds, Series 2015	\$9,270,000 G. O. Bonds, Series 2016	\$19,130,000 G. O. Bonds, Series 2017
Date of Maturity January 1, 2027	January 1, 2027	July 1, 2015	May 1, 2016	April 26, 2017
Payable January 1 & July 1	January 1 & July 1	January 1, 2027	January 1, 2026	January 1, 2024
		January 1 & July 1	January 1 & July 1	January 1 & July 1

Debt Service Schedule

Date	Original 2007 Bond Issue				2007 Bond Not Refunded				2015 Bond Refunding				2016 Bond Refunding				2017 Bond Refunding			
	Principal	Interest	Debt Service	Debt	Principal	Interest	Debt Service	Debt	Principal	Interest	Debt Service	Debt	Principal	Interest	Debt Service	Debt	Principal	Interest	Debt Service	Debt
1/1/2008		1,245,267	1,245,267	1,245,349		1,245,267	1,245,349	1,245,349												
7/1/2008		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
1/1/2009		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
7/1/2009		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
1/1/2010		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
7/1/2010		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
1/1/2011		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
7/1/2011		1,143,613	1,143,613	1,143,688		1,143,613	1,143,688	1,143,688												
1/1/2012	100,000	1,143,613	1,243,613	1,143,688	100,000	1,143,613	1,243,613	1,143,688												
7/1/2012		1,141,488	1,243,613	1,143,688		1,141,488	1,243,613	1,143,688												
1/1/2013	300,000	1,141,488	1,441,488	1,141,563	300,000	1,141,488	1,441,563	1,141,563												
7/1/2013		1,135,188	1,441,488	1,135,188		1,135,188	1,441,488	1,135,188												
1/1/2014	500,000	1,135,188	1,635,188	1,135,188	500,000	1,135,188	1,635,188	1,135,188												
7/1/2014		1,124,563	1,635,188	1,124,563		1,124,563	1,635,188	1,124,563												
1/1/2015	1,000,000	1,124,563	2,124,563	1,124,563	1,000,000	1,124,563	2,124,563	1,124,563												
7/1/2015		1,102,063	2,124,563	1,102,063		1,102,063	2,124,563	1,102,063												
1/1/2016	1,500,000	1,102,063	2,602,063	1,102,063	1,500,000	1,102,063	2,602,063	1,102,063												
7/1/2016		1,068,313	2,602,063	1,068,313		1,068,313	2,602,063	1,068,313												
1/1/2017	1,700,000	1,068,313	2,768,313	2,768,313	1,700,000	1,068,313	2,768,313	2,768,313												
7/1/2017		1,030,063	2,768,313	1,030,063		1,030,063	2,768,313	1,030,063												
1/1/2018	2,100,000	1,030,063	3,130,063	3,130,063	2,100,000	1,030,063	3,130,063	3,130,063												
7/1/2018		977,563	3,130,063	977,563		977,563	3,130,063	977,563												
1/1/2019	2,500,000	977,563	3,477,563	3,477,563	2,500,000	977,563	3,477,563	3,477,563												
7/1/2019		915,063	3,477,563	915,063		915,063	3,477,563	915,063												
1/1/2020	2,750,000	915,063	3,665,063	3,665,063	2,750,000	915,063	3,665,063	3,665,063												
7/1/2020		846,313	3,665,063	846,313		846,313	3,665,063	846,313												
1/1/2021	3,000,000	846,313	3,846,313	3,846,313	3,000,000	846,313	3,846,313	3,846,313												
7/1/2021		771,313	3,846,313	771,313		771,313	3,846,313	771,313												
1/1/2022	3,500,000	771,313	4,271,313	4,271,313	3,500,000	771,313	4,271,313	4,271,313												
7/1/2022		683,813	4,271,313	683,813		683,813	4,271,313	683,813												
1/1/2023	4,000,000	683,813	4,683,813	4,683,813	4,000,000	683,813	4,683,813	4,683,813												
7/1/2023		578,813	4,683,813	578,813		578,813	4,683,813	578,813												
1/1/2024	5,000,000	578,813	5,578,813	5,578,813	5,000,000	578,813	5,578,813	5,578,813												
7/1/2024		447,563	5,578,813	447,563		447,563	5,578,813	447,563												
1/1/2025	5,100,000	447,563	5,547,563	5,547,563	5,100,000	447,563	5,547,563	5,547,563												
7/1/2025		313,688	5,547,563	313,688		313,688	5,547,563	313,688												
1/1/2026	5,600,000	313,688	5,913,688	5,913,688	5,600,000	313,688	5,913,688	5,913,688												
7/1/2026		166,688	5,913,688	166,688		166,688	5,913,688	166,688												
1/1/2027	6,350,000	166,688	6,516,688	6,516,688	6,350,000	166,688	6,516,688	6,516,688												
Totals	45,000,000	34,999,142	79,999,142	79,999,142	45,000,000	20,263,786	27,463,786	27,463,786	9,360,000	4,032,234	13,392,234	13,392,234	9,270,000	2,633,257	11,903,257	11,903,257	19,130,000	4,268,615	23,398,615	23,398,615

	Principal	Interest	Total
2007 Bond Issue	\$45,000,000	\$34,999,142	\$79,999,142
2007 Not Refunded	-7,200,000	-20,263,786	-27,463,786
2015 Refunding Bonds	-9,360,000	-4,032,234	-13,392,234
2016 Refunding Bonds	-9,270,000	-2,633,257	-11,903,257
2017 Refunding Bonds	-19,130,000	-4,268,615	-23,398,615
	\$40,000	\$3,801,250	\$3,841,250

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

From: David Guritz, Director

RE: Hoover Grounds Supervisor and Resident – Residence Lease Renewal

Date: November 15, 2017

The Finance Committee has reviewed and recommends renewal of the Hoover Grounds Supervisor and Resident Lease Agreement for one year lease renewal under the current terms, which calls for a monthly payment of \$250.00 for use of the residence.

No pet addendum has been requested.

Recommendation

District staff recommends Committee of the Whole approval of a motion to forward the Hoover Grounds Supervisor and Resident Lease Agreement to Commission for approval.

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

THIS AGREEMENT ("Lease Agreement") is made and entered into this 21ST day of November 2017, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Jay Teckenbrock (referred to as "Tenant"), an individual currently residing at the Hoover Forest Preserve Residence, 11285 W. Fox Road, Yorkville, IL 60560, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. PURPOSE.

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

2. PROPERTY.

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

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

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

3. TERM.

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

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

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

4. RENT.

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

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

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

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check

charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

5. SECURITY DEPOSIT.

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

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

A. Deductions.

District may deduct reasonable charges from the security deposit for:

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

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

6. USE OF RESIDENCE.

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

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

7. CONDITION OF RESIDENCE.

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

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

8. DEFAULTS & REMEDIES,

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

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

9. ASSIGNMENT AND SUB-LETTING.

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

10. ALTERATIONS AND IMPROVEMENTS.

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

11. HAZARDOUS MATERIALS.

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

12. UTILITIES.

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

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

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

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

13. MAINTENANCE, REPAIR, AND RULES.

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

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

- F. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- G. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;
- H. Keep all air conditioning filters clean and free from dirt;
- I. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;
- J. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- K. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- L. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- M. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

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

14. DAMAGE TO RESIDENCE.

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

15. ACCESS BY DISTRICT.

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

- A. Inspect the Property for condition;
- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;
- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize nonexempt property after default.

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

16. RENTERS' INSURANCE

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

17. SUBORDINATION OF LEASE AGREEMENT.

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

18. ANIMALS.

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

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

19. WATERBEDS.

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

20. QUIET ENJOYMENT.

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

21. INDEMNIFICATION.

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

22. FORCE MAJEURE.

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

23. EXPENSES AND COSTS.

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

24. RECORDING OF LEASE AGREEMENT.

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

25. GOVERNING LAW.

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

26. SEVERABILITY.

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

27. BINDING EFFECT.

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

28. DESCRIPTIVE HEADINGS.

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

29. NON-WAIVER.

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

30. MODIFICATION.

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

31. NOTICE.

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

32. APPROVAL.

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

As to District this 21st day of November, 2017.

DISTRICT:

Sign: _____
Judy Gilmour, President

Print: _____ Date: _____

Attest: _____
David Guritz, Executive Director

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

TENANT:

Sign: _____
Jay Teckenbrock, Grounds Supervisor and Resident

Print: _____ Date: _____

Sign: _____

Print: _____ Date: _____

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

From: David Guritz, Director

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

Date: November 15, 2017

The Finance Committee recommends review of the proposed Pickerill-Pigott Resident and Grounds Maintenance Worker position description by the Committee of the Whole.

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

This position description, once approved, would be offered internally to qualified District employees, with the understanding that the initial lease term for the residence would be limited to an initial 12-month period, subject to review and approval by Commission thereafter.

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

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

Recommendation

District staff recommends Committee of the Whole approval of a motion to forward the Pickerill-Pigott Grounds Maintenance Worker and Resident Position Description to Commission for approval.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Pickerill-Pigott Resident - Grounds Maintenance Worker

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Executive Director and Superintendent of Grounds and Resources

EFFECTIVE DATE: November 21, 2017

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

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

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities at this time.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

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

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Illinois Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

- The noise level in the work environment is usually loud due to equipment operational noise.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

Kendall County Forest Preserve District

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

From: David Guritz, Director

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

Date: November 15, 2017

District staff recommends extending an offer for part-time employment to the current Ellis Volunteer Caretaker. The State's Attorney's Office has recommended converting this volunteer position to an hourly part-time position under a separate residence lease agreement as best practice for management of District liability and compliance with labor law.

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

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

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

The lease agreement calls for a \$250.00 refundable deposit, and monthly rent payment of \$346.67.

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

A separate pet addendum is attached that would require an additional \$250.00 deposit and allow for the tenant to keep three currently owned domestic cats within the studio apartment area, with no additional rent amount assigned.

The studio apartment area has hard-surface flooring, and there have been no reports or concerns over any damages or other impacts from the domestic cats kept over the past several years. Therefore, and based on a request from Shannon Prette, staff recommends waiving the lease damage deposit and pet ownership security deposit currently included within the draft lease agreement. Should direction be provided to include either or both deposit provisions, staff recommends allowing the tenant to submit progress payments over the next 12-month period to be applied towards the full deposit amount.

Recommendation

District staff recommends Committee of the Whole approval of a motion to forward the Ellis Caretaker position description and and Resident Lease Agreement to Commission for approval.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Ellis Resident and Caretaker

WAGE CATEGORY: FLSA Non-Exempt

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

EFFECTIVE DATE: November 21, 2017

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities at this time.

DRAFT FOR COMMITTEE OF THE WHOLE REVIEW - 11-15-17

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

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

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Driver's License.
- Current CPR/First Aid certification.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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- Employee will be required to travel to and from meetings and trainings at various District preserves and locations.
- Employee will be required to have frequent contact with animals, nature, volunteers and other members of the general public.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings and trainings, and various District preserves and locations.

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

Kendall County Forest Preserve District

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

THIS AGREEMENT ("Lease Agreement") is made and entered into this 21ST day of November 2017, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Shannon Prette (referred to as "Tenant"), an individual currently residing at the Ellis House, 13986 McKanna Rd, Minooka, IL 60447, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. PURPOSE.

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

2. PROPERTY.

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

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

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

3. **TERM.**

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

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

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

4. **RENT.**

4.1 Rent. The rent for the Residence shall be eighty (\$80.00) per week. This amount includes the cost of Utilities as discussed in section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of three hundred forty six dollars and sixty-seven cents (\$346.67) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Ellis House Caretaker. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

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

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

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check

charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

5. SECURITY DEPOSIT.

5.1 Amount. Tenant shall deposit with the District the sum of two-hundred fifty dollars and no cents (\$250.00), receipt of which is hereby acknowledged by the District, as security for any damage caused to the Residence during the term hereof.

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

A. Deductions.

District may deduct reasonable charges from the security deposit for:

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

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

6. USE OF RESIDENCE.

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

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

7. CONDITION OF RESIDENCE.

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

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

8. DEFAULTS & REMEDIES,

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

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

9. ASSIGNMENT AND SUB-LETTING.

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

10. ALTERATIONS AND IMPROVEMENTS.

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

11. HAZARDOUS MATERIALS.

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

12. UTILITIES.

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

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

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

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

13. MAINTENANCE, REPAIR, AND RULES.

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

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

- F. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- G. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;
- H. Keep all air conditioning filters clean and free from dirt;
- I. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;
- J. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- K. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- L. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- M. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

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

14. DAMAGE TO RESIDENCE.

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

15. ACCESS BY DISTRICT.

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

- A. Inspect the Property for condition;
- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;
- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize nonexempt property after default.

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

16. RENTERS' INSURANCE

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

17. SUBORDINATION OF LEASE AGREEMENT.

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

18. ANIMALS.

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

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

19. WATERBEDS.

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

20. QUIET ENJOYMENT.

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

21. INDEMNIFICATION.

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

22. FORCE MAJEURE.

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

23. EXPENSES AND COSTS.

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

24. RECORDING OF LEASE AGREEMENT.

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

25. GOVERNING LAW.

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

26. SEVERABILITY.

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

27. BINDING EFFECT.

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

28. DESCRIPTIVE HEADINGS.

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

29. NON-WAIVER.

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

30. MODIFICATION.

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

31. NOTICE.

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

32. APPROVAL.

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

As to District this 21st day of November, 2017.

DISTRICT:

Sign: _____
Judy Gilmour, President

Print: _____ Date: _____

Attest: _____
David Guritz

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

TENANT:

Sign: _____
Shannon Prette

Print: _____ Date: _____

Sign: _____

Print: _____ Date: _____

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

THIS Pet Addendum ("Addendum") is incorporated as if fully set forth in the Kendall County Forest Preserve District Ellis House Caretaker Lease Agreement made and entered into on the 21st day of November 2017, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, and Shannon Prette ("Employee-Tenant") referred to as "Tenant"), an individual currently residing at 13986 McKanna Rd, Minooka, IL 60447 ("Lease Agreement"). For and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. INCORPORATION.

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

2. PURPOSE.

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

3. PETS.

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

Name: Belli

Name: Rogue

Breed: Tabby

Breed: Tortie

Color:

Color:

Weight:

Weight:

Age: 7

Age: 2

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

4. ADDITIONAL RENT.

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

Saturday through Friday. The additional pet rent is subject to the rent terms identified in subsections 4.2, 4.3, and 4.4 the Lease Agreement.

5. PET SECURITY DEPOSIT.

Tenants must also post an additional Pet Security Deposit in the amount of two hundred and fifty dollars and no cents (\$250.00). The Pet Security Deposit is intended to cover the costs of all cleaning and repairs required as a result of the Pets. The Pet Security Deposit is subject to all of the terms of the Security Deposit identified in section five (5) of the Lease Agreement and is due upon execution of the Lease Agreement.

5. RULES AND MAINTENANCE.

Tenants agree to the following requirements:

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

6. INDEMNIFICATION.

In addition to the indemnification provision in section twenty-one (21) of the Lease Agreement, District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury to any person or property caused by or relating to the Pets. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature caused by or relating to the Pets. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The

District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

7. REVOCATION.

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

8. DEFAULT.

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

As to District this 21st day of November, 2017.

DISTRICT:

Sign: _____
Judy Gilmour, President

Print: _____ Date: _____

Attest: _____
David Guritz, Director

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

TENANTS:

Sign: _____
Shannon Prette

Print: _____ Date: _____

Sign: _____

Print: _____ Date: _____

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

From: David Guritz, Director

RE: Environmental Education Program Manager Position Description

Date: November 15, 2017

The Finance Committee recommends review of the Environmental Education Program Manager position description by the Committee of the Whole.

Approval of this position will eliminate one of two of the Environmental Education Program Coordinator positions within the Environmental Education department, and result in the promotion of Emily Dombrowski as the program manager.

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

Recommendation

District staff recommends Committee of the Whole approval of a motion to forward the Environmental Education Program Manager Position Description to Commission for approval.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Environmental Education Program Manager

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Director of the Kendall County Forest Preserve District

EFFECTIVE DATE: November 21, 2017

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County.
- Assist with the development and management of the District's annual budget.
- Establish program policies, performance goals, and objectives for school, scout and teacher education programs.
- Manage program reservations, registrations and invoicing with the District's Administrative Assistant. Enter program reservation data using the District's program reservation software system.
- Manage staff schedules and hours of employment.
- Train support staff in curricular program goals, objectives, and instructional methods.
- Address staff disciplinary issues in consultation with the Director of the District.
- Provide supervision to part-time instructors and volunteers in the District's educational programs.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Support marketing and public outreach efforts to promote the District and program services.
- Develop and maintain handbooks, brochures, packets, press releases, newsletters, and social media postings.
- Create and purchase supplies and materials needed for school, scout and teacher education programs.
- Work with, and provide program support and assistance to the Natural Beginnings Preschool Program Manager.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Communicate effectively with District staff and the public.
- Manage District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, and other public program offerings.
- Assist with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep and exhibit development.
- Complete performance reviews for all part time environmental education instructors.
- Assist with development and implementation of the fiscal year program budget.
- Seek outside sponsors, grant program funding and community-based support for the District and environmental education programs and events.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position supervises part-time instructors and volunteers in the District's school, scout, teacher education, and other public programs.

QUALIFICATIONS:

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

- A. EDUCATION and/or EXPERIENCE:**
- Bachelor's Degree in the field of education or environmental sciences or an equivalent of six to eight years of education and experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
 - Ability to apply education principals and practices within the design of environmental education program experiences.
 - Two years of experience in administration of an educational program.
 - Four years experience with instructing children in an educational setting.
 - Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
 - Ability to effectively and appropriately use the Internet and social media.
 - Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
- B. LANGUAGE SKILLS:**
- Ability to draft and present District curriculum.
 - Ability to write routine reports and correspondence.
 - Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
 - Good knowledge of the English language, spelling and grammar.
- C. MATHEMATICAL SKILLS:**
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- D. REASONING ABILITY:**
- Ability to employ safe work practices and use sound judgment while leading educational programs.
 - Ability to complete projects from beginning to end with minimal supervision.
 - Possess positive conservation ethic and respect towards living things and the natural environment.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
- E. CERTIFICATES, LICENSES, REGISTRATIONS:**
- State-certified teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
 - Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
 - Current CPR/First Aid certification.
 - All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.

- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

Kendall County Forest Preserve District

November 8, 2017

Christopher Alcalde
Manager of Industrial Development
Acquisitions and Special Projects
OmniTRAX
252 Clayton Street-4th Floor
Denver, Colorado 80206

RE: **Kendall County Forest Preserve District/City of Yorkville
Hoover Railroad Crossing**

Dear Mr. Alcalde:

As you are aware, I represent the Kendall County Forest Preserve District. Attorney Kathleen Orr represents the United City of Yorkville. I have discussed the pending issues with my client as well as Ms. Orr. As you are aware, Hoover Road was dedicated to the United City of Yorkville in 2015; however, pursuant to an Intergovernmental Agreement, the United City of Yorkville agreed to file necessary documentation and cooperate in seeking the approval and installation of active crossing safety gates across Hoover Road as consideration for the Dedication Area as a public right-of-way for highway purposes.

As you are aware, on September 28, 2016, an Order was entered by the Illinois Commerce Commission (the "ICC") that required the railroad to undertake certain improvements

Without notice or the agreement of the Kendall County Forest Preserve District, you made certain improvements to the area in 2012.

It is our position that at no time did we agree to share in the cost for any of the improvements completed prior to the date of the Order of the ICC. The only improvements requested by the United City of Yorkville are those specifically set forth in the Order of the ICC.

Given the foregoing, it is our position that the Kendall County Forest Preserve District bears no responsibility for any costs incurred by you for improvements made without our knowledge or approval.

Thank you.

Very truly yours,

Lisa A. Coffey

CC: Kendall County Forest Preserve District
Kathleen Orr

To: Kendall County Forest Preserve District Committee of the Whole

From: David Guritz, Director

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

Date: November 15, 2017

Background

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

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

The following policy is proposed for consideration. The protocol will be reviewed by the Kendall County Health Department, and Illinois Department of Public Health as part of implementation of the program.

Proposed Policy

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

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

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

DRAFT Protocol for KCHC-IDPH Review

Kendall County Forest Preserve District

Protocol for Administering Epinephrine by Auto-Injector

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

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

1. Definition of terms

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

2. Anaphylaxis: Signs and Symptoms

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

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

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

4. Recognizing Anaphylaxis:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Instructions for Administering Epinephrine by Auto-Injector

1. Be sure to confirm a history of severe allergies, look for signs and symptoms of anaphylaxis, and find out if help administering epinephrine by auto-injector is needed.
2. Determine if person has already received epinephrine. If so, a second dose should only be given if EMS is delayed and if signs and symptoms worsen, or if they temporarily improve, then return again after several minutes.
3. Follow manufacturer instructions for use of the auto-injector.
4. Have the individual experiencing anaphylaxis sit down, leaning slightly forward (or lie down when exhibiting signs of shock).
5. Administer epinephrine (if alone), and call 911. If assistance can be provided by another individual, have this individual contact 911 while the epinephrine is administered by auto-injector.
6. Put on the Nitrile gloves included with the emergency response kit.
7. Remove the auto-injector from the case. (Check for expiration (**do not use if expired**); Check the solution (**do not use if cloudy**)).
8. Look for obstructions at the injection site, making sure there are none. The injection site is the middle of the outer thigh.
9. Grasp the auto-injector firmly in your fist. Do not put your thumb, finger, or hand over the ends of the auto-injector.
10. Pull up on the safety cap.
11. Injection angle is 90 degrees (perpendicular) to the injection site. Push into the thigh (you will hear a "click"). Hold the auto-injector in place 10 seconds, and massage the injection site after injection.
12. Place the injector in a safe container, and deliver to Emergency Medical Technicians arriving on the scene.

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

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



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

Facility Rental Contract

Permit #: 17-00285
Contract Date: 10/26/2017
Use Type: Other
Description: Shelter
Registrar: Rebecca Antrim
Phone: (630) 552-3826 / (630) 291-6381
Email: marcylite_12@hotmail.com

Page 1 of 2

Customer
KC Special Olympics
Marcy Stefaniak
2420 Rock Creek Road
Plano, IL 60545

Rental Information

Location: Shelter 1 @ Harris Forest Preserve
 10460 Route 71
 Yorkville, IL 60560

Total Hours: 20.00

Date	Day	Time	Fee Description	Qty	Unit	Rate	Total	Tax
11/11/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
11/18/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
12/2/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
12/9/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
12/16/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
1/6/2018	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
1/13/2018	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
1/20/2018	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
1/27/2018	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00
2/3/2018	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$25.00	\$25.00	\$0.00

No alcohol allowed.

Kendall County Special Olympics Comets Winter Snowshoe Practice
50 people

Per D Guritz: rental fee changed to \$25.00 per rental effective for 11/11/17 thru 2/3/18

Rental Information

Location: Shelter 7 @ Harris Forest Preserve
 10460 Route 71
 Yorkville, IL 60560

Total Hours: 4.00

Date	Day	Time	Fee Description	Qty	Unit	Rate	Total	Tax
10/28/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$50.00	\$50.00	\$0.00
11/4/2017	Sat	8:30 AM - 10:30 AM	Shelter Flat (Head Count: 50)	1.00	Each	\$50.00	\$50.00	\$0.00

No alcohol allowed.

Kendall County Special Olympics Comets Winter Snowshoe Practice
50 people

10/31/17: rec'd \$100.00 - ck# 1710



KENDALL COUNTY FOREST PRESERVE DISTRICT WINTER PROGRAMS

To register and pay* for a program:

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

*Payment required at time of registration

For additional information
on a program:

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

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

Winter Break Camps

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

Eco Heroes

Ages: 4-6

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

Location: Hoover Forest Preserve

Price: \$80

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

Star Wars Camp

Ages: 7-9

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

Location: Hoover Forest Preserve

Price: \$80

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

*Registration forms and additional information can be found online at kendallforest.com

December 14—

Toddling Naturalist— Wonderful Winter

Ages: 1-3 years old plus caregiver

Location: Hoover Forest Preserve
Meadowhawk Lodge

Time: 10-11 am

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

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

December 15—

Babes in the Woods— Wonderful Winter

Ages: 4-6 years old plus caregiver

Location: Hoover Forest Preserve
Meadowhawk Lodge

Time: 1-2 pm

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

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

December 17—

Holidays at the Nature Center

Ages: All Ages

Location: Kendall County Historic Courthouse

Time: 2:30-5:30 pm

Price: Free

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

January 13—

Women in the Wild

Ages: 18 +

Location: Hoover Forest Preserve
Eagle's Nest Pavilion

Time: 10-11 am

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

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

KENDALL COUNTY FOREST PRESERVE DISTRICT WINTER PROGRAMS

January 14 -

Beat the Winter Blues Bingo Night

Ages: 8 and up

Location: Hoover Forest Preserve
Meadowhawk Lodge

Time: 4-6 pm

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

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

January 15- Coffee and Chickadees— Nature Center Exploration

Ages: 2-6 years old plus caregiver

Location: Kendall County Historic Courthouse

Time: 10-11 am

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

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

January 18—

Toddling Naturalist- Animal Friends

Ages: 1-3 years old plus caregiver

Location: Kendall County Historic Courthouse

Time: 10-11 am

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

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

January 19—

Babes in the Woods- Animal Friends

Ages: 4-6 years old plus caregiver

Location: Kendall County
Historic Courthouse

Time: 1-2 pm

Price: \$5 per child—

Register by January 17

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



February 3—

Couples Soup & Saunter

Ages: 18 +

Location: Hoover Forest Preserve
Meadowhawk Lodge

Time: 10-12 pm

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

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

February 22—

Toddling Naturalist— Busy Beavers

Ages: 1-3 years old plus caregiver

Location: Hoover Forest Preserve
Meadowhawk Lodge

Time: 10-11 am

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

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

February 23—

Babes in the Woods— Maple Sugaring

Ages: 4-6 years old plus caregiver

Location: Hoover Forest Preserve
Meadowhawk Lodge

Time: 1-2 pm

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

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

To register and pay* for a program:

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

*Payment required at time of registration

For additional information on a program:

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

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

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

This agreement entered into on the 5th day of December, 2017, between Grace Klein (hereinafter “Owner”) with a permanent address of 1329 Saint Marys Road in Sublette, Illinois 61367, and the Kendall County Forest Preserve District – Ellis House and Equestrian Center (hereinafter “District”) with a business address of 110 West Madison Street in Yorkville, Illinois 60560.

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

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

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

Owner reserves the right to temporarily suspend the lease of the lesson horse for personal use, and remove said horse from the District’s property. The owner shall provide a minimum notice preceding the temporary suspension of two weeks to the District or District’s representative with the exact dates that the horse will be relocated from District property for the Owner’s personal use. While said horse is absent from the District’s property, the Owner assumes all liability and responsibility for any injury to person or property during this time.

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

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

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

Owner shall have the right at any time, in person or by authorized agent, to enter the District's premises to inspect the lesson horse to evaluate care and health of the lesson horse. Title and ownership of the leased lesson horse is, and shall remain in the name of the Owner. The District shall not sell, or otherwise encumber the Owner’s leased horse in any manner whatsoever. The District shall not assign this lease nor sublease the Owner’s lesson horse.

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

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

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

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

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

Owner: _____ Date: _____

District: _____ Date: _____

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

From: David Guritz, Director

RE: Wine-Sergi Insurance Premium Transfer to Kendall County

Date: November 15, 2017

The Kendall County Forest Preserve District reimburses Kendall County for the District's portion of the insurance premium paid to Wine-Sergi Insurance for coverage in 2017.

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

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

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

Recommendation

Consider a motion to forward approval of a transfer to Kendall County in the amount of \$40,979.66 to Commission for the District's proportional share of the 2017 Wine Sergi Insurance premium.

Final Calendar for Commission Approval on November 21, 2017

All meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings are held in the Kendall County Board Room located at 111 W. Fox Street - Second Floor Board Room - Yorkville, IL 60560.

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

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