

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

**TUESDAY, MAY 5, 2020
6:00 P.M.**

KENDALL COUNTY BOARD ROOM

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call
- V. Approval of Agenda
- VI. Public Comments

CONSENT AGENDA

- VII. Approval of Minutes
 - Kendall County Forest Preserve District Commission meeting on April 21, 2020
- VIII. *Approval of Claims in the Amount of \$14,541.38, which Sum Includes the Total for Claims Run 043020F (\$14,230.78) Plus an Additional \$310.60 for Konica-Minolta Copier Lease Agreement Charges Posted to the 041520F Claims Run

OLD BUSINESS

No Items Posted for Consideration

NEW BUSINESS

- IX. **MOTION**: Approval of Change Order #1 for D. Construction, Inc. for Proposed Changes to the Scope of Work for the Pickerill-Pigott Forest Preserve - Phase 1 OSLAD Development Project for a Total Amount Not-to-Exceed \$63,693.00, including Installation of a Picnic Shelter Electrical Service Line (\$8,370.00); Asphalt Surfacing of the Entry Drive Approach and Parking Area (\$39,690.00); Asphalt Surfacing of the Pickerill House Entry Lane (\$14,769.00), and Concrete Surfacing for the Dumpster Enclosure (\$864.00)
- X. **MOTION**: Approval of the Revised Ellis Equestrian Center Program Coordinator Position Description
- XI. **MOTION**: Approval of the Ellis Equestrian Center Coordinator Assistant Position Description
- XII. Executive Session
- XIII. Other Items of Business
 - KCFPD COVID 19 (Coronavirus) Response Updates
 - Notice of Meeting Cancellations Extending Through May 30, 2020
 - Planning and Advisory Committee Meeting of May 26, 2020 at 6:00 PM
 - Finance Committee Meeting of May 28, 2020 at 6:00 PM
- XIV. Public Comments
- XV. Adjournment

(Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section G.2.b.v.a)*

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Executive Director

RE: May 5, 2020 Commission Meeting Agenda Items Summary

Date: May 5, 2020

Consent Agenda

The claims amount total includes approval of two claims for the prior run for Konica-Minolta copier charges (highlighted) that were not included with the claims list and total presented at the April 21, 2020 meeting.

New Business

Pickerill-Pigott Forest Preserve – Phase I OSLAD Development Project – Approval of Change Order #1

The IDNR – Office of Grants Management has pre-approved the proposed Change Order #1 as discussed at the Commission meeting on April 21, 2020. District staff recommends formal approval of the change order as presented in the Commission meeting packet.

Ellis Equestrian Center Program Coordinator and Coordinator Assistant Position Descriptions

District staff recommends approval of the two position descriptions. Nicole Pullara, Equestrian Center Program Coordinator is resigning from the District effective June 1, 2020.

Ellis Equestrian Center has grown into a 7-day per week operation.

The Equestrian Center Program Coordinator position description has been updated to accurately reflect current administrative, clerical, and supervisory responsibilities for the position. This is not a new position. An internal employee will be promoted into this position.

The Equestrian Center Coordinator Assistant position description is a modified Horsemanship Instructor position that has been expanded to include clerical support duties needed to cover Equestrian Center operations when the Program Coordinator is not present. This is not a proposed headcount increase. An internal employee will be promoted into this new position.

The internal promotions will be budget neutral, with position offer letters extended this week.

Other Items of Business

KCFPD – COVID 19 (Coronavirus) Response Updates

- All District services and facility rentals have been cancelled through May 31, 2020.
- Silver Springs State Park opened on Friday, May 1, 2020. After consulting with President Gilmour, Hoover Forest Preserve was re-opened to weekend vehicular traffic, with District staff actively monitoring attendance during peak hours of operation (noon to 5 pm) this past weekend. District staff will continue to actively monitor attendance on warmer-weather weekend days, and close the vehicular access gate as necessary during those times that visitors

exceed parking lot capacity by 60%. The gate will be staffed to allow visitors to exit the preserve, and to reopen the gate once visitation falls under total capacity.

- The District is beginning to develop a plan for the re-opening of preserve washrooms, program services, and facility rentals. This plan will need to be informed by the post-May 31, 2020 State of Illinois social distancing requirements (TBA). Re-opening of washrooms and services may be impacted if the shelter-at-home timeframe is extended past May 31, 2020.
- Committee meetings extending May 15 through May 31, 2020 have been cancelled. Press notifications will be sent out this week.
- A supply of face masks has been secured and distributed to District staff members in order to comply with the Kendall County Chairman and State of Illinois Governor's orders for social distancing in District/County buildings.

Other Updates

The Fox River Bluffs Cropland Conversion Project has been completed. 31,000 trees and shrubs were installed, along with prairie seed mix, and cover crop. The trees and shrubs are beginning to leaf out, and the spring oats cover crop is off to a good start.

District staff will be turning attention to completing the Hobbit tunnel project by the end of the month.

Kendall County Highway Department reported that the Eldamain – Phase II ROW centerline markers placed near Hoover Forest Preserve were removed shortly after installation.

District staff are reporting increased encroachment trail use by equestrians. All trail markers are in place, but are being ignored by certain riders. The Trail Welcome Center will be completed in June and include notification of consequential actions the District will take to address impacts to natural resources should encroachment continue.

Respectfully submitted,

David Guritz, Director

To: Kendall County Board of Commissioners

From: Marty Vick, Farm Manager

Kris Mondrella, Therapeutic Riding Program Director

RE: Ellis House and Equestrian Center Updates

Date: May 5, 2020

General Updates:

Here is a list of projects that have been completed by staff of the Ellis House and Equestrian Center:

- **Removing gravel from driveway**
- **Re graveling the driveway**
- **Fixing and putting up new fences**
- **Clearing out lime lots and adding lime**
- **Power washing the barn aisles, mats and walls**
- **Organizing the storage barn**
- **Working with horses on ground manners**
- **Writing an re-opening plan**
- **Painting and adding lime to the outside wash rack**
- **Miscellaneous outside improvements**
- **Putting in a concrete pad for manure storage**
- **Repairing and replaces concrete apron around outside bathrooms**
- **Cleaning up landscape around house and installing hardwood mulch**
- **Fill in top soil over septic field and reseeding**
- **Repairing fences and replacing boards**
- **Adding electric fence to Ellis horse lime-lot**
- **Repairing and replaces boards on bridge**
- **Flattening the rough ground in pastures with roller then mowing**

To: Kendall County Board of Commissioners

From: Emily Dombrowski, Environmental Education Programs Manager

RE: Education Department Program Updates

Date: May 5, 2020

General Updates:

The Education Department cancelled all programs through the end of the May. Instead of programming, staff have been helping with many projects at the preserves and from home.

Here is a list of projects that have been completed by staff of the Education Department:

- Cut and burned honeysuckle at Hoover Forest Preserve
- Participated in prairie burns
- Planted 31,000 trees at Fox River Bluffs (this included some staff walking over 76 miles over the span of 8 work days)
- Printed and posted Covid-19 updates for the public at preserves and online
- Continued to interact with students from the Natural Beginnings Early Learning Program through Zoom meetups
- Continued to interact with school and program participants by sending them activity packets
- Continued to keep a very active presence on all social media accounts (the Education Department page now has 2,030 followers)
- Gathered up to date teacher emails for marketing next year
- Participated in online zoom webinars for professional development
- Developed new school curriculum offerings for next year
- Cleaned and Sanitized Laws of Nature Museum
- Continued to provide animal care to ambassador animals
- Chalked positive messages at the preserves to spread encouragement while people are out
- Ordered and picked up sanitization products and PPE for all district staff

Kendall County Public Comment Form



Meeting Date

May 5, 2020

Meeting Name

Kendall County Forest Preserve Commission

Name

Brandon Beerup

Daytime Phone

630-818-6876

Organization

Follower of Jesus Christ & Local Citizen

Address



Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, ... Powered by Esri

Comment Type

Provide testimony/public comment

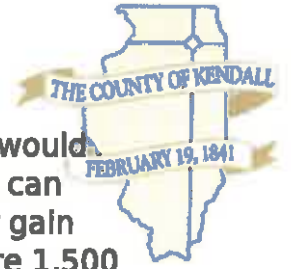
Subject

Millbrook Bridge demolition and resistance

Comment

It has come to my attention that the board has approved nearly \$500,000 to destroy the Millbrook bridge this summer. If the board can muster up that sum to destroy, it can also find the money to save it. This county milks us for some of the highest taxes in the nation, yet is still broke. But when you do find money, you put this great amount towards destruction instead of preservation. Surely you officials cannot be so hamfisted in your leadership as this. At least Mr. Kellogg in his lone dissent had the sense to think of

Kendall County Public Comment Form



future generations. Though I am relatively poor and anonymous, I would alert you to expect popular resistance against this destruction. You can either gain love by rescinding your contract with D Construction, or gain notoriety to see citizens show up against your efforts. Are you aware 1,500 people have signed a petition to this effect?

<https://www.change.org/p/kendall-county-forest-preserve-district-save-the-old-millbrook-bridge-6d5e011e-bcec-417b-aa40-09b26a67c390>

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

APRIL 21, 2020

I. Call to Order

President Gilmour called the meeting to order at 10:52 am in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation during the Kendall County Board meeting.

IV. Roll Call

X	Cesich (Remote)	X	Gryder
X	Flowers (Remote)	X	Hendrix (Remote)
X	Gengler (Remote)	X	Kellogg (Remote)
X	Giles (Remote)	X	Prochaska (Remote)
X	Gilmour (Remote)	X	Vickers (Remote)

Commissioners Cesich, Flowers, Gengler, Giles, Gilmour, Gryder, Hendrix, Kellogg, Prochaska, and Vickers were all present.

V. Approval of Agenda

Commissioner Prochaska made a motion to approve the Commission meeting agenda as amended (Item X considered for discussion purposes only). Seconded by Commissioner Vickers. Aye, all. Opposed, none.

VI. Public Comment

No public comments were offered from those in attendance.

CONSTENT AGENDA

VII. Approval of Minutes

- **Kendall County Forest Preserve District Commission meeting of April 7, 2020**

Director Guritz presented minutes for approval from the Kendall County Forest Preserve District Commission meeting of April 7, 2020.

VIII. Approval of Claims for an Amount Not-to-Exceed \$35,059.16

Director Guritz presented the claims listing for a total amount not-to-exceed \$35,059.16.

Commissioner Vickers made a motion to approve the consent agenda. Seconded by Commissioner Kellogg.

Motion: Commissioner Vickers					
Second: Commissioner Kellogg					
Roll call: Consent Agenda					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
	Present	Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion approved 9:1, with Commissioner Giles voting as present only due to audio technical difficulties.					

OLD BUSINESS

No agenda items posted for consideration.

NEW BUSINESS

IX. MOTION: Approval of the Submission of the Upland Design, Inc. Change Order Bulletin #1 to the Illinois Department of Natural Resources – Office of Grants Management for Pre-Approval of Proposed Changes to the Scope of Work for the Pickerill-Pigott Forest Preserve: Public Access – Phase I OSLAD Development Project

Commissioner Gengler made a motion to approve the submission of the Upland Design, Inc. change order Bulletin #1 to the Illinois Department of Natural Resources – Office of Grants Management for pre-approval of proposed changes to the scope of work for the Pickerill-Pigott Forest Preserve: Public Access – Phase I OSLAD development project. Seconded by Commissioner Gryder.

Motion: Commissioner Gengler
 Second: Commissioner Gryder
 Roll call: Pickerill-Pigott Phase I OSLAD- Bulletin #1 Submission for IDNR Pre-Approval

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
	Present	Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion approved 9:1, with Commissioner Giles voting as present only due to audio technical difficulties.

X. MOTION: Approval of the Mark and Associates, P.C. FY19 Audit Report for the Kendall County Forest Preserve District

Tanya Mack with Mark and Associates, P.C. presented the District’s FY19 audit report to the Kendall County Forest Preserve District Board of Commissioners for discussion purposes only.

XI. MOTION: Approval of an Amendment to Farm License Agreement #18-01-001 with Kyle Connell of Morris, Illinois Allowing the Licensee to Exercise an Option to Convert All or Portions of the Leased Farm Fields over to Hay Production with a Base Rent Increase to \$220.00 per Acre for Each Converted Acre

Director Guritz presented a proposed amendment to farm license agreement #18-01-001 with Kyle Connell of Morris, Illinois allowing the licensee to exercise an option to convert all or portions of the leased farm fields over to hay production with a base rent increase to \$220.00 per acre for each converted acre.

Commissioner Hendrix made a motion to approve an amendment to farm license agreement #18-01-001 with Kyle Connell of Morris, Illinois allowing the licensee to exercise an option to convert all or portions of the leased farm fields over to hay production with a base rent increase to \$220.00 per acre for each converted acre. Seconded by Commissioner Prochaska.

Motion: Commissioner Hendrix
Second: Commissioner Prochaska
Roll call: Farm License Agreement #18-01-001 – Proposed Amendment

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
	Present	Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion approved 9:1, with Commissioner Giles voting as present only due to audio technical difficulties.

XII. MOTION: Approval of a Farm License Agreement #20-03-001 with Nate Fazio of Yorkville, Illinois for Hay Production at Baker Woods Forest Preserve, Including Provisions for the Sale of District Surplus Hay based on Market Pricing and \$0.50 per Small Bale Storage and Delivery Fee

Director Guritz presented an approval of a farm license agreement #20-03-001 with Nate Fazio of Yorkville, Illinois for hay production at Baker Woods Forest Preserve, including provisions for the sale of district surplus hay based on market pricing and \$0.50 per small bale storage and delivery fee.

Commissioner Flowers made a motion to approve a farm license agreement #20-03-001 with Nate Fazio of Yorkville, Illinois for hay production at Baker Woods Forest Preserve, including provisions for the sale of district surplus hay based on market pricing and \$0.50 per small bale storage and delivery fee. Seconded by Commissioner Gengler.

Motion: Commissioner Flowers
Second: Commissioner Gengler
Roll call: Baker Woods 3-Year Hay Contract #20-03-001

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler		Present	Kellogg
	Present	Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion approved 8:2, with Commissioner Giles voting as present only due to audio technical difficulties, and Commissioner Kellogg voting as present.

XIII. Executive Session

None.

XIV. Other Items of Business

KCFPD COVID-19 (Coronavirus) Response Report Updates.

Director Guritz reported that in consultation with President Gilmour, and due to staff and public observations of two groups congregating at Hoover Forest Preserve on Sunday, April 19, 2020, that Hoover Forest Preserve would remain closed to vehicular traffic on weekends only through May 15, 2020.

XV. Public Comments

Jim Wyman, WSPY News posed media inquiries with relation to the closing of Hoover Forest Preserve on weekends, and the scope of work changes proposed for the Pickerill-Pigott Forest Preserve Phase I OSLAD development project.

XVI. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 11:32am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

Claims Listing

4/29/2020 10:18:44 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Invoice Amount
Ellis Barn	21	ADS, INC	147996	Ellis - Alarm Monitoring	19001161 62270	\$168.11
					Sub-Total	\$168.11
	1323	MENARDS	81526	Ellis - Barn Supplies	19001161 68580	\$102.84
					Sub-Total	\$102.84
				Ellis Barn	Total	\$270.95
Ellis Grounds	1241	LEE LEGLER CONSTRUCTION & ELECTRIC, INC	204429	Ellis Generator	19001162 68580	\$172.01
	1323	MENARDS	80078	Ellis Grounds	19001162 68580	\$139.58
	1323	MENARDS	80708	Ellis - Supplies	19001162 68580	\$118.62
	1323	MENARDS	81733	Ellis - Grounds Supplies	19001162 68580	\$84.50
	2628	MINOOKA GRAIN LUMBER	252698	Ellis - Concrete	19001162 68580	\$33.54
					Sub-Total	\$548.25
					Ellis Grounds	Total
Ellis House	21	ADS, INC	147996	Ellis - Alarm Monitoring	19001160 62270	\$168.16
	2047	COMED	9361548011-Apr 2020	Ellis House	19001160 62270	\$293.72
					Sub-Total	\$461.88

1323	MENARDS	81106	Ellis - Cleaning Supplies	190011 62000	\$21.38
				Sub-Total	\$81.87
67	AMEREN IP	2786444006-Apr 2020	Millbrook South	190011 63510	\$38.37
2047	COMED	9361578000	Baker Woods - Mar-Apr 2020	190011 63510	\$19.10
2047	COMED	Jay Woods	Jay Woods	190011 63510	\$24.80
				Sub-Total	\$82.27
1007	ILLINOIS COUNTIES RISK MANAGEMENT TRUST	24195,24222	Insurance - May 2020	190011 68000	\$6,922.00
				Sub-Total	\$6,922.00
				Forest Preserve Director Total	\$7,086.14
1323	MENARDS	81043	Hoover Supplies	19001183 62160	\$36.85
1605	RIEMENSCHNEIDER ELECTRIC	12527	Harris Generator	19001183 62160	\$233.36
2198	PIT STOP GARAGE	4-14-2020	F-350 Repair	19001183 62160	\$1,035.00
				Sub-Total	\$1,305.21
2621	SHARON BRUE	19-00227	Shelter Refund - May 17, 2020	19001183 63040	\$150.00
2622	PAT MORRIS	20-00017	Harris Refund - June 20, 2020	19001183 63040	\$50.00
				Sub-Total	\$200.00

Grounds and Natural Resources

Grounds and Natural Resources

1452	NICOR	85662610121- Apr 2020	Millbrook South	19001183 63090	\$122.67
1452	NICOR	87946110001- Apr 2020	Harris	19001183 63090	\$136.91
				Sub-Total	\$259.58
1849	VERIZON	9852865367	Cell Phones	19001183 63540	\$997.37
				Sub-Total	\$997.37
236	CENTRAL LIMESTONE CO INC	20533	Preserve Improvements	19001183 68530	\$164.63
236	CENTRAL LIMESTONE CO INC	20605	Preserve Improvements - Lyon-Richard Young	19001183 68530	\$200.06
236	CENTRAL LIMESTONE CO INC	20705	Preserve Improvements- Jay Woods, Harris, RYoung	19001183 68530	\$171.53
236	CENTRAL LIMESTONE CO INC	20812	Preserve Improvements	19001183 68530	\$774.30
1323	MENARDS	80013	Grounds - Tarp & Clothesline	19001183 68530	\$164.92
				Sub-Total	\$1,475.44
				Grounds and Natural Resources	Total
					\$4,237.60
1452	NICOR	22827083027- Apr 2020	Hoover Shop	19001171 63090	\$48.85
1452	NICOR	23336698297- Apr 2020	Hoover Rookery	19001171 63090	\$88.30
1452	NICOR	24614203628- Apr 2020	Hoover Blazing Star	19001171 63090	\$52.50
1452	NICOR	28235299733- Apr 2020	Hoover Moonseed	19001171 63090	\$50.46

Hoover

Hoover

1452	NICOR	30831034894- Apr 2020	Hoover Kingfisher	19001171 63090	\$64.68
1452	NICOR	50980197128- Apr 2020	Meadowhawk Lodge	19001171 63090	\$44.62
1452	NICOR	72389374124- Apr 2020	Hoover House	19001171 63090	\$47.92
1452	NICOR	88551401149- Apr 2020	Hoover Maint Bldg	19001171 63090	\$84.56
				Sub-Total	\$481.89
1323	MENARDS	81675	Hoover Supplies	19001171 63110	\$2.14
				Sub-Total	\$2.14
1323	MENARDS	81043	Hoover Supplies	19001171 63120	\$95.42
1323	MENARDS	81675	Hoover Supplies	19001171 63120	\$44.23
				Sub-Total	\$139.65
1323	MENARDS	81043	Hoover Supplies	19001171 68580	\$51.86
1323	MENARDS	81675	Hoover Supplies	19001171 68580	\$45.42
				Sub-Total	\$97.28
				Hoover Total	\$720.96
				Grand Total	\$14,230.78

Claims Listing

4/15/2020 8:52:37 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Invoice Amount
Ellis Barn	541	FIRST NATIONAL BANK OF OMAHA	M Vick Credit Card A	Ellis - Credit Card - Supplies	19001161 68580	\$275.61
					Sub-Total	\$275.61
					Ellis Barn Total	\$275.61
Ellis Birthday Parties	541	FIRST NATIONAL BANK OF OMAHA	M Vick Credit Card A	Ellis - Credit Card - Supplies	19001165 63000	\$58.99
					Sub-Total	\$58.99
Ellis Camps	529	EQUINE VETERINARY PRACTICE LLC	213869,214302,2 14299	Ellis - Vet Care	19001165 63020	\$164.00
					Sub-Total	\$164.00
					Ellis Birthday Parties Total	\$222.99
Ellis Camps	541	FIRST NATIONAL BANK OF OMAHA	M Vick Credit Card A	Ellis - Credit Card - Supplies	19001163 63000	\$58.98
					Sub-Total	\$58.98
Ellis Camps	529	EQUINE VETERINARY PRACTICE LLC	213869,214302,2 14299	Ellis - Vet Care	19001163 63020	\$164.00
	2057	MATTHEW CAVINESS	12020226	Ellis-Horse Shoe Repairs	19001163 63020	\$70.00
					Sub-Total	\$234.00
					Ellis Camps Total	\$292.98

Ellis Grounds

1323	MENARDS	78978	Ellis Grounds	19001162 68580	\$73.82
1323	MENARDS	80366	Ellis Supplies	19001162 68580	\$265.42
2286	PROFESSIONAL GARAGE DOOR SERVICES	43364	Ellis - Grounds	19001162 68580	\$268.64

Sub-Total \$607.88

Ellis Grounds Total \$607.88

Ellis House

541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	19001160 62270	\$178.37
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Sub-Total \$178.37

124	BARRETT'S ECOWATER	10381 April 2020	Ellis - Water	19001160 68580	\$25.00
1323	MENARDS	79408	Ellis - Supplies	19001160 68580	\$65.49

Sub-Total \$90.49

Ellis House Total \$268.86

Ellis Riding Lessons

541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	19001164 63000	\$950.50
541	FIRST NATIONAL BANK OF OMAHA	M Vick Credit Card A	Ellis - Credit Card - Supplies	19001164 63000	\$58.99

Sub-Total \$1,009.49

529	EQUINE VETERINARY PRACTICE LLC	213869,214302,214299	Ellis - Vet Care	19001164 63020	\$164.00
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2057	MATTHEW CAVINESS	12020226	Ellis-Horse Shoe Repairs	19001164 63020	\$70.00
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2057	MATTHEW CAVINESS	12020226	Ellis-Horse Shoe Repairs	19001164 63020	\$140.00
				Sub-Total	\$374.00
				Ellis Riding Lessons	\$1,383.49
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	19001168 63070	\$129.84
				Sub-Total	\$129.84
				Ellis Weddings	\$129.84
541	FIRST NATIONAL BANK OF OMAHA	E Dombrowsk Apr 2020	Env Educ Pet Supplies & Hoover COVID	19001180 63030	\$14.86
				Sub-Total	\$14.86
				Environ. Educ. Laws of Nature	\$14.86
2557	MARY CONOVER	Maple Syrup Program	Maple Magic Refund - COVID-19	19001179 63040	\$8.00
2558	ANINA VOWELS	Prog COVID19	Program Refund COVID19	19001179 63040	\$24.00
2580	KALA SWANSON	Prog Refund COVID19	Program Refund COVID19	19001179 63040	\$5.00
2581	EMILEE FRENCH	Prog COVID19	Program Refund COVID19	19001179 63040	\$40.00
2583	RYAN FORGUE	Prog COVID19	Program Refund COVID19	19001179 63040	\$336.00
2584	RAEHEL PETERSON	Prog Refund COVID19	Program Refund COVID19	19001179 63040	\$5.00
2585	CAROL GELLATLY	Prog COVID19	Program Refund COVID19	19001179 63040	\$15.00

Environ. Educ. Other Pblic Prg	2586	MEGAN TREMBLEY	Prog Refund COVID19	Program Refundf COVID19	19001179 63040	\$5.00
					Sub-Total	\$438.00
					Environ. Educ. Other Pblic Prg	Total
						\$438.00
Environmental Educ. Natl Beg.	541	FIRST NATIONAL BANK OF OMAHA	S Wiencke Apr 2020	NB Supplies	19001178 63030	\$87.39
					Sub-Total	\$87.39
	2559	BRIDGET & DEREK BABSON	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2560	JENNIFER & DANIEL BREUNIG	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2561	JENNIE MICHAEL COLLINS	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2562	CASEY 7 TODD CRACKEL	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2563	STEPHANIE & BRIAN EVANS	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2564	CLAIRE & MICHAEL KANE	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2565	JENNY & MIKE LISS	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2566	CLAIRE & ANY SCHWARTZ	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2567	JODI & ZACH WEBER	NB COVID19	NB Refund COVID19	19001178 63040	\$395.00
	2568	KRISTIN & EDWARD BERINGER	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2569	JAMIE & RYAN CHATMAN	NB COVID19	NB Refund COVID19	19001178 63040	\$30.00

Environmental Educ. Natri Beg.	2570	ALLIE & ALEX HOULE	NB COVID19	NB Refund COVID 19	19001178 63040	\$470.00
	2571	MANDIE & DAVE KOLARIK	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2572	DIANE & ERIC KRANTZ	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2573	ANDREA & DAVID OTTO CLASSEN	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2574	SHEILA & ADAM ROACH	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2575	BRITTANY ROY	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2576	AMY & BRAD SCHEINBAUM	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2577	ANGELA & MATT SCHORSCH	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2578	JOANNE & ANDREW SHAW	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
	2579	KARN & FRANK STERIOTI	NB COVID19	NB Refund COVID19	19001178 63040	\$470.00
				Sub-Total	\$8,755.00	
				Environmental Educ. Natri Beg.	Total \$8,842.39	
Environmental Education School	2582	ELMWOOD ELEMENTARY	School COVID19	School Program Refund COVID19	19001176 63040	\$345.00
					Sub-Total	\$345.00
					Environmental Education School	Total \$345.00
Forest Preserve Director	541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	190011 62000	\$636.87
	1192	KONICA MINOLTA	190011	Konica Monthly lease	190011 62000	\$203.01

Forest Preserve
Director

1192	KONICA MINOLTA	9006684742	Konica Monthly Clicks	190011 62000	\$109.59
1464	NORTHERN SAFETY CO, INC	903886058	Harris & Hoover - COVID Supplies	190011 62000	\$88.83
			Sub-Total	Sub-Total	\$1,038.30
2047	COMED	Harris	Harris	190011 63510	\$81.54
2047	COMED	Harris Arena	Harris Arena	190011 63510	\$25.70
2047	COMED	Jay Woods	Jay Woods	190011 63510	\$24.80
2047	COMED	Richard Young	Richard Young	190011 63510	\$24.80
			Sub-Total	Sub-Total	\$156.84
49	AMALGAMATED BANK OF CHICAGO	1856367001	Bond 2017 Admin Fee	190311 66500	\$475.00
			Sub-Total	Sub-Total	\$475.00
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	190011 68430	\$44.13
1665	SHAW MEDIA	10085118-Apr 2020	Website Hosting, Ads	190011 68430	\$402.21
2591	POSITIVE MEDIA SOLUTIONS, INC	20-039	Yorkville Guide Ad	190011 68430	\$675.00
			Sub-Total	Sub-Total	\$1,121.34
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	190711 68530	\$160.07
678	GRAINCO FS, INC.	60010678	Fox River Bluffs - Seed	190911 68530	\$2,400.00
1658	SEMPER FI YARD SERVICES	2020-2453	Hoover - Prescribed Burn	190911 68530	\$2,300.00

Forest Preserve Director		PROFESSIONAL GARAGE DOOR SERVICES	KCFPD 3/19	Little Rock Creek - Shed Repair	190111 68530	\$695.00		
						Sub-Total	\$5,555.07	
Grounds and Natural Resources		Forest Preserve Director					Total	\$8,346.55
2286								
60	AMERICAN TIRE AND AUTOMOTIVE	3181	F-150 - Oil, Filter	19001183 62160		\$67.61		
413	DEKANE EQUIPMENT CORP	RA44706	Equipment	19001183 62160		\$622.56		
506	ELBURN NAPA, INC.	3-31-2020	Hoover-Harris Equipment	19001183 62160		\$242.92		
1060	JOHN DEERE FINANCIAL	April 2020	Hoover & Harris Supplies	19001183 62160		\$48.49		
						Sub-Total	\$981.58	
1153	KENDALL CO HIGHWAY DEPT	Mar 2020	Gas-Diesel March 2020	19001183 62180		\$712.26		
2153	JARED ANDERSON	Mileage Reimburs Apr	Mileage Reimbursement April 2020	19001183 62180		\$149.50		
						Sub-Total	\$861.76	
2597	CAROL SEIBEL	20-00046	Shelter Refund - COVID 19	19001183 63040		\$50.00		
						Sub-Total	\$50.00	
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	19001183 63070		\$263.31		
1655	SERVICE SANITATION, INC	7914218,7914219	Portable Restrooms	19001183 63070		\$168.00		
						Sub-Total	\$431.31	

Grounds and Natural Resources

1060	JOHN DEERE FINANCIAL	April 2020	Hoover & Harris Supplies	19001183 63110	\$11.94
1060	JOHN DEERE FINANCIAL	April 2020	Hoover & Harris Supplies	19001183 63110	\$44.97
1153	KENDALL CO HIGHWAY DEPT	2019-2020 Salt	2019-2020 Salt - Hoover & Harris	19001183 63110	\$1,265.22
				Sub-Total	\$1,322.13
1849	VERIZON	9850788287	Cell Phones	19001183 63540	\$1,146.62
				Sub-Total	\$1,146.62
199	BUSTED KNUCKLES LANDSCAPING	2637	Tree Removal - Lyon Preserve	19001183 68530	\$1,800.00
1605	RIEMENSCHNEIDER ELECTRIC	12518	Hoover Preserve Improvements	19001183 68530	\$2,118.35
				Sub-Total	\$3,918.35
				Grounds and Natural Resources Total	\$8,711.75
Hoover					
2596	BILL MUELLER	19-00251	Bunkhouse Sec Dep Refund - COVID-19	19001171 63040	\$100.00
2598	JASON BAKER	19-00283	Bunkhouse Sec Dep & Rental Fee Refund - COVID-19	19001171 63040	\$540.00
2599	LESTER ERWIN	19-00150	Group Site Refund - COVID 19	19001171 63040	\$135.00
2600	LUKAS WYSS	20-00041	Bunkhouse Sec Dep & Rental Fee Refund COVID-19	19001171 63040	\$270.00
2601	NANCY WARD	20-00034	Meadowhawk Sec Dep & Rental Fee - COVID-19	19001171 63040	\$457.50
				Sub-Total	\$1,502.50

Hoover

2047	COMED	Hoover Bathroom	Hoover Bathroom	19001171 63100	\$291.85
2047	COMED	Hoover House	Hoover House	19001171 63100	\$61.85
2047	COMED	Hoover Multiples	Hoover Multiples	19001171 63100	\$918.28
			Sub-Total		\$1,271.98
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Apr 2020	D Guritz CC April 2020 - Misc Invoices	19001171 63110	\$83.92
541	FIRST NATIONAL BANK OF OMAHA	E Dombrowsk Apr 2020	Env Educ Pet Supplies & Hoover COVID	19001171 63110	\$17.47
1060	JOHN DEERE FINANCIAL	April 2020	Hoover & Harris Supplies	19001171 63110	\$94.66
1950	YORKVILLE ACE & RADIO SHACK	400515	Hoover - Sump Pump, Bldg, Shop	19001171 63110	\$47.98
			Sub-Total		\$244.03
1323	MENARDS	79101	Hoover - Bldg Supplies	19001171 63120	\$17.80
1323	MENARDS	79804	Hoover - Utility Scaffold	19001171 63120	\$199.99
1323	MENARDS	79887	Hoover Supplies	19001171 63120	\$14.97
1950	YORKVILLE ACE & RADIO SHACK	400515	Hoover - Sump Pump, Bldg, Shop	19001171 63120	\$45.14
			Sub-Total		\$277.90
1207	LAFARGE AGGREGATES ILLINOIS INC	712382011	Hoover - Stone - Pres Improvements	19001171 68580	\$1,211.91
			Sub-Total		\$1,211.91
			Hoover Total		\$4,508.32

Pickerill - Pigott

2047	COMED	Pickerill	Pickerill	19001184 63100	\$983.24
				<i>Sub-Total</i>	\$983.24
				Pickerill - Total	\$983.24
				Pigott	
				Grand Total	\$35,371.76



CHANGE ORDER NO. 1

April 24, 2020
Pickerill-Pigott Forest Preserve: Public Access
Phase 1 OSLAD Development
Project #737
Kendall County Forest Preserve District
IDNR OSLAD Grant # OS 19-2018

APPROVED
Department of Natural Resources
Division of Grant Management
By: *[Signature]*
Date: 4/29/20

Contractor: D. Construction, Inc.

The following items shall be added and/or deducted from the overall scope of the project listed above. These shall become part of the contracted work by the general contractor and its' subcontractors. Work shall be paid for in the amount(s) listed below. No further payment beyond these amount(s) shall be considered. This change order shall not change the completion date of the project.

ADD A. Existing light pole west of the house to remain. Install electrical conduit with wire for future connection from existing light pole to proposed shelter. Provide connection at the two post locations on the East side of the proposed shelter.

Deduct 1	Existing Light Pole to Remain	-1 LS	\$ 500 /LS	\$ - (500.00)
NEW	1" Electrical Conduit with Fish Wire for Future Electrical Connection at Two Post Locations at Shelter terminating to an electric box at 18" height. Including Trench, Backfill, and Lawn Restoration, Complete	210 LF	\$ 27.00 /LF	\$ 5,670.00
NEW	Electrical Box at 18" height on shelter post	2 EACH	\$ 500.00/EACH	\$ 1,000.00
NEW	Electrical Handhole	2 EACH	\$1,100.00/EACH	\$ 2,200.00
SUB-TOTAL:				\$8,370.00

ADD B. Replace entrance drive gravel paving with asphalt paving at area starting at the curve and through the main parking lot.

Deduct 10	Entry Drive & Gravel Paving – at 12" Depth	-1470 SY	\$17.00 /SY	\$ - (24,990.00)
6	Vehicular Asphalt Paving	1470 SY	\$44.00 /SY	\$64,680.00
SUB-TOTAL:				\$39,690.00

ADD C. Replace entrance drive gravel paving with asphalt paving starting at the bus turnaround to the Pickerill House.

Deduct 10	Entry Drive & Gravel Paving -- at 12" Depth	547 SY	\$17.00	/SY	\$ - (9,299.00)
6	Vehicular Asphalt Paving	547 SY	\$44.00	/SY	\$24,068.00
SUB-TOTAL:					\$14,769.00

ADD D. Provide additional concrete in front of the proposed dumpster enclosure in lieu of asphalt.

Deduct 6	Vehicular Asphalt Paving	-32 SY	\$44.00	/SY	\$ -(1,408.00)
9	Concrete Paving	284 SF	\$8.00	/SF	\$2,272.00
SUB-TOTAL:					\$864.00

Total ADD Change:		\$	63,693.00
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Original Contract Amount:	\$ 506,467.50.00
Total Previous Change Orders:	\$ 0.00
Contract Total	\$ 506,467.50
Additions this Change Order:	\$ 63,693.00
Deductions this Change Order:	\$ 0.00
Contract Total Including All Change Orders:	\$ 570,160.50

ACCEPTED: _____
Contractor Signature Title Date

APPROVED: _____
Owner Signature Title Date

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Equestrian Program Coordinator
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Ellis House and Equestrian Center Farm Manager
EFFECTIVE DATE: December 20, 2016

SUMMARY:

This position is primarily responsible for the coordination and oversight of equestrian center operations, grounds maintenance support, and equestrian horsemanship and public programming at Ellis House and Equestrian Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primarily coordinates and oversees equestrian center operations, grounds maintenance support, equestrian horsemanship and public programming at Ellis House and Equestrian Center.
- Customarily and regularly schedules and directs the work of part time and seasonal employees assigned to perform work at Ellis House and Equestrian Center.
- Assists with the coordination of the horse care responsibilities and facility usage guidelines as stated within the Sunrise Center North license agreement.
- Customarily and regularly performs management support duties for the Equestrian Center including, but not limited to the following:
 - Interviewing, selecting and training Horsemanship Instructor and Barn Hand positions, and other seasonal support positions;
 - Setting and adjusting employees' hours of work;
 - Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
 - Maintaining production and operations records for use in supervision and control of the District's equestrian program services;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling complaints and grievances received from staff, volunteers and members of the public related to Ellis House and Equestrian Center; and
 - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
- Performs office records filing and bookkeeping and compiles accurate financial records including, but not limited to, receipt of funds, and acceptance of payments. Ensures that accurate and prompt billings are established and payments received. Examples of the employee's financial administrative duties may include, but are not limited to the following:
 - Preparing requisitions for invoicing;
 - Issuing purchase requisitions;
 - Balancing the cash register; and
 - Preparing and submitting weekly deposits and registration forms.
 - Performs purchasing tasks for the District by contacting vendors, preparing and typing requisitions, preparing and submitting vouchers for payment, and maintaining records of purchases and inventory of equipment/supplies.
- Provides clerical support for the District's permitting process by performing tasks such as:
 - Ordering, issuing and tracking equestrian center permits; and
 - Developing and maintaining the equestrian center's reservation system.
- Establishes, implements and trains staff and volunteers on horse care policies and procedures including, but not limited to, feeding schedule, grooming, veterinarian care, farrier care, and horse training.
- Provides recommendations and support for the planning, marketing, execution, and evaluation of revenue-producing programs such as equestrian programs, camps, lectures, group tour programs, and special events suitable to the facility.
- Reviews timesheet submissions for payroll processing.
- Process payments and submits registration form records for weekly deposits.

UPDATED POSITION DESCRIPTION FOR COMMISSION APPROVAL: 05/05/2020

- Determines the types of materials, supplies, machinery, equipment, and tools to be used, or merchandise to be purchased to maintain and improve the Ellis House and Equestrian Center.
- Develops and conducts equestrian programming including, but not limited to, youth and adult riding lessons, school programs, summer camps, pony ride events, group programming, and other equestrian programs.
- Evaluates the overall operations at Ellis House and Equestrian Center and develops and recommends enhancements, which recommendations are given particular weight by the final decision-maker.
- Develops and coordinates a long-term strategic plan for equestrian programming and services at Ellis House and Equestrian Center.
- Develops and enforces appropriate procedures and recordkeeping in areas related to the care and well-being of horses and riding equipment.
- Performs basic and emergency care of horses including handling, grooming, nutrition, stall cleaning, hoof care, parasite control, wound/injury treatment, rehabilitation, and care of riding equipment.
- Provides first aid or takes other emergency measures when necessary as indicated on student, volunteer and staff emergency protocol and procedures.
- Performs duties such as answering public inquiries and collection of fees.
- Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Inspects tack and tacks-up horses in preparation for equestrian programs to ensure that all tack and equipment are clean, in good working condition and properly stored.
- Maintains a safe and clean work environment at all times and enforces all safety rules and barn policies.
- Manages relationships with outside vendors and contractors by performing duties including, but not limited to: obtaining quotes/bids; developing requests for proposals; negotiating services and contract terms; reviewing and recommending contracts for services, which recommendations are given particular weight by final decision-maker.
- Performs other duties as assigned, including the use of heavy equipment for basic maintenance of facility.

SUPERVISORY RESPONSIBILITIES:

- Provides direction to the Ellis House and Equestrian Staff Horsemanship Instructors and Barn Hands, and seasonal employees, and supervision of equestrian center volunteers.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

- Associates Degree in Equestrian Science, Equine Industry and Business Degree, or related field.
- A minimum of two to four (2-4) years experience as a barn manager and riding instructor or equivalent experience, with one to two (1-2) years experience within a supervisory role.
- Requires knowledge of horsemanship, rider instructional methods, equestrian program policies and practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

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:

- Valid Driver's License is required.

UPDATED POSITION DESCRIPTION FOR COMMISSION APPROVAL: 05/05/2020

- All certificates and registrations required for the specific duties performed.
- Current certification in First Aid / CPR.

PHYSICAL DEMANDS:

- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
- Employee must be able provide instruction from a walking or horse-mounted position for extended periods of time.
- Employee must be able to ride and care for a horse.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderately quiet, but varies when utilizing power tools and heavy equipment.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required for programming events.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- 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

REVISED May XX, 2020

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Ellis House and Equestrian Center – Equestrian Center Coordinator Assistant

WAGE CATEGORY: Non-Exempt

REPORTS TO: Ellis House and Equestrian Center – Equestrian Center Coordinator

EFFECTIVE DATE: May XX, 2020

SUMMARY:

Provides basic horsemanship riding instruction and office assistance for public program participants for the Kendall County Forest Preserve District ("the District") using independent judgment to carry out assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides office assistance to the Equestrian Center Coordinator including, but not limited to:

- Utilizes word processing, database, spreadsheet, and communication software packages to complete program reservations and schedules, payment vouchers, and deposit reports for the District.
- Composes and edits routine correspondence and reports.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes and other documents to equestrian center program participants.
- Supports and communicates equestrian center policies.
- Supports monitoring and updating of the District's website and social media pages.
- Responds to general inquiries from the public, elected officials, District employees, and Kendall County employees regarding equestrian center programs and procedures.
- Performs office records filing and bookkeeping and compiles accurate financial records including, but not limited to, receipt of funds, and acceptance of payments. Ensures that accurate and prompt billings are established and payments received. Examples of the employee's financial administrative duties may include, but are not limited to the following:
 - Preparing requisitions for invoicing;
 - Issuing purchase requisitions;
 - Balancing the cash register; and
 - Preparing and submitting weekly deposits and registration forms.
- Performs purchasing tasks for the District by contacting vendors, preparing and typing requisitions, preparing and submitting vouchers for payment, and maintaining records of purchases and inventory of equipment/supplies.
- Provides clerical support for the District's permitting process by performing tasks such as:
 - Ordering, issuing and tracking equestrian center permits; and
 - Developing and maintaining the equestrian center's reservation system.

Delivers equestrian center program instruction including, but not limited to:

- Develops and conducts equestrian programming including, but not limited to, youth and adult riding lessons, school programs, summer camps, pony ride events, group programming, and other equestrian programs.
- Performs basic horse care including handling, grooming, nutrition, stall cleaning, hoof care, parasite control, minor wound/injury treatment, and care of riding equipment.
- Maintains a safe and clean work environment at all times and enforces all safety rules and barn policies.
- Inspects tack and tacks-up horses in preparation for equestrian programs to ensure that all tack and equipment are clean, in good working condition and properly stored.
- Supervise, work with and provide instruction to volunteers as needed. Communicate policies and procedures to volunteers.
- Follows appropriate procedures and recordkeeping in areas related to students and the care and well-being of horses and riding equipment.
- Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Performs duties such as answering public inquiries and collection of fees.
- Provides first aid or takes other emergency measures when necessary as indicated on student, volunteer and staff emergency protocol and procedures.
- Performs other duties as assigned, including the use of heavy equipment for basic maintenance of facility.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities.

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) preferred.
 - One to two (1-2) years experience as a riding instructor or equivalent experience.
 - Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
- B. LANGUAGE SKILLS:**
 - Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
 - Ability to write routine reports and correspondence.
 - Ability to speak effectively with the public and employees of the organization.
 - Requires good knowledge of the English language, spelling and grammar.
- C. MATHEMATICAL SKILLS:**
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 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:**
 - Valid Illinois Driver's License is required.
 - All certificates and registrations required for the specific duties performed.
 - Current certification in First Aid / CPR.

PHYSICAL DEMANDS:

- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
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- Employee must be able to ride and care for a horse.
- Employee must frequently lift and/or move up to 50 pounds.
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- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

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Kendall County Forest Preserve District