

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

**WEDNESDAY, FEBRUARY 3, 2021  
6:00 P.M.**

**KENDALL COUNTY HISTORIC COURTHOUSE – 3<sup>RD</sup> FLOOR COURTROOM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments
- V. \*Approval of the Appointment of Ruben Rodriguez as Operations Committee Vice-Chair

**OLD BUSINESS**

*No items posted for consideration*

**NEW BUSINESS**

- VI. Review of Preliminary Financial Statements through January 31, 2021
- VII. FY21 Facility Rental Fees and Charges
- VIII. Review and Approval of Special Use Permit Requests
  - a. 2021 SKY 5K Run at Hoover Forest Preserve
  - b. 2021 Genesis Service Unit Day Camp – Girl Scout Troop #1769 – Harris Forest Preserve
- IX. KCFPD Insurance Updates
  - a. Shuh-Shuh-Gah Canoe Launch Area Claim Updates
- X. Ellis Equestrian Center
  - a. Deed of Gift Form – Ellis Lesson Horse “Willie”
  - b. Status of Program Load and Lesson Horses
- XI. Recover Illinois – Phase IV Operations
- XII. KCFPD Personnel Policy Manual – Review of Chapter 2 and Chapter 3 Policies
- XIII. Capital Projects Updates
- XIV. Executive Session
- XV. Summary of Action Items
- XVI. Public Comments
- XVII. Other Items of Business
- XVIII. Adjournment

*\*Requires Advice and Consent of the Committee Members Present (Kendall County Forest Preserve District Rules of Order III.C.2).*

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**Kendall County**

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Kendall County Historic Courthouse – 110 W. Madison Street – 3<sup>rd</sup> Floor Courtroom – Yorkville, Illinois 60560  
If special accommodations or arrangements are needed to attend this District meeting, please contact the  
Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**FOREST PRESERVES & PROGRAMS**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 195,972	\$ 195,972	\$ 341,861	\$ 341,861	\$ (145,909)	
<b>Revenue</b>						
Revenue - Administration	749,069	5,112	723,132	7,477	-2,365	-32%
Revenue - Ellis House & Equestrian Center	128,637	18,283	128,487	20,606	-4,343	-21%
Revenue - Hoover FP	35,031	1,400	81,250	11,918	-10,518	-88%
Revenue - Env. Education	138,677	34,275	194,100	38,899	-4,624	-12%
Revenue - Natural Area Volunteers	-	-	-	-	0	
Revenue - Grounds & Natural Resources	29,171	210	27,500	1,300	-1,090	-84%
Revenue - Pickenfl Pigott FP	11,198	1,984	10,956	1,848	148	8%
<b>Total Revenue</b>	<b>1,091,803</b>	<b>59,254</b>	<b>1,165,425</b>	<b>82,046</b>	<b>(22,792)</b>	<b>-28%</b>
<b>Expenditure</b>						
Expenditure - Administration	339,562	66,854	340,456	54,228	12,628	23%
Expenditure - Ellis House & Equestrian Center	175,944	21,411	151,988	19,229	2,183	11%
Expenditure - Hoover FP	201,674	30,768	230,738	31,229	-461	-1%
Expenditure - Env. Education	163,584	25,566	167,117	23,395	2,172	9%
Expenditure - Natural Area Volunteers	-	-	500	-	0	0.0%
Expenditure - Grounds & Natural Resources	203,609	32,020	268,282	40,108	-8,086	-20%
Expenditure - Pickenfl Pigott FP	7,450	866	5,500	2,073	-1,207	-58%
<b>Total Expenditure</b>	<b>1,091,803</b>	<b>177,486</b>	<b>1,164,581</b>	<b>170,258</b>	<b>7,228</b>	<b>4%</b>
<b>ENDING BAL</b>	<b>\$ 195,972</b>	<b>\$ 77,741</b>	<b>\$ 342,725</b>	<b>\$ 253,670</b>	<b>\$ (175,928)</b>	<b>-69.4%</b>
<b>Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ (118,231)</b>	<b>\$ 844</b>	<b>\$ (88,212)</b>	<b>\$ (30,020)</b>	

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**FOREST PRESERVE CATEGORIES**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Beginning Balance</b>		\$ 195,972	\$ 341,861	\$ 341,861	\$ (145,909)	
<b>Revenue</b>						
Property Tax	640,646	-	615,000	-	0	0%
Interest Income	591	19	1,700	102	-83	-81%
Other Income	34,360	210	14,500	-	210	
Donations	3,950	-	2,000	830	-830	-100%
Rental Revenue	42,237	3,394	79,706	13,868	-10,474	-76%
Program Revenue	256,214	50,538	320,987	55,874	-5,336	-10%
Grants	-	-	10,000	-	0	0%
Farm License Revenue	95,379	4,714	100,932	6,783	-2,048	-30%
Security Deposits	16,217	-	17,600	3,988	-3,988	-100%
Credit Card Revenue	2,219	379	3,000	612	-233	-36%
<b>Total Revenue</b>	<b>1,091,803</b>	<b>59,254</b>	<b>1,165,425</b>	<b>82,046</b>	<b>(22,792)</b>	<b>-2%</b>
<b>Expenditure</b>						
Personnel	668,939	95,528	685,421	95,464	64	0%
Benefits	230,617	55,591	261,580	38,800	16,791	43%
Contractual	50,450	5,661	44,860	5,853	-192	-3%
Commodities	105,630	14,614	127,630	20,710	-6,088	-26%
Other	36,167	6,082	45,100	9,431	-3,340	-35%
<b>Total Expenditure</b>	<b>1,091,803</b>	<b>177,486</b>	<b>1,164,591</b>	<b>170,238</b>	<b>7,228</b>	<b>4%</b>
<b>ENDING BAL</b>		\$ 195,972	\$ 345,200	\$ 253,669	\$ (175,928)	<b>-69.4%</b>
<b>Surplus/(Deficit)</b>		\$ -	\$ 844	\$ (88,212)	\$ (30,020)	

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

ADMINISTRATION

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Property Tax	640,846	-	615,000	-	-83	-81%
Interest Income	591	19	1,700	102		
Other Income	9,784	-	2,000	-		
Donations	500	-	500	-		
Farm License Revenue	95,379	4,714	100,932	6,763	-2,049	-30%
Security Deposit Revenue						
Credit Card Revenue	2,219	379	3,000	612	-233	-38%
Program Revenue						
<b>Total Revenue</b>	<b>749,069</b>	<b>5,112</b>	<b>723,132</b>	<b>7,477</b>	<b>(2,365)</b>	<b>-32%</b>
<b>Expenditure</b>						
Personnel	193,428	27,566	180,990	27,657	-91	0%
Benefits	111,830	34,512	124,616	23,142	11,370	49%
Contractual	21,000	1,844	19,600	1,063	782	74%
Commodities	13,306	2,981	15,250	2,384	567	24%
Other	-	-	-	-		
<b>Total Expenditure</b>	<b>339,562</b>	<b>66,854</b>	<b>340,456</b>	<b>54,226</b>	<b>12,628</b>	<b>23%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 409,527</b>	<b>\$ (61,742)</b>	<b>\$ 382,676</b>	<b>\$ (46,749)</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 18.7%

**ELLIS HOUSE & EQUESTRIAN CENTER**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations	200	-	200	-	-2,800	-100%
Security Deposit	9,600	-	600	2,800	-1,543	-8%
Credit Card Revenue	-	-	-	-	(4,343)	-21%
Program Revenue	118,837	16,283	127,687	17,806		
<b>Total Revenue</b>	<b>128,637</b>	<b>16,283</b>	<b>128,487</b>	<b>20,606</b>		
	100.0%	12.6%	100.0%	16.0%		
<b>Expenditure</b>						
Personnel	150,851	14,774	92,805	11,570	3,204	28%
Employee Benefits	15,587	1,857	11,753	1,407	450	32%
Contractual	11,200	687	7,000	1,184	-517	-44%
Commodities	24,290	3,042	28,830	3,240	-198	-6%
Other	14,300	1,071	11,600	1,828	-757	-41%
<b>Total Expenditure</b>	<b>216,228</b>	<b>21,411</b>	<b>151,988</b>	<b>19,229</b>	<b>2,183</b>	<b>11%</b>
	100.0%	9.9%	100.0%	12.7%		
<b>Surplus/(Deficit)</b>	<b>\$ (87,591)</b>	<b>\$ (5,148)</b>	<b>\$ (23,501)</b>	<b>\$ 1,377</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**HOOVER FOREST PRESERVE**

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

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
61.1%	-	-						
16.3%	28,414	1,400	4.9%	10,720	1,198	16.7%	-9,320	-87%
	6,617	-		17,000	1,198	7.0%	-1,198	-100%
100.0%	35,031	1,400	4.0%	81,250	11,918	14.7%	(10,518)	-88%
66.0%	119,068	17,406	14.6%	122,869	16,962	13.8%	444	3%
18.2%	38,691	7,166	18.5%	48,069	3,575	7.4%	3,580	100%
18.5%	37,300	5,512	14.8%	46,800	9,395	20.1%	-3,883	-41%
3.3%	6,617	885	10.3%	13,000	1,298	10.0%	-613	-47%
100.0%	201,674	30,768	15.3%	230,738	31,229	13.5%	(461)	-1%
	\$ (166,643)	\$ (29,368)		\$ (149,489)	\$ (19,312)			

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ENVIRONMENTAL EDUCATION**

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	0.9%	1,300	800	830	-830	-100%
	55.1%	137,377	193,300	38,069	-3,794	-10%
	100.0%	138,677	194,100	38,889	(4,624)	-12%
	66.6%	141,948	140,836	19,986	1,188	6%
	11.7%	19,057	18,731	2,851	1,487	52%
	1.6%	2,559	7,450	547	-503	-92%
	100.0%	163,564	167,117	23,385	2,172	9%
		\$ (24,887)	\$ 8,709	\$ 15,504		

Kandall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**NATURAL AREA VOLUNTEERS**

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue	-	-				
Donations	-	-				
Security Deposit	-	-				
Credit Card Revenue	-	-				
Program Revenue	-	-				
<b>Total Revenue</b>	-	-				
Expenditure						
Personnel						
Employee Benefits						
Contractual						
Commodities						
Other						
<b>Total Expenditure</b>						
<b>Surplus/(Deficit)</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>	



Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 18.7%

**GROUNDS & NATURAL RESOURCES**

Revenue  
Other Income  
Donations  
Grants  
Credit Card Revenue  
Rental Revenue  
Total Revenue  
  
Expenditure  
Personnel  
Employee Benefits  
Contractual  
Commodities  
Other  
Total Expenditure  
  
Surplus/(Deficit)

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Other Income	24586	210	0.9%	-	-		210	
Donations	1,950	-	6.7%	-	-			
Grants	-	-		-	-			
Credit Card Revenue	2,625	-	3.0%	1,300	1,300	28.9%	-1,300	-100%
Rental Revenue	29,171	-	100.0%	27,500	1,300	4.7%	(1,300)	-100%
<b>Total Revenue</b>								
Expenditure								
Personnel	103,932	14,598	14.0%	147,821	19,279	13.0%	-4,681	-24%
Employee Benefits	45,452	7,718	17.0%	58,411	7,824	13.4%	-107	-1%
Contractual	18,250	3,150	17.3%	18,250	3,607	19.8%	-457	-13%
Commodities	20,725	2,218	10.7%	23,300	3,080	13.3%	-872	-28%
Other	15,250	4,336	28.4%	20,500	6,306	30.8%	-1,970	-31%
<b>Total Expenditure</b>	<b>203,609</b>	<b>32,020</b>	<b>15.7%</b>	<b>268,282</b>	<b>40,106</b>	<b>14.9%</b>	<b>(8,066)</b>	<b>-20%</b>
<b>Surplus/(Deficit)</b>	<b>\$(174,436)</b>	<b>\$(32,020)</b>		<b>\$(240,782)</b>	<b>\$(38,806)</b>			



Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

ELLIS HOUSE - 1160

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	-
	11,171	862	8,822	597	265	44%
	1,756	267	1,356	89	178	201%
	-	-	-	-	-	-
	6,870	1,437	7,500	1,663	(228)	-14%
	3,800	358	4,000	884	(528)	-60%
	23,597	2,924	21,678	3,233	(309)	-10%
	\$ (23,697)	\$ (2,924)	\$ (21,678)	\$ (3,233)		

47.3%  
7.4%  
28.1%  
16.1%  
100.0%

ELLIS BARN - 1161

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	-
	11,171	1,286	8,822	903	362	40%
	1,756	288	1,356	121	177	146%
	-	-	-	-	-	-
	6,120	-	6,000	168	(168)	-100%
	2,000	259	2,000	269	(10)	-4%
	21,047	1,823	18,178	1,462	361	25%
	\$ (21,047)	\$ (1,823)	\$ (18,178)	\$ (1,462)		

53.1%  
8.3%  
28.1%  
12.5%  
100.0%

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 18.7%

**ELLIS GROUNDS - 1162**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue	-	-	22,087	-	-	-
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	-	-	22,087	-	-	-
Expenditure						
Personnel	22,342	1,732	17,782	2,059	(327)	-16%
Employee Benefits	3,512	535	2,717	317	217	68%
Contractual	-	-	-	-	-	-
Commodities	-	-	-	-	-	-
Other	4,000	454	4,000	674	(220)	-33%
<b>Total Expenditure</b>	<b>29,854</b>	<b>2,720</b>	<b>24,499</b>	<b>3,051</b>	<b>(331)</b>	<b>-11%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (29,854)</b>	<b>\$ (2,720)</b>	<b>\$ (2,412)</b>	<b>\$ (3,051)</b>		

**ELLIS CAMPS - 1163**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue	-	-	9,000	-	-	-
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>2,605</b>	<b>2,605</b>	<b>9,000</b>	<b>-</b>	<b>(63)</b>	<b>-100%</b>
Expenditure						
Personnel	1,650	219	4,604	63	(6)	-100%
Employee Benefits	219	-	400	6	(6)	-100%
Contractual	-	-	1,500	268	(268)	-100%
Commodities	450	-	1,865	-	-	-
Other	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>2,319</b>	<b>-</b>	<b>8,369</b>	<b>337</b>	<b>(337)</b>	<b>-100%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 286</b>	<b>\$ -</b>	<b>\$ 631</b>	<b>\$ (337)</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ELLIS RIDING LESSONS - 1164**

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Donations	200	-	0.4%	200				
Security Deposit	-	-						
Credit Card Revenue	-	-						
Program Revenue	56,817	12,057	13.6%	50,000	9,598	13.6%	2,460	26%
<b>Total Revenue</b>	<b>57,017</b>	<b>12,057</b>	<b>13.3%</b>	<b>50,200</b>	<b>9,598</b>	<b>13.3%</b>	<b>2,460</b>	<b>26%</b>
Expenditure								
Personnel	37,638	4,352	11.6%	27,000	4,012	14.9%	340	8%
Employee Benefits	4,936	441	8.9%	3,050	418	13.7%	23	6%
Contractual	9,000	440	4.9%	2,500	368	14.7%	72	19%
Commodities	9,200	1,558	16.9%	8,965	1,179	13.1%	379	32%
Other	-	-						
<b>Total Expenditure</b>	<b>60,774</b>	<b>6,791</b>	<b>11.2%</b>	<b>41,515</b>	<b>5,977</b>	<b>14.4%</b>	<b>814</b>	<b>14%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (3,757)</b>	<b>\$ 5,266</b>		<b>\$ 8,685</b>	<b>\$ 3,620</b>			

**ELLIS BIRTHDAY PARTIES - 1165**

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Donations	-	-						
Security Deposit	-	-						
Credit Card Revenue	-	-						
Program Revenue	4,226	236	5.6%	8,500	1,373	16.2%	-1,137	-83%
<b>Total Revenue</b>	<b>4,226</b>	<b>236</b>	<b>5.6%</b>	<b>8,500</b>	<b>1,373</b>	<b>16.2%</b>	<b>(1,137)</b>	<b>-83%</b>
Expenditure								
Personnel	4,676	580	12.4%	5,000	709	14.2%	-129	-18%
Employee Benefits	622	46	7.4%	700	96	13.7%	-50	-52%
Contractual	-	-		1,500	318	21.2%	-318	-100%
Commodities	300	47	15.8%	1,800	93	5.2%	-46	-48%
Other	-	-						
<b>Total Expenditure</b>	<b>5,598</b>	<b>673</b>	<b>12.0%</b>	<b>9,000</b>	<b>1,215</b>	<b>13.5%</b>	<b>(543)</b>	<b>-45%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (1,372)</b>	<b>\$ (437)</b>		<b>\$ (500)</b>	<b>\$ 188</b>			

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ELLIS PUBLIC PROGRAMS - 1166**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations	-	-			-	
Security Deposit	-	-			-	
Credit Card Revenue	-	-			-	
Program Revenue	1,742	-	5,500	60	(60)	-100%
<b>Total Revenue</b>	<b>1,742</b>	<b>-</b>	<b>5,500</b>	<b>60</b>	<b>(60)</b>	<b>-100%</b>
<b>Expenditure</b>						
Personnel	2,015	-	3,000	287	(287)	-100%
Employee Benefits	304	-	300	41	(41)	-100%
Contractual	-	-	500	-	(137)	-100%
Commodities	150	-	-	137	-	
Other	-	-	-	-	-	
<b>Total Expenditure</b>	<b>2,469</b>	<b>-</b>	<b>3,800</b>	<b>466</b>	<b>(466)</b>	<b>-100%</b>
<b>Surplus/(Deficit)</b>	<b>\$(727)</b>	<b>\$-</b>	<b>\$1,700</b>	<b>\$(406)</b>		

**ELLIS SUNRISE CENTER - 1167**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations	-	-			-	
Security Deposit	-	-			-	
Credit Card Revenue	-	-			-	
Program Revenue	21,385	3,970	24,600	5,535	(1,565)	-28%
<b>Total Revenue</b>	<b>21,385</b>	<b>3,970</b>	<b>24,600</b>	<b>5,535</b>	<b>(1,565)</b>	<b>-28%</b>
<b>Expenditure</b>						
Personnel	17,000	2,846	15,000	2,637	209	8%
Employee Benefits	2,260	265	1,700	271	(6)	-2%
Contractual	500	-	-	-	-	
Commodities	1,200	-	1,200	-	-	
Other	-	-	-	-	-	
<b>Total Expenditure</b>	<b>20,960</b>	<b>3,112</b>	<b>17,900</b>	<b>2,908</b>	<b>203</b>	<b>7%</b>
<b>Surplus/(Deficit)</b>	<b>\$425</b>	<b>\$858</b>	<b>\$6,700</b>	<b>\$2,627</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ELLIS WEDDINGS - 1168**

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

	Budget	YTD	%
	-	-	
	7,300	-	48.6%
	-	-	
	7,625	-	51.1%
	14,925	-	100.0%
	1,452	66	4.5%
	111	5	1.5%
	1,700	227	13.4%
	-	-	
	4,200	-	96.1%
	7,463	298	100.0%
	\$7,462	\$ (298)	4.0%

	Budget	YTD	%
		1,000	
	2,000	1,000	50.0%
	2,000	2,000	100.0%
	500	303	60.6%
	1,500	47	
	50	229	15.3%
	1,000	-	
	3,050	579	19.0%
	-\$1,050	\$ 1,421	

	YTD Variance
	\$ Change
	% Change
	-1,000
	-100%
	-1,000
	-100%
	(2,000)
	-100%
	-237
	-78%
	-42
	-89%
	-2
	-1%
	(281)
	-49%

**ELLIS OTHER RENTALS - 1169**

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

	Budget	YTD	%
	-	-	
	2,300	-	82.3%
	-	-	
	2,100	-	47.7%
	4,400	-	100.0%
	1,452	-	19.6%
	111	-	1.5%
	-	-	
	300	-	18.1%
	1,863	-	37.0%
	\$2,537		

	Budget	YTD	%
	600	1,800	300.0%
	4,500	240	5.3%
	5,100	2,040	40.0%
	2,275	-	
	174	-	
	400	-	
	600	-	
	3,449	-	
	\$1,651	\$2,040	

	YTD Variance
	\$ Change
	% Change
	-1,800
	-100%
	-240
	-100%
	(2,040)
	-100%

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

ELLIS 5K - 1170

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
	-	-			-	
	-	-			-	
	-	-			-	
	1,570	-		1,500	-	
	100.0%			100.0%		
	1,570	-		1,500	-	
	-	-			-	
	-	-			-	
	-	-		550	-	
	-	-		550	-	
	-	-		950	-	
	\$ 1,570	\$ -		\$ 950	\$ -	



Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**HOOVER GROUNDS - 1171**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations	-	-				
Rental Revenue	5,052	500	5,250	500		
Security Deposit Revenue	-	-				
Credit Card Revenue	-	-				
<b>Total Revenue</b>	<b>5,052</b>	<b>500</b>	<b>5,250</b>	<b>500</b>		<b>9.5%</b>
<b>Expenditure</b>						
Personnel	59,533	8,700	61,435	8,481	219	3%
Employee Benefits	19,345	4,356	24,034	2,004	2,362	117%
Contractual	-	-				
Commodities	37,300	5,512	46,800	9,395	-3,883	-41%
Other	6,617	685	13,000	1,298	-613	-47%
<b>Total Expenditure</b>	<b>122,795</b>	<b>19,253</b>	<b>145,269</b>	<b>21,177</b>	<b>(1,925)</b>	<b>-9%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (117,743)</b>	<b>\$ (18,753)</b>	<b>\$ (140,019)</b>	<b>\$ (20,677)</b>		

**HOOVER BUNKHOUSE - 1172**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations	-	-				
Rental Revenue	11,370	-	35,000	8,050	-8,050	-100%
Security Deposit Revenue	2,000	-	6,000	800	-800	-100%
Credit Card Revenue	-	-				
<b>Total Revenue</b>	<b>13,370</b>	<b>-</b>	<b>41,000</b>	<b>8,850</b>	<b>(8,850)</b>	<b>-100%</b>
<b>Expenditure</b>						
Personnel	29,767	4,353	30,718	4,241	112	3%
Employee Benefits	9,672	2,176	12,017	1,002	1,176	117%
Contractual	-	-				
Commodities	-	-				
Other	-	-				
<b>Total Expenditure</b>	<b>39,439</b>	<b>6,531</b>	<b>42,735</b>	<b>5,243</b>	<b>1,288</b>	<b>25%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (26,069)</b>	<b>\$ (6,531)</b>	<b>\$ (1,735)</b>	<b>\$ 3,607</b>		

Kandall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**HOOVER CAMPSITE - 1173**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-				
Rental Revenue	1,655	-	6,000	340	-340	-100%
Security Deposit Revenue	-	-		-		
Credit Card Revenue	-	-		-		
<b>Total Revenue</b>	<b>1,655</b>	<b>-</b>	<b>6,000</b>	<b>340</b>	<b>(340)</b>	<b>-100%</b>
Expenditure						
Personnel	14,883	2,177	15,358	2,120	57	3%
Employee Benefits	4,837	316	6,009	282	34	12%
Contractual	-	-		-		
Commodities	-	-		-		
Other	-	-		-		
<b>Total Expenditure</b>	<b>19,720</b>	<b>2,493</b>	<b>21,367</b>	<b>2,403</b>	<b>90</b>	<b>4%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (18,065)</b>	<b>\$ (2,493)</b>	<b>\$ (15,367)</b>	<b>\$ (2,063)</b>		

**HOOVER MEADOWHAWK LODGE - 1174**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-				
Rental Revenue	10,337	900	18,000	1,830	-930	-51%
Security Deposit Revenue	4,617	-	11,000	398	-398	-100%
Credit Card Revenue	-	-		-		
<b>Total Revenue</b>	<b>14,954</b>	<b>900</b>	<b>29,000</b>	<b>2,228</b>	<b>(1,326)</b>	<b>-60%</b>
Expenditure						
Personnel	14,883	2,175	15,368	2,119	56	3%
Employee Benefits	4,837	316	6,009	287	29	10%
Contractual	-	-		-		
Commodities	-	-		-		
Other	-	-		-		
<b>Total Expenditure</b>	<b>19,720</b>	<b>2,491</b>	<b>21,367</b>	<b>2,407</b>	<b>85</b>	<b>4%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (4,766)</b>	<b>\$ (1,591)</b>	<b>\$ 7,633</b>	<b>\$ (179)</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ENVIRONMENTAL EDUCATION - 1175**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-	500			
Security Deposit		-				
Credit Card Revenue		-				
Program Revenue		-				
<b>Total Revenue</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>-</b>		
Expenditure						
Personnel		-				
Employee Benefits		773		209	564	-17%
Contractual		-				
Commodities		-				
Other		-				
<b>Total Expenditure</b>	<b>-</b>	<b>773</b>	<b>-</b>	<b>209</b>	<b>564</b>	<b>270%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 500</b>	<b>\$ (773)</b>	<b>\$ 500</b>	<b>\$ (209)</b>		

**ENV. EDUCATION SCHOOL PROGRAMS - 1176**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-				
Security Deposit		-				
Credit Card Revenue		-				
Program Revenue		-				
<b>Total Revenue</b>	<b>5,357</b>	<b>-</b>	<b>38,000</b>	<b>4,117</b>	<b>-4,117</b>	<b>-100%</b>
Expenditure						
Personnel		3,289		3,943	-655	-100%
Employee Benefits		538		565	-27	-5%
Contractual		-				
Commodities		-		16	-16	-100%
Other		-				
<b>Total Expenditure</b>	<b>31,719</b>	<b>3,826</b>	<b>35,997</b>	<b>4,524</b>	<b>(698)</b>	<b>-15%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (26,362)</b>	<b>\$ (3,826)</b>	<b>\$ 2,003</b>	<b>\$ (407)</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ENV. EDUCATION CAMPS - 1177**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-				
Security Deposit		505	32,000	2,370	-1,865	-7.9%
Credit Card Revenue	17,620	505	32,000	2,370	(1,865)	-7.9%
Program Revenue						
Total Revenue	17,620	505	32,000	2,370	(1,865)	-7.9%
Expenditure						
Personnel	19,198	1,932	25,870	2,244	-311	-1.4%
Employee Benefits	2,538	325	3,237	334	-9	-3%
Contractual	-	-	-	-		
Commodities	209	-	1,500	26	-26	-100%
Other	-	-	-	-		
Total Expenditure	21,945	2,257	30,607	2,604	(347)	-1.3%
Surplus/(Deficit)	\$ (4,325)	\$ (1,752)	\$ 1,393	\$ (234)		

**ENV. EDUCATION NATURAL BEGINNINGS - 1178**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-				
Security Deposit			300	830	-830	-100%
Credit Card Revenue	800					
Program Revenue	101,811	28,700	115,800	29,517	-3,117	-10%
Total Revenue	102,611	28,700	116,100	30,647	(3,947)	-13%
Expenditure						
Personnel	82,916	14,282	74,031	12,623	1,640	13%
Employee Benefits	11,575	2,507	9,870	1,591	916	58%
Contractual	-	-	-	-		
Commodities	2,000	44	4,000	399	-355	-88%
Other	-	-	-	-		
Total Expenditure	96,491	16,813	87,901	14,613	2,200	15%
Surplus/(Deficit)	\$ 6,120	\$ 9,887	\$ 28,199	\$ 16,034		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ENV. EDUCATION PUBLIC PROGRAMS - 1179**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	12,589	7,070	7,600	1,765	5,305	301%
<b>Total Revenue</b>	<b>12,589</b>	<b>7,070</b>	<b>7,600</b>	<b>1,765</b>	<b>5,305</b>	<b>301%</b>
<b>Expenditure</b>						
Personnel	8,824	1,121	8,892	576	545	95%
Employee Benefits	690	117	797	63	54	87%
Contractual	-	-	-	-	-	-
Commodities	200	-	750	3	-3	-100%
Other	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>9,714</b>	<b>1,238</b>	<b>8,239</b>	<b>641</b>	<b>598</b>	<b>93%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 2,875</b>	<b>\$ 5,832</b>	<b>\$ (739)</b>	<b>\$ 1,124</b>		

**ENV. EDUCATION LAWS OF NATURE - 1180**

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
<b>Revenue</b>						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>						
Personnel	3,187	449	3,446	610	-161	-28%
Employee Benefits	358	70	427	90	-21	-23%
Contractual	-	-	-	-	-	-
Commodities	160	-	500	104	-104	-100%
Other	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>3,895</b>	<b>519</b>	<b>4,373</b>	<b>804</b>	<b>(285)</b>	<b>-35%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (3,895)</b>	<b>\$ (519)</b>	<b>\$ (4,373)</b>	<b>\$ (804)</b>		

Kendall County Forest Preserve  
Income Statement  
For Period Ended 1/31/2021

2 Month Budget Percent = 16.7%

**ENV. EDUCATION OTHER PROGRAMS - 1181**

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

Current Year FY21		Prior Year FY20		YTD Variance	
Budget	YTD	Budget	YTD	\$ Change	% Change
-	-	-	-		
	130		1,550	-1,420	-92%
	10		119	-109	-92%
	-				
	-				
	140		1,669	(1,529)	-92%
\$ -	\$ (140)		\$ (1,669)		



Kendall County  
 YEAR-TO-DATE BUDGET REPORT

02/03/2021 12:03  
 LCaldwell

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FOR 2021 02

ACCOUNTS FOR:  
 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190011 Forest Preserve							
190011 40000 Transf. from General	0	0	.00	.00	.00	.00	.0%
190011 40180 Transf. from Bond Pro	0	0	.00	.00	.00	.00	.0%
190011 41010 Current Property Tax	-640,646	-640,646	.00	.00	.00	-640,646.00	.0%
190011 41350 Interest Income	-591	-591	-18.90	-18.90	.00	-572.10	3.2%
190011 42250 Revenue	-620	-620	.00	.00	.00	-620.00	.0%
190011 42860 Donations	-500	-500	.00	.00	.00	-500.00	.0%
190011 42900 Picnic Fees and Shell	0	0	.00	.00	.00	.00	.0%
190011 42910 Land Cash	0	0	.00	.00	.00	.00	.0%
190011 42920 Preserve Improvement	0	0	.00	.00	.00	.00	.0%
190011 42930 Farm License Revenue	-95,379	-95,379	-4,714.28	-1,665.00	.00	-90,664.72	4.9%
190011 42340 Credit Card Fee	-2,219	-2,219	-379.16	-286.28	.00	-1,839.84	17.1%
190011 43380 RTP - Regional Trail	0	0	.00	.00	.00	.00	.0%
190011 43390 OSLAD	0	0	.00	.00	.00	.00	.0%
190011 43400 KC Highway Mitigation	0	0	.00	.00	.00	.00	.0%
190011 43410 Hoover Easement	0	0	.00	.00	.00	.00	.0%
190011 43420 ICECF	0	0	.00	.00	.00	.00	.0%
190011 43430 Morton Arboretum USFS	0	0	.00	.00	.00	.00	.0%
190011 43440 Trail Improvement Esc	0	0	.00	.00	.00	.00	.0%
190011 51090 Salaries - Per Diem	0	0	.00	.00	.00	.00	.0%
190011 51160 Salaries - Part Time	10,000	10,000	72.00	.00	.00	9,928.00	.7%
190011 51330 Salaries - Other	0	0	.00	.00	.00	.00	.0%
190011 51390 Salaries - Full Time	161,800	161,800	27,494.36	13,431.94	.00	134,305.64	17.0%
190011 51470 Salaries - Stipends	21,626	21,626	.00	.00	.00	21,626.00	.0%
190011 61160 Transf. to IMRF Fund	16,416	16,416	4,608.31	2,224.72	.00	11,807.69	28.1%
190011 61170 Transf. to SSI Fund	14,032	14,032	.00	.00	.00	14,032.00	.0%
190011 61230 Transf. to Gen Fund	28,789	28,789	8,514.81	6,729.13	.00	20,274.19	29.6%
190011 61240 Transf. to Liability	0	0	.00	.00	.00	.00	.0%
190011 61350 Transf. to FP Liabilit	0	0	.00	.00	.00	.00	.0%
190011 62000 Office Supplies	1,000	1,000	2,090.56	1,940.06	.00	-1,090.56	209.1%
190011 62030 Dues	0	0	.00	.00	.00	.00	.0%
190011 62040 Conferences	500	500	.00	.00	.00	500.00	.0%
190011 62090 Legal Publications	600	600	530.72	530.72	.00	69.28	88.5%
190011 62150 Contractual Services	4,250	4,250	864.00	864.00	.00	3,386.00	20.3%
190011 62160 Equipment	0	0	.00	.00	.00	.00	.0%
190011 63510 Electric	2,900	2,900	445.92	252.84	.00	2,454.08	15.4%
190011 65490 Auditing & Accounting	8,000	8,000	.00	.00	.00	8,000.00	.0%
190011 67410 Land / Right of Way P	0	0	.00	.00	.00	.00	.0%
190011 68000 Liability Insurance P	59,514	59,514	21,388.96	7,424.00	.00	38,125.04	35.9%
190011 68300 Natural Areas Managem	0	0	.00	.00	.00	.00	.0%
190011 68310 Software License Fee	0	0	.00	.00	.00	.00	.0%



02/03/2021 12:03  
Kendall County  
YEAR-TO-DATE BUDGET REPORT  
L.Caldwell

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190011 68340 Farm Lease Contract	500	500	.00	.00	.00	500.00	.0%
190011 68430 Marketing / Publicity	500	500	178.98	118.99	.00	321.02	35.8%
190011 68440 Newsletter	400	400	216.00	216.00	.00	184.00	54.0%
190011 68500 Project Fund Expenses	0	0	.00	.00	.00	.00	.0%
190011 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190011 68540 Contributions	0	0	.00	.00	.00	.00	.0%
190011 68550 Environmental Educ. P	0	0	.00	.00	.00	.00	.0%
190011 68560 Credit Card Fee	0	0	.00	.00	.00	.00	.0%
190011 68590 Building Improvements	5,750	5,750	449.62	449.62	.00	5,300.38	7.8%
190011 68600 Cropland Conversion	0	0	.00	.00	.00	.00	.0%
190011 68780 Capital Expenditures	0	0	.00	.00	.00	.00	.0%
190011 69790 Contingency	0	0	.00	.00	.00	.00	.0%
190011 99710 Security Deposit Refu	0	0	.00	.00	.00	.00	.0%
190011 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
<b>TOTAL Forest Preserve</b>	<b>-403,378</b>	<b>-403,378</b>	<b>61,741.90</b>	<b>32,211.84</b>	<b>.00</b>	<b>-465,119.90</b>	<b>-15.3%</b>
19001160 Ellis House	0	0	.00	.00	.00	.00	.0%
19001160 42860 Donations	1,100	1,100	861.73	10.00	.00	238.27	78.3%
19001160 51160 Salaries - Part Tim	10,071	10,071	767.72	767.72	.00	9,303.28	7.6%
19001160 51390 Salaries - Full Tim	250	250	27.63	12.74	.00	222.37	11.1%
19001160 62000 Office Supplies	6,100	6,100	1,409.83	1,258.33	.00	4,690.17	23.1%
19001160 62270 Utilities	1,756	1,756	266.95	128.21	.00	1,489.05	15.2%
19001160 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001160 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001160 68570 Volunteer Expense	3,800	3,800	357.64	302.74	.00	3,442.36	9.4%
19001160 68580 Grounds and Mainten	0	0	.00	.00	.00	.00	.0%
19001160 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
<b>TOTAL Ellis House</b>	<b>23,077</b>	<b>23,077</b>	<b>3,691.50</b>	<b>2,479.74</b>	<b>.00</b>	<b>19,385.50</b>	<b>16.0%</b>
19001161 Ellis Barn	0	0	.00	.00	.00	.00	.0%
19001161 42250 Revenue	1,100	1,100	1,265.73	106.50	.00	-165.73	115.1%*
19001161 51160 Salaries - Part Tim	10,071	10,071	767.75	767.75	.00	9,303.25	7.6%
19001161 51390 Salaries - Full Tim	6,100	6,100	.00	.00	.00	6,100.00	.0%
19001161 62270 Utilities	1,756	1,756	297.85	135.59	.00	1,458.15	17.0%
19001161 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001161 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%





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ACCOUNTS FOR: 1900	Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001161 68580	Grounds and Mainten	2,000	2,000	259.30	189.24	.00	1,740.70	13.0%
19001161 99999	To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Barn		21,027	21,027	2,590.63	1,199.08	.00	18,436.37	12.3%
19001162 Ellis Grounds								
19001162 42250	Revenue	-22,087	-22,087	.00	.00	.00	-22,087.00	.0%*
19001162 51160	Salaries - Part Tim	2,200	2,200	1,732.06	95.00	.00	467.94	78.7%
19001162 51390	Salaries - Full Tim	20,142	20,142	1,535.47	1,535.47	.00	18,606.53	7.6%
19001162 63050	Employer Contr. SSI	3,512	3,512	534.52	262.15	.00	2,977.48	15.2%
19001162 63060	ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001162 68580	Grounds and Mainten	4,000	4,000	453.77	319.50	.00	3,546.23	11.3%
19001162 99999	To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Grounds		7,767	7,767	4,255.82	2,212.12	.00	3,511.18	54.8%
19001163 Ellis Camps								
19001163 42250	Revenue	-2,605	-2,605	.00	.00	.00	-2,605.00	.0%*
19001163 42860	Donations	0	0	.00	.00	.00	.00	.0%
19001163 51160	Salaries - Part Tim	1,650	1,650	.00	.00	.00	1,650.00	.0%
19001163 62400	Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001163 63000	Animal Care & Suppl	0	0	.00	.00	.00	.00	.0%
19001163 63010	Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001163 63020	Vet & Farrier	0	0	.00	.00	.00	.00	.0%
19001163 63030	Program Supplies	100	100	.00	.00	.00	100.00	.0%
19001163 63040	Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001163 63050	Employer Contr. SSI	219	219	.00	.00	.00	219.00	.0%
19001163 63060	ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001163 68430	Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001163 99700	Credit Card Fee Rll	0	0	.00	.00	.00	.00	.0%
19001163 99999	To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Camps		-636	-636	.00	.00	.00	-636.00	.0%
19001164 Ellis Riding Lessons								
19001164 42250	Revenue	-56,817	-56,817	-12,057.00	-6,495.00	.00	-44,760.00	21.2%*



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ACCOUNTS FOR: 1900	Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001164	42860 Donations	-200	-200	.00	.00	.00	-200.00	.0%
19001164	51160 Salaries - Part Tim	37,638	37,638	4,351.59	1,506.73	.00	33,286.41	11.6%
19001164	62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001164	63000 Animal Care & Suppl	8,100	8,100	1,557.62	1,275.97	.00	6,542.38	19.2%
19001164	63010 Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001164	63020 Vet & Farrier	8,500	8,500	440.00	.00	.00	8,060.00	5.2%
19001164	63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001164	63050 Employer Contr. SSI	4,936	4,936	441.42	153.43	.00	4,494.58	8.9%
19001164	63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001164	68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001164	99999 To be Inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Riding Lessons		2,157	2,157	-5,266.37	-3,558.87	.00	7,423.37	-244.2%
19001165 Ellis Birthday Parties								
19001165	42250 Revenue	-4,226	-4,226	-236.00	-236.00	.00	-3,990.00	5.6%
19001165	51160 Salaries - Part Tim	4,676	4,676	579.80	283.80	.00	4,096.20	12.4%
19001165	62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001165	63000 Animal Care & Suppl	0	0	.00	.00	.00	.00	.0%
19001165	63010 Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001165	63020 Vet & Farrier	0	0	.00	.00	.00	.00	.0%
19001165	63030 Program Supplies	200	200	.00	.00	.00	200.00	.0%
19001165	63040 Security Deposit Re	622	622	93.11	45.72	.00	528.89	15.0%
19001165	63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001165	68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001165	99999 To be Inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Birthday Parties		1,272	1,272	436.91	93.52	.00	835.09	34.3%
19001166 Ellis Public Programs								
19001166	42250 Revenue	-1,742	-1,742	.00	.00	.00	-1,742.00	.0%
19001166	51160 Salaries - Part Tim	2,015	2,015	.00	.00	.00	2,015.00	.0%
19001166	62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001166	63000 Animal Care & Suppl	0	0	.00	.00	.00	.00	.0%
19001166	63010 Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001166	63020 Vet & Farrier	500	500	.00	.00	.00	500.00	.0%
19001166	63030 Program Supplies	0	0	.00	.00	.00	.00	.0%



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001166 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001166 63050 Employer Contr. SSI	304	304	.00	.00	.00	304.00	.0%
19001166 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001166 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001166 68570 Volunteer Expense	0	0	.00	.00	.00	.00	.0%
19001166 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Public Programs	1,077	1,077	.00	.00	.00	1,077.00	.0%
19001167 Ellis Sunrise Center							
19001167 42250 Revenue	-21,385	-21,385	-3,970.00	-1,985.00	.00	-17,415.00	18.6%
19001167 51160 Salaries - Part Tim	17,000	17,000	2,846.37	1,455.37	.00	14,153.63	16.7%
19001167 63000 Animal Care & Suppl	1,200	1,200	.00	.00	.00	1,200.00	.0%
19001167 63050 Employer Contr. SSI	2,260	2,260	265.41	133.31	.00	1,994.59	11.7%
19001167 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Sunrise Center	-925	-925	-858.22	-396.32	.00	-66.78	92.8%
19001168 Ellis Weddings							
19001168 42250 Revenue	-7,625	-7,625	.00	.00	.00	-7,625.00	.0%
19001168 43450 Security Deposit Re	-7,300	-7,300	.00	.00	.00	-7,300.00	.0%
19001168 51160 Salaries - Part Tim	1,452	1,452	66.00	44.00	.00	1,386.00	4.5%
19001168 62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001168 63040 Security Deposit Re	4,200	4,200	.00	.00	.00	4,200.00	.0%
19001168 63050 Employer Contr. SSI	111	111	5.05	3.37	.00	105.95	4.5%
19001168 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001168 63070 Refuse Pickup	1,600	1,600	227.01	227.01	.00	1,372.99	14.2%
19001168 63080 Event Tent Lease	0	0	.00	.00	.00	.00	.0%
19001168 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001168 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Weddings	-7,562	-7,562	298.06	274.38	.00	-7,860.06	-3.9%
19001169 Ellis Other Rentals							
19001169 42250 Revenue	-2,100	-2,100	.00	.00	.00	-2,100.00	.0%



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1900 Forest Preserve							
19001169 43450 Security Deposit Re	-2,300	-2,300	.00	.00	.00	-2,300.00	.0%
19001169 51160 Salaries - Part Tim	1,452	1,452	.00	.00	.00	1,452.00	.0%
19001169 63040 Security Deposit Re	300	300	.00	.00	.00	300.00	.0%
19001169 63050 Employer Contr. SSI	111	111	.00	.00	.00	111.00	.0%
19001169 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001169 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001169 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Other Rentals	-2,537	-2,537	.00	.00	.00	-2,537.00	.0%
19001170 Ellis 5K							
19001170 42250 Revenue	-250	-250	.00	.00	.00	-250.00	.0%
19001170 51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001170 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001170 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001170 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001170 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001170 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001170 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis 5K	-250	-250	.00	.00	.00	-250.00	.0%
19001171 Hoover							
19001171 42250 Revenue	-5,052	-5,052	-500.00	-250.00	.00	-4,552.00	9.9%
19001171 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001171 51160 Salaries - Part Tim	23,697	23,697	2,151.77	1,153.10	.00	21,545.23	9.1%
19001171 51390 Salaries - Full Tim	43,949	43,949	6,548.45	3,314.61	.00	37,400.55	14.9%
19001171 62160 Equipment	0	0	.00	.00	.00	.00	.0%
19001171 62270 Utilities	4,555	4,555	885.00	600.00	.00	3,670.00	19.4%
19001171 63040 Security Deposit Re	2,000	2,000	684.75	216.00	.00	1,315.25	34.2%
19001171 63050 Employer Contr. SSI	11,075	11,075	1,262.98	638.44	.00	9,812.02	11.4%
19001171 63060 ER Contr Health/Den	9,617	9,617	3,092.90	2,262.75	.00	6,524.10	32.2%
19001171 63090 Natural Gas	5,700	5,700	1,179.40	647.98	.00	4,520.60	20.7%
19001171 63100 Electric	13,950	13,950	2,839.52	1,584.88	.00	11,110.48	20.4%
19001171 63110 Shop Supplies	3,000	3,000	202.72	55.22	.00	2,797.28	6.8%
19001171 63120 Building Maintenan	4,000	4,000	350.36	65.57	.00	3,649.64	8.8%
19001171 66500 Miscellaneous Expen	1,000	1,000	.00	.00	.00	1,000.00	.0%
19001171 68530 Preserve Improvement	0	0	.00	.00	.00	.00	.0%



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ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001171 68580 Grounds and Mainten	4,000	4,000	54.91	34.96	.00	3,945.09	1.4%
19001171 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
<b>TOTAL Hoover</b>	121,491	121,491	18,752.76	10,323.51	.00	102,738.24	15.4%

19001172 Hoover Bunkhouse

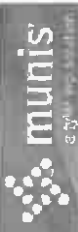
19001172 42250 Revenue	-11,370	-11,370	.00	.00	.00	-11,370.00	.0%*
19001172 43450 Security Deposit Re	-2,000	-2,000	.00	.00	.00	-2,000.00	.0%*
19001172 51160 Salaries - Part Tim	11,848	11,848	1,078.71	579.26	.00	10,769.29	9.1%
19001172 51390 Salaries - Full Tim	21,975	21,975	3,274.26	1,657.32	.00	18,700.74	14.9%
19001172 63050 Employer Contr. SSI	5,537	5,537	631.71	319.42	.00	4,905.29	11.4%
19001172 63060 ER Contr Health/Den	4,808	4,808	1,546.45	1,131.37	.00	3,261.55	32.2%
19001172 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
<b>TOTAL Hoover Bunkhouse</b>	30,798	30,798	6,531.13	3,687.37	.00	24,266.87	21.2%

19001173 Hoover Campsite

19001173 42250 Revenue	-1,655	-1,655	.00	.00	.00	-1,655.00	.0%*
19001173 43450 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001173 51160 Salaries - Part Tim	5,924	5,924	539.81	290.14	.00	5,384.19	9.1%
19001173 51390 Salaries - Full Tim	10,987	10,987	1,637.11	828.65	.00	9,349.89	14.9%
19001173 63050 Employer Contr. SSI	2,769	2,769	315.89	159.75	.00	2,453.11	11.4%
19001173 63060 ER Contr Health/Den	2,405	2,405	.00	.00	.00	2,405.00	.0%
19001173 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
<b>TOTAL Hoover Campsite</b>	20,430	20,430	2,492.81	1,278.54	.00	17,937.19	12.2%

19001174 Hoover Meadowhawk Lodge

19001174 42250 Revenue	-10,337	-10,337	-900.00	.00	.00	-9,437.00	8.7%*
19001174 43450 Security Deposit Re	-4,617	-4,617	.00	.00	.00	-4,617.00	.0%*
19001174 51160 Salaries - Part Tim	5,924	5,924	538.37	288.81	.00	5,385.63	9.1%
19001174 51390 Salaries - Full Tim	10,987	10,987	1,637.11	828.65	.00	9,349.89	14.9%
19001174 63050 Employer Contr. SSI	2,769	2,769	315.77	159.64	.00	2,453.23	11.4%
19001174 63060 ER Contr Health/Den	2,405	2,405	.00	.00	.00	2,405.00	.0%
19001174 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%



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ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Hoover Meadowhawk Lodge	7,131	7,131	1,591.25	1,277.10	.00	5,539.75	22.3%
19001175 Environmental Education							
19001175 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001175 42860 Donations	-500	-500	.00	.00	.00	-500.00	.0%*
19001175 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001175 63060 ER Contr Health/Den	0	0	773.22	565.69	.00	-773.22	100.0%*
19001175 68490 Environmental Educa	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Education	-500	-500	773.22	565.69	.00	-1,273.22	-154.6%
19001176 Environmental Education School							
19001176 42250 Revenue	-5,357	-5,357	.00	.00	.00	-5,357.00	.0%*
19001176 51160 Salaries - Part Tim	10,000	10,000	162.80	109.20	.00	9,837.20	1.6%
19001176 51390 Salaries - Full Tim	17,823	17,823	3,125.80	1,333.94	.00	14,697.20	17.5%
19001176 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001176 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001176 63050 Employer Contr. SSI	3,896	3,896	537.61	229.79	.00	3,358.39	13.8%
19001176 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Education Sch	26,362	26,362	3,826.21	1,672.93	.00	22,535.79	14.5%
19001177 Environmental Education Camps							
19001177 42250 Revenue	-17,620	-17,620	.00	.00	.00	-17,620.00	.0%*
19001177 51160 Salaries - Part Tim	8,100	8,100	.00	.00	.00	8,100.00	.0%
19001177 51390 Salaries - Full Tim	11,098	11,098	1,932.44	824.48	.00	9,165.56	17.4%
19001177 63030 Program Supplies	200	200	.00	.00	.00	200.00	.0%
19001177 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001177 63050 Employer Contr. SSI	2,538	2,538	324.66	136.86	.00	2,213.34	12.8%
19001177 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Education Cam	4,316	4,316	2,257.10	961.34	.00	2,058.90	52.3%
19001178 Environmental Educ. Natrl Beg.							
19001178 42250 Revenue	-97,194	-97,194	-27,205.00	-26,700.00	.00	-69,989.00	28.0%*



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1900 Forest Preserve							
19001178 42860 Donations	-800	-800	.00	.00	.00	-800.00	.0%
19001178 51160 Salaries - Part Tim	52,935	52,935	10,626.14	4,541.01	.00	42,308.86	20.1%
19001178 51390 Salaries - Full Tim	29,981	29,981	3,636.32	2,267.78	.00	26,344.68	12.1%
19001178 63030 Program Supplies	1,000	1,000	43.97	43.97	.00	956.03	4.4%
19001178 63040 Security Deposits	0	0	.00	.00	.00	.00	.0%
19001178 63050 Employer Contr. SSI	11,575	11,575	1,733.82	854.53	.00	9,841.18	15.0%
19001178 63060 ER Contr Health/Den	0	0	773.22	565.69	.00	-773.22	100.0%*
TOTAL Environ. Educ. Natrl B	-2,503	-2,503	-10,391.53	-18,427.02	.00	7,888.53	415.2%
19001179 Environ. Educ. Other Pblc Prg							
19001179 42250 Revenue	-12,589	-12,589	-7,070.00	-7,020.00	.00	-5,519.00	56.2%*
19001179 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001179 51160 Salaries - Part Tim	5,794	5,794	779.60	142.95	.00	5,014.40	13.5%
19001179 51390 Salaries - Full Tim	3,030	3,030	341.47	225.21	.00	2,688.53	11.3%
19001179 63030 Program Supplies	250	250	.00	.00	.00	250.00	.0%
19001179 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001179 63050 Employer Contr. SSI	690	690	116.73	48.33	.00	573.27	16.9%
19001179 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environ. Educ. Other Pblc P	-2,825	-2,825	-5,832.20	-6,603.51	.00	3,007.20	206.4%
19001180 Environ. Educ. Laws of Nature							
19001180 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001180 51160 Salaries - Part Tim	2,000	2,000	66.80	40.40	.00	1,933.20	3.3%
19001180 51390 Salaries - Full Tim	1,187	1,187	382.20	88.16	.00	604.80	32.2%
19001180 63030 Program Supplies	100	100	.00	.00	.00	100.00	.0%
19001180 63050 Employer Contr. SSI	358	358	69.58	17.72	.00	288.42	19.4%
19001180 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environ. Educ. Laws of Natu	3,645	3,645	518.58	146.28	.00	3,126.42	14.2%
19001181 Environ. Educ. Other							
19001181 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001181 51160 Salaries - Part Tim	0	0	130.00	130.00	.00	-130.00	100.0%*



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ACCOUNTS FOR: 1900 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001181 51390 Salaries - Full Tim	0	0	.00	.00	.00	.00	.0%
19001181 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001181 63050 Employer Contr. SSI	0	0	9.95	9.95	.00	-9.95	100.0%*
19001181 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Educ. Other	0	0	139.95	139.95	.00	-139.95	100.0%
19001182 Natural Areas Volunteers							
19001182 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001182 51390 Salaries - Full Tim	0	0	.00	.00	.00	.00	.0%
19001182 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001182 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001182 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001182 63130 Volunteer Supplies	0	0	.00	.00	.00	.00	.0%
19001182 68300 Natural Areas Manag	0	0	.00	.00	.00	.00	.0%
TOTAL Natural Areas Volunteers	0	0	.00	.00	.00	.00	.0%
19001183 Grounds and Natural Resources							
19001183 42250 Revenue	-17,347	-17,347	-210.00	-100.00	.00	-17,137.00	1.2%*
19001183 42860 Donations	-1,950	-1,950	.00	.00	.00	-1,950.00	.0%*
19001183 42900 Picnic Fees and She	-2,625	-2,625	.00	.00	.00	-2,625.00	.0%*
19001183 42920 Preserve Improvemen	-21,000	-21,000	.00	.00	.00	-21,000.00	.0%*
19001183 51160 Salaries - Part Tim	24,473	24,473	2,633.17	857.07	.00	21,839.83	10.8%
19001183 51390 Salaries - Full Tim	84,937	84,937	11,964.92	6,377.93	.00	72,972.08	14.1%
19001183 62160 Equipment	5,000	5,000	4,124.40	1,785.58	.00	875.60	82.5%
19001183 62180 Gasoline / Fuel / O	13,050	13,050	1,389.37	623.96	.00	11,660.63	10.6%
19001183 62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001183 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001183 63050 Employer Contr. SSI	17,124	17,124	1,098.36	553.48	.00	16,025.64	6.4%
19001183 63060 ER Contr Health/Den	29,899	29,899	6,619.18	4,490.02	.00	23,279.82	22.1%
19001183 63070 Refuse Pickup	6,500	6,500	1,374.35	1,170.35	.00	5,125.65	21.1%
19001183 63090 Natural Gas	3,500	3,500	646.64	352.83	.00	2,853.36	18.5%
19001183 63110 Shop Supplies	1,000	1,000	182.05	176.93	.00	817.95	18.2%
19001183 63140 Management Supplies	0	0	.00	.00	.00	.00	.0%
19001183 63540 Telephones	11,750	11,750	1,775.49	790.26	.00	9,974.51	15.1%
19001183 68530 Preserve Improvemen	0	0	211.95	.00	.00	-211.95	100.0%*
TOTAL Grounds and Natural Resourc	154,311	154,311	31,809.88	17,078.41	.00	122,501.12	20.6%





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ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001184 Pickerill - Pigott							
19001184 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001184 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001184 42900 Picnic Fees and She	-11,198	-11,198	-1,994.00	-1,059.00	.00	-9,204.00	17.8%
19001184 43450 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001184 51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001184 62160 Equipment	0	0	.00	.00	.00	.00	.0%
19001184 62180 Gasoline / Fuel / O	0	0	.00	.00	.00	.00	.0%
19001184 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001184 63050 Employer Contr. SSL	7,453	7,453	865.92	682.01	.00	6,587.08	11.6%
19001184 63100 Electric	0	0	.00	.00	.00	.00	.0%
19001184 68530 Preserve Improvemen	0	0	.00	.00	.00	.00	.0%
TOTAL Pickerill - Pigott	-3,745	-3,745	-1,128.08	-376.99	.00	-2,616.92	30.1%
TOTAL Forest Preserve	0	0	118,231.31	46,239.09	.00	-118,231.31	100.0%
TOTAL REVENUES	-1,091,803	-1,091,803	-59,254.34	-45,815.18	.00	-1,032,548.66	
TOTAL EXPENSES	1,091,803	1,091,803	177,485.65	92,054.27	.00	914,317.35	
PRIOR FUND BALANCE			195,972.41				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-118,231.31				
REVISED FUND BALANCE			77,741.10				



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ACCOUNTS FOR:  
1901 FP Bond Proceeds 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>190111 FP Bond Proceeds 2007</b>							
190111 40330 Transf. fr FP Land Ca	0	0	.00	.00	.00	.00	.0%
190111 40340 Transf fr Fox Rvr Blf	0	0	.00	.00	.00	.00	.0%
190111 40350 Transf. from Proj. Im	0	0	.00	.00	.00	.00	.0%
190111 41350 Interest Income	-200	0	-18.11	-18.11	.00	18.11	100.0%
190111 42250 Revenue	0	0	.00	.00	.00	.00	.0%
190111 42860 Donations	0	0	.00	.00	.00	.00	.0%
190111 43380 RTP - Regional Trail	0	0	.00	.00	.00	.00	.0%
190111 43390 OSLAD	0	0	.00	.00	.00	.00	.0%
190111 43400 KC Highway Mitigation	0	0	.00	.00	.00	.00	.0%
190111 43410 Hoover Easement	0	0	.00	.00	.00	.00	.0%
190111 43420 ICECF	0	0	.00	.00	.00	.00	.0%
190111 43430 Morton Arboretum USFS	0	0	.00	.00	.00	.00	.0%
190111 43440 Trail Improvement Esc	0	0	.00	.00	.00	.00	.0%
190111 51330 Salaries - Other	0	0	.00	.00	.00	.00	.0%
190111 61350 Transf to FP Liabilit	0	0	.00	.00	.00	.00	.0%
190111 61360 Transf to FP OSLAD Gr	12,942	158,250	158,250.00	.00	.00	.00	100.0%*
190111 61370 Transf. to Fox Rvr Bl	561,798	393,698	393,698.00	.00	.00	-54,313.00	100.0%*
190111 61400 Transf. to FP Capital P	0	54,313	.00	.00	.00	54,313.00	100.0%
190111 61410 Trnsf. to FRB Crplnd	0	0	.00	.00	.00	.00	.0%
190111 62000 Office Supplies	0	0	.00	.00	.00	.00	.0%
190111 62160 Equipment	0	0	.00	.00	.00	.00	.0%
190111 67410 Land / Right of Way A	0	0	.00	.00	.00	.00	.0%
190111 68300 Natural Areas Managem	0	0	.00	.00	.00	.00	.0%
190111 68500 Project Fund Expenses	0	0	.00	.00	.00	.00	.0%
190111 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190111 68590 Building Improvements	0	0	.00	.00	.00	.00	.0%
190111 68600 Cropland Conversion	0	0	.00	.00	.00	.00	.0%
190111 68640 Fiscal Agent Fee	3,500	0	.00	.00	.00	.00	.0%
190111 99999 To be Inactivated	0	0	.00	.00	.00	.00	.0%
<b>TOTAL FP Bond Proceeds 2007</b>	<b>578,040</b>	<b>606,261</b>	<b>606,242.89</b>	<b>-18.11</b>	<b>.00</b>	<b>18.11</b>	<b>100.0%</b>
<b>19011160 FP Bond Prds 07 Ellis</b>							
19011160 68590 Building Improvemen	0	0	.00	.00	.00	.00	.0%
<b>TOTAL FP Bond Prds 07 Ellis</b>	<b>0</b>	<b>0</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0%</b>
<b>19011171 FP Bond Prds 07 Hoover</b>							
19011171 62160 Equipment	0	0	.00	.00	.00	.00	.0%



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ACCOUNTS FOR:  
1901 FP Bond Proceeds 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19011171 68530 Preserve Improvement	0	0	.00	.00	.00	.00	.0%
19011171 68590 Building Improvement	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Prds 07 Hoover	0	0	.00	.00	.00	.00	.0%
19011182 FP Bond Prds 07 Ntr							
19011182 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19011182 68300 Natural Areas Manag	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Prds 07 Ntr	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Proceeds 2007	578,040	606,261	606,242.89	-18.11	.00	18.11	100.0%
TOTAL REVENUES	-200	0	-18.11	-18.11	.00	18.11	
TOTAL EXPENSES	578,240	606,261	606,261.00	.00	.00	.00	

PRIOR FUND BALANCE 606,287.77  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -606,242.89  
REVISED FUND BALANCE 44.88



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ACCOUNTS FOR:  
1902 FP Debt Service 2012

190211 FP Debt Service 2012

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190211 41010 Current Property Tax	-430,500	-430,500	.00	.00	.00	-430,500.00	.0%
190211 41350 Interest Income	-1,300	-1,300	-54.04	-54.04	.00	-1,245.96	4.2%
190211 43350 Capitalized Interest	0	0	.00	.00	.00	.00	.0%
190211 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
190211 68640 Fiscal Agent Fee	0	0	.00	.00	.00	.00	.0%
190211 68650 Debt Service Interest	30,825	30,825	18,300.00	.00	.00	12,525.00	59.4%
190211 68700 Debt Service Principa	385,000	385,000	385,000.00	.00	.00	.00	100.0%
TOTAL FP Debt Service 2012	-15,975	-15,975	403,245.96	-54.04	.00	-419,220.96	2524.2%
TOTAL FP Debt Service 2012	-15,975	-15,975	403,245.96	-54.04	.00	-419,220.96	2524.2%
TOTAL REVENUES	-431,800	-431,800	-54.04	-54.04	.00	-431,745.96	
TOTAL EXPENSES	415,825	415,825	403,300.00	.00	.00	12,525.00	

PRIOR FUND BALANCE 924,431.88  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -403,245.96  
REVISED FUND BALANCE 521,185.92



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1903							
190311 FP Debt Service 2015/2016/2017							
190311 FP Debt Service 2015/2016/2017							
190311 41010 Current Property Tax	-4,605,188	-4,605,188	-220.95	-220.95	.00	-4,605,188.00	.0%
190311 41350 Interest Income	-1,200	-1,200	.00	.00	.00	-979.05	18.4%
190311 42370 Refunds	0	0	.00	.00	.00	.00	.0%
190311 43350 Capitalized Interest	0	0	.00	.00	.00	.00	.0%
190311 62500 Miscellaneous Expense	0	475	.00	.00	.00	475.00	.0%
190311 68540 Fiscal Agent Fee	0	950	.00	.00	.00	950.00	.0%
190311 68710 Dbt Srv 2015 Interest	355,018	355,018	177,767.50	.00	.00	177,250.50	50.1%
190311 68720 Dbt Srv 2015 Principa	45,000	45,000	45,000.00	.00	.00	.00	100.0%
190311 68730 Dbt Srv 2016 Interest	294,188	294,188	148,093.75	.00	.00	146,094.25	50.3%
190311 68740 Dbt Srv 2016 Principa	100,000	100,000	100,000.00	.00	.00	.00	100.0%
190311 68750 Dbt Srv 2017 Interest	627,625	627,625	348,375.00	.00	.00	279,250.00	55.5%
190311 68760 Dbt Srv 2017 Principa	2,765,000	2,765,000	2,765,000.00	.00	.00	.00	100.0%
190311 92440 Principal	0	0	.00	.00	.00	.00	.0%
190311 92450 Interest	0	0	.00	.00	.00	.00	.0%
190311 99999 To be Inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL FP Debt Service 2015/2016/2	-419,557	-418,132	3,584,015.30	-220.95	.00	-4,002,147.30	-857.1%
TOTAL FP Debt Service 2015/2016/2	-419,557	-418,132	3,584,015.30	-220.95	.00	-4,002,147.30	-857.1%
TOTAL REVENUES	-4,606,388	-4,606,388	-220.95	-220.95	.00	-4,606,167.05	
TOTAL EXPENSES	4,186,831	4,188,256	3,584,236.25	.00	.00	604,019.75	

PRIOR FUND BALANCE 4,222,577.20  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -3,584,015.30  
REVISED FUND BALANCE 638,561.90



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ACCOUNTS FOR:  
1904 FP Restricted Subat Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190411 FP Restricted Subat Fund							
190411 41350 Interest Income	-8,570	-6,715	-70.39	-70.39	.00	-6,644.61	1.0%
190411 42850 Donations	0	0	.00	.00	.00	.00	.0%
190411 62150 Contractual Services	40,000	40,000	.00	.00	.00	40,000.00	.0%
190411 68500 Project Fund Expenses	0	0	.00	.00	.00	.00	.0%
TOTAL FP Restricted Subat Fund	31,430	33,285	-70.39	-70.39	.00	33,355.39	-.2%
TOTAL FP Restricted Subat Fund	31,430	33,285	-70.39	-70.39	.00	33,355.39	-.2%
TOTAL REVENUES	-8,570	-6,715	-70.39	-70.39	.00	-6,644.61	
TOTAL EXPENSES	40,000	40,000	.00	.00	.00	40,000.00	

PRIOR FUND BALANCE 886,664.68  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES 70.39  
REVISED FUND BALANCE 886,735.07



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ACCOUNTS FOR:  
1905 OSLAD Grant

190511 OSLAD Outdoor Rec. Acq.

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190511 40300 Transf. from FP Bnd P	-12,942	-145,308	-158,250.00	.00	.00	12,942.00	108.9%
190511 42970 Grant Award	-158,250	-158,250	.00	.00	.00	-158,250.00	.0%*
190511 61420 Transf. to FP Capital	0	158,250	.00	.00	.00	158,250.00	.0%
190511 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
190511 70040 Supplies	0	5,000	.00	.00	.00	5,000.00	.0%
190511 70050 Contractual Services	0	20,078	.00	.00	.00	20,078.00	.0%
190511 70060 Consultants	5,125	0	.00	.00	.00	.00	.0%
190511 70330 Construction	38,923	0	.00	.00	.00	.00	.0%
TOTAL OSLAD Outdoor Rec. Acq.	-127,144	-120,230	-158,250.00	.00	.00	38,020.00	131.6%
TOTAL OSLAD Grant	-127,144	-120,230	-158,250.00	.00	.00	38,020.00	131.6%
TOTAL REVENUES	-171,192	-303,558	-158,250.00	.00	.00	-145,308.00	
TOTAL EXPENSES	44,048	183,328	.00	.00	.00	183,328.00	

PRIOR FUND BALANCE  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES  
REVISED FUND BALANCE

-133,172.32  
158,250.00  
25,077.68



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ACCOUNTS FOR:  
 1906 Forest Preserve Improvement

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190611 Forest Preserve Improvement							
190611 40280 Transf. from FP Debt	0	0	.00	.00	.00	.00	.0%
190611 40290 Transf. from FP Dbt S	0	0	.00	.00	.00	.00	.0%
190611 40300 Transf. from FP Bnd F	0	0	.00	.00	.00	.00	.0%
190611 41350 Interest Income	-3,750	0	-28.90	-28.90	.00	28.90	100.0%
190611 42490 Other Revenue	0	0	.00	.00	.00	.00	.0%
190611 61300 Transf. to FP Bnd Prd	386,620	0	.00	.00	.00	.00	.0%
190611 61340 Transf. to Forest Pre	0	0	.00	.00	.00	.00	.0%
190611 61400 Trans to FP Capital P	0	164,116	164,116.00	.00	.00	.00	100.0%
190611 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
TOTAL Forest Preserve Improvement	382,870	164,116	164,087.10	-28.90	.00	28.90	100.0%
TOTAL Forest Preserve Improvement	382,870	164,116	164,087.10	-28.90	.00	28.90	100.0%
TOTAL REVENUES	-3,750	0	-28.90	-28.90	.00	28.90	
TOTAL EXPENSES	386,620	164,116	164,116.00	.00	.00	.00	

PRIOR FUND BALANCE 379,144.69  
 CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -164,087.10  
 REVISED FUND BALANCE 215,057.59





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FOR 2021 02

ACCOUNTS FOR:  
1907 Forest Preserve Capital Exp.

190711 Forest Preserve Capital Exp.

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190711 40300 Transf. from FP Bnd P	0	-393,698	-393,698.00	.00	.00	.00	100.0%
190711 40310 50% FP Match Transf.	0	0	.00	.00	.00	.00	.0%
190711 40330 Transf. fr FP Land Ca	0	-157,514	.00	.00	.00	-157,514.00	.0%
190711 40340 Transf fr Fox Rvr Flf	0	-30,000	.00	.00	.00	-30,000.00	.0%
190711 40350 Transf. from Proj. Im	-624,255	-164,116	-164,116.00	.00	.00	.00	100.0%
190711 40370 Transf. from OSLAD Fu	0	-158,250	.00	.00	.00	-158,250.00	.0%
190711 41350 Interest Income	-200	-200	.00	.00	.00	-200.00	.0%
190711 42490 Other Revenue	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
190711 42970 Grant Award	0	0	.00	.00	.00	.00	.0%
190711 43430 Morton Arboretum USEF	-50,000	-25,000	.00	.00	.00	-25,000.00	.0%
190711 43440 Trail Improvement Esc	-23,177	0	.00	.00	.00	.00	.0%
190711 43740 Land Acq. Grant ICRCF	-170,800	-136,640	.00	.00	.00	-136,640.00	.0%
190711 43750 Preserve Improvements	-10,000	0	.00	.00	.00	.00	.0%
190711 43760 Proj. Fund Deposit ID	-828,200	0	.00	.00	.00	.00	.0%
190711 43780 ICRCF K-12 Pollinator	0	-11,000	.00	.00	.00	-11,000.00	.0%
190711 61360 ICRCF Pilot Pollinato	0	-10,000	.00	.00	.00	-10,000.00	.0%
190711 61370 Transf. to Fox Rvr Bl	0	0	.00	.00	.00	.00	.0%
190711 61390 Trans. to Pickerill-Pi	0	0	.00	.00	.00	.00	.0%
190711 62160 Equipment	46,447	0	.00	.00	.00	.00	.0%
190711 65500 Miscellaneous Expense	0	33,762	.00	.00	.00	33,762.00	.0%
190711 67410 Land / Right of Way A	210,214	33,762	563.97	563.97	.00	33,198.03	1.7%
190711 68500 Project Fund Expenses	0	210,214	.00	.00	.00	210,214.00	.0%
190711 68510 ICRCF K-12 Pollinator	0	380,590	.00	.00	.00	380,590.00	.0%
190711 68520 ICRCF Pilot Pollinato	0	12,000	.00	.00	.00	12,000.00	.0%
190711 68530 Preserve Improvements	1,488,485	20,000	.00	.00	.00	20,000.00	.0%
190711 68590 Building Improvements	60,000	0	8,948.90	8,948.90	.00	-8,948.90	100.0%
190711 68610 Morton Arboretum Land	0	25,000	.00	.00	.00	25,000.00	.0%
<b>TOTAL Forest Preserve Capital Exp</b>	<b>93,514</b>	<b>-376,090</b>	<b>-548,301.13</b>	<b>9,512.87</b>	<b>.00</b>	<b>172,211.13</b>	<b>145.8%</b>

19071171 Forest Preserve Capital Exp.

19071171 62160 Equipment	9,000	0	.00	.00	.00	.00	.0%
19071171 68530 Preserve Improvemen	10,000	0	.00	.00	.00	.00	.0%

TOTAL Forest Preserve Capital Exp

19071182 Forest Preserve Capital Exp.

19071182 68300 Natural Areas Manag	92,000	0	.00	.00	.00	.00	.0%
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FOR 2021 02

ACCOUNTS FOR:  
 1907 Forest Preserve Capital Exp.

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Forest Preserve Capital Exp	92,000	0	.00	.00	.00	.00	.0%
TOTAL Forest Preserve Capital Exp	204,514	-376,090	-548,301.13	9,512.87	.00	172,211.13	145.8%
TOTAL REVENUES	-1,711,632	-1,091,418	-557,814.00	.00	.00	-533,604.00	
TOTAL EXPENSES	1,916,146	715,328	9,512.87	9,512.87	.00	705,815.13	
PRIOR FUND BALANCE				.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				548,301.13			
REVISED FUND BALANCE				548,301.13			



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ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
1908 Fox River Bluffs Access RTP Gr	APPROP	BUDGET				BUDGET	USED
190811 Fox River Bluffs Access RTP Gr							
190811 40300 Transf. from FP Bnd P	-44,375	0	.00	.00	.00	.00	.0%
190811 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
190811 42490 Other Revenue	0	0	.00	.00	.00	.00	.0%
190811 42970 Grant Award	-177,100	0	.00	.00	.00	.00	.0%
190811 65500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
190811 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190811 70060 Consultants	0	0	.00	.00	.00	.00	.0%
190811 70110 Miscellaneous Cost	0	0	.00	.00	.00	.00	.0%
190811 70330 Construction	0	0	.00	.00	.00	.00	.0%
TOTAL Fox River Bluffs Access RTP	-221,475	0	.00	.00	.00	.00	.0%
TOTAL Fox River Bluffs Access RTP	-221,475	0	.00	.00	.00	.00	.0%
TOTAL REVENUES	-221,475	0	.00	.00	.00	.00	.0%

PRIOR FUND BALANCE .00  
 CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES .00  
 REVISED FUND BALANCE .00



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ACCOUNTS FOR:  
1909 FP Fox River Bluffs Crop Conv.

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190911 FP Fox River Bluffs Crop Conv.							
190911 40120 Transf. from Transn S	0	0	.00	.00	.00	.00	.0%
190911 40300 Transf. from FP Bnd P	0	-54,313	-54,313.00	.00	.00	.00	100.0%
190911 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
190911 42490 Other Revenue	0	0	.00	.00	.00	.00	.0%
190911 42970 Grant Award	-30,000	-30,000	.00	.00	.00	-30,000.00	.0%*
190911 61300 Transf. to FP Bnd Prd	15,000	30,000	.00	.00	.00	30,000.00	.0%
190911 66500 Miscellaneous Expense	15,000	15,000	.00	.00	.00	15,000.00	.0%
190911 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
TOTAL FP Fox River Bluffs Crop Co	0	-39,313	-54,313.00	.00	.00	15,000.00	138.2%
TOTAL FP Fox River Bluffs Crop Co	0	-39,313	-54,313.00	.00	.00	15,000.00	138.2%
TOTAL REVENUES	-30,000	-84,313	-54,313.00	.00	.00	-30,000.00	
TOTAL EXPENSES	30,000	45,000	.00	.00	.00	45,000.00	

PRIOR FUND BALANCE  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES  
REVISED FUND BALANCE

-39,312.57  
54,313.00  
15,000.43



Kendall County  
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ACCOUNTS FOR:  
1910 FP Land Cash

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191011 FP Land Cash							
191011 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
191011 42490 Other Revenue	-32,000	0	.00	.00	.00	.00	.0%
191011 42910 Land Cash	0	-157,514	.00	.00	.00	-157,514.00	.0%*
191011 61300 Transf. to FP Bnd Prd	189,514	157,514	.00	.00	.00	157,514.00	.0%
191011 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
TOTAL FP Land Cash	157,514	0	.00	.00	.00	.00	.0%
TOTAL FP Land Cash	157,514	0	.00	.00	.00	.00	.0%
TOTAL REVENUES	-32,000	-157,514	.00	.00	.00	-157,514.00	
TOTAL EXPENSES	189,514	157,514	.00	.00	.00	157,514.00	
PRIOR FUND BALANCE			.00	.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			.00	.00			
REVISED FUND BALANCE			.00	.00			



ACCOUNTS FOR:

1911 FP Liability Insurance Fund

191111 FP Liability Insurance Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191111 40020 Transf. from Forest P	0	0	.00	.00	.00	.00	.0%
191111 40320 Transf. from FP Opera	0	0	.00	.00	.00	.00	.0%
191111 68990 CLAIMS	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL FP Liability Insurance Fund	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL FP Liability Insurance Fund	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL EXPENSES	25,000	25,000	.00	.00	.00	25,000.00	.0%
PRIOR FUND BALANCE				50,000.00			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				50,000.00			



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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	595,217	-141,078	4,114,888.04	55,359.57	.00	-4,255,966.04	2916.7%

\*\* END OF REPORT - Generated by Latreese Caldwell \*\*

**To: Kendall County Forest Preserve District Operations Committee**

**From: David Guritz, Executive Director**

**RE: Proposed Rental and Venue Fees and Charges**

**Date: February 3, 2021**

**Attached, please find a spreadsheet for proposed FY21 increases for use of District shelters, bunkhouses, event venues (Meadowhawk Lodge and Ellis House) and special use permits.**

**For those services and fees where the "Proposed Changes" are left blank, no change is recommended from the current schedule.**

**The effective date for the proposed changes is April 1, 2021 to provide sufficient time for the District to update the District's web pages, permit forms, and publications.**

**Recommendation:**

**Following discussion, consider a motion to forward the proposed charges to the Committee of the Whole for review.**



**Kendall County Forest Preserve District  
FY 20-21 Proposed Fees and Charges  
Operations Committee Review: 02/03/21**

Description	Type	Security Deposit	Current Rates Schedule	Proposed Changes	Additional Information
<b>Historic Courthouse Meeting Room and Courtroom Rentals</b>					
East Conference Room	Meeting room	\$100	\$20/hr. resident; \$30/hr. non-resident	TBD - County Board	
Upper Conference Room	Meeting room	\$100	\$20/hr. resident; \$30/hr. non-resident	TBD - County Board	
Historic Courtroom	Courtroom	\$100	\$40/hr. resident; \$60/hr. non-resident	TBD - County Board	
<b>Forest Preserve Shelter, Bunkhouse, and Campsite Rental</b>					
Richard Young FP	Shelter	\$0	\$50/resident; \$75/non-resident	\$60/resident; \$80/non-resident	9 am to sunset
Jay Woods FP	Shelter	\$0	\$50/resident; \$75/non-resident	\$60/resident; \$80/non-resident	9 am to sunset
Subat FP	Shelter	\$0	\$50/resident; \$75/non-resident	\$60/resident; \$80/non-resident	9 am to sunset
Harris FP	Shelter	\$0	\$50/resident; \$75/non-resident	\$60/resident; \$80/non-resident	Additional \$25 for groups over 100
Harris - Shelter 1 and 4	Shelter	\$0	\$100/residents \$125/non-resident	\$100/resident; \$125/non-resident	
Pickertill-Piggott Forest Preserve	Shelter	\$0	N/A	\$50/resident; \$80 non-resident	
Harris FP	Shelter 1&4 5-day	\$0	\$500 for weekday rental		9 am to sunset
Shelter Rental for Groups over 100*	Shelter	\$0	\$25 per shelter rental for group sizes greater than 100 people	\$25 per shelter rental for group sizes greater than 100 people	Additional \$25 charge for each subsequent 100 guests
Shelter, Group Campsite or Bunkhouse Rescheduling Fee	Shelters and Campsites	\$0	\$25 per event		Does not apply to family composites
Hoover FP	Bunkhouse	\$300 per Bunkhouse Rental	\$170/resident; \$230/non-resident	\$180/resident; \$240/non-resident	Check in: 3 - 8 pm / Check-out: Noon
Hoover FP	Group campsite	\$0	\$65/resident; \$85/non-resident	\$65/resident; \$85/non-resident	Capacity for 30 individuals
Hoover FP	Family campsite	\$0	\$20/resident; \$30/non-resident	\$20/resident; \$30/non-resident	Capacity for 6 individuals
Hoover FP - Campsite and Bunkhouse Non-Emergency Call out Fee (8 pm to 8 am)*	Bunkhouse and Group Campsite Rentals	\$0	\$40 charge for non-emergency callouts between 8 pm and 8 am the following day		Fee charged for after hour service requests. Check in is between 3 pm and 8 pm. Non-emergency requests placed after 8 pm are charged this fee.
Harris FP	Horse Arena	\$0	\$100 per day		Rental includes use of Shelter 7
Firewood Bundles	Firewood	\$0	\$25 per bundle		Approx. 30 pieces
Special Event Permit Fees	Permit Fee	\$0	\$50 / \$150 / \$250 Assignment Fee	\$75 / \$200 / \$300 Assigned Fee	Permit fees assigned based on event
<b>Hoover Meadowhawk Lodge Rental</b>					
Friday, Saturday & Sunday (wedding and/or reception)	Meadowhawk Lodge	50% of total cost	\$1,800 (8 am - 10 pm)	\$1,900 (8 am - 10 pm)	Incl. tables & chairs, projector screen and podium
Weekend - other events	Meadowhawk Lodge	50% of contracted time	\$80/hr resident - \$100/hr non-resident	\$90/hr resident - \$110/hr non-resident	Incl. tables & chairs, projector screen and podium
Weekday - other events	Meadowhawk Lodge	50% of contracted time	\$60/hr residents - \$80/hr non-resident	\$60/hr residents - \$80/hr non-resident	Incl. tables & chairs, projector screen and podium
Meadowhawk Lodge Package (weekdays only)	Meadowhawk Lodge & Bunkhouses	\$100 per Bunkhouse Rental	Bunkhouse: \$170/resident; \$230/non-resident Meadowhawk Lodge: \$250	Bunkhouse: \$180/resident; \$240/non-resident Meadowhawk Lodge: \$250	Minimum 2 bunkhouse rental plus a \$250 fee for use of Meadowhawk Lodge full day use
Not-for-Profit and Government Rate	Meadowhawk Lodge	50% of contracted time	10% (May-Oct) 10% (Nov - Apr) discount		
Client Set-up / Clean-up Time	Meadowhawk Lodge	N/A	\$15 per hour for each hour of set-up / clean up		Set-up, clean-up
Set-up / Clean-up by District (optional)	Meadowhawk Lodge	NA	\$20 setup or cleanup/\$75 for setup and clean-up		Incl. cups, straws, cream, sugar
Coffee Service	Meadowhawk Lodge	NA	\$90/60 cups		
Sound System	Meadowhawk Lodge	NA	\$25 per rental event		
<b>Ellis House Rental</b>					
Friday and Sunday (wedding)	Ellis House/Grounds	\$1,000	\$2,000	\$2,100	Grounds, house, tables & chairs
Saturday (wedding)	Ellis House/Grounds	\$1,000	\$2,000	\$2,100	Grounds, house, tables & chairs
Weekday and Weekend House and Grounds - Other Events	Ellis House/Grounds	50% of contracted time	\$125/hr	\$150/hr	Grounds, house, tables & chairs
Weekday & Weekend other events (House)	Ellis House	50% of contracted time	\$75/hr		Grounds, house, tables & chairs
Weekday & Weekend Classroom	Ellis Classroom	50% of contracted time	\$50/hr		Grounds, classroom, tables & chairs
Not-for-Profit and Government Rate	Ellis House	50% of contracted time	10% (May-Oct) 10% (Nov - Apr) discount		
Set-up / Clean-up (optional)	Ellis House/Tent	NA	\$300 setup and clean-up		Set-up and/or Clean-up
Firewood	Ellis House	NA	\$30		Approx. 15 pieces
Preferred Catering Program	Ellis House	\$200 First-Time Security Deposit	\$150 annual fee		

Kendall County Forest Preserve - Rentals for December 2020 thru November 2021

Facility Reserved	Reservation Date	Client Name	Rental Fee Anticipated	Due: Dec (No response by Client)
Bunkhouse	February 20-21	Feinblatt	\$230.00	Paid in 2020
Bunkhouses, Group Sites	March 19-21	Doolin	\$0.00	Due 2021
Meadowhawk	April 24	Grams	\$330.00	Due 2021
Bunkhouse	June 11-13	Purnell	\$439.00	Due 2021
Bunkhouses	June 25-27	Ingemunson	\$730.00	Due 2021
Meadowhawk	June 26	Holm	\$510.00	Due 2021
Meadowhawk	July 2-11	Patel	\$2,500.00	Due 2021
Bunkhouses	July 2-11	Patel	\$6,210.00	Due 2021
Bunkhouses	July 16-18	Holcomb	\$970.00	Due 2021
Meadowhawk	August 7	Engelhardt	\$570.00	Due 2021
Meadowhawk	September 18	Robertson	\$1,800.00	Due 2021
Meadowhawk	September 25	KC Juvenile Run	\$0.00	No fee
Bunkhouse	November 19-21	Schmitt	\$0.00	Paid in 2020
Bunkhouse	December 3-5	Harkala	\$460.00	Due 2021
<b>Bunkhouse Rentals:</b>			<b>\$8,579.00</b>	December fee not included - FY22
<b>Campsite Rentals:</b>			<b>\$0.00</b>	
<b>Meadowhawk Rentals:</b>			<b>\$5,710.00</b>	
Shelters	May 16	Hester	\$0.00	Paid in 2020
Shelter	May 22	Johnson	\$0.00	Paid in 2020
Shelter	May 30	Kessinger	\$75.00	Due March 2021
Shelters	June 6	Gates	\$0.00	Paid in 2019
Shelters	June 13	Behrens	\$0.00	Paid in 2019
Jay Woods	June 26	Nelson	\$0.00	Paid in 2020
Shelter	June 27	Fairless	\$0.00	Paid in 2019
Shelter	July 12-16	Goodnough	\$250.00	Due April 2021
Shelter	July 25	Stevenson	\$0.00	Paid in 2019
Shelter	August 8	Molitor	\$0.00	Paid in 2019
Shelter	August 15	Randall	\$0.00	Paid in 2020
Shelters	September 5	Wheeler	\$0.00	Paid in 2019
Shelters	September 12	Dillow	\$0.00	Paid in 2020
<b>Shelter</b>		<b>Total:</b>	<b>\$325.00</b>	

## Ellis House Events Schedule

Date	Hours	Type of Event	Event Name	Event Coordinator	Facility Attendant	Event Attendant	Number of Guests	Revenue	Deposit
			<b>2021</b>						
April 30, 2021	6 pm to 8 pm	Rehearsal	Moldenhauer				15	\$125.00	\$100.00
May 1, 2021	3pm to 11pm	Wedding / Reception	Moldenhauer				75	\$2,000.00	\$1,000.00
June 11, 2021	6 pm to 8 pm	Rehearsal	Daley				40	\$125.00	\$100.00
June 12, 2021	3pm to 11pm	Wedding / Reception	Daley				150	\$2,000.00	\$1,000.00
July 24, 2021	1pm to 6pm	Family Reunion	Bajda				100	\$650.00	\$500.00
July 31, 2021	10 am to 6 pm	Family Reunion	Maytaya				125	\$1,040.00	\$500.00
September 4, 2021	3pm to 11pm	Quinceañera	Barrios				250	\$2,000.00	\$1,000.00
September 23, 2021	6 pm to 8 pm	Rehearsal	Michelkamp				40	\$125.00	\$100.00
September 24, 2021	3pm to 11pm	Wedding / Reception	Michelkamp				150	\$2,000.00	\$1,000.00
October 1, 2021	6 pm to 8 pm	Rehearsal	Ferraro/Rosado				25	\$125.00	\$100.00
October 2, 2021	3pm to 11pm	Wedding / Reception	Ferraro/Rosado				115	\$2,000.00	\$1,000.00
<b>2021</b>							<b>Total</b>	<b>\$12,190.00</b>	<b>\$6,400.00</b>

Updated 1/19/2021

Updated 1/19/2021



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4026 Fax: 630-553-4023

**Facility Rental Contract**

**Permit #:** 21-00002 Page 1 of 1  
**Contract Date:** 01/29/2021  
**Use Type:** Other  
**Description:** Lodge  
**Registrar:** Rebecca Antrim  
**Phone:** (630) 553-9251 / (630) 553-4162  
**Email:** bkarales@hotmail.com

**Customer**  
**Kendall County Juvenile Justice**  
**Brenda Karales**  
**13307 Budd Road**  
**Yorkville, IL 60560**

**Rental Information**

**Location:** Meadowhawk Lodge @ Hoover Forest Preserve **Total Hours: 15.00**  
 11285 Fox Road  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
9/24/2021	Fri	10:00 AM - 4:00 PM	No Charge - Meadowhawk Lodge - Hourly - Weekend Hourly (Head Count: 50)	6.00	Hours	\$0.00	\$0.00	\$0.00
9/25/2021	Sat	8:00 AM - 5:00 PM	No Charge - Meadowhawk Lodge - Hourly - Weekend Hourly (Head Count: 50)	9.00	Hours	\$0.00	\$0.00	\$0.00

No glass bottles allowed.  
 KC Juvenile Justice SKY Race  
 200 people  
 Set-up: Friday, September 24 2021

Total Hours	<b>15.00</b>
Total Fees	<b>\$0.00</b>
Total Sec Dep	<b>\$0.00</b>
Total Tax	<b>\$0.00</b>
Rental Total	<b>\$0.00</b>

**Rental Terms and Conditions**

Permittee has read, signed and agrees to all enclosed documentation. The undersigned, their organization and its members (the Permittee), in consideration for the use of the above described facilities, agree to hold Owner harmless from all loss and/or damage resulting from the use of the facility. Facility Rental Contract (Permit) and Security Deposit, where applicable, is due at time reservation is made. Full Rental Fee is due 60 calendar days prior to event date.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Special Events Policy Kendall County Forest Preserve District**

The Kendall County Forest Preserve District will allow Special Events that it deems to be in the public interest to be held on District property. A Special Event will be defined as an event in which District property will be used in a manner that is inconsistent with normal preserve activities, such as an event that involves the sale of concessions and/or other goods and services, the use of temporary structures, or multi-day events.

These Events will not be allowed to disturb the natural resources of the District in any way, and will only be allowed on District properties where the District deems there to be adequate facilities.

- Those persons, groups, or organizations requesting to hold a Special Event on District property will have to obtain a Special Event Permit from the District.
- A two month lead time is required.
- All events are required to supply an itinerary at time of application.
- Business, churches, scouts, school groups, etc. require a Certificate of Insurance naming Kendall County Forest Preserve District as an Additional Insured.

The Special Event Permit fee is in addition to the reservation fee for the location where your event is being held. Reservations may be made up to one year in advance.

The District staff shall, with the concurrence of the Forest Preserve Committee, award the Special Event Permits.

**Special Event Permit Application  
Kendall County Forest Preserve District**

Instructions: Please sign the form and return it, along with the appropriate insurance certificate to:  
Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, IL 60560

Please submit application at least two months prior to the Special Event.

**Applicant Information:**

Event Name: KCJJC 5K Run / Walk Organization: Kendall County Juvenile Justice  
Council

Contact Person: Brenda Karales

Address: 807 W. John Street Yorkville IL 60560 County: Kendall  
*Street* *City State Zip*

Telephone: Home: ( 630 ) 553-4157 Cell: ( ) \_\_\_\_\_

E-mail: bkarales@co.kendall.il.us

**Special Event Information:**

Name of Forest Preserve: Hoover Forest Preserve Date(s): September 24, 2021 – Set Up  
September 25, 2021 – SKY Race

Event: 5K Walk / Run

Estimated Attendance: 200 +

Arrival Time (includes set-up): 8:00 am

Departure Time (includes take down): 2:00 pm

Will this Special Event include:

A = \$ 50.00

- |    |  |   |   |
|----|--|---|---|
| 1. | The use of temporary structures?                     | — | √ |
| 2. | Collecting/Charging an entrance or registration fee? | √ | — |
| 3. | Selling concessions/food?                            | — | √ |

Will this Special Event include: Yes                  No

**A = \$ 50.00 (continued)**

- |    |                                 |   |   |
|----|---------------------------------|---|---|
| 4. | Selling goods and services?     | — | √ |
| 5. | Electronically amplified sound? | — | √ |

**B = \$ 150.00**

- |    |                               |   |   |
|----|-------------------------------|---|---|
| 6. | Business uses in Preserve?    | — | √ |
| 7. | Group larger than 250 people? | — | √ |
| 8. | Extensive Use of grounds?     | √ | — |

**C = \$ 250.00**

- |     |  |   |   |
|-----|--|---|---|
| 9.  | Extensive Use of staff time?                             | — | √ |
| 10. | Closes and/or limits part(s) of preserve to other users? | — | √ |

► Permittee will be charged only for the highest category (A, B, or C) that is checked.

Description of the Special Event, including details of any 'Yes' answers from above:

The Kendall County Juvenile Justice Council is having a fund-raiser to help abused and neglected children and prevent delinquency of Kendall County youth by having a 5K Walk/Run. The KCJJC is a KC government organization and has insurance under Kendall County. We will be using the main building (Meadowhawk Lodge) for registration and outhouse for bathrooms.

Two portable restrooms will be needed for this event. An ambulance will be at the event per Eric Weiss.

Wavier of Fees will need to be approved by the Board at the Operations Meeting.

Applicant' s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Event Agreement  
Kendall County Forest Preserve District**

The Kendall County Forest Preserve District (District) and Kendall County Juvenile Justice Council (Permittee) agrees as follows:

1. The Permittee shall meet the following insurance requirements:
  - A. Permittee shall have general liability coverage of \$1,000,000 per occurrence.
  - B. Certificates of Insurance must state the following: *The Kendall County Forest Preserve District is an additional insured on a primary and non-contributory basis.*
2. The Permittee shall pay the District \$ \_\_\_\_\_ for this approved Special Event Permit. Payment is due upon approval of permit.
3. The Permittee agrees to indemnify and hold harmless the District against any and all claims, losses, suits, and damages against the District arising, directly or indirectly out of the use of District premises or performance of this Special Event Agreement, specifically including claims resulting from any act or omission of the Permittee and the District, individually, and/or jointly and severally.
4. If concessions/food is to be sold at the Special Event, the vendors must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.
5. The Permittee shall limit the Special Event activities to those described in the Special Use Permit Application.
6. The Permittee shall follow all District rules and regulations (see attached).
7. The Special Event Permit and the Permittee shall be present on-site at the Special Event.
8. The attached itinerary shall be a part of the Special Event Agreement.

Kendall County Forest Preserve District:

Signed: \_\_\_\_\_, Director / President

Permittee:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility Rental Contract

**Permit #:** 21-00003 Page 1 of 2  
**Contract Date:** 02/01/2021  
**Use Type:** Scout Outing  
**Description:** Shelter  
**Registrar:** Rebecca Antrim  
**Phone:** (630) 661-9231 / (630) 651-9231  
**Email:** 1769gstroop@gmail.com

**Customer** **Trisha Goodnough**  
**2528 Prairie Crossing Dr**  
**Montgomery, IL 60538**

### Rental Information

**Location:** Shelter 1 @ Harris Forest Preserve  
 10460 Route 71  
 Yorkville, IL 60560 **Total Hours: 53.00**

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
7/12/2021	Mon	9:00 AM - 8:00 PM	Shelter Flat (Head Count: 100)	1.00	Each	\$50.00	\$50.00	\$0.00
7/13/2021	Tue	9:00 AM - 8:00 PM	Shelter Flat (Head Count: 100)	1.00	Each	\$50.00	\$50.00	\$0.00
7/14/2021	Wed	9:00 AM - 8:00 PM	Shelter Flat (Head Count: 100)	1.00	Each	\$50.00	\$50.00	\$0.00
7/15/2021	Thu	9:00 AM - 8:00 PM	Shelter Flat (Head Count: 100)	1.00	Each	\$50.00	\$50.00	\$0.00
7/16/2021	Fri	9:00 AM - 8:00 PM	Shelter Flat (Head Count: 100)	1.00	Each	\$50.00	\$50.00	\$0.00

No alcohol allowed.  
 Genesis Service Unit Day Camp  
 100 people  
 Two sessions: 50 people each session  
 9:00 am - 1:00 pm  
 2:00 pm - 8:00 pm  
 Certificate of Insurance required  
 No payment of Girl Scout fees allowed on Forest Preserve property  
 Clean and Empty Trash can end of each day  
 Pop-up Tents - will need approval

Total Hours	<b>53.00</b>
Total Fees	<b>\$250.00</b>
Total Sec Dep	<b>\$0.00</b>
Total Tax	<b>\$0.00</b>
Rental Total	<b>\$250.00</b>

### Rental Terms and Conditions

Permittee has read, signed and agrees to all enclosed documentation. The undersigned, their organization and its members (the Permittee), in consideration for the use of the above described facilities, agree to hold Owner harmless from all loss and/or damage resulting from the use of the facility. Facility Rental Contract (Permit) and Security Deposit, where applicable, is due at time reservation is made. Full Rental Fee is due 60 calendar days prior to event date.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Events Policy  
Kendall County Forest Preserve District**

The Kendall County Forest Preserve District will allow Special Events that it deems to be in the public interest to be held on District property. A Special Event will be defined as an event in which District property will be used in a manner that is inconsistent with normal preserve activities, such as an event that involves the sale of concessions and/or other goods and services, the use of temporary structures, or multi-day events.

These Events will not be allowed to disturb the natural resources of the District in any way, and will only be allowed on District properties where the District deems there to be adequate facilities.

- Those persons, groups, or organizations requesting to hold a Special Event on District property will have to obtain a Special Event Permit from the District.
- A two month lead time is required.
- All events are required to supply an itinerary at time of application.
- Business, churches, scouts, school groups, etc. require a Certificate of Insurance naming Kendall County Forest Preserve District as an Additional Insured.

The Special Event Permit fee is in addition to the reservation fee for the location where your event is being held. Reservations may be made up to one year in advance.

The District staff shall, with the concurrence of the Forest Preserve Committee, award the Special Event Permits.

**Special Event Permit Application  
Kendall County Forest Preserve District**

Instructions: Please sign the form and return it, along with the appropriate insurance certificate to:  
Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, IL 60560

Please submit application at least two months prior to the Special Event.

**Applicant Information:**

Event Name: Genesis Service Unit Day Camp Organization: Montgomery Girl Scout Troop 1769  
Contact Person: Trisha Goodnough, Scout Leader

Address: 2528 Prairie Crossing Drive, Montgomery IL 60538 County: Kendall  
*Street City State Zip Code*

Telephone: Work: ( 630 ) 661-9231 Cell: ( 630 ) 651-9231  
E-mail: 1769gstroop@gmail.com

**Special Event Information:**

Name of Forest Preserve: Harris Forest Preserve – Shelter 1 Date: July 12, 2021 thru July 16, 2021

Event: Genesis Service Unit Day Camp

Estimated Attendance: 100 (50 people per session)

Arrival Time (includes set-up): 9:00 am

Departure Time (includes take down): 6:00 pm

Will this Special Event include:

**A = \$ 50.00**

	Yes	No
1. The use of temporary structures?	<u>√</u>	<u>    </u>
2. Collecting/Charging an entrance or registration fee?	<u>    </u>	<u>√</u>
3. Selling concessions/food?	<u>    </u>	<u>√</u>

Will this Special Event include:	Yes	No
<b>A = \$ 50.00 (continued)</b>		
4. Selling goods and services	___	√
5. Electronically amplified sound?	___	√
<b>B = \$ 150.00</b>		
6. Business uses in Preserve?	___	√
7. Group larger than 250 people?	___	√
8. Extensive Use of grounds?	___	√
<b>C = \$ 250.00</b>		
9. Extensive Use of staff time?	___	√
10. Closes and/or limits part(s) of preserve to other users?	___	√

▶ Permittee will be charged only for the highest category (A, B, or C) that is checked.

Description of the Special Event, including details of any 'Yes' answers from above:

We are looking for a location that can accommodate our size of camp and still adhere to the 50 attendee requirements.

We are looking to rent one shelter and use it as a centralized location, if the Girl Scout Council will allow us to run 2 separate groups of 50 at a time, properly spread out, of course. Or, if we need to rent 2 shelters, can run 2 separate groups.

Going with the assumption as of right now that only one group of 50 people is allowed, we're looking at breaking down our camp shown below:

	Morning Session	Break	Afternoon Session
Time	9a-1p	1p-2p	2p-6p
Attendees	50	10	50
Pop-Up Tents	6		6

**\*\* Pop-up Tents = 10x10 tents that will be set up upon arrival and broken down at the end of each day**

**\*\* Sessions of 50 attendees will be broken into smaller groups based on the girl's school grade. Units size will be based on meeting state guidelines.**

Applicant's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Special Event Agreement  
Kendall County Forest Preserve District**

The Kendall County Forest Preserve District (District) and Yorkville High School (Permittee) agrees as follows:

1. The Permittee shall meet the following insurance requirements:
  - A. Permittee shall have general liability coverage of \$1,000,000 per occurrence.
  - B. Certificates of Insurance must state the following: *The Kendall County Forest Preserve District is an additional insured on a primary and non-contributory basis.*
2. The Permittee shall pay the District \$ \_\_\_\_\_ for this approved Special Event Permit. Payment is due upon approval of permit.
3. The Permittee agrees to indemnify and hold harmless the District against any and all claims, losses, suits, and damages against the District arising, directly or indirectly out of the use of District premises or performance of this Special Event Agreement, specifically including claims resulting from any act or omission of the Permittee and the District, individually, and/or jointly and severally.
4. If concessions/food is to be sold at the Special Event, the vendors must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.
5. The Permittee shall limit the Special Event activities to those described in the Special Use Permit Application.
6. The Permittee shall follow all District rules and regulations (see attached).
7. The Special Event Permit and the Permittee shall be present on-site at the Special Event.
8. The attached itinerary shall be a part of the Special Event Agreement.

Kendall County Forest Preserve District:

Signed: \_\_\_\_\_, Director / President

Permittee:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**To: Kendall County Forest Preserve District Operations Committee**

**From: David Guritz, Director**

**RE: Shuh-Shuh-Gah Canoe Launch Area Insurance Claim**

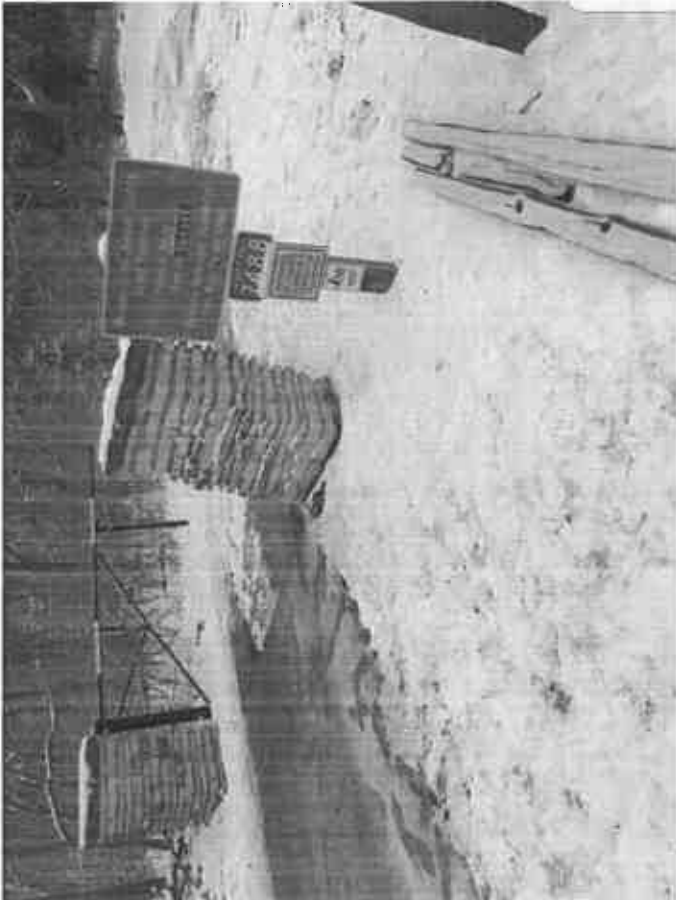
**Date: February 3, 2021**

**In March 2020, a vehicle lost control and damaged the entry gate and support pillar, split rail fencing, and entry sign at the District's canoe launch area.**

**IPMG will provide assistance to secure a settlement for the damage from the vehicle driver's insurance carrier.**

**The District is working to secure quotes for the repair. D. Construction, at this point, has not fulfilled a verbal commitment to quote the project.**

**4-Seasons Landscaping has been contacted to secure a quote for settlement purposes.**



**BILL OF TRANSFER**

**Property:** Willie (Lesson Horse Gelding)

**Condition:** As is, diagnosed with Equine Cushing's Disease and other ailments.  
Approximate age: 26-27

**Donor:** Kendall County Forest Preserve District  
110 W. Madison Street  
Yorkville, IL 60560

**Donee:** Kellen Hulbert  
4703 Mallard Lane  
Plainfield, IL 60586

**Conditions of Acceptance/ No Warranty:** For one-dollar (\$1.00) consideration, paid in hand, the Seller, Kendall County Forest Preserve District, hereby transfers, assigns and delivers any and all right, title and interest in the Property, and Donee, Kellen Hulbert, hereby accepts all right, title and interest in the Property subject to the following terms and conditions:

1. The Seller, at its sole cost and expense, shall be responsible for delivering the Property to the Donee's designated facility on or around February 17, 2021. The Donee accepts full and complete responsibility for the Property from the date the Property is initially transferred from Ellis House and Equestrian Center by trailer.
2. The Seller is not a seller of horses and disclaims to the fullest extent authorized by law any and all warranties, promises, whether express or implied, including warranties of merchantability and or fitness for a particular use and makes no promises, warranties or other representations regarding the horse's condition at the time of transfer and by accepting the Property, the Donee accepts the Property "as is."
3. The Donee on behalf of itself, its successors and assigns hereby forever waives and releases the Kendall County Forest Preserve District, its elected officials, employees, agents, volunteers and assigns from any and all known and unknown claims, actions, causes of action, damages, injuries, costs and fees related in any manner to acceptance of this transfer or the condition of the Property at the time of the transfer.

Kendall County Forest Preserve District, Illinois

Kellen Hulbert of Plainfield, Illinois:

\_\_\_\_\_  
Judy Gilmour, President

\_\_\_\_\_  
Kellen Hulbert

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# KENDALL COUNTY FOREST PRESERVE DISTRICT

HISTORIC KENDALL COUNTY COURTHOUSE 110 WEST MADISON STREET YORKVILLE, IL 60560

### DEED OF GIFT

Name: Marji Bundi  
Kellen Hulbert Date: 4-13-18  
 Address: 4703 Mallard Ln  
 City: Plainfield State: IL Zip: 60585  
 Telephone (H/W): (815) 712-3646 Fax: \_\_\_\_\_

I own the personal property described below and desire to give said personal property to the Forest Preserve District of Kendall County ("District"). I do hereby irrevocably and unconditionally give, convey and transfer to the District all of my rights, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of Gift: "Willie" 24 year old grey TB gelding - AS is.

\* If the district should choose to offer Willie for sale or donation, Kellen Hulbert has the first right of refusal.

By my signature below, I accept the foregoing conditions. This gift is given in memory of:

Date: 4-18-18

Kellen Hulbert  
Donor/Agent

Marji Merrigan  
Donor/Agent

Date received: 4-20-18

Nicole Norton  
Received by

The gift described above is accepted by the Forest Preserve District of Kendall County.

Date: 4-27-18

David Guritz  
David Guritz, Director

Herd Analysis from 2020

Horse	Age	Overall Health	Supplement	Owner	Percentage of Ellis Lessons	Percentage of Sunrise Lessons
Missy	20	Very Good but tend to get ulcers	MSM Previcox	Ellis	23%	1%
Willie	29	Diagnosed with Cushings and is Retiring	MSM Previcox Prascend	Ellis	13%	0%
Winnie	26	Arthritic used mostly for walk/trot lessons	MSM Previcox	Ellis	10%	0%
Beau	21	Good Health	MSM Previcox Probiotics	Ellis	12%	3%
Dante	17	Good Health	MSM	Ellis	4%	0%
Heidi	21	Good Health but low blood counts	Blood Tonic	Sunrise	13%	70%
Boomer	13	Good Health has a stigmatism	Asprin	Sunrise	13%	16%
Rhinstone	34	Decent health but arthritic and getting old	MSM Previcox	Sunrise	10%	9%
Nemo	37	Has tumor and is very old semi-retired	Previcox MSM	Sunrise	2%	1%

Summary:

With Willie retiring and the horse getting up in age, Ellis is in need of another solid walk, trot, canter horse to help accommodate the amount of lessons that Ellis is providing. Also, with our rider's advancing in ability we need to provide horses that can accommodate their needs so we don't lose them prematurely.

# INDOOR & OUTDOOR RECREATION GUIDELINES



Illinois Department of Commerce & Economic Opportunity  
Ill. Public Guardian

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

### PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

#### This document is applicable to businesses that meet the following criteria:

- Customer-facing establishments primarily engaged in providing indoor and outdoor recreational and amusement services
  - Examples of indoor and outdoor recreation businesses include (non-exhaustive): arcades, bingo halls, escape rooms, ice skating, roller skating, laser tag, driving ranges, outdoor shooting ranges, paintball courses, outdoor adventure parks
  - Amusement parks, trampoline parks and indoor playgrounds should remain closed
  - Water parks and recreational swimming will be allowed to reopen in accordance with guidance published by IDPH
- **Note:** Organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** As of release, indoor recreation facilities should operate at lesser of 50 customers OR 50% of facility capacity. Outdoor recreation facilities should limit group sizes to 50 customers, with multiple groups permitted if proper social distancing and group management is enforced. Capacity restrictions and group sizes will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

#### Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

## GENERAL HEALTH

### i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate - see IDHR's [guidance](#)
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



## HR AND TRAVEL POLICIES

### i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois [guidelines website](#)
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



### ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

## HEALTH MONITORING

### i. Minimum guidelines

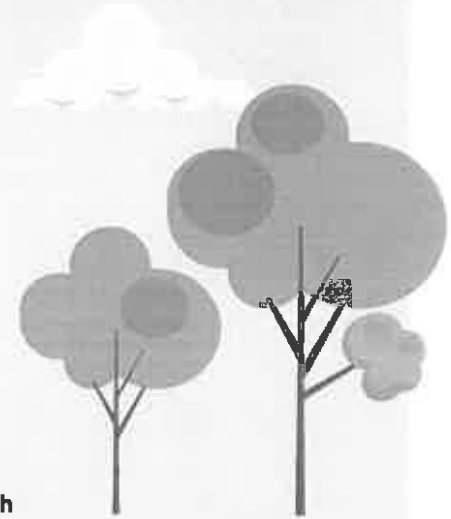
1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore guidelines website](#)
  - a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
  - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact<sup>1</sup> with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



<sup>1</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

**Guidelines specific to indoor and outdoor recreation:****PHYSICAL WORKSPACE****i. Minimum guidelines**

1. Facility operators should display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. If facility has stations for individual recreation activities, facility operator should ensure at least 6-ft. between stations. If stations cannot be moved, facility operator should limit number of open stations to ensure social distancing
3. Locker rooms and showers should be configured with signage, tape, and other markings to ensure members can maintain 6-ft. of social distance
4. Concessions should follow Restaurant and Bar guidelines for all food and beverage operations and should be one of the following:
  - a. Delivered by a server who takes orders from guests while seated with distancing requirements laid out in Restaurant and Bar guidelines; OR
  - b. At outdoor kiosk, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing OR
  - c. At indoor quick service areas over 500 square feet, purchased pre-packaged via "grab and go" (no queuing permitted)
  - d. At indoor quick service areas 500 square feet and under, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing

**ii. Encouraged best practices**

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at checkout



## DISINFECTING/CLEANING PROCEDURES

### i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC](#) protocols on weekly basis
2. Clean and disinfect common areas (e.g., restrooms, equipment rental counters) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Facility operators should thoroughly sanitize all rental and other utilized equipment before and after use by a customer. Rental equipment sanitization process should be properly displayed for customers and employees to comply with
4. Clean and disinfect occupied tables and seats between use by different groups or parties, and again at closing time
5. Sanitization of locker rooms and showers should be completed at least every hour
6. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



## STAFFING AND ATTENDANCE

### i. Minimum guidelines

1. Indoor recreation facilities should operate at lesser of 50 customers OR 50% of facility capacity
2. Outdoor recreation facilities should limit group sizes to 50 customers. Multiple groups permitted at once as long as:
  - a. Facilities allow for social distancing of customers and employees
  - b. 30-ft. of distancing is maintained between groups
  - c. Areas for each group are clearly marked to discourage interaction between groups
3. Facility operators should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
4. Facility operators should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
5. Facility operators should develop a method to inform customers of available facility capacity before customers arrive at the facility (e.g. reservation system, overview of days/ times when establishment is typically most crowded)



### ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers

## EXTERNAL INTERACTIONS

### i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, facility operators should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
  - a. If possible, facility operators should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Facility operators should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



### ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

## CUSTOMER BEHAVIORS

### i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Customers should check for available capacity before going to the facility

### ii. Encouraged best practices

1. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
  - a. If practical, employer should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. If practical, customers avoid touching facility accessories (e.g., pin flags, targets)



**If you have questions or need additional support:  
Please call our hotline at 1-800-252-2923  
or e-mail us at [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)  
or return to [illinois.gov/businessguidelines](https://illinois.gov/businessguidelines)**

**Additional Resources:**

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)



# MUSEUMS GUIDELINES

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

### PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

#### This document is applicable to businesses that meet the following criteria:

- Establishments primarily engaged in the preservation and exhibition of objects of historical, cultural, and educational value
  - ◆ Examples of museums include (non-exhaustive): museums, aquariums
- **Note:** In Museums Guidelines, "employee" means paid employee or volunteer
- **Note:** Organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** As of release, museums may operate public-facing areas of establishment at no more than 25% of occupancy at any given time. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

#### Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

## GENERAL HEALTH

### i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



## HR AND TRAVEL POLICIES

### i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#)
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



### ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

## HEALTH MONITORING

### I. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore guidelines website](#)
  - a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
  - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact<sup>1</sup> with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



<sup>1</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

## Guidelines specific to museums:

## PHYSICAL WORKSPACE

### i. Minimum guidelines

1. Establishment operators should display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Allow for 6-ft. spacing between occupied ticketing workstations OR if not practical, install an impermeable barrier between ticketing workstations
3. Establishment operators should monitor social distancing and display visual markers 6-ft. apart at attractions to designate where guests may stand to view exhibits
4. Hands-on exhibits should be closed or modified to eliminate the hands-on component (e.g. interactive touch screens, historical replicas, etc.)
  - a. Rides should be closed
5. Concessions should follow Restaurant and Bar guidelines for all food and beverage operations and should be one of the following:
  - a. Delivered by a server who takes orders from guests while seated with distancing requirements laid out in Restaurant and Bar guidelines; OR
  - b. At outdoor kiosk, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing OR
  - c. At indoor quick service areas over 500 square feet, purchased pre-packaged via "grab and go" (no queuing permitted)
  - d. At indoor quick service areas 500 square feet and under, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing



### ii. Encouraged best practices

1. Display visual markers 6-ft. apart at guest queue points
2. If practical, install impermeable barrier between employee and guest at checkout
3. If practical, implement touchless transactions
4. Where possible, eliminate common touchpoints (e.g. remove shared items in commons areas, use touchless door pulls)
5. If practical, designate doors as entry-only and exit-only to reduce likelihood of close contact and congestion points
6. Where possible, minimize use of coat and bag checks and clean area frequently
7. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical



## DISINFECTING/CLEANING PROCEDURES

### i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Establishment operators should thoroughly sanitize all audio guide equipment before and after use by a guest OR suspend use of audio guide equipment
  - a. If practical, establishment operators may consider sending guest a link to audio files that can be played on guest's device
4. Follow [NCPTT-recommended cleaning procedures](#) for disinfecting cultural resources, if appropriate
5. For seated video exhibits, establishment operators should follow [Theatres and Performing Arts guidelines](#)
6. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



## STAFFING AND ATTENDANCE

### i. Minimum guidelines

1. Public-facing areas of establishment should operate at no more than 25% of occupancy at any given time
2. Guided tour groups should be limited to 50 or fewer guests per tour guide. Social distance of at least 6-ft. should be maintained between non-household individuals
3. Establishments should have a plan to limit congregation at entry/exit points
  - a. Sell tickets in advance; minimize unscheduled entries
  - b. Schedule staggered guest arrival times (timed ticketing)
4. Establishment operators should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
5. Establishment operators should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
6. Establishment operators should develop a method to inform customers of available facility capacity before customers arrive at the facility (e.g., reservation system, overview of days/ times when establishment is typically most crowded)

### ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. Stagger tour start and end times

## EXTERNAL INTERACTIONS

### i. Minimum guidelines

1. Before allowing external supplier or non-guest visitor to enter, or while requiring them to wait in a designated area, establishment operators should ask whether external supplier or non-guest visitor is currently exhibiting COVID-19 symptoms
  - a. If possible, establishment operators should take external supplier or non-guest visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Establishment operators should keep log of all external suppliers who enter premises
3. Suppliers and non-guest visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



### ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

## CUSTOMER BEHAVIORS

### i. Minimum guidelines

1. Guests should wear face coverings over their nose and mouth, but may remove while viewing outdoor exhibits if maintaining at least 6-ft. distance from non-household persons (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Guests should check for available capacity before going to the establishment

### ii. Encouraged best practices

1. Before allowing entrance, establishment operators ask whether guest is currently exhibiting COVID-19 symptoms
  - a. If practical, establishment operators should take guest temperature using thermometer (Infrared / thermal cameras preferred, touchless thermometers permitted)
2. Guests are encouraged to purchase tickets online



**If you have questions or need additional support:  
Please call our hotline at 1-800-252-2923  
or e-mail us at [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)  
or return to [illinois.gov/businessguidelines](http://illinois.gov/businessguidelines)**

**Additional Resources:**

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
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- [EPA Disinfectants for Use Against SARS-CoV-2](#)





# DAY CAMPS GUIDELINES

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

### PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

#### This document is applicable to businesses that meet the following criteria:

- Day camps not licensed by the Department of Children and Family Services (DCFS):
  - Examples of day camps include (non-exhaustive): recreational day camps, educational day camps, religious day camps
- In Phase IV, day camps are limited to:
  - Camps taking place during the day only (no overnight camps permitted)
- Note: organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- Note: As of release, day camps may operate at maximum of 50% of facility capacity with group sizes of 15 participants or fewer (limited to 10 children in programs with changing participants week-by-week). Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

#### All businesses may reopen if the following requirements are met:

## GENERAL HEALTH

### i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR’s guidance.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



## HR AND TRAVEL POLICIES

### i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employees should follow CDC travel guidance to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



### ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

## HEALTH MONITORING

### I. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#)
  - a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
  - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact<sup>1</sup> with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



<sup>1</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

**Guidelines specific to day camps:****PHYSICAL WORKSPACE****i. Minimum guidelines**

1. Day camp coordinator should display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Activities should be set up to allow for 6-ft. of distancing between participants
3. If day camp is based outdoors, enough available indoor space should be secured to accommodate all participants (in adherence with guidelines around 6-ft. of distancing and 15 or fewer participants per group)
4. Day camp coordinator/ employees should refer to executive order for guidance on playground usage
5. For water-based activities, refer to IDPH guidance on Swimming Facilities

**ii. Encouraged best practices**

1. Emphasize outdoor, socially distant activities as much as possible
  - a. Hold activities requiring physical exertion and/ or exertion of voice outdoors when possible
2. Designate area (room) separate from others for anyone who exhibits COVID-like symptoms during hours of operation to isolate from others before being picked up to leave
3. Display visual markers 6-ft. apart to encourage social distancing in practical areas (e.g., eating area)
4. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
5. If practical, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
6. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

## DISINFECTING/CLEANING PROCEDURES

### i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
  - a. If one space is used by multiple participant groups at different points in time, all common areas and high-touch surfaces should be disinfected between groups
3. Day camp coordinators should make hand sanitizer available to participants, with sanitization stations available for each separate participant group
4. Minimize sharing of objects between non household individuals; if objects are to be shared, employees should sanitize equipment before and after use, including at the beginning and end of each day or in between groups (see EPA approved list of disinfectants)
5. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



### ii. Encouraged best practices

1. Keep participant personal belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings are taken home each day to be cleaned
2. Provide adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single participant)
3. Assign any shared equipment to one household for length of day camp if practical

## STAFFING AND ATTENDANCE

### i. Minimum guidelines

1. For indoor facilities, maximum occupancy of 50% of facility capacity permitted
2. Day camp coordinator should maintain groups sizes of 15 participants or fewer (limited to 10 children in programs with changing participants week-by-week)
  - a. If practical, day camp coordinator should maintain ratio of 2 adults per group
  - b. If not practical, day camp coordinator may assign 1 floater employee per every 2 groups
3. Multiple groups permitted of 15 or less permitted at once as long as:
  - a. Facilities allow for social distancing of all participants and employees
  - b. 30-ft of distancing is maintained between groups, and
  - c. Areas for each group are clearly marked to discourage interaction between groups
4. Day camp coordinator/ employees should limit group sizes for activities to 15 or fewer participants. If social distancing is not feasible, groups should be limited to people within the same household or activity should be suspended
5. Groups should be static, with no mixing of employees or participants between groups for the duration of the day camp
  - a. Exception may be made if there is a floater employee per every 2 groups
  - b. If the day camp runs on an alternating day/ shift schedule, group leaders/ employees may lead 2 groups across days/ shifts maximum
6. Day camp coordinator should assign employees to designated group of participants
7. Day camp coordinator should designate pool of substitute employees to replace employees as needed
  - a. Substitute employees should be used for full days only – no part-time substitutions are allowed
8. Day camp coordinator should evaluate common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirement contained within a collective bargaining agreement.
9. Day camp coordinator should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing



### ii. Encouraged best practices

1. If practical, participants from the same household should be placed within the same group
2. If indoors, day camp coordinator should designate room or space for each participant group to use for duration of the day camp
3. Stagger shift start and end times to minimize congregation of employees during changeovers
4. Employees should supervise young children when using sanitizer
5. Participants/ employees should wear colors corresponding with their group to make social distancing easier to manage/ enforce

## EXTERNAL INTERACTIONS

### i. Minimum guidelines

1. Before allowing external supplier, volunteer, or visitor to enter, or while requiring them to wait in a designated area, day camp coordinator should ask whether external supplier, volunteer, or visitor is currently exhibiting COVID-19 symptoms
  - a. If practical, day camp coordinator should take external supplier, volunteer, or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Suppliers, volunteers, or visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Volunteers should abide by static classroom guidelines applied to employees with no mixing between groups for the duration of the day camp/ volunteer period
4. Day camp coordinator should keep log of all external visitors who enter premises
5. No field trips outside of designated day camp area allowed
6. Family-style meals are not permitted
7. Reusable dishware, except for refillable water bottles, will not be allowed. All dishware should be single use and disposed of after each use



### ii. Encouraged best practices

1. Limit contact between visitors, day camp participants, and employees
2. Participant meals brought from home should be in single-use containers to be thrown out after each meal
  - a. If meals are stored in a communal refrigerator, they should be spaced apart and handled only by an employee
3. Provided snacks should be pre-packaged and only handled by staff utilizing safety guidelines
4. Parents dropping off or picking up kids should wait at designated drop-off/ pick-up areas and arrive during designated time window

## CUSTOMER BEHAVIORS

### i. Minimum guidelines

1. Enrollment in day camp should be coordinated in advance and completed online/ through the phone (e.g., no walk-ins)
2. Before being granted entrance to day camp, employees should ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
  - a. If practical, day camp coordinator should take participant temperature using thermometer (Infrared / thermal cameras preferred, touchless thermometers permitted)
3. If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. Day camp coordinator should maintain attendance log of participants
5. If the day camp coordinator is providing participants with transportation to and/ or from the day camp program:
  - a. Interior of vehicle should be sanitized before and after use by participants
  - b. Day camp coordinator should provide hand sanitizer at the entrance of the vehicle
  - c. All riders should wash or sanitizer hands prior to boarding the vehicle
  - d. Participants, employees and drivers should wear masks when in the vehicle
  - e. Participants should maintain social distance from non-household members while in the vehicle
    - i. Participants should sit one to a seat unless sitting with one additional household member
    - ii. If practical, participants should sit in staggered rows (one participant per seat, per row)
  - f. If a rider in the vehicle is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
  - g. There should be a supervisor to oversee participants on the bus (can be bus driver)



### ii. Encouraged best practices

1. If practical, employers should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
  - a. Participant temperatures should be taken upon arrival to day camp. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site
2. Participants should wear face covering over their nose and mouth at all times except for when eating, playing a musical instrument, or when outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Participants should sanitize hands regularly



**If you have questions or need additional support:  
Please call our hotline at 1-800-252-2923  
or e-mail us at [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)  
or return to [illinois.gov/businessguidelines](https://illinois.gov/businessguidelines)**

**Additional Resources:**

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)

# **KENDALL COUNTY FOREST PRESERVE DISTRICT EMPLOYEE HANDBOOK**

**Draft: February 3, 2021**



**Effective: May XX, 2021**

# **EMPLOYEE HANDBOOK**

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## CHAPTER 2 DIVERSITY

### Section 2.1 POLICY AGAINST UNLAWFUL DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

***Please be advised that this Policy is not intended to and does not create a contract of employment, express or implied, and this Policy does not alter the employment at-will relationship with Kendall County Forest Preserve District. This policy applies to all employees of Kendall County Forest Preserve District, and it supersedes any and all other policies regarding or relating to unlawful discrimination, harassment and sexual misconduct previously adopted by the Employer.***

#### **A. STATEMENT OF POLICY**

The KCFPD is fully committed to a policy of equal employment opportunities for all employees or prospective employees. The Employer does not tolerate or condone unlawful discrimination or harassment on the basis of basis of creed, genetic information, or arrest record, or actual or perceived race, color, religion, sex, sexual orientation as defined by 775 ILCS 5/1-103(0-1) and other applicable law, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, national origin, age, physical or mental disability, ancestry, marital status, military status, unfavorable discharge from military service, order of protection status, citizenship status or any other classification protected under federal or state law. The Employer also prohibits sexual misconduct. The Employer neither tolerates nor condones unlawful discrimination, harassment or sexual misconduct by employees, elected officials, or non-employees with whom the Employer has a business, service, or professional relationship. "Employee" for purposes of this policy only, includes any individual performing services for the Employer, an apprentice, an applicant for apprenticeship, or an unpaid intern. The Employer is committed to ensuring and providing a work place free of unlawful discrimination, harassment, sexual misconduct and retaliation. Any employee who violates this policy is subject to disciplinary action up to and including termination of employment.

As set forth above, unlawful sexual harassment and sexual misconduct are prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;

3. The unlawful harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Unlawful sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that others may perceive as unlawful sexual harassment or unlawful harassment based on any status protected by law. The following are illustrations of actions that the SAO deems inappropriate and in violation of our policy:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters;
- Verbal conduct such as making derogatory comments, using epithets or slurs, making sexually explicit jokes or suggestive comments about a person's body or dress;
- Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals; or
- Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

The Employer strictly prohibits sexual misconduct. Sexual misconduct can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical).

## **B. RESPONSIBILITIES**

### **i. Supervisors**



- e. Whether there were any witnesses to the conduct and, if so, the identities of all such witnesses;
  - f. Whether conduct of a similar nature has occurred on prior occasions and, if so, when and who witnessed the prior conduct;
  - g. Whether there are any documents that would support the complaining employee's allegations and, if so, provide a copy of said documents to the investigator; and
  - h. What impact the conduct had on the complaining employee.
2. Although not required, the Employer encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records to assist the Employer with its investigation.
  3. After the employee submits the complaint, the alleged offending individual should be contacted by the Employer's designated investigator. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee (if applicable). The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.
  4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
  6. When investigating alleged violations of this policy, the investigator will look at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.
  7. Once the investigation is completed, the Employer will take such action as is appropriate based upon the information obtained in the investigation. In the event that the Employer finds merit in the charges made by the complaining employee, disciplinary action may be taken up to and including termination of employment. This disciplinary action may, but need not necessarily, include:
    - a. Verbal or written reprimand;

- b. Placing the offending employee on a corrective action plan for a period of time to be identified;
  - c. Delay in pay increases or promotions;
  - d. Suspending the offending employee from work without pay;
  - e. Demotion; and/or
  - f. Immediate termination.
6. Upon completion of the investigation, the Employer will advise the complaining employee of the results of the investigation.

#### **D. NON-RETALIATION**

Under no circumstances will there be any retaliation against any employee (a) for making a complaint of unlawful discrimination, unlawful harassment or sexual misconduct pursuant to this policy; (b) for engaging in protected activity under the Illinois Human Rights Act (775 ILCS 5/1 *et seq.*); and/or (c) for engaging in protected activity under the State Officials and Employees Ethics Act (5 ILCS 430/1 *et seq.*).

Also, pursuant to the Illinois Whistleblower Act (740 ILCS 174/1 *et seq.*), the Employer is prohibited from retaliating against any employee who (a) discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation; (b) refuses to participate in an activity that would result in a violation of a State or federal law, rule or regulation, including, but not limited to violations of the Freedom of Information Act; and (c) is disclosing or attempting to disclose public corruption or wrongdoing.

Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct charge and will be similarly investigated. Complaints of retaliation should be brought to the attention of the Employer pursuant to the complaint procedures set forth in Section C above.

The employee should present the complaint of alleged retaliation as promptly as possible after the alleged retaliation occurs.

#### **E. FALSE REPORTS PROHIBITED**

It is a violation of this policy for an employee to knowingly make a false report of unlawful discrimination, unlawful harassment, sexual misconduct, or retaliation. An employee who is found to have knowingly made a false report is subject to disciplinary action up to and including termination of employment.

## **F. MISCELLANEOUS**

If you have any questions concerning the Employer's policies on this matter, please see your immediate supervisor, the Kendall County Forest Preserve District Executive Director, and/or the Kendall County Forest Preserve District President.

Additional information may be obtained from the Illinois Department of Human Rights (IDHR), 312-814-6200 or the U.S. Equal Employment Opportunity Commission (EEOC), 800-669-4000. Confidential reports of unlawful harassment or unlawful discrimination may also be filed with these agencies. For matters involving the abuse of minors, the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

### **Section 2.2 OPEN DOOR POLICY**

The KCFPD maintains an open door policy. This means that all employees have the right to and are encouraged to speak freely with their department manager, the Executive Director, and/or the KCFPD Board of Commissioners about their job-related concerns at any time.

We urge employees to go directly to their immediate supervisor to discuss their job-related ideas, recommendations, concerns, and any other issues that are important to the employee. If, after talking with their immediate supervisor, the employee feels the need for additional discussion, the employee is encouraged to speak with their department manager or the Executive Director.

### **Section 2.3 REQUESTS FOR ACCOMMODATION**

It is the intent of the KCFPD to provide equal opportunity in its workplace for applicants and employees. Circumstances may arise where a reasonable accommodation for an applicant or employee is necessary to meet this objective.

#### **A. DISABILITY ACCOMMODATIONS**

The KCFPD will reasonably accommodate qualified individuals with a disability so they can perform the essential functions of their job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the KCFPD.

All requests for reasonable accommodations should be directed in writing to the Executive Director. Upon receipt of the applicant/employee's request for a reasonable accommodation, the Executive Director and/or their designee may require the applicant/employee to engage in an interactive process with them to determine whether

the applicant/employee is a qualified individual with a disability (if applicable) and what, if any, reasonable accommodation(s) can and should be made. This interactive process may include, but is not limited to, the applicant/employee engaging in a timely, good faith and meaningful exchange with the Executive Director and/or their designee. Also, the Executive Director and/or their designee may require the applicant/employee to provide certification from the employee's health care provider, which would assist the employer in determining whether the applicant/employee is a qualified individual with a disability (as defined by applicable state and federal law) and what, if any, reasonable accommodations can be made. It is the duty of the individual seeking a reasonable accommodation(s) to timely engage in an interactive process with the employer and to timely submit to the employer any documentation that is requested in accordance with this policy. Failure to do so could result in denial of the requested accommodation(s).

## **B. PREGNANCY ACCOMMODATIONS**

Pursuant to the Illinois Human Rights Act, the KCFPD will provide reasonable accommodation(s) to pregnant applicants and employees, if requested, provided the accommodation does not cause undue hardship (as defined by applicable state law) on the KCFPD's ordinary business operations. For purposes of this policy, pregnancy includes pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Reasonable pregnancy accommodations may include, but are not limited to:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake and periodic rest;
- A private non-bathroom space for breastfeeding and expressing breast milk;
- Seating;
- Assistance with manual labor;
- Temporary light duty;
- Temporary transfers to less strenuous or hazardous positions;
- Accessible worksites;
- The acquisition or modification of equipment;
- Temporary job restructuring;
- Temporary part-time or modified work schedules;
- Appropriate adjustments or modifications of examinations, training materials, or policies;
- Temporary reassignment to a vacant position; and/or
- Time off to recover from childbirth and leave required by the employee's pregnancy, childbirth or related conditions.

Absent a showing of undue hardship by the KCFPD, an employee who has been affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth must be reinstated to the same or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other applicable service credits upon the employee's return to work and/or when the employee's need for reasonable accommodation ceases, whichever occurs later. Pursuant to applicable state law, a

pregnant applicant/employee is not required to accept an accommodation she did not request.

In response to a request for a pregnancy accommodation, the employer is *not* required:

- To create additional employment positions that the employer otherwise would not have created;
- To discharge any employee;
- To transfer an employee with more seniority; or
- To promote any employee who is not qualified to perform the job.

All requests for reasonable pregnancy accommodations should be directed in writing to the Executive Director. Upon receipt of a request for a reasonable pregnancy accommodation, the applicant/employee will be required to engage in a timely, good faith and meaningful exchange to determine effective reasonable accommodations. The Employer may require the requesting applicant/employee to provide a certification from the employee's health care provider concerning the need for the requested reasonable accommodation. The Employer may require the following information be included in the medical certification:

- The medical justification for the requested accommodation(s);
- A description of the reasonable accommodation(s) medically advisable;
- The date the accommodation(s) became advisable; and
- The probable duration of the reasonable accommodation(s).

It is the duty of the individual seeking a reasonable accommodation(s) to timely submit to the employer any documentation that is requested in accordance with this policy. An individual's failure to timely submit the requested documentation and to cooperate in the interactive process could result in denial of the requested pregnancy accommodation.

### **C. RETALIATION IS PROHIBITED.**

Retaliation is prohibited against any applicant or employee because the individual has requested, attempted to request, used or attempted to use a reasonable accommodation pursuant to this policy.

## **CHAPTER 3 RECRUITMENT AND EMPLOYMENT POLICIES**

### **Section 3.1            EMPLOYMENT OF MINORS**

The Illinois Child Labor Law regulates the employment of minors under the age of 16 and requires 14 and 15 year olds to have Employment Certificates. The Employment Certificates are issued by the city or county of local superintendent(s) of schools or their duly authorized agents in the applicable school district. While school is in session, children 14 and 15 years of age may work in non-hazardous jobs up to three hours per day and not to exceed 24 hours of work per week; the combined hours in school and work may not exceed eight hours a day. When school is not in session (including summer vacation, holidays and weekends), children under the age of 16 may work in non-hazardous jobs not to exceed more than 8 hours of work a day; not more than 6 days a week; not more than 48 hours a week. Daily hours of work for children 14 and 15 years of age may not be between the hours of 7:00 PM and 7:00 AM (except between June 1 and Labor Day when working hours may be extended from 7:00 PM to 9:00 PM). A meal period of at least 30 minutes must be provided no later than the 5<sup>th</sup> hour of consecutive work. The KCFPD shall post a schedule stating the hours of work and time of the lunch period for all employees under the age of 16 pursuant to the Illinois Child Labor Law. Also, the KCFPD shall furnish a statement to any employee under the age of 16, which describes the specific nature of work to be performed and the hours and days the minor is to work. In addition, minors under the age of 18 shall not operate any mechanically powered equipment.

### **Section 3.2            RECRUITMENT AND BACKGROUND CHECKS**

The Executive Director should post an open position on the KCFPD website to start recruitment efforts and promptly remove the posting at the time of application deadline.

All new employees of the Kendall County Forest Preserve District will be employed strictly on merit. When possible, references from the most recent employers must be received prior to hiring an individual.

Employment and educational history and references should be verified prior to hiring any new full time or part time employees including interns. Other pre-employment investigation may include a review of the applicant's criminal history and other matters pertinent to performance of the position. If the Executive Director determines questionable history during the pre-employment investigation of the preferred candidate, the Executive Director shall seek advice of the KCFPD President prior to hiring the candidate. Convictions, if disclosed by the applicant, will not absolutely prohibit employment, but may be considered in relation to the specific job requirements and in accordance with applicable federal and state laws including, but not limited to, the Fair Credit Reporting

Act, the Illinois Human Rights Act and the Employee Polygraph Protection Act. The KCFPD shall not consider an applicant's conviction if the conviction has been sealed, expunged or impounded pursuant to Section 5.2 of the Illinois Criminal Identification Act. Given the nature of the work performed in the KCFPD, the KCFPD reserves the right to conduct criminal, employment and educational background checks on any student learner, volunteer and independent contractor who will be performing any work in the KCFPD to the extent permitted by applicable law.

Regardless of the nature and extent of the investigation into the applicant's background, investigations should be uniformly applied to all applicants.

All advancement will be made on the basis of ability and will include consideration of aptitude and attitude. Whenever possible, qualified employees will be upgraded to more responsible positions. If employment qualifications are equal, employees with longer service to the Kendall County Forest Preserve District will be given preference for advancement.

### **Section 3.3            SELECTION**

The selection of all employees shall be handled in the following manner: All applicants shall make application through the appropriate supervisor. The supervisor shall recommend personnel to be employed up the chain of authority, until it reaches the Executive Director. The Executive Director shall make the recommendation to the KCFPD Board of Commissioners, which will make the final hiring decision. The selection of any employee shall be made by a majority of the full Kendall County Forest Preserve District Board where applicable.

### **Section 3.4            PROBATIONARY PERIOD**

All full-time and part-time employee appointments are made for a probationary period of six (6) months following the employee's date of hire, during which time the employee's performance is subject to review as to employee's competency to carry out the assignments of the position for which the individual was employed. The Executive Director may extend this probationary period to a maximum of an additional three (3) months if, in the Executive Director's opinion, it is necessary. The probationary period and the successful completion of the probationary period do not alter the employment "at will" relationship. An employee serving his or her probationary period may be released at any time without the right of appeal or hearing.

An employee who is reassigned to any other position may be required to serve a probationary period not to exceed six (6) months in the new position. Part-time employees who have served six (6) months or over may, if appointed to a full-time position in the same class or position, acquire full-time status on the effective date of the transfer.

### **Section 3.5**            **PAY PERIOD AND PROCEDURE**

The frequency of pay periods has been established for the maximum convenience of both the KCFPD and its employees. Employees are paid once every two weeks on Fridays (26 pay periods per year). When a payday falls on a holiday, the paycheck is distributed on the preceding workday.

### **Section 3.6**            **PERSONNEL FILE**

A personnel file will be established for all KCFPD employees. An employee and/or the employee's authorized representative may inspect the employee's personnel file pursuant to the Illinois Personnel Records Review Act and any other applicable federal and state laws. Any request to inspect the employee's personnel file should be in writing and directed to the Executive Director or their designee.

### **Section 3.7**            **CHANGE OF PERSONAL DATA**

It is to each employee's advantage to see that all personnel records are up to date. If there is a change in an employee's name, address, telephone number, marital status, etc. at any time during employment, it is the employee's responsibility to promptly notify the Executive Director and/or Human Resources Manager, immediately. For any change in the number of tax exemptions claimed or change to an IMRF benefit, notify the Treasurer's Office. For any changes affecting health and dental insurance coverage, notify the Treasurer Office. Having current and correct information is extremely important in cases of emergencies.

### **Section 3.8**            **EMPLOYMENT OF RELATIVES**

The KCFPD prohibits the employment of a relative in any full-time or part-time position for the employer if such employment shall cause the new employee to come under the direct supervision of or provide direct supervision to a related employee in the KCFPD. For purposes of this policy, "relative" includes any one or more of the following:

- Spouse/Partner (including common law spouse or civil union partner);
- Parent;
- Sibling;
- Child;
- Grandchild;
- In-laws (including parent, brother and sister in-laws);
- Uncle or aunt;
- Nephews or nieces;
- First cousins; and
- Fiancé or Fiancée.



**Section 3.9            OUTSIDE EMPLOYMENT OR WORK**

Before an employee may begin any outside or self-employment, the employee must have the prior written approval of the Kendall County KCFPD Board of Commissioners. The Kendall County KCFPD Board of Commissioners may give such approval only if the following items are understood and agreed to by the employee: (1) there is no conflict of interest between the individual's employment at the KCFPD and the proposed outside work; (2) the proposed work will not interfere with the employee's regular work schedule; and (3) the proposed work will not, in the opinion of the KCFPD Board of Commissioners, interfere with the quality or quantity of the employee's regular work at the KCFPD. Any changes in the nature or hours of previously approved outside work or self-employment shall be communicated to the Kendall County KCFPD Board of Commissioners for the purpose of determining continued approval of the outside work or self-employment. Under no circumstances are employees to conduct outside or self-employment activities during times for which they are being compensated by the KCFPD. Also, the KCFPD's supplies and support services are not to be used for outside work or self-employment.

**Section 3.10           PERFORMANCE EVALUATIONS**

Employees will be evaluated at the end of their probationary period. Employees will also receive a performance evaluation at least once per year after the completion of their probationary period. Evaluations are an opportunity for both the KCFPD and the employee to reflect upon all areas of the employee's performance, to consider whether improvement is needed in any areas, and to recognize areas where an employee has met or exceeded performance expectations. Evaluations are also a time to update performance expectations and to set future goals.

Performance Evaluations are conducted by the immediate supervisor who is responsible for the work of the employee being evaluated. The immediate supervisor will discuss the performance evaluation with the employee. Supervisors' performance evaluations will be done by the Executive Director. All performance evaluations are reviewed and signed by the Executive Director and become part of the employee's personnel file.

Regular, full-time and part-time employees shall be evaluated on the basis of performance, efficiency, dependability, adaptability and other relevant job-related criteria at the end of the sixth month of their probationary period and in each subsequent year of employment. The KCFPD-approved personnel evaluation form will be utilized for this review process.

To: Kendall County Forest Preserve District Operations Committee  
From: David Guritz, Executive Director  
RE: Capital Project Updates  
Date: February 2, 2021

**Millbrook Bridge Removal Project**

The District contacted Andy Moore with D. Construction last week. A meeting to negotiate the final contract sum to be paid has not been set.

A final permit report on District in-stream cleanup efforts will be sent to the USACoE later this month.

**Pickerill-Pigott Phase I OSLAD Project**

District staff will be working to complete the final Phase I OSLAD project elements under the terms of the grant agreement. Change order #3 will be sent to the IDNR for formal approval for the \$15,240.00 restoration clearing project awarded to SemperFi Land, Inc. at Tuesday's Commission meeting.

A pre-opening checklist will be presented to the Operations Committee in March that will include remaining projects that will need to be contracted to address remaining public access/safety safety issues prior to the opening in June.

**Natural Area Restoration Projects**

**A. IDNR Habitat Grant (Fox River Bluffs Cropland Conversion Project)**

Restoration clearing at Fox River Bluffs has been completed as part of our IDNR Habitat Grant (\$15,000). This will close out the \$30,000 IDNR Habitat Grant. A final report will be filed to secure the reimbursement of grant funds awarded to the District.

**B. USF&WS – Partners for Fish and Wildlife Landowner Agreement**

Broadcast seeding of prairie forb enhancement mix received from the USF&WS – Pheasants Forever for use at Hoover Forest Preserve has been completed.

**C. ComEd Green Region Grant**

The District has begun broadcast seeding of the purchased woodland edge mix to complete this project. The District received the \$10,000 disbursement in FY20 for this project.

**D. ICECF Pollinator Meadows Pilot Project**

Broadcast seeding of the low-grow pollinator prairie seed mix for the conversion of turf areas at Hoover Forest Preserve has been completed.

**E. ICECF K-12 Pollinator Grant**

Broadcast seeding of low-grow pollinator prairie seed mix for the enhancement of prairie areas at Hoover Forest Preserve has been completed.

**F. Landscape Scale Restoration Project**

The District submitted its first quarterly report to The Morton Arboretum for the Landscape Scale Restoration grant, meeting 100% of the required match for costs incurred for the Fox River

Bluffs Cropland Conversion project. The District has secured and approved a proposal for first-phase restoration clearing funded by the LSR grant (4-phases @ approx. \$12,500 each) focusing on restoration clearing within high-quality natural areas and Plants of Concern monitoring sites.

### **Other Natural Area Restoration Project Updates**

1. The District completed a growth study with Oswego East High School Students of a 25-year stand of oaks planted at Hoover Forest Preserve as part efforts to quantify growth projections and resulting carbon credits for trees planted at Fox River Bluffs Forest Preserve in spring 2020. The District is working with The Morton Arboretum, City Forest Trees, and South Pole as part of a model pilot project for the region for the potential future voluntary sale of carbon credits in the region.  
<https://oehowl.org/2020/12/14/ecology-club-brings-awareness-to-prominent-environmental-issues/>
2. The District completed installation of 472 trees and shrubs at Pickerill-Pigott Forest Preserve in October as part of a larger restoration effort (species breakdown attached - \$5,083). Volunteers were invited out to help plant, with an estimated 40 volunteers lending support over two weekends to complete the planting effort.
3. Work has begun on restoration clearing at Hoover Forest Preserve (\$4,000) as part of the Forest Foundation of Kendall County's ICECF Community Stewardship Challenge Grant remaining funding commitment. The District also prepped this fall for prairie enhancement/turf conversion projects at Hoover Forest Preserve as part of our ICECF K-12 Pollinator Grant (\$11,000); Pollinator Meadows Pilot Project Grant (\$20,000) and USF&WS Cooperative Program Agreement (\$8,000 prairie enhancement seed mix grant).

### **ICECF Reservation Woods Acquisition Grant**

Letters of interest have been drafted and will be sent out to 5-adjacent and connecting Reservation Woods parcel landowners to determine interest in selling an access easement, or selling all or a portion of their owned parcel to the District. President Gilmour is assisting with review of the final letters.

ICECF has indicated that the District is able to purchase the two parcels acquired already by The Conservation Foundation with or without securing the third connecting parcel or access easement to Henneberry Forest Preserve.

### **IDNR PARC Grant – Pickerill-Pigott Estate House Conversion Project**

The Office of Grants Management with the IDNR has not extended a timeframe for informing applicants on the status of award of FY20 PARC Grants, citing that discussions are being held with the Governor's Office on Management and Budget.