

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

**WEDNESDAY, MAY 5, 2021
6:00 P.M.**

KENDALL COUNTY OFFICE BUILDING – ROOMS 209 AND 210, YORKVILLE IL 60560

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments
- V. Review of Financial Statements through April 30, 2021
- VI. Review of Special Use Permits
 - Joel Ruby – SSZ Film, LLC – Jay Woods Forest Preserve – May 7, 2021 from 4:30 pm to 7:30 pm
- VII. Review and Discussion of Rental Contract Templates and Special Event Insurance Requirements
- VIII. District Position Restructuring Overview and Discussion
- IX. Draft Employee Handbook Policies Review
 - Chapters III and IV Review
- X. Other Items of Business
 - a. Pickerill-Pigott Opening Event – June 4, 2021 Ribbon Cutting at 10:00 AM
 - b. Hoover Nature Play Space – Hobbit Tunnel Opening Event – June 12, 2021 at 11:00 am
 - c. Incident Reports – General Use Ordinance Violations
 - d. Towing Contractor Update
 - e. Safety Manual Development
- XI. Public Comments
- XII. Executive Session
- XIII. Adjournment

Microsoft Teams meeting

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Kendall County

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Kendall County Office Building - Rooms 209 and 210 - 111 W. Fox Street - 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 4/30/2021

5 Month Budget Percent = 41.7%

FOREST PRESERVES & PROGRAMS

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 195,972	\$ 195,972	\$ 341,881	\$ 341,881	\$ (145,909)	
Revenue						
Revenue - Administration	969,163	229,938	723,132	8,183	221,745	2707%
Revenue - Ellis House & Equestrian Center	139,822	48,678	128,487	39,251	9,428	24%
Revenue - Hoover FP	35,031	9,470	81,250	20,214	-10,744	-53%
Revenue - Env. Education	154,112	89,614	194,100	49,397	40,218	81%
Revenue - Natural Area Volunteers	-	-	-	-	0	
Revenue - Grounds & Natural Resources	29,171	970	27,600	1,700	-730	-4%
Revenue - Pickerill Pigott FP	12,584	5,171	10,956	4,653	518	11%
Total Revenue	1,339,863	383,941	1,166,425	123,406	260,435	211%
Expenditure						
Expenditure - Administration	358,479	151,068	340,456	163,022	-11,955	-7%
Expenditure - Ellis House & Equestrian Center	182,402	61,967	151,988	52,229	9,738	19%
Expenditure - Hoover FP	201,674	75,911	230,738	85,824	-9,713	-11%
Expenditure - Env. Education	170,620	65,763	167,117	75,259	-9,476	-13%
Expenditure - Natural Area Volunteers	-	-	500	-	0	
Expenditure - Grounds & Natural Resources	203,939	72,774	268,282	109,767	-36,992	-34%
Expenditure - Pickerill Pigott FP	7,450	3,427	5,600	5,624	-2,198	-39%
Total Expenditure	1,124,564	430,929	1,164,561	491,525	(60,566)	-12%
ENDING BAL	\$ 411,291	\$ 148,884	\$ 342,725	\$ (26,236)	\$ 175,122	-667.4%
Surplus/(Deficit)	\$ 215,319	\$ (47,068)	\$ 844	\$ (368,119)	\$ 321,030	

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

FOREST PRESERVE CATEGORIES

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 195,972	\$ 195,972	\$ 341,881	\$ 341,881	\$ (145,909)	
Revenue						
Property Tax	640,646	-	615,000	-	0	0.0%
Interest Income	591	59	1,700	362	-303	-84%
Other Income	34,350	8,755	14,500	200	8,555	4278%
Donations	8,950	-	2,000	830	-830	-100%
Rental Revenue	43,623	13,221	79,706	23,287	-10,076	-43%
Program Revenue	282,834	134,192	320,987	82,517	51,875	63%
Grants	-	-	10,000	-	0	0.0%
Farm License Revenue	95,379	5,714	100,932	6,763	-1,049	-16%
Security Deposits	16,217	5,760	17,600	8,570	-2,810	-33%
Credit Card Revenue	2,219	1,053	3,000	868	186	21%
Transfers In	215,074	215,086	-	-	-	
Total Revenue	1,339,883	383,841	1,165,425	123,406	280,435	211%
Expenditure						
Personnel	671,755	268,327	685,421	252,358	13,968	6%
Benefits	231,244	96,984	291,580	112,407	-15,443	-14%
Contractual	51,868	14,890	44,850	23,650	-8,761	-37%
Commodities	111,630	37,607	127,630	58,799	-21,192	-36%
Other	58,067	15,142	45,100	44,310	-29,167	-69%
Total Expenditure	1,124,564	430,929	1,164,581	491,525	(60,596)	-12%
ENDING BAL	\$ 411,291	\$ 148,884	\$ 345,200	\$ (26,238)	\$ 175,122	-667.4%
Surplus/(Deficit)	\$ 215,319	\$ (47,086)	\$ 844	\$ (368,119)	\$ 321,030	

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ADMINISTRATION

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Property Tax	640,646	-	615,000	-		
Interest Income	591	59	1,700	362	-303	-8.4%
Other Income	9,764	8,025	2,000	200	7,825	391.3%
Donations	5,500	-	500	-		
Farm License Revenue	95,379	5,714	100,932	6,763	-1,049	-1.6%
Security Deposit Revenue						
Credit Card Revenue	2,219	1,053	3,000	888	186	21%
Program Revenue						
Transfers In	215,074	215,086				
Total Revenue	969,163	229,938	723,132	8,193	221,745	27.07%
Expenditure						
Personnel	193,426	80,764	180,990	70,069	10,695	15%
Benefits	111,829	59,644	124,616	71,340	-11,696	-16%
Contractual	22,418	5,316	19,600	11,699	-6,382	-55%
Commodities	19,306	5,343	15,250	9,915	-4,571	-46%
Other	11,500	-				
Total Expenditure	358,479	151,068	340,456	163,022	(11,955)	-7%
Surplus/(Deficit)	\$ 610,684	\$ 78,870	\$ 382,676	\$ (154,830)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ELLIS HOUSE & EQUESTRIAN CENTER

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	200	-	200	-		
Security Deposit	9,600	4,100	600	5,300	-1,200	-23%
Credit Card Revenue	-	-	-	-		
Program Revenue	130,022	44,578	127,687	33,951	10,625	31%
Total Revenue	139,822	48,678	128,487	39,251	9,428	24%
Expenditure						
Personnel	152,311	43,955	92,805	31,877	12,079	38%
Employee Benefits	15,885	4,037	11,753	4,069	-32	-1%
Contractual	11,200	2,187	7,000	3,979	-1,813	-46%
Commodities	24,280	7,583	28,830	7,985	-412	-5%
Other	19,000	4,228	11,600	4,310	-84	-2%
Total Expenditure	222,686	61,967	151,988	52,229	9,738	19%
Surplus/(Deficit)		\$ (82,664) \$ (13,289)		\$ (23,501) \$ (12,978)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

HOOVER FOREST PRESERVE

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Donations	-	-		-	-			
Rental Revenue	28,414	7,810	27.5%	16,944	16,944	26.4%	-9,134	-54%
Security Deposit Rev	6,617	1,660	25.1%	3,270	3,270	19.2%	-1,810	-49%
Program Revenue	-	-		-	-			
Total Revenue	35,031	9,470	27.0%	20,214	20,214	24.9%	(10,744)	-53%
Expenditure								
Personnel	119,066	46,331	38.9%	48,069	48,069	38.0%	-339	-1%
Employee Benefits	38,691	14,302	37.0%	9,679	9,679	20.1%	4,623	48%
Contractual	-	-		-	-			
Commodities	37,300	14,404	38.6%	24,117	24,117	51.5%	-9,713	-40%
Other	6,617	875	13.2%	13,000	5,159	39.7%	-4,284	-83%
Total Expenditure	201,674	75,911	37.6%	230,738	85,624	37.1%	(9,713)	-11%
Surplus/(Deficit)	\$ (166,643)	\$ (66,441)		\$ (149,489)	\$ (65,410)			

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ENVIRONMENTAL EDUCATION

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue						
Total Revenue	100.0%	154,112	194,100	49,397	41,048	85%
		1,300	800	830	-830	-100%
		152,812	193,300	48,567	41,048	85%
		89,614	194,100	49,397	40,218	81%
Expenditure						
Personnel						
Employee Benefits						
Contractual						
Commodities						
Other						
Total Expenditure	100.0%	170,620	167,117	75,259	(9,476)	-13%
		143,304	140,936	54,105	3,974	7%
		19,057	18,731	7,881	-1,931	-25%
		2,559	7,450	2,116	-1,862	-89%
		5,700	11,157	11,157	-9,627	-86%
		65,783	167,117	75,259	(9,476)	-13%
Surplus/(Deficit)		\$ (16,508)	\$ 26,983	\$ (25,862)		
		\$ 23,931	\$ 26,983	\$ (25,862)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

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	
Budget	YTD	YTD	%
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
\$	-	\$ -	-

		Prior Year FY20	
Budget	YTD	YTD	%
-	-	-	-
500	-	-	-
500	-	-	-
\$ (500)	\$ -	\$ -	-

		YTD Variance	
		\$ Change	% Change
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
\$ (500)	\$ -	\$ (500)	-

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

GROUND & 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	24,596	730	12,500	-	730	
Donations	1,960	-	500	-		
Grants	-	-	10,000	-		
Credit Card Revenue	2,625	240	4,500	1,700	-1,460	-86%
Rental Revenue	29,171	970	27,900	1,700	(730)	-43%
Total Revenue						
	84.5%					
	6.7%					
	0.0%					
	100.0%					
Expenditure						
Personnel	103,932	37,198	147,821	48,638	-12,440	-25%
Employee Benefits	46,792	13,032	58,411	19,439	-6,407	-33%
Contractual	18,250	7,407	18,250	7,972	-568	-7%
Commodities	20,726	6,627	23,300	9,033	-2,406	-27%
Other	15,250	8,512	20,500	23,684	-15,173	-64%
Total Expenditure	203,939	72,774	268,282	108,767	(36,992)	-34%
	100.0%					
Surplus/(Deficit)	\$ (174,766)	\$ (71,804)	\$ (240,782)	\$ (108,067)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

PICKERILL PIGOTT FP

Revenue
 Donations
 Other Income
 Rental Revenue
 Security Deposit
 Total Revenue

Expenditure
 Personnel
 Employee Benefits
 Contractual
 Commodities
 Other
 Total Expenditure

Surplus/(Deficit)

	Current Year FY21	
	Budget	YTD
		%
Revenue	-	-
Donations	-	-
Other Income	12,584	5,171
Rental Revenue	-	-
Security Deposit	-	-
Total Revenue	12,584	5,171
		41.1%
Expenditure	-	-
Personnel	-	-
Employee Benefits	-	-
Contractual	7,450	3,427
Commodities	-	-
Other	-	-
Total Expenditure	7,450	3,427
		46.0%
Surplus/(Deficit)	\$ 5,134	\$ 1,744
		100.0%

	Prior Year FY20	
	Budget	YTD
		%
Revenue	10,956	4,653
Donations	-	-
Other Income	10,956	4,653
Rental Revenue	-	-
Security Deposit	-	-
Total Revenue	10,956	4,653
		42.5%
Expenditure	5,500	5,624
Personnel	-	-
Employee Benefits	-	-
Contractual	5,500	5,624
Commodities	-	-
Other	-	-
Total Expenditure	5,500	5,624
		102.3%
Surplus/(Deficit)	\$ 5,456	\$ (971)
		100.0%

	YTD Variance	
	\$ Change	% Change
Revenue	518	11%
Donations	-	-
Other Income	518	11%
Rental Revenue	-	-
Security Deposit	-	-
Total Revenue	518	11%
Expenditure	(2,198)	-39%
Personnel	-	-
Employee Benefits	-	-
Contractual	(2,198)	-39%
Commodities	-	-
Other	-	-
Total Expenditure	(2,198)	-39%
Surplus/(Deficit)	(2,198)	-39%

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ELLIS HOUSE - 1160

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue						
Total Revenue		-		-		
Expenditure						
Personnel	11,171	4,231	8,822	2,431	1,800	74%
Employee Benefits	1,756	529	1,356	359	170	47%
Contractual	-	-	-	-	-	
Commodities	6,870	3,191	7,500	4,019	(828)	-21%
Other	3,800	2,142	4,000	1,194	948	79%
Total Expenditure	23,597	10,092	21,678	8,003	2,089	28%
Surplus/(Deficit)	\$ (23,597)	\$ (10,092)	\$ (21,678)	\$ (8,003)		

ELLIS BARN - 1161

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue						
Total Revenue		-		-		
Expenditure						
Personnel	11,171	4,144	8,822	4,133	11	0%
Employee Benefits	1,756	556	1,356	478	80	17%
Contractual	-	-	-	-	-	
Commodities	6,120	306	6,000	484	(178)	-37%
Other	2,000	709	2,000	834	(125)	-15%
Total Expenditure	21,047	5,714	18,178	5,927	(212)	-4%
Surplus/(Deficit)	\$ (21,047)	\$ (5,714)	\$ (18,178)	\$ (5,927)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ELLIS GROUNDS - 1162

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue						
Total Revenue			22,087	22,087		
Expenditure						
Personnel		8,268	17,762	6,640	1,628	25%
Employee Benefits		1,054	2,717	1,058	(2)	0%
Contractual						
Commodities						
Other		4,000	4,000	1,882	(508)	-27%
Total Expenditure		29,854	24,499	9,578	1,119	12%
Surplus/(Deficit)		(29,854)	(2,412)	(9,578)		

ELLIS CAMPS - 1163

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue						
Total Revenue			9,000	45	670	1489%
Expenditure						
Personnel		3,110	4,604	228	(228)	-100%
Employee Benefits		517	400	32	(32)	-100%
Contractual			1,500	861	(639)	-42%
Commodities		450	1,865	340	(340)	-18%
Other		500			500	100%
Total Expenditure		4,577	8,369	1,462	(1,462)	-100%
Surplus/(Deficit)		1,673	631	(1,417)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ELLIS RIDING LESSONS - 1164

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	200	-	200	-		
Security Deposit	-	-	-	-		
Credit Card Revenue	-	-	-	-		
Program Revenue	57,817	27,362	50,000	17,969	9,394	52%
Total Revenue	58,017	27,362	50,200	17,969	9,394	52%
	0.5%	59.7%		13.6%		
Expenditure						
Personnel	37,638	16,828	27,000	9,184	7,644	83%
Employee Benefits	4,836	1,088	3,050	1,034	64	6%
Contractual	9,000	1,352	2,500	1,837	-285	-17%
Commodities	9,200	4,087	8,985	2,849	1,237	43%
Other	1,000	-	-	-		
Total Expenditure	61,774	23,365	41,515	14,704	8,061	59%
	100.0%	37.8%		35.4%		
Surplus/(Deficit)	\$ (3,757)	\$ 3,997	\$ 8,685	\$ 3,265		

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	1,361	8,500	2,127	-768	-36%
Total Revenue	4,226	1,361	8,500	2,127	(768)	-36%
	100.0%	32.2%		25.0%		
Expenditure						
Personnel	4,676	3,061	5,000	1,650	1,411	85%
Employee Benefits	622	224	700	240	-16	-7%
Contractual	-	-	1,500	840	-840	-100%
Commodities	300	-	1,800	165	-165	-100%
Other	-	-	-	-		
Total Expenditure	5,598	3,285	9,000	2,896	369	13%
	100.0%	58.7%		32.2%		
Surplus/(Deficit)	\$ (1,372)	\$ (1,924)	\$ (500)	\$ (769)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ELLIS PUBLIC PROGRAMS - 1166

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-			-	
Security Deposit	-	-			-	
Credit Card Revenue	-	-			-	
Program Revenue	1,742	-	5,500	770	(770)	
Total Revenue	1,742	-	5,500	770	(770)	14.0%
	100.0%	100.0%		14.0%		
Expenditure						
Personnel	2,015	-	3,000	670	(670)	-100%
Employee Benefits	304	-	300	98	(98)	-100%
Contractual	500	-		-		
Commodities	150	-	500	137	(137)	-100%
Other	-	-		-		
Total Expenditure	2,969	-	3,800	905	(905)	-100%
	100.0%	100.0%		23.6%		
Surplus/(Deficit)	\$ (1,227)	\$ -	\$ 1,700	\$ (135)		

ELLIS SUNRISE CENTER - 1167

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-			-	
Security Deposit	-	-			-	
Credit Card Revenue	-	-			-	
Program Revenue	23,360	9,880	24,600	9,880		40.2%
Total Revenue	23,360	9,880	24,600	9,880		40.2%
	100.0%	100.0%		40.2%		
Expenditure						
Personnel	17,000	7,231	15,000	6,130	1,101	18%
Employee Benefits	2,260	561	1,700	650	(89)	-14%
Contractual	-	-		-		
Commodities	1,200	-	1,200	-		
Other	-	-		-		
Total Expenditure	20,460	7,792	17,900	6,780	1,012	15%
	100.0%	100.0%		37.9%		
Surplus/(Deficit)	\$ 2,900	\$ 2,088	\$ 6,700	\$ 3,110		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ELLIS WEDDINGS - 1168

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-				
Security Deposit	7,300	4,100		3,000	1,100	37%
Credit Card Revenue	-	-				
Program Revenue	12,190	5,000	2,000	2,000	3,000	150%
Total Revenue	19,490	9,100	2,000	5,000	4,100	82%
Expenditure						
Personnel	1,452	193	500	810	-618	-76%
Employee Benefits	111	15	1,500	123	-109	-88%
Contractual	1,700	815	50	642	173	27%
Commodities	-	-				
Other	7,400	-	1,000	200	-200	
Total Expenditure	10,663	1,022	3,050	1,775	(753)	-42%
Surplus/(Deficit)	\$8,827	\$ 8,078	-\$1,050	\$ 3,225		

ELLIS OTHER RENTALS - 1168

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-				
Security Deposit	2,300	-	600	2,300	-2,300	-100%
Credit Card Revenue	-	-				
Program Revenue	2,100	-	4,500	900	-900	-100%
Total Revenue	4,400	-	5,100	3,200	(3,200)	-100%
Expenditure						
Personnel	1,452	-	2,275	-		
Employee Benefits	111	-	174	-		
Contractual	-	-				
Commodities	-	-	400	-		
Other	300	-	600	200	-200	
Total Expenditure	1,863	-	3,449	200	(200)	
Surplus/(Deficit)	\$2,537	\$-	\$1,651	\$3,000		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

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	YTD	YTD	\$ Change	% Change
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	1,570	250	250	250	-	-
	1,570	250	250	250	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	1,570	250	250	250	-	-
	\$ 1,570	\$ 250	\$ 250	\$ 250	\$ -	% -

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

HOOVER GROUNDS - 1171

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue	-	-	5,250	1,250	2,000	180%
Donations	-	-	-	-	-	-
Rental Revenue	5,052	3,250	5,250	1,250	2,000	180%
Security Deposit Revenue	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Total Revenue	5,052	3,250	5,250	1,250	2,000	180%
Expenditure	-	-	61,435	23,335	-285	-1%
Personnel	59,533	23,050	61,435	23,335	-285	-1%
Employee Benefits	19,345	7,151	24,034	5,361	1,790	33%
Contractual	-	-	-	-	-	-
Commodities	37,300	14,404	48,800	24,117	-9,713	-40%
Other	6,617	875	13,000	5,159	-4,284	-83%
Total Expenditure	122,795	45,479	145,269	57,972	(12,463)	-22%
Surplus/(Deficit)	\$ (117,743)	\$ (42,229)	\$ (140,019)	\$ (56,722)		

HOOVER BUNKHOUSE - 1172

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue	-	-	35,000	9,510	-8,345	-88%
Donations	-	-	-	-	-	-
Rental Revenue	11,370	1,165	35,000	9,510	-8,345	-88%
Security Deposit Revenue	2,000	-	6,000	1,900	-1,900	-100%
Credit Card Revenue	-	-	-	-	-	-
Total Revenue	13,370	1,165	41,000	11,410	(10,245)	-90%
Expenditure	-	-	30,718	11,669	-27	0%
Personnel	29,767	11,641	30,718	11,669	-27	0%
Employee Benefits	9,672	3,576	12,017	2,881	895	33%
Contractual	-	-	-	-	-	-
Commodities	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expenditure	39,439	15,217	42,735	14,349	868	6%
Surplus/(Deficit)	\$ (26,069)	\$ (14,052)	\$ (1,735)	\$ (2,939)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

HOOVER CAMPSITE - 1173

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Donations	-	-						
Rental Revenue	1,655	740	44.7%	6,000	560	9.3%	180	32%
Security Deposit Revenue	-	-						
Credit Card Revenue	-	-						
Total Revenue	1,655	740	44.7%	6,000	560	9.3%	180	32%
Expenditure								
Personnel	14,883	5,821	39.1%	15,358	5,834	38.0%	-13	0%
Employee Benefits	4,837	1,788	37.0%	6,009	816	13.6%	972	119%
Contractual	-	-						
Commodities	-	-						
Other	-	-						
Total Expenditure	19,720	7,609	38.6%	21,367	6,650	31.1%	958	14%
Surplus/(Deficit)	\$ (18,065)	\$ (6,869)		\$ (15,367)	\$ (6,090)			

HOOVER MEADOWHAWK LODGE - 1174

	Current Year FY21		Prior Year FY20		YTD Variance			
	Budget	YTD	%	Budget	YTD	%	\$ Change	% Change
Revenue								
Donations	-	-						
Rental Revenue	10,337	2,655	25.7%	18,000	5,624	31.2%	-2,988	-53%
Security Deposit Revenue	4,617	1,660	36.0%	11,000	1,370	12.5%	291	21%
Credit Card Revenue	-	-						
Total Revenue	14,954	4,315	28.9%	29,000	6,994	24.1%	(2,679)	-38%
Expenditure								
Personnel	14,883	5,819	39.1%	15,358	5,832	38.0%	-13	0%
Employee Benefits	4,837	1,788	37.0%	6,009	821	13.7%	967	118%
Contractual	-	-						
Commodities	-	-						
Other	-	-						
Total Expenditure	19,720	7,607	38.6%	21,367	6,653	31.1%	954	14%
Surplus/(Deficit)	\$ (4,766)	\$ (3,292)		\$ 7,633	\$ 341			

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ENVIRONMENTAL EDUCATION - 1175

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue						
Donations		-				
Security Deposit		-				
Credit Card Revenue	500	-		500	-	
Program Revenue	-	-		-	-	
Total Revenue	500	-	100.0%	500	-	100.0%
Expenditure						
Personnel	-	-		-	-	
Employee Benefits	-	-		514	-	-28%
Contractual	-	-		-	-	
Commodities	-	-		-	-	
Other	-	-		-	-	
Total Expenditure	-	-	100.0%	514	(514)	-100%
Surplus/(Deficit)	\$ 500	\$ -		\$ 500	\$ (514)	

ENV. EDUCATION SCHOOL PROGRAMS - 1176

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue						
Donations		-				
Security Deposit		-				
Credit Card Revenue	5,357	-		38,000	5,127	13.5%
Program Revenue	-	-		-	-	
Total Revenue	5,357	-	100.0%	38,000	5,127	13.5%
Expenditure						
Personnel	27,823	7,758	27.9%	30,897	10,738	34.8%
Employee Benefits	3,896	1,002	25.7%	4,400	1,542	35.0%
Contractual	-	-		-	-	
Commodities	-	-		700	17	-100%
Other	-	-		-	1,854	-100%
Total Expenditure	31,719	8,761	27.6%	35,997	14,151	39.3%
Surplus/(Deficit)	\$ (26,362)	\$ (8,761)		\$ 2,003	\$ (9,024)	

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ENV. EDUCATION CAMPS - 1177

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-				
Security Deposit						
Credit Card Revenue						
Program Revenue	20,020	27,755	32,000	9,455	18,300	194%
Total Revenue	20,020	27,755	32,000	9,455	18,300	194%
Expenditure						
Personnel	19,198	4,627	25,870	5,863	-1,037	-18%
Employee Benefits	2,538	807	3,237	887	-281	-32%
Contractual	-	-	-	-		
Commodities	209	13	1,500	288	-276	-96%
Other	1,200	-	-	-		
Total Expenditure	23,145	5,248	30,607	6,838	(1,563)	-23%
Surplus/(Deficit)	\$ (3,125)	\$ 22,509	\$ 1,393	\$ 2,617		

ENV. EDUCATION NATURAL BEGINNINGS - 1178

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	800	-	300	830	-830	-100%
Total Revenue	110,000	49,968	115,800	31,502	18,485	59%
Expenditure						
Personnel	82,916	40,527	74,031	34,289	6,228	18%
Employee Benefits	11,575	3,941	9,870	4,509	-568	-13%
Contractual	-	-	-	-		
Commodities	2,000	128	4,000	1,548	-1,420	-92%
Other	3,500	810	87,901	8,755	-7,945	-9%
Total Expenditure	99,991	45,405	87,901	49,111	(3,706)	-6%
Surplus/(Deficit)	\$ 10,009	\$ 4,561	\$ 28,199	\$ (16,780)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

ENV. EDUCATION PUBLIC PROGRAMS - 1179

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
		17,435	7,500	2,483	9,360	378%
		17,435	7,500	2,483	9,360	378%
		10,180	6,692	1,284	3,182	248%
		690	797	147	154	105%
		-	750	103	-47	-45%
		1,000	548	548	172	166%
		12,120	8,239	2,062	3,462	166%
		\$ 5,315	\$ 6,330	\$ (739)	\$ 401	

ENV. EDUCATION LAWS OF NATURE - 1180

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

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

	Current Year FY21		Prior Year FY20		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
		-		-		
		3,187	3,446	1,521	-821	-54%
		358	427	236	-135	-57%
		100	500	159	-132	-83%
		-	4,373	1,916	(1,069)	-57%
		3,645	\$ (4,373)	\$ (1,916)		
		\$ (3,645)	\$ (827)	\$ (1,916)		

Kendall County Forest Preserve
Income Statement
For Period Ended 4/30/2021

5 Month Budget Percent = 41.7%

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
-	-	-	-		
-	-	-	-		
-	-	600	600	-600	-100%
-	-	48	48	-48	-100%
-	-	-	-		
-	-	-	-		
\$	\$	\$	\$	(646)	-100%

FOREST PRESERVE SERIES 2007 BOND PROCEEDS

Fund 1901

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance			
REVENUE			
190111 41350 Interest Income	45	19	43.2%
Total Revenue	45	19	43.2%
EXPENDITURE			
190111 61340 Transfer Out to Operating Fund #1900	45		
190111 61360 Transfer Out to OSLAD P&P #1905	158,250	158,250	100.0%
190111 61400 Transfer Out to Capital Projects Fund #1907	393,698	393,698	100.0%
190111 61410 Transfer Out to FRB Cropland Conversion #1909	54,313	54,313	100.0%
Total Expenditure	606,306	606,261	100.0%
Ending Balance			
	\$ 27	\$ 46	
Revenue over/(under) Expenditure	\$ (606,261)		

FOREST PRESERVE DEBT SERVICE - SERIES 2003/2012
Fund 1902

5 Month Budget % = **41.7%**

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ 924,432	\$ 924,432	
REVENUE			
190211 41010 Current Tax	430,500		
190211 41350 Interest Income	1,100	119	9.2%
Total Revenue	431,800	119	0.0%
EXPENDITURE			
190211 68640 Fiscal Agent Fee		450	
190211 68650 Debt Service - Interest 2012	30,825	18,300	59.4%
109211 68700 Debt Service - Principal 2012	385,000	385,000	100.0%
Total Expenditure	415,825	403,750	97.1%
Ending Balance	\$ 940,407	\$ 520,801	
Revenue over/(under) Expenditure	\$ 15,975		

FOREST PRESERVE DEBT SERVICE - SERIES 2007/1S/16/17
Fund 1903

5 Month Budget % = **41.7%**

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ 4,222,577	\$ 4,222,577	
REVENUE			
190311 41010 Current Tax	4,605,188		
190311 41350 Interest Income	1,200	302	25.2%
Total Revenue	4,606,388	302	0.0%
EXPENDITURE			
190311 66500 Other Expenditure	475	475	
190311 68640 Fiscal Agent Fee	950		
190311 68710 Debt Service - Interest 2015	355,018	177,768	50.1%
190311 68720 Debt Service - Principal 2015	45,000	45,000	100.0%
190311 68730 Debt Service - Interest 2016	294,188	148,094	50.3%
190311 68740 Debt Service - Principal 2016	100,000	100,000	100.0%
190311 68750 Debt Service - Interest 2017	627,625	348,375	55.5%
190311 68760 Debt Service - Principal 2017	2,765,000	2,765,000	100.0%
Total Expenditure	4,188,256	3,584,711	85.6%
Ending Balance	\$ 4,640,709	\$ 638,168	
Revenue over/(under) Expenditure	\$ 418,132		

**KCFP Endowment Fund
Fund 1904**

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ 886,665	\$ 886,665	
REVENUE			
190411 41350 Interest Income	6,715	232	3.4%
Total Revenue	6,715	232	3.4%
EXPENDITURE			
190411 62150 Contractual Services	40,000		
Total Expenditure	40,000	0	
Ending Balance	\$ 853,380	\$ 886,896	
Revenue over/(under) Expenditure	\$ (33,285)		

**FP OSLAD Grant Fund
Fund 1905**

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ (133,172)	\$ (133,172)	
REVENUE			
190511 40300 Transfer from Bond Proceeds #1901	158,250	158,250	100.0%
190511 42970 Grant Award	158,250		
Total Revenue	316,500	158,250	50.0%
EXPENDITURE			
190511 61430 Transfer to FP Capital Fund #1907	158,250		
190511 70040 Supplies	5,238	984	18.8%
190511 70050 Contractual Services	19,840	24,093	
190511 70060 Consultant - A&E Services			
190511 70330 Construction			
Total Expenditure	183,328	25,078	13.7%
Ending Balance	\$ (0)	\$ -	
Revenue over/(under) Expenditure	\$ 133,172		

**FP Project Improvement (Project Reserve) Fund
Fund 1906**

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ 379,145	\$ 379,145	
REVENUE			
190611 41350 Interest Income	29	71	245.7%
Total Revenue	29	71	245.7%
EXPENDITURE			
190611 61340 Transfer to FP Operating Fund #1900	215,029	215,086	100.0%
190611 61400 Transfer to Capital Projects Fund #1907	164,116	164,116	100.0%
Total Expenditure	379,145	379,202	100.0%
Ending Balance	\$ 29	\$ 14	
Revenue over/(under) Expenditure	\$ (379,116)		

**Forest Preserve Capital Fund
Fund 1907**

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ -	\$ -	
REVENUE			
190711 40300 Transfer In from 2007 Bond Proceeds Fund #1901 (950)	393,698	393,698	100.0%
190711 40340 Transfer In from FRB Cropland Conversion #1909 (954)	30,000		
190711 40350 Transfer In from Project Improvement Fund #1906 (951)	164,116	164,116	100.0%
190711 40370 Transfer In from OSLAD Fund #1905	158,250		
190711 41350 Interest Income	200		
190711 42490 IPMG Insurance Reimbursement	5,000	14,451	289.0%
190711 43430 Grant Award - Morton Arboretum Landscape	25,000		
190711 43770 Grant Award - ICECF K-12 Pollinator	11,000		
190711 43780 Grant Award - ICECF Pilot Pollinator Meadows	10,000		
Total Revenue	797,264	572,265	71.8%
EXPENDITURE			
190711 61430 Transfer to Land Cash Fund - Reservation Woods	52,700		
190711 62160 Equipment Replacement Contingency	33,762	520	1.5%
190711 66500 Project Fund Expense	33,762	13,784	40.8%
190711 68500 Project Fund Expense - Millbrook Bridge Removal Project	330,590		
190711 68500 Project Fund Expense - Pickerill Estate House Roof	50,000		
190711 68510 Project Fund Expense - ICECF K-12 Pollinator	12,000		
190711 68520 Project Fund Expense - ICECF Pilot Pollinator Meadows	20,000	8,949	
190711 68530 Project Fund Expense - Preserve improvements			
190711 68610 Project Fund Expense - Morton Arboretum Landscape	25,000	11,286	49.1%
Total Expenditure	557,814	35,539	6.4%
Ending Balance	\$ 239,450	\$ 536,726	
Revenue over/(under) Expenditure	\$ 239,450		

**FP Fox River Bluffs Public Cropland Conversion Fund
Fund 1909**

5 Month Budget % = **41.7%**

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ (39,313)	\$ (39,313)	
REVENUE			
190911 40300 Transfer In from Bond Proceeds Fund #1901	54,313	54,313	100.0%
190911 42970 Grant Award	30,000		
Total Revenue	84,313	54,313	64.4%
EXPENDITURE			
190911 61300 Transfer to FP Capital Fund #1907	30,000		
190911 66500 Other Expenditures	15,000	15,000	100.0%
190911 68530 Preserve Improvements/Master Plan			
Total Expenditure	45,000	15,000	33.3%
Ending Balance	\$ 0	\$ 0	
Revenue over/(under) Expenditure	\$ 39,313		

**FP Land Cash
Fund 1910**

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ -	\$ -	
REVENUE			
191011 40380 Transfer in From Forest Preserve Capital Fund (1907)	52,700		
191011 42910 Transfer In From Land Cash	157,514	157,514	100.0%
191011 42970 Grant Awards	136,640		
Total Revenue	346,854	157,514	45.4%
EXPENDITURE			
191011 61300 Transfer Out to Capital Fund #1907			
191011 67410 Land Acquisition	210,214	2,000	
Total Expenditure	210,214	2,000	
Ending Balance	\$ 136,640	\$ 155,514	
Revenue over/(under) Expenditure	\$ 136,640		

**KCFP Liability Insurance Fund
Fund 1911**

5 Month Budget % = 41.7%

ACCOUNT & DESCRIPTION	Budget 2021	Actual 3/31/2021	% of Budget
Beginning Balance	\$ 50,000	\$ 50,000	
REVENUE			
191111 Interest Income			
Total Revenue	0		
EXPENDITURE			
191111 68990 Claims/Deductibles	25,000		
Total Expenditure	25,000		
Ending Balance	\$ 25,000	\$ 50,000	
Revenue over/(under) Expenditure	\$ (25,000)		



FOR 2021 05

ACCOUNTS FOR: 1900	Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190011	Forest Preserve							
190011	40300 Transf. from FP Bnd P	0	-45	.00	.00	.00	-45.00	.0%
190011	40350 Transf. from Proj. Im	0	-215,029	-215,085.83	.00	.00	56.83	100.0%
190011	41010 Current Property Tax	-640,646	-640,646	.00	.00	.00	-640,646.00	.0%
190011	41350 Interest Income	-591	-591	-59.06	-13.69	.00	-531.94	10.0%
190011	42250 Revenue	-620	-9,754	-8,025.38	-2,151.27	.00	-1,728.62	82.3%
190011	42860 Donations	-500	-5,500	.00	.00	.00	-5,500.00	.0%
190011	42930 Farm License Revenue	-95,379	-95,379	-5,714.28	-625.00	.00	-89,664.72	6.0%
190011	42940 Credit Card Fee	-2,219	-2,219	-1,053.12	-285.06	.00	-1,165.88	47.5%
190011	51020 Salaries - Per Diem	10,000	10,000	72.00	.00	.00	9,928.00	.7%
190011	51160 Salaries - Part Time	0	0	53.00	.00	.00	-53.00	100.0%
190011	51470 Salaries - Full Time	161,800	161,800	74,811.24	26,241.73	.00	86,988.76	46.2%
190011	51390 Salaries - Stipends	21,626	21,626	5,828.11	3,332.92	.00	15,797.89	26.9%
190011	61160 Transf. to IMRF Fund	16,416	16,416	9,293.93	.00	.00	7,122.07	56.6%
190011	61230 Transf. to SSI Fund	14,032	14,032	.00	.00	.00	14,032.00	.0%
190011	62000 Transf. to Gen Fund (28,789	28,789	13,229.62	.00	.00	15,559.38	46.0%
190011	62000 Office Supplies	1,000	8,906	3,601.95	399.93	.00	5,304.05	40.4%
190011	62040 Conferences	500	500	45.00	.00	.00	455.00	9.0%
190011	62090 Legal Publications	1,000	1,000	530.72	.00	.00	469.28	53.1%
190011	62150 Contractual Services	4,250	5,668	1,704.95	.00	.00	3,963.05	30.1%
190011	62160 Equipment	0	0	228.02	228.02	.00	-228.02	100.0%
190011	63510 Electric	2,900	3,000	996.43	273.28	.00	2,003.57	33.2%
190011	65490 Auditing & Accounting	8,000	8,000	.00	.00	.00	8,000.00	.0%
190011	68000 Liability Insurance P	59,514	52,592	37,120.00	7,424.00	.00	15,472.00	70.6%
190011	68340 Farm Lease Contract	500	500	.00	.00	.00	500.00	.0%
190011	68430 Marketing / Publicity	500	1,000	408.95	109.99	.00	591.05	40.9%
190011	68440 Newsletter	400	400	216.00	.00	.00	184.00	54.0%
190011	68500 Project Fund Expenses	0	5,000	119.98	.00	.00	4,880.02	2.4%
190011	68540 Contributions	0	1,000	.00	.00	.00	1,000.00	.0%
190011	68560 Credit Card Fee	5,750	6,750	2,807.60	952.15	.00	3,942.40	41.6%
190011	69790 Contingency	0	11,500	.00	.00	.00	11,500.00	.0%
	TOTAL Forest Preserve	-403,378	-610,684	-78,870.17	35,940.00	.00	-531,813.83	12.9%

19001160	Ellis House							
19001160	51160 Salaries - Part Tim	1,100	1,100	746.24	55.00	.00	353.76	67.8%
19001160	51390 Salaries - Full Tim	10,071	10,071	3,484.56	1,164.36	.00	6,586.44	34.6%
19001160	62000 Office Supplies	250	750	133.09	92.72	.00	616.91	17.7%



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ACCOUNTS FOR: 1900	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001160 62270 Utilities	6,100	6,120	3,057.43	451.84	.00	3,062.57	50.0%
19001160 63050 Employer Contr. SSI	1,756	1,756	528.86	.00	.00	1,227.14	30.1%
19001160 68580 Grounds and Mainten	3,800	3,800	2,141.51	372.98	.00	1,658.49	56.4%
TOTAL Ellis House	23,077	23,597	10,091.69	2,136.90	.00	13,505.31	42.8%
19001161 Ellis Barn							
19001161 51160 Salaries - Part Tim	1,100	1,100	659.77	88.00	.00	440.23	60.0%
19001161 51390 Salaries - Full Tim	10,071	10,071	3,484.66	1,164.39	.00	6,586.34	34.6%
19001161 62270 Utilities	6,100	6,120	305.53	101.94	.00	5,814.47	5.0%
19001161 63050 Employer Contr. SSI	1,756	1,756	555.57	.00	.00	1,200.43	31.6%
19001161 68580 Grounds and Mainten	2,000	2,000	708.69	171.33	.00	1,291.31	35.4%
TOTAL Ellis Barn	21,027	21,047	5,714.22	1,525.66	.00	15,332.78	27.1%
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	1,298.50	33.00	.00	901.50	59.0%
19001162 51390 Salaries - Full Tim	20,142	20,142	6,969.22	2,328.75	.00	13,172.78	34.6%
19001162 63050 Employer Contr. SSI	3,512	3,512	1,054.16	.00	.00	2,457.84	30.0%
19001162 68580 Grounds and Mainten	4,000	4,000	1,375.72	667.68	.00	2,624.28	34.4%
TOTAL Ellis Grounds	7,767	7,767	10,697.60	3,029.43	.00	-2,930.60	137.7%
19001163 Ellis Camps							
19001163 42250 Revenue	-2,605	-6,250	-715.00	-410.00	.00	-5,535.00	11.4%*
19001163 51160 Salaries - Part Tim	1,650	3,110	.00	.00	.00	3,110.00	.0%
19001163 63030 Program Supplies	100	450	.00	.00	.00	450.00	.0%
19001163 63040 Security Deposit Re	0	500	.00	.00	.00	500.00	.0%
19001163 63050 Employer Contr. SSI	219	517	.00	.00	.00	517.00	.0%
TOTAL Ellis Camps	-636	-1,673	-715.00	-410.00	.00	-958.00	42.7%
19001164 Ellis Riding Lessons							
19001164 42250 Revenue	-56,817	-57,817	-27,362.00	-8,828.00	.00	-30,455.00	47.3%*



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ACCOUNTS FOR: 1900	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	16,828.45	5,666.53	.00	20,809.55	44.7%
19001164 63000 Animal Care & Suppl	8,100	9,200	4,086.73	911.20	.00	5,113.27	44.4%
19001164 63020 Vet & Farrier	8,500	9,000	1,352.00	912.00	.00	7,648.00	15.0%
19001164 63040 Security Deposit Re	0	1,000	.00	.00	.00	1,000.00	.0%
19001164 63050 Employer Contr. SSI	4,936	4,936	1,098.07	.00	.00	3,837.93	22.2%
TOTAL Ellis Riding Lessons	2,157	3,757	-3,996.75	-1,338.27	.00	7,753.75	-106.4%
19001165 Ellis Birthday Parties							
19001165 42250 Revenue	-4,226	-4,226	-1,361.00	-486.00	.00	-2,865.00	32.2%
19001165 51160 Salaries - Part Tim	4,676	4,676	3,060.90	1,578.70	.00	1,615.10	65.5%
19001165 63030 Program Supplies	200	300	.00	.00	.00	300.00	.0%
19001165 63050 Employer Contr. SSI	622	622	223.74	.00	.00	398.26	36.0%
TOTAL Ellis Birthday Parties	1,272	1,372	1,923.64	1,092.70	.00	-551.64	140.2%
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 63020 Vet & Farrier	500	500	.00	.00	.00	500.00	.0%
19001166 63050 Employer Contr. SSI	304	304	.00	.00	.00	304.00	.0%
19001166 68570 Volunteer Expense	0	150	.00	.00	.00	150.00	.0%
TOTAL Ellis Public Programs	1,077	1,227	.00	.00	.00	1,227.00	.0%
19001167 Ellis Sunrise Center							
19001167 42250 Revenue	-21,385	-23,360	-9,890.00	-350.00	.00	-13,470.00	42.3%
19001167 51160 Salaries - Part Tim	17,000	17,000	7,230.50	1,835.79	.00	9,769.50	42.5%
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	561.26	.00	.00	1,698.74	24.8%
TOTAL Ellis Sunrise Center	-925	-2,900	-2,098.24	1,485.79	.00	-801.76	72.4%
19001168 Ellis Weddings							
19001168 42250 Revenue	-7,625	-12,190	-5,000.00	-4,000.00	.00	-7,190.00	41.0%



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ACCOUNTS FOR:
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001168 43450 Security Deposit Re	-7,300	-7,300	-4,100.00	-3,100.00	.00	-3,200.00	56.2%*
19001168 51160 Salaries - Part Tim	1,452	1,452	192.50	.00	.00	1,259.50	13.3%
19001168 63040 Security Deposit Re	4,200	7,400	.00	.00	.00	7,400.00	.0%
19001168 63050 Employer Contr. SSI	111	111	14.73	.00	.00	96.27	13.3%
19001168 63070 Refuse Pickup	1,600	1,700	814.58	461.47	.00	885.42	47.9%
TOTAL Ellis Weddings	-7,562	-8,827	-8,078.19	-6,638.53	.00	-748.81	91.5%

19001169 Ellis Other Rentals

19001169 42250 Revenue	-2,100	-2,100	.00	.00	.00	-2,100.00	.0%*
19001169 51390 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%
TOTAL Ellis Other Rentals	-2,537	-2,537	.00	.00	.00	-2,537.00	.0%

19001170 Ellis 5K

19001170 42250 Revenue	-250	-250	-250.00	.00	.00	.00	100.0%
TOTAL Ellis 5K	-250	-250	-250.00	.00	.00	.00	100.0%

19001171 Hoover

19001171 42250 Revenue	-5,052	-5,052	-3,250.00	-250.00	.00	-1,802.00	64.3%*
19001171 51160 Salaries - Part Tim	23,697	15,584	5,703.75	1,903.80	.00	9,880.25	36.6%
19001171 51390 Salaries - Full Tim	43,949	43,949	17,346.07	5,071.05	.00	26,602.93	39.5%
19001171 62270 Utilities	4,555	4,600	885.00	.00	.00	3,715.00	19.2%
19001171 63040 Security Deposit Re	2,000	6,617	874.75	165.00	.00	5,742.25	13.2%
19001171 63050 Employer Contr. SSI	11,075	9,728	2,532.17	.00	.00	7,195.83	26.0%
19001171 63060 ER Contr Health/Den	9,617	9,617	4,618.40	.00	.00	4,998.60	48.0%
19001171 63090 Natural Gas	5,700	5,750	3,132.56	554.15	.00	2,617.44	54.5%
19001171 63100 Electric	13,950	13,950	6,632.46	1,281.85	.00	7,317.54	47.5%
19001171 63110 Shop Supplies	3,000	3,000	702.42	460.34	.00	2,297.58	23.4%
19001171 63120 Building Maintenance	4,000	5,000	2,441.39	1,862.86	.00	2,558.61	48.8%
19001171 66500 Miscellaneous Expen	1,000	1,000	.00	.00	.00	1,000.00	.0%



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ACCOUNTS FOR:
1900 Forest Preserve

AVAILABLE
BUDGET

ENCUMBRANCES

MTD ACTUAL

YTD ACTUAL

REVISED
BUDGET

ORIGINAL
APPROP

REVENUE

SECURITY DEPOSIT

SALARIES - PART TIME

SALARIES - FULL TIME

EMPLOYER CONTR. SSI

ER CONTR HEALTH/DEN

TOTAL

PERCENT USED

19001171 68580 Grounds and Mainten

TOTAL Hoover

19001172 Hoover Bunkhouse

19001172 42250 Revenue
19001172 43450 Security Deposit Re
19001172 51160 Salaries - Part Tim
19001172 51390 Salaries - Full Tim
19001172 63050 Employer Contr. SSI
19001172 63060 ER Contr Health/Den

TOTAL Hoover Bunkhouse

19001173 Hoover Campsite

19001173 42250 Revenue
19001173 51160 Salaries - Part Tim
19001173 51390 Salaries - Full Tim
19001173 63050 Employer Contr. SSI
19001173 63060 ER Contr Health/Den

TOTAL Hoover Campsite

19001174 Hoover Meadowhawk Lodge

19001174 42250 Revenue
19001174 43450 Security Deposit Re
19001174 51160 Salaries - Part Tim
19001174 51390 Salaries - Full Tim
19001174 63050 Employer Contr. SSI
19001174 63060 ER Contr Health/Den

TOTAL Hoover Meadowhawk Lodge

19001175 Environmental Education

19001175 42860 Donations

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PERCENT USED
19001171 68580 Grounds and Mainten	4,000	4,000	609.78	519.02	.00	3,390.22	15.2%
TOTAL Hoover	121,491	117,743	42,228.75	11,568.07	.00	75,514.25	35.9%
19001172 Hoover Bunkhouse							
19001172 42250 Revenue	-11,370	-11,370	-1,165.00	-245.00	.00	-10,205.00	10.2%*
19001172 43450 Security Deposit Re	-2,000	-2,000	.00	.00	.00	-2,000.00	0%*
19001172 51160 Salaries - Part Tim	11,848	7,792	2,854.91	952.07	.00	4,937.09	36.6%
19001172 51390 Salaries - Full Tim	21,975	21,975	8,786.28	2,535.54	.00	13,188.72	40.0%
19001172 63050 Employer Contr. SSI	5,537	4,864	1,266.33	.00	.00	3,597.67	26.0%
19001172 63060 ER Contr Health/Den	4,808	4,808	2,309.19	.00	.00	2,498.81	48.0%
TOTAL Hoover Bunkhouse	30,798	26,069	14,051.71	3,242.61	.00	12,017.29	53.9%
19001173 Hoover Campsite							
19001173 42250 Revenue	-1,655	-1,655	-740.00	-260.00	.00	-915.00	44.7%*
19001173 51160 Salaries - Part Tim	5,924	3,896	1,427.84	475.99	.00	2,468.16	36.6%
19001173 51390 Salaries - Full Tim	10,987	10,987	4,393.05	1,267.74	.00	6,593.95	40.0%
19001173 63050 Employer Contr. SSI	2,769	2,432	633.18	.00	.00	1,798.82	26.0%
19001173 63060 ER Contr Health/Den	2,405	2,405	1,154.60	.00	.00	1,250.40	48.0%
TOTAL Hoover Campsite	20,430	18,065	6,868.67	1,483.73	.00	11,196.33	38.0%
19001174 Hoover Meadowhawk Lodge							
19001174 42250 Revenue	-10,337	-10,337	-2,655.00	-1,035.00	.00	-7,682.00	25.7%*
19001174 43450 Security Deposit Re	-4,617	-4,617	-1,660.00	-382.50	.00	-2,957.00	36.0%*
19001174 51160 Salaries - Part Tim	5,924	3,896	1,425.81	475.64	.00	2,470.19	36.6%
19001174 51390 Salaries - Full Tim	10,987	10,987	4,393.05	1,267.74	.00	6,593.95	40.0%
19001174 63050 Employer Contr. SSI	2,769	2,432	633.04	.00	.00	1,798.96	26.0%
19001174 63060 ER Contr Health/Den	2,405	2,405	1,154.60	.00	.00	1,250.40	48.0%
TOTAL Hoover Meadowhawk Lodge	7,131	4,766	3,291.50	325.88	.00	1,474.50	69.1%
19001175 Environmental Education							
19001175 42860 Donations	-500	-500	.00	.00	.00	-500.00	0%*



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1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Environmental Education	-500	-500	.00	.00	.00	-500.00	.0%
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	274.00	.00	.00	9,726.00	2.7%
19001176 51390 Salaries - Full Tim	17,823	17,823	7,484.87	2,060.16	.00	10,338.13	42.0%
19001176 63050 Employer Contr. SSI	3,896	3,896	1,002.09	.00	.00	2,893.91	25.7%
TOTAL Environmental Education Sch	26,362	26,362	8,760.96	2,060.16	.00	17,601.04	33.2%
19001177 Environmental Education Camps							
19001177 42250 Revenue	-17,620	-20,020	-27,755.00	-5,340.00	.00	7,735.00	138.6%
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	4,626.60	1,273.35	.00	6,471.40	41.7%
19001177 63030 Program Supplies	200	1,209	12.61	12.61	.00	196.39	6.0%
19001177 63040 Security Deposit Re	0	1,200	.00	.00	.00	1,200.00	.0%
19001177 63050 Employer Contr. SSI	2,538	2,538	606.50	.00	.00	1,931.50	23.9%
TOTAL Environmental Education Cam	4,316	3,125	-22,509.29	-4,054.04	.00	25,634.29	-720.3%
19001178 Environmental Educ. Natrl Beg.							
19001178 42250 Revenue	-97,194	-110,000	-49,986.22	-19,675.00	.00	-60,013.78	45.4%*
19001178 42860 Donations	-800	-800	.00	.00	.00	-800.00	.0%*
19001178 51160 Salaries - Part Tim	52,935	52,935	28,989.61	8,176.11	.00	23,945.39	54.8%
19001178 51390 Salaries - Full Tim	29,981	29,981	11,536.95	3,469.77	.00	18,444.05	38.5%
19001178 63030 Program Supplies	1,000	2,000	127.73	.60	.00	1,872.27	6.4%
19001178 63040 Security Deposit Re	0	3,500	810.00	.00	.00	2,690.00	23.1%
19001178 63050 Employer Contr. SSI	11,575	11,575	3,941.09	.00	.00	7,633.91	34.0%
TOTAL Environmental Educ. Natrl B	-2,503	-10,809	-4,580.84	-8,028.52	.00	-6,228.16	42.4%
19001179 Environ. Educ. Other Pblc Prg							
19001179 42250 Revenue	-12,589	-17,435	-11,873.00	-449.00	.00	-5,562.00	68.1%*



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ACCOUNTS FOR: 1900	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001179 51160 Salaries - Part Tim	5,794	7,150	3,342.74	1,455.19	.00	3,807.26	46.8%
19001179 51390 Salaries - Full Tim	3,030	3,030	1,123.98	347.82	.00	1,906.02	37.1%
19001179 63030 Program Supplies	250	250	56.44	12.60	.00	193.56	22.6%
19001179 63040 Security Deposit Re	0	1,000	720.00	.00	.00	280.00	72.0%
19001179 63050 Employer Contr. SSI	690	690	300.24	.00	.00	389.76	43.5%
TOTAL Environ. Educ. Other Pblc P	-2,825	-5,315	-6,329.60	1,366.61	.00	1,014.60	119.1%
19001180 Environ. Educ. Laws of Nature							
19001180 51160 Salaries - Part Tim	2,000	2,000	73.75	.00	.00	1,926.25	3.7%
19001180 51390 Salaries - Full Tim	1,187	1,187	626.35	136.14	.00	560.65	52.8%
19001180 63030 Program Supplies	100	100	27.06	13.50	.00	72.94	27.1%
19001180 63050 Employer Contr. SSI	358	358	100.23	.00	.00	257.77	28.0%
TOTAL Environ. Educ. Laws of Natu	3,645	3,645	827.39	149.64	.00	2,817.61	22.7%
19001183 Grounds and Natural Resources							
19001183 42250 Revenue	-17,347	-24,596	-210.00	.00	.00	-24,386.00	.9%
19001183 42860 Donations	-1,950	-1,950	.00	.00	.00	-1,950.00	.0%
19001183 42900 Picnic Fees and She	-2,625	-2,625	-760.00	-520.00	.00	-1,865.00	29.0%
19001183 42920 Preserve Improvemen	-21,000	0	.00	.00	.00	.00	.0%
19001183 51160 Salaries - Part Tim	24,473	15,299	2,859.29	88.00	.00	12,439.71	18.7%
19001183 51390 Salaries - Full Tim	84,937	88,633	34,338.28	9,751.35	.00	54,294.72	38.7%
19001183 62160 Equipment	5,000	15,000	7,970.80	650.74	.00	7,029.20	53.1%
19001183 62180 Gasoline / Fuel / O	13,050	13,100	3,620.80	528.76	.00	9,479.20	27.6%
19001183 63050 Employer Contr. SSI	17,124	15,883	2,685.70	.00	.00	13,197.30	16.9%
19001183 63070 RR Contr Health/Den	29,899	29,899	10,345.98	.00	.00	19,553.02	34.6%
19001183 63070 Refuse Pickup	6,500	6,500	4,260.45	2,068.94	.00	2,239.55	65.5%
19001183 63090 Natural Gas	3,500	3,475	1,341.85	271.74	.00	2,133.15	38.6%
19001183 63110 Shop Supplies	1,000	4,150	1,664.16	1,206.52	.00	2,485.84	40.1%
19001183 63540 Telephones	11,750	11,750	3,146.19	643.30	.00	8,603.81	26.8%
19001183 68530 Preserve Improvemen	0	250	540.86	.00	.00	-290.86	216.3%
TOTAL Grounds and Natural Resourc	154,311	174,768	71,804.36	14,689.35	.00	102,963.64	41.1%
19001184 Pickerill - Pigott							
19001184 42900 Picnic Fees and She	-11,198	-12,584	-5,171.00	-1,059.00	.00	-7,413.00	41.1%

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ACCOUNTS FOR:
1900 Forest Preserve

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19001184 63100 Electric	7,453	7,450	3,426.62	1,331.33	.00	4,023.38	46.0%
TOTAL Pickerill - Pigott	-3,745	-5,134	-1,744.38	272.33	.00	-3,389.62	34.0%
TOTAL Forest Preserve	0	-215,319	47,088.03	59,899.50	.00	-262,407.03	-21.9%
TOTAL REVENUES	-1,091,803	-1,339,883	-383,840.89	-49,464.52	.00	-956,042.11	
TOTAL EXPENSES	1,091,803	1,124,564	430,928.92	109,364.02	.00	693,635.08	
PRIOR FUND BALANCE				171,805.44			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-47,088.03			
REVISED FUND BALANCE				124,717.41			



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ACCOUNTS FOR:
1901 FP Bond Proceeds 2007

190111 FP Bond Proceeds 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190111 41350 Interest Income	-200	135	-19.46	-.14	.00	154.46	-14.4%
190111 61340 Transf. to Forest Pre	0	45	.00	.00	.00	45.00	.0%
190111 61360 Transf. to FP OSLAD Gi	12,942	158,250	158,250.00	.00	.00	.00	100.0%*
190111 61370 Transf. to Fox Rvr Bl	561,798	0	54,313.00	.00	.00	-54,313.00	100.0%*
190111 61400 Trans to FP Capital P	0	393,698	393,698.00	.00	.00	.00	100.0%
190111 61410 Transf. to FRB Crplnd	0	54,313	.00	.00	.00	54,313.00	.0%
190111 68640 Fiscal Agent Fee	3,500	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Proceeds 2007	578,040	606,441	606,241.54	-.14	.00	199.46	100.0%
TOTAL FP Bond Proceeds 2007	578,040	606,441	606,241.54	-.14	.00	199.46	100.0%
TOTAL REVENUES	-200	135	-19.46	-.14	.00	154.46	
TOTAL EXPENSES	578,240	606,306	606,261.00	.00	.00	45.00	

PRIOR FUND BALANCE 606,287.77
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -606,241.54
REVISED FUND BALANCE 46.23



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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	-119.15	-22.13	.00	-1,180.85	9.2%
190211 68640 Fiscal Agent Fee	0	0	450.00	.00	.00	-450.00	100.0%
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	403,630.85	-22.13	.00	-419,605.85	2526.6%
TOTAL FP Debt Service 2012	-15,975	-15,975	403,630.85	-22.13	.00	-419,605.85	2526.6%
TOTAL REVENUES	-431,800	-431,800	-119.15	-22.13	.00	-431,680.85	
TOTAL EXPENSES	415,825	415,825	403,750.00	.00	.00	12,075.00	
PRIOR FUND BALANCE				924,431.88			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-403,630.85			
REVISED FUND BALANCE				520,801.03			



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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	.00	.00	.00	-4,605,188.00	.0%
190311 41350 Interest Income	-1,200	-1,200	-302.30	-27.12	.00	-897.70	25.2%
190311 66500 Miscellaneous Expense	0	475	475.00	475.00	.00	.00	100.0%
190311 68640 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%
TOTAL FP Debt Service 2015/2016/2	-419,557	-418,132	3,584,408.95	447.88	.00	-4,002,540.95	-857.2%
TOTAL FP Debt Service 2015/2016/2	-419,557	-418,132	3,584,408.95	447.88	.00	-4,002,540.95	-857.2%
TOTAL REVENUES	-4,606,388	-4,606,388	-302.30	-27.12	.00	-4,606,085.70	
TOTAL EXPENSES	4,186,831	4,188,256	3,584,711.25	475.00	.00	603,544.75	
PRIOR FUND BALANCE			4,222,577.20				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-3,584,408.95				
REVISED FUND BALANCE			638,168.25				



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1904							
FP Restricted Subat Fund							
190411 FP Restricted Subat Fund							
190411 41350 Interest Income	-8,570	-6,715	-231.65	-44.87	.00	-6,483.35	3.4%
190411 62150 Contractual Services	40,000	40,000	.00	.00	.00	40,000.00	.0%
TOTAL FP Restricted Subat Fund	31,430	33,285	-231.65	-44.87	.00	33,516.65	-.7%
TOTAL FP Restricted Subat Fund	31,430	33,285	-231.65	-44.87	.00	33,516.65	-.7%
TOTAL REVENUES	-8,570	-6,715	-231.65	-44.87	.00	-6,483.35	
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				231.65			
REVISED FUND BALANCE				886,896.33			



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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	-158,250	-158,250.00	.00	.00	.00	100.0%
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 70040 Supplies	0	5,238	984.24	429.80	.00	4,253.76	18.8%
190511 70050 Contractual Services	0	19,840	24,093.44	.00	.00	-4,253.44	121.4%*
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	-133,172	-133,172.32	429.80	.00	.32	100.0%
TOTAL OSLAD Grant	-127,144	-133,172	-133,172.32	429.80	.00	.32	100.0%
TOTAL REVENUES	-171,192	-316,500	-158,250.00	.00	.00	-158,250.00	
TOTAL EXPENSES	44,048	183,328	25,077.68	429.80	.00	158,250.32	

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

-133,172.32
133,172.32
.00



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1906 Forest Preserve Improvement							
190611 Forest Preserve Improvement							
190611 41350 Interest Income	-3,750	-29	-71.24	-14.10	.00	42.24	245.7%
190611 61300 Transf. to FP Rnd Prd	386,620	0	.00	.00	.00	.00	.0%
190611 61340 Transf. to Forest Pre	0	215,029	215,085.83	.00	.00	-56.83	100.0%*
190611 61400 Trans to FP Capital P	0	164,116	164,116.00	.00	.00	.00	100.0%
TOTAL Forest Preserve Improvement	382,870	379,116	379,130.59	-14.10	.00	-14.59	100.0%
TOTAL Forest Preserve Improvement	382,870	379,116	379,130.59	-14.10	.00	-14.59	100.0%
TOTAL REVENUES	-3,750	-29	-71.24	-14.10	.00	42.24	
TOTAL EXPENSES	386,620	379,145	379,201.83	.00	.00	-56.83	
PRIOR FUND BALANCE							
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			379,144.69				
REVISED FUND BALANCE			-379,130.59				
			14.10				



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ACCOUNTS FOR: 1907	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
Forest Preserve Capital Exp.							
190711 Forest Preserve Capital Exp.							
190711 40300 Transf. from FP Bnd P	0	-393,698	-393,698.00	.00	.00	.00	100.0%
190711 40340 Transf. fr Fox Rvt Blf	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 OS/AD 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	-14,450.57	.00	.00	9,450.57	289.0%*
190711 43430 Morton Arboretum USFS	-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	0	.00	.00	.00	.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 43770 ICRCF K-12 PollinatO	0	-11,000	.00	.00	.00	-11,000.00	.0%*
190711 43780 ICRCF Pilot Pollinato	0	-10,000	.00	.00	.00	-10,000.00	.0%*
190711 61430 Transfer to Land Cash	46,447	33,762	520.00	.00	.00	52,700.00	.0%
190711 62160 Equipment	0	33,762	13,784.06	9,832.60	.00	19,977.94	40.8%
190711 66500 Miscellaneous Expense	210,214	0	.00	.00	.00	.00	.0%
190711 67410 Land / Right of Way A	0	380,590	.00	.00	.00	380,590.00	.0%
190711 68500 Project Fund Expenses	0	12,000	.00	.00	.00	12,000.00	.0%
190711 68510 ICRCF K-12 PollinatO	0	20,000	.00	.00	.00	20,000.00	.0%
190711 68520 ICRCF Pilot Pollinato	0	0	.00	.00	.00	.00	.0%
190711 68530 Preserve Improvements	1,488,485	0	8,949.14	.00	.00	-8,949.14	100.0%*
190711 68590 Building Improvements	60,000	0	.00	.00	.00	.00	.0%
190711 68610 Morton Arboretum Land	0	25,000	12,285.84	.00	.00	12,714.16	49.1%
TOTAL Forest Preserve Capital Exp.	93,514	-239,450	-536,725.53	9,832.60	.00	297,275.53	224.1%
Forest Preserve Capital Exp.							
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	19,000	0	.00	.00	.00	.00	.0%
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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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	-239,450	-536,725.53	9,832.60	.00	297,275.53	224.1%
TOTAL REVENUES	-1,711,632	-797,264	-572,264.57	.00	.00	-224,999.43	
TOTAL EXPENSES	1,916,146	557,814	35,539.04	9,832.60	.00	522,274.96	
PRIOR FUND BALANCE				.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				536,725.53			
REVISED FUND BALANCE				536,725.53			



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1908 Fox River Bluffs Access RTP Gr							
190811 Fox River Bluffs Access RTP Gr							
190811 40300 Transf. from FP Bnd P	-44,375	0	.00	.00	.00	.00	.0%
190811 42970 Grant Award	-177,100	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:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1909 FP Fox River Bluffs Crop Conv.							
190911 FP Fox River Bluffs Crop Conv.							
190911 40300 Transf. from FP Bnd P	0	-54,313	-54,313.00	.00	.00	.00	100.0%
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	15,000.00	.00	.00	.00	100.0%
TOTAL FP Fox River Bluffs Crop Co	0	-39,313	-39,313.00	.00	.00	.00	100.0%
TOTAL FP Fox River Bluffs Crop Co	0	-39,313	-39,313.00	.00	.00	.00	100.0%
TOTAL REVENUES	-30,000	-84,313	-54,313.00	.00	.00	-30,000.00	
TOTAL EXPENSES	30,000	45,000	15,000.00	.00	.00	30,000.00	
PRIOR FUND BALANCE				-39,312.57			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				39,313.00			
REVISED FUND BALANCE				.43			



ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191011 FP Land Cash							
191011 40380 Transfr. fr Capital Fu	0	-52,700	.00	.00	.00	-52,700.00	.0%
191011 42490 Other Revenue	-32,000	0	.00	.00	.00	.00	.0%
191011 42910 Land Cash	0	-157,514	-157,514.00	.00	.00	.00	100.0%
191011 42970 Grant Award	0	-136,640	.00	.00	.00	-136,640.00	.0%
191011 61300 Transf. to FP Bnd Prd	189,514	0	.00	.00	.00	.00	.0%
191011 67410 Land Acquisition	0	210,214	2,000.00	2,000.00	.00	208,214.00	1.0%
TOTAL FP Land Cash	157,514	-136,640	-155,514.00	2,000.00	.00	18,874.00	113.8%
TOTAL FP Land Cash	157,514	-136,640	-155,514.00	2,000.00	.00	18,874.00	113.8%
TOTAL REVENUES	-32,000	-346,854	-157,514.00	.00	.00	-189,340.00	
TOTAL EXPENSES	189,514	210,214	2,000.00	2,000.00	.00	208,214.00	
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			155,514.00				
REVISED FUND BALANCE			155,514.00				



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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 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	

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

50,000.00
 .00
 50,000.00



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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	595,217	-154,159	4,155,543.46	72,528.54	.00	-4,309,702.46-2695.6%	

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

**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: Joel Ruby, Kyle Zanika, SSZ Film LLC
Event Name: Teaser Trailer Film Shoot
Contact Person: Joel Ruby

Address:
County: DuPage
Street: 1522 COLOMA PL
City: WHEATON
State: Illinois
Zip Code: 60189-7716

Contact Information:
Telephone (Home) (815) 265-4037
Telephone (Cell) (815) 545-5492 (Joel) (815) 944-0300 (Kyle)
E-Mail: joel@joelruby.com, kyle@sszfilm.com

Special Event Information:
Name of Forest Preserve: Jay Woods Forest Preserve
Event: Teaser Trailer Film Shoot
Estimated Attendance: 4
Arrival Time (includes set-up): 4:30pm
Departure Time (includes take down): 7:30pm

Will this Special Event include:

A = \$75.00

	<u>Yes</u>	<u>No</u>
1. The use of temporary structures?		No
2. Collecting/Charging an entrance or registration fee?		No
3. Selling concessions/food?		No
4. Selling goods and services?		No
5. Electronically amplified sound?		No

B = \$200.00

	<u>Yes</u>	<u>No</u>
6. Business uses in preserve?		No
7. Group larger than 250 people?		No
8. Extensive use of grounds?		No

C = \$300.00

	<u>Yes</u>	<u>No</u>
9. Extensive Use of staff time?		No
10. Closes and/or limits part(s) of preserve to other users?		No

► 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:

Cast and crew includes 4 people total from 4:30pm - 7:30pm on Friday May 7th. Equipment includes 1 camera, boom pole, 1 8x10ft green screen with appropriate stands+sandbags, 1 light with appropriate stand+sandbags, 1 small drone flown by a licensed pilot.

Applicant's Signature: _____ Joel Ruby _____

Date: _____ 05/03/2021 _____

Special Event Agreement

Kendall County Forest Preserve District

The Kendall County Forest Preserve District (District) and Joel Ruby
(Permittee) agree to the following:

1. The Permittee shall meet the following insurance requirements (if applicable):
 - 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: _____, Executive Director / President

Permittee: _____

Signed: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MCMILLAN INSURANCE SERVICES INC 83511851 309 SOUTH CRESCENT STREET GILMAN IL 60938	CONTACT NAME:	
	PHONE (815) 265-4037 (A/C, No, Ext):	FAX (815) 265-8289 (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURER A: Hartford Underwriters Insurance Company		30104
INSURED SSZ FILM LLC 1522 COLOMA PL WHEATON IL 60189-7716	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			83 SBA AL5SU9	04/30/2021	04/30/2022	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person)	\$10,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> AUTOS						PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						GENERAL AGGREGATE	\$2,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						PRODUCTS - COMP/OP AGG	\$2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						COMBINED SINGLE LIMIT (Ea accident)	
	Y/N N/A						BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	Employment Practices Liability Insurance			83 SBA AL5SU9	04/30/2021	04/30/2022	EACH OCCURRENCE	
							AGGREGATE	
							PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
							Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations.

CERTIFICATE HOLDER Kendall County Forest Preserve District 111 W FOX RD YORKVILLE IL 60580	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan J. Castaneda</i>
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To: Kendall County Forest Preserve District Operations Committee

From: David Guritz, Director

RE: Facility Use Contract Templates

Date: May 5, 2021

Recently, the District received contract templates from the Kendall County State's Attorney's Office for the use of District facilities including:

1. Picnic shelters
2. Event venues
3. Overnight facilities (bunkhouses; campsites)

The District's RecPro software can be used to insert general terms and conditions into the District's permits for these functions.

Operating Committee discussion and critical deliberation is needed on the following topic:

1. Host Insurance requirements

The District requires all incorporated business clients (both for profit and not-for-profit), and all contractors/subcontractors to extend insurance coverage to extend services and/or host events on District property.

Examples include the following:

- Tents / Inflatables (eg. any tents larger than 10x12)
- Catering (on-site)
- Bartending service (liquor liability coverage required)
- DJ Services
- 5K Events
- Corporate Events

ICRMT has recommended the District also consider requiring host (client) liability insurance for the following:

- Large Crowds (100+)
- Events where alcohol is served
- Animal rental (birthday parties, etc)

**The District does not allow this presently without issuance of a Special Use Permit.*

With respect to the requirement for submission of liability waivers, the District currently requires signed waivers for participation within the District's birthday party and summer camp programs. The SAO agreement templates will not impact this current practice.

Recommendations:

Following review and discussion, consider a motion to forward the templates to the District's Committee of the Whole for review and discussion.

David Gurtz

From: James Webb
Sent: Friday, April 16, 2021 3:51 PM
To: Amy Cesich; Brian DeBolt; Dan Koukol; Elizabeth Flowers; Judy Gilmour; Matt Kellogg; Robyn Vickers; Ruben Rodriguez; Scott Gengler; Scott R. Gryder; David Gurtz
Cc: Leslie Johnson
Subject: license agreements for Forest Preserve facilities
Attachments: standard agreement overnight lodging.docx; standard agreement.docx; standard agreement event centers.docx

BOARD MEMBERS, PLEASE DO NOT RESPOND "REPLY ALL"

Our office was asked to draft a set of standard agreements that can be used for short term rentals of Forest Preserve property. The Forest Preserve hosts various types of events, but I consolidated those events into three basic agreements: 1) a license for event centers (Ellis and Meadowhawk Lodge); 2) a license for event facilities other than Ellis and Meadowhawk; and 3) a license for campsites and bunkhouses. The three agreements are a basic framework which can be modified as needed to fit a specific event. When the board reviews these agreements, there are a couple areas of focus that require policy determinations by the board. First, I copied the payment structure from various rental agreements the Forest Preserve currently uses (e.g., security deposits, payment deadlines, cancellations, etc.) The board should decide on payment structures for inclusion in the final versions of the three agreements. Second, you will notice I left the insurance section of the agreements blank. I reached out to the Forest Preserve's insurance broker regarding what insurance coverage might be appropriate, thinking that requiring separate insurance might be reasonable for a 200 person corporate event, but not for a 15 person birthday party. His response is below. Once the board decides what insurance requirements it wishes to impose, I can add those to the agreements. Once the board has made decisions on these two areas and suggested any other possible revisions, I can finalize the documents into something a bit more user-friendly for final board approval. Please let me know if there are any questions.

James,

I'm glad to hear that the KCSAO is involved in drafting rental agreements for KCFPD facilities. I agree that requiring insurance for every event is considered burdensome and could deter residents/patrons from utilizing District facilities. However, there are circumstances where obtaining evidence of insurance (as well as additional insured status) is good risk management practice. While the District does have liability insurance coverage for its facilities, it is best practice to transfer the risk whenever appropriate.

Determining whether insurance is needed to rent a District facility entails a risk management assessment at the base level. Meaning, not all rentals of facilities are alike and fall into a category that insurance should be required by the renting party. The District should have the discretion of requiring insurance if the nature of the rental presents a greater exposure. In general, this may include events that involve:

- Large Crowds (100+)
- Alcohol
- Tents/Inflatables (eg. any tents larger than 10x12)
- Animal rental (birthday parties, etc) Increase liability to the District due to use of animals. Minimal defenses for public entities when animals are involved. Risk transfer is advised.
- Contractors (Food catering, DJ services)*
- Events (eg. 5ks, Bike races)*
- Corporate Events*

*These groups likely already have liability insurance and it is customary that insurance be evidenced and additional insured status provided.

It is recommended that the District implement a checklist approach on their permit application that will assist them in making a determination if evidence of insurance (and additional insured status) is required.

Please let me know if you have any additional questions. I'm happy to help.

Dane

Dane Mall, MPA, ARM, AIC, CEAS

Lead Public Entity Risk Advisor

Account Executive

Public Entity

Alliant Insurance Services, Inc.

T: 312.837.4415

C: 224.655.9533

Alliant.com

James A. Webb

Assistant State's Attorney

Kendall County, Illinois

807 W. John Street

Yorkville, Illinois 60560

630-553-4157

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David Gurtz

From: Dane Mall <Dane.Mall@alliant.com>
Sent: Monday, April 19, 2021 11:34 AM
To: David Gurtz
Cc: Judy Gilmour; Scott Gengler; Emily Dombrowski; James Webb; Samantha Shock
Subject: [External]RE: license agreements for Forest Preserve facilities

Dave,

IPMG/ICRMT does not have a special event insurance program that District users/renters can purchase. However, the Event Helper special event program provides a turnkey, easy to use option that is usually very affordable (less than \$500, perhaps, \$200-\$300 or less depending on the type of the event). Also, Event Helper automatically adds the District as an additional insured.

<https://www.theeventhelper.com/>

Assuming that all renters are required to use the District approved caterer, that provides liquor liability insurance coverage protection for the District since the District is added as additional insured automatically. However, it is risk management best practice for the renter to have host liquor liability insurance that would cover the renter against losses or damages in case of claims arising from any alcohol-related incidents that might occur at an event such as a wedding. For example, bodily injury or property damage caused by an intoxicated guest who was served liquor at a wedding. More simply, liquor liability is for the entities that serve/sell the alcohol (i.e. caterer) and host liquor liability is for the person/entity that is hosting or planning the event (i.e. the renter).

I agree. Requiring all renters to purchase special event coverage is not reasonable and would likely serve as a deterrent to people renting the facilities. Requiring the renter to purchase a special event policy is a risk-based decision and is based on the characteristics of the event. Small events with little to no exposure do not likely need to have a special event policy. Higher exposure events include may include the following attributes:

- Large gatherings (100s) (crowd management and automobile exposures)
- Alcohol
- Inflatables
- Electricity
- DJs
- Animals
- Concerts
- Protests/Demonstrations

Regarding contracted service providers, it is generally best risk management practice for any contracted service provider for an District to be adequately insured and to name the District as an additional insured.

I'm happy to discuss this further, please let me know.

Thanks,

Dane

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BUNKHOUSE/LODGING/CAMPSITE AGREEMENT

This License is made this ___ day of _____, 2020 ("Date of Execution"), between the Kendall County Forest Preserve, a Body Corporate and Politic, 110 West Madison Street, Yorkville, Illinois, 60560, ("Forest Preserve"), and _____ ("Licensee"), collectively referred to as the "Parties." In consideration of the grants, covenants, and conditions of this License, IT IS HEREBY AGREED AS FOLLOWS:

1. **Nature of Agreement:** The Forest Preserve agrees to grant a license to Licensee for the Licensee to utilize the facility known as ?????????? ("Facility") for overnight camping and lodging on the nights of INSERT DATES, subject to the terms and conditions set forth in this License.

Commented [JW1]: Description of facility that will be used

2. **Fee and Security Deposit (DELETE SECTION THAT DOES NOT APPLY) (BUNKHOUSES):** A security deposit of \$\$\$\$\$\$ shall be made prior to, or shall accompany the return of this signed contract to the Forest Preserve. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District. The license fee (separate and apart from the security deposit) is \$\$\$\$\$\$ per night and shall be paid in full (INSERT TIME WHEN PAYMENT MUST BE MADE) prior to the stay. If the Licensee cancels the stay at least XXX days prior to the stay, the District will retain one hundred percent (100%) of the security deposit. If the Licensee cancels the stay less than XXX days prior to the stay, the District will refund the entire security deposit but will retain the total license fee. The Security Deposit will be refunded within thirty (30) business days following the stay provided the District does not need to address property damage, excessive cleaning, or any outstanding balance due. (CAMPSITES): The license fee is \$\$\$\$\$\$ per night and shall be paid in full (INSERT TIME WHEN PAYMENT MUST BE MADE) prior to the stay by cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District. If the Licensee cancels the event less than XXX days prior to the stay, the District will retain the total license fee.

Commented [JW2]: I based the fee structure on one contained in an older document, but the board can decide on a different one

3. **Cancellation:** It is understood by the Licensee this License and/or the stay may be cancelled at any time, for any reason, by the Forest Preserve without any liability to the Licensee. In the License and/or the stay are cancelled by the Forest Preserve for any reason, all fees paid by the Licensee shall be refunded. If the License and/or stay are cancelled by the Licensee, any refunds shall only be made in accordance with Paragraph 2 above.

4. Check-In/Check-out Procedures: DESCRIPTION OF CHECK-IN/CHECK-OUT

5. **Limited License:** This License grants only a contractual license to use the Facility solely for camping and lodging purposes, under the terms and conditions stated herein, and for no other purpose. Further, the rights granted by Forest Preserve herein shall vest only in Licensee and no such rights shall vest in any of Licensee's employees, agents, subcontractors or partners, if any. Nothing in this License shall be construed to convey to Licensee any legal or equitable interest in any Forest Preserve property. It is understood that other areas of the premises and adjacent properties may be licensed to other persons or used by the general public during any of the periods covered by this License.

6. **Hazardous Materials:** Licensee shall not bring any hazardous, radioactive, toxic or carcinogenic material, substance, pollutant, or contaminant onto Forest Preserve property.

7. **Pyrotechnics:** Set off, or attempt to set off or ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics is strictly prohibited as written in the Forest Preserve's General Use Ordinance.
8. **Alcohol Policy:** Alcoholic beverages are permitted only in Ellis House and in Meadowhawk Lodge and only in accordance with the Forest Preserve's General Use Regulation Ordinance. Alcoholic beverages are prohibited in the Facility and on all other Forest Preserve property.
9. **Smoking Policy:** Smoking inside any Forest Preserve building is strictly prohibited. Smoking on the grounds is permitted in designated areas only.
10. **Fires:** Fires are allowed only in designated fireplaces and fire rings. It is prohibited to bring in or collect firewood from the Forest Preserve. Firewood must be purchased from Kendall County Forest Preserve.
11. **Parking:** Motor vehicles and bicycles are restricted to roadways and designated parking areas only. Parking on the grass is prohibited.
12. **Pets:** Pets are not allowed in any buildings, except for service animals. Dogs must be held on a leash, not tied up, at all times. Clean-up after your pet is required.
13. **Horses:** Horses are permitted only on designated trails within Forest Preserve property.
14. **Hunting and Fishing:** Hunting, collecting or damaging plants, animals or fungus is prohibited. Fishing is permitted on Forest Preserve property in accordance with Illinois Department of Natural Resources regulations. Limits are posted. Worms and wax worms are the only live bait allowed. Collecting bait from the preserves is prohibited. Contact Silver Springs State Park at (630) 553-6297 for information on State fishing regulations or visit the IDNR website at www.dnr.illinois.gov. Swimming, boating, ice fishing and ice skating are not allowed.
15. **Duty of Care:** The Licensee agrees to take care of the Facility and not to alter or change the Facility.
16. **Damages:** Licensee is responsible for the conduct of their guests. Damage to, or theft of Forest Preserve property caused by the Licensee or their guests shall be the responsibility of the Licensee and may be billed to the Licensee or deducted from any security deposit. The Forest Preserve will not assume any responsibility for the damage or loss of merchandise, personal articles, or any property of any nature left on Forest Preserve property.
17. **Limitation on Liability:** The Forest Preserve's liability to Licensee shall be limited to a return of the amounts actually paid by Licensee. Licensee hereby waives any and all rights to indirect or consequential damages relating to the use or non-use of Forest Preserve property.
18. **Right of Entry:** The Forest Preserve reserves the right to enter the Facility, make improvements thereon, and for any and all lawful purposes arising from the ownership of the Facility.
19. **Indemnification:** Licensee shall indemnify, hold harmless and defend with counsel of Forest Preserve's own choosing, Forest Preserve, its past, present and future elected officials,

department heads, employees, insurers, and agents (hereinafter collectively referred to as "Releasees") from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in this License and any breach by Licensee of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from the performance of this contract by Licensee or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Licensee or their guests in their performance under this License or while on Forest Preserve property. Nothing contained herein shall be construed as prohibiting Releasees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. No attorney may be assigned to represent the Releasees pursuant to this Section of the License unless the attorney has been approved in writing by the Kendall County State's Attorney. Releasees' participation in its defense shall not remove Licensee's duty to indemnify, defend, and hold Releasees harmless, as set forth above. Releasees do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this License.

20. **Anti-Discrimination Compliance:** Licensee, their officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

21. **Assignment:** This License is not assignable or transferable to any person, company, or corporation, in whole or in part. Any attempt to assign or so transfer shall be void and without legal effect and shall constitute grounds for immediate termination of the License.

22. **No Joint Venture:** It is understood and agreed that Licensee is not an employee of, partner of, agent of, or in a joint venture with the Forest Preserve for any purpose.

23. **Legal Compliance:** Licensee and their guests shall not engage in any unlawful activity while on Forest Preserve property. All activity conducted by Licensee and their guests on Forest Preserve property shall comply with all applicable laws, statutes, rules, regulations, and ordinances.

24. **Venue:** This License shall be interpreted and enforced under the laws of the State of Illinois, and the parties agree that the venue for any legal proceeding between them shall be Kendall County, Twenty-Third Judicial Circuit, State of Illinois.

25. **Legal Remedies:** In any action with respect to this License, the parties are free to pursue any legal remedies at law or in equity. If the Forest Preserve is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this License, and by reason thereof, the Forest Preserve is required to use the services of an attorney, then the Forest Preserve shall be entitled to reasonable attorneys' fees, court costs, expenses and expert witness fees incurred by the Forest Preserve pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

26. **Severability:** If any provision of this License shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this License is invalid or unenforceable, but that by limiting such provision it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

27. **Waiver:** The waiver of one breach of any term, condition, covenant or obligation of this License shall not be considered to be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

28. **Notice:** Any notice required or permitted to be given pursuant to this License shall be duly given if sent by certified mail or personal service and received. Notice should be sent to the following parties:

Forest Preserve, send to:

Kendall County Forest Preserve District
110 W. Madison Street
Yorkville, Illinois 60560

with a copy to:

Kendall County State's Attorney
Kendall County Courthouse
807 John Street
Yorkville, Illinois 60560

Licensee send to:

29. **Entire Agreement:** This License represents the entire agreement between the parties, and there are no other promises or conditions in any other agreement whether oral or written. This License supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

30. **Authority:** Each party represents and warrants that their representative, whose signature appears below, has the power and authority to enter into this License and to obligate the party to the terms of this License.

Licensor:

Kendall County Forest Preserve District

By: _____

Date: _____

Licensee:

By: _____

Date: _____

FACILITY LICENSE AGREEMENT

This License is made this ___ day of _____, 20____ (“Date of Execution”), between the Kendall County Forest Preserve, a Body Corporate and Politic, 110 West Madison Street, Yorkville, Illinois, 60560, (“Forest Preserve”), and _____ (“Licensee”), including all heirs and assignees, collectively referred to as the “Parties.” In consideration of the grants, covenants, and conditions of this License, IT IS HEREBY AGREED AS FOLLOWS:

1. **Nature of Agreement:** The Forest Preserve agrees to grant a license to Licensee for the Licensee to utilize the facility known as ?????????? (“Facility”) for a **DESCRIPTION OF EVENT** (“Event”) on **DATE** from **TIME TO TIME** (“Event Date”), subject to the terms and conditions set forth in this License.

2. **Special Terms:** TERMS SPECIFIC TO THE EVENT (staff involvement, special equipment permitted, etc.).

3. **Waivers:** In order to participate in **DESCRIPTION OF ACTIVITY FROM SECTION 2**, Licensee and participants must each execute a waiver releasing the Forest Preserve from any and all claims that may result from participation in said activity. The Forest Preserve will provide the Licensee with these forms prior to the Event and Licensee shall give these forms to their guests. Guests must execute the waiver in order to participate in the activity. A parent or guardian must execute the waiver on behalf of a minor child.

Commented [JW1]: This section would apply if guests were participating in an activity that requires a signed liability waiver, such as horseback riding using the Forest Preserve’s horses. If such an activity will not be part of the agreement, this section may be removed.

4. **Fee and Security Deposit:** A security deposit of \$\$\$\$\$\$ shall be made prior to, or shall accompany the return of this signed contract to the Forest Preserve. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District. The total event license fee (separate and apart from the security deposit) is \$\$\$\$\$\$. Payment of fifty percent (50%) of the event license fee is due six (6) months prior to the Event Date, with the remaining balance due thirty (30) days prior to the event. Requests for a change to the Event date made earlier than six (6) months prior to the original event date may be accommodated based on venue availability without penalty. If the Licensee cancels the event following the date that the Forest Preserve and Licensee enter into this License, and inclusive of the timeframe beginning on the date both parties enter this License and extending up to six (6) months prior to the Event Date, the Forest Preserve will retain one hundred percent (100%) of the Licensee security deposit. In cases where the Licensee’s cancellation notice is received less than six (6) months prior to the Event Date, the Forest Preserve will retain the entire security deposit, plus fifty percent (50%) of the event license fee. The Security Deposit will be refunded within thirty (30) business days following the event provided the Forest Preserve does not need to address property damage, excessive cleaning, or any outstanding balance due.

Commented [JW2]: The payment structure can be modified depending on the type of event and facility used.

5. **Cancellation:** It is understood by the Licensee that this License and/or the event may be cancelled at any time, for any reason, by the Forest Preserve, to the extent permitted by law, without any liability to the Licensee. In the event the License and/or the event are cancelled by the Forest Preserve for any reason, all fees paid by the Licensee shall be refunded. If the License and/or event are cancelled by the Licensee, no refund shall be issued unless the cancellation is made in accordance with the timeline set forth in Paragraph 4 above.

6. **Limited License:** This License grants only a contractual license to use the Facility for the sole purpose of the event described in Paragraph 1 above, under the terms and conditions stated

herein, and for no other purpose. Further, the rights granted by the Forest Preserve herein shall vest only in Licensee and no such rights shall vest in any of Licensee's employees, agents, subcontractors or partners, if any. Nothing in this License shall be construed to convey to Licensee any legal or equitable interest in any Forest Preserve property. It is understood that other areas of the premises and adjacent properties may be licensed to other persons or used by the general public during any of the periods covered by this License. However, the Forest Preserve will not authorize or permit any other licensee to engage in activities that would interfere with Licensee's enjoyment of the right granted under this License.

7. **Caterers:** Companies on the Forest Preserve's list of approved Caterers have received an annual permit to cater events at Kendall County Forest Preserve District Facilities. Please indicate which of these caterers you have selected:

CATERER:

Catering businesses not enrolled in the Forest Preserve's Preferred Catering Program may be used if they apply for, and meet the requirements of the Forest Preserve's Preferred Caterer's Program. The Forest Preserve reserves the right to approve or deny any catering business not listed in this License in accordance with the Preferred Catering Program requirements.

8. **Set-up/Clean-up:** The Licensee is responsible for the set-up, take down, and clean-up of the areas which they use during the Event Date(s). After the event, Licensee must leave area clean by placing all garbage in the trash and recyclable receptacles and returning tables/chairs to their original positions. Tables inside enclosed buildings may not be moved outside. Set up, take down and clean up time is included in the requested contract time period noted above. An additional fee of \$125.00 will be charged for each hour outside the agreed upon time that is required for these tasks to be completed, and will be deducted from the security deposit. Licensee may elect to pay an additional fee of three hundred (\$300.00) for event setup or cleanup, or five-hundred dollars (\$500.00) for setup and cleanup.

Commented [JWS]: These terms might need to be modified depending on the type of event.

9. **"As is" Property:** The Licensee has inspected the Facility prior to signing this License and accepts the condition of the Facility "as is."

10. **Hazardous Materials:** Licensee shall not bring any hazardous, radioactive, toxic, or carcinogenic material, substance, pollutant, or contaminant onto any Forest Preserve property.

11. **Pyrotechnics:** Set off, or attempt to set off or ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics is strictly prohibited as written in the Forest Preserve's General Use Ordinance.

12. **Horses:** Horses are permitted only on designated trails within Forest Preserve property.

13. **Alcohol Policy:** Alcoholic beverages are permitted only in Ellis House and in Meadowhawk Lodge and only in accordance with the Forest Preserve's General Use Regulation Ordinance. Alcoholic beverages are prohibited on all other Forest Preserve property.

14. **Smoking Policy:** Smoking inside Forest Preserve buildings is strictly prohibited. Smoking on the grounds is permitted in designated areas only.

15. **Food Service:** Food service 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.

16. Fires: Fires are allowed only in designated fireplaces and fire rings. It is prohibited to bring in or collect firewood from Forest Preserve property. Firewood must be purchased from the Forest Preserve.

17. Parking: Motor vehicles and bicycles are restricted to roadways and designated parking areas only. Parking on the grass is prohibited.

18. Pets: Dogs are welcome, but must be held on a leash no longer than 10 feet at all times for their safety, that of other visitors, and wildlife. Pets are not allowed in any buildings, except for service animals. Please clean-up after your animal.

19. Hunting and Fishing: Hunting, collecting or damaging plants, animals or fungus is prohibited. Fishing is permitted on Forest Preserve property in accordance with Illinois Department of Natural Resources regulations. Limits are posted. Worms and wax worms are the only live bait allowed. Collecting bait from the preserves is prohibited. Contact Silver Springs State Park at (630) 553-6297 for information on State fishing regulations or visit the IDNR website at www.dnr.illinois.gov. Swimming, boating, ice fishing and ice skating are not allowed.

20. Decorations: Nails, tacks, staples and tape are not allowed to secure items to any part of a Forest Preserve building. Confetti, rice, and open flamed candles are also prohibited inside Forest Preserve buildings.

21. Inflatables and Tents: Inflatable playhouses and Tents are prohibited unless specifically permitted in paragraph 2 above.

22. Duty of Care: The Licensee agrees to take care of the Facility and not to damage, alter, or change the Facility.

23. Damages: Licensee is responsible for the conduct of their guests. Damage to, or theft of Forest Preserve property caused by the Licensee's group shall be Licensee's responsibility and may be billed to, or deducted from the security deposit of the Licensee. The Forest Preserve will not assume any responsibility for the damage or loss of merchandise, personal articles, or any property of any nature left at the location prior to, during, or following the Event.

24. Limitation on Liability: The Forest Preserve's liability to Licensee shall be limited to a return of the amounts actually paid by Licensee. Licensee hereby waives any and all rights to indirect or consequential damages relating to the use or non-use of Forest Preserve property.

25. Right of Entry: The Forest Preserve reserves the right to enter the Facility for any and all lawful purposes arising from the ownership of the Facility.

26. Indemnification: Licensee shall indemnify, hold harmless and defend with counsel of Forest Preserve's own choosing, Forest Preserve, its past, present and future elected officials, department heads, employees, insurers, and agents (hereinafter collectively referred to as "Releasees") from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or

damage to property, of whatsoever kind or nature as well as for any breach of any covenant in this License and any breach by Licensee of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from the performance of this contract by Licensee or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Licensee or their guests in their performance under this License or while on Forest Preserve property. Nothing contained herein shall be construed as prohibiting Releasees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. No attorney may be assigned to represent the Releasees pursuant to this Section of the License unless the attorney has been approved in writing by the Kendall County State's Attorney. Releasees' participation in its defense shall not remove Licensee's duty to indemnify, defend, and hold Releasees harmless, as set forth above. Releasees do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this Licenses.

27. **Insurance:**

28. **Anti-Discrimination Compliance:** Licensee, their officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

29. **Conflict of Interest:** Both parties affirm no Kendall County Forest Preserve officer or elected official has a direct or indirect pecuniary interest in Licensee or this License, or, if any Kendall County Forest Preserve officer or elected official does have a direct or indirect pecuniary interest in Licensee or this License, that interest, and the procedure followed to effectuate this License has and will comply with 50 ILCS 105/3.

30. **Assignment:** This License is not assignable or transferable to any person, company, or corporation, in whole or in part. Any attempt to assign or so transfer shall be void and without legal effect and shall constitute grounds for immediate termination of the license.

31. **No Joint Venture:** It is understood and agreed that Licensee is not an employee of, partner of, agent of, or in a joint venture with the Forest Preserve for any purpose.

32. **Legal Compliance:** Licensee and their guests shall not engage in any unlawful activity while on Forest Preserve property. All activity conducted by Licensee and their guests on Forest Preserve property shall comply with all applicable laws, statutes, rules, regulations, and ordinances.

33. **Venue:** This License shall be interpreted and enforced under the laws of the State of Illinois, and the parties agree that the venue for any legal proceeding between them shall be Kendall County, Twenty-Third Judicial Circuit, State of Illinois.

34. **Legal Remedies:** In any action with respect to this License, the parties are free to pursue any legal remedies at law or in equity. If the Forest Preserve is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this License, and by reason thereof, the Forest Preserve is required to use the services of an attorney, then the Forest Preserve shall be entitled to reasonable attorneys' fees, court costs, expenses and expert witness

Commented [JW4]: I reached out to the Forest Preserve's broker to ask what type of insurance should be required for events held on Forest Preserve property. I have e-mailed his response. As a matter of policy, the board needs to determine when it will or will not require a certificate of insurance. Once the board has made this determination, I can modify this agreement as necessary.

fees incurred by the Forest Preserve pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

35. **Severability:** If any provision of this License shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this License is invalid or unenforceable, but that by limiting such provision it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

36. **Waiver:** The waiver of one breach of any term, condition, covenant or obligation of this License shall not be considered to be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

37. **Notice:** Any notice required or permitted to be given pursuant to this License shall be duly given if sent by certified mail or personal service and received. Notice should be sent to the following parties:

Forest Preserve, send to: Kendall County Forest Preserve District
110 W. Madison Street
Yorkville, Illinois 60560

Licensee send to: _____

38. **Entire Agreement:** This License represents the entire agreement between the parties, and there are no other promises or conditions in any other agreement whether oral or written. This License supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

39. **Authority:** Each party represents and warrants that their representative, whose signature appears below, has the power and authority to enter into this License and to obligate the party to the terms of this License.

Licensor:

Kendall County Forest Preserve District

By: _____ Date: _____

Licensee:

By: _____ Date: _____

FACILITY LICENSE AGREEMENT EVENT CENTERS

This License is made this ____ day of _____, 2020 ("Date of Execution"), between the Licensor Kendall County Forest Preserve, a Body Corporate and Politic, 110 West Madison Street, Yorkville, Illinois, 60560, ("Forest Preserve"), and _____ ("Licensee"), collectively referred to as the "Parties." In consideration of the grants, covenants, and conditions of this License, IT IS HEREBY AGREED AS FOLLOWS:

1. **Nature of Agreement and Event:** The Forest Preserve agrees to grant a license to Licensee for the Licensee to utilize the facility known as ???????????? ("Facility") for a **DESCRIPTION OF EVENT** ("Event") on **DATE** from **TIME** to **TIME** ("Event Date"), subject to the terms and conditions set forth in this License.

2. **Special Terms: TERMS SPECIFIC TO THE EVENT**

3. **Waivers:** In order to participate in **DESCRIPTION OF ACTIVITY FROM SECTION 2**, Licensee and participants must each execute a waiver releasing the Forest Preserve from any and all claims that may result from participation in said activity. The Forest Preserve will provide the Licensee with these forms prior to the Event and Licensee shall give these forms to their guests. Guests must execute the waiver in order to participate in the activity. A parent or guardian must execute the waiver on behalf of a minor child.

Commented [JW1]: This section would apply if guests were participating in an activity that requires a signed liability waiver, such as horseback riding using the Forest Preserve's horses. If such an activity will not be part of the agreement, this section may be removed.

4. **Fee and Security Deposit:** A security deposit of \$\$\$\$\$\$ shall be made prior to, or shall accompany the return of this signed contract to the Forest Preserve. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District. The total event license fee (separate and apart from the security deposit) is \$\$\$\$\$\$. Payment of fifty percent (50%) of the event rental fee is due six (6) months prior to the Event Date, with the remaining balance due thirty (30) days prior to the Event Date. Requests for a change to the Event Date made earlier than six (6) months prior to the original Event Date may be accommodated based on venue availability without penalty. If the Licensee cancels the event at least six (6) months prior to the Event Date, the Forest Preserve will retain one hundred percent (100%) of the security deposit. If the Licensee cancels the event less than six (6) months prior to the Event Date, the Forest Preserve will retain the entire security deposit, plus fifty percent (50%) of the total event license fee. The Security Deposit will be refunded within thirty (30) business days following the event provided the Forest Preserve does not need to address property damage, excessive cleaning, or any outstanding balance due.

5. **Cancellation:** It is understood by the Licensee this License and/or the event may be cancelled at any time, for any reason, by the Forest Preserve, to the extent permitted by law, without any liability to the Forest Preserve. In the event the License and/or the event are cancelled by the Forest Preserve for any reason, all fees paid by the Licensee shall be refunded. If the License and/or event are cancelled by the Licensee, any refunds shall only be made in accordance with Paragraph 4 above.

6. **Limited License:** This License grants only a contractual license to use the Facility for the sole purpose of the event described in Paragraph 1 above, under the terms and conditions stated herein, and for no other purpose. Further, the rights granted by the Forest Preserve herein shall vest only in Licensee and no such rights shall vest in any of Licensee's employees, agents, subcontractors or partners, if any. Nothing in this License shall be construed to convey to Licensee

any legal or equitable interest in any Forest Preserve property. It is understood that other areas of the premises and adjacent properties may be licensed to other persons or used by the general public during any of the periods covered by this License. However, the Forest Preserve will not authorize or permit any other licensee to engage in activities that would interfere with Licensee's enjoyment of the right granted under this License.

7. **Caterers:** Companies on the Forest Preserve's list of approved Caterers have received an annual permit to cater events at Kendall County Forest Preserve District Facilities. Please indicate which of these caterers you have selected:

CATERER:

Catering businesses not enrolled in the Forest Preserve's Preferred Catering Program may be used if they apply for, and meet the requirements of the Forest Preserve's Preferred Caterer's Program. The Forest Preserve reserves the right to approve or deny any catering business not listed in this License in accordance with the Preferred Catering Program requirements.

8. **Set-up/Clean-up:** The Licensee is responsible for the set-up, take down, and clean-up of the areas which they use during the Event Date. Set up, take down and clean up time is included in the requested contract time period noted above. An additional fee of \$125.00 will be charged for each hour outside the agreed upon time that is required for these tasks to be completed, and will be deducted from the security deposit. Ellis House licensees may elect to pay an additional fee of three hundred (\$300.00) for event setup or cleanup, or five-hundred dollars (\$500.00) for setup and cleanup. Meadowhawk Lodge may elect to pay an additional fee of (\$50.00) for event setup or cleanup, or seventy-five dollars (\$75.00) for setup and cleanup.

9. **"As is" Property:** The Licensee has inspected the Facility prior to signing this License and accepts the condition of the Facility "as is."

10. **Hazardous Materials:** Licensee shall not bring any hazardous, radioactive, toxic, or carcinogenic material, substance, pollutant, or contaminant onto any Forest Preserve property.

11. **Pyrotechnics:** Set off, or attempt to set off or ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics is strictly prohibited as written in the Forest Preserve's General Use Ordinance.

12. **Horses:** Horses are permitted only on designated trails within Forest Preserve property.

13. **Alcohol Policy:** Alcoholic beverages are prohibited on Forest Preserve property with the exception of Ellis House and Meadowhawk Lodge and only in accordance with the Forest Preserve's General Use Regulation Ordinance. Alcoholic beverages may be served at Ellis House and Meadowhawk Lodge only by (a) a caterer enrolled in the Forest Preserve's Preferred Caterer's Program and which possesses a current Class I license in accordance with the Kendall County Liquor Control Ordinance; (b) a not-for-profit corporation or organization that possesses a current Class G or Class J license in accordance with the Kendall County Liquor Control Ordinance; (c) a bartending service business, pre-approved by the Forest Preserve, serving, but not selling, alcoholic beverages and employing BASSET (Beverage and Alcohol Sellers and Servers Education Training) certified alcohol servers in accordance with 235 ILCS 5/6-27.1; or (d) a charitable organization hosting an event wherein alcohol is served, but not sold, by volunteers of the organization. Alcoholic beverages may be consumed only within 250 feet of Ellis House and Meadowhawk Lodge.

14. **Smoking Policy:** Smoking inside Ellis House and Meadowhawk Lodge is strictly prohibited. Smoking on Forest Preserve Property is permitted in designated areas only.
15. **Food Service:** Food service must comply with all requirements and regulations of the Illinois Department of Public Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.
16. **Fires:** Fires are allowed only in designated fireplaces and fire rings. It is prohibited to bring in or collect firewood from the Forest Preserve. Firewood must be purchased from the Forest Preserve.
17. **Pets:** Pets are not allowed in any buildings, except for service animals.
18. **Hunting and Fishing:** Hunting, collecting or damaging plants, animals or fungus is prohibited. Fishing is permitted on Forest Preserve property in accordance with Illinois Department of Natural Resources regulations. Limits are posted. Worms and wax worms are the only live bait allowed. Collecting bait from the preserves is prohibited. Contact Silver Springs State Park at (630) 553-6297 for information on State fishing regulations or visit the IDNR website at www.dnr.illinois.gov. Swimming, boating, ice fishing and ice skating are not allowed.
19. **Decorations:** Nails, tacks, staples and tape are not allowed to secure items to any part of the Meadowhawk Lodge or inside Ellis House. Confetti, rice, and open flamed candles are also prohibited inside the Ellis House and Meadowhawk Lodge.
20. **Inflatables and Tents:** Inflatable playhouses and Tents are prohibited unless specifically permitted in paragraph 2 above.
21. **Duty of Care:** The Licensee agrees to take care of the Facility and not to alter or change the Facility.
22. **Damages:** Licensee is responsible for the conduct of their guests. Damage to, or theft of Forest Preserve property caused by the Licensee's group shall be Licensee's responsibility and may be billed to, or deducted from the security deposit of the Licensee. The Forest Preserve will not assume any responsibility for the damage or loss of merchandise, personal articles, or any property of any nature left at the location prior to, during, or following the Event.
23. **Limitation on Liability:** The Forest Preserve's liability to Licensee shall be limited to a return of the amounts actually paid by Licensee. Licensee hereby waives any and all rights to indirect or consequential damages relating to the use or non-use of Forest Preserve property.
24. **Right of Entry:** Licensor reserves the right to enter the Facility for any and all lawful purposes arising from the ownership of the Facility.
25. **Indemnification:** Licensee shall indemnify, hold harmless and defend with counsel of Forest Preserve's own choosing, Forest Preserve, its past, present and future elected officials, department heads, employees, insurers, and agents (hereinafter collectively referred to as "Releasees") from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or

damage to property, of whatsoever kind or nature as well as for any breach of any covenant in this License and any breach by Licensee of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from the performance of this contract by Licensee or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Licensee or their guests in their performance under this License or while on Forest Preserve property. Nothing contained herein shall be construed as prohibiting Releasees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. No attorney may be assigned to represent the Releasees pursuant to this Section of the License unless the attorney has been approved in writing by the Kendall County State's Attorney. Releasees' participation in its defense shall not remove Licensee's duty to indemnify, defend, and hold Releasees harmless, as set forth above. Releasees do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this License.

26. Insurance:

27. Anti-Discrimination Compliance: Licensee, his officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

28. Assignment: This License is not assignable or transferable to any person, company, or corporation, in whole or in part. Any attempt to assign or so transfer shall be void and without legal effect and shall constitute grounds for immediate termination of the License.

29. No Joint Venture: It is understood and agreed that Licensee is not an employee of, partner of, agent of, or in a joint venture with the Forest Preserve for any purpose.

30. Legal Compliance: Licensee and their guests shall not engage in any unlawful activity while on Forest Preserve property. All activity conducted by Licensee and their guests on Forest Preserve property shall comply with all applicable laws, statutes, rules, regulations, and ordinances.

31. Venue: This License shall be interpreted and enforced under the laws of the State of Illinois, and the parties agree that the venue for any legal proceeding between them shall be Kendall County, Twenty-Third Judicial Circuit, State of Illinois.

32. Legal Remedies: In any action with respect to this License, the parties are free to pursue any legal remedies at law or in equity. If the Forest Preserve is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this License, and by reason thereof, the Forest Preserve is required to use the services of an attorney, then the Forest Preserve shall be entitled to reasonable attorneys' fees, court costs, expenses and expert witness fees incurred by the Forest Preserve pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

33. Severability: If any provision of this License shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision

Commented [JW2]: I reached out to the Forest Preserve's broker to ask what type of insurance should be required for events held on Forest Preserve property. I have e-mailed his response. As a matter of policy, the board needs to determine when it will or will not require a certificate of insurance. Once the board has made this determination, I can modify this agreement as necessary.

it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

34. **Waiver:** The waiver of one breach of any term, condition, covenant or obligation of this License shall not be considered to be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

35. **Notice:** Any notice required or permitted to be given pursuant to this License shall be duly given if sent by certified mail or personal service and received. Notice should be sent to the following parties:

Forest Preserve, send to:

Kendall County Forest Preserve District
110 W. Madison Street
Yorkville, Illinois 60560

with a copy to:

Kendall County State's Attorney
Kendall County Courthouse
807 John Street
Yorkville, Illinois 60560

Licensee send to:

36. **Entire Agreement:** This License represents the entire agreement between the parties, and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

37. **Authority:** Each party represents and warrants that their representative, whose signature appears below, has the power and authority to enter into this agreement and to obligate the party to the terms of this License.

Licensor:

Kendall County Forest Preserve District

By: _____

Date: _____

Licensee:

By: _____

Date: _____

To: Kendall County Forest Preserve District Operations Committee

From: David Guritz, Executive Director

RE: KCFPD – Organizational Restructuring of the Human Resources, Accounting and Preserve Reservations Manager

Date: May 5, 2021

Rebecca Antrim has officially retired from the District. The District has announced a position opening for a FT Administrative Assistant position. Following posting, further discussions with President Gilmour and the District’s administrative staff team were held to discuss the District’s financial position and to examine opportunities for restructuring the primary duties of the HR, Accounting and Preserve Reservations Manager.

A draft Organizational Chart revision is attached to this report.

At the April Finance Committee meeting, the Committee reviewed the proposed costs for restructuring the HR, Accounting and Preserve Reservations Manager position. Due to the District’s financial limitations, costs were analyzed with a recommendation presented to eliminate the full time position, and backfill the position through hiring part time (25 hr./week) Administrative Assistant position.

		FY21	Annualized FY22	Notes
HR-Accounting-Res. Mgr.	Current Salary	\$ 21,480.69	\$ 51,543.00	FY21 Budget
Admin Asst. Salary		\$ 11,375.00	\$ 22,750.00	\$17.50 hourly @ 1300 hours (25 hrs./wk X 52 wks.)
NB Annualized PT Salary Costs Increase FY22		\$ 6,730.22	\$ 17,787.00	Instructor Salaries
FY21 Benefits Cost Shortfall (LC Analysis)		\$ 3,308.00	\$ 3,308.00	FY21 Benefits Budget Shortfall
	Remaining	\$ 67.47	\$ 7,698.00	

The proposed restructure plan will be presented to the Committee of the Whole in May.

Restructuring of the HR, Accounting and Preserve Reservations position will require reassignment of the position’s primary duties to other positions as recommended below, as well as hiring of additional part time Natural Beginnings instructors to handle the teaching load currently carried by Emily Dombrowski and Stefanie Wiencke:

1. Education and Marketing Manager
 - Consider promotion/title change to Education Manager and Assistant Director

New Assigned Position Responsibilities

- a) RecPro database management
- b) Risk and liability
 - a. Management of insurance certificates

- b. Chair of the District's Safety Committee
- c) Credit card processing
- d) Management of District deposits
- e) Personnel recruitment and management
- f) Facility use permitting (temporary)

2. Communications and Natural Resources Projects Coordinator

- Consider promotion/title change to Natural Resources Project Manager
- Position qualifies for FLSA Exemption (SAO reviewed and revised position description attached)

New Assigned Position Responsibilities

- a) Grounds Maintenance (Harris) staff supervision and scheduling
- b) Payroll processing; benefits tracking and reporting
- c) Facility permitting coordination/communications
- d) Schedules and supervises work performed by outside vendors
- e) Ensures the District's compliance with the Open Meetings Act

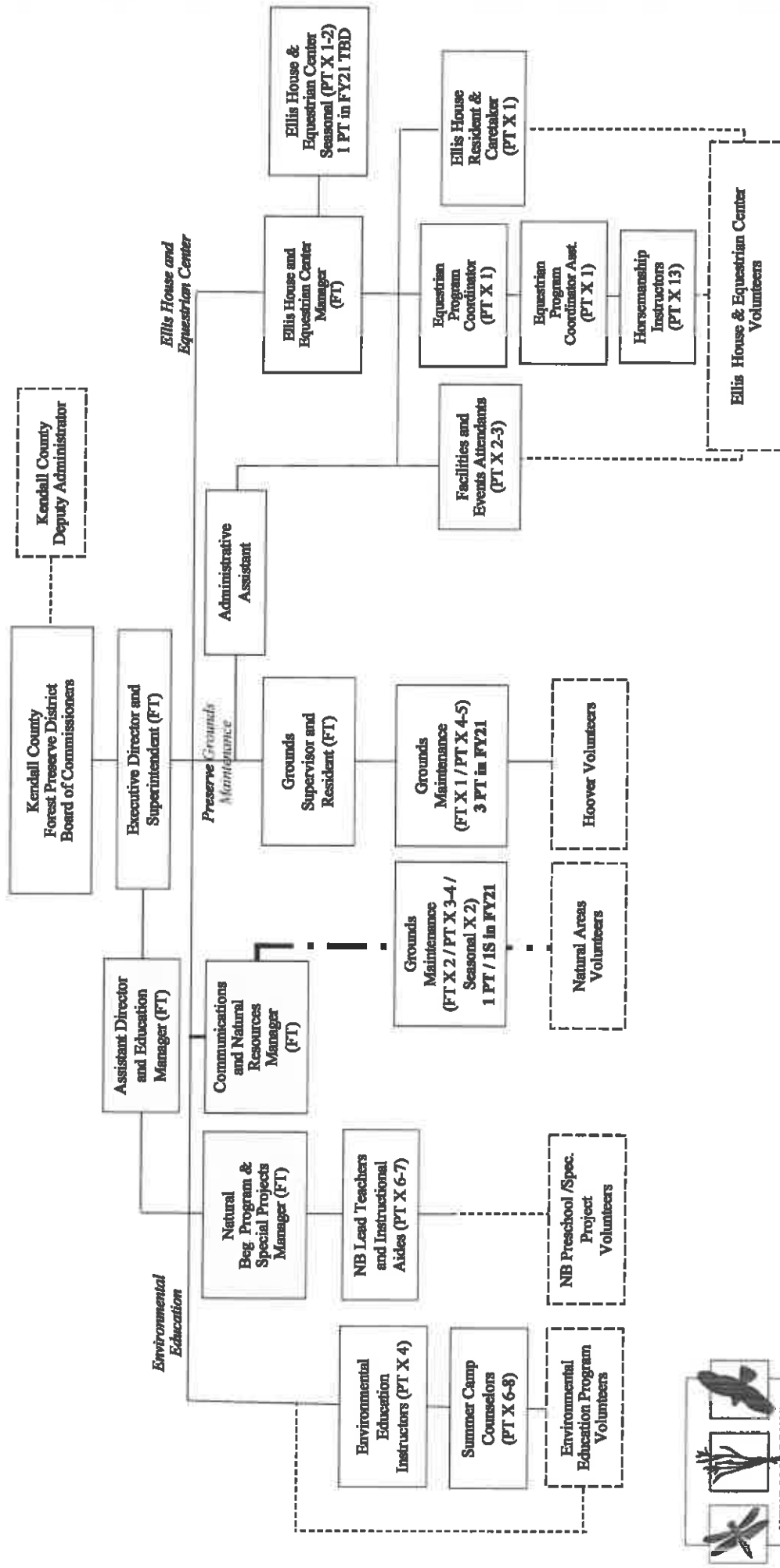
3. Natural Beginnings and Special Projects Manager

New Assigned Position Responsibilities

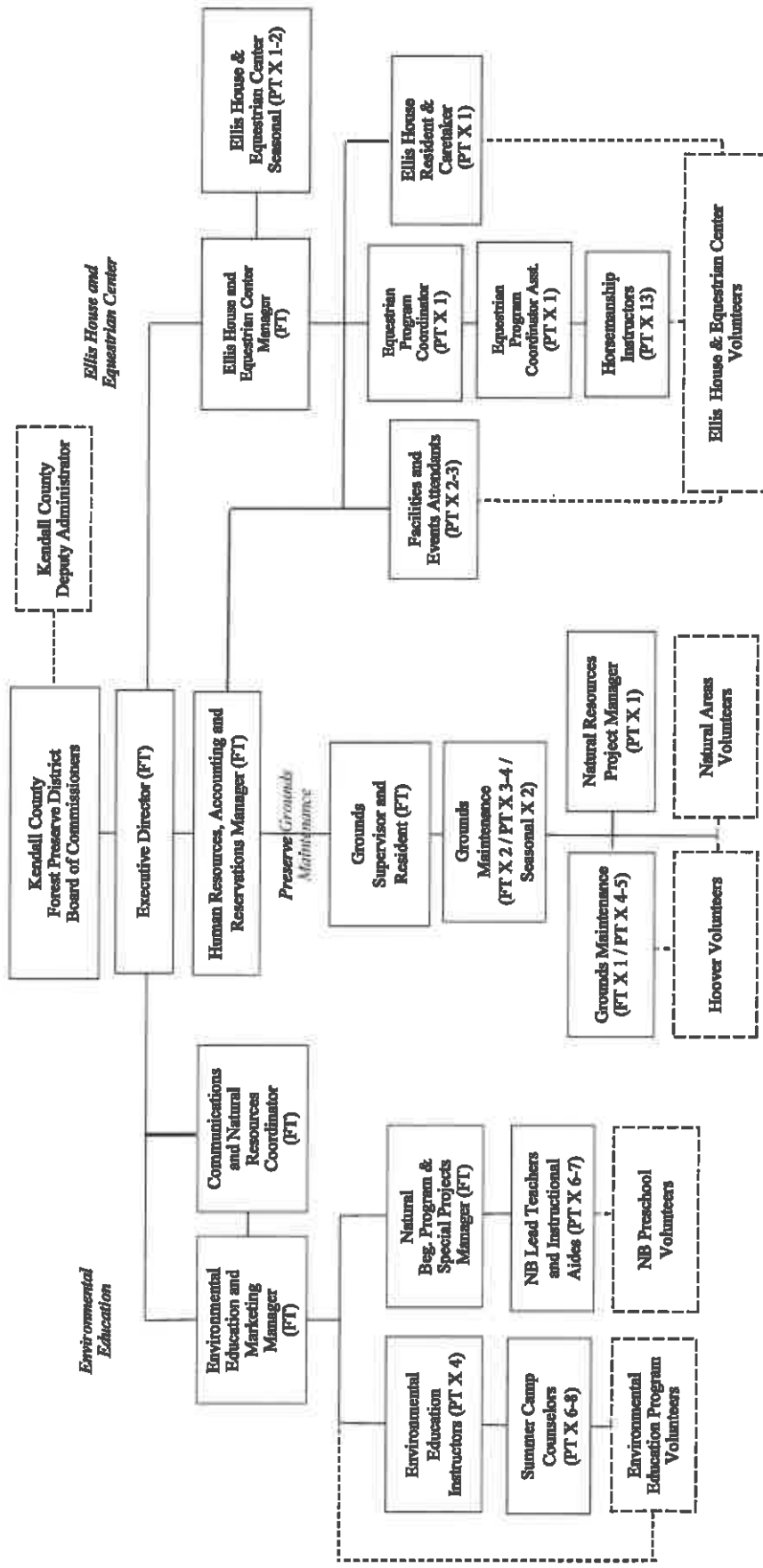
- a) Preparation of vouchers and claims lists
- b) Billing and accounts payable

All three positions are helping to support aspects of front-line customer service in the main office.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
 FY21 ORGANIZATIONAL CHART (FINAL for APPROVAL)
 COMMISSION APPROVAL DATE: PROPOSED RESTRUCTURE
 FY21 STAFFING IMPACTS EXHIBIT**



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



**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Human Resources, Accounting and Reservations Manager

WAGE CATEGORY: Non-Exempt

REPORTS TO: Executive Director

EFFECTIVE DATE: December 1, 2019

SUMMARY:

Provides administrative support to the Kendall County Forest Preserve District ("the District") using independent judgment to carry out assigned projects. In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Forest Preserve District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes and coordinates the District's administrative projects.
- Communicates and implements administrative policies, procedures, and processes.
- Administers the District's Human Resources functions:
 - Assists the Executive Director in updating employee job descriptions.
 - Works with Executive Director in receiving and screening job applications and setting up job interviews.
 - Compiles and reviews all new hire employee paperwork and sends all necessary paperwork to the Treasurer's office.
 - Prepares and maintains confidential payroll and personnel records, vouchers, administrative records and reports for the District, including coordination of the submission of records with various Kendall County departments.
 - Prepares all Personnel Action Notices throughout the budget year and the beginning of the new fiscal year, and submits required paperwork to the Treasurer's Office.
 - Computes attendance and leave benefits for District employees; reviews time sheets and other payroll records; and submits all required payroll records to the Treasurer's Office for payment.
 - Compiles and tracks all part-time employee hours and submits monthly reports of the same to the Treasurer's Office.
- Administers the District's billing and accounts payable processes. Duties include, but are not limited to the following:
 - Compiling accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, budget balances, and cost-center accounting;
 - Ensuring accurate and prompt invoicing is completed, including tracking payments received;
 - Providing administrative support for fiscal year budget preparation;
 - Serves as contact person for outside vendors, and works with District staff in scheduling contracted work performed by outside vendors.
 - Preparing vouchers and the District's claims list;
 - Recording District expenses;
 - Monitoring the District's budget and reporting the same to the Director or his designee;
 - Balancing the petty cash drawers; and
 - Preparing and making bi-weekly deposits.
- Manages the District's licensing/permitting process by performing tasks such as:
 - Communicating directly with clients and potential clients;
 - Organizes all Event Venues, Bunkhouses, Campsites and Shelters, and Conference Room rentals, and communicates scheduling and maintenance needs with District staff;
- Develops and maintains the District's reservation system for all reservations including, but not limited to, Event Venues, Bunkhouses, Campsites, Shelters, all Environmental Education and Ellis House and Equestrian Center services, Public Programs registrations, and Scout and Birthday party programs:
 - Compiling, issuing and tracking District licenses/permits and associated payments within the reservation systems;
 - Ensuring that certificates of insurance are received and maintained for those applicable permits;
 - Directs full and part-time staff in scheduling tours at Event Venues, and conducts tours as needed.

- Recommends changes to administrative and office policy and procedures to the Executive Director.
- Ensures projects comply with District policy guidelines and obtains approval from the Executive Director for any exceptions;
- Serves as a Freedom of Information Act Officer for the District, ensures compliance with the State of Illinois Freedom of Information Act, and maintains all relevant training and certification related thereto;
- Ensures the District's compliance with the Illinois Open Meetings Act:
 - Assisting the Executive Director in coordinating and scheduling meetings;
 - Preparing and posting meeting agendas;
 - Preparing and distributing meeting packets;
 - Updating the District's website to post agendas, minutes, and Commission packets;
 - Assisting the Executive Director in preparing and distributing materials required for the meetings;
 - Notifying Commissioners, media, and Kendall County Administration staff about meeting updates and/or cancellations;
 - Serving as a FOIA officer for the District including completion of annual training;
 - Preparing and filing reports related to the meetings;
 - Maintaining all meeting records pursuant to applicable state and federal law;
- Utilizes word processing, database, spreadsheet, and communication software packages to create and maintain a variety of administrative functions for the District.
- Composes and edits routine correspondence and reports.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes, and other documents to District staff.
- Oversees retention and destruction of records prepared and maintained by the District and ensures compliance with the Illinois Local Records Act and all other applicable laws.
- Assists the Executive Director in implementing District ordinances and policies.
- Answers general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District policies, practices, procedures, and programs and serves as the District's liaison to County offices/departments and the public.
- Answers incoming telephone calls; screens the calls, and determines where to direct the calls and telephone messages for staff.
- Greets and screens visitors to the District office.
- Files and maintains original copies of contracts, agreements, resolutions and any other records approved by the Board of Commissioners.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES:

- Provides oversight of the District's Facility Attendant(s) and Communications Marketing, and Public Programs Specialist position.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE REQUIRED:

- High school diploma or general education degree (GED) required.
- Word processing and personal computer training required.
- A minimum of four (4) years experience in an administrative or secretarial role, including lead worker or supervisory experience; or equivalent combination of training and experience required.
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintenance of filing systems.
- Requires knowledge of accounting and reservation software and all Microsoft Office programs including, but not limited to Excel, Word and Power Point.
- Knowledge in all human resources procedures preferred.
- Ability to pass a typing skills test with a minimum net speed of fifty (50) words per minute.
- Prior experience supervising administrative and clerical employees, preferred.

- B. LANGUAGE SKILLS:**
 - Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
 - Ability to write routine reports and correspondence.
 - Ability to speak effectively with the public, government officials, vendors, service providers, and employees of the organization.
 - Proficiency in the English language, spelling and grammar.
- C. MATHEMATICAL SKILLS:**
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- D. REASONING ABILITY:**
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
 - Ability to recommend and implement goals, objectives, and practice for providing effective human resources, business management, and executive assistant operations.
 - Ability to work independently without need for direct supervision.
 - Ability to interpret and apply District policies and directives and local, State and Federal laws and regulations.
- E. CERTIFICATES, LICENSES, REGISTRATIONS:**
 - All certificates and registrations required for the specific secretarial duties performed.
 - Completion of annual OMA and FOIA training.
 - Valid Driver's license.

PHYSICAL DEMANDS:

- Employee must occasionally stand and bend.
- Employee must occasionally be able to walk to other offices in the building.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderately quiet.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

Kendall County Forest Preserve District

KENDALL COUNTY FOREST PRESERVE DISTRICT EMPLOYEE HANDBOOK

Draft: May 5, 2021



EMPLOYEE HANDBOOK

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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 5th 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.

CHAPTER 4 WORKPLACE EXPECTATIONS

Section 4.1 RULES OF CONDUCT

The KCFPD expects employees of the KCFPD to exercise mature judgment and common sense in their employment; to give conscientious attention to their duties; to maintain a high level of efficiency; and to conduct themselves in a professional manner that reflects well upon themselves, as well as on the KCFPD. As part of a team providing services for the benefit of the public, each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate may be cause for disciplinary action. The total staff of the Kendall County Forest Preserve District must function as a team, and each employee is required to make a positive contribution in the interest of reflective and efficient public service

Section 4.2 PERSONAL RELATIONSHIPS WITH OTHER EMPLOYEES

Working relationships can sometimes evolve into personal relationships. When employees are engaged in a personal relationship, a conflict of interest may arise in certain instances. For purposes of this policy, *personal relationship* includes dating; engagement to be married; cohabitation within the same household and living in a romantic partnership (excludes platonic roommates sharing living expenses); having a romantic or sexual relationship. In order to avoid conflicts of interest the Employer has implemented the following policy:

An employee may not supervise or hire a person with whom he or she is having a personal relationship. An employee may not work in a position where he or she has influence over the terms and conditions of the employment of a person with whom he or she has a personal relationship.

Employees that are in a personal relationship must immediately report the relationship to their immediate supervisors if either employee supervises the other; is in a position to hire the other; or has any influence over the other employee's terms and conditions of employment. If one of the employees in the personal relationship is the immediate supervisor, the employees should report their relationship to the Executive Director.

Failure to comply with this policy can lead to discipline, up to and including termination.

Section 4.3 CONFIDENTIALITY

Although the KCFPD is a public entity, some of the information contained in the KCFPD's files, records, electronic records, or otherwise obtained by virtue of employment at the

KCFPD is strictly confidential (hereinafter collectively referred to as "confidential information"). Employees are prohibited from disclosing and/or disseminating confidential information outside the scope of their job responsibilities without the Executive Director's prior written approval. For security purposes, an employee shall also not forward any confidential information to the employee's personal email accounts and/or personal electronic devices (e.g., personal cell phones and tablets) or save any confidential information on the employee's personal computers and/or personal electronic devices (e.g., cell phones and tablets) without the Executive Director's prior written approval. An employee's failure to comply with this policy and the confidentiality agreement may subject the employee to discipline up to and including termination of employment.

Section 4.4 PROHIBITED POLITICAL ACTIVITY POLICY

KCFPD employees have a constitutional right to engage in political activity through voluntary political contributions or voluntary political work. The KCFPD supports the right of employees to support candidates and causes of their own choosing, to participate in the political process and to engage in political activities while on their own time. No action by Employer shall abridge the constitutional right of an employee to participate in the political process, so long as these political activities do not pose a conflict of interest with the employee's duties on behalf of the KCFPD. An individual's employment with the Kendall County Forest Preserve District will not require him to participate in any political activity.

The KCFPD prohibits employees from engaging in political activity during working time, in any areas where employees are working, or while in attire, which identifies them as an employee of the KCFPD. The political activity prohibited by this policy shall be defined in accordance with the definition of "prohibited political activity" in the State Officials and Employees Ethics Act (5 ILCS 430/1-5) and/or the Kendall County Ethics Ordinance, as applicable.

No employee shall use or threaten to use the influence of his position of employment to coerce or to inhibit.

Section 4.5 WHISTLEBLOWER POLICY

The KCFPD requires employees to observe the highest standards of business and personal ethics in conducting their duties on behalf of the KCFPD. Compliance with all applicable federal, state and local laws, rules and regulations is required. All employees are expected to fulfill their duties honestly and with integrity. Employees are encouraged and expected to report suspected violations of federal, state or local law, rules or regulations or suspected ethical violations.

The KCFPD prohibits retaliation against any employee who, in good faith, reports a suspected ethics violation or suspected unlawful conduct. Anyone who violates this policy

against retaliation is subject to disciplinary action, including but not limited to, termination of employment. The KCFPD has an open door policy and expects and encourages employees to address questions, concerns and complaints with their immediate supervisor, the Executive Director and/or the KCFPD Board of Commissioners.

Employees are required to report complaints regarding suspected unethical or illegal conduct in writing to their immediate supervisor, the Executive Director and/or the KCFPD Board of Commissioners. If a complaint involves suspected unlawful conduct by the KCFPD Board of Commissioners, a written complaint may be brought directly to the **KCFPD President or Vice President**. The KCFPD Board of Commissioners (or their designee, if the complaint is against the KCFPD Board of Commissioners) will promptly investigate all complaints received pursuant to this policy.

Section 4.6 WORK HOURS AND EMERGENCY CLOSURES

The standard work hours for Kendall County Forest Preserve District employees will be thirty-seven and one half (37 ½) hours per week. The Main Office of the Kendall County Forest Preserve District is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The actual hours that an employee will work will be determined by the Executive Director and supervisors in accordance with the office hours approved by the KCFPD Board of Commissioners, or authorized by statute. Work schedules are subject to change based on the KCFPD's operational needs. An employee must submit any request to alter their work schedule in writing to their immediate supervisor and the Executive Director. The Executive Director retains sole discretion to determine work hours and schedules.

If an employee works a seven and a half (7 ½) hour work shift, the employee may have one (1) hour for lunch and two (2) rest periods (one in the morning and one in the afternoon) of fifteen (15) minutes each. If the employee works a seven and a half (7 ½) hour work shift, the employee should take their meal period no later than five (5) hours after the start of the employee's work shift. All employees must obtain prior approval from their department manager prior to working through their lunch period and/or taking their lunch period at the end of the workday. All offices will be open during lunch and rest periods, unless designated otherwise by the departmental committee.

Kendall County Forest Preserve District facilities shall be open at all times during regular business hours. The buildings will be open in all instances except for a disaster. The Executive Director and/or President or their designee will determine if and when to close buildings, whenever necessary. All employees of the KCFPD shall report to work for their regular work schedules unless directed otherwise by the Executive Director and/or President or their designee.

Section 4.7 ATTENDANCE POLICY

Regular and consistent attendance by all employees is critical to the operation of the KCFPD. Attendance during scheduled work hours is an essential aspect of every position

at the KCFPD. Employees are expected to be present and ready to begin work at their work station at the scheduled start of their shift and are expected to diligently perform their work duties through the end of their shift, except during scheduled breaks or meal periods. An employee who exhibits unsatisfactory attendance or repeated tardiness may be subject to discipline, up to and including termination. It is the responsibility of the Executive Director and/or Human Resource Manager to prepare and maintain attendance records.

Section 4.8 CALL IN PROCEDURES

When a reporting employee is absent from a normally scheduled workday or absent from accepted overtime assignment, that employee is required to report that absence. When an employee knows he or she will be absent, that absence should be reported as far in advance as practical possible and, at a minimum, at least one (1) hour prior to the start of their work shift (or as soon as possible in case of a bona fide emergency). All absences must be reported to the Executive Director or employee's supervisor. A physician's statement may be required for absences in excess of three consecutive workdays. Excessive absenteeism or failure to properly report an absence may result in disciplinary action up to and including termination.

Section 4.9 DRESS AND APPEARANCE

The personal appearance of employees conveys to the public a general impression of the organization. The attire of the employee on the job should be in good taste, neat, clean, and appropriate for the duties performed. Each supervisor is responsible for establishing a reasonable dress code appropriate to the job the employee performs. Safety equipment and attire will be required for certain jobs. If required, uniforms and tools for specialized jobs will be provided. An employee who violates this policy may be subject to disciplinary action up to and including termination of employment. Also, an employee who violates this policy may be sent home from work without pay to change into appropriate attire that complies with this policy.

Section 4.10 NO SOLICITATION

Solicitation will not be permitted during working time or during non-working time in working areas. Distribution or circulation of printed material by employees will not be permitted during working time or during non-working time in working areas. "Working time" refers to that portion of any work day during which an employee is to be performing any job duties; it does not include other duty free periods of time. Solicitation and distribution by non-employees on KCFPD property is strictly prohibited.

CHAPTER II EMPLOYMENT POLICIES

Section 2.1 DEFINITIONS OF EMPLOYMENT STATUS

- A. FULL-TIME EMPLOYEES:** A full-time employee shall be one who is employed full time on a minimum of thirty-four (34) hours per week basis for continuous service and who has completed a minimum of six (6) months of continuous work or service, interrupted only by absence with official permission. For employees hired prior to December 21, 1993, thirty (30) hours per week shall be utilized to determine full-time status.

- B. PROBATIONARY EMPLOYEES:** Employees who have been employed on a full-time or part-time year-round basis for a period of less than six (6) months and who will become full-time employees at the successful conclusion of six (6) consecutive months employment. Successful completion of the probationary period will not alter the employee's at-will employment status.

- C. PART-TIME EMPLOYEES:** Any employee who is employed on a less than thirty-four (34) hours per week basis for continuous service and who has completed a minimum of six (6) months of continuous work or service, interrupted only by absence with official permission. For employees hired prior to December 21, 1993, less than thirty (30) hours per week shall be utilized to determine part-time status. Part-time employees are not eligible for employee health and dental coverage. Sick/personal days are earned proportionate to the anticipated number of hours worked per month.

- D. TEMPORARY EMPLOYEES:** Temporary continuous appointment (i.e., a position which is clearly understood to be six (6) months in duration at the maximum) may be made for specified positions.

Section 2.2 EMPLOYMENT PROCEDURES

- A. RECRUITMENT AND BACKGROUND REFERENCE CHECKS AND PREEMPLOYMENT INVESTIGATIONS:** Department heads should post an open position on the County website to start recruitment efforts and promptly remove the posting at the time of application deadline. Elected Officials are encouraged to utilize the County website to post open positions in their offices.

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

Employment history and references should be verified prior to hiring new full time or part time employees including interns. Other pre-employment investigation may include criminal history and other matter when pertinent to performance of the position. If the department head determines questionable history during the pre-employment investigation of the preferred candidate, the department head shall seek advice of their respective County Administrator prior to hiring the candidate. Convictions, if disclosed by the applicant, will not absolutely prohibit employment, but will be considered in relation to the specific job requirements. Consideration will be given to factors such as the age and time of the offense, the seriousness and nature of the violation, the relationship between the conviction and the job, the nature and number of convictions and rehabilitation. Hiring decision will follow applicable state and

federal laws including American with Disabilities Act and Employee Polygraph Protection Act. 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 County will be given preference for advancement.

- B. SELECTION: The selection of all employees, other than department heads, shall be handled in the following manner: All applicants shall make application through the appropriate supervisor or department head. The supervisor or department head shall recommend personnel to be employed to the next level of authority, department head, or County Board. This same policy of once removed authority shall also hold true for dismissal. The selection of and/or dismissal of a department head shall be made by a majority of the full County Board where applicable.**
- C. DISTRIBUTION OF KENDALL COUNTY EMPLOYEE HANDBOOK: At the time of employment, this Employee Handbook will be made available to all employees.**
- D. EXAMINATION: The County may conduct or arrange for examinations for such positions as maybe deemed necessary and at such times and places as the needs of the County require. These tests will examine bona fide occupational qualifications of the position in question.**
- E. PHYSICAL EXAMINATION: Employees may be required to submit to a physical examination. Such examination shall be conducted by a physician approved by the County. All such employees must be certified by the physician as being able to meet the physical requirements of their positions. The costs of the examination shall be incurred by the County or by the department requiring the examination.**
- F. DRUG TESTING: The County reserves the right to require a drug test prior to employment or following a workplace accident. Those employees covered under collective bargaining agreements should refer to their contract requirements.**
- G. PERSONNEL FILE: A personnel file will be established for all County employees. The County tries to balance the need to obtain, use and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state or local law. This information will be kept confidential and in the Office of Administrative Services or the employing department.**

Reasonable access of an employee's personnel file for inspection by an employee or an authorized representative may be obtained upon written request by the employee. All requests for file inspection shall be governed by the Illinois Employee Access to Personnel Records Act, as amended, as well as the Illinois Freedom of Information Act, as amended.

The County shall provide the employee with the inspection opportunity within seven (7) working days after the employee makes the request, or if the County can reasonably show that such a deadline cannot be met, the County shall have an additional seven (7) work days to comply. Such access shall be limited to non-confidential personnel documents which are, have been, or are intended to be used in determining that employee's qualification for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.

After the review time provided, an employee may obtain a copy of the information or part of

the information contained in his personnel record. The County may charge a fee for providing a copy of such information.

- H. **EMPLOYMENT ACKNOWLEDGEMENT:** A letter will be issued to successful candidates for all regular full-time positions. Included in this letter will be such information as job title, salary, expected starting date and other details pertinent to a newly hired employee. A copy of this letter, signed by the employee's immediate supervisor and the employee, will be maintained in the employee's personnel file.
- I. **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 your name, address, telephone number, marital status, etc. at any time during your employment, notify your department head, the Treasurer's office, and the Office of Administrative Services 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 Office of Administrative Services. Having current and correct information is extremely important in cases of emergencies on the employee's part as well as the County's.
- J. **NEPOTISM POLICY:** The employment of a relative of any full-time Kendall County employee, in a full or part-time position, is prohibited if such employment shall cause the new employee to come under direct supervision of or provide direct supervision to the related full-time employee. For this purpose a relative is defined as: husband, wife, sister, sister-in-law, brother, brother-in-law, grandson, granddaughter, mother, father, aunt or uncle, mother-in-law or father-in-law, son, daughter, half children, stepchildren, daughter-in-law or son-in-law.

Full-time County employees will not be considered for promotion or transfer if such change shall cause the employee to come under, or to provide, direct supervision to a related County employee.

K. **PROBATION:**

1. **Purpose:** The probationary period shall be utilized for the most effective adjustment of a probationary full-time or part-time employee and for the release of any probationary employee whose performance does not meet the required standards of work. It is the final determination of whether the person should be given regular status. Successful completion of the probationary period will not alter the employee's at-will employment status.
2. **Period of Time:** All full-time and part-time employee appointments are made for a probationary period of six (6) months, during which time the employee's performance is subject to review as to his competency to carry out the assignments of the position for which he was employed.

Department heads may extend this probationary period to a maximum of an additional three (3) months if, in his opinion, it is necessary.
3. **Regular Appointment:** Appointment to full-time or part-time employee classification will be given to any probationary employee upon satisfactory completion of six (6) month probationary period in the position to which he was appointed.
4. **Release:** An employee serving his probationary period may be released at any time without the right of appeal or hearing.
5. **Promotion and Reassignment:** A full-time 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.

- L. **SUPERVISION:** The organization of the County shall be such that all employees have a clear understanding of their duties and/or to whom they are responsible or accountable.

Line of responsibility shall be direct. Supervisory responsibility descends from the top organization "through channels" to the employee who performs the units of work for which the respective department is organized. The employee who performs any unit of work reports to and is responsible to his immediate supervisor. No employee shall be required to be accountable to or direct the work of another employee of equal rank unless directed by the supervisor.

Section 2.3

SEPARATION PROCEDURES

- A. **SENIORITY/WORK FORCE REDUCTIONS:** Kendall County has historically offered its employees steady long-term employment. However, should general economic conditions or some phase of the County's operations change significantly, a reduction in work force may be necessary. This will only be done after careful analysis of the staffing required to provide essential services. Department heads, subject to approval by the County Board or other appropriate boards, will determine which job classification will be affected by lay-offs.

Every effort will be made to transfer employees to another department rather than lay them off. When this is impractical, the department head will consider seniority where skill, qualifications, ability and performance factors are substantially the same in determining who to lay off.

Seniority is the continuous length of time an individual has been a regular full-time employee of the County. A person whose continuous regular employment with the County has been broken by a period of more than ninety (90) calendar days where he was not employed by the County and where he was not on sick leave or other approved leave of absence shall not have his service with the County prior to his resumption of regular employment counted as part of his seniority.

A regular full-time employee who is laid off only as a result of the necessity to reduce the number of County employees (reduction in force) will be given preference in filling positions which subsequently open and for which the employee is qualified.

- B. **RESIGNATION:** A regular full-time or regular part-time employee resigning from a position should give sufficient notice of his intention to enable the County to make proper adjustments to procedure and staffing. Sufficient notice is two (2) weeks at a minimum. All regular full-time or regular part-time employee resignations shall be in writing and may contain the reasons for leaving. A resignation will be placed in the employee's personnel file. The department head or County Administrator is authorized to accept all resignations. Appropriate written notification should be initiated by the immediate supervisor and forwarded to the Treasurer's office and the Office of Administrative Services for resignations/terminations so all pertinent records and files can be updated.
- C. **EXIT INTERVIEW:** Any time an employee permanently terminates employment with the County an exit interview may be scheduled with either his department head and/or the County Administrator.

The employee is encouraged to provide input into matters directly associated with their

employment with the County, such as discussing job satisfaction, training both in-house and outside, employee's impression of supervision, compensation and employee benefits, and general suggestions for improvement of the delivery of services to residents.

- D. **RETURN OF COUNTY PROPERTY:** An employee leaving County employment, whether through resignation, lay-off or dismissal, shall return any property including keys, equipment and identification cards in his possession to the appropriate location. Failure to return all County property may result in prosecution.
- E. **REINSTATEMENT:** Employees who have resigned while in good standing may be rehired. The conditions of rehire will be as a new employee and there shall be no carry forward of accrued service time, unless the rehire date occurs within ninety (90) calendar days (Section 2.3A)

Employees who resign while awaiting disciplinary action or who are discharged shall not be eligible for re-employment.

F. **EMPLOYEE REFERENCES:**

All requests for reference information about a current or former County employee should be referred to the appropriate department head. It shall be the policy of the County that subjective or interpretive information about an employee's job performance will not be offered to those making reference inquiries. The County will only authorize the release of the following information:

- Job title
- General description of job responsibilities
- Length of employment (starting date, termination date)
- Final salary

Any other information provided by a department head will be considered a personal reference and the County will accept no responsibility for the information relayed.

Section 2.4 ILLINOIS CHILD LABOR LAW: 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 County of local superintendent(s) of schools. While school is in session, children 14 and 15 years of age may work up to three hours per day; 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 not work more than 8 hours a day; more than 6 days a week; more than 48 hours a week; between the hours of 7:00 PM and 7:00 AM (except between June 1 and Labor Day when working hours may be extended to 9:00 PM). A meal period of at least 30 minutes must be provided no later than the 5th hour of consecutive work. In addition, minors under the age of 18 will not be allowed to operate any mechanically powered equipment.

CHAPTER III ADMINISTRATIVE POLICIES

Section 3.1 RULES OF CONDUCT

Kendall County expects its employees to exercise mature judgment and common sense in their employment, to give conscientious attention to their duties, to maintain a high level of efficiency and to conduct themselves in a manner that reflects well upon themselves, as well as on the County.

- A. **DRESS AND APPEARANCE:** The personal appearance of employees conveys to the public a general impression of the organization. The attire of the employee on the job should be in good taste, neat, clean, and appropriate for the duties performed. Each department head is responsible for establishing a reasonable dress code appropriate to the job the employee performs. Safety equipment and attire will be required for certain jobs. If required, uniforms and tools for specialized jobs will be provided.
- B. **EMPLOYEE COOPERATION:** As a part of a team providing services for the benefit of the public, each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate shall be cause for disciplinary action.

The total staff of the County must function as a team, and each employee is required to make a positive contribution in the interest of reflective and efficient public service.

Section 3.2 HOURS OF WORK

- A. **WORK WEEK:** The standard work hours for County employees will be thirty-seven and one half (37 ½) hours per week. Most County offices are open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The actual hours that an employee will work will be determined by the department head or County Administrator in accordance with the office hours approved by the County Board or authorized by statute. An employee may have one (1) hour for lunch and two (2) rest periods (one in the morning and one in the afternoon) of fifteen (15) minutes each. All offices will be open during lunch and coffee breaks, unless designated otherwise by the County Administrator. Long term breaks in operations need to be approved by the appropriate departmental committee.
- B. **OVERTIME:** Each position authorized by the County Board shall be designated as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act.

Exempt positions are not eligible for overtime compensation either in the form of additional pay or time off.

Non-exempt positions are eligible for straight time overtime compensation for hours worked beyond the normal work week up to and including 40 hours per week. At the employee's option, non-exempt positions may accumulate additional time off for hours worked beyond the normal work week up to and including 40 hours per week. All hours worked beyond 40 in a work week shall be compensated at the discretion of the department head at either premium pay overtime rates (1.5 times the regular hourly rate) or with compensatory time at 1.5 times the regular hourly rate. For the purposes of this computation, non-exempt salaried employees will have their hourly salaries calculated. The employee shall be permitted to use such compensatory time within a reasonable period after making a request for usage provided such usage does not unduly disrupt the operations of the department. The employee may

not accrue more than five (5) days of compensatory time within each County fiscal year. All additional time beyond five (5) days shall be at the premium pay rate. All compensatory time must be taken within the year that it is earned.

Working in excess of the normal work hours within a work week requires prior approval by the employee's supervisor. The supervisor and the employee must agree, prior to working beyond the normal work hours, how time is to be compensated (i.e. compensatory time or cash payment). All department heads are required to submit a report at the end of the fiscal year with a notation on their budget of the amount of overtime and compensatory time given to each employee.

- C. **ATTENDANCE:** It is the responsibility of the department head/elected official or designee to prepare and maintain attendance records.

When a reporting employee is absent from a normally scheduled work day or absent from accepted overtime assignment, that employee is required to report that absence. When an employee knows he or she will be absent, that absence should be reported as far in advance as practical. All absences must be reported to the employee's supervisor or department head. A physician's statement may be required for absences in excess of three consecutive work days. Excessive absenteeism may result in disciplinary action up to and including termination.

- D. **EMERGENCY CLOSURES:** County facilities shall be open at all times during regular business hours. If an employee is unable to come in to work, the employee will make up the lost time. The buildings will be open in all instances except for a disaster. The County Board Chairman or his designee will determine to close buildings whenever necessary.

- E. **SUGGESTIONS:** Employees are urged to make any suggestions they feel will be of benefit to the County and which would save time, reduce waste, promote safety and increase efficiency. Suggestions should be made to department heads, supervisors, the Employee Relations/Safety Committee, or the Office of Administrative Services.

Section 3.3 SAFETY

Kendall County policy is to provide safe and pleasant working conditions for all employees. Department heads are required to follow insurance company recommendations for safety and utilize good judgment regarding health and safety for all employees. Should an employee incur a job-related injury or illness, the County provides insurance coverage for medical care and lost time from work. Upon occurrence of an accident or emergency, the employee's immediate supervisor should be notified immediately. Delay in filing official notice may result in loss or delay in receiving benefits.

The County of Kendall develops, implements, and administers an all-encompassing safety program. The County maintains that its residents and employees are its most important asset. Therefore, their safety is the County's greatest responsibility. In all of the County's assignments, the health and safety of all should be the utmost consideration.

Department heads and supervisory personnel at all levels of the County work force are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations.

This program is part of management procedures designed to efficiently utilize County capital and personnel.

Every department head or director is responsible for developing positive safety attitudes

among all the personnel under his or her supervision, and emulating a safety program in conjunction with the County program that will reduce conditions that can cause unnecessary injuries and accidents. It will also be the department head's or director's responsibility to advise the Board Chairman of any federal, state and local standards with which compliance is felt to be lacking. Within the operational activities of any endeavor, there may be exposure to personal injury or property damage. A review of operations should include consideration of hazards which could be present. The possibility of unsafe job procedures and/or improper equipment can also contribute to the occurrence of an accident. Accidents are unplanned events which through proper planning can be minimized. Continual emphasis on safe working has been shown to significantly reduce injuries, property damage and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the County Safety Program. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered as an important measure of supervisory and employee performance evaluation.

Kendall County Government facilities are currently subject to the 2000 International Fire Code which prohibits open flames in any area where combustible material is utilized or stored. Open flames can cause unpredicted fire and water damage. The County Board of Kendall County has resolved candles and other open burning are expressly prohibited in all buildings owned, leased or maintained by Kendall County Government. (Resolution No. 03-10 dated 8/19/03)

Section 3.4 REPORTS OF INJURY

- A. SAFE WORK HABITS:** Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their employment, to prevent injuries to themselves, their fellow employees and to conserve County property and equipment.
- B. REPORTING:** Employees who are injured or become ill while performing their duties for the County shall make an immediate report of the injury to their immediate supervisor. The failure of an employee to report an on-the-job injury or illness shall be deemed to be grounds for disciplinary action up to and including discharge. Every injury, including those not requiring medical attention, shall be reported in writing to the Office of Administrative Services by the injured employee's supervisor within twenty-four (24) hours of the injury. Department heads shall be responsible for notifying the Office of Administrative Services of all injuries reported by employees under their jurisdiction and shall insure that proper written reports are prepared and forwarded to the Office of Administrative Services for insurance purposes in a timely manner.
- C. IMMEDIATE MEDICAL CARE:** If an employee is injured to such an extent that the employee requires immediate medical care, the employee shall go immediately to a physician after notifying his/her supervisor.
- D. RETURN TO WORK:** After medical attention, if the employee is released for regular or light duty, if available, the employee shall obtain from the attending physician a certification that the employee can return to work. Employees shall be required to release all medical information relative to the injury to the County's authorized agents. In addition, the employee shall be responsible for securing the necessary documentation to justify worker's compensation payments. In the case of an employee who has been released for light duty, said employee may be placed on light duty, if available.

Section 3.5 OTHER ADMINISTRATIVE POLICIES

A. CONFERENCES AND PROFESSIONAL ORGANIZATIONS: In order for staff employees to keep abreast of new concepts and new methods of doing business, employees are encouraged to affiliate with professional organizations. County sponsored memberships and attendance at conferences and workshops must have prior approval by the Budget and Finance Committee during budget deliberations.

- Employees are not prevented from obtaining travel tickets and monies in advance for approved trips.
- Reimbursement of lodging expenses shall be for a normally single room rate. Reimbursement of travel expenses shall be for the means of travel that is the least expensive and/or the most practical.

When attending a training seminar/conference which requires the use of the employee's personal vehicle, the employee shall be reimbursed at the mileage rate in accordance with the Internal Revenue Service's established rate.

The County does not discourage the attendance of spouses; however, cost for their attendance, lodging and other related expenses will not be incurred by the County.

B. BULLETIN BOARDS: Bulletins and bulletin boards are the County's "official" way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin boards. Please form the habit of reading the bulletin boards regularly so that you will be familiar with the information posted on it. The County Board shall have the option of directing the removal of inappropriate material from all bulletin boards.

C. POLITICAL ACTIVITIES AND CONTRIBUTIONS: Kendall County employees have a constitutional right to engage in political activity through voluntary political contributions or voluntary political work. Nothing should be done to abridge the constitutional right of an employee to participate in the political process. An individual's employment with the County will not require him to participate in any political activity.

While in a duty status during regular working hours, Kendall County employees shall not participate in political activities.

No employee shall use or threaten to use the influence of his position of employment to coerce or to inhibit.

D. FLOWERS, DONATION AND GIFTS: any flowers, plants, donations or other gifts given voluntarily by a department's employees as an expression of sympathy or illness or in celebration of a marriage, birthday, retirement or other occasion shall be made by employee donation.

An expression of sympathy or long-term illness will be sent to any full-time employee or his/her immediate family member (father, mother, child or spouse) by the Office of Administrative Services on behalf of the County Board members and the County's employees.

E. GIFTS AND GRATUITIES: The County has a policy in place modeled after the State of Illinois Act which states that employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or other thing of monetary value, except those of nominal value from any person, corporation or other organization, as outlined in the State Ban Gift Act.

F. AUTO INSURANCE: Employees required to use their own vehicle on County business must have auto insurance with at least the following coverage:

- \$20,000 for injury or death of one person in an accident;
- \$40,000 for injury or death of more than one person in an accident;
- \$15,000 for damage to property of another person

The defense and indemnity by the County will be, in all cases, secondary to the policy coverage mentioned above. It is the responsibility of each employee to maintain coverage as specified and by driving a vehicle while on the job, it is assumed that coverage is in force.

G. USE OF COUNTY EQUIPMENT AND VEHICLES: Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

The employee should not use or allow the use of County property for any activity other than official, approved duties.

Notify the supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting could prevent the deterioration of equipment and possible injury to employees or others. Failure to report damage caused by accidents with County equipment and vehicles shall be considered grounds for disciplinary action up to and including discharge. The supervisor can answer any questions about an employee's responsibility for maintenance and care of the equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

H. USE OF COUNTY OFFICE EQUIPMENT: Office equipment such as computers, printers and copiers must also be used with care by County employees. If any office machinery becomes inoperable or requires service, employees are to notify their supervisor and arrange for the necessary repair.

I. NO SOLICITATION: Solicitation will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working. Distribution or circulation of printed material by employees will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working nor will distribution be permitted at any time, including working and non-working time, in working areas. "Working time" refers to that portion of any work day during which an employee is supposed to be performing any actual job duties; it does not include other duty free periods of time. Solicitation and distribution by non-employees on County property is strictly prohibited. The sole exception to the rule's restrictions is the allowance of an annual campaign for the United Way.

Section 3.6 WORKPLACE VIOLENCE

The County's policy is to strive to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons; carrying unauthorized weapons of any kind while on duty, in County vehicles or on County property; or any other act, which, in your supervisor's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

If an employee feels he has been subjected to any of the behaviors listed above or has witnessed such behavior, he is requested to immediately report the incident to his immediate supervisor, department head or to the County Administrator. Complaints will be investigated. Based upon the results, disciplinary action up to and including termination will be taken against the offender, if appropriate.

The employee is also empowered to contact the proper law enforcement authorities without first informing the employee's supervisor if he reasonably believes a threat to his safety or that of others exists.

Section 3.7 IDENTITY-PROTECTION POLICY

Kendall County, Illinois ("Kendall County") adopts this Identity-Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) agencies collect, maintain, and use.

SSN PROTECTIONS PURSUANT TO STATE LAW

Whenever an individual is asked to provide the Kendall County with a SSN, Kendall County shall provide that individual with a statement of the purpose or purposes for which Kendall County is collecting and using the Social Security number. Kendall County shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

KENDALL COUNTY SHALL NOT:

- A. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
- C. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
- D. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, Kendall County shall not:

- A. Collect, use, or disclose a SSN from an individual, unless:
 - 1. Required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the County Clerk and Recorder's duties and responsibilities;

2. The need and purpose for the SSN is documented before collection of the SSN; and
3. The SSN collected is relevant to the documented need and purpose.

B. Require an individual to use his or her SSN to access an Internet website.

C. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact SSNs

Kendall County shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. Kendall County shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, Kendall County shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs. Training shall include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information.

¹ These prohibitions do not apply in the following circumstances:

- (1) The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
- (2) The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- (5) The disclosure of SSNs to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act, 5 ILCS 179/1, *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by Kendall County to provide your SSN or because you

requested a copy of this statement.

WHY DO WE COLLECT YOUR SSN?

You are being asked for your SSN for one or more of the following reasons:

- The SSN is included in mortgage documents;
- The SSN is included in a lien filed against a piece of property;
- The SSN is included in other property records filed with the County;
- Vital records;
- Criminal background checks and internal verification;
- Billing purposes;
- Compliant mediation or investigation;
- Vendor services, such as executing contracts and/or billing;
- Internal verification;
- Administrative services; and/or

WHAT DO WE DO WITH YOUR SSN?

- We will only use your SSN for the purpose for which it was collected.
- We will not:
 - o Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - o Publicly post or publicly display your SSN;
 - o Print your SSN on any card required for you to access our services;
 - o Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - o Print your SSN on any materials that are mailed to you, unless state or federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions Or Complaints About This Statement Of Purpose?

Please submit your questions or complaints in writing to: Kendall County, Illinois, Attention: Scott Koepfel, County Administrator, 111 West Fox Street, Yorkville, Illinois 60560.



KENDALL COUNTY FOREST PRESERVE DISTRICT EMERGENCY PREPAREDNESS AND RESPONSES POLICY MANUAL

General Policy Statements

The Kendall County Forest Preserve District prioritizes the safety of our staff, volunteers, visiting public, preserve users and program participants. This emergency preparedness and responses policy manual serves as the guide for the District's responses to address various emergency situations that threaten the health and safety of the general public visiting forest preserve areas.

Local public entities are not liable for injuries caused by hazardous conditions that may be present within forest preserve areas. Visitors to forest preserve areas do so "at their own risk" (see Tort Immunity 745 ILCS Excepts Below). While the District works to address identified hazards and public safety threats within preserve areas, the District cannot guarantee public safety due to the nature of the types of hazards that do exist within natural areas including open water, hanging limbs and trees, uneven terrain, and other hazards that may pose a more significant risk in volatile weather conditions.

General Use Ordinance #02-01

The District's General Use Ordinance extends authority to the District's Executive Director to close forest preserve areas to insure public safety and the protection of natural resources from unreasonable harm.

Section II – Hours of Use:

- a. *Forest Preserves shall be open to the public from 8:00 a.m. to sunset, local time, seven days a week, unless different hours are Posted by the President.*
- b. *No person shall remain in the Forest Preserves when the Forest Preserves are not open to the public, without Written Permission of the Director.*
- c. *Preserves or Areas within Preserves may be closed to the general public by the District for reasons including, but not limited to, public safety and protection of natural resources.*

Section V – Permits and Designated Areas – Authority:

To carry out the terms of this Ordinance, the Director or his designee is hereby given authority to issue Permits, Post notices or take other action as called for herein, subject to the guidelines set forth.

- a. *The Director shall have the authority to close Preserves, or parts thereof, in the interest of public health, safety or general welfare or in order to protect the natural resources from unreasonable harm; to promulgate and issue Permits where required by this Ordinance; and to collect such fees as established by the District*

CIVIL IMMUNITIES - 745 ILCS 10/ Local Governmental and Governmental Employees Tort Immunity Act

The Kendall County Forest Preserve District responds to reports of hazardous situations within forest preserve areas by inspecting, assessing, and coordinating actions to mitigate identified hazards in a timely manner. Where a threat exists that cannot be mitigated in a timely manner, the District will

post warning signage and/or barriers to communicate the presence of a known hazard and closure of a preserve or preserve area until such time as the hazardous condition is resolved or mitigated.

The Kendall County Forest Preserve District cannot warrant or otherwise guarantee that forest preserve areas are free from risks of injury or death. Use of preserve areas is considered "at their own risk" for all preserve visitors in accordance with the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/).

(745 ILCS 10/2-105) (from Ch. 85, par. 2-105)

Sec. 2-105. A local public entity is not liable for injury caused by its failure to make an inspection, or by reason of making an inadequate or negligent inspection, of any property, other than its own, to determine whether the property complies with or violates any enactment or contains or constitutes a hazard to health or safety. (Source: Laws 1965, p. 2983.)

(745 ILCS 10/3-107) (from Ch. 85, par. 3-107)

Sec. 3-107. Neither a local public entity nor a public employee is liable for an injury caused by a condition of:

(a) Any road which provides access to fishing, hunting, or primitive camping, recreational, or scenic areas and which is not a:

- (1) city, town or village street*
- (2) county, state or federal highway or*
- (3) a township or other road district highway.*

(b) Any hiking, riding, fishing or hunting trail. (Source: Laws 1965, p. 2983.)

CIVIL IMMUNITIES

(745 CS 47/) Equine Activity Liability Act

The Kendall County Forest Preserve District operates the Ellis House and Equestrian Center and the Koch Arena at Harris Forest Preserve in compliance with the provisions of the Equine Activity Liability Act, and does not warrant or guarantee the safety of public program participants in recognition that equine activities are hazardous regardless of all feasible safety measures that can be taken.

(745 ILCS 47/15)

Sec. 15. Participant's responsibility. It is recognized that equine activities are hazardous to participants, regardless of all feasible safety measures that can be taken.

Each participant who engages in an equine activity expressly assumes the risk of and legal responsibility for injury, loss, or damage to the participant or the participant's property that results from participating in an equine activity, except in specific situations as set forth in Section 20, when the equine activity sponsor or equine professional may be held responsible. Each participant shall have sole individual responsibility for knowing the range of his or her own ability to manage, care for, and control a particular horse or perform a particular equine activity, and it shall be the duty of each participant to act within the limits of the participant's own ability, to maintain reasonable control of the particular horse or horses at all times while participating in an equine activity, to heed all posted warnings, to perform equine activities only in an area or in facilities designated by the horseman, and to refrain from acting in a manner that may cause or contribute to the injury of anyone.

Section I: Responding to an Injury and/or Medical Emergency

Check, call, care

KenCom emergency/non-emergency numbers

CIVIL IMMUNITIES

(745 ILCS 49/) Good Samaritan Act.

Administering CPR and EpiNephrine

Section II: Severe Weather Responses and Policies

All District Divisions routinely monitor for adverse weather conditions that may impact staff, volunteers, public safety of preserve users, and program participants under the direct supervision of District staff.

The following measures will be taken to respond to threats and warnings of severe weather conditions:

1. Education Division – Policies and Responses

a. Thunderstorm Watches and Warnings

In the event of a thunderstorm watch or warning, the following steps will be taken:

I. School Programs

School programs will either be cancelled, or relocated to indoor settings in consultation with the visiting school group.

II. Summer Camps

Summer Camps will either be cancelled, or relocated to indoor settings until severe weather clears the area (30 minutes following direct observation of the last audible thunder).

III. Natural Beginnings

Natural Beginnings will either be cancelled, or relocated to indoor settings until severe weather clears the area (30 minutes following direct observation of the last audible thunder).

IV. Equestrian and Other Public Programs

Other Public Programs and Events will either be cancelled, or relocated to indoor settings until severe weather clears the area (30 minutes following direct observation of the last audible thunder).

b. Tornado Watches and Warnings

I. School Programs

In the event a tornado watch is issued, and the program has not been cancelled, and the participants are already in session, all participants will either depart from the preserve using their own transportation means, or will seek indoor shelter.

In the event of a tornado warning, all participants will seek indoor shelter immediately.

II. Summer Camps

In the event a tornado watch is issued, and the program has not been cancelled, and the participants are already in session, parents will be contacted to request immediate pickup and will seek indoor shelter to await pickup.

In the event of a tornado warning, all participants will seek indoor shelter immediately.

III. Natural Beginnings

In the event a tornado watch is issued, and the program has not been cancelled, and the students are already in session, parents will be contacted to request immediate pickup and will seek indoor shelter to await pickup.

In the event of a tornado warning, all participants will seek indoor shelter immediately.

IV. Equestrian and Other Public Programs

In the event a tornado watch is issued, and the program has not been cancelled, and the participants are already in session, parents will be contacted to request immediate pickup and will seek indoor shelter to await pickup. For adult programs, the program-in-progress will be cancelled, and participants encouraged to leave the preserve.

In the event of a tornado warning, all participants will seek indoor shelter immediately.

c. Other High Wind Conditions

I. School Programs

In the event of high-wind conditions, programs activities will be modified to take place in open spaces away from potential tree hazards or indoors. Main trails that are regularly maintained may be utilized during periods of sustained wind speeds or gusts up to 40 mph.

II. Summer Camps

In the event of high-wind conditions, programs activities will be modified to take place in open spaces away from potential tree hazards or indoors. Main trails that are regularly maintained may be utilized during periods of sustained wind speeds or gusts up to 40 mph.

III. Natural Beginnings

In the event of high-wind conditions, programs activities will be modified to take place in open spaces away from potential tree hazards or indoors. Main trails that are regularly maintained may be utilized during periods of sustained wind speeds or gusts up to 40 mph.

IV. Equestrian and Other Public Programs

In the event of high-wind conditions, programs activities will be modified to take place in open spaces away from potential tree hazards or indoors. Main trails that are regularly maintained may be utilized during periods of sustained wind speeds or gusts up to 40 mph.

d. Flooding

I. School Programs

In the event of high-water conditions and severe flood events, programs will be cancelled, or relocated to other non-flooded preserve areas. Program instructors and guides will take preventative measures, as needed, to avoid areas where currents pose a significant hazard.

II. Summer Camps

In the event of high-water conditions and severe flood events, programs will be cancelled, or relocated to other non-flooded preserve areas. Program instructors and guides will take preventative measures, as needed, to avoid areas where currents pose a significant hazard.

III. Natural Beginnings

In the event of high-water conditions and severe flood events, programs will be cancelled, or relocated to other non-flooded preserve areas. Program instructors and guides will take preventative measures, as needed, to avoid areas where currents pose a significant hazard.

IV. Other Public Programs

In the event of high-water conditions and severe flood events, programs will be cancelled, or relocated to other non-flooded preserve areas. Program instructors and guides will take preventative measures, as needed, to avoid areas where currents pose a significant hazard.

e. Snow and/or Ice Storms – Extreme Cold

I. School Programs

Programs will be cancelled as needed in consultation with participating schools. Programming areas will be relocated indoors, or to open areas when ice-coated trees present a significant hazard from falling limbs.

II. Winter Camps

Programs will be cancelled as needed. Programming areas will be relocated indoors, or to open areas when ice-coated trees present a significant hazard from falling limbs.

III. Natural Beginnings

Programs will be cancelled as needed. Programming areas will be relocated indoors, or to open areas when ice-coated trees present a significant hazard from falling limbs.

IV. Other Public Programs

Programs will be cancelled as needed. Programming areas will be relocated indoors, or to open areas when ice-coated trees present a significant hazard from falling limbs.

2. Grounds Maintenance Division – Policies and Responses

a. Thunderstorm Watches and Warnings

District staff and volunteers will regularly and routinely monitor for thunderstorm activity, and seek indoor shelter in anticipation of storm fronts that carry severe winds, lightning, and severe downpour events. Outdoor grounds maintenance will not be performed when thunderstorm warnings are in effect. Outdoor maintenance activities can resume 30 minutes following direct observation of the last audible thunder.

b. Tornado and Derecho Watches and Warnings

District staff and volunteers will regularly and routinely monitor for tornado watches and warnings, and seek indoor shelter in anticipation of severe winds, lightning, and severe downpour events. Outdoor grounds maintenance will not be performed within densely wooded areas when tornado or derecho watches are in effect. District staff and volunteers will seek indoor shelter when tornado warnings are in effect.

c. Other High Wind Conditions

District staff and volunteers will not perform ground maintenance or natural resources activities within densely forested areas during periods of sustained wind speeds or gusts exceeding 40 mph.

Main trails and roadways that are regularly maintained may be utilized during periods of sustained wind speeds or gusts up to 40 mph.

District grounds maintenance staff will inspect main trails for fallen debris and tree hazards within a timely manner following severe weather events carrying reported sustained wind speeds or gusts exceeding 50-60 mph.

d. Flooding

Preserve trails experiencing flooding events with high-current condition will be closed off from use by the General Public. The Shuh-Shuh-Gah Canoe Launch Area will remain closed to the General Public during River and preserve flooding events.

e. Snow and/or Ice Storms – Extreme Cold

Preserves will remain open when severe snow and ice storms are presenting during the regular closing time to protect worker safety, provide access for plowing preserves, and provide areas for first responders to pull out main streets to address emergency situations.

District staff and volunteers will take care to limit outdoor maintenance activities during periods of extreme cold due to temperatures or wind chill, and wear appropriate PPE at all times to limit exposure.

Guidelines for Opening and Closing Preserves and Notifications In Severe Weather Situations

Severe weather storm fronts with severe sustained and damaging winds and gusts over 55 MPH present a significant risk to the public and can cause widespread damage to forested areas and facilities. All preserves will close following a significant wind storm event, derecho, or reported tornado and reopen only after inspections are completed of all trails, with trail corridors cleared of overhanging limbs.

Preserves will remain open when severe snow and ice storms are presenting during the regular closing time to protect worker safety, provide access for plowing preserves, and provide areas for first responders to pull out main streets to address emergency situations.

Guidelines for Reopening Preserves after Performing Preserve Inspections and Notifications following Severe Weather Events

Severe weather storm fronts with severe sustained and damaging winds and gusts over 55 MPH present a significant risk to the public and can cause widespread damage to forested areas and facilities. All preserves will close following a significant wind storm, derecho, or reported tornado and reopen only after inspections are completed of all trails, with trail corridors cleared of overhanging limbs. Grounds Maintenance and Natural Resources staff will map out tree hazard locations, provide a report to administration, and request permission to reopen following inspection if all trail corridors are cleared, and trail corridors containing hazards closed to the public (posted trail hazard signs and caution tape across all trail heads).

Atypically, severe ice storms events can cause widespread damage to forested areas. Preserves will be inspected for hazards following ice storms where tree branch accumulation exceeds one-half inch.

Low-lying preserve areas will be checked following intense rainfall events, with preserves, preserve areas, or low-lying trail corridors closed due to flooding events.

Section III: Responses to General Use Ordinance Violations

Belligerent or Disruptive Public Behavior

Public Intoxication

Encroachment

Other Rules

Section IV: Armed and Active Shooter Preparedness and Responses

Section V: Medical Emergencies

Section VI: Prescribed Burns and Uncontrolled Wildfires

Section VII: Other Emergencies

Leaking or Ruptured Natural Gas Line

Earthquakes

1912: Kendall County, with a magnitude of 4.7

Toxic Chemical Releases

Herbicide/Pesticide Exposure

Accidental or Intentional Releases or Spills

Pipelines and Responses

Encountering Deceased Individuals

Section VIII: Accident Prevention

PPE & Training

Excavation Projects and Utility Locating