

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

**WEDNESDAY, AUGUST 5, 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
 - a. No special use permit requests received
- VI. Sunrise Center North – Letter of Request for COVID-19 License Agreement Payment Reduction
- VII. Discussion – Updates on COVID-19 Phase IV Rental Event Capacity and IPMG/ICRMT Recommendations for District Response(s) to Observations of Event Overcapacity
- VIII. Capital Project Updates
 - a. IDNR PARC Grant and DCEO Fast Track Grant Applications Status
 - b. Millbrook Bridge Removal Project Updates

NEW BUSINESS

- IX. Ellis Equestrian Center – Lesson Fees and Charges and Instructor Differentiated Pay Discussion
- X. Review of Preliminary Financial Statements through July 31, 2020
- XI. KCFPD Employee Handbook Draft and Discussion
- XII. General Use Ordinance Discussion – Use of Drones in District Preserves
- XIII. Program Updates (NB Enrollment; Summer Camps; Education Services; Facility Rentals; Equestrian Center)
- XIV. KCFPD 20-21 Bowhunt Program Timeline and Discussion
- XV. Executive Session
- XVI. Summary of Action Items
- XVII. Public Comments
- XVIII. Other Items of Business
- XIX. Adjournment

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Kendall County

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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.

SUNRISE CENTER NORTH THERAPEUTIC RIDING PROGRAM

13986 McKanna Rd
Minooka, IL 60410
815/467-9332
sunrisenorth@comcast.net
www.sunrisenorth.org



August 3, 2020

Kendall County Board of Directors,

Sunrise Center North Therapeutic Riding Program's Board of Directors is respectfully asking for a reduction of the Sunrise Licensure Agreement operating license fee from \$1,600 per month to \$800 per month due to the financial impact of the Covid-19 outbreak, which has resulted in a year to date net loss in program revenues of at least \$10,300. This has been primarily due to cancelled lessons during the stay at home order, continued restrictions which have limited fundraising, and although operations started back on June 7, some riders have shown a reluctance to return to the program due to health reasons (such as compromised immune systems), living in a group home (which remains quarantined), or coming through Illinois Valley Industries (which has not reopened their program to transport riders). In all, year to date rider enrollment is about 60% of what it was at this time in 2019, resulting in 75 fewer lesson hours through July 26, 2020.

Included in our lost program revenues was the postponement of our annual spring fundraiser, which usually provides \$5,000 to \$7,000 in revenue; we are not optimistic that we will be able to reschedule this event until next year. We also anticipate having to postpone our October 5K run/walk, which accounts for approx. \$1,000 to \$2,000 in revenue.

It is important for the Kendall County Forest Preserve Board to understand that Sunrise North's intention is to work with the Board to seek ways for both programs succeed. We ask that our continued support for the Ellis program be considered when making your decision. One of the added benefits for the Ellis program is the number of horses that Sunrise North provides for riding lessons, which has accounted for about 40% of the Ellis riding lessons this year. Sunrise North has also provided funds through grants and fundraising to help complete needed projects around the Ellis property. These improvements have included the installation of an additional lime lot East of the barn, a round pen within the West lime lot to facilitate more contained lessons or to isolate individual horses, and Sunrise North has recently received a grant to construct a shelter to protect the horses from the elements on the West side of the barn. Lastly, the Sunrise North trailer is at the complete disposal for the Ellis staff to use whenever needed.

In summary, our goal is for a win-win relationship between both parties to assure both program succeed.

Respectfully submitted,

M. Chris Kirsch
President, Board of Directors
Sunrise Center North Therapeutic Riding Program

SUNRISE CENTER NORTH THERAPEUTIC
Profit & Loss Prev Year Comparison
January 1 through August 2, 2020

	<u>Jan 1 - Aug 2, 20</u>	<u>Jan 1 - Aug 2, 19</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Donation/Fundraiser	14,555.50	21,578.12	-7,022.62
Investments	0.81	0.82	-0.01
Other Types of Income	2,855.00	3,007.29	-152.29
Therapy Lesson	5,150.00	9,875.00	-4,725.00
Total Income	<u>22,661.31</u>	<u>34,461.23</u>	<u>-11,899.92</u>
Expense			
Boarding	11,200.00	11,200.00	0.00
Business Expenses	15.00	15.00	0.00
Contract Services	150.00	120.00	30.00
Equipment Repair	0.00	303.00	-303.00
Ferrier/Vet	1,364.50	983.00	381.50
Fundraiser Supplies	300.00	663.37	-363.37
Instructor/Lessons	85.00	0.00	85.00
Licenses, Fees, Permits	1,057.95	658.00	399.95
Operations	0.00	335.31	-335.31
Payroll Expenses	10,055.28	11,668.82	-1,613.54
Wormer/Meds	1,019.45	882.01	137.44
Total Expense	<u>25,247.18</u>	<u>26,828.51</u>	<u>-1,581.33</u>
Net Ordinary Income	<u>-2,685.87</u>	<u>7,632.72</u>	<u>-10,318.59</u>
Net Income	<u><u>-2,685.87</u></u>	<u><u>7,632.72</u></u>	<u><u>-10,318.59</u></u>

David Guritz

Subject: COVID-19 and Rental Capacity Limits Under Phase IV - Recover Illinois

From: David Guritz

Sent: Tuesday, July 21, 2020 11:16 AM

To: 'Samantha Shock' <Samantha.Shock@alliant.com>

Cc: 'Mark Bell (mark.bell@ipmg.com)' <mark.bell@ipmg.com>; 'Dane Mall' <Dane.Mall@alliant.com>

Subject: RE: IPMG-ICRMT Billing Statements

Good morning Samantha:

Quick question on District liability in follow-up with a recent discussion on COVID-19 with Commission.

If the District hosts a private event, and the number of individuals attending exceeds the current Phase IV – RESTORE Illinois guidelines, could the District be held liable for not closing down the event? Local law enforcement has already indicated they have no enforcement authority with respect to the phased-reopening guidelines.

The District has communicated capacity limits for all reservations to our permit holders, with offers to reschedule or refund security deposits and/or rental payments.

Thanks in advance for your response.

Sincerely,

Dave

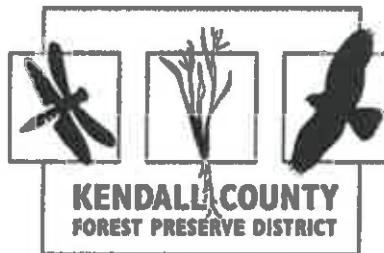
Dave Guritz

Director

Kendall County Forest Preserve District

(630) 553-4131

dguritz@co.kendall.il.us



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From: Dane Mall <Dane.Mall@alliant.com>
Sent: Thursday, July 30, 2020 2:26 PM
To: David Guritz <dguritz@co.kendall.il.us>
Cc: Mark Bell (mark.bell@ipmg.com) <mark.bell@ipmg.com>; Samantha Shock <Samantha.Shock@alliant.com>
Subject: [External]RE: IPMG-ICRMT Billing Statements

My apologies, David.

While I'm not an attorney, the District could certainly be implicated for liability for allowing a private event on District property to exceed Illinois mandates. However, the enforcement aspects of COVID guidelines are tricky for all municipal organizations. How far can the District go to enforce the Illinois COVID mandates? I think the answer is closely related to how the District would go about enforcing any violation of District ordinance or a law being broken. What process would you take now if a event/party violated one or more of the District's ordinances regarding an event on District property (i.e. exceeding their permit size, alcohol violations, conduct violations, etc.)? The District could pull their permit, ban the party from use, or perhaps other measures.

It is important to note that the District would likely enjoy immunity defenses just as it does for other ordinance violations regarding enforcement. Enforcement is not a requirement by the District. There is no duty owed to enforce. If so, the District would need its own police force and officers everywhere to patrol. For example, if a patron is swimming in a District pond and drowns--the liability for the District is remote on the basis of failure to enforce. Liability is more determined by other factors such as: public awareness of no swimming in all bodies of water in the District, posting of signage indicating "no swimming", ordinances that are adopted and communicated on the website or elsewhere, or perhaps waivers or sign-offs on permits.

Mark may have additional thoughts and I recommend that the SAO may also have some input on the matter.

Again, my apologies for the delay in my response.

Dane

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Ellis House Proposals

LESSONS:

Proposed prices have been updated for Operating Committee discussion.

I have reviewed some of the other local barns price structure and propose we raise our rates (market study attached)

Also, our lesson program schedule is full. This fall when school starts we won't be able to accommodate all our private lessons. Doing group lessons will increase the hourly revenue and allow for more scheduling opportunities. However, it is more difficult for our instructors to oversee additional riders. I am either proposing an increase of \$5.00 per additional rider for our instructors (more cost effective) or having 2 instructors schedule for groups (less cost effective). If we increase the instructor's salary \$5.00 for each group lesson, and the instructor is responsible to schedule volunteer support with the lesson, the District maximizes revenue gain. The Ellis Equestrian Center program currently has a good volunteer base, so recruitment should not be an issue.

HORSES:

Below is a breakdown of the percentage of times the horses are being used in the Ellis lesson program. These figures are just for lessons, they do not reflect: camps; birthday parties; family horse adventure, etc. Heidi and Beau are mostly used for these events.

Ellis Horses

Beau 14%
Missy 27%
Willie 14%
Winnie 5%
TOTAL 60%

Sunrise Horses

Boomer 11%
Heidi 18%
Rhinestone 10%
Nemo 1%
TOTAL 40%

Ellis is in need of additional horses if the program's goal is to keep increasing riders. Sunrise will probably be losing a couple of horses this year due to age. The average age of a horse is 27 and Sunrise has a 36 year old and a 33 year old horse. It is my proposal to allow Sunrise to decrease their herd and expand Ellis's herd. If we decide to do more group lessons then it is even more crucial to increase the herd.

Please discuss the price maximum the District is willing to consider for the purchase of new and/or replacement horse(s) so that Ellis Equestrian Center staff can identify potential candidate horses for purchase in the marketplace.

Cost Analysis of Local Barns

Barns	Location	Owner	Type of Lesson Group	Type of Lessons	Duration	Cost
Normantown Equestrian Center	Plainfield	Plainfield Park District	Group	Package 4 lessons	1 Hour	\$155/4 Lessons
			Single	Single	1/2 Hour	\$45.00/Lesson \$10.00 off if Purchase 4 Lessons
AZ Acres	Plainfield	Private	Single	No Packages	1/2 Hour	\$45.00
			Semi-Private	No Packages	45 Minutes	\$45.00
			Group	No Packages	1 Hour	\$45.00
Everafter	Minooka	Private	Private	Package 5 lessons	1 Hour	\$225.00
			Private	Single	1 Hour	\$55.00/each
Graver	Yorkville	Private	Private	No Packages	1 Hour	\$45.00
Danada Equestrian Center	Wheaton	DuPage Forest Preserve	Group	Package 4 lessons	1 Hour	\$250.00 In County and \$180.00 Out of County
			Private	Single	1 hour	\$40.00 In County and \$50.00 Out of County
ELLIS HOUSE EQUESTRIAN CENTER	Minooka	Kendall County Forest Preserve	Private	Package 5 lessons	1 Hour	\$170.00 in County and \$190.00 Out of County
			Private	Single	1 Hour	\$43.00 In County and \$48.00 Out of County
			Semi-Private	Package 5 lessons	1 Hour	\$130.00 In County and \$150.00 Out of County
			Semi-Private	Single	1 Hour	\$33.00 In County and \$38.00 Out of County
			Leadline	Package 5 lessons	30 Minutes	\$90.00 in County and \$115.00 Out of County
			Leadline	Single	30 Minutes	\$22.00 In County and \$27.00 Out of County

To: KCFPD Operations Committee
 RE: Proposed Fee Increases - EHEC Lessons
 Date: August 5, 2020

Ellis Equestrian Center Lessons	Program Fee Schedule (Proposed)	Calculations	Registration Fees (Current)	Fee % Increase	C-NC Fee Premium (%)	EHEC Coordinator Recommendations	C-NC Fee Premium (%)
Kendall County Residents							
Lead Line Lessons (Single Lesson)	\$27.00	\$27.00 X _____ number of lessons	\$22.00	22.7%			
Lead Line Lessons (5-Lesson Package)	\$115.00	\$23.00 _____ number of packages	\$90.00	27.8%			
Beginner Rider Lessons (Single Lesson)	\$48.00	\$48.00 X _____ number of lessons	\$43.00	11.6%			
Beginner Rider Lessons (5-Lesson Package)	\$190.00	\$38.00 X _____ number of packages	\$170.00	11.8%			
Beginner Rider Semi-Private (Single Lesson)	\$38.00	\$38.00 X _____ number of lessons	\$33.00	15.2%			
Beginner Rider Semi-Private (5-Lesson Package)	\$150.00	\$30.00 X _____ number of packages	\$130.00	15.4%			
Out-of-County Residents							
Lead Line Lessons (Single Lesson)	\$31.00	\$31.00 X _____ number of lessons	\$27.00	14.8%	14.8%	\$30.00	11.1%
Lead Line Lessons (5-Lesson Package)	\$132.00	\$26.40 X _____ number of lessons	\$115.00	14.8%	14.8%	\$125.00	8.7%
Beginner Rider Lessons (Single Lesson)	\$55.00	\$55.00 X _____ number of lessons	\$48.00	14.6%	14.6%	\$50.00	4.2%
Beginner Rider Lessons (5-Lesson Package)	\$218.00	\$43.60 X _____ number of lessons	\$190.00	14.7%	14.7%	\$200.00	5.3%
Beginner Rider Semi-Private (Single Lesson)	\$44.00	\$44.00 X _____ number of lessons	\$38.00	15.8%	15.8%	\$40.00	5.3%
Beginner Rider Semi-Private (5-Lesson Package)	\$175.00	\$35.00 X _____ number of lessons	\$150.00	16.7%	16.7%	\$175.00	16.7%

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

FOREST PRESERVES & PROGRAMS

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 341,881	\$ 341,881	\$ 344,358	\$ 344,358	\$ (2,475)	
Revenue						
Revenue - Administration	723,132	418,921	757,104	447,679	-28,758	-6%
Revenue - Ellis House & Equestrian Center	128,487	85,116	143,200	102,591	-17,475	-17%
Revenue - Hoover FP	81,260	23,616	75,025	57,718	-34,100	-58%
Revenue - Env. Education	194,100	95,227	162,930	136,902	-41,675	-30%
Revenue - Natural Area Volunteers			500			
Revenue - Grounds & Natural Resources	27,500	2,003	11,200	4,093	-2,090	-51%
Revenue - Pickerill Pigott FP	10,956	7,458	9,400		7,458	
Total Revenue	1,165,425	632,340	1,169,359	748,981	(116,640)	-10%
Expenditure						
Expenditure - Administration	340,456	242,958	314,970	158,739	84,219	53%
Expenditure - Ellis House & Equestrian Center	151,988	100,874	180,381	125,818	-24,944	-20%
Expenditure - Hoover FP	230,738	140,148	186,886	123,866	16,281	13%
Expenditure - Env. Education	167,117	112,445	150,618	93,414	19,031	20%
Expenditure - Natural Area Volunteers	500		500	1,099		
Expenditure - Grounds & Natural Resources	268,282	191,502	298,040	170,178	21,324	13%
Expenditure - Pickerill Pigott FP	5,500	7,102	17,817	4,249	2,853	67%
Total Expenditure	1,164,581	795,028	1,149,222	677,363	117,685	17%
ENDING BAL	\$ 342,725	\$ 179,193	\$ 364,493	\$ 415,973	\$ (236,780)	-56.9%
Surplus/(Deficit)	\$ 844	\$ (162,688)	\$ 10,137	\$ 71,617	\$ (234,305)	

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

FOREST PRESERVE CATEGORIES

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 341,881	\$ 341,881	\$ 344,386	\$ 344,356	\$ (2,475)	
Revenue						
Property Tax	615,000	321,095	595,374	315,221	5,874	2%
Interest Income	1,700	476	700	1,067	-592	-65%
Other Income	14,500	723	7,500	-	723	0.0%
Donations	2,000	830	4,500	1,489	-639	-44%
Rental Revenue	79,706	29,495	74,625	48,523	-18,029	-39%
Program Revenue	320,987	174,212	292,530	234,535	-60,323	-26%
Grants	10,000	-	3,500	318	-318	-100%
Farm License Revenue	100,932	95,379	151,030	128,882	-33,503	-26%
Security Deposits	17,600	8,780	26,600	16,988	-8,218	-48%
Credit Card Revenue	3,000	1,352	3,000	1,968	-616	-31%
Total Revenue	1,165,425	632,340	1,159,359	748,981	(116,640)	-16%
Expenditure						
Personnel	685,421	434,598	672,046	409,594	25,004	6%
Benefits	261,580	160,301	245,086	94,046	66,255	70%
Contractual	44,660	34,479	55,705	47,826	-13,347	-28%
Commodities	127,630	93,417	128,265	88,478	4,939	6%
Other	45,100	72,234	48,100	37,420	34,814	93%
Total Expenditure	1,164,591	795,028	1,149,222	677,363	117,665	17%
ENDING BAL	\$ 342,725	\$ 179,193	\$ 354,493	\$ 415,973	\$ (236,780)	\$ -66.9%
Surplus/(Deficit)	\$ 844	\$ (162,888)	\$ 10,137	\$ 71,617	\$ (234,305)	

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ADMINISTRATION

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Property Tax	615,000	321,085	595,374	315,221	5,874	2%
Interest Income	1,700	476	700	1,067	-582	-55%
Other Income	2,000	620	6,500	-	620	
Donations	500	-	500	542	-	
Farm License Revenue	100,932	95,379	151,030	128,882	-33,503	-26%
Security Deposit Revenue	3,000	1,352	3,000	1,968	-616	-31%
Credit Card Revenue						
Program Revenue						
Total Revenue	723,132	418,921	757,104	447,679	(28,758)	-6%
Expenditure						
Personnel	180,990	118,491	159,495	98,281	19,210	19%
Benefits	124,616	91,738	121,345	28,633	63,105	220%
Contractual	19,600	15,586	18,100	16,685	-1,089	-7%
Commodities	15,250	17,143	16,040	11,729	5,414	46%
Other	-	-	-	2,411	-2,411	
Total Expenditure	340,456	242,958	314,970	158,739	84,219	53%
Surplus/(Deficit)	\$ 382,676	\$ 175,963	\$ 442,134	\$ 288,940		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ELLIS HOUSE & EQUESTRIAN CENTER

	Current Year FY20		Prior Year FY19		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Donations	200	-	0.2%	500	103	20.5%	-103	
Security Deposit	600	5,300	0.5%	10,600	4,555	43.0%	745	16%
Credit Card Revenue	-	-		-	-			
Program Revenue	127,667	79,816	98.4%	132,100	97,933	74.1%	-18,117	-18%
Total Revenue	128,467	85,116	100.0%	143,200	102,591	71.6%	(17,475)	-17%
Expenditure								
Personnel	92,805	61,843	61.1%	101,436	70,436	69.4%	-8,585	-12%
Employee Benefits	11,753	7,803	7.7%	11,070	7,700	69.6%	103	1%
Contractual	7,000	6,213	4.6%	20,355	19,521	95.9%	-13,308	-68%
Commodities	28,630	15,603	19.0%	29,920	17,721	59.2%	-2,118	-12%
Other	11,600	9,413	7.6%	17,600	10,439	59.3%	-1,026	-10%
Total Expenditure	151,988	100,874	100.0%	160,981	125,818	69.6%	(24,944)	-20%
Surplus(Deficit)	\$ (23,501)	\$ (15,758)		\$ (37,181)	\$ (23,226)			

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

HOOVER FOREST PRESERVE

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Rental Revenue	64,250	20,137	60,025	45,273	-25,137	-56%
Security Deposit Rev	17,000	3,480	15,000	12,443	-8,963	-72%
Program Revenue	-	-	-	-	-	-
Total Revenue	81,250	23,616	75,025	57,716	(34,100)	-59%
Expenditure						
Personnel	122,869	80,718	99,950	65,281	15,437	24%
Employee Benefits	48,069	16,641	28,846	15,216	1,425	9%
Contractual	-	-	-	-	-	-
Commodities	46,800	34,148	45,100	34,457	-311	-1%
Other	13,000	8,644	13,000	8,913	-269	-3%
Total Expenditure	230,738	140,148	186,896	123,866	16,281	13%
Surplus/(Deficit)	\$ (149,488)	\$ (116,532)	\$ (111,871)	\$ (66,151)		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ENVIRONMENTAL EDUCATION

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue
Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

Current Year FY20		Prior Year FY19	
Budget	YTD	Budget	YTD
	830	2,500	300
0.4%			12.0%
	94,397	157,430	136,602
98.6%			86.8%
100.0%	95,227	159,930	136,902
			85.6%
	83,339	126,927	79,792
84.3%			62.9%
11.2%	12,285	15,791	9,638
			61.0%
	2,776	7,900	3,984
4.6%			50.4%
	14,045	-	-
100.0%	112,445	150,618	93,414
			62.0%
	\$ 25,983	\$ 9,312	\$ 43,488
	\$ (17,218)		

YTD Variance	
\$ Change	% Change
530	177%
-42,205	-31%
(41,675)	-30%
3,547	4%
2,647	27%
-1,208	-30%
14,045	
19,031	20%

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

NATURAL AREA VOLUNTEERS

- Revenue
- Donations
- Security Deposit
- Credit Card Revenue
- Program Revenue
- Total Revenue**
- Expenditure
- Personnel
- Employee Benefits
- Contractual
- Commodities
- Other
- Total Expenditure**
- Surplus/(Deficit)**

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	YTD	%	\$ Change	% Change
Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	500	-	1,099	219.8%	-1,099	-
Total Revenue	500	-	1,099	219.8%	(1,099)	-
Expenditure	-	-	-	-	-	-
Personnel	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual	-	-	-	-	-	-
Commodities	500	-	1,099	219.8%	-1,099	-
Other	-	-	-	-	-	-
Total Expenditure	500	-	1,099	219.8%	(1,099)	-
Surplus/(Deficit)	\$ (500)	\$ -	\$ (1,099)			

100.0%

100.0%

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

GROUNDS & NATURAL RESOURCES

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue						
Other Income	12500	103	48.5%	1000	-	103
Donations	500	-	1.5%	500	525	-525
Grants	10,000	-	36.4%	3,500	318	-318
Credit Card Revenue						
Rental Revenue	4,500	1,900	18.4%	6,200	3,250	-42%
Total Revenue	27,500	1,900	100.0%	10,200	4,093	(2,193)
Expenditure						
Personnel	147,821	90,207	55.1%	173,848	94,801	-5%
Employee Benefits	56,411	31,835	21.6%	66,417	32,860	-3%
Contractual	18,250	12,680	6.8%	17,250	11,621	9%
Commodities	23,300	18,846	8.7%	23,025	15,239	9%
Other	20,500	40,133	7.8%	17,500	15,657	156%
Total Expenditure	266,282	191,502	100.0%	288,040	170,178	24,477
Surplus/(Deficit)	\$ (240,782)	\$ (189,602)		\$ (287,840)	\$ (166,085)	

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

PICKERILL PIGOTT FP

Revenue
Donations
Other Income
Rental Revenue
Security Deposit
Total Revenue
Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue						
Donations	-	-		-	-	
Other Income	-	-		-	-	
Rental Revenue	10,956	7,458		8,400	-	
Security Deposit	-	-		1,000	-	
Total Revenue	10,956	7,458		9,400	-	
Expenditure						
Personnel	-	-		10,400	-	
Employee Benefits	-	-		1,617	-	
Contractual	-	-		-	-	
Commodities	5,500	7,102	129.1%	5,800	4,249	73.3%
Other	-	-		-	-	
Total Expenditure	5,500	7,102	129.1%	17,817	4,249	23.6%
Surplus/(Deficit)	\$ 5,456	\$ 356		\$ (8,417)	\$ (4,249)	
						67%

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ELLIS HOUSE - 1160

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	-
	8,822	3,820	8,851	6,060	(2,240)	-37%
	1,356	587	1,240	862	(284)	-34%
	-	-	-	-	-	-
	7,500	9,338	7,420	5,487	3,872	71%
	4,000	2,074	5,500	2,775	(701)	-25%
	21,678	15,799	23,011	15,163	637	4%
	\$	(21,678)	\$	(23,011)	\$	(15,163)

40.7%
6.3%
34.6%
19.5%
100.0%

ELLIS BARN - 1161

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	-
	8,822	10,245	8,851	7,926	2,319	28%
	1,356	1,178	1,240	926	253	27%
	-	-	-	-	-	-
	6,000	484	6,420	4,602	(4,118)	-68%
	2,000	1,354	2,000	1,564	(210)	-13%
	18,178	13,261	18,511	15,018	(1,756)	-12%
	\$	(18,178)	\$	(18,511)	\$	(15,018)

48.0%
7.5%
33.0%
11.0%
100.0%

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 68.6%

ELLIS GROUNDS - 1162

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	22,512	-	22,087	425	
	17,782	17,069	17,701	11,856	5,213	44%
	2,717	2,374	2,480	1,631	744	48%
	-	-	-	-	-	
	-	-	-	-	-	
	4,000	3,495	5,500	2,561	924	38%
	24,499	22,928	25,681	16,048	6,880	43%
	\$ (24,499)	\$ (416)	\$ (25,681)	\$ 6,039		

72.6%
11.1%

19.3%
100.0%

ELLIS CAMPS - 1163

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	
	-	-	-	-	-	
	9,000	2,605	10,000	7,105	(4,500)	-63%
	9,000	2,605	10,000	7,105	(4,500)	-63%
	4,604	1,145	4,604	1,788	(643)	-36%
	400	107	400	171	(64)	-38%
	1,500	1,425	900	756	689	89%
	1,865	404	2,465	691	(287)	-42%
	8,369	3,081	8,369	3,406	(326)	-10%
	\$ 631	\$ (476)	\$ 1,631	\$ 3,669		

100.0%
100.0%

55.0%
4.8%
17.9%
22.2%
100.0%

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ELLIS RIDING LESSONS - 1164

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-		103		-103
Security Deposit		-		-		-
Credit Card Revenue		30,740		33,648		-2,908
Program Revenue	50,000	30,740	36,000	33,648		-9%
Total Revenue	50,200	30,740	36,500	33,751	(3,011)	-9%
	100.0%	61.2%	100.0%	92.5%		
Expenditure						
Personnel	27,000	14,564	25,414	20,848		-30%
Employee Benefits	3,050	1,881	2,124	1,889		-11%
Contractual	2,500	2,301	1,800	1,274		81%
Commodities	8,985	4,028	3,965	4,602		-12%
Other	-	-	-	80		-80
Total Expenditure	41,515	22,576	33,303	28,672	(6,096)	-21%
	100.0%	55.1%	100.0%	86.1%		
Surplus/(Deficit)	\$ 8,685	\$ 8,163	\$ 3,197	\$ 5,079		

ELLIS BIRTHDAY PARTIES - 1165

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-		-		-
Security Deposit		-		-		-
Credit Card Revenue		2,297		5,209		-2,912
Program Revenue	8,500	2,297	8,000	5,209		-56%
Total Revenue	8,500	2,297	8,000	5,209	(2,912)	-56%
	100.0%	27.0%	100.0%	65.1%		
Expenditure						
Personnel	5,000	2,888	5,000	3,629		-20%
Employee Benefits	700	443	600	414		7%
Contractual	1,500	1,456	900	1,162		25%
Commodities	1,800	189	2,050	743		-75%
Other	-	-	-	-		-
Total Expenditure	9,000	4,975	8,450	5,948	(973)	-16%
	100.0%	55.3%	100.0%	70.4%		
Surplus/(Deficit)	\$ (500)	\$ (2,678)	\$ (450)	\$ (739)		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ELLIS PUBLIC PROGRAMS - 1166

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	5,500	880	5,000	2,004	(1,124)	-56%
Total Revenue	5,500	880	5,000	2,004	(1,124)	-56%
Expenditure						
Personnel	3,000	670	3,000	1,869	(1,200)	-64%
Employee Benefits	300	98	400	151	(52)	-35%
Contractual	-	-	-	-	-	-
Commodities	500	203	-	203	203	
Other	-	-	-	14	(14)	
Total Expenditure	3,800	971	3,400	2,034	(1,062)	-52%
Surplus/(Deficit)	\$ 1,700	\$ (91)	\$ 1,600	\$ (30)		

ELLIS SUNRISE CENTER - 1167

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	24,800	17,445	24,800	15,800	(1,845)	-12%
Total Revenue	24,800	17,445	24,800	15,800	(1,845)	-12%
Expenditure						
Personnel	15,000	10,474	15,000	11,829	(1,355)	-11%
Employee Benefits	1,700	1,108	1,680	1,045	64	6%
Contractual	-	-	-	-	-	-
Commodities	1,200	956	4,500	770	186	24%
Other	-	-	-	-	-	-
Total Expenditure	17,900	12,538	21,180	13,644	(1,106)	-8%
Surplus/(Deficit)	\$ 6,700	\$ 4,907	\$ 3,410	\$ 1,956		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ELLIS WEDDINGS - 1108

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	10,000	3,200	-200	-6%
Security Deposit	-	3,000	-	-	-	-
Credit Card Revenue	-	-	40,000	8,885	-4,885	-71%
Program Revenue	2,000	2,000	50,000	10,065	(5,065)	-50%
Total Revenue	2,000	5,000	100.0%	250.0%		
Expenditure						
Personnel	500	968	13,015	4,633	-3,665	-79%
Employee Benefits	-	245	996	613	-368	-60%
Contractual	1,500	1,031	16,755	16,328	-15,287	-94%
Commodities	50	-	2,050	490	-490	-100%
Other	1,000	2,200	4,000	2,110	90	4%
Total Expenditure	3,050	4,444	36,816	24,174	(19,730)	-82%
Surplus/(Deficit)	-\$1,050	\$ 556	\$13,184	\$ (14,069)		

ELLIS OTHER RENTALS - 1109

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	600	1,355	945	70%
Security Deposit	600	2,300	-	-	-	-
Credit Card Revenue	-	-	4,500	4,440	-3,353	-76%
Program Revenue	4,500	1,088	5,100	5,795	(2,408)	-42%
Total Revenue	5,100	3,388	100.0%	113.6%		
Expenditure						
Personnel	2,275	-	600	-	-	-
Employee Benefits	174	-	-	-	-	-
Contractual	-	-	-	-	-	-
Commodities	400	-	600	1,355	-1,055	-78%
Other	600	300	600	1,355	(1,055)	-78%
Total Expenditure	3,449	300	\$4,500	\$4,440		
Surplus/(Deficit)	\$1,651	\$3,088				

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 68.6%

ELLIS 5K - 1170

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue						
Donations	-	-				
Security Deposit	-	-				
Credit Card Revenue	-	-				
Program Revenue	250	250		955	955	
Total Revenue	1,570	250	100.0%	1,570	955	-74%
Expenditure						
Personnel	-	-				
Employee Benefits	-	-				
Contractual	-	-				
Commodities	550	-		550	69	
Other	-	-				
Total Expenditure	550	-	100.0%	550	69	12.5%
Surplus/(Deficit)	\$ 1,020	\$ 250		\$ 1,020	\$ 886	

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

HOOVER GROUNDS - 1171

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Rental Revenue	5,250	2,000	5,250	2,895	-695	-26%
Security Deposit Revenue	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Total Revenue	5,250	2,000	5,250	2,895	(695)	-26%
Expenditure						
Personnel	61,435	40,359	50,001	32,524	7,835	24%
Employee Benefits	24,034	9,147	14,423	7,597	1,550	20%
Contractual	-	-	-	-	-	-
Commodities	46,800	34,146	45,100	34,457	-311	-1%
Other	13,000	8,844	13,000	8,913	-269	-3%
Total Expenditure	145,269	92,295	122,524	83,490	8,905	11%
Surplus/(Deficit)	\$ (140,019)	\$ (90,295)	\$ (117,274)	\$ (80,795)		

HOOVER BUNKHOUSE - 1172

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Rental Revenue	35,000	10,360	33,525	28,248	-15,888	-61%
Security Deposit Revenue	6,000	1,900	6,000	3,600	-1,700	-47%
Credit Card Revenue	-	-	-	-	-	-
Total Revenue	41,000	12,260	39,525	29,848	(17,588)	-66%
Expenditure						
Personnel	30,718	20,181	25,001	16,267	3,914	24%
Employee Benefits	12,017	4,574	7,211	3,799	775	20%
Contractual	-	-	-	-	-	-
Commodities	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expenditure	42,735	24,755	32,212	20,067	4,689	23%
Surplus/(Deficit)	\$ (1,735)	\$ (12,495)	\$ 7,313	\$ 9,781		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

HOOVER CAMPSITE - 1173

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-				
Rental Revenue	6,000	735	4,750	3,960	-3,245	-82%
Security Deposit Revenue	-	-				
Credit Card Revenue	-	-				
Total Revenue	6,000	735	4,750	3,960	(3,245)	-82%
Expenditure						
Personnel	15,358	10,091	12,447	8,137	1,953	24%
Employee Benefits	6,009	1,458	3,606	1,902	-444	-23%
Contractual	-	-				
Commodities	-	-				
Other	-	-				
Total Expenditure	21,367	11,548	16,053	10,039	1,509	15%
Surplus/(Deficit)	\$ (15,367)	\$ (10,813)	\$ (11,303)	\$ (6,059)		

HOOVER MEADOWHAWK LODGE - 1174

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-				
Rental Revenue	18,000	7,042	16,500	12,351	-5,309	-43%
Security Deposit Revenue	11,000	1,580	9,000	8,843	-7,263	-82%
Credit Card Revenue	-	-				
Total Revenue	29,000	8,621	25,500	21,193	(12,572)	-59%
Expenditure						
Personnel	15,358	10,087	12,501	8,353	1,734	21%
Employee Benefits	6,009	1,462	3,606	1,918	-456	-24%
Contractual	-	-				
Commodities	-	-				
Other	-	-				
Total Expenditure	21,367	11,549	16,107	10,271	1,278	12%
Surplus/(Deficit)	\$ 7,633	\$ (2,928)	\$ 9,393	\$ 10,923		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ENVIRONMENTAL EDUCATION - 1175

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	500	-	500	-		
Total Revenue	500	-	500	-		
Expenditure						
Personnel						
Employee Benefits		820		-	820	
Contractual						
Commodities						
Other						
Total Expenditure	-	820	-	-	820	
Surplus/(Deficit)	\$ 500	\$ (820)	\$ 500	\$ -		

ENV. EDUCATION SCHOOL PROGRAMS - 1176

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	35,000	5,127	35,000	23,670	-18,543	-78%
Total Revenue	35,000	5,127	35,000	23,670	(18,543)	-78%
Expenditure						
Personnel						
Employee Benefits	30,697	17,143	35,000	20,444	-3,301	-16%
Contractual	4,400	2,615	4,339	2,532	84	3%
Commodities						
Other	700	52	1,000	375	-323	-86%
Total Expenditure	35,897	21,685	40,339	23,351	1,854	-7%
Surplus/(Deficit)	\$ 2,003	\$ (16,558)	\$ (5,339)	\$ 319		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ENV. EDUCATION CAMPS - 1177

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	32,000	17,620	30,000	24,575	-6,955	-28%
Total Revenue	32,000	17,620	30,000	24,575	(6,955)	-28%
Expenditure						
Personnel	25,870	13,943	27,200	16,285	-2,342	-14%
Employee Benefits	3,237	1,915	3,800	2,040	-125	-6%
Contractual	-	-	-	-	-	-
Commodities	1,500	475	1,750	1,131	-656	-58%
Other	-	2,456	-	-	2,456	
Total Expenditure	30,607	18,790	32,750	19,456	(666)	-3%
Surplus/(Deficit)	\$ 1,393	\$ (1,170)	\$ (2,750)	\$ 5,119		

ENV. EDUCATION NATURAL BEGINNINGS - 1178

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	300	830	2,000	300	530	177%
Total Revenue	115,800	68,152	88,430	82,355	-14,203	-17%
Expenditure						
Personnel	74,031	47,280	53,475	36,609	10,651	29%
Employee Benefits	9,870	6,252	6,452	4,350	1,902	44%
Contractual	-	-	-	-	-	-
Commodities	4,000	1,846	4,000	1,865	181	11%
Other	-	9,187	-	-	9,187	
Total Expenditure	87,901	64,544	63,927	42,624	21,920	51%
Surplus/(Deficit)	\$ 28,199	\$ 4,437	\$ 24,503	\$ 40,031		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ENV. EDUCATION PUBLIC PROGRAMS - 1179

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	100.0%					
	100.0%					
		7,500	6,000	6,002	-2,504	-42%
		7,500	6,000	6,002	(2,504)	-42%
	81.2%	6,692	8,200	3,865	-2,103	-54%
	9.7%	797	900	474	-253	-53%
	9.1%	750	600	568	-486	-82%
		548			548	
	100.0%	8,239	9,700	4,907	(2,274)	-46%
		(739)	\$	\$		
		865		1,095		

ENV. EDUCATION LAWS OF NATURE - 1180

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
		3,446	3,052	986	1,645	167%
		427	300	113	303	288%
		500	550	244	56	23%
		4,373	3,902	1,343	2,004	149%
		(3,347)	\$	\$		
		865		(1,343)		

Kendall County Forest Preserve
Income Statement
For Period Ended 7/31/20

8 Month Budget Percent = 66.6%

ENV. EDUCATION OTHER PROGRAMS - 1181

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure
Surplus/(Deficit)

	Current Year FY20		Prior Year FY19		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
	-	-		-	-	
		600		3,062	1,803	52.5%
		46		300	130	43.2%
		-		-	-	
		-		650	-	
		646		3,902	1,733	44.4%
	\$ -	\$ (646)		\$ (3,902)	\$ (1,733)	
					(1,067)	-63%
					-84	-64.6%
					-1,003	-62.6%

TO: KENDALL COUNTY FOREST PRESERVE DISTRICT OPERATIONS COMMITTEE BOARD MEMBERS

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

DATE: AUGUST 4, 2020

SUBJECT: KENDALL COUNTY FOREST PRESERVE EMPLOYEE HANDBOOK – DRAFT – PERSONNEL POLICIES UPDATED

The Kendall County Forest Preserve District Employee Handbook was reviewed and updates were completed where needed. The Handbook originated from the approved State's Attorney Employee Handbook and Kendall County Forest Preserve District's name and other pertinent policies related specifically to the Forest Preserve was added to the Employee Handbook.

Below is a summary of all Administration, Human Resources and Personnel policies that were updated to reflect those that best fits the Kendall County Forest Preserve District.

CHAPTER II EMPLOYMENT POLICIES

Section 2.2

A. PERSONNEL FILE:

- Location of employee personnel files will be kept in the Kendall County Forest Preserve District Main office; not in the Administrative Office.

Section 2.3 SEPARATION PROCEDURES

A. RESIGNATION:

- Position of the Human Resources, Accounting and Preserve Reservation Manager was added who can accept resignations. The Personal Action Notice (PAN) Form was added that is required to be filled out and sent to the Treasurer's office.

CHAPTER III ADMINISTRATIVE POLICIES

Section 3.2 HOURS OF WORK

- B. OVERTIME:** For clarification purposes, the following definitions are added for calculating overtime for actual work performed during a holiday week for non-exempt employees.
- For the purpose of calculating overtime pay during a holiday week, any hours worked on the actual holiday will be paid at 1.5 times the hourly rate of pay.
 - During a holiday week, employees will be paid at 1.5 times the hourly rate of pay for actual hours of work performed exceeding 40-hours.
 - During a holiday week, if an employee receives holiday pay, and also reports actual work performed up to 40-hours, the employee will receive straight-time pay, or comp time credit for actual hours of work

- performed, plus holiday pay.
- During a holiday week, if an employee receives holiday pay, and also reports actual work performed exceeding 40-hours, the employee will receive straight-time pay, or comp time credit for actual hours of work performed, plus holiday pay, plus 1.5 times the employee's hourly salary for those hours of actual work performed exceeding 40 total hours.
- All hours worked beyond 40 in a work week shall be compensated at the discretion of the Executive Director at either premium pay overtime rates (1.5 times the regular hourly rate), or with compensatory time at 1.5 times the regular hourly rate. For the purposes of this computation, non-exempt salaried employees will have their hourly salaries calculated. The employee shall be permitted to use such compensatory time within a reasonable period after making a request for usage, provided such usage does not unduly disrupt the operations of the department. The employee may not accrue more than ten (10) days of compensatory time on a month-to-month basis. All additional time beyond ten (10) days shall be at the premium pay rate. All compensatory time must be taken within the year that it is earned, or can be extended by approval of the Executive Director. However, all District employees will be required to reduce their compensatory time carryover to no more than ten (10) days within the first quarter of each fiscal year. Any compensatory time not taken within the first quarter of the fiscal year shall be paid at the premium pay rate.

CHAPTER V BENEFITS

Section 5.3 REIMBURSEMENT:

The Kendall County Forest Preserve District Reimbursement Policy that was recently approved was added to the Employee Handbook.

CHAPTER VI PAID AND UNPAID LEAVES

Section 6.1 C. MAXIMUM ACCUMULATION: Employees shall be allowed to carry over from month-to-month no more than two-and-one-half (2 ½) times an employee's annual accrual rate. For example, a second (2ND) year employee can carry over no more than twenty-five (25) days of vacation leave from one month to the next. However, all District employees will be required to reduce their vacation time carryover to no more than one-and-one-half (1 ½) times an employee's annual accrual rate within the first quarter of each fiscal year.

Section 6.4 HOLIDAYS: The following policies for part-time employees has been added:

For full time employees, holiday pay is 7.5 hours for full day holidays, and 4-hours for half-day holidays.

For part time employees, the employee receives holiday pay only when the holiday falls on the employee's regularly scheduled work day.

If a regular part-time employee works on a designated holiday, and that holiday falls on the employee's regularly scheduled workday, the employee will receive holiday pay at their hourly rate of pay in accordance with that employee's prorated full time equivalency calculation, plus one and half time their rate of pay for any hours of work

performed on the actual holiday.

Holiday pay for part-time employees is based on that employee's prorated full time equivalency calculation:

Example: An employee worked 1,200 total hours in the prior fiscal year:

*1,200 hours divided by 1,950 hours (FTE) = .615 FTE X 37.5 hours divided by 5 days
= 4.62 hours for holiday pay*

For Natural Beginnings program staff, the policy for holiday pay will be as follows:

Holiday pay will be paid:

- a. Only during the active program year (ie; not in summer).
- b. Only when the date falls on a regularly scheduled work day during the school year.

CHAPTER FOUR – REGULATION OF SPORTS AND GAMES

No person shall upon or in connection with any Property of the District:

Section I – Swimming:

Swim, wade or bathe at any time in any of the Waters or Waterways, except at such place or places as may be designated by the Board and then only in accordance with District rules, regulations and restrictions promulgated and Posted.

Section II – Watercraft:

Bring into, attempt to launch, use, or navigate any boat, yacht, canoe, raft or other Watercraft upon the Waters or Waterways, except at such place or places as may be designated by the Board. Where allowed, Watercraft shall be used in accordance with District rules, regulations and restrictions, as well as all applicable statutes of the State of Illinois and the United States.

Section III – Engine-Powered or Radio Controlled Models or Toys:

Start, fly or use any fuel powered, air-propulsioned or electric powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled toy or model, except in those Areas or Waters designated by the Board for such use and then only in accordance with District rules, regulations and restrictions promulgated and Posted, as well as all applicable rules and regulations administered by any federal, state or local agency responsible for controlling such use.

To: Kendall County Board of Commissioners- Operations Committee
From: Emily Dombrowski, Environmental Education Programs Manager
RE: Afternoon Adventures- Fees and Charges
Date: August 4, 2020

The Education Department plans to start offering afternoon adventures from 1:30-4:30 pm once a week for children currently in grades 1-3 and grades 4-6. Grades 1-3 will meet on Wednesdays and grades 4-6 will meet on Thursdays.

This program will be an educational science enrichment program for children who enjoy hands-on learning and outdoor adventure.

Currently, we are planning to offer a fall and winter session. Participants will meet weekly 12 times from September-December. Each week will be focused on a different seasonal theme. The proposed fee is \$360 for a 12 week session.

Please see attached page for budget breakdown.

Grades	Minimum # of participants	Maximum # of participants	Cost of Program per participant (fall and winter-12 weeks)	Minimum Revenue	Maximum Revenue	Staff Hours	Staff cost # of staff	Minimum Net Revenue	Maximum Net Revenue
Grades 1-3	7	12	\$360	\$2,520	\$4,320	48	2	\$984	\$2,784
Grades 4-6	7	12	\$360	\$2,520	\$4,320	48	2	\$984	\$2,784
				\$5,040	\$8,640			\$1,968	\$5,568

Ellis House Events Schedule

Date	Hours	Type of Event	Event Name	Number of Guests	Revenue
January 25, 2020	1pm to 5pm	Baby Shower	Ikner	40	\$240.00
February 16, 2020	Noon to 4pm	Baby Shower	Klien	50	\$240.00
May 23, 2020	Noon to 4pm	Baby Shower	Lundsford	60	\$240.00
August 21, 2020	6 pm to 8 pm	Rehearsal	Kolher/LaPash	40	\$125.00
August 22, 2020	3pm to 11pm	Reception	Kolher/LaPash	150	\$2,000.00
August 23, 2020	1pm to 4pm	Baby Shower	Anderson	40	\$112.50
September 12, 2020	3pm to 11pm	Wedding / Reception	Allen	200	\$2,000.00
2020				Total	\$4,957.50
2021					
May 21, 2021	6 pm to 8 pm	Rehearsal	Senffner/Martin	40	\$125.00
May 22, 2021	3pm to 11pm	Wedding / Reception	Senffner/Martin	150	\$2,000.00
June 11, 2021	6pm to 8pm	Rehearsal	Daley	40	\$125.00
June 12, 2021	3pm to 11pm	Wedding / Reception	Daley	150	\$2,000.00
July 24, 2021	1pm to 6pm	Family Reunion	Bajda	100	\$650.00
July 31, 2021	10 am to 6 pm	Family Reunion	Maytaya	125	\$1,040.00
September 4, 2021	3pm to 11pm	Quinceanera	Barrios	250	\$2,000.00
2021				Total	\$7,940.00

Updated 8/5/2020

CLIENT	FACILITY RENTED	EVENT RESCHEDULED DATE	REFUND	OTHER
Baker, J	Blazing Star		\$540.00	
Bauer, K	Meadowawk		\$1,950.00	
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	
Del Rio, S	Shelters 1, 2, 4		\$400.00	
Doles, L	Kingfisher		\$100.00	
Doolin, B	Bunkhouses, Group Sites	March 19-21, 2021		New Event Date - Paid in Full 2020 New Event Date
Engelhardt, A	Meadowawk	August 7, 2021		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
Ingemunson, B	Blazing Star, Kingfisher					Payment not received; no refund needed (security deposit check shredded)
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	
Molitor, D	Shelter 1		August 8, 2021			New Event Date - Paid in Full 2019
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
Nieves, J	Shelter	August 8, 2020		New Event Date - Paid in Full 2020
Nguyen, A	Blazing Star, Moonseed		\$200.00	Refund sent to: S Liao
Offutt, E	Blazing Star, Sites A, B, C		\$100.00	
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		\$620.00	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		\$100.00	
Piton, U	Shelter 7		\$50.00	
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		\$50.00	
Severson, C	Shelters 1 and 4		\$150.00	Refund sent to: S Brue
Siegel, C	Moonseed		\$295.00	Refund sent to: Katy Williams
Sharp, C	Shelters 1 and 4		\$100.00	
Shoger, M	Shelters 1 and 4			Payment not received; no refund needed
Smith, D	Shelters 1 and 4		\$175.00	

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	
Wheeler, P	Shelters 1 and 4	5-Sep		New Event Date - Paid in Full 2019
Wiencke, S	Shelters 1 and 4			No rescheduling at this time
Wiencke, S	Meadowhawk			No rescheduling at this time
Wyss, L	Moonseed		\$440.00	
Young, L	Meadowhawk			No refund needed (security deposit check shredded)
Yorkville Fury	Hoover Ballfield & Portable Restrooms		\$2,135.00	
Zimmerman, K	Shelter 2			Payment not received; no refund needed
			\$11,841.00	

Client Name	Program Refunded	Amount Refunded
Babson, B	Natural Beginnings	\$395.00
Baxter, H	Summer Camp	\$70.00
Beringer, K	Natural Beginnings	\$470.00
Bucher, M	Summer Camp	\$185.00
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
Mottet, B	Summer Camp	\$185.00
Otto-Classen, A	Natural Beginnings	\$470.00
Panosh, L	Summer Camp	\$185.00
Peterson, R	Public Program	\$5.00
Phipps, R	Summer Camp	\$185.00
Roach, S	Natural Beginnings	\$470.00
Roach, S	Natural Beginnings	\$470.00

Roy, B	Natural Beginnings	\$470.00
Schienbaum, A	Natural Beginnings	\$470.00
Schorsch, A	Natural Beginnings	\$470.00
Schwartz, C	Natural Beginnings	\$395.00
Shaw, J	Natural Beginnings	\$470.00
Stevens, M	Summer Camp	\$185.00
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
Walsh, S	Summer Camp	\$185.00
Weber, J	Natural Beginnings	\$395.00
Woosley, J	Summer Camp	\$185.00

\$14,514.50

Client Name	Facility Rented	Amount Refunded
Baker, J	Bunkhouse - Security Deposit & Rental Fee	\$540.00
Bauer, K	Meadowhawk - Security Deposit & Rental Fee	\$1,950.00
Burian, C	Meadowhawk - Security Deposit & Rental Fee	\$285.00
Brue, S (Severson)	Shelter	\$150.00
Clark, A	Ellis	\$2,000.00
Darche, A	Bunkhouse - Security Deposit	\$100.00
Del Rio, S	Shelters 1, 2, 4	\$400.00
Doles, L	Bunkhouse - Security Deposit	\$100.00
Erwin, L	Group Camp Site	\$135.00
Freeland, K	Meadowhawk - Security Deposit & Rental Fee	\$517.50
Gonzalez, M	Ellis - Riding Lessons	\$36.00
Goodspeed, J	Meadowhawk - Security Deposit	\$232.50
Korpalski, S	Ellis - Scout Outing	\$100.00
Lee, J	Meadowhawk - Security Deposit	\$232.50
Lunford, K	Ellis - Security Deposit	\$100.00
Montrose, A	Group Camp Site	\$90.00

Morris, P	Shelter	\$50.00
Myers, L	Bunkhouse - Security Deposit	\$100.00
Nguyen, A	Bunkhouses - Security Deposit	\$200.00
Offutt, E	Bunkhouse - Security Deposit	\$100.00
Peterson, F	Kingfisher, Group Site	\$620.00
Pierson, K	Shelters 1 and 4	\$100.00
Piton, U	Shelter	\$50.00
Seibel, C	Shelter	\$50.00
Siegel, C	Bunkhouse - Security Deposit & Rental Fee	\$295.00
Sharp, C	Shelters 1 and 4	\$100.00
Smith, D	Shelters 1 and 4	\$175.00
Ward, N	Meadowhawk - Security Deposit & Rental Fee	\$457.50
Wyss, L	Bunkhouse - Security Deposit & Rental Fee	\$440.00
Yorkville Fury	Hoover Baseball Field	\$2,135.00
Young, L	Meadowhawk - Security Deposit	\$0.00

\$11,841.00

thru: August 3rd

Kendall County Forest Preserve
August 2020 thru November 2020 Reservations

HOOVER RESERVATIONS

Meadowhawk	Hundley	August	\$270.00	Paid in June
Meadowhawk	Torok	August	\$365.00	Paid in April
Meadowhawk	Nieves	August	\$350.00	Paid in June
Meadowhawk	Kermeen	August	\$285.00	Payment due
Meadowhawk	Behrens	August	\$270.00	Payment due
Family Campsite	Wehbeh	September	\$60.00	Payment due August
Meadowhawk	Renzetta	September	\$315.00	Paid in July
Meadowhawk	Karales	September	\$0.00	Fee waived
Meadowhawk	Windle	October	\$1,800.00	Payment due August
Meadowhawk	Pilmer	October	\$0.00	Fee waived
Bunkhouse, Camp Site	Mueller	October	\$340.00	Payment due August
Bunkhouse	Reyes	October	\$460.00	Payment due August
Meadowhawk	Patel	October	\$500.00	Payment due August
Bunkhouses	Patel	October	\$690.00	Payment due August
Bunkhouse	Kinley	November	\$340.00	Paid in May
Bunkhouse	Schmitt	November	\$460.00	Paid in January
			\$6,505.00	

HARRIS, RICHARD YOUNG & JAY WOODS RESERVATIONS

Shelter 2	Randall	August	\$50.00	Paid in 2019
Shelters 1, 4	Dillow	September	\$150.00	Paid in April
Shelter 2	Rorie	September	\$50.00	Paid in December
Shelters 1, 4	Steinwart	September	\$150.00	Paid in July
Shelter 2	Kearns	September	\$50.00	Payment due August
			\$0.00	\$50.00 - 2019
TOTAL			\$400.00	2020 Projection

To: Kendall County Forest Preserve District Operations Committee
From: David Guritz, Director
RE: 2020-2021 Bowhunt Program Recommendations
Date: August 5, 2020

2019 Pilot Bowhunt Program Updates

Here are highlights from the 2019 Season:

Harvest total: 18

15 Doe; 1 Antlerless; 2 Buck

Fox River Bluffs	2
Millbrook North	5
Hollenback	1
Henneberry	5 (2-CWD Positive Reports)
Pickerill-Pigott	5

The District has received extremely positive reports from permit holders. This will be captured and reported from the follow-up survey.

Neighboring Property Owner / Encroachment Issues Reported / Addressed

1. Henneberry Forest Preserve
2. Millbrook North Forest Preserve

Preliminary Recommendations for Program Changes for the 20-21 Bowhunt Season

The District is receiving a high-call volume of interested hunters for the 20-21 program year. Target program revenue is \$15,000.00 (75 permits @ \$200).

Target program preparation tasks include the following:

1. Complete a satisfaction survey of permit holders for support of recommended 20-21 changes (survey underway)
2. Reschedule the start date to October 1 to coincide with the start of the season
3. Set a standard to allow platform stands (height limit and fall-restraint system)
4. Expand zone areas – continue to allow a max occupancy of 2-hunters per zone
 - a. Retain 50-yd. buffers between zones / 75-yd. buffers to preserve boundaries (see attached)
5. Retain existing zone configurations:
 - a. Fox River Bluffs (5)
 - b. Henneberry (4)
 - c. Hollenback (3)
 - d. Millbrook North (7)
 - e. Pickerill-Pigott (4)
 - i. Total: 23 zones – 44 permits / 60 available for purchase @ \$200
6. Consider expanding hunting to additional non-accessible remote preserve areas to include:
 - a. Little Rock Creek / Maramech (5-zones)
 - b. Jay Woods (1-zone)
 - c. Baker Woods (1-zone)
 - d. Subat (1-2 zones)

- e. Richard-Young (2-3 zones)
- f. Millbrook North (2-3 zones)
- 7. Suspend the doe-first rule after November 1
 - a. Set a minimum logged-hours threshold for permit holders
- 8. Set limits and extend opportunities for permit holders to purchase an in-county or out-of-county guest pass

Sample Zone Reconfiguration

