

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA**

**MONDAY, NOVEMBER 30, 2020
6:00 P.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 Commission Meeting Minutes of November 4, 2020 and November 17, 2020
- VIII. *Approval of Claims in the Amount of \$15,887.64

OLD BUSINESS

- IX. ***ORDINANCE #11-20-001** Amending the Combined Budget and Appropriation Ordinance #11-19-001 Increasing the Fund 1900 Budgeted Expenditures for Operations from \$1,164,580 to \$1,177,582
- X. ***ORDINANCE #11-20-002**: Approval of the Combined Annual Budget and Appropriations Ordinance Setting Forth the Annual Budget of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2020 and Ending November 30, 2021 for an Amount Not-to-Exceed \$9,206,839
- XI. ***ORDINANCE #11-20-003**: Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2020 and Ending November 30, 2021 for an Amount Not-to-Exceed \$635,646.00
- XII. ***MOTION**: Approval of a Revised Position Description for the District's Environmental Education Programs and Marketing Manager
- XIII. ***MOTION**: Approval of a Revised Position Description for the District's Communications and Natural Resources Projects Coordinator
- XIV. ***MOTION**: Approval of a Revised Position Description for the District's Natural Beginnings Program and Special Projects Manager
- XV. ***MOTION**: Approval of the KCFPD FY21 Organizational Chart
- XVI. ***MOTION**: Approval of the Kendall County Forest Preserve District Employee Salary Schedule for December 1, 2020 through November 30, 2021, which Includes an Aggregate Sum for Scheduled Increases for a Total Amount Not-to-Exceed \$27,998.34

NEW BUSINESS

- XVII. Other Items of Business
 - Cancellation of the December 8, 2020 Committee of the Whole Meeting at 4:30 pm
- XVIII. Public Comments
- XIX. Executive Session
- XX. 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](#)

[Click here to join the meeting](#)

Or call in (audio only)

[+1 309-248-0701..260604907#](#) United States, Rock Island

Phone Conference ID: 260 604 907#

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

NOVEMBER 4, 2020

I. Call to Order

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Historic Courthouse - 3rd Floor Courtroom.

II. Pledge of Allegiance

The Pledge of Allegiance was recited at the start of the Kendall County Board meeting.

III. Invocation

Commissioner Prochaska offered an invocation at the start of the Kendall County Board meeting.

IV. Roll Call

X	Cesich	X	Gryder
X	Flowers	X	Hendrix
X	Gengler	X	Kellogg
X	Giles	X	Prochaska
X	Gilmour	X	Vickers

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

V. Approval of Agenda

Commissioner Hendrix made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

VI. Public Comment

No public comments were offered from citizens in attendance.

CONSENT AGENDA

VII. Approval of Minutes

- Kendall County Forest Preserve District Operations Committee meeting of October 7, 2020
- Kendall County Forest Preserve District Committee of the Whole meeting of October 13, 2020
- Kendall County Forest Preserve District Commission meeting of October 20, 2020

Director Guritz presented minutes for approval from the Kendall County Forest Preserve District's Operations Committee meeting of October 7, 2020; the Kendall County Forest Preserve District

Committee of the Whole meeting of October 13, 2020; and the Kendall County Forest Preserve District Commission meeting of October 20, 2020.

VIII. Approval of Claims in the Amount of \$46,554.51

Commissioner Flowers made a motion to approve the consent agenda. Seconded by Commissioner Gryder.

Motion: Commissioner Flowers					
Second: Commissioner Gryder					
Roll call: Consent Agenda					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

OLD BUSINESS

No items posted for consideration.

NEW BUSINESS

IX. MOTION: Approval of a Proposal from Tarp Supply, Inc. of Lombard, Illinois for the Purchase of (12) Clear PVC Vinyl Tarps with Grommets in the Amount of \$2,609.74 for Construction of (2) Outdoor Educational Program Warming Shelter Areas at Hoover Forest Preserve

Emily Shanahan, Environmental Education Program Manager, presented a proposal from Tarp Supply, Inc. of Lombard, Illinois.

Commissioner Gryder made a motion to approve a proposal from Tarp Supply, Inc. of Lombard, Illinois for the purchase of (12) clear PVC vinyl tarps with grommets in the amount of \$2,609.74 for construction of (2) outdoor educational program warming shelter areas at Hoover Forest Preserve. Seconded by Commissioner Prochaska.

Motion: Commissioner Gryder					
Second: Commissioner Prochaska					
Roll call: Tarp Supply, Inc.					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

X. MOTION: Approval of Grant Agreement #8133 with the Illinois Clean Energy Community Foundation for Completion of a Land Acquisition Project in the Reservation Woods Acquisition Area, Including Acceptance of \$136,640.00 In Foundation Funds for Land Purchase (80%) and \$10,000.00 for a Post-Acquisition Restoration Project

Director Guritz presented grant agreement #8133 with the Illinois Clean Energy Community Foundation.

Commissioner Hendrix made a motion to approve grant agreement #8133 with the Illinois Clean Energy Community Foundation for completion of a land acquisition project in the Reservation Woods acquisition area, including acceptance of \$136,640.00 In Foundation Funds for land purchase (80%) and \$10,000.00 for a post-acquisition restoration project. Seconded by Commissioner Flowers.

Motion: Commissioner Hendrix					
Second: Commissioner Flowers					
Roll call: Grant Agreement #8133					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

XI. MOTION: Approval of the Kendall County Forest Preserve District FY21 Preliminary Operating Fund, Capital Fund, and Debt-Service Fund Budget for Publication Purposes

Director Guritz presented the Kendall County Forest Preserve District FY21 preliminary Operating Fund, Capital Fund, and Debt-Service Fund budgets for publication purposes.

Commissioner Hendrix made a motion to approve the Kendall County Forest Preserve District FY21 preliminary Operating Fund, Capital Fund, and Debt-Service Fund budget for publication purposes. Seconded by Commissioner Flowers.

Commission discussed the FY21 preliminary budgets.

Motion: Commissioner Hendrix
 Second: Commissioner Flowers
Roll call: FY21 Preliminary Budget for Publication Purposes

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

Motion carried by a vote of 8:2.

XII. MOTION: Approval of an Insurance Policy Renewal Proposal from the Illinois Counties Risk Management Trust for District Liability and Workers Compensation Insurance Coverage for 12/1/2020 through 12/01/2021 in the amount of \$58,007.00

Director Guritz presented the insurance policy renewal proposal from ICRMT.

Commissioner Hendrix made a motion to approve an insurance policy renewal proposal from the Illinois Counties Risk Management Trust for District Liability and Workers Compensation insurance coverage for 12/1/2020 through 12/1/2021 in the amount of \$58,007.00. Seconded by Commissioner Prochaska.

Motion: Commissioner Hendrix
 Second: Commissioner Prochaska
Roll call: ICRMT

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

Motion unanimously approved.

XIII. Other Items of Business

- Draft FY21 Levy Ordinance, and Draft FY21 Combined Budget and Appropriations Ordinance

Draft ordinances were presented for review.

XIV. Public Comments

No public comments were offered from citizens in attendance.

XV. Adjournment

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Meeting adjourned at 6:28 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
NOVEMBER 17, 2020**

I. Call to Order

President Gilmour called the meeting to order at 10:06 am in the Kendall County Historic Courthouse – 3rd Floor Courtroom.

II. Pledge of Allegiance

The Pledge of Allegiance was recited at the start of the Kendall County Board meeting.

III. Invocation

Commissioner Prochaska offered an invocation at the start of the Kendall County Board meeting.

IV. Roll Call

X	Cesich	X	Gryder
X	Flowers	X	Hendrix
X	Gengler	X	Kellogg
	Giles	X	Prochaska
X	Gilmour	X	Vickers

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

V. Approval of Agenda

Commissioner Cesich made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Motion: Commissioner Cesich					
Second: Commissioner Flowers					
Roll call: Approval of Agenda					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

VI. Public Comments

No public comments were offered from citizens in attendance.

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**
Director Guritz presented minutes for approval from the Kendall County Forest Preserve District Planning and Advisory Committee meeting of October 27, 2020, and the 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 (1750 per 8-hour day for 8 days plus Calculated Herbicide Costs)

Commissioner Prochaska made a motion to approve the Consent Agenda. Seconded by Commissioner Flowers.

Motion: Commissioner Prochaska

Second: Commissioner Flowers

Roll call: Consent Agenda

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

Motion unanimously approved.

OLD BUSINESS

No items posted for consideration.

NEW BUSINESS

X. MOTION: Approval of the Kendall County Forest Preserve District’s 2020-2025 5-Year Plan

Director Guritz presented the Kendall County Forest Preserve District’s 2020-2025 5-Year Plan.

Commissioner Prochaska presented an overview of the Planning and Advisory Committee’s work efforts and final plan overview, thanking the Committee members for their service.

President Gilmour thanked participating District staff members.

Commissioner Prochaska made a motion to approve the Kendall County Forest Preserve District’s 2020-2025 5-Year Plan. Seconded by Commissioner Cesich.

Motion: Commissioner Prochaska Second: Commissioner Cesich <p style="text-align: center;">Roll call: 5-Year Plan</p>					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

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**

Director Guritz presented the FY20 proposed budget amendment.

Commission discussed Ordinance #11-20-001 amending Ordinance #11-19-001.

XII. FY21 Organizational Chart and Updated Position Descriptions

Director Guritz presented the proposed FY21 Organizational Chart and updated position descriptions for the Environmental Education and Marketing Manager position, Communications and Natural Resources Projects Coordinator, and the Natural Beginnings and Special Projects Manager position for review.

XIII. FY21 Updated Preliminary Budget – Review and Discussion

- **Ordinance #11-20-002 FY21 Combined Appropriations and Budget Ordinance 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**

Director Guritz presented the FY21 updated preliminary budget for review and discussion, draft budget ordinances, and recommended salary increases spreadsheet.

Commission reviewed the preliminary budgets, directing staff to examine revenue assumptions for the equestrian center lessons program, facility and venue rentals, and salary schedule, make the necessary adjustments, and present a final budget at a Special Commission meeting to be held on November 30, 2020.

XIV. MOTION: Approval of the CY2021 Regular Meetings and Holiday Schedule

Director Guritz presented the CY2021 regular meetings and holiday schedule.

Commissioner Kellogg made a motion to approve the CY2021 regular meeting and holiday schedule. Seconded by Commissioner Prochaska.

Motion: Commissioner Kellogg
Second: Commissioner Prochaska

Roll call: CY2021 Meetings and Holiday Schedule

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

Motion unanimously approved.

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

Director Guritz presented 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.

Commissioner Kellogg made a motion to approve the 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. Seconded by Commissioner Prochaska.

Motion: Commissioner Kellogg					
Second: Commissioner Prochaska					
Roll call: O'Malley Welding and Fabricating					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
X		Flowers	X		Hendrix
X		Gengler	X		Kellogg
		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

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

No public comments were offered from citizens in attendance.

XVIII. Executive Session

None.

XIX. Adjournment

DRAFT FOR COMMISSION APPROVAL: 11-30-2020

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Cesich.

Roll call: Commissioners Cesich, Flowers, Gengler, Gryder, Hendrix, Kellogg, Prochaska, Vickers and Gilmour, aye. Opposed, none.

Motion: Commissioner Prochaska

Second: Commissioner Cesich

Roll call: Adjournment

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

Motion unanimously approved.

Meeting adjourned at 11:03 am.

Respectfully submitted,

David Guritz

Director, Kendall County Forest Preserve District

Claims Listing

11/25/2020 11:23:08 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	541	FIRST NATIONAL BANK OF OMAHA	M Vick 11/20	Ellis Supplies	19001161	68580 Grounds and Maintenance	\$249.19
						Sub-Total	\$249.19
					Ellis Barn	Total	\$249.19
Ellis Birthday Parties	3012	SUNRISE CENTER NORTH	Heidi	Reimbursement - Vet Care - Heidi	19001165	63020 Vet & Farrier	\$125.00
						Sub-Total	\$125.00
					Ellis Birthday Parties	Total	\$125.00
Ellis Camps	3012	SUNRISE CENTER NORTH	Heidi	Reimbursement - Vet Care - Heidi	19001163	63020 Vet & Farrier	\$125.00
						Sub-Total	\$125.00
					Ellis Camps	Total	\$255.00
Ellis House	2795	MARY CONROY	EL-Pony	Pony Camp Refund	19001163	63040 Security Deposit Refund	\$130.00
						Sub-Total	\$130.00
					Ellis Camps	Total	\$255.00
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	M Vick 11/20	Ellis Supplies	19001160	62000 Office Supplies	\$134.71
						Sub-Total	\$134.71
						Sub-Total	\$134.71

Ellis House	2047	COMED	9361548011 - 11/20	Ellis House	19001160 62270	Utilities	\$320.28
						Sub-Total	\$320.28
Ellis Riding Lessons					Ellis House	Total	\$454.99
	541	FIRST NATIONAL BANK OF OMAHA	D Guritz - 11/20	Misc Invoices	19001164 63000	Animal Care & Supplies	\$767.80
						Sub-Total	\$767.80
	3012	SUNRISE CENTER NORTH	Heidi	Reimbursement - Vet Care - Heidi	19001164 63020	Vet & Farrier	\$250.00
						Sub-Total	\$250.00
Ellis Weddings					Ellis Riding Lessons	Total	\$1,017.80
	541	FIRST NATIONAL BANK OF OMAHA	D Guritz - 11/20	Misc Invoices	19001168 63070	Refuse Pickup	\$147.01
						Sub-Total	\$147.01
Environ. Educ. Laws of Nature					Ellis Weddings	Total	\$147.01
	541	FIRST NATIONAL BANK OF OMAHA	E Shanahan cc 11/20	Env Educ Supplies	19001180 63030	Program Supplies	\$37.48
						Sub-Total	\$37.48
					Environ. Educ. Laws of Nature	Total	\$37.48

Environ. Educ. Other Pblic Prg	541	FIRST NATIONAL BANK OF OMAHA	E Shanahan cc 11/20	Env Educ Supplies	19001179 63030	Program Supplies	\$137.51
						Sub-Total	\$137.51
					Environ. Educ. Other Pblic Prg	Total	\$137.51
Environmental Educ. Natr'l Beg.	1871	JESSICA VOSBURGH	Nat'l Beg 11-20	Natural Beginnings Supplies	19001178 63030	Program Supplies	\$51.59
						Sub-Total	\$51.59
					Environmental Educ. Natr'l Beg.	Total	\$51.59
Forest Preserve Director	541	FIRST NATIONAL BANK OF OMAHA	D Guritz - 11/20	Misc Invoices	190011 62000	Office Supplies	\$94.73
	1192	KONICA MINOLTA	36701012F	Konica Lease for November 2020	190011 62000	Office Supplies	\$203.01
	1192	KONICA MINOLTA	9007279625F	Konica Clicks 10/13- 11/12/20	190011 62000	Office Supplies	\$288.97
	1323	MENARDS	728	COVID 19	190011 62000	Office Supplies	\$270.21
	1323	MENARDS	814	Harris - COVID 19	190011 62000	Office Supplies	\$25.79
	3011	KELLY MOORE CUSTOM SEWING	100125	Face Masks	190011 62000	Office Supplies	\$50.00
						Sub-Total	\$932.71
	541	FIRST NATIONAL BANK OF OMAHA	E Shanahan cc 11/20	Env Educ Supplies	190011 62030	Dues	\$100.00
						Sub-Total	\$100.00

**Forest Preserve
Director**

67	AMEREN IP	2786444006-11/20	Millbrook South	190011 63510	Electric	\$154.80
2047	COMED	1123166102-11/20	Jay Woods	190011 63510	Electric	\$24.82
2047	COMED	9361578000-11/20	Baker Woods	190011 63510	Electric	\$19.10
				Sub-Total		\$198.72
401	D CONSTRUCTION INC	Pickerill-Final	Pickerill - Final	190511 66500	Miscellaneous Expense	\$876.49
1827	UPLAND DESIGN LTD	19-737-09	Pickerill	190511 66500	Miscellaneous Expense	\$5,151.45
				Sub-Total		\$6,027.94
541	FIRST NATIONAL BANK OF OMAHA	D Guritz - 11/20	Misc Invoices	190011 68430	Marketing / Publicity	\$115.03
				Sub-Total		\$115.03
928	INNOVATIVE UNDERGROUND, LLC	1600	Subat - Pipe - Sinkhole	190111 68530	Preserve Improvements	\$2,700.00
				Sub-Total		\$2,700.00
				Total		\$10,074.40
				Forest Preserve Director		
1323	MENARDS	893	Harris Supplies	19001183 62160	Equipment	\$169.99
				Sub-Total		\$169.99
3010	JEANNIE LELAND	20-00098	Shelter Refund	19001183 63040	Security Deposit Refund	\$75.00
				Sub-Total		\$75.00

**Grounds and Natural
Resources**

Grounds and Natural Resources

541	FIRST NATIONAL BANK OF OMAHA	D Gurtiz - 11/20	Misc Invoices	19001183	63070	Refuse Pickup	\$314.75
1655	SERVICE SANITATION, INC	8055798-799	Portable Restrooms	19001183	63070	Refuse Pickup	\$204.00
						Sub-Total	\$518.75
1452	NICOR	8566261012-11/20	Millbrook South	19001183	63090	Natural Gas	\$127.72
1452	NICOR	879461100-11/20	Harris	19001183	63090	Natural Gas	\$129.66
						Sub-Total	\$257.38
1323	MENARDS	181	Harris Supplies	19001183	63110	Shop Supplies	\$73.25
1323	MENARDS	713	Harris Supplies	19001183	63110	Shop Supplies	\$27.72
1323	MENARDS	814-1	Harris - Hoover Supplies	19001183	63110	Shop Supplies	\$125.42
1323	MENARDS	893	Harris Supplies	19001183	63110	Shop Supplies	\$38.31
1323	MENARDS	99922	Harris - Shop Supplies	19001183	63110	Shop Supplies	\$45.30
						Sub-Total	\$311.00
				Grounds and Natural Resources		Total	\$1,332.12
2984	MAGGIE ELLIOTT	20-00131	ML Sec Dep & Fee Refund - COVID 19	19001171	63040	Security Deposit Refund	\$307.50
2985	ROBERT SEARLE	20-00105	Meadowhawk Sec Dep - Wedding	19001171	63040	Security Deposit Refund	\$900.00
3002	MELISSA NOWAK	20-00136	Shelter 4 - Refund - COVID 19	19001171	63040	Security Deposit Refund	\$75.00

Hoover

Hoover

1452	NICOR	2282708302-11/20	Hoover Shop	19001171 63090	Natural Gas	\$52.24
1452	NICOR	2333669829-11/20	Hoover Rookery	19001171 63090	Natural Gas	\$85.84
1452	NICOR	2823529973-11/20	Moonseed	19001171 63090	Natural Gas	\$58.48
1452	NICOR	3083103489-11/20	Kingfisher	19001171 63090	Natural Gas	\$57.04
1452	NICOR	5098019712-11/20	Meadowhawk	19001171 63090	Natural Gas	\$46.99
1452	NICOR	7238937412-11/20	Hoover House	19001171 63090	Natural Gas	\$43.30
1452	NICOR	8855140114-11/20	Hoover Maint Bldg	19001171 63090	Natural Gas	\$68.43
Sub-Total						\$412.32
1323	MENARDS	728-1	Hoover Supplies	19001171 63110	Shop Supplies	\$19.97
1820	UNIQUE PRODUCTS & SERVICE	401610-1	Hoover Supplies	19001171 63110	Shop Supplies	\$56.92
Sub-Total						\$76.89
1323	MENARDS	728-1	Hoover Supplies	19001171 63120	Building Maintenance	\$37.93
1323	MENARDS	814-1	Harris - Hoover Supplies	19001171 63120	Building Maintenance	\$7.99
Sub-Total						\$45.92
413	DEKANE EQUIPMENT CORP	IA74760	Hoover-Oil, Filters	19001171 68580	Grounds and Maintenance	\$158.84

Hoover	1323	MENARDS	728-1	Hoover Supplies	19001171	68580	Grounds and Maintenance	\$29.08
							<i>Sub-Total</i>	\$187.92
							Hoover Total	\$2,005.55
							Grand Total	\$15,887.64

**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

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, 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	Pickens-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	4,260,973	8,369,024
Estimated Expenditure & Transfers Out	1,180,293	-	407,075	2,228,130	375,228	611,151	221,475	180,000	25,000	127,983	4,084,116	9,440,451
Estimated Ending Balance November 30, 2020	\$ 369,915	\$ 888,660	\$ 926,223	\$ -	\$ 202,494	\$ -	\$ -	\$ -	\$ 25,000	\$ 40,000	\$ 4,237,176	\$ 6,689,468

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	Pickens-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

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, 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	\$ 1,180,293
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	Pickersill-Piggott Phase I OS/AD 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 Crepland Conversion Project Fund Expenditures	\$ 180,000
955-2-000-XXXX	Liability Fund Expenditures	\$ 25,000
956-2-000-XXXX	Land Cash Fund Expenditures	\$ 127,963
960-2-000-1100	Current Tax - FP Debt 2007/2015/2016/2017 Refunding Bond Exp.	\$ 4,084,116
	Total Receipts	\$ 9,440,451

Approved this 30th Day of November, 2020.

Signed:

Judy Gilmour, President

Matt Kellogg, Secretary

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
Estimated Beginning Balance December 1, 2020	\$ 223,713	\$ 569,993	\$ 924,379	\$ 4,221,473	\$ 886,597	\$ (133,172)	\$ 381,987	\$ -	\$ -	\$ -	\$ 157,514	\$ 50,000	\$ 7,282,484
Estimated Revenue & Transfers In	1,201,475	200	493,800	4,606,388	6,715	158,250	2,875	1,919,376	221,475	30,000	32,000	-	8,610,554
Estimated Expenditure & Transfers Out	1,197,260	570,193	415,825	4,188,256	40,000	25,078	384,862	1,919,376	221,475	30,000	189,514	25,000	9,206,839
Estimated Ending Balance November 30, 2021	\$ 227,928	\$ -	\$ 940,354	\$ 4,639,605	\$ 853,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 6,686,199

Estimated Receipts:

190011 41010-42900	FY21 Operating Fund #1900 Receipts	\$ 1,201,475
190111 40330-43440	FY21 2007 Bond Proceeds Capital Fund #1901 Receipts	\$ 200
190211 41010-41350	FY21 2009/2012 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-X000X	FY21 Endowment Fund #1904 Receipts	\$ 6,715
190511 40300-42970	FY21 Picherill-Pigott Phase I OS/AD Project Fund #1905 Receipts	\$ 158,250
190611 40300-41350	FY21 Forest Preserve Improvement Fund #1906 Receipts	\$ 2,875
190711 41010-X000X	FY21 Capital Projects Fund #1907 Receipts	\$ 1,919,376
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 X000X	FY21 Liability Fund #1911 Receipts	\$ -
	Total Receipts	\$ 8,610,554

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 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:

190011 51090-68530	FY21 Operating Fund #1900 Expenses	\$ 1,197,260
190111 61360-68640	FY21 2007 Bond Proceeds Capital Fund #1901 Expenses	\$ 570,193
190211 68650-68700	FY21 2003/2012 Debt Series Fund #1902 Expenses	\$ 415,825
190311 66500-68760	FY21 2007/2015/2016/2017 Debt Series Fund #1903 Expenses	\$ 4,188,256
190411 X000X	FY21 Endowment Fund #1904 Expenses	\$ 40,000
190511 66500-X000X	FY21 Pickeral-Piggott Phase I OS/AD Project Fund #1905 Expenses	\$ 25,078
190611 61300	FY21 Forest Preserve Improvement Fund #1906 Expenses	\$ 384,862
190711 66500-X000X	FY21 Capital Projects Fund #1907 Expenses	\$ 1,919,376
190811 66500	FY21 Fox River Bluffs RTP Grant Project Fund #1908 Expenses	\$ 221,475
190911 61300-68630	FY21 Fox River Bluffs Crop. Conv. Project Fund #1909 Expenses	\$ 30,000
191011 61300	FY21 Land Cash Fund#1910 Expenses	\$ 189,514
191111 68890	FY21 Liability Fund #1911 Expenses	\$ 25,000
Total Expenditures		\$ 9,206,839

Approved this 30th Day of November, 2020.

Signed:

Judy Gilmour, President

Matt Kellogg, Secretary

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
KCFPD Operating Fund #1900		344,356	384,783	341,881	341,881	223,713
ACCOUNT & DESCRIPTION						
Beginning Balance (est.)						
190011 411010		590,914	615,000	610,969	610,969	640,646
REVENUE						
Current Tax		1,599	1,700	591	591	500
Interest Income		20	2,000	620	620	750
Other Income (Sponsorship Program)						8,580
Carbon Credits Sale - Fox River Bluffs						
Ellis Center Grounds (Farm License Rev.)		22,087	22,087	22,512	22,512	22,087
Ellis Center Camps		7,105	9,000	2,605	2,605	4,000
Ellis Center Riding Lessons		54,301	50,000	56,817	56,817	81,000
Ellis Center Birthday Parties		7,621	8,500	4,226	4,226	6,300
Ellis Center Public Programs		7,056	5,500	1,742	1,742	3,000
Sunrise Center North License Agreement		21,450	24,600	21,385	21,385	23,360
Ellis Center Weddings		11,080	2,000	7,625	7,625	10,000
Ellis Center Other Rentals		4,790	4,500	2,100	2,100	4,500
Ellis Center 5K Event		1,656	1,500	250	250	250
Hoover Revenue (Yorkville Athletic Assoc. License)			2,250	2,526	2,526	2,250
Hoover Revenue (Residence Lease)		3,445	3,000	2,526	2,526	3,000
Hoover Bunkhouse Rental Rev		30,714	35,000	11,370	11,370	17,500
Hoover Campsite Rental Rev		6,120	6,000	1,655	1,655	4,500
Hoover Meadowhawk Rental Rev		17,316	18,000	10,337	10,337	13,500
Env. Educ. - School Programs		41,938	38,000	5,357	5,357	10,000
Env. Educ. - Camps		24,576	32,000	17,620	17,620	24,500
Env. Educ. - Natural Beginnings		106,215	115,800	97,194	97,194	122,000
Env. Educ. - Other Public Programs		6,704	7,500	12,589	12,589	15,000
Env. Educ. - Other Revenue						
Other Income - Grounds & Natural Resources (Bowhunt App. Fees)		8,800	12,500	24,596	24,596	20,000

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL 2019		BUDGET 2020		ACTUAL 11/30/2020		Est. Year End 11/30/2020		BUDGET 2021	
KCFPD Operating Fund #1900											
19001183	42250	Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)									
											7,500
190011	42860	Donations - Administration									
19001164	42860	542		500	3,499	3,499		3,499		500	500
		103		200	-	-		-		200	200
19001175	42860			500	-	-		-		500	500
19001178	42860	300		300	830	830		830		800	800
19001183	42860	525		500	1,950	1,950		1,950		500	500
19001183	42900	4,175		4,500	2,625	2,625		2,625		3,000	3,000
19001184	42900	3,269		10,956	11,198	11,198		11,198		11,220	11,220
19001183	42920	3,818		10,000	11,000	11,000		11,000		11,000	11,000
19001183	42920									10,000	10,000
190011	42930	128,882		100,932	95,379	95,379		95,379		100,932	100,932
190011	42940	2,931		3,000	2,219	2,219		2,219		2,300	2,300
19001168	43450	4,200		-	7,300	7,300		7,300		6,000	6,000
19001169	43450	1,395		600	2,300	2,300		2,300		2,300	2,300
19001172	43450	5,800		6,000	2,000	2,000		2,000		2,500	2,500
19001174	43450	12,990		11,000	4,617	4,617		4,617		5,000	5,000
19001184	43450	1,000									
		1,147,684		1,165,425	1,062,126	1,062,126		1,062,126		1,201,475	1,201,475

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20 KCFPD Operating Fund #1900	ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
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PERSONNEL

190011 51090 Board Per Diem	4,100	4,190	3,168	3,168	16,920
190011 51160 Salary - Part Time Administration	7,938	-	655	655	-
190011 51390 Salary - Full Time Administration	145,176	155,780	177,778	177,778	161,800
190011 51470 Stipend - Full Time Administration (Executive Director)		10,200			10,668
190011 51470 Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)		5,000			5,138
190011 51470 Stipend - Full Time Administration (Asst. County Admin.)		5,820			5,820
19001183 51160 Salary - Part Time Grounds & Natural Resources	33,866	62,127	58,107	58,107	25,078
19001183 51390 Salary - Full Time Grounds & Natural Resources	103,197	85,694	73,299	73,299	84,937
19001176 51390 Salary - Part Time Pickerill Pigott					
19001176 51390 Salary Full Time: Env. Education					
19001177 51390 Env. Educ. FT Salary - School Programs Expense	14,413	21,887	21,950	21,950	17,823
19001178 51390 Env. Educ. FT Salary - Camps Expense	8,212	13,520	13,531	13,531	11,098
19001179 51390 Env. Educ. FT Salary - Natural Beginnings Expense	1,209	3,692	1,443	1,443	29,981
19001180 51390 Env. Educ. FT Salary - Other Public Programs Expense	456	1,446	3,614	3,614	3,030
19001176 51160 Salary Part Time: Env. Education					
19001177 51160 Env. Educ. PT Salary - School Programs Expense	19,659	9,010	2,858	2,858	10,000
19001178 51160 Env. Educ. PT Salary - Camps Expense	12,891	12,350	6,462	6,462	8,100
19001179 51160 Env. Educ. PT Salary - Natural Beginnings Expense	66,749	74,031	69,677	69,677	52,935
19001180 51160 Env. Educ. PT Salary - Other Public Programs Expense	4,824	3,000	2,629	2,629	5,794
19001181 51160 Env. Educ. PT Salary - Laws of Nature	1,254	2,000	193	193	2,000
19001181 51160 Env. Educ. PT Salary - Other Expense	1,923		1,550	1,550	
19001160 51160 Salary Part Time - Ellis					
19001161 51160 Salary PT - Ellis House	8,402	8,822	6,740	6,740	2,200
19001161 51160 Salary PT - Ellis Barn	12,341	8,822	16,435	16,435	2,200

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL		BUDGET		ACTUAL		Est. Year End		BUDGET	
KCFPD Operating Fund #1900		2019		2020		11/30/2020		11/30/2020		2021	
19001162	51160	20,051	17,782	24,751	24,751					4,400	
	Salary PT - Ellis Grounds									10,071	
19001160	51390									10,071	
	Salary FT - Ellis House									20,142	
19001161	51390									1,650	
	Salary FT - Ellis Barn									37,638	
19001162	51390									4,676	
	Salary FT - Ellis Grounds									2,015	
19001163	51160	3,874	4,604	1,380	1,380					17,000	
	Salary PT - Ellis Center Camps Expense									1,452	
19001164	51160	33,291	27,000	28,311	28,311					1,452	
	Salary PT - Ellis Center Riding Lessons Expense									1,452	
19001165	51160	5,464	5,000	4,909	4,909					1,452	
	Salary PT - Ellis Center Birthday Parties Expense									1,452	
19001166	51160	2,644	3,000	864	864					1,452	
	Salary PT - Ellis Center Public Programs Expense									1,452	
19001167	51160	16,479	15,000	14,397	14,397					1,452	
	Salary PT - Ellis Sunrise License Agreement									1,452	
19001168	51160	5,361	500	3,871	3,871					1,452	
	Salary PT - Ellis Center Weddings Expense									1,452	
19001169	51160		2,275	-	-					1,452	
	Salary PT - Ellis Center Other Rentals Expense									1,452	
19001171	51160	27,115	19,350	21,684	21,684					29,197	
	Salary PT - Hoover Grounds									14,598	
19001172	51160	13,563	9,675	10,844	10,844					7,299	
	Salary PT - Hoover Bunkhouse									7,299	
19001173	51160	6,785	4,837	5,422	5,422					7,299	
	Salary PT - Hoover Campsite									7,299	
19001174	51160	7,014	4,837	5,417	5,417					7,299	
	Salary PT - Hoover Meadowhawk									7,299	
19001171	51390	25,024	42,085	37,370	37,370					43,949	
	Salary FT - Hoover Grounds									21,975	
19001172	51390	12,512	21,043	18,685	18,685					10,987	
	Salary FT - Hoover Bunkhouse									10,987	
19001173	51390	6,256	10,521	9,343	9,343					10,987	
	Salary FT - Hoover Campsite									10,987	
19001174	51390	6,256	10,521	9,343	9,343					10,987	
	Salary FT - Hoover Meadowhawk									10,987	
Total Personnel		638,297	685,421	656,678	656,678					713,567	

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL 2019		BUDGET 2020		ACTUAL 11/30/2020		Est. Year End 11/30/2020		BUDGET 2021	
KCFPD Operating Fund #1900											
<u>EMPLOYEE BENEFITS</u>											
190011	61160	IMRF Expense - Administration	23,877	29,968	28,829	28,829	28,829	28,829		16,417	
190011	61170	SS Expense - Administration			1,046	1,046	1,046	1,046		14,032	
19001160	63050	IMRF/IMRF/SS Expense - Ellis House	1,196	1,356	1,066	1,066	1,066	1,066		1,840	
19001161	63050	IMRF/IMRF/SS Expense - Ellis Barn	1,459	1,356	1,918	1,918	1,918	1,918		1,840	
19001162	63050	IMRF/SS Expense - Ellis Grounds	2,798	2,717	3,506	3,506	3,506	3,506		3,680	
19001163	63050	IMRF/SS Expense - Ellis Center Camps Expense	355	400	343	343	343	343		219	
19001164	63050	IMRF/SS Expense - Ellis Center Riding Lessons Expense	3,129	3,050	3,425	3,425	3,425	3,425		4,936	
19001165	63050	IMRF/SS Expense - Ellis Center Birthday Parties Expense	613	700	787	787	787	787		622	
19001166	63050	IMRF/SS Expense - Ellis Center Public Programs Expense	228	300	118	118	118	118		304	
19001167	63050	IMRF/SS Expense - Sunrise Center North	1,536	1,700	1,633	1,633	1,633	1,633		2,260	
19001168	63050	IMRF/SS Expense - Ellis Center Weddings Expense	684	-	649	649	649	649		111	
19001169	63050	IMRF/SS Expense - Ellis Center Other Rentals Expense		174	-	-	-	-		111	
19001171	63050	IMRF/SS Expense - Hoover Grounds	6,722	9,726	8,960	8,960	8,960	8,960		11,496	
19001172	63050	IMRF/SS Expense - Hoover Bunkhouse	3,362	4,863	4,481	4,481	4,481	4,481		5,748	
19001173	63050	IMRF/SS Expense - Hoover Campsite	1,703	2,432	2,231	2,231	2,231	2,231		2,874	
19001174	63050	IMRF/SS Expense - Hoover Meadowhawk	1,722	2,432	2,235	2,235	2,235	2,235		2,874	
19001175	63050	IMRF/SS Fund Expense - Env. Education			2,178	2,178	2,178	2,178			
19001176	63050	IMRF/SS Fund Expense - Env. Education School Programs	4,256	4,400	4,038	4,038	4,038	4,038		3,896	
19001177	63050	IMRF/SS Fund Expense - Env. Education Camps	2,696	3,237	2,921	2,921	2,921	2,921		2,538	
19001178	63050	IMRF/SS Fund Expense - Env. Education Natural Beginnings	7,545	9,870	8,874	8,874	8,874	8,874		11,575	
19001179	63050	IMRF/SS Fund Expense - Env. Education Other Public Programs	763	797	517	517	517	517		690	
19001180	63050	IMRF/SS Fund Expense - Env. Education Laws of Nature	208	427	641	641	641	641		358	
10001181	63050	IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense	176		119	119	119	119			
19001183	63050	IMRF/SS Expense - Grounds & Nat. Resources	10,485	20,853	10,308	10,308	10,308	10,308		16,486	
		IMRF/SS Expense - Pickertill Pigott									

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL 2019		BUDGET 2020		ACTUAL 11/30/2020		Est. Year End 11/30/2020		BUDGET 2021	
KCFPD Operating Fund #1900											
190011	61230		23,016	39,272	24,296	24,296	24,296	24,296		28,789	
		Medical Insurance - Administration									
		Medical Insurance - Hoover									
19001171	63060	Medical Insurance - Hoover Grounds	5,137	14,308	8,714	8,714	8,714	8,714	9,617		
19001172	63060	Medical Insurance - Hoover Bunkhouse	2,568	7,154	4,357	4,357	4,357	4,357	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		
19001175	63060	Medical Insurance - Environmental Education									
19001178	63060	Medical Insurance - Env. Education Natural Beginnings			2,077	2,077	2,077	2,077			
19001168	63060	Medical Insurance - Ellis Weddings									
19001183	63060	Medical Insurance - Grounds & Nat. Resources	38,732	37,558	31,161	31,161	31,161	31,161	29,899		
190011	68000	Annual Insurance Premiums (ICRMT)	45,356	55,376	63,805	63,805	63,805	63,805	59,514		
190011		Transfer to FP Liability Insurance Fund	50,000								
		Insurance Deductible									
		Total Employee Benefits	242,888	261,579	225,230	225,230	225,230	225,230	242,343		

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
CONTRACTUAL						
190011 62150	Contractual Services (RecPro Software)	1,650	2,250	1,650	1,650	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	1,595	1,595	1,200
190011 62040	Conferences	2,570	2,500	3,429	3,429	1,000
190011 62090	Legal Publications	245	400	658	658	600
190011	Environmental Education Presenters	300				
19001163 63020	Veterinarian & Farrier - Ellis Camps	1,782	1,500	2,682	2,682	
19001164 63020	Veterinarian & Farrier - Ellis Riding Lessons	2,650	2,500	4,060	4,060	8,500
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties	2,308	1,500	2,713	2,713	
19001166 63020	Veterinarian & Farrier - Ellis Public Programs					
19001166 63020	Veterinarian & Farrier - Sunrise Center					500
19001168 63070	Refuse Pickup - Ellis	1,420	1,500	1,683	1,683	1,600
19001183 63070	Refuse Pickup - Grounds & Natural Resources	7,009	6,750	6,493	6,493	6,500
1901183	Event Tent Lease - Ellis	15,255				
19001183 63540	Telephone - Grounds & Natural Resources	11,574	11,500	12,690	12,690	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	6,395	6,395	5,750

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20		ACTUAL		BUDGET		ACTUAL		BUDGET	
KCFPD Operating Fund #1900		2019		2020		11/30/2020		2021	
		62,981		44,850		51,798		51,798	
Total Contractual									
COMMODITIES									
190011 62000	Office Supplies & Postage - Administration			8,000		16,403			8,000
19001160 62000	Office Supplies & Postage - Ellis House	1,644		1,500		788			500
19001183 62180	Fuel: Gas & Oil Grounds	13,539		13,600		13,050			13,500
19001183 62400	Uniforms - Grounds	2,366		1,500		2,313			1,500
Environmental Education									
19001176 63030	Env. Educ. - School Programs Expense	1,970		700		52			250
19001177 63030	Env. Educ. - Camps Expense	1,448		1,500		475			1,000
19001178 63030	Env. Educ. - Natural Beginnings Expense	3,538		4,000		2,603			3,000
19001179 63030	Env. Educ. - Other Public Programs Expense	664		750		417			500
19001180 63030	Env. Educ. - Laws of Nature Expense	567		500		347			400
19001183 63090	Gas - Grounds & Natural Resources	3,442		3,200		3,465			3,500
19001184 63100	Electric - Pickerill Pigott	4,579		5,000		7,448			8,100
19001182 63130	Natural Area Volunteer Supplies	1,229		500		-			500
	Natural Area Management Supplies	75				-			
190011 63510	Electric - Administration	2,830		2,850		2,982			2,900
190011 68500	Project Fund Expense					9,310			
190011 68430	Promotion/Publicity	4,914		4,000		3,637			4,000
190011 68440	Newsletter			400		216			400

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20
 KCFPD Operating Fund #1900

	ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
Utilities - Ellis					
19001160 62270 Utilities - Ellis House	6,967	6,000	11,183	11,183	6,375
19001161 62270 Utilities - Ellis Barn	4,602	6,000	1,019	1,019	6,375
Utilities & Maintenance - Hoover					
19001171 63090 Hoover - Gas	7,202	7,000	5,704	5,704	6,000
19001171 63100 Hoover - Electric	15,997	16,000	13,943	13,943	14,500
19001171 62270 Hoover - Other Utilities	3,557	4,000	4,555	4,555	5,000
19001171 63310 Hoover - Shop Supplies	4,581	3,000	4,919	4,919	3,000
19001171 63120 Hoover - Building Maintenance	10,813	9,800	8,261	8,261	9,000
19001171 68580 Hoover - Grounds Maintenance	5,404	4,000	7,707	7,707	5,000
19001171 66500 Hoover - Other Expenses	3,189	3,000	1,032	1,032	1,500
Promotion/Publicity - Ellis					
19001163 68430 Promotion/Publicity - Ellis Camps		250	39	39	100
19001164 68430 Promotion/Publicity - Ellis Riding Lessons	25	750	36	36	100
19001165 68430 Promotion/Publicity - Ellis Birthday Parties		250	-	-	
19001169 68430 Promotion/Publicity - Ellis Weddings	490				
19001170 68430 Promotion/Publicity - Ellis Other Rentals		400	-	-	
19001170 68430 Promotion/Publicity - Ellis 5k	69	300	-	-	
19001166 68570 Volunteer Expense - Ellis Public Programs	593	500	203	203	500
Animal Care & Supplies - Ellis					
19001163 63000 Animal Care & Supplies - Ellis Camps	424	400	192	192	
19001164 63000 Animal Care & Supplies - Ellis Riding Lessons	6,875	7,000	8,318	8,318	8,100
19001165 63000 Animal Care & Supplies - Ellis Birthday Parties	241	250	189	189	
19001166 63000 Animal Care & Supplies - Ellis Public Programs	50				
19001167 63000 Animal Care & Supplies - Sunrise Center North	1,232	1,200	1,725	1,725	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	2,000
19001165 63010 Horses Acquisition & Tack - Ellis Birthday Parties		540	500	500	

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20 KCFPD Operating Fund #1900	ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
Horses Acquisition & Tack - Ellis Public Programs					
Uniforms - Ellis					
19001163 62400 Uniforms - Ellis Camps		75	-	-	-
19001164 62400 Uniforms - Ellis Riding Lessons		135	318	318	500
19001165 62400 Uniforms - Ellis Birthday Parties		60	-	-	-
19001168 62400 Uniforms - Ellis Weddings		50	-	-	-
Program Supplies - Ellis					
19001163 63030 Program Supplies - Ellis Camps	734	600	492	492	400
19001165 63030 Program Supplies - Ellis Birthday Parties	806	700	355	355	700
19001170 63030 Program Supplies - Ellis 5K	32	250	-	-	250
19001184 63030 Supplies: Shop - Pickerrill Pigott	1,038	500	30	30	100
19001183 63110 Supplies: Shop - Grounds	5,898	5,000	5,659	5,659	5,000
Total Commodities	132,664	127,630	141,387	141,387	123,750

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20 KCFPD Operating Fund #1900	ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
<u>OTHER</u>					
Equipment - Administration					
19001183 62160	25,941	15,000	34,974	34,974	25,000
Equipment - Grounds & Natural Resources					
Preserve Improvements - Administration					
19001183 68530	10,764	5,500	21,455	21,455	15,500
Preserve Improvements - Grounds & Natural Resources					
190011 68540	2,411		2,392	2,392	
Contributions					
Grounds & Maintenance Equipment - Ellis					
19001160 68580	3,305	4,000	3,817	3,817	4,000
19001161 68580	1,952	2,000	2,342	2,342	2,150
19001162 68580	4,829	4,000	5,724	5,724	5,000
Security Deposit Refunds					
Security Deposit Refunds					
19001163 63040					
19001164 63040			-		
19001166 63040				-	
19001168 63040	7,960	1,000	90	90	6,000
19001169 63040	1,615	600	300	300	2,300
19001171 63040	14,474	13,000	14,629	14,629	7,500
19001176 63040			1,854	1,854	
19001177 63040			2,456	2,456	
19001178 63040			9,187	9,187	
19001179 63040			548	548	
19001183 63040			1,234	1,234	
Contributions					
Credit Card Fee Expense - Ellis Camps	60				

Kendall County Forest Preserve District Operating Fund

KCFPD FY21 Final Budget for Commission Approval - 11-30-20 KCFPD Operating Fund #1900	ACTUAL 2019	BUDGET 2020	ACTUAL 11/30/2020	Est. Year End 11/30/2020	BUDGET 2021
Credit Card Fee Expense - Public Programs	14				
Total Other	73,327	45,100	105,201	105,201	67,450
Total Expenditures	1,150,157	1,164,580	1,180,293	1,180,293	1,197,260
Operating Surplus / (Deficit)	(2,474)	845	(118,168)	(118,168)	4,215
Ending Balance	341,883	385,628	223,713	223,713	227,929
Beginning Balance	344,356	384,783	341,881	341,881	223,713
Total Revenue	1,147,684	1,165,425	1,062,126	1,062,126	1,201,475
Total Personnel	638,297	685,421	656,678	656,678	713,567
Total Employee Benefits	242,888	261,579	225,230	225,230	242,343
Total Contractual	62,981	44,850	51,798	51,798	50,150
Total Commodities	132,664	127,630	141,387	141,387	123,750
Total Other	73,327	45,100	105,201	105,201	67,450
Total Expenditure	1,150,157	1,164,580	1,180,293	1,180,293	1,197,260
Surplus / (Deficit)	(2,474)	845	(118,168)	(118,168)	4,215
Ending Balance	341,883	385,628	223,713	223,713	227,929

FOREST PRESERVE CAPITAL PROJECTS - SERIES 2007 BOND PROCEEDS
Fund 1901

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 11/25/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance	1,536,982	1,386,715	837,823	829,351	829,351	569,993	-32.0%
REVENUE							
190111 40330 Transfer In from Land Cash Fund #956					0		
190111 40340 Transfer In from FRB Cropland Conversion #954			127,983		64,587		
190111 40350 Transfer In from Project Improvement Fund #951			375,227		0		
190111 41350 Interest Income	2,661	1,500	1,500	876	876	200	
190111 62250 Land Acquisition Grant - ICECF				21,601	21,601		
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 43430 Project Fund Deposit - The Morton Arb. - USFS		23,177	23,177				
190111 43440 Trail Improvement Escrow Account		32,000					
Donations							
Project Fund Deposit	671,031						
Project Fund Deposit - RTP		177,100					
Land Acquisition Grant - OSLAD		316,500					
KC Hwy Mitigation		157,500					
Hoover Easements		42,000					
Total Revenue	673,692	815,777	1,190,307	40,997	105,594	200	-100.0%
EXPENDITURE							
190111 61360 Transfer Out to OSLAD P&P #952			316,500		316,500		
190111 61370 Transfer Out to FRB RTP Project Fund #953			44,375			44,375	
190111 61370 Transfer Out to Pickering-Pigott IDNR-PARC Grant (Fund TBA)						279,695	
190111 61370 Transfer Out to Capital Projects Fund (Fund 1907)						242,823	
190111 62160 Equipment Replacement Contingency		70,000	60,000	553	553		
190111 67410 Land Acquisition			130,008				
190111 68500 Project Fund Expenses				11,152	11,152		
190111 68530 Project Fund Expense	831,919	420,865	1,493,747	33,573	33,573		
190111 69890 Building Improvements/Demolition		124,470	5,000	24	24		
190111 68640 Fiscal Agent Fee		1,900	3,500	483	483	3,500	
19011160 Building Improvements/Demolition - Ellis		60,000	60,000	2,500	2,500		
19011171 Preserve Improvements/Master Planning - Hoover		31,500	49,000	157	157		
19011182 Natural Areas Management		73,000	66,000				
Salaries		2,500					
Equipment Replacement - Hoover		11,950					
Preserve Improvements/Master Planning		1,390,052					
Building Improvements/Demolition - Hoover		19,000					
Total Expenditure	831,919	2,195,237	2,228,130	48,441	364,942	570,193	-74.4%
	(158,227)	(1,379,460)	(837,823)	(837,823)	(259,338)		
	1,578,756	7,255	(200,000)	821,907	569,993	0	-100.0%

FOREST PRESERVE DEBT SERVICE - SERIES 2003/2012
Fund 1902

ACCOUNT & DESCRIPTION	ACTUAL	ACTUAL	BUDGET	Current YTD	Est. Year End	BUDGET	% CHANGE
	2018	2019	2020	11/25/2020	11/30/2020	2021	IN BUDGET
Beginning Balance	894,490	906,054	909,838	909,838	909,838	924,379	1.6%
REVENUE							
190211 41010 Current Tax	401,784	412,058	421,600	420,438	420,438	430,500	
190211 41350 Interest Income	2,630	3,633	2,000	1,177	1,177	1,300	
Total Revenue	404,414	415,691	423,600	421,616	421,616	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	14,541	14,541	15,975	
Ending Balance	906,054	909,838	926,363	924,379	924,379	940,354	1.5%

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

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 11/25/2020	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	4,221,473	4.1%
REVENUE							
190311 41010 Current Tax	4,325,082	3,840,346	4,258,473	4,251,096	4,251,096	4,605,188	
190311 41350 Interest Income	4,762	4,437	2,500	1,284	1,284	1,200	
Total Revenue	4,329,844	3,844,782	4,260,973	4,252,380	4,252,380	4,606,388	8.1%
EXPENDITURE							
190311 66500 Other Expenditure		31,981		475	475	475	
190311 68640 Fiscal Agent Fee				950	950	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	4,086,441	4,188,256	2.5%
Revenue over/(under) Expenditure	58,781	(156,489)	176,857	166,840	165,939	418,132	136.4%
Ending Balance	4,212,023	4,055,534	4,232,390	4,222,374	4,221,473	4,639,605	9.6%

KCFP Endowment Fund Fund 1904

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	Current YTD 11/25/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	NOTES
Beginning Balance	845,209	860,060	879,882	879,882	879,882	886,597	0.8%	
REVENUE								
190411 41350 Interest Income	14,851	19,822	10,000	6,715	6,715	6,715		
Total Revenue	14,851	19,822	10,000	6,715	6,715	6,715	-32.9%	
EXPENDITURE								
190411 62150 Contractual Services	0	0	0	0	0	40,000		Master Planning/Design
Total Expenditure	0	0	0	0	0	40,000		
Revenue over/(under) Expenditure	14,851	19,822	10,000	6,715	6,715	(33,285)		
Ending Balance	860,060	879,882	889,882	886,597	886,597	853,312	-4.1%	

FP OSLAD Grant Fund Fund 1905

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 11/25/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	Notes
Beginning Balance		138,391	138,391	138,391	(133,172)		
REVENUE							
190511 Interest Income							
190511 40300 Transfer from Bond Proceeds #950		316,500		316,500			
190511 42970 Grant Award	158,250	158,250			158,250		
Total Revenue	158,250	474,750	0	316,500	158,250	-66.7%	
EXPENDITURE							
190511 66500 Other Expenditures			313,701				
190711 68530 Preserve Improvements/Master Plan	19,859	611,151					
190511 70040 Supplies				15,574	5,000		GATA Redist.
190511 70050 Contractual Services				825	20,078		GATA Redist.
190511 70060 Consultant - A&E Services				31,674			GATA Redist.
190511 70330 Construction				539,991			GATA Redist.
Total Expenditure	19,859	611,151	313,701	588,064	25,078		
Revenue over/(under) Expenditure	138,391	(136,401)	(313,701)	(271,564)	133,172		
Ending Balance	138,391	1,990	(175,310)	(133,172)	(0)		

FP Project Improvement (Project Reserve) Fund Fund 1906

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 11/25/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET	NOTES
Beginning Balance		376,244	376,244	379,116	381,987		
REVENUE							
190611 40300 Transfer from Bond Proceeds #950	329,065	202,494					
190611 41350 Interest Income	1,016		2,871	2,871	2,875		
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	2,871	2,871	2,875	-98.6%	
EXPENDITURE							
190611 Transfer to Forest Preserve Fund							
190611 61300 Transfer to Capital Projects Fund #1907		375,228			384,862		For FY21 Capital Exp
190611 Project Improvement Contingency							
190611 Other Expenses							
Total Expenditure	0	375,228	0	0	384,862		
Revenue over/(under) Expenditure	376,244	(172,734)	2,871	2,871	(381,987)		
Ending Balance	376,244	203,510	379,116	381,987	(0)	-100.0%	

**Forest Preserve Capital Fund
Fund 1907**

ACCOUNT & DESCRIPTION	Current YTD 11/25/2020	BUDGET 2021	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)		384,862	Improvement Fund Balance
190711 40350 Transfer in from 2007 Bond Proceeds Fund #1901 (950)		242,623	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 Pickerill Estate House Roof (Remaining Ins. Disbursement)		5,000	ICRMT Disbursement
190711 43440 Trail Improvement Escrow Account		23,177	Escrow Account Placeholder
Total Revenue		<u>1,919,376</u>	
EXPENDITURE			
190711 61360 Transfer Out to OSLAD P&P #952			
190711 61370 Transfer Out to FRB RTP Project Fund #953			
190711 61370 Transfer Out to Pickerill-Pigott IDNR-PARC Grant			
190711 62160 Equipment Replacement Contingency			
190711 67410 Land Acquisition		49,677	Per 5-Year Plan Schedule
190711 68530 Project Fund Expense - Pickerill Estate House Public Access		210,214	Reservation Woods Acquisition Project - Max
190711 68530 Project Fund Expense - Millbrook Bridge Removal Project		1,107,895	IDNR PARC Grant Exp. (Placeholder - Fund TBA)
190711 68530 Project Fund Expense (Pickerill Estate House Roof)		330,590	D. Construction Contract Placeholder - Final TBD
190711 68590 Building Improvements/Demolition - Ellis		50,000	
190711 68590 Building Improvements/Demolition - Ellis		60,000	Ellis Roof and Building Envelope
190711 68530 Preserve Improvements/Master Planning - Hoover		10,000	Per 5-Year Plan Schedule
190711 62160 Equipment Replacement - Hoover		9,000	Per 5-Year Plan Schedule
190711 68300 Natural Areas Management		92,000	LSR (\$50K); ICECF Pilot (\$20K); ICECF K-12 (\$12K) ICECF Res. Woods (\$10K)
Total Expenditure		<u>0</u>	
		<u>0</u>	
		<u>0</u>	

FP Fox River Bluffs Public Access RTP Grant Fund Fund 1908

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	Current YTD 11/25/2020	Est. Year End 11/30/2020	BUDGET 2021	% CHANGE IN BUDGET
Beginning Balance	0	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						
190811 66500 Other Expenditures		221,475	0	0	221,475	
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 11/25/2020	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 Transfer to FP 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		Recoding 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 11/25/2020	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 11/25/2020	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		25,000			25,000	
19111 68990 Claims/Deductibles						
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 #11-20-003
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	\$43,200
Medical Insurance	\$50,000
Preserve Improvements	\$5,500
Legal Publications	\$156
IMRF & SS	\$57,000
TOTAL	<u>\$635,646</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
JOB DESCRIPTION**

CLASS TITLE: Environmental Education Program and Marketing Manager
WAGE CATEGORY: FLSA Exempt
REPORTS TO: Executive Director of the Kendall County Forest Preserve District
EFFECTIVE DATE: November 30, 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

Revised: 11-30-2020

**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 30, 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

Amended: November 30, 2020

**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 30, 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:

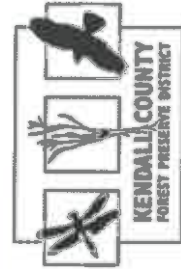
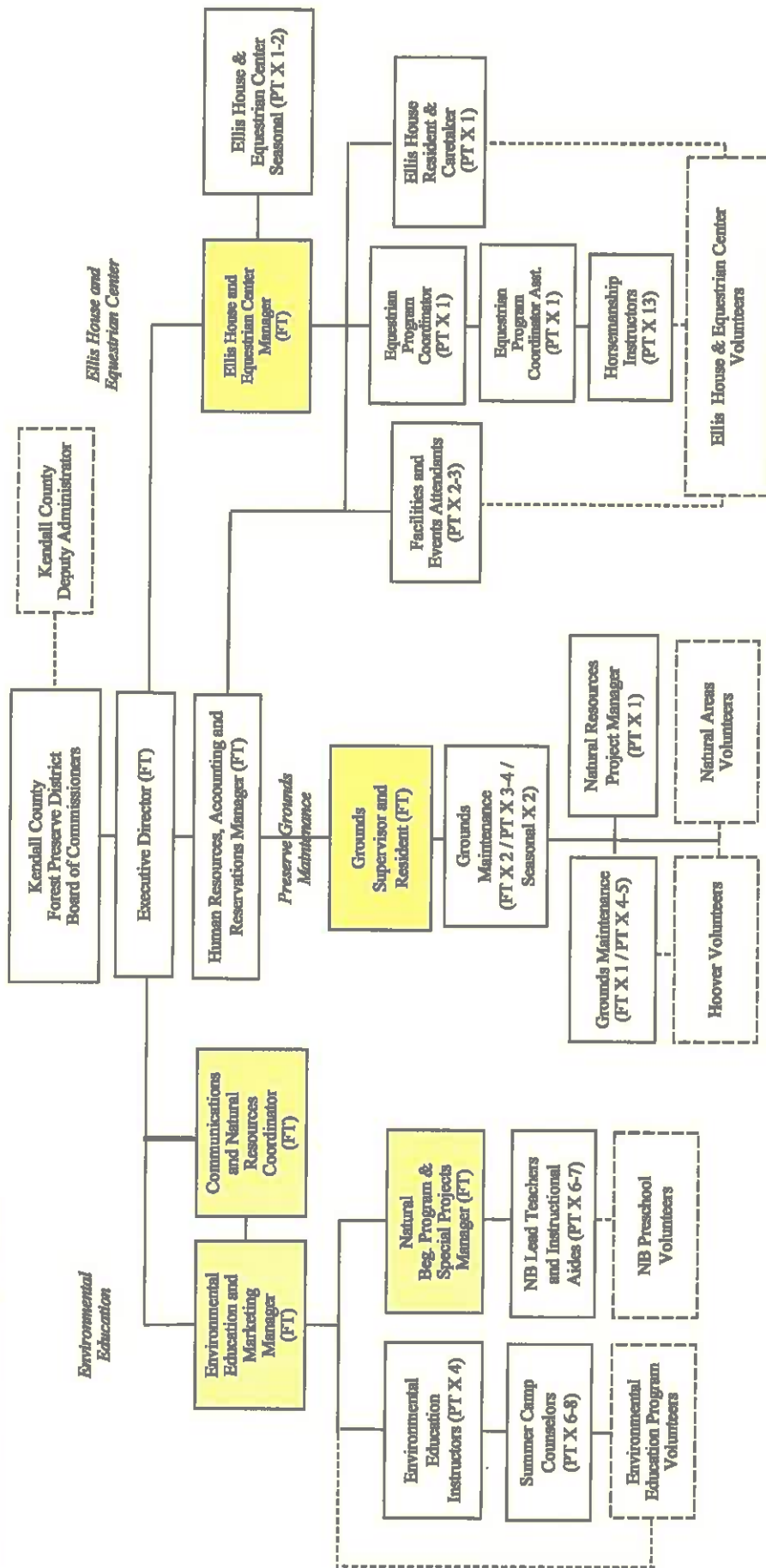
- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal 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

Revised: 11/30/2020

**KENDALL COUNTY FOREST PRESERVE DISTRICT
 FY21 ORGANIZATIONAL CHART (FINAL FOR APPROVAL)
 COMMISSION APPROVAL DATE: 11/30/2020**



Kendall County Forest Preserve District
 FY 20-21 Salary Schedule: Final for Commission Approval
 30-Nov-20

Department		FY 21 Budget Cost Centers		Employee Name	Full Time	Minimum Wage Increase to \$11.00 effective 01/01/2021		Promotion - Revised Position Description				Proposed Salary Increase	Increase (%)	Effective Date	Salary Cost (26 Pay Periods)
Department						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	190001151390			Antrin, Rebecca	PT	HR, Acad. & Reservations Mgr. - Base Salary	Dec-19	\$45,168.44	1,950	\$1,355	3.00	1-Jan-21	\$46,465.52		
Administration	190001151670			Antrin, Rebecca	FT	HR, Acad. & Reservations Mgr. - Stipend	Dec-19	\$5,000.00	192.51 P/PP	\$150	3.00	1-Jan-21	\$5,157.50		
Administration	190001151670			Chikwell, Larressa	FT	Kendall County Deputy Administrator	Dec-17	\$5,820.00	\$485/mo stipend	\$0	0.00	1-Jan-21	\$5,820.00		
Administration	190001151390			Guritz, David	FT	Executive Director - Base Salary	Dec-19	\$47,550.00	1,950	\$4,376	5.00	1-Jan-21	\$51,926.17		
Administration	190001151470			Guritz, David	FT	Executive Director - Stipend	Aug-19	\$10,200.00	392.51 P/PP	\$510	5.00	1-Jan-21	\$10,667.50		
Adminic. Env. Ed	190001151470; 190001176-1180 51390; 190001178 51390			Dombrowski, Emily	PT	Env. Education and Marketing Manager	Apr-20	\$35,963.00	1,950	\$1,794	5.00	1-Jan-21	\$37,474.09		
Adminic. Env. Ed, Grounds Maintenance	190001151390; 190001176-1180 51390; 1900011851390			Meadaj, Antoinetta	FT	Communications and Natural Res. Proj. Coord.	Dec-19	\$31,200.00	1,950	\$3,670.00	12.40	1-Jan-21	\$34,770.00		
Adminic. Env. Ed, Nat. Res.	190001151390; 190001178 51390			Wiercho, Stefania	FT	Natural Beginnings and Special Projects Manager	Dec-19	\$17.00	1,950	\$0.75	4.41	1-Jan-21	\$17.75		
Ellis House and Equestrian Center	190001169-1167 51160			Vick, Marshall	FT	Ellis House and Equestrian Center Manager	Dec-19	\$20.20	1,950	\$0.50	2.46	1-Jan-21	\$20.70		
Grounds Maintenance	190001171-1174 51390			Techoniarok, Jay	PT	Grounds Supervisor & Resident	Dec-19	\$52,580.00	1,950	\$2,629	5.00	1-Jan-21	\$55,676.00		
Grounds Maintenance	190001183 51390			Anderson, Jared	PT	Grounds Maintenance	Oct-19	\$32,000.00	1,950	\$0.00	2.50	1-Apr-21	\$32,600.00		
Grounds Maintenance	190001183 51390			Luerbach, Austin	PT	Grounds Maintenance	Oct-19	\$32,000.00	1,950	\$0.00	2.50	1-Apr-21	\$32,600.00		
Grounds Maintenance	190001171-1174 51390			Neill, Douglas	PT	Grounds Maintenance - Hoover	Feb-20	\$31,500.00	1,950	\$788	2.50	1-Jan-21	\$32,222.00		
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	190001169-1167 51160		Champany, Cara	PT	Equestrian Instructor	Aug-20	\$10.50	100	\$0.50	4.76	1-Jan-21	\$1,096.00			
Ellis House and Equestrian Center	190001169-1167 51160		Challino, Grace	PT	Equestrian Program Coordinator Assistant	May-20	\$12.00	1,450	\$1.00	8.33	1-Jan-21	\$19,065.00			
Ellis House and Equestrian Center	190001169-1167 51160		Cleaver, Shaw	PT	Equestrian Instructor	Aug-19	\$10.50	950	\$0.50	4.76	1-Jan-21	\$9,385.00			
Ellis House and Equestrian Center	190001169-1167 51160		Danflew, Olivia	PT	Equestrian Instructor	Jul-20	\$10.25	100	\$0.75	7.32	1-Jan-21	\$1,094.00			
Ellis House and Equestrian Center	190001169-1167 51160		Dugan, Brooke	PT	Equestrian Instructor	Dec-19	\$10.05	200	\$0.85	9.45	1-Jan-21	\$2,184.00			
Ellis House and Equestrian Center	190001169-1167 51160		Fenske, Joris	PT	Equestrian Instructor	Feb-20	\$10.75	100	\$0.75	6.98	1-Jan-21	\$1,121.00			
Ellis House and Equestrian Center	190001169-1167 51160		Franjevic, Teresa	PT	Equestrian Instructor	Oct-20	\$10.00	100	\$1.00	10.00	1-Jan-21	\$1,092.00			
Ellis House and Equestrian Center	190001169-1167 51160		Hubert, Kellen	PT	Equestrian Instructor	Dec-19	\$11.30	100	\$0.50	4.42	1-Jan-21	\$1,176.00			
Ellis House and Equestrian Center	190001169-1167 51160		Meredith, Abigail	PT	Equestrian Instructor	Dec-19	\$10.55	200	\$1.00	9.48	1-Jan-21	\$2,248.00			

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 (as of Pay Period)
Ellis House and Equestrian Center	19001169-1167 51160	Montreal, Allandra	PT	Equestrian Instructor	Dec-19	\$10.75	100	\$0.25	2.36	1-Jan-21	\$1,068.00
Ellis House and Equestrian Center	19001169-1167 51160	Montreal, Iris	PT	Ellis Equestrian Center Program Coordinator	May-20	\$14.00	1,450	\$1.00	7.14	1-Jan-21	\$21,297.00
Ellis House and Equestrian Center	19001169-1167 51160	OPEN	PT	Equestrian Instructor	Dec-19	\$11.00	400	\$0.00	0.00	1-Jan-21	\$4,400.00
Ellis House and Equestrian Center	19001169-1167 51160	OPEN	PT	Equestrian Instructor	Apr-21	\$11.00	400	\$0.00	0.00	1-Jan-21	\$4,400.00
Ellis House and Equestrian Center	19001169-1167 51160	Owens, Annabelle	PT	Equestrian Instructor	Oct-20	\$10.00	200	\$1.00	10.00	1-Jan-21	\$2,183.00
Ellis House and Equestrian Center	19001169-1167 51160	Preba, Shannon	PT	Ellis Caretaker	Dec-19	\$10.00	200	\$1.00	10.00	1-Jan-21	\$2,183.00
Ellis House and Equestrian Center	19001169-1167 51160	Saleta, Michelle	PT	Equestrian Instructor	Dec-19	\$11.30	200	\$0.50	4.42	1-Jan-21	\$2,352.00
Ellis House and Equestrian Center	19001169-1167 51160	Sommers, Irene	PT	Equestrian Instructor	Dec-19	\$10.00	100	\$1.00	10.00	1-Jan-21	\$1,092.00
Ellis House and Equestrian Center	19001169-1167 51160	Wels, Kristine	PT	Equestrian Instructor	Dec-19	\$11.25	75	\$0.30	2.67	1-Jan-21	\$864.00
Ellis House and Equestrian Center	19001169-1167 51160	Webb, Rachel	PT	Equestrian Instructor	Dec-19	\$11.75	100	\$0.50	4.26	1-Jan-21	\$1,221.00
Ellis House and Equestrian Center	19001169-1167 51160	White, Desiree	PT	Events and Facility Attendant	Dec-19	\$11.00	146	\$0.50	4.55	1-Jan-21	\$1,673.00
Environmental Education	19001176-1181 51160	Adams, Kimberly	PT	Env. Educ Instructor	Dec-19	\$13.40	1,444	\$0.50	3.73	1-Jan-21	\$20,011.00
Environmental Education	19001178 51160	Bernell, Kathleen	PT	Natural Beginnings Lead	Dec-19	\$19.00	555	\$0.50	3.8	1-Jan-21	\$7,469.00
Environmental Education	19001178 51160	Brauning, Tina	PT	Natural Beginnings Lead	Dec-19	\$13.50	1,020	\$0.50	3.7	1-Jan-21	\$14,239.00
Environmental Education	19001176-1181 51160	Carlson, Adam	PT	Env. Educ Instructor	Feb-20	\$13.25	50	\$0.00	0.00	1-Jan-21	\$663.00
Environmental Education	19001176-1181 51160	Chevre-Moza, Esther	PT	Env. Educ Instructor	Oct-20	\$13.00	200	\$0.25	1.92	1-Jan-21	\$2,612.50
Environmental Education	19001178 51160	Collins, Jennie	PT	Natural Beginnings Lead	Dec-19	\$12.50	555	\$1.00	8.0	1-Jan-21	\$7,446.00
Environmental Education	19001178 51160	Margaret, Tiffany	PT	Natural Beginnings Aide	Nov-19	\$11.00	296	\$0.50	4.5	1-Jan-21	\$3,392.00
Environmental Education	19001176-1181 51160	Quill, Michael	PT	Env. Educ Instructor	Dec-19	\$19.20	50	\$0.00	0.00	1-Jan-21	\$660.00
Environmental Education	19001178 51160	Vosburgh, Jessica	PT	Natural Beginnings Lead	Dec-19	\$13.50	1,020	\$0.50	3.7	1-Jan-21	\$14,239.00
Environmental Education	19001176-1181 51160	Camp Instructors (TBD)	PT	Summer Camp Counselor (6)	May-21	\$11.25	720	\$0.00	0.00	1-Jan-21	\$8,100.00
Grounds Maintenance	19001189 51160	Johnson, Craig	PT	Grounds Maintenance	Dec-19	\$13.65	590	\$0.35	2.50	1-Jan-21	\$8,109.00
Grounds Maintenance	19001171-1174 51160	Koehler, Frank	PT	Grounds Maintenance - Hoover	Dec-19	\$10.50	1,225	\$0.75	7.14	1-Jan-21	\$13,705.00
Grounds Maintenance	19001171-1174 51160	Meyer, Jim	PT	Grounds Maintenance - Hoover	Dec-19	\$11.05	300	\$0.50	4.52	1-Jan-21	\$3,463.00
Grounds Maintenance	19001189 51160	Olsen, Kim	PT	Natural Resources Manager	Feb-19	\$55.00	160	\$0.00	0.00	1-Jan-21	\$3,500.00
Grounds Maintenance	19001189 51160	OPEN	PT	Grounds Maintenance	Dec-20	\$11.00	500	\$0.00	0.00	1-Jan-21	\$5,500.00
Grounds Maintenance	19001171-1174 51160	OPEN	PT	Grounds Maintenance - Hoover	Dec-20	\$11.00	500	\$0.00	0.00	1-Jan-21	\$5,500.00
Grounds Maintenance	19001171-1174 51160	OPEN	PT	Grounds Maintenance - Hoover	Dec-20	\$11.00	1,475	\$0.00	0.00	1-Jan-21	\$16,225.00
Grounds Maintenance	19001171-1174 51160	Smith, Stephen	PT	Grounds Maintenance - Hoover	Dec-19	\$10.75	1,225	\$0.75	6.96	1-Jan-21	\$14,011.00

Grounds Maintenance	19007185 51160	OPEN	PT	Grounds Maintenance Seasonal	Apr-21	\$11.00	750	\$0.00	0.00	1-Jan-21	\$0,250.00
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