

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

**WEDNESDAY, OCTOBER 6, 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 and Cost Center Reports through October 1, 2021
- VI. Review of Special Use Permits
- VII. Draft Employee Handbook Policies Review
  - Chapter VII Review
- VIII. Assistant Director and Environmental Education Manager Position and Department Restructure Plan
  - Review of Amended Position Descriptions: Staffing and Salary Recommendations
    - Grounds and Natural Resources Division Supervisor
    - Environmental Education and Special Projects Manager
    - Reservations Manager and Accounting Coordinator
    - Environmental Education Coordinator
    - Environmental Education Early Learning Program Specialist
  - Review of Amended Organizational Chart
- IX. Other Items of Business
  - a. Fees and Charges (Natural Beginnings and Fall Public Program Offerings)
  - b. Sunrise Center North - Proposed Lesson Horse Donation
  - c. FY21 Preliminary Budget Review Updates
  - d. 21-22 Residence Lease Agreements (Ellis Caretaker and Grounds Supervisor and Resident)
- X. Public Comments
- XI. Executive Session
- XII. Adjournment

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.





FOR 2021 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1900 Forest Preserve							
19001160 62270 Utilities	6,100	6,120	6,333.08	803.18	.00	-213.08	103.5%*
19001160 63050 Employer Contr. SSI	1,756	1,756	1,422.23	139.25	.00	333.77	81.0%
19001160 68580 Grounds and Mainten	3,800	3,800	3,801.76	660.94	.00	-1.76	100.0%*
TOTAL Ellis House	23,077	23,597	20,820.65	2,559.68	.00	2,776.35	88.2%
19001161 Ellis Barn							
19001161 51160 Salaries - Part Tim	1,100	1,100	1,299.52	159.50	.00	-199.52	118.1%*
19001161 51390 Salaries - Full Tim	10,071	10,071	7,365.96	776.26	.00	2,705.04	73.1%
19001161 62270 Utilities	6,100	6,120	4,685.99	167.85	.00	1,434.01	76.6%
19001161 63050 Employer Contr. SSI	1,756	1,756	1,451.51	141.06	.00	304.49	82.7%
19001161 68580 Grounds and Mainten	2,000	2,700	2,946.63	219.86	.00	-246.63	109.1%*
TOTAL Ellis Barn	21,027	21,747	17,749.61	1,464.53	.00	3,997.39	81.6%
19001162 Ellis Grounds							
19001162 42250 Revenue	-22,087	-22,087	-24,203.89	.00	.00	2,116.89	109.6%
19001162 51160 Salaries - Part Tim	2,200	2,200	1,423.00	.00	.00	777.00	64.7%
19001162 51390 Salaries - Full Tim	20,142	20,142	14,731.72	1,552.50	.00	5,410.28	73.1%
19001162 63050 Employer Contr. SSI	3,512	3,512	2,744.63	257.72	.00	767.37	78.2%
19001162 68580 Grounds and Mainten	4,000	4,700	4,532.34	49.91	.00	167.66	96.4%
TOTAL Ellis Grounds	7,767	8,467	-772.20	1,860.13	.00	9,239.20	-9.1%
19001163 Ellis Camps							
19001163 42250 Revenue	-2,605	-6,250	-8,033.32	.00	.00	1,783.32	128.5%
19001163 51160 Salaries - Part Tim	1,650	3,110	2,653.33	191.10	.00	456.67	85.3%
19001163 63030 Program Supplies	100	450	206.88	.00	.00	243.12	46.0%
19001163 63040 Security Deposit Re	0	500	.00	.00	.00	500.00	.0%
19001163 63050 Employer Contr. SSI	219	517	227.36	27.29	.00	289.64	44.0%
TOTAL Ellis Camps	-636	-1,673	-4,945.75	218.39	.00	3,272.75	295.6%
19001164 Ellis Riding Lessons							
19001164 42250 Revenue	-56,817	-57,817	-64,029.00	-6,799.00	.00	6,212.00	110.7%

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001164 42860 Donations	-200	-200	.00	.00	.00	-200.00	.0%*
19001164 51160 Salaries - Part Tim	37,638	37,638	38,466.06	3,740.66	.00	-828.06	102.2%*
19001164 63000 Animal Care & Suppl	8,100	9,200	6,818.50	965.04	.00	2,381.50	74.1%
19001164 63010 Horse Acquisition &	0	2,500	1,500.00	.00	.00	1,000.00	60.0%
19001164 63020 Vet & Farrier	8,500	9,000	3,895.00	335.00	.00	5,105.00	43.3%
19001164 63040 Security Deposit Re	0	1,000	105.00	.00	.00	895.00	10.5%
19001164 63050 Employer Contr. SSI	4,936	4,936	3,533.26	322.18	.00	1,402.74	71.6%
TOTAL Ellis Riding Lessons	2,157	6,257	-9,711.18	-1,436.12	.00	15,968.18	-155.2%

19001165 Ellis Birthday Parties

19001165 42250 Revenue	-4,226	-4,226	-4,797.00	-834.00	.00	571.00	113.5%
19001165 51160 Salaries - Part Tim	4,676	6,000	5,964.80	198.00	.00	35.20	99.4%
19001165 63030 Program Supplies	200	300	166.30	.00	.00	133.70	55.4%
19001165 63050 Employer Contr. SSI	622	622	735.14	15.15	.00	-113.14	118.2%*
TOTAL Ellis Birthday Parties	1,272	2,696	2,069.24	-620.85	.00	626.76	76.8%

19001166 Ellis Public Programs

19001166 42250 Revenue	-1,742	-1,742	-2,836.00	-300.00	.00	1,094.00	162.8%
19001166 51160 Salaries - Part Tim	2,015	2,015	1,292.00	531.00	.00	723.00	64.1%
19001166 63020 Vet & Farrier	500	500	.00	.00	.00	500.00	.0%
19001166 63050 Employer Contr. SSI	304	304	167.31	70.83	.00	136.69	55.0%
19001166 68570 Volunteer Expense	0	150	.00	.00	.00	150.00	.0%
TOTAL Ellis Public Programs	1,077	1,227	-1,376.69	301.83	.00	2,603.69	-112.2%

19001167 Ellis Sunrise Center

19001167 42250 Revenue	-21,385	-23,360	-20,890.00	-1,950.00	.00	-2,470.00	89.4%*
19001167 51160 Salaries - Part Tim	17,000	17,500	11,037.85	951.64	.00	6,462.15	63.1%
19001167 63000 Animal Care & Suppl	1,200	1,200	925.75	.00	.00	274.25	77.1%
19001167 63050 Employer Contr. SSI	2,260	2,260	1,170.12	106.31	.00	1,089.88	51.8%
TOTAL Ellis Sunrise Center	-925	-2,400	-7,756.28	-892.05	.00	5,356.28	323.2%

19001168 Ellis Weddings

19001168 42250 Revenue	-7,625	-12,190	-13,475.00	-1,125.00	.00	1,285.00	110.5%
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Kendall County  
YEAR-TO-DATE BUDGET REPORT

10/06/2021 12:36  
Lcaldwell

FOR 2021 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1900 Forest Preserve							
19001168 43450 Security Deposit Re	-7,300	-7,300	-11,575.00	.00	.00	4,275.00	158.6%
19001168 51160 Salaries - Part Tim	1,452	1,452	1,848.35	670.40	.00	-396.35	127.3%*
19001168 63040 Security Deposit Re	4,200	7,400	4,075.00	2,000.00	.00	3,325.00	55.1%
19001168 63050 Employer Contr. SSI	111	111	209.52	80.86	.00	-98.52	188.8%*
19001168 63070 Refuse Pickup	1,600	1,700	1,312.48	99.58	.00	387.52	77.2%
TOTAL Ellis Weddings	-7,562	-8,827	-17,604.65	1,725.84	.00	8,777.65	199.4%
19001169 Ellis Other Rentals							
19001169 42250 Revenue	-2,100	-2,100	-2,895.00	-300.00	.00	795.00	137.9%
19001169 43450 Security Deposit Re	-2,300	-2,300	-1,925.00	.00	.00	-375.00	83.7%*
19001169 51160 Salaries - Part Tim	1,452	1,452	.00	.00	.00	1,452.00	.0%
19001169 63040 Security Deposit Re	300	300	1,000.00	.00	.00	-700.00	333.3%*
19001169 63050 Employer Contr. SSI	111	111	.00	.00	.00	111.00	.0%
TOTAL Ellis Other Rentals	-2,537	-2,537	-3,820.00	-300.00	.00	1,283.00	150.6%
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	-5,000.00	.00	.00	-52.00	99.0%*
19001171 51160 Salaries - Part Tim	23,697	15,584	12,093.33	1,320.45	.00	3,490.67	77.6%
19001171 51390 Salaries - Full Tim	43,949	43,949	34,249.57	3,380.70	.00	9,699.43	77.9%
19001171 62270 Utilities	4,555	4,600	1,955.00	-1,090.00	.00	2,645.00	42.5%
19001171 63040 Security Deposit Re	2,000	6,617	6,203.60	1,361.35	.00	413.40	93.8%
19001171 63050 Employer Contr. SSI	11,075	9,728	6,814.36	662.20	.00	2,913.64	70.0%
19001171 63060 ER Contr Health/Den	9,617	10,721	9,194.90	762.75	.00	1,526.10	85.8%
19001171 63090 Natural Gas	5,700	5,750	5,046.57	366.21	.00	703.43	87.8%
19001171 63100 Electric	13,950	13,950	11,888.53	1,011.27	.00	2,061.47	85.2%
19001171 63110 Shop Supplies	3,000	3,000	1,947.24	7.87	.00	1,052.76	64.9%
19001171 63120 Building Maintenan	4,000	5,000	7,379.40	2,064.65	.00	-2,379.40	147.6%*
19001171 66500 Miscellaneous Expen	1,000	1,000	145.00	145.00	.00	-855.00	14.5%



Kendall County  
YEAR-TO-DATE BUDGET REPORT

10/06/2021 12:36  
LCaldwell

FOR 2021 10

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001171 68580 Grounds and Mainten	4,000	4,000	2,994.49	286.95	.00	1,005.51	74.9%
TOTAL Hoover	121,491	118,847	94,911.99	10,279.40	.00	23,935.01	79.9%
19001172 Hoover Bunkhouse							
19001172 42250 Revenue	-11,370	-11,370	-8,197.00	-1,798.00	.00	-3,173.00	72.1%*
19001172 43450 Security Deposit Re	-2,000	-2,000	-1,000.00	-200.00	.00	-1,000.00	50.0%*
19001172 51160 Salaries - Part Tim	11,848	7,792	6,050.19	660.28	.00	1,741.81	77.6%
19001172 51390 Salaries - Full Tim	21,975	21,975	17,238.08	1,690.36	.00	4,736.92	78.4%
19001172 63050 Employer Contr. SSI	5,537	4,864	3,407.50	331.11	.00	1,456.50	70.1%
19001172 63060 ER Contr Health/Den	4,808	5,360	4,597.41	381.37	.00	762.159	85.8%
TOTAL Hoover Bunkhouse	30,798	26,621	22,096.18	1,065.12	.00	4,524.82	83.0%
19001173 Hoover Campsite							
19001173 42250 Revenue	-1,655	-1,655	-3,810.00	-650.00	.00	2,155.00	230.2%
19001173 51160 Salaries - Part Tim	5,924	3,896	3,025.69	330.09	.00	870.31	77.7%
19001173 51390 Salaries - Full Tim	10,987	10,987	8,618.85	845.16	.00	2,368.15	78.4%
19001173 63050 Employer Contr. SSI	2,769	2,432	1,703.71	165.54	.00	728.29	70.1%
19001173 63060 ER Contr Health/Den	2,405	2,680	2,298.74	190.69	.00	381.26	85.8%
TOTAL Hoover Campsite	20,430	18,340	11,836.99	881.48	.00	6,503.01	64.5%
19001174 Hoover Meadowhawk Lodge							
19001174 42250 Revenue	-10,337	-10,337	-16,111.50	-4,546.50	.00	5,774.50	155.9%
19001174 43450 Security Deposit Re	-4,617	-4,617	-4,601.35	-323.85	.00	-15.65	99.7%*
19001174 51160 Salaries - Part Tim	5,924	3,896	3,022.06	330.09	.00	873.94	77.6%
19001174 51390 Salaries - Full Tim	10,987	10,987	8,618.85	845.16	.00	2,368.15	78.4%
19001174 63050 Employer Contr. SSI	2,769	2,432	1,703.43	165.54	.00	728.57	70.0%
19001174 63060 ER Contr Health/Den	2,405	2,680	2,298.74	190.69	.00	381.26	85.8%
TOTAL Hoover Meadowhawk Lodge	7,131	5,041	-5,069.77	-3,338.87	.00	10,110.77	-100.6%
19001175 Environmental Education							
19001175 42860 Donations	-500	-500	.00	.00	.00	-500.00	.0%*



	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	-639.00	-379.00	.00	-4,718.00	11.9%*
19001176 51160 Salaries - Part Tim	10,000	10,000	423.65	54.30	.00	9,576.35	4.2%
19001176 51390 Salaries - Full Tim	17,823	18,123	14,351.91	1,373.40	.00	3,771.09	79.2%
19001176 63050 Employer Contr. SSI	3,896	3,896	2,495.46	232.14	.00	1,400.54	64.1%
TOTAL Environmental Education Sch	26,362	26,662	16,632.02	1,280.84	.00	10,029.98	62.4%
19001177 Environmental Education Camps							
19001177 42250 Revenue	-17,620	-27,755	-34,860.00	.00	.00	7,105.00	125.6%
19001177 51160 Salaries - Part Tim	8,100	8,100	10,946.17	55.60	.00	-2,846.17	135.1%*
19001177 51390 Salaries - Full Tim	11,098	11,398	8,870.70	848.80	.00	2,527.30	77.8%
19001177 63030 Program Supplies	200	800	554.97	106.31	.00	245.03	69.4%
19001177 63040 Security Deposit Re	0	2,200	955.00	.00	.00	1,245.00	43.4%
19001177 63050 Employer Contr. SSI	2,538	2,538	2,488.20	145.15	.00	49.80	98.0%
TOTAL Environmental Education Cam	4,316	-2,719	-11,044.96	1,155.86	.00	8,325.96	406.2%
19001178 Environmental Educ. Natrl Beg.							
19001178 42250 Revenue	-97,194	-110,000	-93,426.22	.00	.00	-16,573.78	84.9%*
19001178 42860 Donations	-800	-800	.00	.00	.00	-800.00	.0%*
19001178 51160 Salaries - Part Tim	52,935	59,666	44,902.00	4,742.55	.00	14,764.00	75.3%
19001178 51390 Salaries - Full Tim	29,981	29,981	23,102.13	2,313.00	.00	6,878.87	77.1%
19001178 63030 Program Supplies	1,000	2,000	1,133.60	192.15	.00	866.40	56.7%
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	9,453.11	910.84	.00	2,121.89	81.7%
TOTAL Environmental Educ. Natrl B	-2,503	-4,078	-14,025.38	8,158.54	.00	9,947.38	343.9%
19001179 Environ. Educ. Other Pblc Prg							
19001179 42250 Revenue	-12,589	-17,435	-22,527.00	-1,680.00	.00	5,092.00	129.2%

FOR 2021 10

ACCOUNTS FOR: 1900 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001179 51160 Salaries - Part Tim	5,794	7,900	5,068.41	287.65	.00	2,831.59	64.2%
19001179 51390 Salaries - Full Tim	3,030	3,030	2,283.22	231.84	.00	746.78	75.4%
19001179 63030 Program Supplies	250	250	122.72	41.84	.00	127.28	49.1%
19001179 63040 Security Deposit Re	0	1,000	2,130.00	1,320.00	.00	-1,130.00	213.0%*
19001179 63050 Employer Contr. SSI	690	690	830.11	60.50	.00	-140.11	120.3%*
TOTAL Environ. Educ. Other Pblc P	-2,825	-4,565	-12,092.54	261.83	.00	7,527.54	264.9%
19001180 Environ. Educ. Laws of Nature							
19001180 51160 Salaries - Part Tim	2,000	2,200	366.86	181.91	.00	1,833.14	16.7%
19001180 51390 Salaries - Full Tim	1,187	1,187	1,080.47	90.84	.00	106.53	91.0%
19001180 63030 Program Supplies	100	100	37.04	9.98	.00	62.96	37.0%
19001180 63050 Employer Contr. SSI	358	358	205.55	29.00	.00	152.45	57.4%
TOTAL Environ. Educ. Laws of Natu	3,645	3,845	1,689.92	311.73	.00	2,155.08	44.0%
19001181 Environmental Educ. Other							
19001181 51160 Salaries - Part Tim	0	0	145.75	.00	.00	-145.75	100.0%*
19001181 63050 Employer Contr. SSI	0	0	11.15	.00	.00	-11.15	100.0%*
TOTAL Environmental Educ. Other	0	0	156.90	.00	.00	-156.90	100.0%
19001183 Grounds and Natural Resources							
19001183 42250 Revenue	-17,347	-24,596	-23,310.00	-6,950.00	.00	-1,286.00	94.8%*
19001183 42860 Donations	-1,950	-1,950	-1,000.00	-1,000.00	.00	-950.00	51.3%*
19001183 42900 Picnic Fees and She	-2,625	-2,625	-4,430.00	-625.00	.00	1,805.00	168.8%
19001183 42920 Preserve Improvemen	-21,000	0	.00	.00	.00	.00	.0%
19001183 51160 Salaries - Part Tim	24,473	15,299	7,937.91	1,153.19	.00	7,361.09	51.9%
19001183 51390 Salaries - Full Tim	84,937	87,133	68,146.44	6,838.76	.00	18,986.56	78.2%
19001183 62160 Equipment	5,000	19,641	13,620.07	1,621.16	.00	6,020.93	69.3%
19001183 62180 Gasoline / Fuel / O	13,050	13,100	7,271.64	1,444.30	.00	5,828.36	55.5%
19001183 62400 Uniforms / Clothing	0	500	441.91	.00	.00	58.09	88.4%
19001183 63040 Security Deposit Re	0	25	50.00	.00	.00	-25.00	200.0%*
19001183 63050 Employer Contr. SSI	17,124	15,883	8,714.95	1,228.34	.00	7,168.05	54.9%
19001183 63060 ER Contr Health/Den	29,899	28,240	23,766.66	2,236.78	.00	4,473.34	84.2%





ACCOUNTS FOR:

1900	Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001183	63070 Refuse Pickup	6,500	7,500	8,287.91	606.03	.00	-787.91	110.5%*
19001183	63090 Natural Gas	3,500	3,475	3,940.57	963.85	.00	-465.57	113.4%*
19001183	63110 Shop Supplies	1,000	4,150	4,608.23	926.73	.00	-458.23	111.0%*
19001183	63540 Telephones	11,750	10,750	7,497.66	723.62	.00	3,252.34	69.7%*
19001183	68530 Preserve Improvemen	0	541	609.36	68.50	.00	-68.36	112.6%*
	TOTAL Grounds and Natural Resourc	154,311	177,066	126,153.31	9,236.26	.00	50,912.69	71.2%
19001184	Pickerill - Pigott							
19001184	42900 Picnic Fees and She	-11,198	-5,230	-5,230.00	.00	.00	.00	100.0%
19001184	63100 Electric	7,453	7,450	3,842.44	64.05	.00	3,607.56	51.6%
	TOTAL Pickerill - Pigott	-3,745	2,220	-1,387.56	64.05	.00	3,607.56	-62.5%
	TOTAL Forest Preserve	0	-195,314	-452,124.68	-200,352.83	.00	256,810.68	231.5%
	TOTAL REVENUES	-1,091,803	-1,338,916	-1,328,084.20	-284,496.02	.00	-10,831.80	
	TOTAL EXPENSES	1,091,803	1,143,602	875,959.52	84,143.19	.00	267,642.48	
	PRIOR FUND BALANCE			171,805.44				
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			452,124.68				
	REVISED FUND BALANCE			623,930.12				



	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190111 FP Bond Proceeds 2007							
190111 41350 Interest Income	-200	-20	-99.15	-62.32	.00	79.15	495.8%
190111 61340 Transf. to Forest Pre	0	47	46.23	.00	.00	.77	98.4%
190111 61360 Transf to FP OSLAD Gr	12,942	158,250	158,250.00	.00	.00	.00	100.0%
190111 61370 Transf. to Fox Rvr Bl	561,798	0	.00	.00	.00	.00	.0%
190111 61400 Trans to FP Capital P	0	393,698	393,698.00	.00	.00	.00	100.0%
190111 61410 Trnsf. to FRB Ciplnd	0	54,313	54,313.00	.00	.00	.00	100.0%
190111 68640 Fiscal Agent Fee	3,500	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Proceeds 2007	578,040	606,288	606,208.08	-62.32	.00	79.92	100.0%
TOTAL FP Bond Proceeds 2007	578,040	606,288	606,208.08	-62.32	.00	79.92	100.0%
TOTAL REVENUES	-200	-20	-99.15	-62.32	.00	79.15	
TOTAL EXPENSES	578,240	606,308	606,307.23	.00	.00	.77	

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

606,287.77  
-606,208.08  
79.69

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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	-420,129.24	-172,270.21	.00	-10,370.76	97.6%*
190211 41350 Interest Income	-1,300	-1,300	-281.98	-64.30	.00	-1,018.02	21.7%*
190211 68640 Fiscal Agent Fee	0	450	450.00	.00	.00	.00	100.0%
190211 68650 Debt Service Interest	30,825	30,825	30,825.00	.00	.00	.00	100.0%
190211 68700 Debt Service Principa	385,000	385,000	385,000.00	.00	.00	.00	100.0%
TOTAL FP Debt Service 2012	-15,975	-15,525	-4,136.22	-172,334.51	.00	-11,388.78	26.6%
TOTAL FP Debt Service 2012	-15,975	-15,525	-4,136.22	-172,334.51	.00	-11,388.78	26.6%
TOTAL REVENUES	-431,800	-431,800	-420,411.22	-172,334.51	.00	-11,388.78	
TOTAL EXPENSES	415,825	416,275	416,275.00	.00	.00	.00	
PRIOR FUND BALANCE			924,431.88				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			4,136.22				
REVISED FUND BALANCE			928,568.10				



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1903 FP Debt Service 2015/2016/2017							
190311 FP Debt Service 2015/2016/2017							
190311 41010 Current Property Tax	-4,605,188	-4,605,188	-4,499,416.94	-1,844,945.32	.00	-105,771.06	97.7%*
190311 41350 Interest Income	-1,200	-1,200	-739.67	-236.60	.00	-460.33	61.6%*
190311 66500 Miscellaneous Expense	0	475	475.00	.00	.00	.00	100.0%
190311 68540 Fiscal Agent Fee	0	950	950.00	.00	.00	.00	100.0%
190311 68710 Dbt Srv 2015 Interest	355,018	355,018	355,017.50	.00	.00	.50	100.0%
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	294,187.50	.00	.00	.50	100.0%
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	627,625.00	.00	.00	.00	100.0%
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	-311,901.61	-1,845,181.92	.00	-106,230.39	74.6%
TOTAL FP Debt Service 2015/2016/2	-419,557	-418,132	-311,901.61	-1,845,181.92	.00	-106,230.39	74.6%
TOTAL REVENUES	-4,606,388	-4,606,388	-4,500,156.61	-1,845,181.92	.00	-106,231.39	
TOTAL EXPENSES	4,186,831	4,188,256	4,188,255.00	.00	.00	1.00	
PRIOR FUND BALANCE				4,222,577.20			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				311,901.61			
REVISED FUND BALANCE				4,534,478.81			



ACCOUNTS FOR:  
1904 FP Restricted Subat Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190411 FP Restricted Subat Fund							
190411 41350 Interest Income	-8,570	-6,715	-335.22	-15.19	.00	-6,379.78	5.0%*
190411 62150 Contractual Services	40,000	40,000	3,875.00	3,875.00	.00	36,125.00	9.7%
TOTAL FP Restricted Subat Fund	31,430	33,285	3,539.78	3,859.81	.00	29,745.22	10.6%
TOTAL FP Restricted Subat Fund	31,430	33,285	3,539.78	3,859.81	.00	29,745.22	10.6%
TOTAL REVENUES	-8,570	-6,715	-335.22	-15.19	.00	-6,379.78	
TOTAL EXPENSES	40,000	40,000	3,875.00	3,875.00	.00	36,125.00	
PRIOR FUND BALANCE				886,664.68			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-3,539.78			
REVISED FUND BALANCE				883,124.90			



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ACCOUNTS FOR: 1905 OSLAD Grant	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190511 OSLAD Outdoor Rec. Acq.							
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 51420 Trnsf. to FP Capital	0	158,250	.00	.00	.00	4,253.76	18.8%
190511 70040 Supplies	0	5,238	984.24	.00	.00	-4,253.44	121.4%*
190511 70050 Contractual Services	0	19,840	24,093.44	.00	.00	.00	.0%
190511 70060 Consultants	5,125	0	.00	.00	.00	.00	.0%
190511 70330 Construction	38,923	0	.00	.00	.00	.00	.0%
TOTAL OSLAD Outdoor Rec. Acq.	-127,144	-133,172	-133,172.32	.00	.00	.32	100.0%
TOTAL OSLAD Grant	-127,144	-133,172	-133,172.32	.00	.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	.00	.00	158,250.32	
PRIOR FUND BALANCE							
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-133,172.32				
REVISED FUND BALANCE			133,172.32				



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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	-72	-57.14	.00	.00	-14.86	79.4%*
190611 61300 Transf. to FP Bnd Prd	386,620	0	.00	.00	.00	.00	.0%
190611 61340 Transf. to Forest Pre	0	215,086	215,085.83	.00	.00	.17	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	379,130	379,144.69	.00	.00	-14.69	100.0%
TOTAL Forest Preserve Improvement	382,870	379,130	379,144.69	.00	.00	-14.69	100.0%
TOTAL REVENUES	-3,750	-72	-57.14	.00	.00	-14.86	
TOTAL EXPENSES	386,620	379,202	379,201.83	.00	.00	.17	
PRIOR FUND BALANCE				379,144.69			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-379,144.69			
REVISED FUND BALANCE				.00			



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1907 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 Rvr Bif	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 OSAD Fu	0	-158,250	.00	.00	.00	-158,250.00	.0%*
190711 41350 Interest Income	-200	-200	-76.12	-8.97	.00	-123.88	38.1%*
190711 42490 Other Revenue	-5,000	-19,450	-17,849.64	.00	.00	-1,600.36	91.8%*
190711 43430 Morton Arboretum USES	-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 ICECF	-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 ICECF K-12 Pollinator	0	-11,000	.00	.00	.00	-11,000.00	.0%*
190711 43780 ICECF Pilot Pollinator	0	-10,000	.00	.00	.00	-10,000.00	.0%*
190711 61430 Transfer to Land Cash	46,447	52,700	2,420.00	.00	.00	52,700.00	.0%
190711 62160 Equipment	0	33,762	21,388.78	587.39	.00	31,342.00	7.2%
190711 66500 Miscellaneous Expense	0	0	.00	.00	.00	12,373.22	63.4%
190711 67410 Land / Right of Way A	210,214	0	.00	.00	.00	.00	.0%
190711 68500 Project Fund Expenses	0	425,590	8,994.05	.00	.00	416,595.95	2.1%
190711 68510 ICECF K-12 Pollinator	0	12,000	9,175.81	119.82	.00	2,824.19	76.5%
190711 68520 ICECF Pilot Pollinator	0	20,000	5,823.60	5,823.60	.00	14,176.40	29.1%
190711 68530 Preserve Improvements	1,488,485	0	.00	.00	.00	.00	.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	-208,900	-515,651.68	6,521.84	.00	306,751.68	246.8%
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%
19071182 Forest Preserve Capital Exp.							
19071182 68300 Natural Areas Manag	92,000	0	.00	.00	.00	.00	.0%



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ACCOUNTS FOR:	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	.00	.0%
TOTAL Forest Preserve Capital Exp	204,514	-208,900	-515,651.68	6,521.84	.00	306,751.68	246.8%	
TOTAL REVENUES	-1,711,632	-811,714	-575,739.76	-8.97	.00	-235,974.24		
TOTAL EXPENSES	1,916,146	602,814	60,088.08	6,530.81	.00	542,725.92		
PRIOR FUND BALANCE								
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES								
REVISED FUND BALANCE								
			515,651.68					
			515,651.68					

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ACCOUNTS FOR:

1908 Fox River Bluffs Access RTP Gr

190811 Fox River Bluffs Access RTP Gr

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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%
190811 43800 Trans from Fund 1912	0	-30,300	.00	.00	.00	-30,300.00	.0%*
190811 70650 Professional Services	0	30,300	.00	.00	.00	30,300.00	.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	-30,300	.00	.00	.00	-30,300.00	
TOTAL EXPENSES	0	30,300	.00	.00	.00	30,300.00	
PRIOR FUND BALANCE			.00	.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			.00	.00			
REVISED FUND BALANCE			.00	.00			

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ACCOUNTS FOR:  
1909 FP Fox River Bluffs Crop Conv.

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190911 FP Fox River Bluffs Crop Conv.							
190911 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  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES -39,312.57  
REVISED FUND BALANCE 39,313.00  
.43

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ACCOUNTS FOR:  
1910 FP Land Cash

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191011 FP Land Cash							
191011 40380 Trnsfr. fr Capital Fu	0	-52,700	.00	.00	.00	-52,700.00	0%
191011 42490 Other Revenue	-32,000	0	-3,000.00	-3,000.00	.00	3,000.00	100.0%
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	8,000.00	6,000.00	.00	202,214.00	3.8%
TOTAL FP Land Cash	157,514	-136,640	-152,514.00	3,000.00	.00	15,874.00	111.6%
TOTAL FP Land Cash	157,514	-136,640	-152,514.00	3,000.00	.00	15,874.00	111.6%
TOTAL REVENUES	-32,000	-346,854	-160,514.00	-3,000.00	.00	-186,340.00	
TOTAL EXPENSES	189,514	210,214	8,000.00	6,000.00	.00	202,214.00	
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			152,514.00	152,514.00			
REVISED FUND BALANCE			152,514.00	152,514.00			



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	3,513.90	1,375.00	.00	21,486.10	14.1%
TOTAL FP Liability Insurance Fund	25,000	25,000	3,513.90	1,375.00	.00	21,486.10	14.1%
TOTAL FP Liability Insurance Fund	25,000	25,000	3,513.90	1,375.00	.00	21,486.10	14.1%
TOTAL EXPENSES	25,000	25,000	3,513.90	1,375.00	.00	21,486.10	

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

50,000.00  
 -3,513.90  
 46,486.10



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ACCOUNTS FOR:  
 1912 FP Series 2021 Bond Proceeds

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191211 FP Series 2021 Bond Proceeds							
191211 43790 Bond Proceeds	0	-1,200,000	-1,242,979.09	.00	.00	42,979.09	103.6%
191211 61370 Transf. to Fox Rvt Bl	0	30,300	.00	.00	.00	30,300.00	.0%
191211 61440 Transfer to Fund 1913	0	1,111,895	.00	.00	.00	1,111,895.00	.0%
TOTAL FP Series 2021 Bond Proceed	0	-57,805	-1,242,979.09	.00	.00	1,185,174.09	2150.3%
TOTAL FP Series 2021 Bond Proceed	0	-57,805	-1,242,979.09	.00	.00	1,185,174.09	2150.3%
TOTAL REVENUES	0	-1,200,000	-1,242,979.09	.00	.00	42,979.09	
TOTAL EXPENSES	0	1,142,195	.00	.00	.00	1,142,195.00	
PRIOR FUND BALANCE				.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				1,242,979.09			
REVISED FUND BALANCE				1,242,979.09			



ACCOUNTS FOR:  
1913 Pickerill-Pigott IDNR-PARC

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191311 Pickerill-Pigott IDNR-PARC							
191311 43800 Trans from Fund 1912	0	-1,111,895	.00	.00	.00	-1,111,895.00	.0%*
191311 70060 Consultants	0	0	17,026.80	17,026.80	.00	-17,026.80	100.0%*
191311 70330 Construction	0	400,000	.00	.00	.00	400,000.00	.0%
191311 70650 Professional Services	0	75,800	.00	.00	.00	75,800.00	.0%
TOTAL Pickerill-Pigott IDNR-PARC	0	-636,095	17,026.80	17,026.80	.00	-653,121.80	-2.7%
TOTAL Pickerill-Pigott IDNR-PARC	0	-636,095	17,026.80	17,026.80	.00	-653,121.80	-2.7%
TOTAL REVENUES	0	-1,111,895	.00	.00	.00	-1,111,895.00	
TOTAL EXPENSES	0	475,800	17,026.80	17,026.80	.00	458,773.20	
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-17,026.80				
REVISED FUND BALANCE							



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1914 FP American Rescue Plan Act							
191411 FP American Rescue Plan Act							
191411 40390 Transfer from ARPA Fu	0	-30,000	.00	.00	.00	-30,000.00	.0%*
191411 51390 Salaries - Full Time	0	8,000	.00	.00	.00	8,000.00	.0%
191411 61160 Transf. to IMRF Fund	0	716	.00	.00	.00	716.00	.0%
191411 63050 Employer Contr. SSI &	0	612	.00	.00	.00	612.00	.0%
191411 63060 Employer Cont HlthDen	0	5,000	.00	.00	.00	5,000.00	.0%
191411 70050 Contractual Services	0	15,672	.00	.00	.00	15,672.00	.0%
TOTAL FP American Rescue Plan Act	0	0	.00	.00	.00	.00	.0%
TOTAL FP American Rescue Plan Act	0	0	.00	.00	.00	.00	.0%
TOTAL REVENUES	0	-30,000	.00	.00	.00	-30,000.00	
TOTAL EXPENSES	0	30,000	.00	.00	.00	30,000.00	
PRIOR FUND BALANCE			.00	.00			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES			.00	.00			
REVISED FUND BALANCE			.00	.00			





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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	595,217	-797,193	-1,842,359.35	-2,186,148.13	.00	1,045,166.35	231.1%

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

# KENDALL COUNTY FOREST PRESERVE DISTRICT EMPLOYEE HANDBOOK

Draft: October 6, 2021



# **EMPLOYEE HANDBOOK**

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# CHAPTER 7

## COMPENSATION AND BENEFITS

### Section 7.1 WAGE AND SALARY POLICY

#### A. NON-EXEMPT EMPLOYEES

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Employees who are subject to minimum wage and overtime laws are called “non-exempt.” If you are eligible for overtime pay or compensatory time off, you must maintain a record of the total hours you work each day. All time sheets are reviewed and signed by the department manager and turned in every two weeks to the Human Resource Manager. The Executive Director and Human Resource Manager will review the hours on each time sheet and initiate a payroll voucher which is sent to the Payroll Manager in the Treasurer’s office. Employee time sheets are reviewed for any compensatory time or vacation – sick/personal hours taken during the payroll period and individual employee benefit sheets are updated accordingly.

You should not work any hours outside of your scheduled workday unless the department supervisor and/or Executive Director has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any “off-the-clock” or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks.

#### B. EXEMPT EMPLOYEES

Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. In order for an employee to qualify as “exempt” from minimum wage and overtime, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations. If you are classified as an exempt, salaried employee, you will receive a salary, which is intended to compensate you for all hours that you may work for the KCFPD. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount

cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee's pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deductions are made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset the amount an employee receives as jury or witness fees or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance; and
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, etc.

Please note that you will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any member of management from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Employer does not allow improper salary deductions that violate the FLSA.

### **C. ACCURATE TIME-KEEPING**

It is a violation of this policy for any employee to falsify a time-keeping record or to alter another employee's time-keeping record. It is a violation of the KCFPD's policy for an employee to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time-keeping record to over- or under-report hours worked. If



any employee instructs you to violate this policy, do not do so. You are to report it immediately to your department manager and/or the Executive Director.

#### **D. REPORTING ERRORS OR IMPROPER DEDUCTIONS**

We make every effort to ensure that all of our employees are paid correctly. Occasionally, however, an inadvertent error can occur. Please review your paystub every pay period. If you find an error, please call it to our attention immediately by reporting it to the Executive Director and the Kendall County Treasurer's Office (who performs payroll functions for the KCFPD's employees). Also, if you believe that an improper deduction has been made from your wages, you should immediately report this to the Executive Director and the Kendall County Treasurer's Office. Reports of errors or improper deductions will be promptly investigated. If it is determined that an error or improper deductions has occurred, it will be promptly corrected and you will be promptly reimbursed for any improper deduction made. No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

### **Section 7.2 REIMBURSEMENT POLICY**

Pursuant to the Illinois Wage Payment and Collection Act, the KCFPD will reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to the services performed for the KCFPD. "Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the KCFPD. However, the KCFPD is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the employer's negligence.

#### **A. REIMBURSABLE NECESSARY EXPENDITURES**

The following is a non-exhaustive list of expenditures that, depending on an employee's assigned job duties, may be authorized or required in writing by the Executive Director, and if so, could qualify as "necessary expenditures" subject to reimbursement pursuant to the terms and conditions of this policy:

- Membership fees in professional organizations, which are pre-approved in writing by the District Executive Director;
- Registration fees for required continuing education, which are pre-approved in writing by the District Executive Director;
- Registration fees for required business conferences and workshops, which are pre-approved in writing by the District Executive Director;
- Copying costs, which are pre-approved in writing by the District Executive Director;
- Postage costs, which are pre-approved in writing by the District Executive Director; and

- Office supplies that are pre-approved in writing by the District Executive Director and that required for the employee to perform the employee's assigned job duties.

In addition to the above, the following travel-related expenses might, depending on an employee's assigned job duties, be authorized or required in writing by the District Executive Director and, if so, could qualify as "necessary expenditures" subject to reimbursement pursuant to the terms and conditions of this policy:

- Travel Tickets: Although an employee may obtain travel tickets in advance for approved business-related trips, the employee must receive prior written approval from the District Executive Director purchasing the travel tickets.
- Lodging: Employees may be reimbursed for reasonable, business-related lodging expenses if an overnight stay is required. However, the employee must receive prior approval in writing from the District Executive Director.
- Mileage: When attending a pre-approved training seminar, business conference and/or other meeting as part of the employee's job duties, 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, provided the employee has received prior written approval from the District Executive Director. When submitting a mileage reimbursement form, the employee shall attach a printout from [www.Mapquest.com](http://www.Mapquest.com) or comparable website, which shows the total mileage traveled for which the employee is seeking reimbursement pursuant to the terms and conditions of this policy.
- Meals: Employees traveling overnight may be paid a per diem amount designed to cover the cost of three (3) meals per day for all days of travel other than the day of departure and return, provided such expense has been pre-approved in writing by the District Executive Director. Reimbursement for meals within a 30-mile radius of the KCFPD is generally not allowable, unless pre-approved in writing by the District Executive Director. The KCFPD utilizes the per diem rates as established by the U.S. General Services Administration. These per diem rates may be found under the link "Per Diem Rates" at the following website: <http://www.gsa.gov>. If an employee is attending a conference or some other event and one or more meals are provided to the employee as part of the event, the amount of the employee's per diem shall be prorated based upon the number of meals received at the conference or event.

The employee shall not receive reimbursement for any expenses incurred by the employee's spouse or any other third party traveling with the employee. Also, no employee will be reimbursed for any alcohol or entertainment expenses as such expenses are not necessary expenditures. For purposes of this policy, "entertainment"

includes, but is not limited to shows, amusement centers, theaters, circuses, casinos, concerts, and sporting events.

## **B. REIMBURSEMENT PROCEDURES**

### **1. Employee Must Obtain Pre-Approval Before Incurring the Necessary Expenditure or Loss.**

Before incurring any necessary expenditure or loss, the employee shall be required to obtain written approval from the District Executive Director that (a) the expense is a necessary expenditure or loss that would be subject to reimbursement pursuant to this policy; and (b) if so, what proportion of the necessary expenditure is directly related to the services performed and would be reimbursable. An employee's request for reimbursement may be denied by the District Executive Director if the employee has failed to comply with this requirement prior to incurring the necessary expenditure or loss.

### **2. Employee Must Submit a Request for Reimbursement with Supporting Documentation.**

In order to receive reimbursement for all necessary expenditures, the employee shall submit a request for reimbursement of any necessary expenditure with supporting documentation (i.e., a receipt or MapQuest printout) to the District Executive Director within thirty (30) calendar days after the employee incurred the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement to the District Executive Director on a form approved by the KCFPD Board of Commissioners.

## **C. FAILURE TO COMPLY WITH THE POLICY**

If the employee fails to comply with any aspect of this policy, the District Executive Director reserves the right in his sole discretion to deny the employee's request for reimbursement. Only pre-approved necessary expenditures and losses submitted in accordance with this policy will be reimbursed.

### **Section 7.3 HOLIDAY PAY**

All eligible employees will receive time off with pay or will receive holiday pay if required to work on designated holidays. Annually, the KCFPD Board of Commissioners designates the paid holidays for the KCFPD.

Full-time and part-time employees who are budgeted to work a minimum of twenty (20) hours per workweek may be eligible for holiday pay. Temporary employees, seasonal employees, interns, and volunteers are not eligible for holiday pay.

To be eligible for time off with holiday pay, the holiday must fall on the employee's regularly scheduled workday. Also, an eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after holiday, in order to be compensated for the holiday, unless absence on either or both days is pre-approved by the District Executive Director.

An eligible full-time employee will be paid for the scheduled holiday at the employee's regular rate of pay as computed for one (1) workday (if the designated holiday is a full workday) or one half (1/2) day (if the designated holiday is a half of a workday). Assuming the holiday falls on the employee's regularly scheduled workday, an eligible part-time employee will receive holiday pay proportionate to the average number of hours the employee would normally work on the holiday (e.g., if the employee normally works four (4) hours a day, the employee will receive four (4) hours of holiday pay).

If an eligible FLSA non-exempt employee works on a designated holiday, the employee will receive holiday pay plus wages at one and one-half times their regular rate of pay for the hours the employee worked on the holiday.

When a holiday falls during an eligible employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay.

Employees must be working (i.e., on active paid status) to be for holiday pay. Employees on an unpaid leave of absence are not eligible for holiday pay.

Employees who observe a religious holiday on days which do not fall on a designated holiday should use accrued vacation, personal days, or compensatory time (if any). However, if the employee does not have accrued time available, such religious holidays may be taken without pay, provided the employee has obtained the written approval of the employee's immediate supervisor and the Executive Director. An employee requesting to take unpaid time off to observe a religious holiday must submit their request in writing to their immediate supervisor at least fourteen (14) calendar days prior to the proposed absence.

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

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

## **Section 7.4**            **OVERTIME**

For most non-exempt employees, *overtime* is any time worked over 40 hours a workweek. For all overtime worked, eligible employees will be paid one and one-half (1.5) times their regular pay rate or may be credited with compensatory time off at the rate of one and one-half (1.5) hours of time off for each hour of overtime worked. For the purposes of this computing overtime pay non-exempt salaried employees will have their hourly salaries

calculated Whether an employee receives overtime pay or compensation time is left to the discretion of the Executive Director. FLSA exempt employees are not eligible for overtime pay or compensatory time off. Please contact the Executive Director if you have questions regarding your overtime eligibility.

Overtime hours are provided on an as-needed basis by the Executive Director and are not guaranteed. An employee may not work overtime unless the overtime has been approved in advance in writing by the employee's immediate supervisor and the Executive Director. Also, an employee must notify their immediate supervisor and the Executive Director as soon as possible if the employee anticipates going over 40 hours of work in a workweek. The employee's immediate supervisor will try to provide reasonable notice to the employee if the employee is needed to work overtime. Advance notice is not always possible, however, based on the Employer's needs. The employee must advise the Executive Director if they wish to be paid for the overtime each pay period or wish to have as compensatory time.

The employee shall be permitted to use compensatory time within a reasonable period after making a request for usage, provided such usage does not unduly disrupt the operations of the department. The employee may not accrue more than ten (10) days of compensatory time on a month to month basis. All additional time beyond ten (10) days shall be at the premium pay rate. All compensatory time must be taken with the year that it is earned, or can be extended by approval of the Executive Director. However, all District employees will be required to reduce their compensatory time carry over to no more than ten (10) days within the first quarter of each fiscal year. Any compensatory time not taken within the first quarter of the fiscal year shall be paid at the premium pay rate.

Any employee leaving the KCFPD District in good standing shall be compensated for compensatory time earned and unused at the date of termination of employment, at the employee's current pay rate.

Failure to comply with this policy may result in disciplinary action up to and including termination.

## **Section 7.5            INSURANCE BENEFITS**

Kendall County provides life insurance, accidental death and dismemberment insurance, medical and hospitalization insurance and dental insurance to eligible employees of the KCFPD. Plan documents for specific benefits are available by written request to the Executive Director. Dependent coverage at group rates is available. Temporary or regular part-time employees, interns, volunteers and independent contractors are not eligible for these insurance benefits, except those grandfathered under previous policy of Kendall County or as otherwise provided by law.

Summary plan descriptions (SPDs) which explain coverage of eligible health, dental and life insurance benefits in greater detail are available through Kendall County's benefits

administrator. The actual plan documents are the final authority in all matters relating to benefits described in this Employee Handbook or in the summary plan descriptions and will govern in the event of any conflict. The KCFPD reserve the right to change insurance carriers, change health maintenance organizations, self-insure, and/or change or eliminate any benefits at any time, provided such changes are made in accordance with applicable law.

If an eligible employee would otherwise lose group coverage because of a qualifying event as defined by applicable law, the employee and/or qualifying dependents may be eligible to continue such coverage under KCFPD's plan for such period of time as prescribed by law and applicable plan documents. KCFPD will notify the employee of the time period for which continuation coverage may be provided, depending upon the employee's individual situation.

## **Section 7.6**            **CREDIT UNION**

All regular full-time and part-time employees and their immediate families, as well as retired employees, are welcome to join the Aurora Earthmovers Credit Union. Employees can join any time beginning with the first day of employment. Please contact the Aurora Earthmovers Credit Union and/or the Kendall County Treasurer's Office for additional details.

## **Section 7.7**            **EMPLOYEE ASSISTANCE PROGRAM**

The successful operation of the KCFPD depends on the physical and psychological health of all its employees. To attain that goal, KCFPD has available to all employees of KCFPD, an EAP, which is designed to provide a confidential service for our employees whose personal problems are affecting their abilities to function at top efficiency in their work. This service is available to all employees and their immediate families. Professionals are specially trained in specific problem areas, including:

- Alcoholism
- Domestic violence
- Drug dependency
- Eating disorders
- Emotional illness
- Family problems
- Financial problems
- Legal problems
- Marital conflict

Confidentiality is one of the most important aspects of the program. If an employee contacts the Employee Assistance Program directly, no one in the KCFPD will know about it unless told by the employee. No information concerning the nature of their problem will

be released without their written consent. Participation in the Employee Assistance Program will not affect future promotional opportunities. Kendall County assumes the costs for the Employee Assistance Program assessment and referral. Other costs, like treatment, may be covered in part or in full by the employee's applicable group insurance plan. Asking for assistance does not mean that an employee will be obligated to accept or continue it. For more information, please see Kendall County's internal employee website or contact the Kendall County Treasurer's Office.

### **Section 7.8            ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) BENEFITS**

The Illinois Municipal Retirement Fund (IMRF) provides eligible employees of units of local government and school districts in Illinois with a sound and efficient system for the payment of retirement, disability and death benefits. These benefits, payable to qualifying members are in addition to those provided by Social Security.

Participation is compulsory at the time of employment if the employee occupies an IMRF qualified position. Benefits are funded by employee and employer contributions. The Kendall County Treasurer is the authorized IMRF agent for KCFPD.

For more information regarding the death, disability and retirement benefits under IMRF, please contact the Kendall County Treasurer's Office or visit the IMRF's website at <http://www.imrf.org>.

### **Section 7.9            MISCELLANEOUS EMPLOYEE BENEFITS**

Additional employee benefits other than those set forth above may be provided by the KCFPD from time to time. These benefits are subject to change at any time with or without notice to employees. For more information, please visit Kendall County's internal employee website at <https://employee.co.kendall.il.us/> or contact the Kendall County Treasurer's Office.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Grounds and Natural Resources Division Supervisor

**WAGE CATEGORY:** FLSA Exempt

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:** October XX, 2021

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**SUMMARY:**

Provides administrative support for the Kendall County Forest Preserve District (“District”) including communications with the general public and Board of Commissioners. Supervises the Grounds and Natural Resources functions of the District including direct supervision of Harris Forest Preserve Grounds Maintenance Workers, and the Hoover Resident and Supervisor. Manages the development and implementation of all Natural Resources, Habitat, and Preserve Improvement Projects. Supports environmental education programming for the District. Provides scheduling support, supervision and oversight of grounds maintenance and natural resource management projects and programs, including supervision of volunteer restoration work day activities. Serves as the Acting Executive Director of the District as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Customarily and regularly performs supervisory and management duties in various preserve locations including, but not limited to the following:
  - Interviewing, selecting, and training grounds maintenance staff;
  - Preparing and maintaining confidential personnel records;
  - Maintaining confidentiality of confidential or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);
  - Setting and adjusting employees’ hours of work;
  - Providing recommendations regarding the setting and adjusting of employees’ rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
  - Maintaining production and operations records for use in supervision and control of the District’s natural resources management projects;
  - Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-maker;
  - Handling employee and public complaints and grievances;
  - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
  - Apportioning and scheduling the work among grounds maintenance employees and natural area volunteers within the grounds maintenance division;
  - Providing for the safety and security of the employees, volunteers, visitors, and District property;
  - Planning, organizing, and supervising the activities of staff conducting natural areas management activities within preserve areas.
- Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent).
- Directs the activities and meeting schedule of the District’s Safety Committee.
- Assists the Executive Director in compiling and capturing all District Board of Commissioners meeting minutes and committee meeting minutes for review and approval by the Board of Commissioners and its respective committees.
- 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;
- Supports administration of the District’s Human Resources Functions:
  - 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.
  - Compiles and tracks all part-time employee hours and submits monthly reports of the same 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
- Supervises and coordinates the District's annual bow hunt program, and all natural preserve resource management projects. Develops goals and objections for natural resource management projects.
- ~~Assists the Environmental Education Department Manager in training support staff in curricular program goals, objectives, and instructional methods.~~
- ~~Supervises, coordinates, and directly participates in natural area restoration projects.~~
- Supervises trained and untrained volunteers participating in natural area management workdays.
- Conducts public programs, public speaking, and natural area management activities in a variety of settings, including work with children, and work within natural areas with uneven terrain.
- Coordinates and supervises assigned staff members, outside contractors and volunteers supporting natural resource management and capital improvement projects within District preserves.
- Oversees project management for the District's construction contractors, grounds maintenance staff and volunteers by setting the schedule for projects; vehicle replacement program; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
- Ensures that natural resource project permitting requirements and objectives are fully met.
- Performs a variety of horticultural tasks including, but not limited to trimming, controlling weeds, seeding and maintaining natural areas, planting, pruning trees and shrubs, and treating and removing exotic and invasive species.
- Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to chainsaw(s), and other mechanical hand tools.
- Hauls and moves materials and supplies, as needed, for District and public use.
- Repairs and maintains District trails by performing duties including, but not limited to, removing fallen trees and limbs, and repairing any damage caused by encroachment, erosion, or other factors.
- Collects GIS data for spreadsheet entry and management, including mapping of natural area plant communities, ecotypes, and threats.
- Supervises Grounds and Natural Resources maintenance activity assignments, which may include:
  - Safely and effectively operating and maintaining District equipment including, but not limited to, pick-up trucks, dump trucks, chain saws, and trimmers.
  - Setting up for events and volunteer work day functions; ensuring facilities are clean and work day equipment preparations completed prior to the start of restoration work days.
  - Locating and removing refuse from District property.
- Develops and maintains press releases and District website platforms.
- Maintains professional collaboration with other natural resource program coordinators and administrators, community organizations, and ~~environmental educators~~ both within and outside of Kendall County, Illinois.
- Communicates professionally and effectively with the Environmental Education and Marketing Manager, District staff and the public.
- Participates in emergency preparedness and response activities, as needed
- Directs, performs, and oversees the District's prescribed burn program, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
- Develops and administers grant funded projects for preserve improvements and natural areas management.
- Develops District policies and processes to identify safety issues; reduce risk and liability exposure within grounds and natural resource stewardship projects.
- Maintains a safe and clean environment at all times and enforces all District safety rules and policies.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Drives vehicles to various locations to conduct tours, educational programs, work days, and other assigned roles. Transportation includes both use of District vehicles and personal vehicle.
- Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties.
- Handles cash and accepts other forms of payment for public programs, permits, and facility use reservations.
- Maintains the confidentiality of protected personal information contained within District reservation forms.
- Maintains regular attendance and punctuality.

- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position supervises Grounds Maintenance Division’s full-time and part-time staff, volunteers in the District’s volunteer workdays, and staff assignments for preserve improvement and natural resource projects.

**QUALIFICATIONS:**

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

**A. EDUCATION and/or EXPERIENCE:**

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

**B. LANGUAGE SKILLS:**

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

**C. MATHEMATICAL SKILLS:**

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

**D. REASONING ABILITY:**

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

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

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

- All other training, certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

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

**WORK ENVIRONMENT:**

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

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

Kendall County Forest Preserve District

Approved: November 27, 2018

Amended: May 18, 2021

Amended: October XX, 2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Environmental Education and Special Projects Manager

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:** November 30, 2020

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**SUMMARY:**

Oversee development and day-to-day management of the Environmental Education (“Program”) for the Kendall County Forest Preserve District (“District”).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

**SUPERVISORY RESPONSIBILITIES:**

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

**QUALIFICATIONS:**

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

**A. EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education or the environmental sciences field.
- Knowledge of education principals and practices.
- Prior experience working with preschool aged children preferred.
- Prior experience with staff supervision preferred.
- Experience in administration of an educational program preferred.
- Knowledge of Microsoft Office programs including, but not limited to Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the internet and social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

**B. LANGUAGE SKILLS:**

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

**C. MATHEMATICAL SKILLS:**

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

**D. REASONING ABILITY:**

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

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing a certificate in an environmentally related field.
- Chain saw safety certification and herbicide applicators license.
- Current First Aid/CPR certification.
- All certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.

- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

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

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

Kendall County Forest Preserve District

Revised: 11/30/2020  
Amended: 10/XX/2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Reservations Manager and Accounting Coordinator

**WAGE CATEGORY:** Non-Exempt

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:** December 1, 2019

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**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.
- Provides administrative support of the District’s Human Resources functions:
  - 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.
- Administers the District’s billing and accounts payable processes. Duties include, but are not limited to the following:
  - Management of the District’s public reservation and RecPro permitting process;
  - 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;
  - 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 twice monthly deposits in coordination with the Kendall County Treasurer’s Office.
- Manages the District’s licensing/permitting process by performing tasks such as:
  - Communicating directly with clients and potential clients and District personnel;
  - 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;
  - Administers the District’s Preferred Caterers’ Program.
  - Directs full and part-time staff in scheduling tours at Event Venues, and conducts tours as needed.
  - Directs full and part-time staff in hosting events at the District’s Event Venues.
- Ensures the District’s compliance with the Illinois Open Meetings Act:
  - Assisting the Executive Director in coordinating and scheduling meetings;
  - Updating the District’s website to post agendas, minutes, and Commission packets;
  - Preparing and filing reports related to the meetings;
- 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).

**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; 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.

**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 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.
- 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

Approval Date: December 01, 2019

Amended: October XX, 2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Environmental Education Coordinator  
**WAGE CATEGORY:** FLSA Non-Exempt  
**REPORTS TO:** Environmental Education and Special Projects Manager  
**EFFECTIVE DATE:** June 16, 2015

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**SUMMARY:**

Oversees the development and day-to-day management of Environmental Education programming including school and scout programs, summer camps, teacher education, and other public program offerings (collectively "Public Programs"), for the Kendall County Forest Preserve District ("District"). This position assists with the development and delivery of summer programs for children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County.
- Assist with the development and management of the District's annual budget.
- Establish program policies, performance goals, and objectives for school, scout and teacher education programs.
- Coordinate program reservations and registrations with the District's Reservations Manager and Accounting Coordinator.
- Coordinate Environmental Education Instructor staff schedules and hours of employment.
- Train support staff in curricular program goals, objectives, and instructional methods.
- Supports the development of, and attainment of budget objectives. Tracks expenditures to insure that budget expectations are achieved within the fiscal year.
- Provide supervision to part-time instructors and volunteers in the District's educational programs.
- Address staff disciplinary issues in consultation with the Environmental Education and Special Projects Manager and Executive Director of the District.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Support marketing and public outreach efforts to promote the District and program services.
- Develop and maintain handbooks, brochures, packets, press releases, newsletters, and social media postings.
- Create and purchase supplies and materials needed for school, scout and teacher education programs.
- Work with, and provide program support and assistance to the Natural Beginnings Early Learning Program.
- Work with, and provide program support and assistance to the Grounds and Natural Resources Division Supervisor on natural resources management projects including seasonal planting, seeding, and prescribed controlled burns. Coordinates the activities of school groups, youth groups, and volunteers with supporting natural resources management activities.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Communicate effectively with District staff and the public.
- Manage District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, and other public program offerings.
- Assist with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position supervises part-time Environmental Education Instructors and volunteers in the District's school, scout, teacher education, and other public programs.

**QUALIFICATIONS:**

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

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

**PHYSICAL DEMANDS:**

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

**WORK ENVIRONMENT:**

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

- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

Kendall County Forest Preserve District

Approved: June 16, 2015

Amended: October XX, 2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Environmental Education Early Learning Program Specialist

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Environmental Education Special Projects Manager

**EFFECTIVE DATE:** June 15, 2015

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**SUMMARY:**

Oversee development and day-to-day management of the Natural Beginnings Early Learning Program (“Program”) for the Kendall County Forest Preserve District (“District”), provide direct instruction within the District’s Summer Camp offerings, offer and coordinate public programming for youth and family groups, and support natural resource management activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop curriculum and theme planning for the Program that is developmentally appropriate for all relevant age groups and ability levels and reflects the natural and cultural history of Kendall County.
- Create and purchase materials needed for curriculum.
- Assist with the coordination of staff hours and weekly schedules.
- Attend Natural Beginnings staff meetings, and complete assigned program administration tasks.
- Assist with establishing performance goals and objectives for the Program.
- Develop and maintain handbooks, brochures, packets, press releases and newsletters for the Program.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Develop materials for parent-teacher conferences.
- Manage parent inquiries, webpage and web platform communications, and parent-teacher conferences.
- Oversee social media marketing and correspondences.
- Coordinate student sign-up and registration with the District’s Environmental Education and Special Projects Manager and Reservations Manager and Accounting Coordinator
- Lead and/or assist with teaching Program classes.
- Maintain order in both the classroom and outdoor setting while implementing constructive disciplinary procedures.
- Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
- Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Assist with basic animal care and upkeep including feeding and tank/cage cleaning.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

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

**QUALIFICATIONS:**

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

**A. EDUCATION and/or EXPERIENCE:**

- Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education or the environmental sciences field.
- Knowledge of education principals and practices.
- Prior experience working with preschool aged children preferred.
- Experience in administration of an educational program preferred.
- Knowledge of Microsoft Office programs including, but not limited to Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the internet and social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

- B. LANGUAGE SKILLS:**
  - Ability to draft and present District curriculum.
  - Ability to write routine reports and correspondence.
  - Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
  - Good knowledge of the English language, spelling and grammar.
- C. MATHEMATICAL SKILLS:**
  - a. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
  - b. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- D. REASONING ABILITY:**
  - Ability to employ safe work practices and use sound judgment while leading educational programs.
  - Ability to complete projects from beginning to end with minimal supervision.
  - Possess positive conservation ethic and respect towards living things and the natural environment.
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
  - Ability to deal with problems involving several concrete variables in standardized situations..
- E. CERTIFICATES, LICENSES, REGISTRATIONS:**
  - Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
  - Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing a certificate in an environmentally related field.
  - Current First Aid/CPR certification.
  - All certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

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

**WORK ENVIRONMENT:**

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

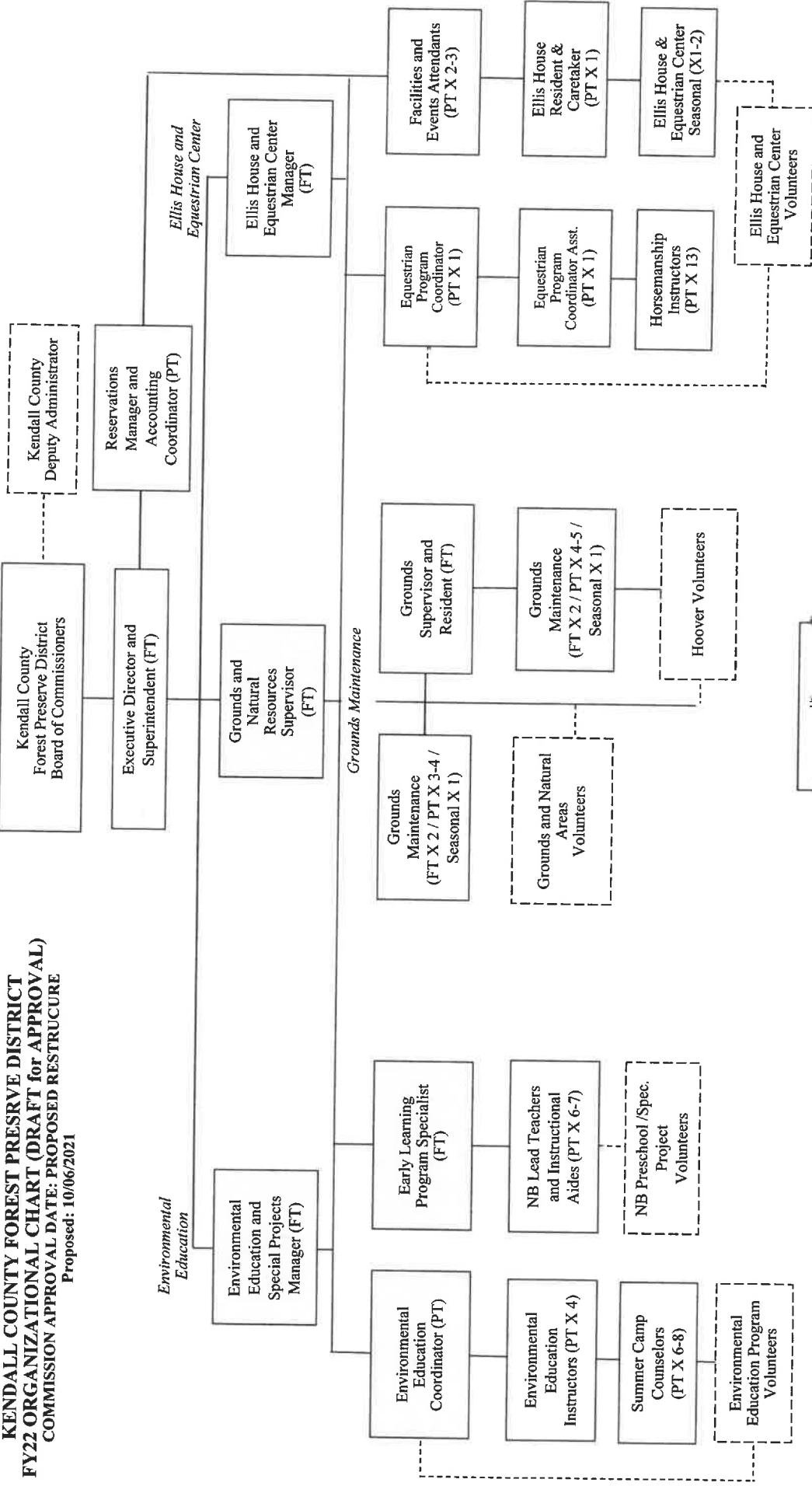
The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District

Approval Date: June 15, 2015

Amended: October XX, 2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
 FY22 ORGANIZATIONAL CHART (DRAFT FOR APPROVAL)  
 COMMISSION APPROVAL DATE: PROPOSED RESTRUCTURE  
 Proposed: 10/06/2021**



FY21-22 Natural Beginnings Program Budget

Total staff hours = 6078

Month	Staff	Wiencke (FT) PM + TT AM	MWF	Vosburgh (FT) AM + TT AM + MWF PM (Aide)	MWF	VACANT (650 HOURS)	Christoferson MWF AM (Aide)	Brendl - MWF AM + TT AM (Aide)	Collins - MWF AM (Aide) + TTH AM
	Hourly wage FY 2021-2022 rate	\$20.45		\$14.50		\$13.00	\$13.00	\$14.00	
	Weekly hours	37.5		37.5		17.5	12	27.5	
Dec. 2021	Billable weeks					\$682.50	\$468.00	\$1,155.00	\$1,155.00
Jan. 2022	3					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Feb. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Mar. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Apr. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
May. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Jun. 2022	1					\$227.50	\$156.00	\$385.00	\$385.00
Jul. 2022	0					\$0.00	\$0.00	\$0.00	\$0.00
Aug. 2022	1					\$227.50	\$156.00	\$385.00	\$385.00
Sep. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Oct. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Nov. 2022	4					\$910.00	\$624.00	\$1,540.00	\$1,540.00
Program Administration									
<b>Total salary</b>		<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$8,417.50</b>	<b>\$5,772.00</b>	<b>\$14,245.00</b>	<b>\$14,245.00</b>	<b>\$14,245.00</b>
IMRF (8.95%)		\$1,742.50	\$1,742.50	\$1,742.50	\$643.94	\$0.00	\$992.88	\$992.88	\$992.88
FICA (7.65%)		\$1,912.50	\$1,912.50	\$1,912.50	\$698.44	\$0.00	\$1,089.74	\$1,089.74	\$1,089.74
<b>Total salary w/IMRF</b>		<b>\$28,655.00</b>	<b>\$28,655.00</b>	<b>\$28,655.00</b>	<b>\$9,061.44</b>	<b>\$6,213.56</b>	<b>\$16,327.62</b>	<b>\$16,327.62</b>	<b>\$16,327.62</b>
<b>Hours of Employment</b>		<b>1,950</b>	<b>1,950</b>	<b>1,950</b>	<b>650</b>	<b>444</b>	<b>1,018</b>	<b>1,018</b>	<b>1,018</b>
<b>Total FY22 Staff Costs</b>									<b>\$105,240.23</b>

Reg Fee 2022	\$150.00
Payments 2022	60
<b>Total reg fees</b>	<b>\$9,000.00</b>

<b>Tuition</b>	
3-day 2021	\$2,060.00
2-day 2021	\$1,660.00
3-day 2022	\$2,160.00
2-day 2022	\$1,700.00
<b>PROPOSED FEES AND CHARGES</b>	
<b>22-23 PROGRAM YEAR</b>	<b>22-23 PROGRAM YEAR</b>

<b>Cost</b>	
Total staffing	\$105,240.23
Total materials	\$2,000.00
<b>Total program cost</b>	<b>\$107,240.23</b>

Month	Tuition and Regist. Revenue	Enrollment
Jan. 2022 (3Q)	\$28,500.00	17
Apr. 2022 (4Q)	\$28,500.00	12
Jul. 2022 (1Q)	\$28,440.00	12
2021 registration	\$9,000.00	12
Oct. 2022 (2Q)	\$28,440.00	12
<b>Total revenue, FY 2017-2018</b>	<b>\$122,880.00</b>	<b>12</b>
<b>Revenue Adjustments</b>		
Deferred Revenue Paid in FY 21	-\$14,500.00	12
Deferred Rev. Anticipated in FY 22	-\$14,500.00	12
<b>Total</b>	<b>\$93,880.00</b>	<b>12</b>

Total tuition revenue - adjustments	\$122,880.00
Total program cost	-\$107,240.23
Donations	\$2,400.00
<b>FY19 Net Profit/Loss</b>	<b>\$18,039.77</b>

<b>Rev Per Contact Hr</b>	
3-day 2021	\$2,060.00
2-day 2021	\$1,660.00
3-day 2022	\$2,160.00
2-day 2022	\$1,700.00
<b>\$1.55 Current Diff.</b>	
<b>\$1.41 Proposed Diff.</b>	

Contact Hr. Equivalency Cost 3-day @ \$9.19 per hour	\$2,550.00
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# Babes in the Woods

## Fall 2021 Program Series



Babes in the Woods is a hour-long program for 2-5 year olds. Children will discover the wonders of nature through stories, nature hikes, crafts, songs, or games. Every month we will explore a different theme.

**Ages:** 2-5 years old plus caregiver

**Location:** Hoover Forest Preserve  
Eagle's Nest Pavilion

**Time:** 10-11 am

**Price:** \$5 per child

**Pre-Registration is Required!**

September 21 Tremendous Trees 4

October 19 Fabulous Fall 5

November 16 Turkey Talk 6

To register call Emily at  
630-553-2292 or email  
[edombrowski@co.kendall.il.us](mailto:edombrowski@co.kendall.il.us)



# Afternoon Adventures

Join us in our 400-acre outdoor classroom as we explore and learn about the natural world, ask questions, and make connections.

Afternoon Adventures is a science education program designed for children who enjoy hands-on learning and outdoor adventure. Each small class of students (maximum of 12 students) engages in cooperative, inquiry-based learning, guided by professionally trained educators. The majority of our program takes place outdoors; taking advantage of the many habitats at Hoover Forest Preserve throughout the seasons. Children develop a strong sense of their place in the natural world and a sense of belonging to both Hoover Forest Preserve and their community.

## Additional Information:

**Grades 1-3 will meet Tuesday afternoons from 1:00-4:00 pm**

(12 Tuesdays from September 14-December 7, no class the week of Thanksgiving)\*

**Cost: \$360 for a 12 week session**

**Location: Hoover Forest Preserve**

**\*See back of sheet for program dates and program themes**

**Questions? Please contact Emily at [edombrowski@co.kendall.il.us](mailto:edombrowski@co.kendall.il.us) or 630-553-2292**



**BILL OF TRANSFER**

**Property:** "Casper", a 20 year old gelding horse

**Donor:** Sunrise Center, Inc.  
4370 E 3500 S. Road  
St. Anne, IL

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

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

1. The Donee accepts full and complete responsibility for the Property from the date of approval of this agreement. Property currently resides at Ellis House and Equestrian Center.
2. The Donor is not a seller of horses and disclaims to the fullest extent authorized by law any and all warranties, promises, whether express or implied, including warranties of merchantability and or fitness for a particular use and makes no promises, warranties or other representations regarding the horse's condition at the time of transfer and by accepting the Property, the Donee accepts the Property "as is."
3. The Donor on behalf of itself, its successors and assigns hereby forever waives and releases the Kendall County Forest Preserve District, its elected officials, employees, agents, volunteers and assigns from any and all known and unknown claims, actions, causes of action, damages, injuries, costs and fees related in any manner to acceptance of this transfer or the condition of the Property at the time of the transfer.
4. Should the Donee decide at any future date that it no longer wishes to own or care for the Property, the Donee agrees to offer the Donor, Sunrise Center, Inc., first right of refusal to take back ownership of the Property before transferring ownership to another third party or deciding to euthanize the Property.

Kendall County Forest Preserve District, Illinois

Sunrise Center, Inc.

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

\_\_\_\_\_  
Howard Nelson, Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Empl #	Last Name	First Name	Dept	FY20 (7 PP)	FY21 (9PP)	Total Hours - Past 12 Months	Hours Budgeted FY21	Hours Budgeted FY22	Salary (Current)	Salary Increase (Proposed)	Salary Increase (%)	Total Salary	IMRF 6.97%	FICA 7.05%	Medical Insurance	Dental Insurance	Life Insurance				
270208	Guiz	David	ADMIN	525	1425	1850	1850	1950	\$91,563.17	\$2,289.08	2.50%	\$93,852.25	\$6,541.50	\$7,179.70	\$21,428.68	\$860.76	\$21.00				
270208	Guiz	David	ADMIN - ST	525	1425	1950	1950	1950	\$10,667.50	\$266.69	2.50%	\$10,934.19	\$782.11	\$836.47							
11444	Cardwell	Leticia	ADMIN - ST	0	214.25 (5 PP ONLY)	214.25	325	1475	\$5,820.00	\$0.00	0.00%	\$5,820.00		\$2,163.04							
270274	Adams	Julie	ADMIN	320.48	696.5	1016.98	1000	1475	\$17,500.00	\$4.10	11.43%	\$17,504.10	\$1,970.77	\$2,031.08							
270274	Adams	Kimberly	E - ADMIN	320.48	696.5	1016.98	1000	1475	\$13,000.00	\$0.00	29.50%	\$16,950.00	\$1,850.54	\$2,031.08							
270259	VACANT	Feb-22						450	\$13.00	\$0.50	3.77%	\$13.50		\$525.94							
270259	VACANT	Feb-22						500	\$13.25	\$0.50	3.77%	\$13.75		\$525.94							
270251	Benson	Mardelle	SC	0	185.75	185.75	200	500	\$11.00	\$1.00	4.35%	\$12.00		\$650.25							
270258	Greenhorn	Henry	SC	0	216.75	216.75	200	500	\$11.00	\$1.00	9.09%	\$12.00		\$650.25							
270258	VACANT							34	\$12.00	\$0.00	0.00%	\$12.00		\$650.25							
270284	Vick	Marshall	EL	515.39	1425	1940.39	1950	1950	\$40,365.00	\$1,099.13	2.50%	\$41,464.13	\$2,883.78	\$3,165.12			\$21.00				
270230	Dankow	Olivia	EL-S	250.5	505.25	755.75	400	400	\$12.00	\$0.00	0.00%	\$12.00		\$440.64							
270284	Dobos	Erin	EL	0	351.25	351.25	0	775	\$11.00	\$1.00	9.09%	\$12.00		\$711.45							
270290	Dyrovski	Angela	EL	0	351.25	351.25	0	375	\$11.00	\$1.00	9.09%	\$12.00		\$344.25							
270225	Fenske	Jorie	EL	43	488	531	100	550	\$11.00	\$1.00	9.09%	\$12.00		\$42.08							
270286	Mondella	Albert	EL	9.5	28	37.5	10	10	\$11.25	\$1.00	8.89%	\$12.25		\$15.42							
270230	Mondella	Alexandra	EL	0	12	12	100	10	\$11.00	\$1.00	9.09%	\$12.00		\$9.18							
270228	Mondella	Kristia	EL	295	780.25	1075.25	1450	1450	\$14.75	\$1.00	6.78%	\$15.75		\$1,747.07							
270283	Owen	Annabella	EL	86.75 (3 PP Only)	426	512.75	200	500	\$11.00	\$1.00	9.09%	\$12.00		\$459.00							
270279	Prette	Shannon	EL	40.25	89.63	109.88	200	110	\$11.00	\$1.00	9.09%	\$12.00		\$100.98							
270286	Rejan	Cether	EL	0	198.5	198.5	0	200	\$11.00	\$1.00	9.09%	\$12.00		\$183.60							
270257	Salato	Michelle	EL	51.5	71	122.5	200	125	\$11.80	\$1.00	8.47%	\$12.80		\$122.40							
270270	Sommers	Irene	EL	248.75	763.75	1010.5	100	1000	\$11.00	\$1.00	9.09%	\$12.00		\$918.00							
270237	Wells	Kristine	EL	0	83.25	83.25	75	80	\$11.55	\$1.00	8.66%	\$12.55		\$76.81							
270238	White	Debbie	EL-F	70	100	170	246	246	\$11.50	\$1.00	8.70%	\$12.50		\$235.24							
270261	White	Antonella	GM	525	1425	1950	1950	1950	\$37,760.00	\$5,000.00	13.23%	\$42,760.00	\$2,981.77	\$3,272.67	\$495.24	\$21.00					
270218	Luehich	Auelm	GM	519.25	1425	1944.25	1950	1950	\$32,600.00	\$1,856.00	6.00%	\$34,456.00	\$2,408.53	\$2,694.33	\$435.24	\$21.00					
270233	Anderson	Jared	GM	489	1425	1894	1950	1950	\$32,600.00	\$1,304.00	4.00%	\$33,904.00	\$2,363.11	\$2,593.66	\$435.24	\$21.00					
270222	Johnson	Colin	GM	147.25	203.5	350.75	590	590	\$14.00	\$1.00	7.14%	\$15.00		\$665.55							
270222	VACANT - ARPA POSITION		GM-S					480	\$12.00	\$0.00	0.00%	\$12.00		\$440.64							
270218	Teckenbrock	Jay	GM	525	1425	1950	672	672	\$12.00	\$0.00	0.00%	\$12.00		\$616.90							
270271	Neill	Dougl	GM-H	525	1425	1950	1950	1950	\$55,676.00	\$1,391.90	2.50%	\$57,067.90	\$3,977.63	\$4,365.69	\$495.24	\$21.00					
270271	VACANT - ARPA POSITION		GM-H					1850	\$32,222.00	\$1,288.88	4.00%	\$33,510.88	\$2,355.71	\$2,593.66	\$860.76	\$21.00					
270271	VACANT - ARPA POSITION		GM-H					1850	\$32,000.00	\$600.00	1.88%	\$32,600.00	\$2,272.22	\$2,493.90	\$860.76	\$21.00					
270238	Koehler	Frank	GM-H-S	362.33	806.51	1168.84	1225	1225	\$12.00	\$1.00	8.89%	\$13.00		\$440.64							
270278	Ma'yar	James	GM-H	74.5	211.25	285.75	300	300	\$11.25	\$1.00	8.89%	\$12.25		\$1,147.98							
270285	O'Brien	Duclca	GM-H	0	556.5	556.5	0	1458	\$11.55	\$1.00	8.66%	\$12.55		\$288.02							
270241	Wancke	Stefanie	ADMAN/NB	432.2	1425	1857.2	1950	1950	\$37,612.50	\$2,256.75	6.00%	\$39,869.25	\$2,778.89	\$3,066.00	\$435.24	\$21.00					
270267	Vosburgh	Jessica	NB	431	912.02	1343.02	1020	1950	\$14.00	\$0.50	3.57%	\$14.50		\$1,090.28							
270263	Bendl	Kathleen	NB	229.5	393.5	623	555	1018	\$13.50	\$0.50	3.70%	\$14.00		\$1,256.47							
270288	Christoferson	Paul	NB	0	0	0	0	444	\$13.50	\$0.50	3.70%	\$14.00		\$1,090.28							
270280	Gollins	Jennie	NB	236.5	432	669.5	555	650	\$13.50	\$0.50	3.70%	\$14.00		\$1,090.28							
270280	VACANT							650	\$13.50	\$0.50	3.70%	\$14.00		\$1,090.28							
													\$498,059.84	\$38,067.35	\$50,508.35	\$110,306.14	\$4,756.48	\$189.00			
													\$683,175.00	\$49,692.00	\$50,408.00	\$81,231.00					
													\$679,754.38	\$46,692.00	\$50,408.00						
													Total Salaries FY21 (6/1/21 AMD)					\$16,679.38			
													Budget Guideline - 2.5% Over FY21					\$16,679.38			
													Max Per Budget Guidelines					\$679,754.38			



# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21		6/1/2021	9/1/2021	11/30/2021	FY22
KCFPD Operating Fund #1900		2021 AMD	YTD	PROJECTED	2022 DRAFT
<b>ACCOUNT &amp; DESCRIPTION</b>					
<b>Beginning Balance (est.)</b>					
	<b>REVENUE</b>				
190011	Transfer In from Forest Preserve Improvement Fund #1906	196,821	171,805	171,805	431,504
190011	Transfer In from Forest Preserve 2007 Bond Proceeds Fund #1901	215,086	215,086	215,086	
190011	Transfer In from Kendall County - American Rescue Plan Act Transfer	47	46	46	
190011	Current Tax	640,646	366,564	635,646	660,740
190011	Interest Income	591	114	152	200
190011	Other Income (Sponsorship Program)	620	9,006	9,006	620
190011	Carbon Credits Sale - Fox River Bluffs	7,727	7,727	7,727	-
190011	CARES Act Reimbursement				
19001162	Ellis Center Grounds (Farm License Rev.)	22,087	24,204	24,204	24,614
19001163	Ellis Center Camps	6,250	8,033	8,033	8,000
19001164	Ellis Center Riding Lessons	57,817	57,230	72,803	65,000
19001165	Ellis Center Birthday Parties	4,226	3,963	5,148	5,000
19001166	Ellis Center Public Programs	1,742	2,536	3,561	3,000
19001167	Sunrise Center North License Agreement	23,360	18,940	23,360	13,800
19001168	Ellis Center Weddings	12,190	12,350	16,467	14,000
19001169	Ellis Center Other Rentals	2,100	2,595	3,460	3,500
19001170	Ellis Center 5K Event	250	250	250	250
19001171	Hoover Revenue (Yorkville Athletic Assoc. License)	2,052	2,750	2,750	2,748
19001171	Hoover Revenue (Residence Lease)	3,000	2,250	3,000	3,000
19001172	Hoover Bunkhouse Rental Rev	11,370	6,399	8,532	8,500
19001173	Hoover Campsite Rental Rev	1,655	3,160	4,213	4,000
19001174	Hoover Meadowhawk Rental Rev	10,337	11,565	15,420	15,000

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21		6/1/2021	9/1/2021	11/30/2021	FY22
KCFPD Operating Fund #1900		2021 AMD	YTD	PROJECTED	2022 DRAFT
19001176 42250	Env. Educ. - School Programs	5,357	260	2,842	20,000
19001177 42250	Env. Educ. - Camps	27,755	34,860	34,860	32,000
19001178 42250	Env. Educ. - Natural Beginnings	110,000	93,426	108,160	122,880
19001179 42250	Env. Educ. - Other Public Programs	17,435	20,847	27,796	20,000
	Env. Educ. - Other Revenue				
19001183 42250	Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	24,596	16,360	23,810	24,000
19001183 42250	Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)				
19001183 42860	Donations - Administration (Forest Foundation Contributions)	5,500	-	1,500	5,000
19001164 42860	Donations - Ellis Equestrian Center - Lessons	200			
	Donations - Hoover				
19001175 42860	Donations - Environmental Education	500	-	-	500
19001178 42860	Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	800	-	-	2,400
	Donations - Env. Educ. Other Programs				
	Donations - Natural Area Volunteers				
19001183 42860	Donations - Grounds & Natural Resources	1,950	-	-	500
19001183 42900	Picnic & Shelter Rental - Grounds & Natural Resources	2,625	3,805	5,073	4,000
19001184 42900	Rental Revenue - Pickerill-Pigott	5,230	5,230	5,230	750
19001183 42920	Preserve Improvements - Grants (K-12 Pollinator)				
19001183 42920	Preserve Improvements - Grants (Pollinator Meadows Pilot)				
190011 42930	Farm License Revenue	95,379	93,330	96,000	95,379
190011 42940	Credit Card Revenue - All Preserves	2,219	2,125	2,833	2,800
19001168 43450	Security Deposit Revenue - Ellis Weddings	7,300	11,575	9,375	9,300
19001169 43450	Security Deposit Revenue - Ellis Other Rentals	2,300	1,925	2,595	2,500
19001172 43450	Security Deposit Revenue - Hoover Bunkhouse	2,000	800	100	500

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21		6/1/2021	9/1/2021	11/30/2021	FY22
KCFPD Operating Fund #1900		2021 AMD	YTD	PROJECTED	2022 DRAFT
19001174 43450	Security Deposit Revenue - Hoover Meadowhawk	4,617	4,278	5,703	5,700
19001184 43450	Security Deposit Revenue - Pickerill-Pigott				
	<b>Total Revenue</b>	<b>1,338,916</b>	<b>1,043,589</b>	<b>1,384,742</b>	<b>1,180,181</b>
	<b><u>PERSONNEL</u></b>				
190011 51090	Board Per Diem	10,000	72	72	5,500
190011 51160	Salary - Part Time Administration	13,375	4,450	13,375	31,425
190011 51390	Salary - Full Time Administration	145,737	111,717	145,737	124,773
190011 51470	Stipend - Full Time Administration (Executive Director)	10,668	5,895	10,668	10,934
190011 51470	Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)	641	641	641	
190011 51470	Stipend - Full Time Administration (Asst. County Admin.)	5,820	4,365	5,820	5,820
19001183 51160	Salary - Part Time Grounds & Natural Resources	15,299	6,785	15,299	16,764
19001183 51390	Salary - Full Time Grounds & Natural Resources	87,133	61,308	87,133	89,963
	Salary - Part Time Pickerill Pigott				
	<b>Salary Full Time: Env. Education</b>				
19001176 51390	Env. Educ. FT Salary - School Programs Expense	18,123	12,979	18,123	
19001177 51390	Env. Educ. FT Salary - Camps Expense	11,398	8,022	11,398	6,000
19001178 51390	Env. Educ. FT Salary - Natural Beginnings Expense	29,981	20,789	29,981	50,000
19001179 51390	Env. Educ. FT Salary - Other Public Programs Expense	3,030	2,051	3,030	2,500
19001180 51390	Env. Educ. FT Salary - Laws of Nature	1,187	990	1,187	
	<b>Salary Part Time: Env. Education</b>				
19001176 51160	Env. Educ. PT Salary - School Programs Expense	10,000	369	3,000	11,213
19001177 51160	Env. Educ. PT Salary - Camps Expense	8,100	10,891	10,891	20,175
19001178 51160	Env. Educ. PT Salary - Natural Beginnings Expense	59,666	40,159	59,666	43,495

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21		6/1/2021	9/1/2021	11/30/2021	FY22
KCFPD Operating Fund #1900		2021 AMD	YTD	PROJECTED	2022 DRAFT
19001179 51160	Env. Educ. PT Salary - Other Public Programs Expense	7,900	4,781	7,900	9,756
19001180 51160	Env. Educ. PT Salary - Laws of Nature	2,200	185	2,200	3,481
19001181 51160	Env. Educ. PT Salary - Other Expense	146	146	146	
	<b>Salary Full Time: Ellis</b>				
19001160 51390	Salary FT - Ellis House	10,071	6,590	10,071	10,344
19001161 51390	Salary FT - Ellis Barn	10,071	6,590	10,071	10,344
19001162 51390	Salary FT - Ellis Grounds	20,142	13,179	20,142	20,688
	<b>Salary Part Time - Ellis</b>				
19001160 51160	Salary PT - Ellis House (ARPA - S)	1,100	1,285	1,285	
19001161 51160	Salary PT - Ellis Barn (ARPA - S)	1,100	1,140	1,140	
19001162 51160	Salary PT - Ellis Grounds (ARPA - S)	2,200	1,423	2,200	
19001163 51160	Salary PT - Ellis Center Camps Expense	3,110	2,462	3,110	3,200
19001164 51160	Salary PT - Ellis Center Riding Lessons Expense	37,638	34,725	46,301	39,325
19001165 51160	Salary PT - Ellis Center Birthday Parties Expense	6,000	5,767	6,500	6,500
19001166 51160	Salary PT - Ellis Center Public Programs Expense	2,015	761	2,015	2,015
19001167 51160	Salary PT - Ellis Sunrise License Agreement	17,500	10,086	17,500	17,500
19001168 51160	Salary PT - Ellis Center Weddings Expense	1,452	1,178	1,452	1,538
19001169 51160	Salary PT - Ellis Center Other Rentals Expense	1,452	-	1,452	1,538
	<b>Hoover Grounds</b>				
19001171 51160	Salary PT - Hoover Grounds	15,584	10,773	15,584	18,122
19001172 51160	Salary PT - Hoover Bunkhouse	7,792	5,390	7,792	9,061
19001173 51160	Salary PT - Hoover Campsite	3,896	2,696	3,896	4,530
19001174 51160	Salary PT - Hoover Meadowhawk	3,896	2,692	3,896	4,530
	<b>Hoover Campsite</b>				
19001171 51390	Salary FT - Hoover Grounds	43,949	30,869	43,949	45,289
19001172 51390	Salary FT - Hoover Bunkhouse	21,975	15,548	21,975	22,645
19001173 51390	Salary FT - Hoover Campsite	10,987	7,774	10,987	11,322
19001174 51390	Salary FT - Hoover Meadowhawk	10,987	7,774	10,987	11,322



# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21		6/1/2021	9/1/2021	11/30/2021	FY22
KCFPD Operating Fund #1900		2021 AMD	YTD	PROJECTED	2022 DRAFT
<b>Total Personnel</b>		<b>673,321</b>	<b>465,294</b>	<b>668,571</b>	<b>671,613</b>
<b>EMPLOYEE BENEFITS</b>					
190011 61160	IMRF Expense - Administration	16,417	21,677	16,417	12,055
190011 61170	SS Expense - Administration	14,032		14,032	13,231
19001160 63050	IMRF/SS Expense - Ellis House	1,756	1,283	1,756	1,604
19001161 63050	IMRF/SS Expense - Ellis Barn	1,756	1,310	1,756	1,604
19001162 63050	IMRF/SS Expense - Ellis Grounds	3,512	2,487	3,512	3,208
19001163 63050	IMRF/SS Expense - Ellis Center Camps Expense	517	200	517	316
19001164 63050	IMRF/SS Expense - Ellis Center Riding Lessons Expense	4,936	3,211	4,936	3,878
19001165 63050	IMRF/SS Expense - Ellis Center Birthday Parties Expense	622	720	960	641
19001166 63050	IMRF/SS Expense - Ellis Center Public Programs Expense	304	96	304	199
19001167 63050	IMRF/SS Expense - Sunrise Center North	2,260	1,064	2,260	1,726
19001168 63050	IMRF/SS Expense - Ellis Center Weddings Expense	111	129	111	157
19001169 63050	IMRF/SS Expense - Ellis Center Other Rentals Expense	111	-	111	157
19001171 63050	IMRF/SS Expense - Hoover Grounds	9,728	6,152	9,728	9,139
19001172 63050	IMRF/SS Expense - Hoover Bunkhouse	4,864	3,076	4,864	4,570
19001173 63050	IMRF/SS Expense - Hoover Campsite	2,432	1,538	2,432	2,285
19001174 63050	IMRF/SS Expense - Hoover Meadowhawk	2,432	1,538	2,432	2,285
19001175 63050	IMRF/SS Fund Expense - Env. Education				
19001176 63050	IMRF/SS Fund Expense - Env. Education School Programs	3,896	2,263	3,896	3,987
19001177 63050	IMRF/SS Fund Expense - Env. Education Camps	2,538	2,343	2,538	1,615
19001178 63050	IMRF/SS Fund Expense - Env. Education Natural Beginnings	11,575	8,542	11,575	12,079
19001179 63050	IMRF/SS Fund Expense - Env. Education Other Public Programs	690	770	1,026	1,816
19001180 63050	IMRF/SS Fund Expense - Env. Education Laws of Nature	358	177	358	563
10001181 63050	IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense	11	11	11	

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21 KCFPD Operating Fund #1900		6/1/2021 2021 AMD	9/1/2021 YTD	11/30/2021 PROJECTED	FY22 2022 DRAFT
19001183 63050	IMRF/SS Expense - Grounds & Nat. Resources	15,883	7,487	15,883	14,435
	<b>IMRF/SS Expense - Pickerill Pigott</b>				
190011 61230	<b>Medical Insurance - Administration</b>	31,550	21,361	31,550	53,383
	<b>Medical Insurance - Hoover</b>				
19001171 63060	Medical Insurance - Hoover Grounds	10,721	8,432	10,721	12,526
19001172 63060	Medical Insurance - Hoover Bunkhouse	5,360	4,216	5,360	6,263
19001173 63060	Medical Insurance - Hoover Campsite	2,680	2,108	2,680	3,132
19001174 63060	Medical Insurance - Hoover Meadowhawk	2,680	2,108	2,680	3,132
19001175 63060	Medical Insurance - Environmental Education				
19001178 63060	Medical Insurance - Env. Education Natural Beginnings				
19001168 63060	Medical Insurance - Ellis Weddings				
	<b>Medical Insurance - Grounds &amp; Nat. Resources</b>	28,240	21,530	28,240	36,909
190011 68000	Annual Insurance Premiums (ICRMT)	54,462	52,773	54,462	62,267
190011	Transfer to FP Liability Insurance Fund Insurance Deductible				
	<b>Total Employee Benefits</b>	<b>236,434</b>	<b>178,603</b>	<b>237,108</b>	<b>269,159</b>
	<b><u>CONTRACTUAL</u></b>				
190011 62150	Contractual Services (RecPro Software)	2,250	1,650	1,650	1,815
190011 62150	Contractual Services (Kendall County Email Accounts)	1,000	535	1,000	1,000
190011 62150	Contractual Services (City Forest Credits)	1,000			-
190011 62150	Contactual Services (EquineGenie Software)	698	698	698	-
190011 62150	Contractual Services (kendallforest.com website)	720	472	720	720
190011 62030	Dues/Memberships				

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21		6/1/2021	9/1/2021	11/30/2021	FY22
KCFPD Operating Fund #1900		2021 AMD	YTD	PROJECTED	2022 DRAFT
190011 62040	Conferences	500	250	500	1,300
190011 62090	Legal Publications	1,000	876	1,000	1,200
190011	Environmental Education Presenters				
19001163 63020	Veterinarian & Farrier - Ellis Camps				
19001164 63020	Veterinarian & Farrier - Ellis Riding Lessons	9,000	3,560	9,000	9,000
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties				
19001166 63020	Veterinarian & Farrier - Ellis Public Programs				
19001166 63020	Veterinarian & Farrier - Sunrise Center	500	-	500	500
19001168 63070	Refuse Pickup - Ellis	1,700	1,213	1,512	1,700
19001183 63070	Refuse Pickup - Grounds & Natural Resources	7,500	7,682	8,885	8,500
1901183	Event Tent Lease - Ellis				
19001183 63540	Telephone - Grounds & Natural Resources	10,750	6,774	8,847	10,000
190011 65490	Audit	8,000	8,000	8,000	8,250
190011 68340	Farm Lease Contract Expense	500	-	-	500
190011 68560	Credit Card Fee	8,423	6,258	8,344	8,400
	<b>Total Contractual</b>	<b>53,541</b>	<b>37,968</b>	<b>50,655</b>	<b>52,885</b>
	<b>COMMODITIES</b>				
190011 62000	Office Supplies & Postage - Administration	7,000	3,746	7,000	7,000

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21 KCFPD Operating Fund #1900		6/1/2021 2021 AMD	9/1/2021 YTD	11/30/2021 PROJECTED	FY22 2022 DRAFT
190011 62000	CARES Act Purchases	1,906	1,906	1,906	-
19001160 62000	Office Supplies & Postage - Ellis House	750	433	750	750
19001183 62180	Fuel: Gas & Oil Grounds	13,100	5,827	8,741	13,100
19001183 62400	Uniforms - Grounds	500	442	500	1,000
19001176 63030	Environmental Education				
19001177 63030	Env. Educ. - School Programs Expense				700
19001178 63030	Env. Educ. - Camps Expense	800	449	800	1,500
19001179 63030	Env. Educ. - Natural Beginnings Expense	2,000	941	2,000	2,000
19001180 63030	Env. Educ. - Other Public Programs Expense	250	81	250	750
19001183 63090	Gas - Grounds & Natural Resources	3,475	2,977	3,969	3,475
19001184 63100	Electric - Pickerill Pigott	7,450	3,778	5,038	7,450
19001182 63130	Natural Area Volunteer Supplies	-			
	Natural Area Management Supplies	-			
190011 63510	Electric - Administration	3,000	1,830	2,440	3,000
190011 68500	Project Fund Expense (Forest Foundation Purchases)	5,000	890	1,500	5,000
190011 68430	Promotion/Publicity	1,000	805	1,000	1,000
190011 68440	Newsletter	400	216	400	400
19001160 62270	<b>Utilities - Ellis</b> Utilities - Ellis House	6,120	5,530	7,373	7,200

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21 KCFPD Operating Fund #1900		6/1/2021 2021 AMD	9/1/2021 YTD	11/30/2021 PROJECTED	FY22 2022 DRAFT
19001161 62270	Utilities - Ellis Barn	6,120	4,518	6,024	6,800
<b>Utilities &amp; Maintenance - Hoover</b>					
19001171 63090	Hoover - Gas	5,750	4,680	6,240	6,500
19001171 63100	Hoover - Electric	13,950	10,877	14,503	14,600
19001171 62270	Hoover - Other Utilities	4,600	3,045	4,600	4,600
19001171 63310	Hoover - Shop Supplies	3,000	1,939	3,000	3,000
19001171 63120	Hoover - Building Maintenance	5,000	5,315	5,500	5,400
19001171 68580	Hoover - Grounds Maintenance	4,000	2,708	4,000	3,500
19001171 66500	Hoover - Other Expenses	1,000	-	-	1,000
<b>Promotion/Publicity - Ellis</b>					
19001163 68430	Promotion/Publicity - Ellis Camps	-			
19001164 68430	Promotion/Publicity - Ellis Riding Lessons	-			
19001165 68430	Promotion/Publicity - Ellis Birthday Parties	-			
	Promotion/Publicity - Ellis Weddings	-			
19001169 68430	Promotion/Publicity - Ellis Other Rentals	-			
19001170 68430	Promotion/Publicity - Ellis 5k	-			
19001166 68570	Volunteer Expense - Ellis Public Programs	150	-	150	150
<b>Animal Care &amp; Supplies - Ellis</b>					
19001163 63000	Animal Care & Supplies - Ellis Camps				
19001164 63000	Animal Care & Supplies - Ellis Riding Lessons	9,200	5,853	9,200	9,200
19001165 63000	Animal Care & Supplies - Ellis Birthday Parties				
19001166 63000	Animal Care & Supplies - Ellis Public Programs				
19001167 63000	Animal Care & Supplies - Sunrise Center North	1,200	926	1,200	1,200
<b>Horses Acquisition &amp; Tack - Ellis</b>					
19001163 63010	Horses Acquisition & Tack - Ellis Camps	-			
19001164 63010	Horses Acquisition & Tack - Ellis Riding Lessons	2,500	1,500	2,500	2,500

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21 KCFPD Operating Fund #1900		6/1/2021 2021 AMD	9/1/2021 YTD	11/30/2021 PROJECTED	FY22 2022 DRAFT
19001165 63010	Horses Acquisition & Tack - Ellis Birthday Parties Horses Acquisition & Tack - Ellis Public Programs	-			
	<b>Uniforms - Ellis</b>				
19001163 62400	Uniforms - Ellis Camps				
19001164 62400	Uniforms - Ellis Riding Lessons				
19001165 62400	Uniforms - Ellis Birthday Parties				
19001168 62400	Uniforms - Ellis Weddings				
	<b>Program Supplies - Ellis</b>				
19001163 63030	Program Supplies - Ellis Camps	450	207	450	450
19001165 63030	Program Supplies - Ellis Birthday Parties	300	166	300	300
19001170 63030	Program Supplies - Ellis 5K	-			
19001184 63030	Supplies: Shop - Pickerill Pigott	-			
19001183 63110	Supplies: Shop - Grounds	4,150	3,682	4,150	4,150
	<b>Total Commodities</b>	<b>114,221</b>	<b>75,295</b>	<b>105,585</b>	<b>118,175</b>
	<b><u>OTHER</u></b>				
190011 62160	Equipment - Administration	228	228	228	
19001183 62160	Equipment - Grounds & Natural Resources	19,641	11,999	19,641	20,000
	Preserve Improvements - Administration				
19001183 68530	Preserve Improvements - Grounds & Natural Resources	541	541	541	
190011 68540	Contributions (Drainage District Tax Assessments)	1,000	892	892	900
	<b>Grounds &amp; Maintenance Equipment - Ellis</b>				

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21 KCFPD Operating Fund #1900	6/1/2021 2021 AMD	9/1/2021 YTD	11/30/2021 PROJECTED	FY22 2022 DRAFT
19001160 68580 Grounds & Maint. - Ellis House	3,800	3,141	3,800	3,800
19001161 68580 Grounds & Maint. - Ellis Barn	2,700	2,727	2,800	2,700
19001162 68580 Grounds & Maint. - Ellis Grounds	4,700	4,482	4,700	4,700
<b>Security Deposit Refunds</b>				
Security Deposit Refunds	500	-	-	500
Security Deposit Refunds - Ellis Camps	1,000	105	500	1,000
Security Deposit Refunds - Ellis Riding Lessons				
Security Deposit Refunds - Ellis Public Programs				
Security Deposit Refunds - Ellis Weddings	7,400	2,075	7,400	9,000
Security Deposit Refunds - Ellis Other Rentals	300	1,000	1,000	300
Security Deposit Refunds - Hoover	6,617	4,842	6,617	6,617
Security Deposit Refunds - Env. Education School Programs				
Security Deposit Refunds - Env. Education Camps	2,200	955	955	2,200
Security Deposit Refunds - Env. Education Natural Beginnings	3,500	810	1,500	3,500
Security Deposit Refunds - Env. Education Public Programs	1,000	810	1,000	1,000
Security Deposit Refunds - Grounds	50	50	50	100
190011 69790 Contingency	11,500	616	11,500	12,032
Credit Card Fee Expense - Ellis Camps				
Credit Card Fee Expense - Public Programs				
<b>Total Other</b>	<b>66,449</b>	<b>34,657</b>	<b>63,124</b>	<b>68,349</b>
<b>Total Expenditures</b>	<b>1,143,965</b>	<b>791,816</b>	<b>1,125,043</b>	<b>1,180,181</b>
<b>Operating Surplus / (Deficit)</b>	<b>194,951</b>	<b>251,772</b>	<b>259,699</b>	<b>0</b>
<b>Ending Balance</b>	<b>391,772</b>	<b>423,577</b>	<b>431,504</b>	<b>431,504</b>

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 09-14-21 KCFPD Operating Fund #1900	6/1/2021 2021 AMD	9/1/2021 YTD	11/30/2021 PROJECTED	FY22 2022 DRAFT
<b>Beginning Balance</b>	196,821	171,805	171,805	431,504
<b>Total Revenue</b>	<b>1,338,916</b>	<b>1,043,589</b>	<b>1,384,742</b>	<b>1,180,181</b>
Total Personnel	673,321	465,294	668,571	671,613
Total Employee Benefits	236,434	178,603	237,108	269,159
Total Contractual	53,541	37,968	50,655	52,885
Total Commodities	114,221	75,295	105,585	118,175
Total Other	66,449	34,657	63,124	68,349
<b>Total Expenditure</b>	<b>1,143,965</b>	<b>791,816</b>	<b>1,125,043</b>	<b>1,180,181</b>
<b>Surplus / (Deficit)</b>	<b>194,951</b>	<b>251,772</b>	<b>259,699</b>	<b>0</b>
<b>Ending Balance</b>	<b>391,772</b>	<b>423,577</b>	<b>431,504</b>	<b>431,504</b>



**Kendall County Forest Preserve District  
Hoover Grounds Supervisor and Resident House  
Lease Agreement**

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this XX day of \_\_\_\_\_, 2021 by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Jay Teckenbrock (referred to as "Tenant"), an individual currently residing at the Hoover Forest Preserve Residence, 11285 W. Fox Road, Yorkville, IL 60560, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. PURPOSE.**

This Lease Agreement provides for the Tenants' possession and use of the Grounds Supervisor and Resident House, the surrounding fenced yard, and the storage shed, located at Hoover Forest Preserve –11285 W. Fox Road, Yorkville, Illinois, 60560 (hereinafter referred to as the "Residence"), an image of which is attached as Exhibit A, during the Employee-Tenant's employment as a Grounds Supervisor-Resident by the District. By signing this Lease Agreement, the parties affirm their agreement that Employee-Tenant is required to live at the Residence as a condition of his continued employment by the District as the Grounds Supervisor and Resident; the Residence is located on District property; and the Residence is provided for the convenience of the District by allowing Employee-Tenant to promptly respond to District needs at Hoover Forest Preserve outside of regular business hours. Also, this Lease Agreement confirms the parties' understanding and agreement that the Tenants' possession and use of the Residence is part of the Employee-Tenant's total wage and benefits compensation package as Grounds Supervisor and Resident for the District. *Nothing in this Lease Agreement is intended to and/or does create a contract of employment, express or implied. Employee-Tenant's employment with the District is "at-will", which means Employee-Tenant's employment relationship may be terminated at any time, with or without cause.*

**2. PROPERTY.**

2.1 Leased Property. District owns certain real property and improvements consisting of the Residence. District desires to lease the Residence to Tenants upon the terms and conditions contained herein. Tenants desire to lease the Residence from District on the terms and conditions contained herein.

2.2 Personal Property. The District and Tenants each agree that any personal property, such as equipment, furniture, or other non-fixture items, purchased by either the Tenants or the District, either prior to or during the term of this Lease Agreement shall remain the personal property of the party who furnished the funds to purchase the personal property. All personal property of the Tenants shall be removed from the Premise at the termination of this Lease Agreement, unless otherwise agreed to in writing by the parties. Tenants specifically waive any claim of damage against the District for any personal property damaged as a result of an act of nature, including, but not limited to lightning strikes and floods. District is not responsible for providing any personal property, equipment, furniture or other non-fixture items to the Tenants.

**3. TERM.**

3.1 Term. The term of this Lease Agreement commences on December 1, 2021 with both parties' execution of this Lease Agreement, and shall terminate immediately upon (a) the Employee-Tenant's separation of employment from the District, or (b) one (1) year from the Lease Agreement commencement date of December 1, 2021 following both parties' execution of this Lease Agreement, whichever occurs first.

3.2 Upon termination of the Lease Agreement, Tenants shall immediately vacate the Residence and shall have seven (7) calendar days to remove all personal property from the Residence, unless otherwise authorized and agreed to in writing by both parties. All obligations outstanding at the time of termination shall survive the Lease Agreement.

3.3 Early Termination. Either party may terminate this Lease Agreement upon providing thirty (30) calendar days written notice to the other party. Except that both parties may agree, in writing, to terminate the Lease Agreement at anytime and waive the thirty (30) days written notice.

**4. RENT.**

4.1 Rent. The rent for the Residence shall be six hundred dollars and zero cents (\$600.00) per week. This amount includes the cost of Utilities as discussed in section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of two hundred and fifty dollars (\$250.00) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Grounds Supervisor and Resident. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

4.2 Delinquent Rent. Rent is due no later than the first day of each month. If not paid by the due date, rent shall be considered overdue and delinquent. If Tenant fails to timely pay any monthly rent payment, Tenant will pay District a late charge of \$25.00 per day until rent is paid in full. If the District receives the rent within two (2) calendar days of the Due Date, the District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy the District may exercise for Tenants' failure to timely pay rent.

4.3. Returned Checks. In the event any payment by Tenant is returned for insufficient funds ("NSF") or if Tenant stops payment, Tenant will pay \$25.00 to District for each such check, plus late charges, as described above, which will accrue until District has **received** payment. Furthermore, District may require in writing that Tenants pay all future Rent payments by cash, money order, or cashier's check.

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

**5. SECURITY DEPOSIT.**

5.1 Amount. Tenant has previously deposited with the District the sum of one-thousand dollars and no cents (\$1,000.00), receipt of which is hereby acknowledged by the District, as security for any damage caused to the Residence during the term hereof.

5.2 Refund. Upon termination of the Lease Agreement, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Tenants' noncompliance with the terms of this Lease Agreement or with any and all federal, State, or local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence.

A. Deductions.

District may deduct reasonable charges from the security deposit for:

- (1) Unpaid or accelerated rent;
- (2) Late charges;
- (3) Unpaid utilities;
- (4) Costs of cleaning, deodorizing, and repairing the Residence and its contents for which Tenants are responsible;
- (5) Pet violation charges;
- (6) Replacing unreturned keys, garage door openers, or other security devices;
- (7) The removal of unauthorized locks or fixtures installed by Tenants;
- (8) Insufficient light bulbs;
- (9) Packing, removing, and storing abandoned property;
- (10) Removing abandoned or illegally parked vehicles;
- (11) Attorney fees and costs of court incurred in any proceeding against Tenants;
- (12) Any fee due for early removal of an authorized keybox; or
- (13) Other amounts Tenants are responsible to pay under this Lease Agreement.

B. If deductions exceed the security deposit, Tenants will pay to District the excess within ten (10) calendar days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and brokerage fees, then to any unpaid rent.

**6. USE OF RESIDENCE.**

The Residence shall be used and occupied solely by Tenants and Tenants' immediate family. It shall be used exclusively as a private, single-family dwelling, and no part of the Residence shall be used at any time during the term of this Lease Agreement by Tenants or Tenants' immediate family for the purpose of carrying on any business (other than District business), profession, or trade of any kind, or for any purpose other than as a private, single-family dwelling. Tenants shall not allow any other person, other than Tenants' immediate family or transient relatives and friends who are guests of Tenants, to use or occupy the Residence without first obtaining District's written consent to such use or occupation. Tenants shall comply with any and all federal, State, and local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence. Tenants understand and agree that all residents and visitors of the Residence shall comply with the District's General Use Ordinance while on District property.

**7. CONDITION OF RESIDENCE.**

7.1 Original Condition. Tenants stipulate, represent, and warrant that Tenants have examined the Residence, and it is, at the time of execution of this Lease Agreement, in good order, in good repair, and in a safe, clean and habitable condition.

7.2 Surrender Condition. Upon termination of this Lease Agreement, Tenants shall surrender the Residence to District in good and broom-clean condition, excepting ordinary wear and tear. Tenants shall remove all of their personal property and any improvements installed by Tenants and required to be removed by the District. Tenants shall return all keys and property belonging to the District.

**8. DEFAULTS & REMEDIES,**

8.1 Tenants' Default. Tenants shall be in default in the event of any of the following: (a) if Tenants fails to perform any obligation to be performed by Tenants hereunder and such failure shall continue for thirty (30) calendar days after written notice by District; provided, however, if the nature of such default is such that the same cannot reasonably be cured within a thirty (30) calendar day period, then Tenants shall not be deemed to be in default if it shall commence such cure within such thirty (30) calendar day period, and, thereafter, rectify and cure such default with due diligence; or (b) if Tenants abandon or vacate the Residence or ceases to use the Residence for the stated purpose as set forth in this Lease Agreement.

8.2 Remedies in Default. In the event of a default by Tenants, District may pursue any remedies available to it at law or in equity, including injunction, at its option, without further notice or demand of any kind to Tenants or any other person. In the event of a default, the District may also immediately terminate this Lease Agreement and Tenants' right to possession of the Residence and recover possession of the Residence and remove all persons therefrom.

**9. ASSIGNMENT AND SUB-LETTING.**

Tenants shall not assign this Lease Agreement, or sub-let or grant any license to use the Residence or any part thereof without the District's prior written consent. An assignment, sub-letting, or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

**10. ALTERATIONS AND IMPROVEMENTS.**

Tenants shall make no structural repairs, alterations, or improvements of the Residence or construct any building or make any other improvements of the Residence without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed, or placed on the Residence by Tenants shall, unless otherwise provided for by written agreement between District and Tenants, be at the Tenants' sole expense and shall become the sole property of the District and remain on the Residence at the termination of this Lease Agreement. At anytime during the term of this Lease Agreement, the District shall have the authority to make modifications, alterations, repairs, and improvements as it deems necessary and upon reasonable notice to Tenants.

**11. HAZARDOUS MATERIALS.**

Tenants shall not keep at the Residence any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion at the Residence or that might be considered hazardous or extra hazardous by any responsible insurance company.

Tenants' Initials: \_\_\_\_\_  
\_\_\_\_\_

**12. UTILITIES.**

12.1 Costs. District shall be responsible for arranging and paying for the following utility services: internet, electricity, gas, and land-line telephone (“Utilities”). Tenants are responsible for all other desired services.

12.2 Failure, Stoppage, or Interruptions. District shall not be liable for, and Tenants shall not be entitled to, any damages, abatement, or reduction in rent value by reason of any interruption or failure in the supply of utilities, including, but not limited to interruptions or failures caused by lightning strikes and floods. No failure, stoppage, or interruption of any utility or service, including but not limited to lightning strikes and floods, shall be construed as an eviction of Tenants, nor shall it relieve Tenants from any obligation to perform any covenant or agreement under this Lease Agreement. In the event of any failure, stoppage, or interruption of utilities or services, District’s shall use its reasonable efforts to attempt to restore all services promptly.

12.3 Installation of Equipment. Tenants agree that they shall not install any equipment that exceeds or overloads the capacity of the utility facilities serving the Residence, and that if equipment installed by Tenants requires additional utility facilities, installation of the same shall be at Tenants’ expense, but only after District’s written approval of same.

12.4 Compliance & Modifications. District shall be entitled to cooperate with the energy and water conservation efforts of governmental agencies or utility suppliers. District reserves the right from time to time to make modifications to the utility systems serving the Residence.

**13. MAINTENANCE, REPAIR, AND RULES.**

13.1 Maintenance Obligations. Tenants will, at their sole expense, keep and maintain the Residence and appurtenances in good and sanitary condition and repair during the term of this Lease Agreement and any renewal thereof. These obligations include, but are not limited to the following requirements:

- A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- C. Maintain the grounds and lawn area of the Residence, including regularly mowing the lawn.
- D. Not obstruct or cover the windows or doors;
- E. Not leave windows or doors in an open position during any inclement weather;
- F. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- G. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;

- H. Keep all air conditioning filters clean and free from dirt;
- I. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;
- J. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- K. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- L. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- M. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

13.2 Mechanics Liens. Tenants shall keep the Residence free and clear of all encumbrances, mechanics liens, stop notices, demands, and claims arising from work done by or for Tenants or for persons claiming under Tenants, and Tenants shall defend District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, with counsel of District's choosing, indemnify and save District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, free and harmless from and against any claims arising from or relating to the same.

**14. DAMAGE TO RESIDENCE.**

In the event the Residence is destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenants, the District may terminate this Lease Agreement from such time except for the purpose of enforcing rights that may have then accrued hereunder. Should a portion of the Residence thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, such part so injured shall be restored by District as speedily as practicable.

**15. ACCESS BY DISTRICT.**

District and District's agents shall have the right at all reasonable times, and by all reasonable means, without notice, during the term of this Lease Agreement to enter the Residence for the following purposes:

- A. Inspect the Property for condition;

- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;
- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize nonexempt property after default.

However, absent emergency circumstances, District will make reasonable attempts to give Tenants at least three (3) hours-notice, prior to entering the Residence. If Tenant(s) fail to permit reasonable access under this Paragraph, Tenants will be in default.

**16. RENTERS' INSURANCE**

Tenants will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement. Tenants will provide District with proof of renter's insurance within thirty (30) calendar days of the execution of this Lease Agreement. Tenants will promptly notify District of any modification or termination of Tenants' renter's insurance,

**17. SUBORDINATION OF LEASE AGREEMENT.**

This Lease Agreement and Tenants' interest hereunder are and shall be subordinate, junior, and inferior to any and all mortgages, liens, or encumbrances now or hereafter placed on the Residence by the District, all advances made under any such mortgages, liens, or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

**18. ANIMALS.**

THERE WILL BE NO ANIMALS PERMITTED AT THE RESIDENCE. Tenants shall not permit any animal, domesticated or maintained as pets, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, except as otherwise agreed to by a separate written Pet Addendum to the Lease Agreement which is attached as exhibit B, and incorporated as if fully set forth herein. If Tenants violate the pet restrictions of this Lease Agreement, Tenants will pay to District a fee of \$10.00 per calendar day, per animal for each calendar day Tenants violate the animal restrictions. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to Tenants of District's intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants agree to indemnify and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants are responsible and liable for any damage or required cleaning to the Residence caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.

**19. WATERBEDS.**

THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Lease Agreement.

**20. QUIET ENJOYMENT.**

Tenants, upon payment of all of the sums referred to herein as being payable by Tenants and Tenants' performance of all Tenants' agreements contained herein and Tenants' observance of all rules and regulations, shall and may peacefully and quietly have, hold, and enjoy said Residence for the term hereof.

**21. INDEMNIFICATION.**

District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury of or to the Tenants, the Tenants' family, guests, invitees, agents or employees, to any person entering the Residence, to the Residence itself, or to goods or equipment at the Residence. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature, including claims pertaining to tax liability or obligations. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

**22. FORCE MAJEURE.**

Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

**23. EXPENSES AND COSTS.**

Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Residence, Tenants agree to pay all expenses and costs incurred by the District, including, but not limited to the District's reasonable attorneys' fees.

**24. RECORDING OF LEASE AGREEMENT.**

Tenants shall not record this Lease Agreement on the Public Records of any public office. In the event that Tenants shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

Tenants' Initials: \_\_\_\_\_  
\_\_\_\_\_



**25. GOVERNING LAW.**

This Lease Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

**26. SEVERABILITY.**

If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**27. BINDING EFFECT.**

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

**28. DESCRIPTIVE HEADINGS.**

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Tenants.

**29. NON-WAIVER.**

No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Tenants, nor shall it affect Tenants' duties, obligations, and liabilities hereunder.

**30. MODIFICATION.**

The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto. The parties further agree that the previous agreement dated December 1, 2020 is hereby rescinded in its entirety effective November 30, 2021.

**31. NOTICE.**

Any notice required or permitted to be given pursuant to this Lease Agreement shall be duly given if sent by fax, certified mail, or courier service and received. In the case of District, notice shall be given to David Guritz, Director of the Kendall County Forest Preserve, 110 West Madison Street, Yorkville, Illinois, 60560, fax (630) 553-4023, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Tenants, notice shall be given to Jay Teckenbrock at the Residence.

**32. APPROVAL.**

This Lease Agreement is contingent on, and subject to approval by a majority of the Kendall County Forest Preserve District Board of Commissioners.

**As to District this XX day of \_\_\_\_\_, 2021.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

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

Attest: \_\_\_\_\_  
David Guritz, Executive Director

**As to Tenant, this XX day of \_\_\_\_\_, 2021.**

TENANT:

Sign: \_\_\_\_\_  
Jay Teckenbrock, Grounds Supervisor and Resident

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

Sign: \_\_\_\_\_

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

**Kendall County Forest Preserve District  
Ellis House Caretaker  
Lease Agreement**

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this XX day of \_\_\_\_\_, 2021, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Shannon Prette (referred to as "Tenant"), an individual currently residing at the Ellis House, 13986 McKanna Rd, Minooka, IL 60447, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. PURPOSE.**

This Lease Agreement provides for the Tenants' possession and use of the Ellis House apartment and access to the Ellis House maintenance support areas including the first-level reception area and utility room, and the basement storage area, located at Baker Woods Forest Preserve – Ellis House and Equestrian Center 13986 McKanna Rd, Minooka, IL 60447 (hereinafter referred to as the "Residence"), an image of which is attached as Exhibit A, during the Employee-Tenant's employment as the Ellis House Caretaker by the District. By signing this Lease Agreement, the parties affirm their agreement that Employee-Tenant is required to live at the Residence as a condition of their continued employment by the District as the Ellis House Caretaker; the Residence is located on District property; and the Residence is provided for the convenience of the District by allowing Employee-Tenant to promptly respond to District needs at Ellis House and Equestrian Center outside of regular business hours. Also, this Lease Agreement confirms the parties' understanding and agreement that the Tenants' possession and use of the Residence is part of the Employee-Tenant's total wage and benefits compensation package as Ellis House Caretaker for the District. *Nothing in this Lease Agreement is intended to and/or does create a contract of employment, express or implied. Employee-Tenant's employment with the District is "at-will", which means Employee-Tenant's employment relationship may be terminated at any time, with or without cause.*

**2. PROPERTY.**

2.1 Leased Property. District owns certain real property and improvements consisting of the Residence. District desires to lease the Residence to Tenants upon the terms and conditions contained herein. Tenants desire to lease the Residence from District on the terms and conditions contained herein.

2.2 Personal Property. The District and Tenants each agree that any personal property, such as equipment, furniture, or other non-fixture items, purchased by either the Tenants or the District, either prior to or during the term of this Lease Agreement shall remain the personal property of the party who furnished the funds to purchase the personal property. All personal property of the Tenants shall be removed from the Premise at the termination of this Lease Agreement, unless otherwise agreed to in writing by the parties. Tenants specifically waive any claim of damage against the District for any personal property damaged as a result of an act of nature, including, but not limited to lightning strikes and floods. District is not responsible for providing any personal property, equipment, furniture or other non-fixture items to the Tenants.

**3. TERM.**

3.1 Term. The term of this Lease Agreement commences on December 1, 2021 and shall terminate immediately upon (a) the Employee-Tenant's separation of employment from the District; (b) the Employee-Tenant's reassignment to a different position at the District; or (c) one (1) year after the date of commencement of December 1, 2021 following both parties' execution of this Lease Agreement, whichever occurs first.

3.2 Upon termination of the Lease Agreement, Tenants shall immediately vacate the Residence and shall have seven (7) calendar days to remove all personal property from the Residence, unless otherwise authorized and agreed to in writing by both parties. All obligations outstanding at the time of termination shall survive the Lease Agreement.

3.3 Early Termination. Either party may terminate this Lease Agreement upon providing thirty (30) calendar days written notice to the other party. Except that both parties may agree, in writing, to terminate the Lease Agreement at anytime and waive the thirty (30) days written notice.

**4. RENT.**

4.1 Rent. The rent for the Residence shall be eighty (\$85.00) per week. This amount includes the cost of Utilities as discussed in Section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of three hundred fifty dollars and zero cents (\$350.00) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Ellis House Caretaker. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

4.2 Delinquent Rent. Rent is due no later than the first day of each month. If not paid by the due date, rent shall be considered overdue and delinquent. If Tenant fails to timely pay any monthly rent payment, Tenant will pay District a late charge of \$25.00 per day until rent is paid in full. If the District receives the rent within two (2) calendar days of the Due Date, the District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy the District may exercise for Tenants' failure to timely pay rent.

4.3. Returned Checks. In the event any payment by Tenant is returned for insufficient funds ("NSF") or if Tenant stops payment, Tenant will pay \$25.00 to District for each such check, plus late charges, as described above, which will accrue until District has **received** payment. Furthermore, District may require in writing that Tenants pay all future Rent payments by cash, money order, or cashier's check.

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

**5. SECURITY DEPOSIT.**

5.1 Amount. Tenant has deposited with the District the required sum of two-hundred fifty dollars and no cents (\$250.00), as security for any damage caused to the Residence during the term hereof.

5.2 Refund. Upon termination of the Lease Agreement, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Tenants' noncompliance with the terms of this Lease Agreement or with any and all federal, State, or local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence.

**A. Deductions.**

District may deduct reasonable charges from the security deposit for:

- (1) Unpaid or accelerated rent;
- (2) Late charges;
- (3) Unpaid utilities;
- (4) Costs of cleaning, deodorizing, and repairing the Residence and its contents for which Tenants are responsible;
- (5) Pet violation charges;
- (6) Replacing unreturned keys, garage door openers, or other security devices;
- (7) The removal of unauthorized locks or fixtures installed by Tenants;
- (8) Insufficient light bulbs;
- (9) Packing, removing, and storing abandoned property;
- (10) Removing abandoned or illegally parked vehicles;
- (11) Attorney fees and costs of court incurred in any proceeding against Tenants;
- (12) Any fee due for early removal of an authorized keybox; or
- (13) Other amounts Tenants are responsible to pay under this Lease Agreement.

B. If deductions exceed the security deposit, Tenants will pay to District the excess within ten (10) calendar days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and brokerage fees, then to any unpaid rent.

**6. USE OF RESIDENCE.**

The Residence shall be used and occupied solely by Tenants and Tenants' immediate family. It shall be used exclusively as a private, single-family dwelling, and no part of the Residence shall be used at any time during the term of this Lease Agreement by Tenants or Tenants' immediate family for the purpose of carrying on any business (other than District business), profession, or trade of any kind, or for any purpose other than as a private, single-family dwelling. Tenants shall not allow any other person, other than Tenants' immediate family or transient relatives and friends who are guests of Tenants, to use or occupy the Residence without first obtaining District's written consent to such use or occupation. Tenants shall comply with any and all federal, State, and local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence. Tenants understand and agree that all residents and visitors of the Residence shall comply with the District's General Use Ordinance while on District property.

Tenants' Initials: \_\_\_\_\_  
\_\_\_\_\_

**7. CONDITION OF RESIDENCE.**

7.1 Original Condition. Tenants stipulate, represent, and warrant that Tenants have examined the Residence, and it is, at the time of execution of this Lease Agreement, in good order, in good repair, and in a safe, clean and habitable condition.

7.2 Surrender Condition. Upon termination of this Lease Agreement, Tenants shall surrender the Residence to District in good and broom-clean condition, excepting ordinary wear and tear. Tenants shall remove all of their personal property and any improvements installed by Tenants and required to be removed by the District. Tenants shall return all keys and property belonging to the District.

**8. DEFAULTS & REMEDIES,**

8.1 Tenants' Default. Tenants shall be in default in the event of any of the following: (a) if Tenants fails to perform any obligation to be performed by Tenants hereunder and such failure shall continue for thirty (30) calendar days after written notice by District; provided, however, if the nature of such default is such that the same cannot reasonably be cured within a thirty (30) calendar day period, then Tenants shall not be deemed to be in default if it shall commence such cure within such thirty (30) calendar day period, and, thereafter, rectify and cure such default with due diligence; or (b) if Tenants abandon or vacate the Residence or ceases to use the Residence for the stated purpose as set forth in this Lease Agreement.

8.2 Remedies in Default. In the event of a default by Tenants, District may pursue any remedies available to it at law or in equity, including injunction, at its option, without further notice or demand of any kind to Tenants or any other person. In the event of a default, the District may also immediately terminate this Lease Agreement and Tenants' right to possession of the Residence and recover possession of the Residence and remove all persons therefrom.

**9. ASSIGNMENT AND SUB-LETTING.**

Tenants shall not assign this Lease Agreement, or sub-let or grant any license to use the Residence or any part thereof without the District's prior written consent. An assignment, sub-letting, or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

**10. ALTERATIONS AND IMPROVEMENTS.**

Tenants shall make no structural repairs, alterations, or improvements of the Residence or construct any building or make any other improvements of the Residence without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed, or placed on the Residence by Tenants shall, unless otherwise provided for by written agreement between District and Tenants, be at the Tenants' sole expense and shall become the sole property of the District and remain on the Residence at the termination of this Lease Agreement. At anytime during the term of this Lease Agreement, the District shall have the authority to make modifications, alterations, repairs, and improvements as it deems necessary and upon reasonable notice to Tenants.

**11. HAZARDOUS MATERIALS.**

Tenants shall not keep at the Residence any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion at the Residence or that might be considered hazardous or extra hazardous by any responsible insurance company.

Tenants' Initials: \_\_\_\_\_  
\_\_\_\_\_

**12. UTILITIES.**

12.1 Costs. District shall be responsible for arranging and paying for the following utility services: internet, electricity, phone and natural gas (“Utilities”). Tenants are responsible for all other desired services.

12.2 Failure, Stoppage, or Interruptions. District shall not be liable for, and Tenants shall not be entitled to, any damages, abatement, or reduction in rent value by reason of any interruption or failure in the supply of utilities, including, but not limited to interruptions or failures caused by lightning strikes and floods. No failure, stoppage, or interruption of any utility or service, including but not limited to lightning strikes and floods, shall be construed as an eviction of Tenants, nor shall it relieve Tenants from any obligation to perform any covenant or agreement under this Lease Agreement. In the event of any failure, stoppage, or interruption of utilities or services, District’s shall use its reasonable efforts to attempt to restore all services promptly.

12.3 Installation of Equipment. Tenants agree that they shall not install any equipment that exceeds or overloads the capacity of the utility facilities serving the Residence, and that if equipment installed by Tenants requires additional utility facilities, installation of the same shall be at Tenants’ expense, but only after District’s written approval of same.

12.4 Compliance & Modifications. District shall be entitled to cooperate with the energy and water conservation efforts of governmental agencies or utility suppliers. District reserves the right from time to time to make modifications to the utility systems serving the Residence.

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- A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- C. Not obstruct or cover the windows or doors;
- D. Not leave windows or doors in an open position during any inclement weather;
- E. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- F. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;
- G. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such

apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;

- H. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- I. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- J. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- K. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

13.2 Mechanics Liens. Tenants shall keep the Residence free and clear of all encumbrances, mechanics liens, stop notices, demands, and claims arising from work done by or for Tenants or for persons claiming under Tenants, and Tenants shall defend District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, with counsel of District's choosing, indemnify and save District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, free and harmless from and against any claims arising from or relating to the same.

**14. DAMAGE TO RESIDENCE.**

In the event the Residence is destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenants, the District may terminate this Lease Agreement from such time except for the purpose of enforcing rights that may have then accrued hereunder. Should a portion of the Residence thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, such part so injured shall be restored by District as speedily as practicable.

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- A. Inspect the Property for condition;
- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;



- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize non-exempt property after default.

However, absent emergency circumstances, District will make reasonable attempts to give Tenants at least three (3) hours-notice prior to entering the Residence. If Tenant(s) fail to permit reasonable access under this Paragraph, Tenants will be in default.

**16. RENTERS' INSURANCE**

Tenants will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement. Tenants will provide District with proof of renter's insurance within thirty (30) calendar days of the execution of this Lease Agreement. Tenants will promptly notify District of any modification or termination of Tenants' renter's insurance.

**17. SUBORDINATION OF LEASE AGREEMENT.**

This Lease Agreement and Tenants' interest hereunder are and shall be subordinate, junior, and inferior to any and all mortgages, liens, or encumbrances now or hereafter placed on the Residence by the District, all advances made under any such mortgages, liens, or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

**18. ANIMALS.**

THERE WILL BE NO ANIMALS PERMITTED AT THE RESIDENCE. Tenants shall not permit any animal, domesticated or maintained as pets, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, except as otherwise agreed to by a separate written Pet Addendum to the Lease Agreement which is attached as exhibit B, and incorporated as if fully set forth herein. If Tenants violate the pet restrictions of this Lease Agreement, Tenants will pay to District a fee of \$10.00 per calendar day, per animal for each calendar day Tenants violate the animal restrictions. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to Tenants of District's intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants agree to indemnify and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants are responsible and liable for any damage or required cleaning to the Residence caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.

**19. WATERBEDS.**

THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Lease Agreement.

**20. QUIET ENJOYMENT.**

Tenants, upon payment of all of the sums referred to herein as being payable by Tenants and Tenants' performance of all Tenants' agreements contained herein and Tenants' observance of all rules and regulations, shall and may peacefully and quietly have, hold, and enjoy said Residence for the term hereof.

**21. INDEMNIFICATION.**

District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury of or to the Tenants, the Tenants' family, guests, invitees, agents or employees, to any person entering the Residence, to the Residence itself, or to goods or equipment at the Residence. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature, including claims pertaining to tax liability or obligations. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

**22. FORCE MAJEURE.**

Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

**23. EXPENSES AND COSTS.**

Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Residence, Tenants agree to pay all expenses and costs incurred by the District, including, but not limited to the District's reasonable attorneys' fees.

**24. RECORDING OF LEASE AGREEMENT.**

Tenants shall not record this Lease Agreement on the Public Records of any public office. In the event that Tenants shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

**25. GOVERNING LAW.**

This Lease Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

**26. SEVERABILITY.**

If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**27. BINDING EFFECT.**

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

**28. DESCRIPTIVE HEADINGS.**

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Tenants.

**29. NON-WAIVER.**

No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Tenants, nor shall it affect Tenants' duties, obligations, and liabilities hereunder.

**30. MODIFICATION.**

The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto. The parties further agree that the previous agreement dated December 1, 2020 is hereby rescinded in its entirety effective November 30, 2021.

**31. NOTICE.**

Any notice required or permitted to be given pursuant to this Lease Agreement shall be duly given if sent by fax, certified mail, or courier service and received. In the case of District, notice shall be given to David Guritz, Director of the Kendall County Forest Preserve, 110 West Madison Street, Yorkville, Illinois, 60560, fax (630) 553-4023, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Tenants, notice shall be given to Shannon Prette at the Residence.

Tenants' Initials: \_\_\_\_\_  
\_\_\_\_\_

**32. APPROVAL.**

This Lease Agreement is contingent on, and subject to approval by a majority of the Kendall County Forest Preserve District Board of Commissioners.

**As to District this XX day of \_\_\_\_\_, 2021.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

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

Attest: \_\_\_\_\_  
David Guritz, Executive Director

**As to Tenant, this XX day of \_\_\_\_\_, 2021.**

TENANT:

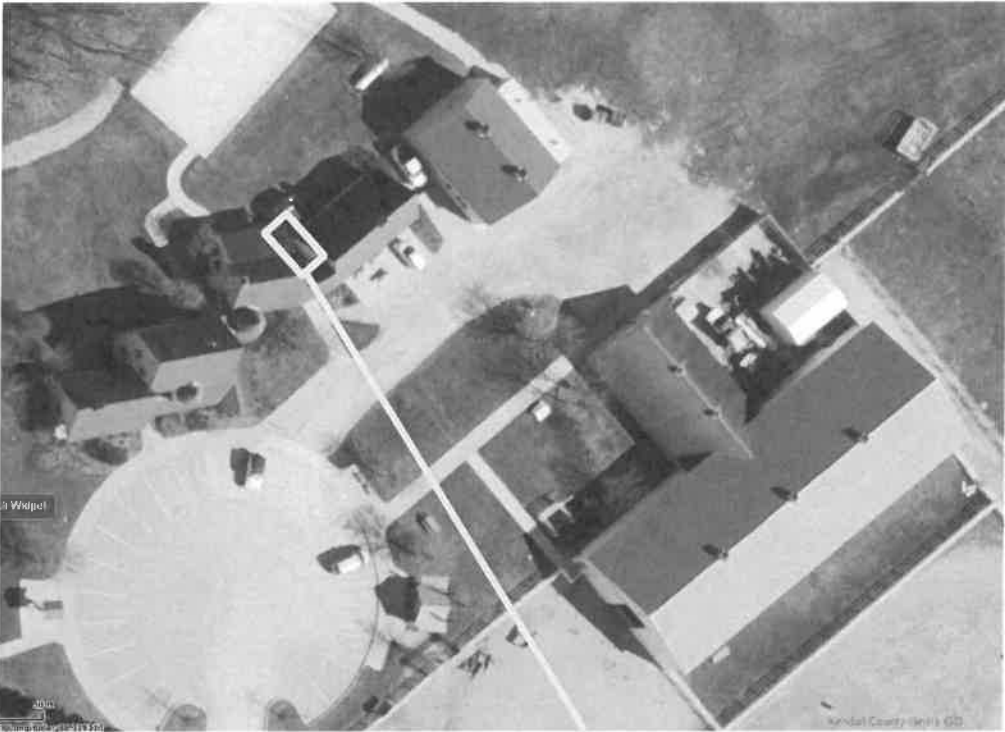
Sign: \_\_\_\_\_  
Shannon Prette

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

Sign: \_\_\_\_\_  
Attest

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

**EXHIBIT A:**



Location of 2<sup>nd</sup> Floor Studio Apartment at Ellis House and Equestrian Center

To: Kendall County Forest Preserve District Operations Committee

From: Antoinette White, Communications and Natural Resources Project Manager

RE: Grounds Maintenance Project Updates

Date: October 6, 2021

Grounds Maintenance has finished doing final mowing of all the preserves for the season. Staff has been critical for preparing preserves for the 21-22 Bow Hunt program.

Below are photos of a recent project of redecking a foot bridge at Richard-Young/ Lyon Forest Preserve.

