

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

**TUESDAY, NOVEMBER 17, 2020
9:00 A.M.**

KENDALL COUNTY HISTORIC COURTHOUSE – 3RD FLOOR COURTROOM

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

CONSENT AGENDA

- VII. Approval of Minutes
 - Kendall County Forest Preserve District Planning and Advisory Committee Meeting of October 27, 2020
 - Kendall County Forest Preserve District Finance Committee Meeting of October 29, 2020
- VIII. *Approval of Claims in the Amount of \$18,234.08
- IX. *Approval of a Proposal from Semper Fi Land, Inc. of Yorkville, Illinois for Grant-Funded Restoration Clearing (IDNR Habitat Grant – Fox River Bluffs Forest Preserve) for an Amount Not-to-Exceed \$15,000.00 (\$1,750 per 8-hour day for 8 days plus Calculated Herbicide Costs)

OLD BUSINESS

- No items posted for consideration

NEW BUSINESS

- X. Approval of the Kendall County Forest Preserve District's 2020-2025 5-Year Plan
- XI. FY20 Proposed Budget Amendment - Review and Discussion
 - Ordinance #11-20-001 Amending the Kendall County Forest Preserve District's Combined Budget and Appropriations Ordinance #11-19-001: Updated Draft for Review
- XII. FY21 Organizational Chart and Updated Position Descriptions
- XIII. FY21 Updated Preliminary Budget - Review and Discussion
 - Ordinance #11-20-002 FY21 Combined Appropriations and Budget Ordinance: Updated Draft for Review
 - Ordinance #11-20-003 FY21 Operating Fund Tax Levy Ordinance: Updated Draft for Review
 - FY21 Recommended Salary Increases Spreadsheet: Draft for Review
- XIV. MOTION: Approval of the CY2021 Regular Meeting and Holiday Schedule
- XV. *MOTION: Approval of a Proposal from O'Malley Welding and Fabricating, Inc. of Yorkville, Illinois for the Construction and Installation (Excluding Concrete) of a Customized Entry Gate at Pickerill-Pigott Forest Preserve in the Amount of \$4,300.00
- XVI. Other Items of Business
 - Special Call Commission Meeting: Monday, November 30, 2020 at 6:00 PM to Approve the District's FY20 Appropriations Ordinance Amendment; FY21 Budget; FY21 Operating Fund Levy Ordinance; FY21 Combined Appropriations Ordinance, and Other Business as Needed
 - Cancellation of the December 1, 2020 Commission Meeting scheduled for 6:00 PM
- XVII. Public Comments
- XVIII. Executive Session
- XIX. Adjournment

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

For remote electronic participation, please use the information provided below:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 309-248-0701,523082667# United States, Rock Island

Phone Conference ID: 523 082 667#

[Find a local number](#) | [Reset PIN](#)

Kendall County

[Learn More](#) | [Meeting options](#) | [Legal](#)

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PLANNING AND ADVISORY COMMITTEE
OCTOBER 27, 2020**

I. Call to Order

Committee Chair Prochaska called the Committee meeting to order at 6:03 pm in the 3rd Floor Court Room of the Historic Courthouse.

II. Roll Call

Committee Members Shanahan, Bannister, Clementi, Gilmour, Cullick, Gryder, Vick, and Prochaska were all present.

III. Approval of Agenda

Committee Member Gryder made a motion to approve the agenda as presented. Seconded by Committee Member Shanahan. All, aye. Opposed, none.

IV. Public Comments

No public comments were offered from citizens in attendance.

OLD BUSINESS

V. Review and Discussion of Revised Preliminary Recommendations

- **Land Acquisition**
- **High-quality Natural Resources**
- **Preserve Improvement Projects**
- **Connecting People to Nature and Outdoor Recreation**
- **Capital Infrastructure and Equipment**

Director Guritz presented an overview of the revised preliminary recommendations for land acquisition, high-quality natural resources, trail systems and habitat, and capital infrastructure priorities.

The Planning and Advisory Committee recommended edits to the 5-Year Plan recommendations matrix.

NEW BUSINESS

VI. Review and Discussion of the 5-Year Plan Summary

Director Guritz presented an overview of the Kendall County Forest Preserve District 5-year plan summary.

The Planning and Advisory Committee recommended edits to the final 5-Year Plan summary.

VII. Review and Discussion of the 5-Year Plan Appendices

- **Regional Tail Plan Exhibits**
- **Natural Area Management Project Priorities – Location Maps**
- **Stormwater Impact Areas and Erosion Control Project Priorities**
- **Preserve Infrastructure Condition Report**
- **5-Year Plan Implementation Cost Estimates**

Director Guritz presented the 5-year plan appendices.

The Planning and Advisory Committee discussed the appendices. The Planning and Advisory Committee reviewed the new 5-Year Plan Implementation Costs exhibit.

VIII. Motion to Forward the Kendall County Forest Preserve District 5-Year Plan Recommendations to the District’s Board of Commissioners – Committee of the Whole for Review

Committee Member Cullick made a motion to forward the Kendall County Forest Preserve District 5-Year Plan Recommendations as amended to the District’s Committee of the Whole for review. Seconded by Committee Member Bannister. Aye, all. Opposed, none.

IX. Other Items of Business

Committee Chair Prochaska thanked the Committee members for their hard work and service, and District staff for their efforts to complete the 5-Year Plan.

X. Public Comments

No public comments were offered from citizens in attendance.

XI. Adjournment

Committee member Gryder made a motion to adjourn the meeting. Seconded by Committee Member Cullick. Aye, all. Opposed, none. Meeting adjourned at 7:23 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES**

OCTOBER 29, 2020

I. Call to Order

Finance Committee Chair Gengler called the meeting to order at 4:09 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cesich, Gilmour, Gryder, and Gengler all were present.

Commissioner Vickers entered the meeting at 4:12 pm.

III. Approval of Agenda

Commissioner Cesich made a motion to approve the agenda as presented. Seconded by Commissioner Gilmour. All, aye. Opposed, none.

IV. Public Comments

There were no public comments offered from citizens in attendance.

V. Motion to Forward Claims to Commission

Commissioner Vickers entered the meeting.

The Finance Committee reviewed the claims list.

Commissioner Cesich made a motion to forward claims in the amount of \$46,554.51 to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VI. Review of Final Drafts of the District's FY21 Preliminary Operating Fund and Capital Fund Budgets

Director Guritz presented an overview of the FY21 preliminary operating fund and capital fund budgets.

Commissioner Cesich made a motion to forward the final draft of the District's FY21 preliminary budget to Commission. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

Commissioner Vickers made a motion to forward the final draft of the District's FY21 preliminary budget to Committee of the Whole for further discussion. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VII. Alliant Insurance Services – ICRMT Proposal for Insurance Coverage Renewal

• Covered Assets and Equipment Audit and Updates

Director Guritz presented the ICRMT proposal for insurance coverage renewal.

Commissioner Cesich made a motion to forward the Alliant Insurance Services, ICRMT proposal for insurance coverage renewal to the Committee of the Whole for review. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

VIII. Illinois Clean Energy Community Foundation – Land Acquisition Grant Award

Commissioner Cesich made a motion to forward the Illinois Clean Energy Community Foundation – Land Acquisition grant award agreement to Commission. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

IX. Other Items of Business

- **October 20, 2020 Finance Committee – Meeting Start Time Change to 4:30 PM**
- **Insurance Claim Status Report (Shuh Shuh Gah Canoe Launch and Pickerill Estate House)**

Director Guritz reported that the District had received a check from ICRMT for damages to the Pickerill estate house roof. \$21,000 was received, with an additional \$5,000 to be disbursed following completion of the project.

Director Guritz reported that D. Construction has been asked to provide a quote for repair of the damages to the canoe launch entry gate and landscaping.

X. Public Comments

No public comments were offered from citizens in attendance.

XI. Executive Session

None.

XII. Adjournment

Commissioner Cesich made a motion to adjourn. Seconded by Commissioner Vickers. Aye, all. Opposed, none. Meeting adjourned at 5:07 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

Claims Listing

11/13/2020 1:33:41 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	1060	JOHN DEERE FINANCIAL	41567-Nov 2020	Ellis Supplies	19001161	68580 Grounds and Maintenance	\$148.91
						Sub-Total	\$148.91
						Ellis Barn Total	\$148.91
Ellis Birthday Parties	541	FIRST NATIONAL BANK OF OMAHA	M Vick - Nov 2020	Ellis - Supplies	19001165	63030 Program Supplies	\$355.26
						Sub-Total	\$355.26
						Ellis Birthday Parties Total	\$355.26
Ellis Camps	541	FIRST NATIONAL BANK OF OMAHA	M Vick - Nov 2020	Ellis - Supplies	19001163	63000 Animal Care & Supplies	\$16.28
						Sub-Total	\$16.28
						Ellis Camps Total	\$16.28
Ellis Grounds	541	FIRST NATIONAL BANK OF OMAHA	M Vick - Nov 2020	Ellis - Supplies	19001163	63030 Program Supplies	\$100.00
						Sub-Total	\$100.00
						Ellis Camps Total	\$116.28
Ellis Grounds	1060	JOHN DEERE FINANCIAL	41567-Nov 2020	Ellis Supplies	19001162	68580 Grounds and Maintenance	\$56.95
	1060	JOHN DEERE FINANCIAL	J Deere - 11/20	Ellis Supplies	19001162	68580 Grounds and Maintenance	\$222.25
						Ellis Camps Total	\$279.20

Ellis Grounds	1323	MENARDS	98831	Ellis Supplies	19001162 68580	Grounds and Maintenance	\$135.84
	1323	MENARDS	98932	Ellis Supplies	19001162 68580	Grounds and Maintenance	\$49.85
						Sub-Total	\$464.99
					Ellis Grounds	Total	\$464.99
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	M Vick - Nov 2020	Ellis - Supplies	19001160 62000	Office Supplies	\$240.88
	541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	19001160 62270	Utilities	\$217.70
						Sub-Total	\$240.88
						Sub-Total	\$217.70
	541	FIRST NATIONAL BANK OF OMAHA	M Vick - Nov 2020	Ellis - Supplies	19001160 68580	Grounds and Maintenance	\$234.99
						Sub-Total	\$234.99
					Ellis House	Total	\$693.57
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	19001164 63000	Animal Care & Supplies	\$1,071.60
	541	FIRST NATIONAL BANK OF OMAHA	M Vick - Nov 2020	Ellis - Supplies	19001164 63000	Animal Care & Supplies	\$100.00
						Sub-Total	\$1,171.60
					Ellis Riding Lessons	Total	\$1,171.60

Ellis Weddings									
541	FIRST NATIONAL BANK OF OMAHA	D Gurtz Nov '20	Misc Invoices	19001168	63070	Refuse Pickup			\$221.47
								Sub-Total	\$221.47
								Total	\$221.47
Ellis Weddings									
541	FIRST NATIONAL BANK OF OMAHA	E Dombrowski - Nov 2	Env Educ - Program Supplies	19001179	63030	Program Supplies			\$33.51
								Sub-Total	\$33.51
								Total	\$33.51
Environ. Educ. Other Pblc Prg									
541	FIRST NATIONAL BANK OF OMAHA	S Wiencke - 11/20 -	NB - Supplies	19001178	63030	Program Supplies			\$196.17
								Sub-Total	\$196.17
								Total	\$196.17
Environ. Educ. Natrl Beg.									
Forest Preserve Director									
541	FIRST NATIONAL BANK OF OMAHA	D Gurtz Nov '20	Misc Invoices	190011	62000	Office Supplies			\$68.94
541	FIRST NATIONAL BANK OF OMAHA	D Gurtz Nov '20	Misc Invoices	190011	62000	Office Supplies			\$350.88
541	FIRST NATIONAL BANK OF OMAHA	E Dombrowski - Nov 2	Env Educ - Program Supplies	190011	62000	Office Supplies			\$12.83
541	FIRST NATIONAL BANK OF OMAHA	S Wiencke - cc 11/20	NB - Disinfectant	190011	62000	Office Supplies			\$10.50
1820	UNIQUE PRODUCTS & SERVICE	401483-1	Harris-Hoover - Pine Sol	190011	62000	Office Supplies			\$102.52
2972	TARP SUPPLY	PH15914	Vinyl Tarps	190011	62000	Office Supplies			\$2,609.74

Forest Preserve Director

							Sub-Total	\$3,155.41
850	IL ASSOC OF CONSERVATION & FOREST	2020-21-009	IL Cons & FP - Membership Dues	190011 62030	Dues			\$200.00
							Sub-Total	\$200.00
2047	COMED	0927007163-11/20	Richard Young	190011 63510	Electric			\$25.27
2047	COMED	5514710005-11/20	Harris Arena	190011 63510	Electric			\$27.91
2047	COMED	5514711002-11/20	Harris	190011 63510	Electric			\$90.92
							Sub-Total	\$144.10
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	190011 68430	Marketing / Publicity			\$82.97
1665	SHAW MEDIA	10085118-Nov 2020	Website & Job Postings	190011 68430	Marketing / Publicity			\$437.15
							Sub-Total	\$520.12
1091	K & K WELL DRILLING	29002	Steel Casing - Gate Posts	190011 68500	Project Fund Expenses			\$208.00
							Sub-Total	\$208.00
2971	UNIVERSITY OF ILLINOIS	001-000-B7897	Millbrook Bridge - Engineer Records	190111 68530	Preserve Improvements			\$1,995.00
							Sub-Total	\$1,995.00
							Total	\$6,222.63
							Forest Preserve Director	
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	19001183 62160	Equipment			\$680.58

Grounds and Natural Resources

1060	JOHN DEERE FINANCIAL	JD 11-2020	Harris-Hoover - Equip & Supplies	19001183 62160	Equipment	\$959.35
1954	YORKVILLE NAPA AUTO PARTS	269122, 269236, 2689	Grounds - Equipment & Shop Supplies	19001183 62160	Equipment	\$205.65
					Sub-Total	\$1,845.58
1153	KENDALL CO HIGHWAY DEPT	Oct 2020 - Gas- Diese	Gas-Diesel: Oct 2020	19001183 62180	Gasoline / Fuel / Oil	\$927.65
					Sub-Total	\$927.65
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	19001183 63070	Refuse Pickup	\$108.24
					Sub-Total	\$108.24
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	19001183 63110	Shop Supplies	\$39.31
1060	JOHN DEERE FINANCIAL	JD 11-2020	Harris-Hoover - Equip & Supplies	19001183 63110	Shop Supplies	\$60.70
1323	MENARDS	98956	Grounds - Supplies	19001183 63110	Shop Supplies	\$228.93
1820	UNIQUE PRODUCTS & SERVICE	401483	Hoover-Harris Supplies	19001183 63110	Shop Supplies	\$284.82
1820	UNIQUE PRODUCTS & SERVICE	401610	Harris-Hoover Supplies	19001183 63110	Shop Supplies	\$86.54
1950	YORKVILLE ACE & RADIO SHACK	172132,172138	Harris - Supplies	19001183 63110	Shop Supplies	\$56.93
1954	YORKVILLE NAPA AUTO PARTS	269122, 269236, 2689	Grounds - Equipment & Shop Supplies	19001183 63110	Shop Supplies	\$98.53
					Sub-Total	\$855.76
1849	VERIZON	9865236342	Cell Phones	19001183 63540	Telephones	\$1,880.28
					Sub-Total	\$1,880.28

Grounds and Natural Resources

236	CENTRAL LIMESTONE CO INC	23630	Preserve Improvements - Baker Woods	19001183	68530	Preserve Improvements	\$60.95
1060	JOHN DEERE FINANCIAL	JD 11-2020	Harris-Hoover - Equip & Supplies	19001183	68530	Preserve Improvements	\$227.21
1323	MENARDS	97583	Harris Supplies	19001183	68530	Preserve Improvements	\$61.32
						Sub-Total	\$349.48
						Total	\$5,966.99
						Grounds and Natural Resources	
2976	BOY SCOUT TROOP 40	20-00108	Bunkhouse Rental Refund	19001171	63040	Security Deposit Refund	\$730.00
						Sub-Total	\$730.00
2047	COMED	0756081017-11/20	Hoover Bathroom	19001171	63100	Electric	\$181.47
2047	COMED	0793673015-11/20	Hoover Multiples	19001171	63100	Electric	\$686.56
2047	COMED	1938021081-11/20	Hoover House	19001171	63100	Electric	\$54.16
						Sub-Total	\$922.19
541	FIRST NATIONAL BANK OF OMAHA	D Guritz Nov '20	Misc Invoices	19001171	63110	Shop Supplies	\$68.94
1060	JOHN DEERE FINANCIAL	JD 11-2020	Harris-Hoover - Equip & Supplies	19001171	63110	Shop Supplies	\$131.60
1820	UNIQUE PRODUCTS & SERVICE	401483	Hoover-Harris Supplies	19001171	63110	Shop Supplies	\$427.24
1820	UNIQUE PRODUCTS & SERVICE	401610	Harris-Hoover Supplies	19001171	63110	Shop Supplies	\$129.81

Hoover

Hoover									Sub-Total	\$757.59
1060	JOHN DEERE FINANCIAL	JD 11-2020	Harris-Hoover - Equip & Supplies	19001171 63120	Building Maintenance				\$37.44	
								Sub-Total	\$37.44	
541	FIRST NATIONAL BANK OF OMAHA	E Dombrowski - Nov 2	Env Educ - Program Supplies	19001171 68580	Grounds and Maintenance				\$9.96	
1060	JOHN DEERE FINANCIAL	JD 11-2020	Harris-Hoover - Equip & Supplies	19001171 68580	Grounds and Maintenance				\$89.90	
								Sub-Total	\$99.86	
								Total	\$2,547.08	
Pickerill - Piggott										
2047	COMED	5514228011- 11/20	Pickerill	19001184 63100	Electric				\$95.62	
								Sub-Total	\$95.62	
								Total	\$95.62	
								Grand Total	\$18,234.08	

To: Kendall County Committee of the Whole

From: Antoinette Meciej, Communications, Marketing, and Public Program Specialist

RE: IDNR Habitat Grant – Contracted Invasive Species Clearing at Fox River Bluffs Forest Preserve

Date: November 17, 2020

The District has received three comparative quotes for contracted clearing of invasive trees and shrubs at Fox River Bluffs Forest Preserve.

All quotes received were based on a 4-person crew (3 chainsaw operators and 1 herbicide applicator) per 8-hour workday for a maximum of 10 days:

- 1. Semper Fi Land Inc. of Yorkville, IL; \$1,750.00**
- 2. Pizzo & Associates, LTD. of Leland, IL; \$2,154.00**
- 3. Cardno of Monee, IL; \$1,980.00**

District Grounds Maintenance staff will work alongside the Semper Fi work crews to process cut brush material on each of the 8-work days.

Based on the quotes received, District staff recommends approval of the Semper Fi Land Inc. of Yorkville, Illinois proposal to complete restoration clearing within the \$15,000 IDNR Habitat Grant allowance.

October 23, 2020

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

Proposal for Services: Winter Clearing Services - Fox River Bluffs Forest Preserve

Scope:

This proposal includes materials, equipment, and labor necessary to provide winter tree and brush removal and herbicide application as directed by the Forest Preserve District of Kendall.

Item	Qty	Unit	Unit Cost	Total Cost
Cutting and Herbicide Application Crew Rates				
Crew of Four (1/2 day)	1	Each	\$900.00	\$900.00
Crew of Four (1 day)	1	Each	\$1,750.00	\$1,750.00
Additional Crew	1	Hour	\$50.00	\$50.00

Herbicide Costs				
Garlon 4 Ultra (Triclopyr 60.45% Formulation)	1	Ounce	\$2.00	\$2.00
Garlon 3A (Triclopyr 44.4% Formulation)	1	Ounce	\$0.82	\$0.82
Ranger Pro (Glyphosate 41% Formulation)	1	Ounce	\$0.26	\$0.26
Aqua Neat (Aquatic Approved Glyphosate 53.8% Formulation)	1	Ounce	\$0.28	\$0.28

Terms and Conditions

Cutting and Herbicide Application Crew Rates include equipment and labor necessary to cut woody material and apply herbicide to cut stumps.

½ day includes a crew of four working onsite for four hours. 1 day includes a crew of 4 working onsite for eight hours.

Travel time is included in ½ day and full day rates.

Herbicide will be billed per ounce of herbicide concentrate used.

This proposal does NOT include costs for woody debris disposal.

This proposal does NOT include prevailing wage rates.

The Contractor is committed to delivering quality services to all buyers, and encourages them to immediately report any deviation from the requirements as agreed upon in this contract.

All work will be performed by uniformed, trained, and properly supervised personnel in accordance with industry standard horticultural practices.

Service Pledge

All of the work described in this contract will be performed in a professional manner for the duration of this contract. All work is supervised by a crew leader and is over seen by the owner of SEMPER FI LAND SERVICE to insure that we are consistent in bringing you the customer the 100% quality service that SEMPER FI LAND SERVICE provides its customers. We have built a solid reputation on our dependable, quality service, and are very proud of what we do for our customers. We will always monitor your property and bring any problems or possible problems to your attention as soon as we spot them.

If accepted, please sign below and return one copy to our office.
Upon receipt, we will schedule this project.



Shawn Sinn
Vice President of Land Services
Semper Fi Land Services, Inc.

10/23/2020
date

Accepted by: _____ date
Kendall County Forest Preserve District

To: Kendall County Forest Preserve District Board of Commissioners
 From: David Guritz, Director
 RE: Proposed FY20 Operating Fund #1900 Budget Amendment
 Date: 16-Nov-20

Based on end-of-year estimates, the FY20 Operating Fund #1900 expenses will exceed total appropriations by \$34,957.00. Based on end-of-year projections, District staff recommends amending the District's Combined Budget and Appropriations Ordinance #11-19-001 (attached) and FY20 Operating Fund (#1900) budget increasing total operating fund expenditures by \$34,957.00 per the summary chart below, including increases of \$5,699.00 for Contractual Expenses; \$9,972 for Commodoties; and \$60,446 for Other expenditures. Final budget amendment figures will be presented on November 30, 2020 following submission of the final claims for FY20 on November 24, 2020.

	BUDGET	ACTUAL	Est. Year End	Difference
	2020	10/31/2020	11/30/2020	Budget v/s Projected
Beginning Balance	384,783	341,881	341,881	
Total Revenue	1,165,425	1,028,638	1,066,421	(99,004)
Total Personnel	685,421	626,981	682,300	3,121
Total Employee Benefits	261,579	212,275	223,540	38,039
Total Contractual	44,850	47,266	50,549	(5,699)
Total Commodities	127,630	127,345	137,602	(9,972)
Total Other	45,100	99,650	105,546	(60,446)
Total Expenditure	1,164,580	1,113,517	1,199,537	(34,957)
				-
Surplus / (Deficit)	845	(84,879)	(133,116)	(132,271)
				-
Ending Balance	385,628	257,002	208,765	176,863

**ORDINANCE # 11-20-001 AMENDING ORDINANCE #11-19-001
AMENDING THE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
AN ORDINANCE SETTING FORTH THE ANNUAL BUDGET OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE
FISCAL YEAR BEGINNING DECEMBER 1, 2019 AND ENDING NOVEMBER 30, 2020**

AND

**APPROPRIATING THE VARIOUS SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL EXPENSES AND LIABILITIES OF THE
KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE
FISCAL YEAR BEGINNING DECEMBER 1, 2019 AND ENDING NOVEMBER 30, 2020**

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

SECTION 1

The attached annual budget hereinafter set forth is hereby adopted by the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2019.

	Fund 270	Fund 280	Fund 320	Fund 950	Fund 951	Fund 952	Fund 953	Fund 954	Fund 955	Fund 956	Fund 960	Total Est. Balances
	Operating Fund	Endowment Fund	Debt Series 2003/2012	Capital Projects	FP Project Reserve Fund	Pickertill-Pigott Phase I OS/AD Project Fund	Fox River Bluffs RTP Project Fund	Fox River Bluffs Cropland Conversion Project Fund	Liability Fund	Land Cash Fund	Debt Series 2007/2015/2016/2017	
Estimated Beginning Balance December 1, 2019	\$ 384,783	\$ 878,660	\$ 909,698	\$ 837,823	\$ 375,228	\$ 136,401	\$ -	\$ -	\$ 50,000	\$ 127,983	\$ 4,060,319	\$ 7,760,895
Estimated Revenue & Transfers In	1,165,425	10,000	423,600	1,390,307	202,494	474,750	221,475	180,000	40,000	40,000	4,260,973	8,369,024
Estimated Expenditure & Transfers Out	1,199,537	-	407,075	2,228,130	375,228	611,151	221,475	180,000	25,000	127,983	4,084,116	9,459,695
Estimated Ending Balance November 30, 2020	\$ 350,671	\$ 888,660	\$ 926,223	\$ -	\$ 202,494	\$ -	\$ -	\$ -	\$ 25,000	\$ 40,000	\$ 4,237,176	\$ 6,670,224

Estimated Receipts:

270-1-000-XXXX	FY 19-20 Operating Revenue	\$ 1,165,425
280-1-000-XXXX	FY19-20 Endowment Fund Interest Income	\$ 10,000
320-1-000-1100	Current Tax - FP Debt: 2012 Refunding	\$ 423,600
950-1-000-XXXX	FY 19-20 FP Capital Series 2007	\$ 1,390,307
951-1-000-XXXX	FP Project Reserve Fund	\$ 202,494
952-1-000-XXXX	Pickertill-Pigott Phase I OS/AD Project Fund	\$ 474,750
953-1-000-XXXX	Fox River Bluffs RTP Project Fund	\$ 221,475
954-1-000-XXXX	Fox River Bluffs Cropland Conversion Project Fund	\$ 180,000
955-1-000-XXXX	Liability Fund	\$ -
956-1-000-XXXX	Land Cash Fund	\$ 40,000
960-1-000-1100	Current Tax - FP Debt 2007/2015/2016/2017	\$ 4,260,973
	Total Receipts	\$ 8,369,024

SECTION 2

The several sums of money hereinafter set forth are hereby appropriated for the fiscal year of the Kendall County Forest Preserve District, Kendall County, Illinois beginning December 1, 2019 and ending November 30, 2020 to cover all necessary expenditures and liabilities of said Kendall County Forest Preserve District, Kendall County, Illinois hereinafter designated.

SECTION 3

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

Estimated Expenditures:

270-2-000-XXXX	FY 19-20 Operating Expenses	\$ 1,199,537
280-2-000-XXXX	FY 19-20 Endowment Fund Expenditures	\$ -
320-2-000-1100	Current Tax - FP Debt Service 2012 Refunding Bonds	\$ 407,075
950-2-000-XXXX	FY 19-20 FP Capital Series 2007 Expenditures	\$ 2,228,130
951-2-000-XXXX	FP Project Reserve Fund Expenditures	\$ 375,228
952-2-000-XXXX	Pickering-Piggott Phase I OSAD Project Fund Expenditures	\$ 611,151
953-2-000-XXXX	Fox River Bluffs RTP Project Fund Expenditures	\$ 221,475
954-2-000-XXXX	Fox River Bluffs Cropland Conversion Project Fund Expenditures	\$ 180,000
955-2-000-XXXX	Liability Fund Expenditures	\$ 25,000
956-2-000-XXXX	Land Cash Fund Expenditures	\$ 127,983
960-2-000-1100	Current Tax - FP Debt 2007/2015/2016/2017 Refunding Bond Exp.	\$ 4,084,116
	Total Receipts	\$ 9,459,685

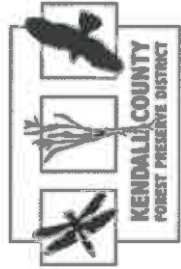
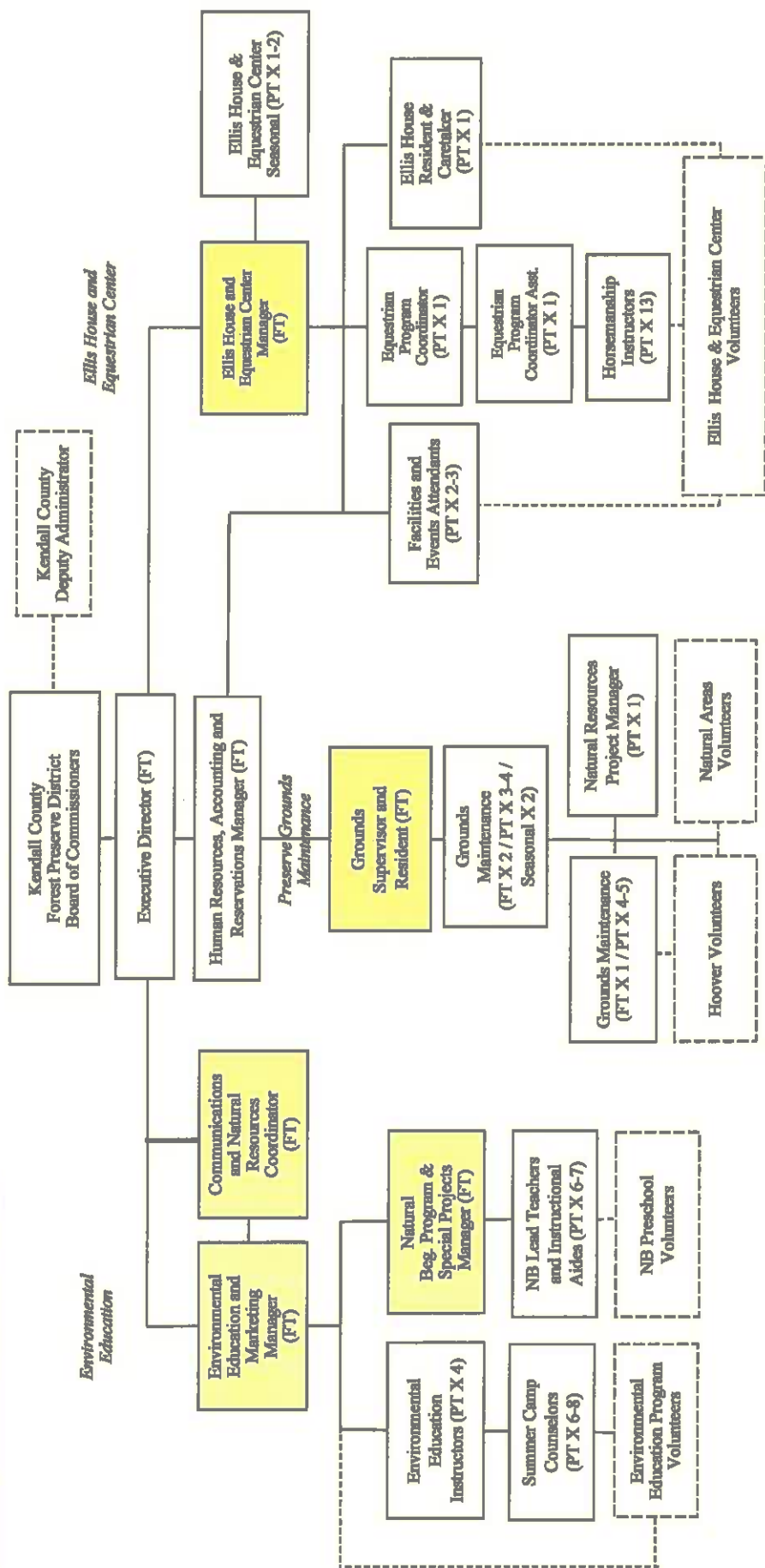
Approved this 25th Day of November, 2019.

Signed:

Judy Gilmour, President

Matt Kellogg, Secretary

**KENDALL COUNTY FOREST PRESERVE DISTRICT
 FY21 ORGANIZATIONAL CHART (DRAFT)
 COMMISSION APPROVAL DATE: XX/XX/XXXX**



**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Environmental Education Program Manager

WAGE CATEGORY: FLSA Exempt

REPORTS TO: Executive Director of the Kendall County Forest Preserve District

EFFECTIVE DATE: November XX, 2020

SUMMARY:

Oversees the development and day-to-day management of Environmental Education programming including school and scout programs, teacher education, and other public program offerings (collectively "Public Programs"), for the Kendall County Forest Preserve District ("District"). This position assists with the development and delivery of summer programs for children. This position serves as Acting Executive Director during those times the Executive Director is off duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

SUPERVISORY RESPONSIBILITIES:

- This position supervises the full-time Communications, Marketing, and Public Programs Specialist position and part-time instructors and volunteers for the District's Natural Beginnings Early Learning Program, and school, scout, teacher education, and other public program services.
- This position serves as Acting Executive Director during those times the Executive Director is off duty.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in the field of education or environmental sciences or an equivalent of six to eight years of education and experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
- Ability to apply education principals and practices within the design of environmental education program experiences.
- Two years of experience in administration of an educational program.
- Four years experience with instructing children in an educational setting.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the Internet and social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- State-certified teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

Kendall County Forest Preserve District

Revised: 03-17-2020
Proposed: 10-07-2020

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Communications and Natural Resources Project Coordinator

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Executive Office (Executive Director and Administrative Assistant and Environmental Education Department Manager)

EFFECTIVE DATE: November XX, 2020

SUMMARY:

Provides administrative support for Kendall County Forest Preserve District ("District") communications with the public and Board of Commissioners, supports development and implementation of all Natural Resources, Habitat and Preserve Improvement Projects, supports the development and delivery of Environmental Education programming including school programs, summer programs, scout programs, teacher training services, public program offerings, and special events (collectively "Public Programs"), for the District. Provides assistance with natural resource management projects and programs including support of volunteer restoration work day activities. Supports other assigned administrative tasks to assist the Executive Director and Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Executive Director in compiling and capturing all District Board of Commissioners meeting minutes and committee meeting minutes for review and approval by the Board of Commissioners and its respective committees.
- Assists the Environmental Education Department Manager in training support staff in curricular program goals, objectives, and instructional methods.
- Assists the Executive Director with coordination of the District's annual bow hunt program.
- Develops and presents curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County. This includes program material preparations before and after all programs.
- Conducts public programs, public speaking, and natural area management activities in a variety of settings, including work with children, and work within natural areas with uneven terrain.
- Coordinates and supervises assigned staff members, outside contractors and volunteers supporting natural resource management projects within District preserves.
- Ensures that natural resource project permitting requirements are fully met.
- Ensures that natural resource project objectives are fully met.
- Performs a variety of horticultural tasks including, but not limited to trimming, controlling weeds, seeding and maintaining natural areas, planting, pruning trees and shrubs, and treating and removing exotic and invasive species.
- Gathers, loads, hauls and burns vegetation, including assisting with and/or supervising prescribed burns within preserve areas.
- Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to chainsaw(s), and other mechanical hand tools.
- Hauls and moves materials and supplies, as needed, for District and public use.
- Repairs and maintains District trails by performing duties including, but not limited to, removing fallen trees and limbs, and repairing any damage caused by encroachment, erosion, or other factors.
- Collects GIS data for spreadsheet entry and management, including mapping of natural area plant communities, ecotypes, and threats.
- Supports Grounds and Natural Resources maintenance activity assignments, which may include:
 - Safely and effectively operating and maintaining District equipment including, but not limited to, pick-up trucks, dump trucks, chain saws, and trimmers.
 - Setting up for events and volunteer work day functions; ensuring facilities are clean and work day equipment preparations completed prior to the start of restoration work days.
 - Locating and removing refuse from District property.
- Performs controlled burns, brush removal, seed collecting, and other natural area management assigned tasks.
- Supervises trained and untrained volunteers participating in natural area management workdays.
- Develops and maintains press releases and District website platforms.

- Maintains professional collaboration with other natural resource program coordinators and administrators, community organizations, and environmental educators both within and outside of Kendall County, Illinois.
- Communicates professionally and effectively with the Environmental Education and Marketing Manager, District staff and the public.
- Supports District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, natural resource stewardship, and other public program offerings.
- Performs basic animal care including feeding and tank/enclosure cleaning and Laws of Nature Visitor Center upkeep.
- Maintains a safe and clean environment at all times and enforces all District safety rules and policies.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Provides educational program services delivery to children and the general public participating in District programs.
- Drives vehicles to various locations to conduct tours, educational programs, work days, and other assigned roles. Transportation includes both use of District vehicles and personal vehicle.
- Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties.
- Handles cash and accepts other forms of payment for public programs and facility use reservations.
- Maintains the confidentiality of protected personal information contained within District reservation forms.
- Maintains regular attendance and punctuality.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

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

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

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

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

- Ability to employ safe work practices and use sound judgment while leading educational programs.

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment.
- A valid Illinois Pesticide Operator's License or, in the alternative, obtain a valid Illinois Pesticide Operator's License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

Kendall County Forest Preserve District

Approved: November 27, 2018

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Natural Beginnings Program and Special Projects Manager

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Environmental Education Program and Marketing Manager

EFFECTIVE DATE: November XX, 2020

SUMMARY:

Oversee development and day-to-day management of the Natural Beginnings Early Learning Program ("Program") for the Kendall County Forest Preserve District ("District").

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop curriculum and theme planning for the Program that is developmentally appropriate for all relevant age groups and ability levels and reflects the natural and cultural history of Kendall County.
- Create and purchase materials needed for curriculum and manage a corresponding budget.
- Coordinate staff hours and weekly schedules.
- Manage and direct Natural Beginnings staff meetings.
- Establish performance goals and objectives for the Program.
- Develop and maintain handbooks, brochures, packets, press releases and newsletters for the Program.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Develop materials for parent-teacher conferences.
- Manage parent inquiries, communication, and parent-teacher conferences.
- Oversee social media marketing and correspondences.
- Coordinate student sign-up and registration with the District's Administrative Assistant and Environmental Education Program Manager.
- Lead and/or assist with teaching Program classes.
- Provides project management and oversight to District special projects.
- Maintain order in both the classroom and outdoor setting while implementing constructive disciplinary procedures.
- Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Assists the Environmental Education Department Manager in training support staff in curricular program goals, objectives, and instructional methods.
- Provides support to the Administrative Assistant with reservations and other projects as needed or assigned by the Administrative Assistant or Executive Director.
- Works directly with volunteers supporting the District's Programs.
- Assists the Executive Director, Communications and Natural Resources Project Coordinator, and Environmental Education Manager in the coordination of volunteer workdays and natural resource projects.
- Supports Grounds and Natural Resources maintenance activity assignments.
- Performs controlled burns, brush removal, seed collecting, and other natural area management tasks.
- Assist with basic animal care and upkeep including feeding and tank/cage cleaning.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position provides direct supervision and management of the Program's Lead Instructors, Instructional Aides, and Program support volunteers.

QUALIFICATIONS:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

Kendall County Forest Preserve District

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20		ACTUAL 2019	BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
KCFPD Operating Fund #1900		344,356	384,783	341,881	341,881	208,765
ACCOUNT & DESCRIPTION						
Beginning Balance (est.)						
REVENUE						
190011 411010	Current Tax	590,914	615,000	605,025	612,090	640,634
190011 41350	Interest Income	1,599	1,700	568	619	600
190011 42250	Other Income (Sponsorship Program)	20	2,000	620	620	2,000
190011 42250	Carbon Credits Sale - Fox River Bluffs					8,580
19001162 42250	Ellis Center Grounds (Farm License Rev.)	22,087	22,087	22,512	22,512	22,087
19001163 42250	Ellis Center Camps	7,105	9,000	2,605	2,605	2,500
19001164 42250	Ellis Center Riding Lessons	54,301	50,000	53,164	57,997	90,000
19001165 42250	Ellis Center Birthday Parties	7,621	8,500	3,866	4,217	5,500
19001166 42250	Ellis Center Public Programs	7,056	5,500	1,611	1,757	3,000
19001167 42250	Sunrise Center North License Agreement	21,450	24,600	21,000	21,800	23,360
19001168 42250	Ellis Center Weddings	11,080	2,000	7,625	8,318	15,000
19001169 42250	Ellis Center Other Rentals	4,790	4,500	2,100	2,291	4,500
19001170 42250	Ellis Center 5K Event	1,656	1,500	250	250	250
19001171 42250	Hoover Revenue (Yorkville Athletic Assoc. License)	2,250	2,250	2,526	2,526	2,250
19001171 42250	Hoover Revenue (Residence Lease)	3,445	3,000	2,526	2,776	3,000
19001172 42250	Hoover Bunkhouse Rental Rev	30,714	35,000	11,370	12,404	26,250
19001173 42250	Hoover Campsite Rental Rev	6,120	6,000	1,655	1,805	4,500
19001174 42250	Hoover Meadowhawk Rental Rev	17,316	18,000	10,337	11,276	13,500
19001176 42250	Env. Educ. - School Programs	41,938	38,000	5,357	5,357	10,000
19001177 42250	Env. Educ. - Camps	24,576	32,000	17,620	17,620	25,000
19001178 42250	Env. Educ. - Natural Beginnings	106,215	115,800	97,194	100,000	122,000
19001179 42250	Env. Educ. - Other Public Programs	6,704	7,500	12,115	12,115	15,000
19001179 42250	Env. Educ. - Other Revenue					
19001183 42250	Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	8,800	12,500	20,696	20,696	20,000
19001183 42250	Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)					10,000

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20		ACTUAL		BUDGET		ACTUAL		BUDGET	
KCFPD Operating Fund #1900		2019		2020		10/31/2020		Est. Year End 11/30/2020	
190011 42860	Donations - Administration	542	500	126	126				500
19001164 42860	Donations - Ellis Equestrian Center - Lessons	103	200	-	-				200
	Donations - Hoover								
19001175 42860	Donations - Environmental Education		500	-	-				500
19001178 42860	Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	300	300	830	830				800
	Donations - Env. Educ. Other Programs								
	Donations - Natural Area Volunteers								
19001183 42860	Donations - Grounds & Natural Resources	525	500	-	-				500
19001183 42900	Picnic & Shelter Rental - Grounds & Natural Resources	4,175	4,500	2,475	2,750				4,500
19001184 42900	Rental Revenue - Pickerill-Pigott	3,269	10,956	10,263	11,193				11,220
19001183 42920	Preserve Improvements - Grants (K-12 Pollinator)	3,818	10,000	-	11,000				11,000
19001183 42920	Preserve Improvements - Grants (Pollinator Meadows Pilot)								10,000
190011 42930	Farm License Revenue	128,882	100,932	95,379	100,932				100,932
190011 42940	Credit Card Revenue - All Preserves	2,931	3,000	2,174	2,300				2,000
19001168 43450	Security Deposit Revenue - Ellis Weddings	4,200	-	6,300	6,300				5,000
19001169 43450	Security Deposit Revenue - Ellis Other Rentals	1,395	600	2,300	2,300				2,300
19001172 43450	Security Deposit Revenue - Hoover Bunkhouse	5,800	6,000	2,000	2,182				4,500
19001174 43450	Security Deposit Revenue - Hoover Meadowhawk	12,990	11,000	4,452	4,857				8,250
19001184 43450	Security Deposit Revenue - Pickerill-Pigott	1,000							
	Total Revenue	1,147,684	1,165,425	1,028,638	1,066,421				1,231,713

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20 KCFPD Operating Fund #1900	ACTUAL 2019	BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
--	----------------	----------------	----------------------	-----------------------------	----------------

PERSONNEL

190011 51090 Board Per Diem	4,100	4,190	2,880	3,250	4,190
190011 51160 Salary - Part Time Administration	7,938	-	655	655	-
190011 51390 Salary - Full Time Administration	145,176	155,780	170,958	155,780	162,427
190011 51470 Stipend - Full Time Administration (Executive Director)		10,200	-	10,200	10,710
190011 51470 Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)		5,000		5,000	5,150
190011 51470 Stipend - Full Time Administration (Asst. County Admin.)		5,820		5,820	5,820
19001183 51160 Salary - Part Time Grounds & Natural Resources	33,866	62,127	55,885	60,542	42,320
19001183 51390 Salary - Full Time Grounds & Natural Resources	103,197	85,694	70,378	80,000	85,200
19001180 51390 Salary - Part Time Pickerill Pigott					
Salary Full Time: Env. Education					
19001176 51390 Env. Educ. FT Salary - School Programs Expense	14,413	21,887	21,054	21,887	17,955
19001177 51390 Env. Educ. FT Salary - Camps Expense	8,212	13,520	12,977	13,520	11,098
19001178 51390 Env. Educ. FT Salary - Natural Beginnings Expense					30,088
19001179 51390 Env. Educ. FT Salary - Other Public Programs Expense	1,209	3,692	1,385	3,692	3,030
19001180 51390 Env. Educ. FT Salary - Laws of Nature	456	1,446	3,467	3,467	1,187
Salary Part Time: Env. Education					
19001176 51160 Env. Educ. PT Salary - School Programs Expense	19,659	9,010	2,751	3,001	10,000
19001177 51160 Env. Educ. PT Salary - Camps Expense	12,891	12,350	6,462	7,050	8,100
19001178 51160 Env. Educ. PT Salary - Natural Beginnings Expense	66,749	74,031	66,200	72,218	53,121
19001179 51160 Env. Educ. PT Salary - Other Public Programs Expense	4,824	3,000	2,303	2,513	5,324
19001180 51160 Env. Educ. PT Salary - Laws of Nature	1,254	2,000	193	210	2,000
19001181 51160 Env. Educ. PT Salary - Other Expense	1,923		1,138	1,138	
Salary Part Time - Ellis					
19001160 51160 Salary PT - Ellis House	8,402	8,822	5,972	6,470	2,200
19001161 51160 Salary PT - Ellis Barn	12,341	8,822	15,243	16,514	2,200
19001162 51160 Salary PT - Ellis Grounds	20,051	17,782	23,275	25,214	4,400

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20		ACTUAL		BUDGET		ACTUAL		BUDGET	
KCFPD Operating Fund #1900		2019		2020		10/31/2020		Est. Year End 11/30/2020	
									BUDGET 2021
19001160	51390	Salary FT - Ellis House							10,091
19001161	51390	Salary FT - Ellis Barn							10,091
19001162	51390	Salary FT - Ellis Grounds							20,183
19001163	51160	Salary PT - Ellis Center Camps Expense	3,874	4,604	1,380	1,495	1,495	1,650	
19001164	51160	Salary PT - Ellis Center Riding Lessons Expense	33,291	27,000	26,290	28,481	28,481	38,800	
19001165	51160	Salary PT - Ellis Center Birthday Parties Expense	5,464	5,000	4,568	4,948	4,948	4,676	
19001166	51160	Salary PT - Ellis Center Public Programs Expense	2,644	3,000	864	936	936	2,290	
19001167	51160	Salary PT - Ellis Sunrise License Agreement	16,479	15,000	13,905	15,064	15,064	17,000	
19001168	51160	Salary PT - Ellis Center Weddings Expense	5,361	500	3,598	3,898	3,898	1,452	
19001169	51160	Salary PT - Ellis Center Other Rentals Expense		2,275	-			1,452	
19001171	51160	Salary PT - Hoover Grounds	27,115	19,350	20,847	22,584	22,584	29,060	
19001172	51160	Salary PT - Hoover Bunkhouse	13,563	9,675	10,426	11,294	11,294	14,530	
19001173	51160	Salary PT - Hoover Campsite	6,785	4,837	5,213	5,647	5,647	7,265	
19001174	51160	Salary PT - Hoover Meadowhawk	7,014	4,837	5,208	5,642	5,642	7,265	
19001171	51390	Salary FT - Hoover Grounds	25,024	42,085	35,753	42,085	42,085	45,091	
19001172	51390	Salary FT - Hoover Bunkhouse	12,512	21,043	17,877	21,043	21,043	21,546	
19001173	51390	Salary FT - Hoover Campsite	6,256	10,521	8,938	10,521	10,521	10,773	
19001174	51390	Salary FT - Hoover Meadowhawk	6,256	10,521	8,938	10,521	10,521	10,773	
		Total Personnel	638,297	685,421	626,981	682,300	682,300	720,507	

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20
 KCFPD Operating Fund #1900

		ACTUAL 2019	BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
EMPLOYEE BENEFITS						
190011 61160	IMRF Expense - Administration	23,877	29,968	26,517	27,423	16,477
190011 61170	SS Expense - Administration			1,046	1,046	14,084
19001160 63050	IMRF/IMRF/SS Expense - Ellis House	1,196	1,356	914	990	1,844
19001161 63050	IMRF/IMRF/SS Expense - Ellis Barn	1,459	1,356	1,715	1,858	1,844
19001162 63050	IMRF/SS Expense - Ellis Grounds	2,798	2,717	3,252	3,523	3,687
19001163 63050	IMRF/SS Expense - Ellis Center Camps Expense	355	400	125	135	219
19001164 63050	IMRF/SS Expense - Ellis Center Riding Lessons Expense	3,129	3,050	3,086	3,343	5,157
19001165 63050	IMRF/SS Expense - Ellis Center Birthday Parties Expense	613	700	702	760	622
19001166 63050	IMRF/SS Expense - Ellis Center Public Programs Expense	228	300	118	127	304
19001167 63050	IMRF/SS Expense - Sunrise Center North	1,536	1,700	1,513	1,640	2,260
19001168 63050	IMRF/SS Expense - Ellis Center Weddings Expense	684	-	587	636	111
19001169 63050	IMRF/SS Expense - Ellis Center Other Rentals Expense		174	-		111
19001171 63050	IMRF/SS Expense - Hoover Grounds	6,722	9,726	8,304	9,775	11,513
19001172 63050	IMRF/SS Expense - Hoover Bunkhouse	3,362	4,863	4,153	4,888	5,757
19001173 63050	IMRF/SS Expense - Hoover Campsite	1,703	2,432	2,067	2,433	2,878
19001174 63050	IMRF/SS Expense - Hoover Meadowhawk	1,722	2,432	2,071	2,438	2,878
19001175 63050	IMRF/SS Fund Expense - Env. Education			1,971		
19001176 63050	IMRF/SS Fund Expense - Env. Education School Programs	4,256	4,400	3,708	4,045	3,921
19001177 63050	IMRF/SS Fund Expense - Env. Education Camps	2,696	3,237	2,733	2,982	2,538
19001178 63050	IMRF/SS Fund Expense - Env. Education Natural Beginnings	7,545	9,870	7,892	8,610	11,614
19001179 63050	IMRF/SS Fund Expense - Env. Education Other Public Programs	763	797	424	462	651
19001180 63050	IMRF/SS Fund Expense - Env. Education Laws of Nature	208	427	591	644	358
10001181 63050	IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense	176		87		
19001183 63050	IMRF/SS Expense - Grounds & Nat. Resources	10,485	20,853	9,659	10,980	18,833
	IMRF/SS Expense - Pickerill Pigott					
190011 61230	Medical Insurance - Administration	23,016	39,272	22,510	24,557	28,789

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20		ACTUAL		BUDGET		ACTUAL		Est. Year End		BUDGET	
KCFPD Operating Fund #1900		2019		2020		10/31/2020		11/30/2020		2021	
	Medical Insurance - Hoover										
19001171	63060 Medical Insurance - Hoover Grounds	5,137		14,308	7,884	8,600				9,617	
19001172	63060 Medical Insurance - Hoover Bunkhouse	2,568		7,154	3,942	4,300				4,808	
19001173	63060 Medical Insurance - Hoover Campsite	1,284		3,577	-	-				2,405	
19001174	63060 Medical Insurance - Hoover Meadowhawk	1,284		3,577	-	-				2,405	
19001178	63060 Medical Insurance - Env. Education Natural Beginnings				1,869	1,869					
19001183	63060 Medical Insurance - Grounds & Nat. Resources	38,732		37,558	29,031	31,671				29,899	
190011	68000 Annual Insurance Premiums (ICRMT)	45,356		55,376	63,805	63,805				59,514	
190011	Transfer to FP Liability Insurance Fund	50,000								-	
	Insurance Deductible										
	Total Employee Benefits	242,888		261,579	212,275	223,540				245,097	

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20		ACTUAL 2019		BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
KCFPD Operating Fund #1900							
<u>CONTRACTUAL</u>							
190011 62150	Contractual Services (RecPro Software)	1,650	2,250	1,650	2,250		2,250
190011 62150	Contractual Services (Kendall County Email Accounts)						1,000
190011 62150	Contractual Services (City Forest Credits)						1,000
190011 62030	Dues/Memberships	1,114	1,200	1,295	1,495		1,200
190011 62040	Conferences	2,570	2,500	3,429	3,429		3,500
190011 62090	Legal Publications	245	400	658	750		600
190011	Environmental Education Presenters	300					
19001163 63020	Veterinarian & Farrier - Ellis Camps	1,782	1,500	2,557	2,750		
19001164 63020	Veterinarian & Farrier - Ellis Riding Lessons	2,650	2,500	3,810	4,000		6,000
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties	2,308	1,500	2,588	2,750		
19001166 63020	Veterinarian & Farrier - Ellis Public Programs						
19001166 63020	Veterinarian & Farrier - Sunrise Center						500
19001168 63070	Refuse Pickup - Ellis	1,420	1,500	1,314	1,434		1,500
19001183 63070	Refuse Pickup - Grounds & Natural Resources	7,009	6,750	5,866	6,399		6,750
1901183	Event Tent Lease - Ellis	15,255					
19001183 63540	Telephone - Grounds & Natural Resources	11,574	11,500	10,810	11,792		11,750
190011 65490	Audit	7,500	7,750	7,750	7,750		8,000
190011 68340	Farm Lease Contract Expense	870	500	-	-		500
190011 68560	Credit Card Fee	6,734	5,000	5,539	5,750		5,000
	Total Contractual	62,981	44,850	47,266	50,549		49,550

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20	ACTUAL 2019	BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
--	----------------	----------------	----------------------	-----------------------------	----------------

COMMODITIES

190011 62000	Office Supplies & Postage - Administration	9,039	8,000	12,315	13,435	10,000
19001160 62000	Office Supplies & Postage - Ellis House	1,644	1,500	412	450	500
19001183 62180	Fuel; Gas & Oil Grounds	13,539	13,600	12,123	13,225	14,000
19001183 62400	Uniforms - Grounds	2,366	1,500	2,313	2,313	1,500
19001176 63030	Environmental Education					
19001177 63030	Env. Educ. - School Programs Expense	1,970	700	52	52	700
19001178 63030	Env. Educ. - Camps Expense	1,448	1,500	475	475	1,500
19001179 63030	Env. Educ. - Natural Beginnings Expense	3,538	4,000	2,356	2,570	4,000
19001180 63030	Env. Educ. - Other Public Programs Expense	664	750	246	246	750
19001180 63030	Env. Educ. - Laws of Nature Expense	567	500	310	310	500
19001183 63090	Gas - Grounds & Natural Resources	3,442	3,200	3,208	3,499	3,700
19001184 63100	Electric - Pickenill Pigott	4,579	5,000	7,352	8,020	9,500
19001182 63130	Natural Area Volunteer Supplies	1,229	500	-	-	500
	Natural Area Management Supplies	75				
190011 63510	Electric - Administration	2,830	2,850	2,639	2,879	2,900
190011 68500	Project Fund Expense			9,102	9,102	
190011 68430	Promotion/Publicity	4,914	4,000	3,002	3,200	4,000
190011 68440	Newsletter		400	216	400	400
19001160 62270	Utilities - Ellis House	6,967	6,000	10,645	11,612	6,900

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20		ACTUAL 2019		BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
KCFPD Operating Fund #1900							
19001161	62270	Utilities - Ellis Barn	4,602	6,000	1,019	1,112	6,900
Utilities & Maintenance - Hoover							
19001171	63090	Hoover - Gas	7,202	7,000	5,292	5,773	7,000
19001171	63100	Hoover - Electric	15,997	16,000	13,021	14,205	15,500
19001171	62270	Hoover - Other Utilities	3,557	4,000	4,555	4,970	4,000
19001171	63310	Hoover - Shop Supplies	4,581	3,000	4,085	4,456	3,000
19001171	63120	Hoover - Building Maintenance	10,813	9,800	8,178	8,921	9,800
19001171	68580	Hoover - Grounds Maintenance	5,404	4,000	7,419	8,094	4,000
19001171	66500	Hoover - Other Expenses	3,189	3,000	1,032	1,126	3,000
Promotion/Publicity - Ellis							
19001163	68430	Promotion/Publicity - Ellis Camps		250	39	39	250
19001164	68430	Promotion/Publicity - Ellis Riding Lessons	25	750	36	36	750
19001165	68430	Promotion/Publicity - Ellis Birthday Parties		250	-	-	250
		Promotion/Publicity - Ellis Weddings	490				
19001169	68430	Promotion/Publicity - Ellis Other Rentals		400	-	-	400
19001170	68430	Promotion/Publicity - Ellis 5k	69	300	-	-	300
19001166	68570	Volunteer Expense - Ellis Public Programs	593	500	203	222	500
Animal Care & Supplies - Ellis							
19001163	63000	Animal Care & Supplies - Ellis Camps	424	400	175	175	
19001164	63000	Animal Care & Supplies - Ellis Riding Lessons	6,875	7,000	6,378	6,958	8,415
19001165	63000	Animal Care & Supplies - Ellis Birthday Parties	241	250	189	206	
19001165		Animal Care & Supplies - Ellis Public Programs	50				
19001167	63000	Animal Care & Supplies - Sunrise Center North	1,232	1,200	1,725	1,882	1,200
Horses Acquisition & Tack - Ellis							
19001163	63010	Horses Acquisition & Tack - Ellis Camps		540	500	500	
19001164	63010	Horses Acquisition & Tack - Ellis Riding Lessons		1,080	1,000	1,000	3,000
19001165	63010	Horses Acquisition & Tack - Ellis Birthday Parties		540	500	500	
		Horses Acquisition & Tack - Ellis Public Programs					
Uniforms - Ellis							

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20 KCFPD Operating Fund #1900	ACTUAL 2019		BUDGET 2020		ACTUAL 10/31/2020		Est. Year End 11/30/2020		BUDGET 2021	
19001163 62400			75							
	Uniforms - Ellis Camps									
19001164 62400			135		318		318		850	
	Uniforms - Ellis Riding Lessons									
19001165 62400			60							
	Uniforms - Ellis Birthday Parties									
19001168 62400			50							
	Uniforms - Ellis Weddings									
	Program Supplies - Ellis									
19001163 63030		734			392		392		600	
	Program Supplies - Ellis Camps									
19001165 63030		806							700	
	Program Supplies - Ellis Birthday Parties									
19001170 63030		32							250	
	Program Supplies - Ellis 5K									
19001184 63030		1,038			30		30		500	
	Supplies: Shop - Pickerill Pigott									
19001183 63110		5,898			4,492		4,900		6,000	
	Supplies: Shop - Grounds									
	Total Commodities	132,664			127,345		137,602		138,515	

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20
 KCFPD Operating Fund #1900

OTHER

	ACTUAL 2019	BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
Equipment - Administration					
Equipment - Grounds & Natural Resources	25,941	15,000	32,958	35,954	25,000
Preserve Improvements - Administration					
Preserve Improvements - Grounds & Natural Resources	10,764	5,500	21,106	23,025	15,500
Contributions	2,411		2,392	2,392	
Grounds & Maintenance Equipment - Ellis					
Grounds & Maint. - Ellis House	3,305	4,000	3,582	3,907	4,000
Grounds & Maint. - Ellis Barn	1,952	2,000	1,944	2,121	2,500
Grounds & Maint. - Ellis Grounds	4,829	4,000	5,259	5,737	5,000
Security Deposit Refunds					
Security Deposit Refunds					
Security Deposit Refunds - Ellis Riding Lessons			90	90	
Security Deposit Refunds - Ellis Public Programs					
Security Deposit Refunds - Ellis Weddings	7,960	1,000	4,200	4,200	5,000
Security Deposit Refunds - Ellis Other Rentals	1,615	600	300	300	600
Security Deposit Refunds - Hoover	14,474	13,000	12,616	12,616	13,000
Security Deposit Refunds - Env. Education School Programs			1,854	1,854	
Security Deposit Refunds - Env. Education Camps			2,456	2,456	
Security Deposit Refunds - Env. Education Natural Beginnings			9,187	9,187	
Security Deposit Refunds - Env. Education Public Programs			548	548	
Security Deposit Refunds - Grounds			1,159	1,159	
Contributions					
Credit Card Fee Expense - Ellis Camps	60				
Credit Card Fee Expense - Public Programs	14				

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Preliminary Budget - DRAFT for Commission Review - 11-16-20 KCFPD Operating Fund #1900	ACTUAL 2019	BUDGET 2020	ACTUAL 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021
Total Other	73,327	45,100	99,650	105,546	70,600
Total Expenditures	1,150,157	1,164,580	1,113,517	1,199,537	1,224,269
Operating Surplus / (Deficit)	(2,474)	845	(84,879)	(133,116)	7,444
Ending Balance	341,883	385,628	257,002	208,765	216,209
Beginning Balance	344,356	384,783	341,881	341,881	208,765
Total Revenue	1,147,684	1,165,425	1,028,638	1,066,421	1,231,713
Total Personnel	638,297	685,421	626,981	682,300	720,507
Total Employee Benefits	242,888	261,579	212,275	223,540	245,097
Total Contractual	62,981	44,850	47,266	50,549	49,550
Total Commodities	132,664	127,630	127,345	137,602	138,515
Total Other	73,327	45,100	99,650	105,546	70,600
Total Expenditure	1,150,157	1,164,580	1,113,517	1,199,537	1,224,269
Surplus / (Deficit)	(2,474)	845	(84,879)	(133,116)	7,444
Ending Balance	341,883	385,628	257,002	208,765	216,209

FOREST PRESERVE CAPITAL PROJECTS - SERIES 2007 BOND PROCEEDS
Fund 1901

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	BUDGET NOTES
REVENUE								
Beginning Balance	1,536,982	1,386,715	837,823	829,351	829,351	578,040	-31.0%	
190111 40330 Transfer In from Land Cash Fund #956			127,983		0			Transfer Scheduled in Fund #1907
190111 40340 Transfer In from FRB Cropland Conversion #954			103,900		64,587			
190111 40350 Transfer In from Project Improvement Fund #951			375,227		0			Transfer Scheduled in Fund #1907
190111 41350 Interest Income	2,661	1,500	1,500	817	900	200		Interest
190111 42250 Land Acquisition Grant - ICECF				21,600	21,600			
190111 43420 Preserve Improvements - ICECF		36,000	8,520	8,520	8,520			
190111 43430 Project Fund Deposit - IDNR PARC Grant		30,000	525,000	10,000	10,000			
190111 43480 Project Fund Deposit - The Morton Arb. - USFS		23,177	23,177					
190111 43440 Trail Improvement Eserow Account		32,000			3,329			FFKC End of Year Reimbursement
Donations								
Project Fund Deposit	671,031							
Project Fund Deposit - RTP		177,100						
Land Acquisition Grant - OSLAD		316,500						
KC Hwy Mitigation		157,500						
Hoover Estimates		42,000						
Total Revenue	673,692	815,777	1,190,307	40,937	108,936	200	-100.0%	
EXPENDITURE								
190111 61360 Transfer Out to OSLAD P&P #952			316,500		316,500	12,942		OSLAD Project Final Change Orders
190111 61370 Transfer Out to FRB RTP Project Fund #953			44,375		0	44,375		Required RTP Match
190111 61370 Transfer Out to Pictorial Pigott IDNR-PARC Grant (Fund TRB)					0	279,695		IDNR-PARC Grant Tot. Project Budget
190111 61370 Transfer Out to Capital Projects Fund (Fund 1907)						237,728		Transfer Scheduled to Fund #1907
190111 62160 Equipment Replacement Contingency			60,000		553			
190111 67410 Land Acquisition		70,000	130,008		553			
190111 68500 Project Fund Expenses				11,152	11,152			
190111 68530 Project Fund Response	831,919	420,865	1,493,747	28,878	28,878			
190111 65890 Building Improvements/Demolition		124,470	5,000	24	24			
190111 68640 Fiscal Agent Fee		1,900	3,500	483	483	3,500		Millbrook Bridge Removal Cost TBD (FY21)
19011160 68590 Building Improvements/Demolition - Bills		60,000	60,000	2,500	2,500			
19011171 68530 Preserve Improvements/Master Planning - Hoover		31,500	49,000	157	157			
19011182 68500 Natural Areas Management		73,000	66,000					
Salaries		2,500						
Equipment Replacement - Hoover		11,950						
Preserve Improvements/Master Planning		1,380,052						
Building Improvements/Demolition - Hoover		19,000						
Total Expenditure	831,919	2,195,237	2,228,130	43,746	360,247	578,240	-74.0%	
	(158,227)	(1,379,460)	(837,823)	(837,823)	(251,311)			
	1,378,736	7,255	(200,000)	826,542	578,040	0	-100.0%	

FOREST PRESERVE DEBT SERVICE - SERIES 2003/2012
Fund 1902

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance	894,490	906,054	909,838	909,838	909,838	925,857	1.8%
REVENUE							
190211 41010 Current Tax	401,784	412,058	421,600	416,347	421,600	430,500	
190211 41350 Interest Income	2,630	3,633	2,000	1,120	1,494	1,300	
Total Revenue	404,414	415,691	423,600	417,468	423,094	431,800	1.9%
EXPENDITURE							
Other Expenditure		14,181					
190211 68650 Debt Service - Interest 2012	62,850	52,725	42,075	42,075	42,075	30,825	
109211 68700 Debt Service - Principal 2012	330,000	345,000	365,000	365,000	365,000	385,000	
Total Expenditure	392,850	411,906	407,075	407,075	407,075	415,825	2.1%
Revenue over/(under) Expenditure	11,564	3,784	16,525	10,393	16,019	15,975	
Ending Balance	906,054	909,838	926,363	920,231	925,857	941,832	1.7%

FOREST PRESERVE DEBT SERVICE - SERIES 2007/2015/2016/2017
Fund 1903

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance	4,153,241	4,212,023	4,055,534	4,055,534	4,055,534	4,230,472	4.3%
REVENUE							
190311 41010 Current Tax	4,325,082	3,840,346	4,258,473	4,209,735	4,258,473	4,605,188	
190311 41350 Interest Income	4,762	4,437	2,500	1,110	1,480	1,200	
Total Revenue	4,329,844	3,844,782	4,260,973	4,210,845	4,259,953	4,606,388	8.1%
EXPENDITURE							
190311 66500 Other Expenditure		31,981		475			
190311 68640 Fiscal Agent Fee				950			
Debt Service - Interest 2007	52,500						
Debt Service - Principal 2007	2,100,000						
190311 68710 Debt Service - Interest 2015	357,676	356,953	356,053	356,053	356,953	355,018	
190311 68720 Debt Service - Principal 2015	40,000	45,000	45,000	45,000	45,000	45,000	
190311 68730 Debt Service - Interest 2016	305,787	302,087	298,188	298,188	298,188	294,188	
190311 68740 Debt Service - Principal 2016	90,000	95,000	100,000	100,000	100,000	100,000	
190311 68750 Debt Service - Interest 2017	945,100	880,250	759,875	759,875	759,875	627,625	
190311 68760 Debt Service - Principal 2017	380,000	2,290,000	2,525,000	2,525,000	2,525,000	2,765,000	
Total Expenditure	4,271,063	4,001,271	4,084,116	4,085,540	4,085,016	4,186,831	2.5%
Revenue over/(under) Expenditure	58,781	(156,489)	176,857	176,857	174,937	419,557	137.2%
Ending Balance	4,212,023	4,055,534	4,232,390	4,236,298	4,230,472	4,650,028	9.9%

KCFP Endowment Fund Fund 1904

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	NOTES
Beginning Balance	845,209	860,060	879,882	879,882	879,882	888,452	1.0%	
REVENUE								
190411 41350 Interest Income	14,851	19,822	10,000	6,548	8,570	8,570		
Total Revenue	14,851	19,822	10,000	6,548	8,570	8,570	-14.3%	
EXPENDITURE								
190411 xxxxx Contractual Services						40,000		Master Planning/Design
Total Expenditure	0	0	0	0	0	40,000		
Revenue over/(under) Expenditure	14,851	19,822	10,000	6,548	8,570	(31,430)		
Ending Balance	860,060	879,882	889,882	886,430	888,452	857,022	-3.7%	

FP OSLAD Grant Fund Fund 1905

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	Notes
Beginning Balance		138,391	138,391	138,391	(127,144)		
REVENUE							
190511 Interest Income							
190511 40300 Transfer from Bond Proceeds #950		316,500		316,500	12,942		
190511 42970 Grant Award	158,250	158,250			158,250		
Total Revenue	158,250	474,750	0	316,500	171,192	-63.9%	
EXPENDITURE							
190511 Supplies				15,574			GATA Redist.
190511 Consultant - A&E Services				26,522	5,125		GATA Redist.
190511 Contractual Services				825			GATA Redist.
190511 Construction				539,114	38,923		GATA Redist.
190511 66500 Other Expenditures	19,859	611,151	307,674				
190711 68530 Preserve Improvements/Master Plan			269,312				
Total Expenditure	19,859	611,151	576,985	582,035	44,048		
Revenue over/(under) Expenditure	138,391	(136,401)	(576,985)	(265,535)	127,144		
Ending Balance	138,391	1,990	(438,594)	(127,144)	0		

FP Project Improvement (Project Reserve) Fund Fund 1906

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	NOTES
Beginning Balance			376,244	379,084	382,870		
REVENUE							
190611 40300 Transfer from Bond Proceeds #950	329,065	202,494					
190611 41350 Interest Income	1,016		2,840	3,786	3,750		
190611 Other Revenues							
190611 Transfer from FP Debt Service 2012	14,181						
190611 Transfer from FP Debt Service 2015/16	31,981						
Total Revenue	376,244	202,494	2,840	3,786	3,750	-98.1%	
EXPENDITURE							
190611 Transfer to Forest Preserve Fund							
190611 61300 Transfer to Capital Projects Fund #1907		375,228			386,620		For FY21 Capital Exp
190611 Project Improvement Contingency							
190611 Other Expenses							
Total Expenditure	0	375,228	0	0	386,620		
Revenue over/(under) Expenditure	376,244	(172,734)	2,840	3,786	(382,870)		
Ending Balance	376,244	203,510	379,084	382,870	(0)	-100.0%	

**Forest Preserve Capital Fund
Fund 1907**

ACCOUNT & DESCRIPTION	BUDGET 2021	% CHANGE IN BUDGET	BUDGET NOTES
Beginning Balance	0		
REVENUE			
190711 40330 Transfer In from Land Cash Fund #1910 (956)	189,514		Land Cash Fund Balance
190711 40340 Transfer In from FRB Cropland Conversion #1909 (954)	15,000		IDNR Habitat Grant
190711 40350 Transfer In from Project Improvement Fund #1906 (951)	386,527		Improvement Fund Balance
190711 40350 Transfer In from 2007 Bond Proceeds Fund #1901 (950)	237,728		Est. 2007 Bond Proceeds Remaining Fund Balance
190711 41350 Interest Income	200		
190711 42250 Land Acquisition Grant - ICECF 8133	136,640		ICECF Land Acq. - Fee Simple
190711 43420 Preserve Improvements - ICECF 8133	10,000		ICECF Land Acq. - Restoration
190711 42250 Land Acquisition Grant - TCF	34,160		
190711 43430 Project Fund Deposit - IDNR PARC Grant (Placeholder)	828,200		IDNR PARC Grant Award (Placeholder - Fund TBA)
190711 43430 Project Fund Deposit - The Morton Arb. - USFS	50,000		LSR Grant Reimbursement
190711 43430 Pickerrill Estate House Roof (Remaining Ins. Disbursement)	5,000		ICRMT Disbursement
190711 43440 Trail Improvement Escrow Account	23,177		Escrow Account Placeholder
Total Revenue	<u>1,916,146</u>		
EXPENDITURE			
190711 61360 Transfer Out to OSLAD P&P #952	46,447		Per 5-Year Plan Schedule
190711 61370 Transfer Out to FRB RTP Project Fund #953	210,214		Reservation Woods Acquisition Project - Max
190711 61370 Transfer Out to Pickerrill-Pigott IDNR-PARC Grant	1,107,895		IDNR PARC Grant Exp. (Placeholder)
190711 62160 Equipment Replacement Contingency	330,590		D. Construction Contract Placeholder - Final TBD
190711 67410 Land Acquisition	50,000		
190711 68530 Project Fund Expense - Pickerrill Estate House Public Access			
190711 68530 Project Fund Expense - Millbrook Bridge Removal Project			
190711 68530 Project Fund Expense (Pickerrill Estate House Roof)			
19071160 68590 Building Improvements/Demolition - Ellis	60,000		Ellis Roof and Building Envelope
19071171 68530 Preserve Improvements/Master Planning - Hoover	10,000		Per 5-Year Plan Schedule
19071171 62160 Equipment Replacement - Hoover	9,000		Per 5-Year Plan Schedule
19071182 68300 Natural Areas Management	92,000		LSR (\$50K); ICECF Pilot (\$20K); ICECF K-12 (\$12K) ICECF Res. Woods (\$10K)
Total Expenditure	<u>1,916,146</u>		
	<u>0</u>		

**FP Fox River Bluffs Public Access RTP Grant Fund
Fund 1908**

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance		0		0		0
REVENUE						
190811 42970 Grant Award		177,100	0	0	177,100	
190811 40300 Transfer In from FY20 Capital Fund #1901		44,375			44,375	
Total Revenue	0	221,475	0	0	221,475	
EXPENDITURE						
Other Expenditures		221,475	0	0		
Total Expenditure	0	221,475	0	0	221,475	
Revenue over/(under) Expenditure	0	0	0	0	0	
Ending Balance	0	0	0	0	0	

FP Fox River Bluffs Public Cropland Conversion Fund Fund 1909

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 10/31/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance	0	0		0	0	
REVENUE						
190911 40120 Transfer in from KC Highway		150,000	150,000	150,000	0	
190911 42970 Grant Award		30,000		0	30,000	IDNR Habitat Grant
Total Revenue	0	180,000	150,000	150,000	30,000	
EXPENDITURE						
190911 61300 Forest Preserve Capital Fund #1907		103,900		64,587	15,000	
190911 66500 Other Expenditures		76,100	75,413	75,413	15,000	Restoration Clearing
190911 68530 Preserve Improvements/Master Plan			18,014	10,000		Recording of OSLAD Seed Purchase
Total Expenditure	0	180,000	93,427	150,000	30,000	
Revenue over/(under) Expenditure	0	0	56,573	0	0	
Ending Balance	0	0	56,573	0	0	

FP Land Cash Fund 1910

Notes

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance	127,983	127,983		127,983	157,514	
REVENUE						
191011 Interest Income						
191011 42490 Other Revenues		40,000		29,531	32,000	
Total Revenue	0	40,000	0	29,531	32,000	
EXPENDITURE						
191011 61300 Transfer Out to Capital Fund - Fund 1907		127,983			189,514	Transfer for Land Acq. / Capital Fund Imp.
Total Expenditure	0	127,983	0	0	189,514	
Revenue over/(under) Expenditure	0	(87,983)	0	29,531	(157,514)	
Ending Balance	127,983	40,000	0	157,514	0	-100.0%

KCFP Liability Insurance Fund

Fund 1911

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 9/30/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance		50,000	50,000	50,000	50,000	
REVENUE						
19111 Interest Income						
19111 Transfer from FP Operation Fund	50,000					
Total Revenue	50,000	0	0	0	0	
EXPENDITURE						
19111 68990 Claims/Deductibles		25,000			25,000	
Total Expenditure	0	25,000	0	0	25,000	
Revenue over/(under) Expenditure	50,000	(25,000)	0	0	(25,000)	
Ending Balance	50,000	25,000	50,000	50,000	25,000	

ORDINANCE #11-20-002
COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
AN ORDINANCE SETTING FORTH THE ANNUAL BUDGET OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE
FISCAL YEAR BEGINNING DECEMBER 1, 2020 AND ENDING NOVEMBER 30, 2021

AND

APPROPRIATING THE VARIOUS SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL EXPENSES AND LIABILITIES OF THE
KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE
FISCAL YEAR BEGINNING DECEMBER 1, 2020 AND ENDING NOVEMBER 30, 2021
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT,
KENDALL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1

That the attached annual budget hereinafter set forth is hereby adopted by the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2020.

	Fund 1900	Fund 1901	Fund 1902	Fund 1903	Fund 1904	Fund 1905	Fund 1906	Fund 1907	Fund 1908	Fund 1909	Fund 1910	Fund 1911	Total Est. Balances
Operating Fund													
Estimated Beginning Balance December 1, 2020	\$ 208,765	\$ 578,040	\$ 925,857	\$ 4,230,472	\$ 888,452	\$ (127,144)	\$ 382,870	\$ -	\$ -	\$ -	\$ 157,514	\$ 50,000	\$ 7,294,826
Estimated Revenue & Transfers In	1,251,713	200	431,800	4,606,388	8,570	171,192	3,750	1,916,146	221,475	30,000	32,000	-	8,653,234
Estimated Expenditure & Transfers Out	1,274,269	578,240	415,825	4,186,831	40,000	44,048	386,620	1,916,146	221,475	30,000	189,514	25,000	9,257,968
Estimated Ending Balance November 30, 2021	\$ 216,209	\$ -	\$ 941,832	\$ 4,650,029	\$ 857,022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 6,690,092

Estimated Receipts:

190011 41010-42900	FY21 Operating Fund #1900 Receipts	\$ 1,231,713
190111 40330-49440	FY21 2007 Bond Proceeds Capital Fund #1901 Receipts	\$ 200
190211 41010-41350	FY21 2003/2012 Debt Series Fund #1902 Receipts	\$ 431,800
190311 41010-41350	FY21 2007/2015/2016/2017 Debt Series Fund #1903 Receipts	\$ 4,606,388
190411 41350-XXXXX	FY21 Endowment Fund #1904 Receipts	\$ 8,570
190511 40300-42970	FY21 Pkaterill-Pigott Phase I OS/AD Project Fund #1905 Receipts	\$ 171,192
190611 40300-41350	FY21 Forest Preserve Improvement Fund #1906 Receipts	\$ 3,750
190711 41010-XXXXX	FY21 Capital Projects Fund #1907 Receipts	\$ 1,916,146
190811 40300-42970	FY21 Fox River Bluffs RTP Grant Project Fund #1908 Receipts	\$ 221,475
190911 40120-42970	FY21 Fox River Bluffs Crop. Conv. Project Fund #1909 Receipts	\$ 30,000
191011 42490	FY21 Land Cash Fund#1910 Receipts	\$ 32,000
191111 XXXXX	FY21 Liability Fund #1911 Receipts	\$ -
	Total Receipts	\$ 8,653,234

SECTION 2

That the several sums of money hereinafter set forth are hereby appropriated for the fiscal year of the Kendall County Forest Preserve District, Kendall County, Illinois beginning December 1, 2020 and ending November 30, 2021 to cover all necessary expenditures and liabilities of said Kendall County Forest Preserve District, Kendall County, Illinois hereinafter designated.

SECTION 2

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

Estimated Expenditures:

1900011 51090-68530	FY21 Operating Fund #1900 Expenses	\$ 1,224,269
1901111 61360-68640	FY21 2007 Bond Proceeds Capital Fund #1901 Expenses	\$ 578,240
1902111 68650-68700	FY21 2005/2012 Debt Series Fund #1902 Expenses	\$ 415,825
1903111 66500-68760	FY21 2007/2015/2016/2017 Debt Series Fund #1903 Expenses	\$ 4,186,831
1904111 00000	FY21 Endowment Fund #1904 Expenses	\$ 40,000
1905111 66500-00000	FY21 Pickering-Piggott Phase I OSJAD Project Fund #1905 Expenses	\$ 44,048
1906111 61300	FY21 Forest Preserve Improvement Fund #1906 Expenses	\$ 986,620
1907111 66500-00000	FY21 Capital Projects Fund #1907 Expenses	\$ 1,916,146
1908111 66500	FY21 Fox River Bluffs RTP Grant Project Fund #1908 Expenses	\$ 221,475
1909111 61300-68530	FY21 Fox River Bluffs Crop. Conv. Project Fund #1909 Expenses	\$ 30,000
1910111 61300	FY21 Land Cash Funds#1910 Expenses	\$ 189,514
1911111 68890	FY21 Liability Fund #1911 Expenses	\$ 25,000
Total Expenditures		\$ 9,257,968

Approved this 30th Day of November, 2020.

Signed:

Judy Gilmour, President

Matt Kellogg, Secretary

ORDINANCE #11-20-003
GENERAL FUND TAX LEVY ORDINANCE
OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE
FISCAL YEAR BEGINNING DECEMBER 1, 2020 AND ENDING
NOVEMBER 30, 2021

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

SECTION 1 That there is required to be raised by taxation, and that there is levied upon all taxable property within the territorial limits of said Kendall County Forest Preserve District for the fiscal year beginning December 1, 2020 and ending November 30, 2021, the total sum of SIX HUNDRED THIRTY FIVE THOUSAND SIX HUNDRED FORTY SIX dollars (\$635,646) as is provided:

Salaries - Full-Time	\$225,000
Salaries - Part-Time	\$200,000
Equipment	\$10,000
Fuel - Gas & Oil	\$10,000
Telephone	\$10,890
Electric	\$2,200
Gas	\$2,000
Publicity & Promotion	\$3,000
Newsletter	\$200
Supplies - Shop	\$3,000
Conferences	\$1,000
Audit	\$7,500
Refuse Pickup	\$5,000
Insurance	\$43,000
Medical Insurance	\$50,000
Preserve Improvements	\$5,500
Legal Publications	\$156
IMRF & SS	\$57,000
TOTAL	<u>\$635,446</u>

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

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

Approved this 30TH Day of November, 2020.

Signed:

Judy Gilmour, President

Matt Kellogg, Secretary

Kendall County Forest Preserve District
FY 20-21 Salary Schedule: Draft for Commission Discussion
17-Nov-20

Promotion - Revised Position Description

Department	FY 21 Budget Cost Centers	Employee Name	Full Time	Position Title	Date of Last Action or Date of Hire	Current Base Salary (Actual)	Hours of Employment	Proposed Salary Increase	Increase (%)	Effective Date	Salary Cost (26 Pay Periods)
Administration	1900115190	Austin, Rebecca	FT	HR, Acc. & Reservations Mgr. - Base Salary	Dec-19	\$45,162.44	1,950	\$1,955	3.00	1-Dec-20	\$46,518.44
Administration	1900115170	Austin, Rebecca	FT	HR, Acc. & Reservations Mgr. - Stipend	Dec-19	\$5,000.00	192.31 P/P	\$150	3.00	1-Dec-20	\$5,150.00
Administration	1900115170	Calkins, Lorraine	FT	Kendall County Deputy Administrator	Dec-17	\$5,620.00	\$485/mo stipend	\$0	0.00	1-Dec-20	\$5,620.00
Administration	1900115190	Guritz, David	FT	Executive Director - Base Salary	Dec-19	\$87,550.00	1,950	\$4,378	5.00	1-Dec-20	\$91,928.00
Administration	1900115170	Guritz, David	FT	Executive Director - Stipend	Aug-19	\$10,200.00	382.31 P/P	\$510	5.00	1-Dec-20	\$10,710.00
Admin: Env. Ed	1900115170; 19001176-3180 5190; 19001178-5190	Dombrowski, Emily	FT	Env. Education and Marketing Manager	Apr-20	\$35,853.00	1,950	\$1,794	5.00		\$37,657.00
Admin: Env. Ed, Grounds Maintenance	1900115190; 19001178-5190	Mack, Anthea	FT	Communications and Natural Res. Proj. Coord.	Dec-19	\$31,200.00	1,950	\$3,870.00	12.40	1-Dec-20	\$35,070.00
Admin: Env. Ed Nat. Res.	1900115190; 19001178-5190	Wencze, Stefanie	FT	Natural Beginnings and Special Projects Manager	Dec-19	\$17.00	1,950	\$0.75	4.41	1-Dec-20	\$44,612.50
Ellis House and Equestrian Center	19001169-1167 5190	Vick, Merrill	FT	Ellis House and Equestrian Center Manager	Dec-19	\$20.20	1,950	\$0.50	2.48	1-Dec-20	\$40,365
Grounds Maintenance	19001171-1174 5190	Tuchinbrock, Jay	FT	Grounds Supervisor & Resident	Dec-19	\$52,580.00	1,950	\$2,629	5.00	1-Dec-20	\$55,895
Grounds Maintenance	19001169 5190	Anderson, Jared	FT	Grounds Maintenance	Oct-19	\$52,000.00	1,950	\$0.00	2.50	1-Apr-21	\$52,000
Grounds Maintenance	19001169 5190	Luetlich, Aush	FT	Grounds Maintenance	Oct-19	\$32,000.00	1,950	\$0.00	2.50	1-Apr-21	\$32,000
Grounds Maintenance	19001171-1174 5190	Neill, Douglas	FT	Grounds Maintenance - Hooper	Feb-20	\$31,500.00	1,950	\$788	2.50	1-Dec-20	\$32,288

Department	FY 21 Budget Cost Centers	Employee Name	Part Time	Position Title	Date of Last Action or Date of Hire	Current Base Salary (Actual)	Hours of Employment	Proposed Salary Increase	Increase (%)	Effective Date	Salary Cost (26 Pay Periods)
Ellis House and Equestrian Center	19001169-1167 51160	Champney, Cara	PT	Equestrian Instructor	Aug-20	\$10.50	100	\$0.50	4.76	1-Dec-20	\$1,100
Ellis House and Equestrian Center	19001169-1167 51160	Chellno, Grace	PT	Equestrian Program Coordinator Assistant	May-20	\$12.00	1,450	\$1.00	8.33	1-Dec-20	\$18,850
Ellis House and Equestrian Center	19001169-1167 51160	Cree, Sha	PT	Equestrian Instructor	Aug-19	\$10.50	350	\$0.50	4.76	1-Dec-20	\$3,850
Ellis House and Equestrian Center	19001169-1167 51160	Dunlow, Ohia	PT	Equestrian Instructor	Jul-20	\$10.25	100	\$0.75	7.32	1-Dec-20	\$1,100
Ellis House and Equestrian Center	19001169-1167 51160	Dugan, Brooks	PT	Equestrian Instructor	Dec-19	\$10.05	200	\$0.95	9.45	1-Dec-20	\$2,200
Ellis House and Equestrian Center	19001169-1167 51160	Fenick, Jodie	PT	Equestrian Instructor	Feb-20	\$10.75	100	\$0.75	6.98	1-Dec-20	\$1,150
Ellis House and Equestrian Center	19001169-1167 51160	Franjevic, Teresa	PT	Equestrian Instructor	Oct-20	\$10.00	100	\$1.00	10.00	1-Dec-20	\$1,100
Ellis House and Equestrian Center	19001169-1167 51160	Hubert, Kaitan	PT	Equestrian Instructor	Dec-19	\$11.50	100	\$0.50	4.42	1-Dec-20	\$1,180
Ellis House and Equestrian Center	19001169-1167 51160	Manuela, Abigail	PT	Equestrian Instructor	Dec-19	\$10.55	200	\$1.00	9.48	1-Dec-20	\$2,510
Ellis House and Equestrian Center	19001169-1167 51160	Mondrals, Allandra	PT	Equestrian Instructor	Dec-19	\$10.75	100	\$0.25	2.33	1-Dec-20	\$1,100
Ellis House and Equestrian Center	19001169-1167 51160	Mondrals, Kris	PT	Ellis Equestrian Center Program Coordinator	May-20	\$14.00	1,450	\$1.00	7.14	1-Dec-20	\$21,750

Department	PT 21 Budget Cost Centers	Employee Name	Part Time	Position Title	Date of Last Action or Date of Hire	Current Base Salary (Actual)	Hours of Employment	Proposed Salary Increase	Increase (%)	Effective Date	Salary Cost (as per method)
Elis House and Equestrian Center	19001169-1162-51160	OPEN	PT	Elis H&EC Seasonal	Apr-21	\$11.00	400	\$0.00	0.00	1-Dec-20	\$4,400
Elis House and Equestrian Center	19001169-1162-51160	OPEN	PT	Elis H&EC Seasonal	Apr-21	\$11.00	400	\$0.00	0.00	1-Dec-20	\$4,400
Elis House and Equestrian Center	19001169-1167-51160	Owens, Annabelle	PT	Equestrian Instructor	Oct-20	\$10.00	200	\$1.00	10.00	1-Dec-20	\$2,200
Elis House and Equestrian Center	19001169-1167-51160	Preitz, Shannon	PT	Elis Caretaker	Dec-19	\$10.00	200	\$1.00	10.00	1-Dec-20	\$2,200
Elis House and Equestrian Center	19001169-1167-51160	Selms, Michelle	PT	Equestrian Instructor	Dec-19	\$11.30	200	\$0.50	4.42	1-Dec-20	\$2,260
Elis House and Equestrian Center	19001169-1167-51160	Sommers, Irene	PT	Equestrian Instructor	Dec-19	\$10.00	100	\$1.00	10.00	1-Dec-20	\$1,100
Elis House and Equestrian Center	19001169-1167-51160	Weis, Kristine	PT	Equestrian Instructor	Dec-19	\$11.25	75	\$0.30	2.67	1-Dec-20	\$666
Elis House and Equestrian Center	19001169-1169-51160	Webb, Rachel	PT	Events and Facility Attendant	Dec-19	\$11.75	100	\$0.50	4.26	1-Dec-20	\$1,225
Elis House and Equestrian Center	19001169-1169-51160	White, Dwayne	PT	Events and Facility Attendant	Dec-19	\$11.00	146	\$0.50	4.55	1-Dec-20	\$1,679
Environmental Education	19001176-1181-51160	Adams, Kimberly	PT	Env. Educ Instructor	Dec-19	\$13.40	1,444	\$0.50	3.73	1-Dec-20	\$30,072
Environmental Education	19001178-51160	Barnell, Kathleen	PT	Natural Beginnings Lead	Dec-19	\$13.00	555	\$0.50	3.8	1-Dec-20	\$7,493
Environmental Education	19001178-51160	Brauning, Tina	PT	Natural Beginnings Lead	Dec-19	\$13.50	1,020	\$0.50	3.7	1-Dec-20	\$14,280
Environmental Education	19001176-1181-51160	Carlson, Adam	PT	Env. Educ Instructor	Feb-20	\$13.25	50	\$0.00	0.00	1-Dec-20	\$663
Environmental Education	19001176-1181-51160	Chavez-Mesa, Esther	PT	Env. Educ Instructor	Oct-20	\$13.00	200	\$0.25	1.92	1-Dec-20	\$2,613
Environmental Education	19001178-51160	Collins, Jennie	PT	Natural Beginnings Lead	Dec-19	\$12.50	555	\$1.00	8.0	1-Dec-20	\$7,489
Environmental Education	19001178-51160	Margaret, Tiffany	PT	Natural Beginnings Aide	Nov-19	\$11.00	296	\$0.50	4.5	1-Dec-20	\$3,404
Environmental Education	19001176-1181-51160	Quill, Michael	PT	Env. Educ Instructor	Dec-19	\$13.20	50	\$0.00	0.00	1-Dec-20	\$660
Environmental Education	19001178-51160	Voshburgh, Jessica	PT	Natural Beginnings Lead	Dec-19	\$13.50	1,020	\$0.50	3.7	1-Dec-20	\$14,280
Environmental Education	19001176-1181-51160	Camp Instructors (700)	PT	Summer Camp Counselor (6)	May-21	\$11.25	720	\$0.00	0.00	1-Dec-20	\$8,100
Grounds Maintenance	19001183-51160	Johnson, Craig	PT	Grounds Maintenance	Dec-19	\$13.85	580	\$0.35	2.50	1-Dec-20	\$8,120
Grounds Maintenance	19001171-1174-51160	Koehler, Frank	PT	Grounds Maintenance - Hoover	Dec-19	\$10.50	1,225	\$0.75	7.14	1-Dec-20	\$13,781
Grounds Maintenance	19001171-1174-51160	Meyer, Jim	PT	Grounds Maintenance - Hoover	Dec-19	\$11.05	300	\$0.50	4.52	1-Dec-20	\$3,465
Grounds Maintenance	19001183-51160	Olsen, Kim	PT	Natural Resources Manager	Feb-19	\$95.00	160	\$0.00	0.00	1-Dec-20	\$5,600
Grounds Maintenance	19001183-51160	OPEN	PT	Grounds Maintenance	Dec-20	\$11.00	1,475	\$0.00	0.00	1-Dec-20	\$16,225
Grounds Maintenance	19001183-51160	OPEN	PT	Grounds Maintenance	Dec-20	\$11.00	500	\$0.00	0.00	1-Dec-20	\$4,125
Grounds Maintenance	19001171-1174-51160	OPEN	PT	Grounds Maintenance	Dec-20	\$11.00	500	\$0.00	0.00	1-Dec-20	\$5,500
Grounds Maintenance	19001171-1174-51160	OPEN	PT	Grounds Maintenance - Hoover	Dec-20	\$11.00	460	\$0.00	0.00	1-Dec-20	\$5,060
Grounds Maintenance	19001171-1174-51160	OPEN	PT	Grounds Maintenance - Hoover	Dec-20	\$11.00	1,475	\$0.00	0.00	1-Dec-20	\$16,225
Grounds Maintenance	19001171-1174-51160	Smith, Stephen	PT	Grounds Maintenance - Hoover	Dec-19	\$10.75	1,225	\$0.75	6.98	1-Dec-20	\$14,088
Grounds Maintenance	19001183-51160	Winters, Doug	PT	Grounds Maintenance Seasonal	Apr-21	\$11.00	750	\$0.00	0.00	1-Dec-20	\$8,250

All meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings will be held in the Kendall County Historic Courthouse - 110 W. Madison Street Yorkville IL 60560 - 3RD Floor Court Room due to Kendall County Admin. Building Renovations through May 2021.

Beginning June 2021, all meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings will be held in the Kendall County Board Room located at 111 W. Fox Street - Second Floor Board Room - Yorkville, IL 60560

The regular meeting dates for Kendall County Forest Preserve District Commission meetings are the first and third Tuesdays of each calendar month.

5-Jan-21	6:00 PM	6-Jul-21	6:00 PM
19-Jan-21	9:00 AM	20-Jul-21	9:00 AM
2-Feb-21	6:00 PM	3-Aug-21	6:00 PM
16-Feb-21	9:00 AM	17-Aug-21	9:00 AM
2-Mar-21	6:00 PM	7-Sep-21	6:00 PM
16-Mar-21	9:00 AM	21-Sep-21	9:00 AM
6-Apr-21	6:00 PM	5-Oct-21	6:00 PM
20-Apr-21	9:00 AM	19-Oct-21	9:00 AM
4-May-21	6:00 PM	2-Nov-21	6:00 PM
18-May-21	9:00 AM	16-Nov-21	9:00 AM
1-Jun-21	6:00 PM	7-Dec-21	6:00 PM
15-Jun-21	9:00 AM	21-Dec-21	9:00 AM

The regular meeting date for the Kendall County Forest Preserve District Committee of the Whole meeting is the first Tuesday following the first Commission meeting of each calendar month.

12-Jan-21	4:30 PM	13-Jul-21	4:30 PM
9-Feb-21	4:30 PM	10-Aug-21	4:30 PM
9-Mar-21	4:30 PM	14-Sep-21	4:30 PM
13-Apr-21	4:30 PM	12-Oct-21	4:30 PM
11-May-21	4:30 PM	9-Nov-21	4:30 PM
8-Jun-21	4:30 PM	14-Dec-21	4:30 PM

The regular meeting date for the Kendall County Forest Preserve District Finance Committee meetings are the first Thursday in the week following the second Commission meeting.

28-Jan-21	6:00 PM	29-Jul-21	6:00 PM
25-Feb-21	6:00 PM	26-Aug-21	6:00 PM
25-Mar-21	6:00 PM	30-Sep-21	6:00 PM
29-Apr-21	6:00 PM	28-Oct-21	6:00 PM
27-May-21	6:00 PM		
24-Jun-21	6:00 PM	30-Dec-21	6:00 PM

Thanksgiving Day Holiday - No Meeting

The regular meeting date for the Kendall County Forest Preserve District Operations Committee is the first Wednesday of each calendar month.

6-Jan-21	6:00 PM	7-Jul-21	6:00 PM
3-Feb-21	6:00 PM	4-Aug-21	6:00 PM
3-Mar-21	6:00 PM	1-Sep-21	6:00 PM
7-Apr-21	6:00 PM	16-Oct-21	6:00 PM
5-May-21	6:00 PM	9-Nov-21	6:00 PM
2-Jun-21	6:00 PM		No Meeting

New Year's Day	Friday	1-Jan-21
Martin Luther King, Jr. Day	Monday	18-Jan-21
Lincoln's Birthday	Friday	12-Feb-21
Washington's Birthday	Monday	15-Feb-21
Spring Holiday	Friday	2-Apr-21
Memorial Day	Monday	31-May-21
Independence Day	Monday	5-Jul-21
Labor Day	Monday	6-Sep-21
Columbus Day (Observed)	Monday	11-Oct-21
Veteran's Day	Thursday	11-Nov-21
Thanksgiving Day	Thursday	25-Nov-21
Day Following Thanksgiving Day	Friday	26-Nov-21
Christmas Day	Friday	24-Dec-21

To: Kendall County Committee of the Whole
From: David Guritz, Executive Director
RE: FY19 OSLAD Grant – Pickerill-Pigott Forest Preserve Entry Gate Proposal
Date: November 17, 2020

The District received pricing for D. Construction to complete the following improvements at Pickerill-Pigott Forest Preserve:

Entry Gate = \$8,200.00
Entry Sign = \$4,600.00

Total: \$12,800.00

The cost for fabrication and installation of the Pickerill-Pigott Forest Preserve entry gate (proposal attached) received from O'Malley Welding and Fabricating, Inc. of Yorkville is \$4,300.00. This price does not include excavating and concrete work.

The cost for fabrication of the Pickerill-Pigott Forest Preserve entry sign is \$437.64, excluding posts and hardware.

The total approved expenditures for the Pickerill-Pigott Phase I OSLAD Project currently stands at \$633,144.84. The project budget is \$633,000.00 (\$316,500 OSLAD grant / \$316,500 District match).

In order to conserve District capital funds, District staff recommends contracting directly to complete the entry gate and signs in order to save an estimated \$7,500.00 over the D. Construction quote.

District Grounds Maintenance staff will complete the site preparation, excavation and concrete work to support completion of both elements in spring 2021.

Following approval, FY21 capital budgets will be adjusted accordingly.

Recommendation:

Consider a motion to approve the O'Malley Welding and Fabricating, Inc. proposal for fabrication and installation of the Pickerill-Pigott Forest Preserve entry gate in the amount of \$4,300.00.

O'Malley Welding and Fabricating, Inc.

1209 Badger St
 Yorkville IL 60560
 630-553-1604

QUOTE

DATE	QUOTE NO.
11/16/2020	1118

NAME / ADDRESS
Kendall County Forest Preserve 110 W Madison ST Yorkville, IL 60560

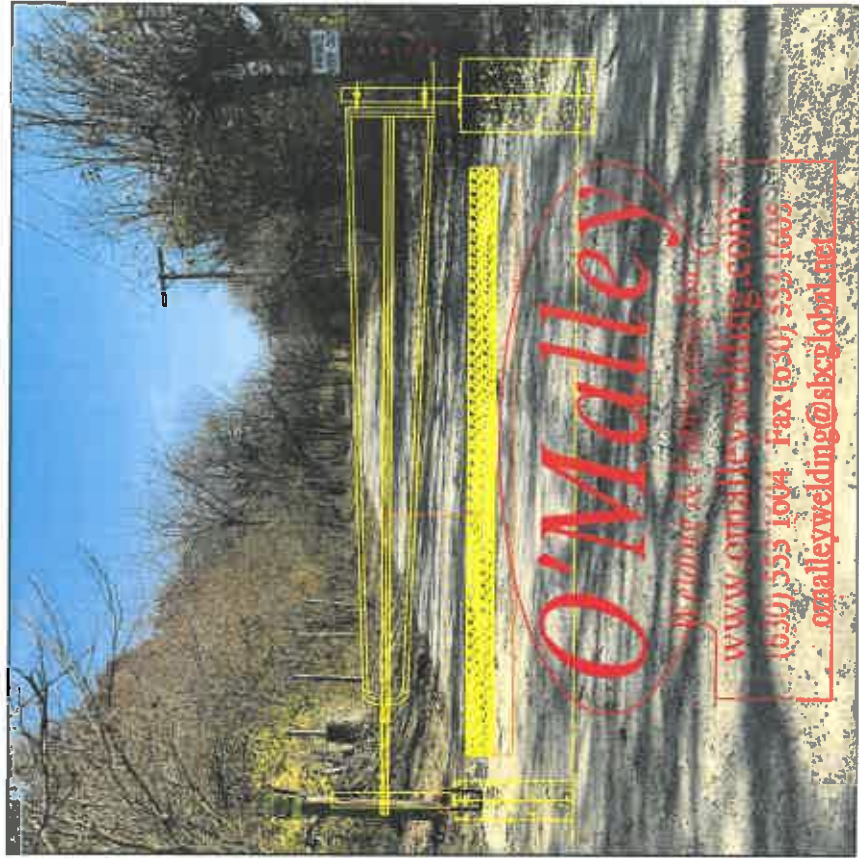
Ship To
Gate for Pickerell Pigott #737

P.O. NO.	TERMS
	Net 30

DESCRIPTION	QTY	COST	TOTAL
Misc fabrication: Provide material, labor and equipment required to lay out, fabricate, deliver to galvanizer, deliver and install at job site 1 gate , approx 24' long Excavating and concrete piers by others, Provide setting plate and anchor bolts for the main pier for install by others Install the anchors for the keeper posts		4,300.00	4,300.00

Sales Tax (8.25%)	\$0.00
TOTAL	\$4,300.00

Fax #
630-553-1605



O'Malley
Welding & Fabricating Inc.
www.omalleywelding.com
(630) 533 1604 Fax (630) 533 1605
omalleywelding@bcgglobal.net

