

**KENDALL COUNTY FOREST PRESERVE DISTRICT
OPERATIONS COMMITTEE
AGENDA**

**WEDNESDAY, JULY 1, 2020
6:00 P.M.
KENDALL COUNTY BOARD ROOM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments

OLD BUSINESS

- V. Review and Approval of Special Use Permit Requests
 - Yorkville Athletic Association 2020 Prorated Special Use Permit Fee

NEW BUSINESS

- VI. Review of Preliminary Financial Statements through June 30, 2020
- VII. Discussion – COVID-19 Phase IV Rental Event Capacity and Committee Recommendations for District Response(s) to Observations of Event Overcapacity
- VIII. Preserve Encroachment Reports and Updates
- IX. KCFPD Reimbursement Policy Review and Discussion
- X. Granicus Website Transition
 - a. Punchlist for Unpublishing KendallForest.com and EllisHEC.com
 - b. Discontinuing the District’s Network Solutions Subscription
- XI. Capital Project Updates
 - a. Fox River Bluffs Cropland Conversion Project Updates
 - i. Carbon Credits through City Forest Credits
 - ii. 2018 RTP Grant
 - b. USFS Landscape Scale Restoration Project Grant Agreement
 - c. Pickerill-Pigott Phase I OSLAD Project Updates
 - i. IDNR PARC Grant and DCEO Fast Track Grant Applications Status
 - d. Millbrook Bridge Removal Project Updates
- XII. Program Updates (NB Enrollment; Summer Camps; Education Services; Facility Rentals; Equestrian Center)
- XIII. Executive Session
- XIV. Summary of Action Items
- XV. Public Comments
- XVI. Other Items of Business
- XVII. Adjournment

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Kendall County Board Room – 111 W. Fox Street – 2nd Floor – Yorkville, Illinois 60560
If special accommodations or arrangements are needed to attend this District meeting, please contact the
Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.

To: Kendall County Forest Preserve District Operations Committee

From: David Guritz, Director

RE: Agenda Items Summary Report

Date: July 1, 2020

Review of Preliminary Financial Statements through June 30, 2020

Financial Statements through June 30, 2020 will be reviewed at the Committee of the Whole meeting. FY20 YTD financials were presented at the District's Finance Committee in June, and will be discussed at the Committee of the Whole.

Current projections indicate the District will incur a \$110,000 deficit for FY20.

Discussion – COVID-19 Phase IV Rental Event Capacity and Committee Recommendations

As the District reopens services in accordance with State guidelines, bunkhouse, shelter and facility rentals are able to accommodate no more than 50 individuals. Capacity limits have been communicated to all client contacts with near-term reservations.

District staff members are requesting guidance on how best to handle situations where the number of individuals present at a District facility for a rental event exceeds State guidelines.

Preserve Encroachment Reports and Updates

The District has observed encroachment issues at Maramech-Little Rock Creek Forest Preserve, and continued vandalism/removal of designated trail signs and Eldamain Road – Phase II ROW centerline markers. The Hoover Forest Preserve designated trail markers will be replaced, with new directional decals on order. All trail markers will be painted with clear-coat polyurethane to deter decal removal. District staff recommends sending letters to adjoining property owners at Maramech and Little Rock Creek to inform them of encroachment issues and potential future consequences. This includes fines up to \$10,000 per day for impacts to Illinois Dedicated Nature Preserve Areas.

KCFPD Reimbursement Policy Review and Discussion

Per the FY19 Mack & Associates P.C. audit recommendations, a reimbursement policy has been drafted for Operating Committee discussion. The final policy will need to be approved by Commission.

Granicus Website Transition & Punchlist for Unpublishing kendallforest.com and ellishec.com

The District is conducting a final review of all pages and content for the Granicus website, and will be making informational updates in July.

The District will make arrangements for securing both domains for web traffic forwarding to the Granicus site, and working to unpublish ellishec.com, which will include terminating the District's subscription to Network Solutions.

Capital Project Updates

Fox River Bluffs Cropland Conversion Project Updates

Field observations are generally positive. The cover crop has established. The planted trees and shrubs have leafed out and appear healthy, despite low rainfall through most of June. Early emergence prairie plant species have germinated, with a few species already blooming in the first year including Partridge pea and Coneflower species.

Carbon Credits through City Forest Credits

The District is continuing to pursue baseline information and tree growth data to estimate the total metric tons of carbon stored within the first 25-years of growth. The Morton Arboretum has scheduled a conference call to further explore the opportunity with subrecipients of the Landscape Scale Restoration grant from the US Forest Service.

2018 RTP Grant

The State has not indicated when grant agreements will be extended at this point.

USFS Landscape Scale Restoration Project Grant Agreement

The District's Landscape Scale Restoration subrecipient grant agreement will be approved at the July 7, 2020 Commission meeting. Over half of the required \$60,000 match has been expended on the Fox River Bluffs cropland conversion project.

Pickerill-Pigott Phase I OSLAD Project Updates

Construction work began the first week of June. Excavation, vegetation clearing, and base stone has been installed for the entry drive, parking area, pond trail loop, picnic shelter, washrooms, and estate house driveway improvements. District staff extended support with clearing and burning of cleared vegetation. The project has expended the contingency for additional soil removal. All culverts have been installed. Photos will be sent to Commission late next week.

IDNR PARC Grant and DCEO Fast Track Grant Applications Status

The District has not received notification on either opportunity as of July 1, 2020.

Millbrook Bridge Removal Project Updates

The modified in-stream work plan has been approved (report attached).

The required historic structures HIER report (Historic Illinois Engineering Record) has been submitted to the IDNR-Illinois Historic Preservation Office by the University of Illinois Public Service Archaeology & Architecture Program.

Program Updates

NB Enrollment – 100% for the 20-21 program year. Current wait list: 12

Summer Camps – See attached report. Max capacity increased to 10 per State guidelines

Education Services – See attached report.

Facility Rentals – See attached report. Bunkhouse, venues and shelter rental social media promotional ads will be run the week of July 6, 2020

Equestrian Center – Equestrian lesson programs are currently running at capacity

Respectfully submitted,

David Guritz

To: Kendall County Forest Preserve District Operations Committee

From: David Guritz, Director

RE: Yorkville Athletic Association- 2020 Prorated Lease Payment

Date: July 1, 2020

Per the District's License agreement with the Yorkville Athletic Association (YAA) – Yorkville Fury for use of the Hoover Forest Preserve Ball Field:

Licensee shall provide a lump sum payment to the District of two thousand dollars (\$2,000.00) representing payment in full for a one-year License for use of the License Area in accordance with the schedule attached as Exhibit B. Payment is due within fourteen days (14) following execution of this Agreement, and by March 1 for each subsequent license year thereafter.

Based on the License agreement, and suspension of field use during the Shelter-at-Home order, the following prorated payment calculation and total is recommended for 2020:

Current License Agreement (Schedule Attached):

License period 17 weeks (includes 2-weeks in July for make-up games)
\$2,000.00 / 17 weeks = \$117.64 per week

Proposed 2020 Schedule:

11 weeks total (June 15 through August 30)
\$117.64/week X 11 = \$1,294.04

Total recommended 2020 License fee = \$1,294.04

**Yorkville Fury License Agreement – Exhibit B
License Periods**

WEEKDAYS (M-F)

March 13, 2017 – April 30, 2017

Mondays, Tuesdays, Wednesdays, Thursdays and Fridays:
4:30 pm to 30 minutes prior to preserve closing at dusk

May 1, 2017 – June 30, 2017

Mondays, Tuesdays, Wednesdays, Thursdays and Fridays:
5:00 pm to 30 minutes prior to preserve closing at dusk

WEEKENDS (SA-SU)

March 18, 2017 – July 2, 2017

Saturdays and Sundays

One five hour block on each weekend day – schedule TBA between the hours of
9 am and 30 minutes prior to preserve closing at dusk

Weekdays and Weekends – Rain Dates and/or Rescheduled Sessions

July 3, 2017 – July 17, 2017

Licensee may schedule (or reschedule) an additional 15 weekday or weekend sessions
between July 3, 2017 and July 17, 2017.

***SCHEDULE IS SUBJECT TO CHANGE BASED ON FINAL SCHEDULE FOR
PRACTICES AND GAMES, SUBJECT TO TIME LIMITATIONS FOR
PRESERVE OPENING AND CLOSING TIMES**

Kendall County Forest Preserve District Operating Fund #270 / #1900

ACCOUNT & DESCRIPTION	BUDGET 2020	ACTUAL 6/25/2020	Est. Year End 11/30/2020	\$ Δ	% Δ
Beginning Balance (est.)	384,783	341,881	341,881	(42,902)	-11.1%
REVENUE					
270-1-000-1100 Current Tax	613,000	34,747	613,000		
270-1-000-1135 Interest Income	1,700	438	876		
270-1-000-1325 Other Income (Sponsorship Program)	2,000	620	1,240		
270-1-500-1325 Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	12,300	-	13,000		
270-1-000-1335 Donations - Administration	500	-	-		
270-1-111-1335 Donations - Ellis Equestrian Center	200	-	200		
270-1-300-1335 Donations - Environmental Education	300	-	300		
270-1-303-1335 Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	300	830	330		
270-1-500-1335 Donations - Grounds & Natural Resources	500	-	-		
270-1-500-1500 Picnic & Shelter Rental - Grounds & Natural Resources	4,500	1,700	2,875		
270-1-500-1503 Preserve Improvements - Grants (K-12 Pollinator)	10,000	-	10,000		
270-1-301-1507 Env. Educ. - School Programs	33,000	5,127	5,127		
270-1-302-1507 Env. Educ. - Camps	32,000	10,270	16,630		
270-1-303-1507 Env. Educ. - Natural Beginnings	113,300	31,652	33,652		
270-1-304-1507 Env. Educ. - Other Public Programs	7,500	2,688	3,000		
270-1-200-1513 Hoover Revenue (Yorkville Athletic Assoc. License)	2,250	-	1,300		
270-1-200-1513 Hoover Revenue (Residence Lease)	3,000	1,730	3,000		
270-1-201-1513 Hoover Bunkhouse Rental Rev	35,000	9,830	14,430		
270-1-202-1513 Hoover Campsite Rental Rev	6,000	560	1,067		
270-1-203-1513 Hoover Meadowhawk Rental Rev	18,000	6,164	11,434		
270-1-600-1513 Rental Revenue - Pickerrill-Pigott	10,956	6,523	10,956		
270-1-000-1514 Farm License Revenue	100,932	93,004	100,932		
270-1-120-1517 Security Deposit Revenue - Ellis Weddings	-	3,000	3,000		
270-1-121-1517 Security Deposit Revenue - Ellis Other Rentals	2,300	2,300	2,300		
270-1-201-1518 Security Deposit Revenue - Hoover Bunkhouse	6,000	1,900	3,800		
270-1-202-1518 Security Deposit Rev - Hoover Campsite	-	-	-		
270-1-203-1518 Security Deposit Revenue - Hoover Meadowhawk	11,000	1,443	2,809		
270-1-000-1519 Credit Card Revenue - All Preserves	3,000	878	1,756		
270-1-102-1570 Ellis Center Grounds (Farm License Rev.)	22,087	-	22,511		
270-1-110-1570 Ellis Center Camps	9,000	233	510		
270-1-111-1570 Ellis Center Riding Lessons	30,000	18,463	36,929		
270-1-112-1570 Ellis Center Birthday Parties	8,500	2,127	4,254		
270-1-113-1570 Ellis Center Public Programs	3,500	770	1,540		
270-1-114-1570 Sunrise Center North License Agreement	24,600	13,860	24,600		
270-1-120-1570 Ellis Center Weddings	2,000	2,000	4,000		
270-1-121-1570 Ellis Center Other Rentals	4,500	900	1,800		
270-1-130-1570 Ellis Center 5K Event	1,500	330	500		
Total Revenue	1,167,125	276,071	1,012,657	(154,468)	-13.2%
PERSONNEL					
270-2-000-6101 Salary - Full Time Administration	155,780	95,710	155,780		
270-2-000-6101 Stipend - Full Time Administration (Executive Director)	10,200	-	10,200		
270-2-000-6101 Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)	5,000	-	5,000		
270-2-000-6101 Stipend - Full Time Administration (Asst. County Admin.)	5,820	-	5,820		
270-2-000-6102 Salary - Part Time Administration	-	629	629		
270-2-500-6101 Salary - Full Time Grounds & Natural Resources	83,694	46,093	83,694		
270-2-500-6102 Salary - Part Time Grounds & Natural Resources	62,127	27,637	47,938		

Kendall County Forest Preserve District Operating Fund #270 / #1900

ACCOUNT & DESCRIPTION	BUDGET 2020	ACTUAL 6/28/2020	Est. Year End 11/30/2020	\$ Δ	% Δ
Salary Full Time: Env. Education					
270-2-301-6103 Env. Educ. FT Salary - School Programs Expense	21,887	12,094	21,887		
270-2-302-6103 Env. Educ. FT Salary - Camps Expense	13,520	7,437	13,520		
270-2-304-6103 Env. Educ. FT Salary - Other Public Programs Expense	3,692	804	3,692		
270-2-305-6103 Env. Educ. FT Salary - Laws of Nature	1,446	1,997	1,997		
Salary Part Time: Env. Education					
270-2-301-6128 Env. Educ. PT Salary - School Programs Expense	9,010	2,227	2,227		
270-2-302-6128 Env. Educ. PT Salary - Camps Expense	12,350	946	8,000		
270-2-303-6128 Env. Educ. PT Salary - Natural Beginnings Expense	74,031	44,660	74,031		
270-2-304-6128 Env. Educ. PT Salary - Other Public Programs Expense	3,000	713	1,426		
270-2-305-6128 Env. Educ. PT Salary - Laws of Nature	2,000	193	385		
270-2-306-6128 Env. Educ. PT Salary - Other Expense		600	600		
Salary Part Time - Ellis					
270-2-100-6122 Salary PT - Ellis House	8,822	3,276	5,679		
270-2-101-6122 Salary PT - Ellis Barn	8,822	6,059	13,970		
270-2-102-6122 Salary PT - Ellis Grounds	17,782	12,773	22,140		
270-2-110-6122 Salary PT - Ellis Center Camps Expense	4,604	251	435		
270-2-111-6122 Salary PT - Ellis Center Riding Lessons Expense	27,000	10,039	27,000		
270-2-112-6122 Salary PT - Ellis Center Birthday Parties Expense	3,000	2,290	3,847		
270-2-113-6122 Salary PT - Ellis Center Public Programs Expense	3,000	670	1,161		
270-2-114-6122 Salary PT - Ellis Sunrise License Agreement	15,000	8,772	15,205		
270-2-120-6122 Salary PT - Ellis Center Weddings Expense	300	810	1,405		
270-2-121-6122 Salary PT - Ellis Center Other Rentals Expense	2,275	-			
Salary Full Time: Hoover					
270-2-200-6126 Salary FT - Hoover Grounds	42,085	19,584	42,085		
270-2-201-6126 Salary FT - Hoover Bunkhouse	21,043	9,792	21,043		
270-2-202-6126 Salary FT - Hoover Campsite	10,521	4,896	10,521		
270-2-203-6126 Salary FT - Hoover Meadowhawk	10,521	4,896	10,521		
Salary Part Time: Hoover					
270-2-200-6127 Salary PT - Hoover Grounds	19,350	13,353	23,143		
270-2-201-6127 Salary PT - Hoover Bunkhouse	9,675	6,678	11,573		
270-2-202-6127 Salary PT - Hoover Campsite	4,837	3,339	5,787		
270-2-203-6127 Salary PT - Hoover Meadowhawk	4,837	3,336	5,782		
270-2-000-6115 Board Per Diem	4,190	1,332	1,453		
Total Personnel	685,421	355,838	661,500	(23,941)	-3.5%
EMPLOYEE BENEFITS					
270-2-000-6300 IMRF/SS Expense - Administration	29,968	14,583	26,942		
270-2-200-6300 IMRF/SS Expense - Hoover Grounds	9,726	4,387	9,428		
270-2-201-6300 IMRF/SS Expense - Hoover Bunkhouse	4,863	2,194	4,714		
270-2-202-6300 IMRF/SS Expense - Hoover Campsite	2,432	1,087	2,336		
270-2-203-6300 IMRF/SS Expense - Hoover Meadowhawk	2,432	1,092	2,346		
270-2-300-6300 IMRF/SS Fund Expense - Env. Education		616	616		
270-2-301-6300 IMRF/SS Fund Expense - Env. Education School Programs	4,600	1,998	1,998		
270-2-302-6300 IMRF/SS Fund Expense - Env. Education Camps	3,237	2,079	17,572		
270-2-303-6300 IMRF/SS Fund Expense - Env. Education Natural Beginnings	9,870	4,851	8,038		
270-2-304-6300 IMRF/SS Fund Expense - Env. Education Other Public Programs	797	176	352		
270-2-305-6300 IMRF/SS Fund Expense - Env. Education Laws of Nature	427	317	633		
270-2-306-6300 IMRF/SS Fund Expense - Env. Education Other Expenses		46	46		
270-2-300-6300 IMRF/SS Expense - Grounds & Nat. Resources	20,853	5,246	9,753		
270-2-100-6301 IMRF & SS Expense - Ellis House	1,356	432	783		
270-2-101-6301 IMRF & SS Expense - Ellis Barn	1,356	776	1,345		
270-2-102-6301 IMRF & SS Expense - Ellis Grounds	2,717	1,609	2,789		
270-2-110-6301 IMRF & SS Expense - Ellis Center Camps Expense	400	56	63		
270-2-111-6301 IMRF & SS Expense - Ellis Center Riding Lessons Expense	3,030	1,131	3,041		
270-2-112-6301 IMRF & SS Expense - Ellis Center Birthday Parties Expense	700	298	316		
270-2-113-6301 IMRF & SS Expense - Ellis Center Public Programs Expense	300	98	170		
270-2-114-6301 IMRF & SS Expense - Sunrise Center North	1,700	850	1,473		
270-2-120-6301 IMRF & SS Expense - Ellis Center Weddings Expense	-	123	214		
270-2-121-6301 IMRF & SS Expense - Ellis Center Other Rentals Expense	174	-			
270-2-000-6839 Medical Insurance - Administration	39,272	13,382	27,164		

Kendall County Forest Preserve District Operating Fund #270 / #1900

ACCOUNT & DESCRIPTION	BUDGET 2020	ACTUAL 6/25/2020	Est. Year End 11/30/2020	\$ Δ	% Δ
Medical Insurance - Hoover					
270-2-200-6839 Medical Insurance - Hoover Grounds	14,308	2,464	4,928		
270-2-201-6839 Medical Insurance - Hoover Bunkhouse	7,154	1,232	2,464		
270-2-202-6839 Medical Insurance - Hoover Campsite	3,577	-	-		
270-2-203-6839 Medical Insurance - Hoover Meadowhawk	3,577	-	-		
270-2-303-6839 Medical Insurance - Env. Education Natural Beginnings		616	616		
270-2-500-6839 Medical Insurance - Grounds & Nat. Resources	97,558	12,739	97,478		
270-2-000-6838 Annual Insurance Premiums (ICRMT)	59,376	59,375	59,376		
Total Employee Benefits	261,579	136,064	223,212	(38,367)	-14.7%
CONTRACTUAL					
270-2-000-6203 Dues/Memberships	1,200	695	695		
270-2-000-6204 Conferences	2,500	878	878		
270-2-500-6207 Telephone - Grounds & Natural Resources	11,500	6,795	11,649		
270-2-000-6209 Legal Publications	400	658	770		
270-2-000-6215 Contractual Services (RecPro Software)	2,250	1,650	2,250		
270-2-000-6549 Audit	7,750	7,750	7,750		
270-2-500-6847 Refuse Pickup - Grounds & Natural Resources	6,750	2,723	4,676		
270-2-000-6834 Farm Lease Contract Expense	500	-	-		
270-2-120-7078 Refuse Pickup - Ellis	1,500	901	1,545		
270-2-110-7084 Veterinarian & Farrier - Ellis Camps	1,500	954	954		
270-2-111-7084 Veterinarian & Farrier - Ellis Riding Lessons	2,500	1,830	1,830		
270-2-112-7084 Veterinarian & Farrier - Ellis Birthday Parties	1,500	985	985		
270-2-113-7084 Veterinarian & Farrier - Ellis Public Programs					
270-2-000-7090 Credit Card Fee	5,000	2,899	4,869		
Total Contractual	44,850	28,723	38,951	(5,899)	-13.2%
COMMODITIES					
270-2-000-6200 Office Supplies & Postage	3,000	7,220	12,378		
270-2-000-xxxx Project Fund Expense		1,139			
270-2-000-xxxx Contributions		2,392			
270-2-500-6217 Fuel: Gas & Oil Grounds	13,600	7,134	12,230		
270-2-500-6240 Uniforms	1,500	392	1,000		
270-2-000-6351 Electric	2,850	1,817	3,115		
270-2-600-6351 Electric - Pickering Pigott	3,000	6,243	10,000		
270-2-400-6835 Natural Area Volunteer Supplies	500	-	-		
270-2-000-6843 Promotion/Publicity	4,000	1,986	3,000		
270-2-000-6844 Newsletter	400	216	300		
270-2-500-6848 Gas - Grounds & Natural Resources	3,200	2,468	4,231		
270-2-301-6849 Env. Educ. - School Programs Expense	700	17	30		
270-2-302-6849 Env. Educ. - Camps Expense	1,500	305	523		
270-2-303-6849 Env. Educ. - Natural Beginnings Expense	4,000	1,731	3,033		
270-2-304-6849 Env. Educ. - Other Public Programs Expense	750	103	176		
270-2-305-6849 Env. Educ. - Laws of Nature Expense	500	244	418		

Kendall County Forest Preserve District Operating Fund #270 / #1900

ACCOUNT & DESCRIPTION	BUDGET	ACTUAL	Est. Year End	Δ	% Δ
	2020	6/25/2020	11/30/2020		
Utilities & Maintenance - Hoover					
270-2-200-6860 Hoover - Gas	7,000	4,067	7,005		
270-2-200-6861 Hoover - Electric	16,000	9,738	16,694		
270-2-200-6862 Hoover - Other Utilities	4,000	1,650	2,846		
270-2-200-6863 Hoover - Shop Supplies	3,000	2,755	4,740		
270-2-200-6864 Hoover - Building Maintenance	9,800	6,599	11,243		
270-2-200-6865 Hoover - Grounds Maintenance	4,000	6,603	11,319		
270-2-200-6866 Hoover - Other Expenses	3,000	66	113		
Utilities - Ellis					
270-2-100-7076 Utilities - Ellis House	6,000	4,881	6,368		
270-2-101-7076 Utilities - Ellis Barn	6,000	424	829		
270-2-102-7076 Utilities - Ellis Grounds					
270-2-100-7077 Office Supplies & Postage - Ellis House	1,500	174	299		
270-2-113-7079 Volunteer Expense - Ellis Public Programs	500	137	500		
Promotion/Publicity - Ellis					
270-2-110-7081 Promotion/Publicity - Ellis Camps	250	-	-		
270-2-111-7081 Promotion/Publicity - Ellis Riding Lessons	750	36	36		
270-2-112-7081 Promotion/Publicity - Ellis Birthday Parties	250	-	-		
270-2-121-7081 Promotion/Publicity - Ellis Other Rentals	400	-	-		
270-2-130-7081 Promotion/Publicity - Ellis Sk	300	-	-		
Animal Care & Supplies - Ellis					
270-2-110-7082 Animal Care & Supplies - Ellis Camps	400	142	400		
270-2-111-7082 Animal Care & Supplies - Ellis Riding Lessons	7,000	3,410	7,000		
270-2-112-7082 Animal Care & Supplies - Ellis Birthday Parties	250	189	250		
270-2-114-7082 Animal Care & Supplies - Sunrise Center North	2,200	995	1,200		
Horses Acquisition & Tack - Ellis					
270-2-110-7083 Horses Acquisition & Tack - Ellis Camps	540	-	-		
270-2-111-7083 Horses Acquisition & Tack - Ellis Riding Lessons	1,080	-	-		
270-2-112-7083 Horses Acquisition & Tack - Ellis Birthday Parties	540	-	-		
Uniforms - Ellis					
270-2-110-7086 Uniforms - Ellis Camps	75	-	75		
270-2-111-7086 Uniforms - Ellis Riding Lessons	135	-	135		
270-2-112-7086 Uniforms - Ellis Birthday Parties	60	-	60		
270-2-120-7086 Uniforms - Ellis Weddings	50	-	50		
Program Supplies - Ellis					
270-2-110-7087 Program Supplies - Ellis Camps	600	262	262		
270-2-112-7087 Program Supplies - Ellis Birthday Parties	700	-	-		
270-2-130-7087 Program Supplies - Ellis SK	230	-	-		
270-2-500-7089 Supplier: Shop - Grounds	5,000	3,463	5,936		
270-2-600-7089 Supplier: Shop - Pickerill Pigott	500	90	52		
Total Commodities	127,638	79,829	129,866	2,236	1.8%
OTHER					
270-2-500-6216 Equipment - Grounds & Natural Resources	15,000	20,439	28,439		
270-2-500-6837 Preserve Improvements - Grounds & Natural Resources	5,500	10,479	13,500		
Grounds & Maintenance Equipment - Ellis					
270-2-100-7080 Grounds & Maint. - Ellis House	4,000	1,671	1,868		
270-2-101-7080 Grounds & Maint. - Ellis Barn	2,000	931	1,212		
270-2-102-7080 Grounds & Maint. - Ellis Grounds	4,000	2,767	2,878		
Security Deposit Refunds					
270-2-120-7088 Security Deposit Refunds - Ellis Weddings	1,000	2,200	2,200		
270-2-121-7088 Security Deposit Refunds - Other Rentals	600	300	300		
270-2-200-7088 Security Deposit Refunds - Hoover	13,000	6,299	6,299		
270-2-300-7088 Security Deposit Refunds - Env. Education School Programs		1,854	1,854		
270-2-300-7088 Security Deposit Refunds - Env. Education Natural Beginnings		9,187	9,187		
270-2-300-7088 Security Deposit Refunds - Env. Education Public Programs		548	548		
270-2-500-7088 Security Deposit Refunds - Grounds		400	400		
Total Other	45,100	57,076	68,686	23,586	52.3%

Kendall County Forest Preserve District Operating Fund #270 / #1900

ACCOUNT & DESCRIPTION	BUDGET 2020	ACTUAL 6/25/2020	Est. Year End 11/30/2020	\$ Δ	% Δ
Total Expenditures	1,164,580	657,530	1,122,295	(42,285)	-3.6%
Operating Surplus / (Deficit)	2,545	(381,458)	(109,638)		
Ending Balance	<u>387,328</u>	<u>(39,577)</u>	<u>232,243</u>		

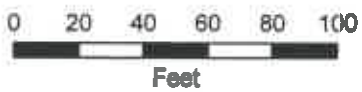
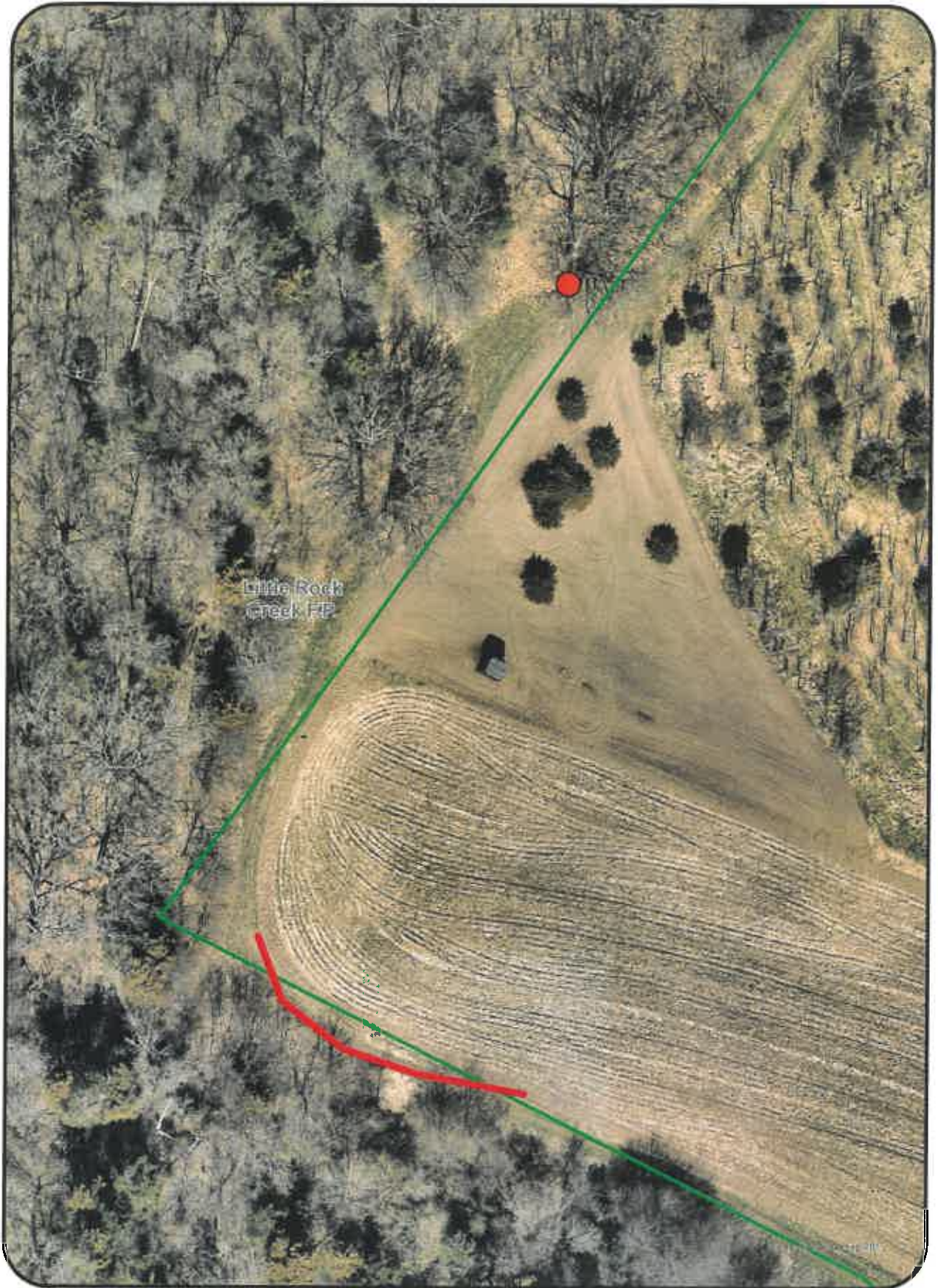
Beginning Balance	384,783	341,881	341,881	(42,902)	-11.1%
Total Revenues	1,167,125	276,071	1,012,657	(154,468)	-13.2%
Total Personnel	685,421	355,838	661,580	(23,841)	-3.5%
Total Employee Benefits	261,579	136,064	223,212	(38,367)	-14.7%
Total Contractual	44,850	28,723	38,951	(5,899)	-13.2%
Total Commodities	127,630	79,829	129,866	2,236	1.8%
Total Other	45,100	57,076	68,686	23,586	52.3%
Total Expenditure	1,164,580	657,530	1,122,295	(42,285)	-3.6%
Surplus / (Deficit)	2,545	(381,458)	(109,638)		
Ending Balance	<u>387,328</u>	<u>(39,577)</u>	<u>232,243</u>	(155,085)	-40.0%

Forest Preserve District

Capital Projects Fund #950 / #1901

ACCOUNT & DESCRIPTION	BUDGET 2020	ACTUAL 6/25/2020	Est. Year End 11/30/2020	\$ Δ	% Δ
Beginning Balance	837,823	829,351	829,351	(8,472)	-1.0%
REVENUE					
950-1-000-1135 Interest Income	1,500	667	1,333		
950-1-000-1520 Preserve Improvements - ICBCF	8,520	8,520	8,520		
950-1-000-1521 Project Fund Deposit - The Morton Arb. - USFS	25,000		23,000		
950-1-000-1522 Trail Improvement Escrow Account	23,177		23,177		
950-1-000-xxxx Project Fund Deposit - FY20 BAAD Grant	200,000				
950-1-000-xxxx Project Fund Deposit - IDNR PARC Grant	525,000		828,296		
950-1-000-xxxx Transfer In from FRB Cropland Conversion #954	103,900		103,900		
950-1-000-xxxx Transfer In from Project Improvement Fund #951	375,227		375,227		
950-1-000-xxxx Transfer In from Land Cash Fund #956	127,983		127,983		
Total Revenue	1,390,307	9,187	1,493,436	103,129	7.4%
EXPENDITURE					
950-2-100-6200 Bond Disclosure Fee	3,500		3,500		
950-2-000-6850 Project Fund Expense	1,493,747	14,475	1,900,350		
950-2-000-6851 Equipment Replacement Contingency	60,000				
950-2-400-6855 Natural Areas Management	66,000		30,000		
950-2-000-6857 Land Acquisition	130,008				
950-2-200-6858 Preserve Improvements/Master Planning - Hoover	49,000	157	20,000		
950-2-000-6859 Building Improvements/Demolition	5,000	24	5,000		
950-2-100-6859 Building Improvements/Demolition - Ellis	60,000	2,500	2,500		
950-2-xxx-xxxx Transfer Out to OSLAD P&P #952	316,500		316,500		
950-2-xxx-xxxx Transfer Out to FRB RTP Project Fund #953	44,375		44,375		
Total Expenditure	2,228,130	17,156	2,322,225	94,095	4.2%
Revenue over/(under) Expenditure	(837,823)	(7,969)	(828,789)		
Ending Balance	0	821,382	563	563	

Tree Stand and Trail Encroachment



Kendall County GIS
111 West Fox Street - Room 308
Yorkville, Illinois 60560
630.553.4212
Created: 6/29/2020

NW Trail Encroachment



Kendall County GIS
111 West Fox Street - Room 308
Yorkville, Illinois 60560
630.553.4212
Created: 4/26/2020

South Trail Encroachment



Kendall County GIS
111 West Fox Street - Room 308
Yorkville, Illinois 60560
630.553.4212
Created: 4/30/2020





KENDALL COUNTY FOREST PRESERVE DISTRICT
REIMBURSEMENT POLICY

The Kendall County Forest Preserve District shall reimburse employees for reasonable out-of-pocket expenses incurred for authorized District assignments or while engaged in authorized District business or purchasing work-related supplies or tools. This policy is intended to provide guidance to employees to ensure compliance with District policies and guidelines. Please note that all work-related expenses need to be approved by the Executive Director or Department Manager prior to the purchase whenever possible.

Mileage

District employees will be reimbursed for approved work-related miles driven using their personal vehicles. Reimbursement will be paid at the County determined standard mileage rate in effect, which is adjusted in accordance with the annual Internal Revenue Service Standard Mileage Rates. Completion of a Forest Preserve District of Kendall County, IL – Mileage Log is required, which includes detailed records regarding the point of origin and point of destination for each trip reported, in addition to the reason for the trip, and must be submitted to the Executive Director for approval. An employee may be asked to attach a printout from www.Mapquest.com, or other web source, which shows the total mileage traveled.

Conference / Workshop (Traveling)

District employees will be reimbursed for expenses incurred for an approved conference and/or workshop. The following expenses may be reimbursed with prior approval from the District's Executive Director as follows:

- Transportation (personal vehicle only – mileage and gas)
- Accommodations
- Meals (Not-to-Exceed the General Services Administration (GSA) per diem allowance)

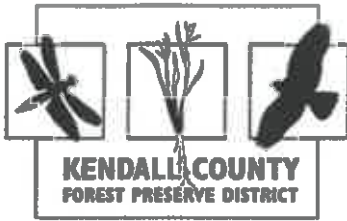
Out-of-Pocket Reimbursement

District employees will be reimbursed for any work-related expenses, such as tools, equipment, postage letters or program supplies. If possible, prior approval should be received by your Department Manager or the Executive Director. The ORIGINAL receipt, along with one copy of the receipt, must be turned in along with the Request for Employee Reimbursement Form. The form requires the employee's signature in addition to the Department Manager. These items are turned into the Human Resources, Accounting and Reservation Manager.

For further instructions on the Kendall County Forest Preserve District's Reimbursement Policy, please refer to the Kendall County Forest Preserve Employee Handbook.

Referenced attachments:

1. KCFPD Mileage Log Form
2. KCFPD Employee Out-of-Pocket Expense Reimbursement Form



Request for Employee Reimbursement Form

(State Sales Tax* will not be reimbursed)

Department: _____

Payable to: _____

Supervisor Approval: _____

Please list all receipt(s) information below: (middle & last digits for coding purposes)
Please include the ORIGINAL receipt(s), plus one (1) copy of all receipts and paperclip to this form.

Vendor _____

Budget Line #: 190011 - _____ Dollar Amt: \$ _____

Please describe supplies purchased:

Vendor _____

Budget Line #: 190011 - _____ Dollar Amt: \$ _____

Please describe supplies purchased:

Vendor _____

Budget Line #: 190011 - _____ Dollar Amt: \$ _____

Please describe supplies purchased:

Vendor _____

Budget Line #: 190011 - _____ Dollar Amt: \$ _____

Please describe supplies purchased:

Total Amount: \$ _____

Employee Signature: _____

Date: ____/____/____

*Tax Exempt Letter should be given to store (see Director for copy, if needed)



Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
www.dnr.illinois.gov

JB Pritzker, Governor
Colleen Callahan, Director

June 29, 2020

**SUBJECT: Permit No. DS2019075 – Revised Temporary Construction Plans
Bridge Removal
Fox River
Kendall County, IL**

Kendall County Forest Preserve District
Attn: David Guritz
110 West Madison Street
Yorkville, IL 60560

Dear Mr. Guritz:

In accordance with e-mail correspondence on June 25, 2020 from D Construction, Inc., updated plans to revise the temporary construction work for the subject permit are hereby approved.

The updated plans are entitled:

**KENDALL COUNTY FOREST PRESERVE DISTRICT
SITE PLAN
(Sheets Stage 1 – Stage 5, submitted by e-mail on June 25, 2020).**


The updated plans are in addition to the previously approved plans cited in the subject permit. The updated plans revise the temporary construction plans for the subject project to include barges placed in the river to create a work platform and sheet piling placed around the piers. This approval is based on our determination that the project still complies with the Part 3704 Regulation of Public Water rules.

All other general conditions of the original permit remain in full force and effect. This authorization does not supersede any other federal, state or local authorizations that may be required for the revision.

Please feel free to contact Bill Milner at 217/782-4545 if you have any questions or comments concerning this approval.

Kendall County Forest Preserve District
June 29, 2020
Page 2

RECOMMENDED:


William B. Milner Jr, Section Chief
Downstate Regulatory Program

APPROVAL RECOMMENDED:


Loren A. Wobig, Director
Office of Water Resources

APPROVED:


Colleen Callahan, Director
Department of Natural Resources

CC:LAW:WBM:cjp

cc: D Construction, Inc. (Andy Moore)
Hampton, Lenzi and Renwick, Inc. (Joseph W. Frazee)
USACE, Rock Island District (CEMVR-OD-P) w/ ORCP letter
Kendall County Planning, Building & Zoning (Brian Holdiman)



General Contractor

“D” Construction, Inc.

1488 South Broadway • Coal City, IL 60416
Office (815) 634-2555 • FAX (815) 634-8748

June 17, 2020

Hampton Lenzini and Renwick Inc.
380 Shepard Drive
Elgin, IL 60123

Attn: Gordon Snyder, PE , Construction Operations Manager

Re: MILLBROOK BRIDGE REMOVAL

Subj: REVISED INOSTREAM WORK PLAN

Dear Mr. Snyder,

We have reviewed the existing in-stream work plans and walked down the job in detail and have come up with the following proposed changes to the in-stream work plan. This plan will impact a much smaller area and will expedite construction activities. Additionally, please see the attached mark-up to the project plans showing the in-stream work set-up.

- **Modular Floating Work Barge Platform System**
 - o A series of floating work platforms will be placed in the water from the west bank with cranes and will be pushed into place with a small tugboat.
 - o The barges/work platforms will be anchored into place by tying off to the existing bridge structure as well as spuds.
 - o The barges will be placed in stages under the spans starting from the east span and moving west.
 - o The platform system will not extend across the entire channel at any time.
 - o Please see the staging plan markups for further detail.

- **Temporary Sheet Pile Cofferdams**
 - o Temporary sheet piling will be driven around the existing piers to create a cofferdam.
 - o Sheet piling will be installed with a vibratory hammer attachment on a track mounted excavator. Excavator will be located on the floating work platforms discussed in the section above.
 - o The cofferdams will be dewatered to allow for access to the piers to allow for demolition and limit the amount of disturbance.
 - o Sheet piling will be removed when piers are demolished.

- **Temporary Causeway**
 - o The temporary causeway as well as the temporary culverts will not be used so to further limit the amount of disturbance from the project.

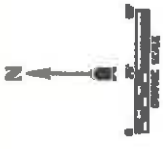
- **Total area of Impact to the Streambed**
 - o The estimated amount of impact to the streambed is 600 SF

Please call me at our office if you have any questions or need additional information.

Sincerely,
D Construction Inc.

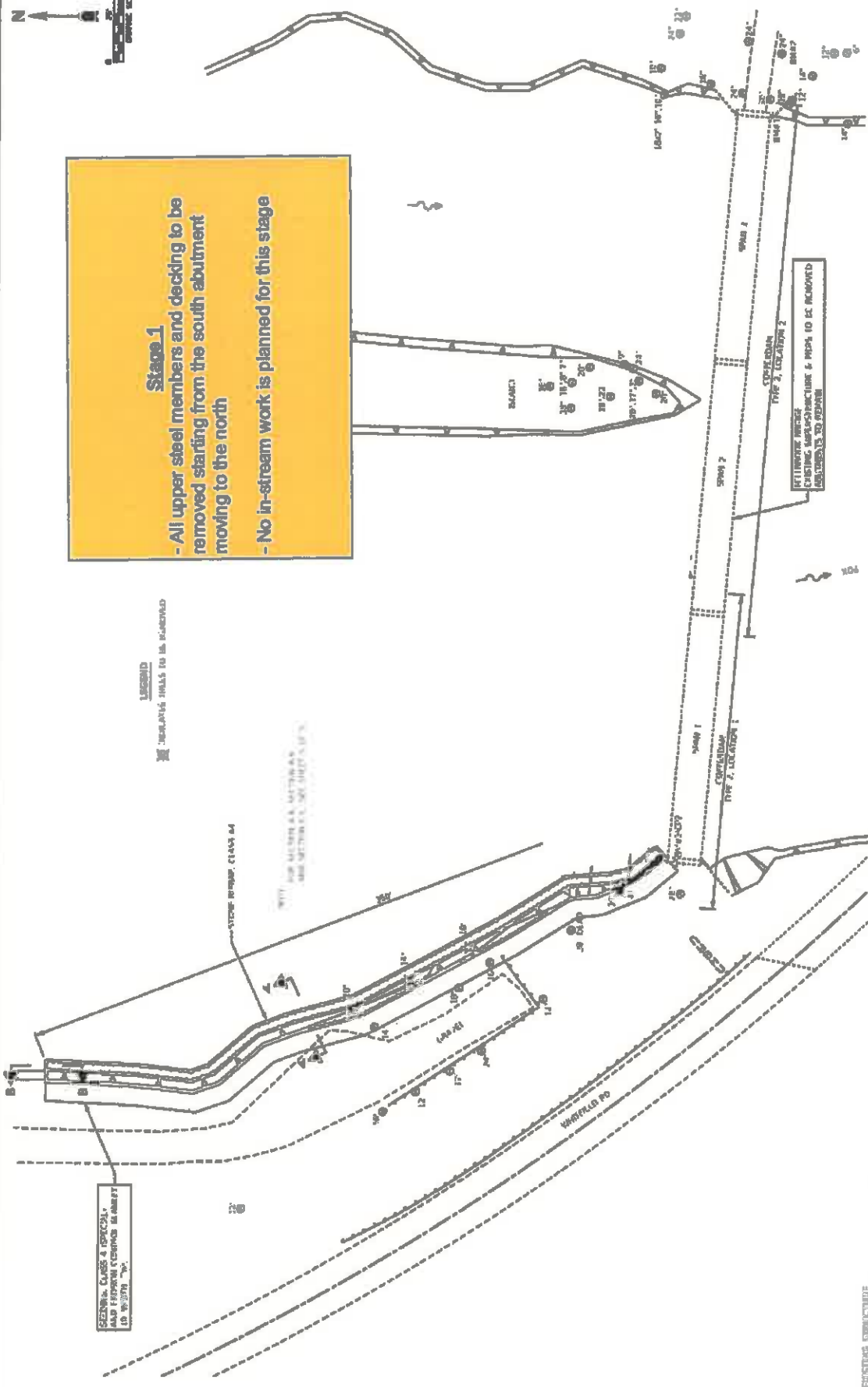


Andy Moore
Project Manager



Stage 1

- All upper steel members and decking to be removed starting from the south abutment moving to the north
- No in-stream work is planned for this stage



GENERAL CLASS & SPECIAL, AND FEDERAL CODES IN AREA TO BE REMOVED.

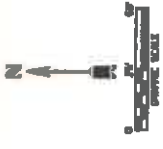
LEGEND
 X JEROME HILLS TO BE REMOVED

UPPER STEEL MEMBERS AND DECKING TO BE REMOVED

REMOVING BRIDGE EXISTING INFRASTRUCTURE & PILES TO BE REMOVED AND SUBSTITUTED BY STEEL

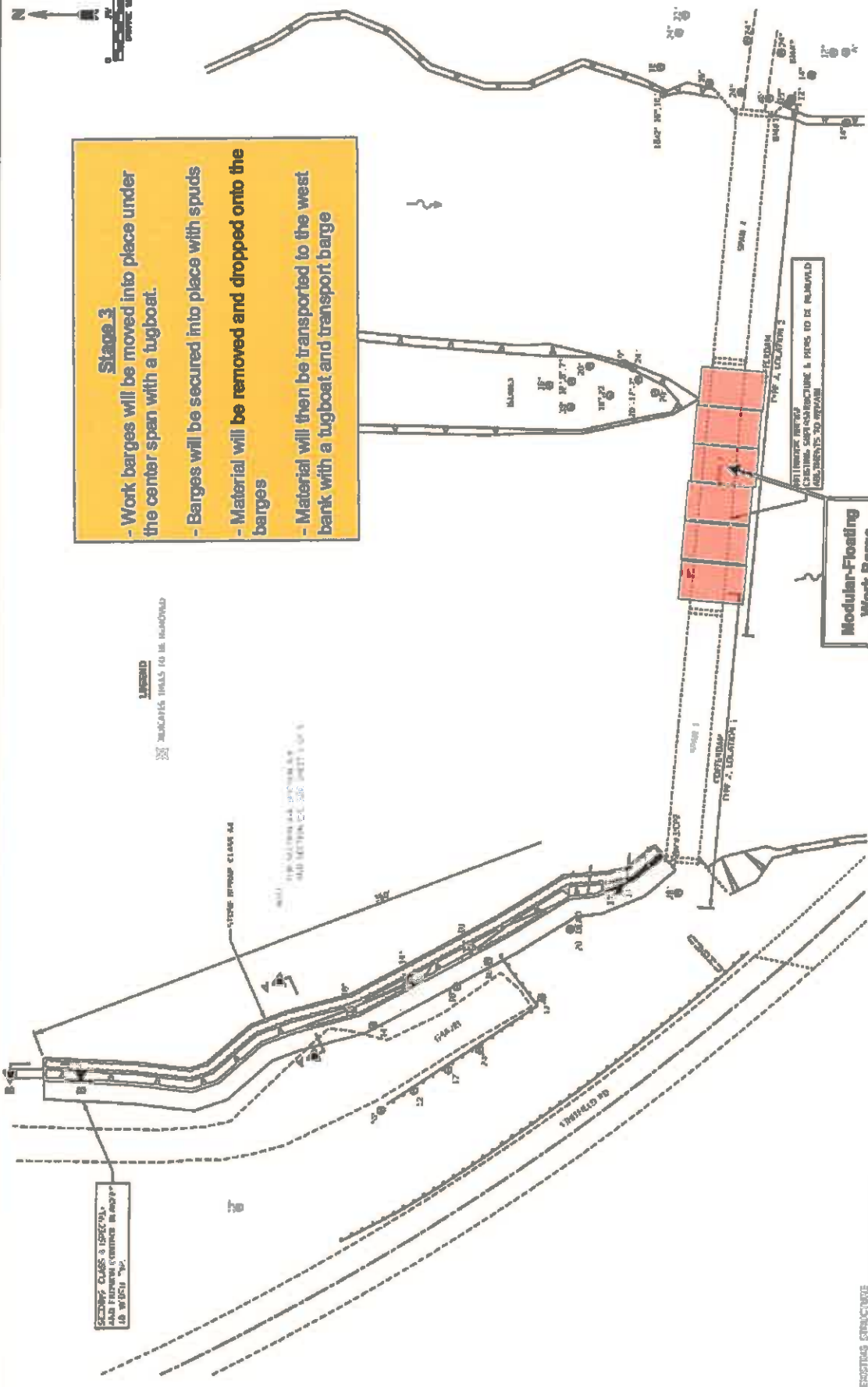
EXISTING STRUCTURE
 THREE SPAN SMALL TRUSS BRIDGE TO BE
 TRUSS DECK FOR CONCRET AND STAY BRIDGES AND
 TRUSS BRIDGE TO BE REMOVED AND
 PILES REMOVED 13'-0" TO 17'-0" DIA. 33'-0"

DATE: 11/15/2011		BY: J. W. [Signature]		CHECKED: [Signature]		DATE: 11/15/2011	
PROJECT: [Signature]		SCALE: 1"=20'		SHEET NO. 2 OF 6 SHEETS		DATE: 11/15/2011	
KENDALL COUNTY FOREST PRESERVE				SITE PLAN			
COUNTY: [Signature]		SHEET NO. 2 OF 6 SHEETS		DATE: 11/15/2011		SHEET NO. 2 OF 6 SHEETS	
LOCAL PROJECT NO. [Signature]		SHEET NO. 2 OF 6 SHEETS		DATE: 11/15/2011		SHEET NO. 2 OF 6 SHEETS	



Stage 3

- Work barges will be moved into place under the center span with a tugboat.
- Barges will be secured into place with spuds
- Material will be removed and dropped onto the barges
- Material will then be transported to the west bank with a tugboat and transport barge



Modular-Floating Work Barge Platform System

KENDALL COUNTY FOREST PRESERVE		SITE PLAN	
DATE: 11/11/11	SCALE: 1"=20'	SHEET NO. 2 OF 4 SHEETS	DATE: 11/11/11
PROJECT: 11-11-11-001	DESIGNER: J. L. HARRIS	CHECKER: J. L. HARRIS	APPROVER: J. L. HARRIS
CLIENT: KENDALL COUNTY FOREST PRESERVE	PROJECT: 11-11-11-001	SHEET NO. 2 OF 4 SHEETS	DATE: 11/11/11

To: Kendall County Board of Commissioners- Operations Committee
From: Emily Dombrowski, Environmental Education Programs Manager
RE: Education Department Program Updates
Date: June 30, 2020

The Education Department has had a busy June. We began summer camps on June 6, have been running summer family adventures, and continue to help out with Natural Resource Projects.

Public Program Updates: We are currently running our Summer Family Adventure programs. As of June 30, we have run 13 family adventures. We have 10 more booked in July and continue to receive phone calls and emails. These programs have been a great way to engage with the public in a small safe learning environment.

Summer Camp Updates: Summer camps started the week of June 6. We have been following the DCEO's guidelines for day camps. For the month of June we were in phase 3, this meant the maximum number of campers we could have in each group was 8. In June we saw 40 campers between the ages of PRE-K4 and 6th grade. We are now in phase 4 and are able to increase our camp number to 10 participants. We have cancelled our high school Nature Quest Camp because we are not allowed to have overnights in phase 4. Several of the camps for July have waitlists. Please see the back of this page to read some comments we have received from parents who sent their kids to camp in June.

Natural Beginnings Enrollment Updates: The Natural Beginnings staff is excited to open up in August. All classes are currently full and the program has about 10 children on their waitlist.

ENTICE Workshop Updates: We plan to hold two ENTICE workshops this July. ENTICE workshops are professional development workshops for Educators that want to learn new ideas to take back to their classrooms. Emily and Antoinette will be leading both workshops. The topics for the workshops are Illinois Squirrels and Wildlife Basics for Early Childhood Educators.

Parent Feedback from Camp:

1. Hi Emily!

Just wanted to let you know that my kids have absolutely LOVED camp this week. I am so thankful! What a great program you have put together. Thank you for bringing my kids joy in such a strange time in their lives. They have nothing but great things to say about all the activities and they think Mr. Miles and Ms. Madeline are great! On that note, I am wondering if there are still openings for the July 20-24 Animal Superhero camp for 1st-3rd grade? Also, aside from hiking and going in the creek, is there any of the same activities that they would do in July that they did in the Where the Wild Things Are camp? Just wondering if there is any repeat of stuff with the two camps?

Let me know!

Thanks!

2. Emily -

I just wanted to thank you and Kendall County Forest Preserve District for running your summer camps this year. The past few months have been difficult for all of us to say the least. One of the most challenging things to navigate as a parent has been maintaining a sense of normalcy for our children. Not only do your wonderful summer camps allow the opportunity to learn about and love nature, but this year they brought some of that 'normal' back. Thank you again.

3. Emily,

Thank you to everyone for a great first week of camp! It went so well. I have two very happy little girls who can't wait to come back. They are carrying themselves with a renewed confidence and spark in their eyes

Camps	Cost	# of Participants	Revenue	Phase 4 Maximum Number of Participants	Possible Increased Revenue	Current Waitlist
Wet and Wild Session 1	\$130	6	\$780			
Where the Wild Things Are Session 1	\$185	4	\$740			
Scales to Feathers Session 1	\$130	8	\$1,040			
Animal Super Heroes Session 1	\$185	6	\$1,110			
Where the Wild Things Are Session 2	\$185	8	\$1,480			
Nature Ninja Warrior Session 1	\$185	8	\$1,480			
Wet and Wild Session 2	\$130	10	\$1,300	10	\$0	1
Scales to Feathers Session 2	\$130	10	\$1,300	10	\$0	1
Nature Ninja Warrior Session 2	\$185	5	\$925	10	\$925	
Animal Super Heroes Session 2	\$185	10	\$1,850	10	\$0	4
Nature's Laboratory Session 1	\$185	2	\$370	10	\$1,480	
			\$12,375		\$2,405	

TO: KENDALL COUNTY FOREST PRESERVE DISTRICT BOARD OF COMMISSIONERS

FROM: REBECCA ANTRIM – HUMAN RESOURCES, ACCOUNTING AND PRESERVE RESERVATION MANAGER

SUBJECT: DISTRICT RENTALS, REFUNDS AND EXPENSES – COVID-19

DATE: JULY 1, 2020

During March thru June, I have been working with clients regarding the impact the COVID-19 pandemic has on their reservations with the District.

We have issued rental refunds for a total of \$9,491.00, as of June 30, 2020. This total also includes Ellis Equestrian Center reservations and Riding Lessons to date that have been cancelled.

There have been clients that had rescheduled for later in the summer and fall, but have since either cancelled or asked that their reservation be moved into next year.

We have received reservation requests for the Fall which includes a wedding event and Bridal Showers at Meadowhawk Lodge. They were notified of the Phase IV guidelines that are currently in place and they have adjusted their reservation total to be within the guideline.

For the Education Department's Public Programs and Spring and Summer Camp, refunds totaling \$ 3,678.00 were completed.

In order to keep our staff and public safe during this time, supplies have been bought such as; gloves, face masks, disinfectant wipes and other cleaning supplies. Total expenses as of June 30, 2020 are \$3,324.45. All COVID-19 related expense items have been coded to our Administration – Office Supplies line item (190011-62000)

I will continue to update the attached reservation spreadsheet as we work through this period.

Rebecca Antrim
Human Resources, Accounting and Preserve Reservation Manager
July 1, 2020

CLIENT	FACILITY RENTED	EVENT RESCHEDULED DATE	REFUND	OTHER
Baker, J	Blazing Star		\$540.00	
Bauer, K	Meadowhawk	September 18, 2020		New Event Date
Behrens, G	Shelters 1 and 4	June 13, 2021		New Event Date - Paid in Full 2019
Burian, C	Meadowhawk		\$285.00	
Chacon, D	Meadowhawk, Bunkhouses	August 28-30, 2020		New Event Date
Clark, A	Ellis		\$2,000.00	
Collins, L (KCHSA)	Shelters, Horse Arena			May and June Events cancelled
Darche, A	Kingfisher		\$100.00	
Doles, L	Kingfisher		\$100.00	
Doolin, B	Bunkhouses, Group Sites	March 19-21, 2021		New Event Date - Paid in Full 2020
Engelhardt, A	Meadowhawk	August 7, 2021		New Event Date Security Deposit Paid - 2020
Erwin, L	Group Site A		\$135.00	
Fairless, J	Shelter 4	June 27, 2021		New Event Date - Paid in Full 2019
Fiala, L	Moonseed			No refund needed (security deposit check shredded)
Finley, S	Shelter 2			Payment not received; no refund needed
Freeland, K	Meadowhawk		\$517.50	
Gates, S	Shelters 1 and 4	June 6, 2021		New Event Date - Paid in Full 2019
Gonzalez, M	Ellis - Riding Lessons		\$36.00	
Goodspeed, J	Meadowhawk		\$232.50	

Gotte, K (KC Emerg)	Jay Woods					e-mailed 5/20 - cancelled
Haggard, G (Lighthouse)	Shelter 1					Payment not received; no refund needed
Hantak, J	Group Site C					e-mailed 3/16 (waiting to reschedule)
Hester, J	Shelters 1 and 4	May 16, 2021				New Event Date - Paid in Full 2020
Holcomb, D	Blazing Star, Moonseed	July 16-18, 2021				New Event Date (security deposit paid 2020)
Holm, K	Meadowhawk	June 26, 2021				New Event Date Security Deposit Paid - 2020 Payment not received; no refund needed (security deposit check shredded)
Ingemunson, B	Blazing Star, Kingfisher					
Johnson, A	Shelter 2	May 22, 2021				New Event Date - Paid in Full 2020
Karales, B (KC Justice)	Meadowhawk	September 25-26, 2020				New Event Date New Event Date
Kermeen, D	Meadowhawk	August 23, 2020				Sec Deposit Paid - 2020 - Need Rental Fee
Kinley, C	Kingfisher (Scout Outing)	November 6-8, 2020				New Event Date - Paid in Full 2020
Kinley, C	Kingfisher (Women's Retreat)					e-mailed 3/16 (waiting to reschedule)
Korpalski, S	Ellis - Scout Outing				\$100.00	
Lee, J	Meadowhawk				\$232.50	
Lunsford, K	Ellis				\$100.00	
Montrose, A	Group Site C				\$90.00	
Morris, P	Shelter				\$50.00	
Mueller, B	Blazing Star, Site B	October 10-11, 2020				New Event Date - Paid in Full 2020
Myers, L	Kingfisher				\$100.00	
Nelson, N	Jay Woods	June 26, 2021				New Event Date - Paid in Full 2020

	Shelter	August 8, 2020	New Event Date - Paid in Full 2020
Nieves, J	Shelter		
Nguyen, A	Blazing Star, Moonseed		Refund sent to: S Liao New Event Date
Offutt, E	Blazing Star, Sites A, B, C	August 21-23, 2020	Sec Deposit Paid - 2020 - Need Rental Fee
Olsen, B	Meadowhawk		e-mailed 3/16 (waiting to reschedule)
Olson, J	Kingfisher		e-mailed 3/16 (waiting to reschedule)
Patel, S	Meadowhawk, Bunkhouses	July 2-11, 2021	New Event Date - Paid in Full 2019
Peterson, F	Kingfisher, Site C		e-mailed 5/26, left msg 5/27, e-mailed 6/5
Phillips, C (Sheriff Dept)	Meadowhawk		cancelled 5/4/20 - No rescheduling at this time
Pierson, K	Shelter 1 and 4		
Piton, U	Shelter 7		
Purnell, T	Moonseed	June 11-13, 2021	New Event Date - Paid in Full 2020
Reyes, E	Moonseed	October 16-18, 2020	New Event Date - Paid In Full 2020
Seibel, C	Shelter 4		
Severson, C	Shelters 1 and 4		Refund sent to: S Brue
Siegel, C	Moonseed		
Sharp, C	Shelters 1 and 4		
Shoger, M	Shelters 1 and 4		Payment not received; no refund needed
Smith, D	Shelters 1 and 4		
Stevenson, C	Shelter 1	July 25, 2021	New Event Date - Paid in Full 2019
Torok, L	Meadowhawk	August 7, 2020	New Event Date - Paid In Full 2020

Ward, N	Meadowhawk	\$457.50	No rescheduling at this time
Wiencke, S	Shelters 1 and 4		No rescheduling at this time
Wiencke, S	Meadowhawk		
Wyss, L	Moonseed	\$440.00	No refund needed (security deposit check shredded)
Young, L	Meadowhawk		
Yorkville Fury	Hoover Ballfield & Portable Restrooms	\$2,135.00	
Zimmerman, K	Shelter 2	\$9,491.00	Payment not received; no refund needed

Client Name	Program Refunded	Amount Refunded
Babson, B	Natural Beginnings	\$395.00
Beringer, K	Natural Beginnings	\$470.00
Bruenig, J	Natural Beginnings	\$395.00
Central Elementary	Field Trip	\$700.00
Chatman, J	Natural Beginnings	\$30.00
Collins, J	Natural Beginnings	\$395.00
Conover, M	Public Program	\$8.00
Crackel, C	Natural Beginnings	\$395.00
Dean, G	Summer Camp	\$686.00
Elmwood Elementary	Field Trip	\$345.00
Evans, S	Natural Beginnings	\$395.00
Forge, R	Public Program	\$336.00
French, E	Public Program	\$40.00
Galindo, A	Spring Camp	\$110.00
Gellatly, C	Public Program	\$15.00
Hillgoth, K	Natural Beginnings	\$431.50

Houle, A	Natural Beginnings	\$470.00
Kane, C	Natural Beginnings	\$395.00
Kolarik, M	Natural Beginnings	\$470.00
Krantz, D	Natural Beginnings	\$470.00
Lincoln Elementary	Field Trip	\$732.00
Liss, J	Natural Beginnings	\$395.00
Madden, B	Summer Camp	\$35.00
Newark Grade School	Field Trip	\$77.00
Otto-Classen, A	Natural Beginnings	\$470.00
Panosh, L	Summer Camp	\$185.00
Peterson, R	Public Program	\$5.00
Roach, S	Natural Beginnings	\$470.00
Roach, S	Natural Beginnings	\$470.00
Roy, B	Natural Beginnings	\$470.00
Schienenbaum, A	Natural Beginnings	\$470.00
Schorsch, A	Natural Beginnings	\$470.00
Schwartz, C	Natural Beginnings	\$395.00

Shaw, J	Natural Beginnings	\$470.00
Sterioti, K	Natural Beginnings	\$470.00
Swanson, K	Public Program	\$5.00
Trembley, M	Public Program	\$5.00
Voznak, H	Summer Camp	\$370.00
Vowels, A	Public Program	\$24.00
Weber, J	Natural Beginnings	\$395.00
		\$13,334.50