

**KENDALL COUNTY FOREST PRESERVE DISTRICT**  
**MEETING AGENDA**  
**TUESDAY, OCTOBER 19, 2021**  
**9:00 A.M.**  
**KENDALL COUNTY OFFICE BUILDING - ROOMS 209 & 210**

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call
- V. Approval of Agenda
- VI. Public Comments
- \*CONSENT AGENDA**
- VII. Approval of Minutes
  - Kendall County Forest Preserve District Finance Committee Meeting of September 30, 2021
  - Kendall County Forest Preserve District Commission Meeting of October 5, 2021
  - Kendall County Forest Preserve District Operations Committee Meeting of October 6, 2021
- VIII. \*Approval of Claims in the Amount of \$21,036.93
- IX. Approval of the Publication of the District's FY22 Preliminary Budget
- X. \*Approval of a Letter of Engagement with Mack & Associates, CPA's for the Completion of the FY21 Audit for an Amount Not to Exceed \$8,240.00
- XI. \*Approval of the Renewal of a 1-Year Lease Agreement with Jay Teckenbrock, Hoover Supervisor and Resident for Use of the Hoover Residence Effective December 1, 2021 through November 30, 2022 for a \$250.00 Monthly Rent Payment
- XII. \*Approval of the Renewal of a 1-Year Lease Agreement with Shannon Prette, Ellis Resident and Caretaker for Use of the Ellis House Studio Apartment Effective December 1, 2021 through November 30, 2022 for a \$346.67 Monthly Rent Payment
- XIII. \*Approval of Natural Beginnings Early Learning Program 22-23 Program Tuition Fees and Charges in the Amount of \$2,160.00 (3-Day Program) and \$1,700.00 (2-Day Program)
- XIV. \*Approval of the Bill of Transfer Accepting the Donation of the Lesson Horse "Casper" to the District from Sunrise Center, Inc. for \$1.00 Paid in Hand
- OLD BUSINESS**  
*No items posted for consideration*
- NEW BUSINESS**
- XV. \***MOTION:** Approval of Two Vehicle Repair Estimates from Automotive Specialties of Yorkville, Illinois for Repair of the District's 2008 F-350 for \$5,934.05, and the District's 2009 F-250 for \$3,239.29 for a Total Cost of \$9,173.34
- XVI. \***MOTION:** Approval of the Grounds And Natural Resources Division Supervisor Position Description, Including the Appointment of Antoinette White to this Position with a Promotional Annualized Salary Increase to \$42,780.00 Effective December 1, 2021
- XVII. \***MOTION:** Approval of the Environmental Education and Special Projects Manager Position Description, Including the Appointment of Stefanie Wiencke to this Position with an Assigned Starting Annualized Salary of \$39,869.25 Effective December 1, 2021
- XVIII. \***MOTION:** Approval of the Environmental Education Early Learning Program Specialist Position Description, Including the Appointment of Jessica Vosburgh to this Full Time Position with an Assigned Starting Annualized Salary of \$28,275.00 Effective December 1, 2021
- XIX. \***MOTION:** Approval of the Environmental Education Coordinator Position Description, Including the Appointment of Kimberly Adams to this Position with a Promotional Hourly Salary Increase to \$18.00 Effective October 22, 2021
- XX. \***MOTION:** Approval of the Reservations Manager and Accounting Coordinator Position Description, including the Appointment of Julia Granholm to this Position with a Promotional Hourly Salary Increase to \$19.50 Effective October 22, 2021
- XXI. **MOTION:** Approval of a Revised Organizational Chart for the Kendall County Forest Preserve District
- XXII. Public Comments
- XXIII. Executive Session
- XXIV. Other Items of Business
- XXV. Adjournment

*(\*) Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section 1.G.2.b.v.a)*

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
OCTOBER 5, 2021**

**I. Call to Order**

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Office Building - Second Floor Board Rooms 209 and 210.

**II. Pledge of Allegiance**

All present recited the Pledge of Allegiance at the start of the MEETING.

**III. Invocation**

An invocation was offered by Commissioner Gengler at the start of the meeting.

**IV. Roll Call**

X	Cesich	X	Gryder (entered the meeting at 6:06 pm)
X	DeBolt	X	Kellogg
X	Flowers	X	Koukol
X	Gengler	X	Rodriguez
X	Gilmour	X	Vickers

Roll call: Commissioners Cesich, DeBolt, Flowers, Gengler, Kellogg, Koukol, Vickers, Rodriguez, and Gilmour were all present.

Commissioner Gryder entered the meeting at 6:06 pm.

**V. Approval of Agenda**

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

**VI. Public Comment**

Becky Nelson offered public comments on perceived accuracy of the Illinois Department of Public Health’s COVID-19 data.

**CONSENT AGENDA**

**VII. Approval of Minutes**

- Kendall County Forest Preserve District Commission meeting of September 7, 2021

**VIII. Approval of Claims in the Amount of \$17,614.25**

Commissioner Cesich made a motion to approve the Consent Agenda. Seconded by Commissioner DeBolt.

Motion: Commissioner Cesich  
 Second: Commissioner DeBolt

**Roll call: Consent Agenda**

Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder		
DeBolt	X		Kellogg	X	
Flowers	X		Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	

Motion unanimously approved.

Roll Call: Commissioners Cesich, DeBolt, Flowers, Gengler, Kellogg, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

**OLD BUSINESS**

*No items posted for consideration.*

**NEW BUSINESS**

**IX. \*MOTION: Approval of an Amendment to the Agreement with D. Construction, Inc., for the Removal of the Millbrook Bridge, Modifying the Total Contract Price from \$476,784.03 to \$336,405.14**

Commissioner Gryder entered the meeting.

Commissioner DeBolt made a motion to approve the amendment to the agreement with D. Construction, Inc., for the removal of the Millbrook Bridge, modifying the total contract price from \$476,784.03 to \$336,405.14. Seconded by Commissioner Cesich.

The Board of Commissioners discussed the proposed contract price amendment. Director Guritz stated that the reduction in price is based on work not completed on the Millbrook Bridge Removal Project, including Commission’s previous direction to forego demolition of the in-stream piers. Due to the emergency teardown, other work was not performed as stated in the contract.

Motion: Commissioner DeBolt  
 Second: Commissioner Cesich

**Roll call: Millbrook Bridge Removal Project Contract Reduction**

Commissioner	Aye	Opposed	Commissioner	Aye	Opposed
Cesich	X		Gryder	X	
DeBolt	X		Kellogg	X	
Flowers	X		Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	

Motion unanimously approved.

Roll Call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Kellogg, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

**X. MOTION: Approval of an Agreement with D. Construction, Inc., for Road and Trail Paving and Maintenance at Hoover Forest Preserve for an amount not to exceed \$18,930.00**

Commissioner DeBolt made a motion to approve an agreement with D. Construction, Inc., for road and trail paving and maintenance at Hoover Forest Preserve for an amount not to exceed \$18,930.00. Seconded by Commissioner Flowers.

The Board of Commissioners discussed the scope of work extended to the District by D. Construction. Director Guritz reported that the scope of work was negotiated with D. Construction, with an asphalt trail condition survey completed and presented to D. Construction for pricing. In addition to the asphalt trail improvements, D. Construction will construct a 24’ wide 1,400’ asphalt road extension from the Meadowhawk Lodge parking area to the north parking lot at Hoover Forest Preserve. Estimated costs for completion the two asphalt paving improvement projects, if publically bid, would be approximately \$100,000. D. Construction will be extending support to complete both projects for a cost not-to-exceed \$18,930.00.

Motion: Commissioner DeBolt					
Second: Commissioner Flowers					
<b>Roll call: Hoover Forest Preserve Asphalt Resurfacing Projects for \$18,930.00</b>					
<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>
Cesich	X		Gryder	X	
DeBolt	X		Kellogg	X	
Flowers	X		Koukol	X	
Gengler	X		Rodriguez	X	
Gilmour	X		Vickers	X	
Motion unanimously approved.					

Roll Call: Commissioners Cesich, DeBolt, Flowers, Gengler, Gryder, Kellogg, Koukol, Rodriguez, Vickers and Gilmour, aye. Opposed, none. Motion unanimously approved.

**XI. Public Comments**

Jim Wyman, WSPY, asked about the agreement with D. Construction Inc. Director Guritz provided responses, including reporting that the District did not include or call for any use of explosives in any of the District’s contracts with D. Construction (Pickerill-Pigott Phase I OSLAD and Millbrook Removal Projects).

**XII. Executive Session**

None.

**XIII. Other Items of Business**

- Storm Damage Updates and Preserve Clearing Efforts

Director Guritz reported on progress with completing repairs from systems damaged by summer storm events at Hoover Forest Preserve.

**XIV. Adjournment**

Commissioner Cesich made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 6:12 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES  
OCTOBER 6, 2021**

**I. Call to Order**

Operations Committee Chair Flowers called the meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Roll Call**

X	DeBolt		Gilmour
	Cesich	X	Gryder
X	Flowers		Kellogg
	Gengler	X	Koukol
X	Rodriguez		Vickers

Commissioners DeBolt, Flowers, Gryder, Rodriguez, and Koukol were all present.

Commissioner Koukol left the meeting at 6:33 pm, and did not return.

**III. Approval of Agenda**

Commissioner Koukol made a motion to approve the Operations Committee meeting agenda as presented. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

**IV. Public Comment**

No public comments were offered from citizens in attendance.

**V. Review of Financial Statements and Cost Center Reports through October 1, 2021**

Director Guritz presented an overview of the preliminary financial statements through October 1, 2021. The District is on track for meeting budget projections for the year. The FY21 budget will need to be amended prior to the end of the fiscal year.

**VI. Review of Special Use Permits**

There were no special use permits for review.

**VII. Draft Employee Handbook Policies Review**

**a) Chapters VII Review**

The Operations Committee discussed the draft Employee Handbook - Chapters VII. Once the Operations Committee has completed its review, the draft handbook will be sent out to the Committee of the Whole, with notations where the proposed policies for the District deviate from those policies included in the Kendall County Employee Handbook.

**VIII. Assistant Director and Environmental Education Manager Position and Department Restructure Plan**

**a) Review of Amended 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

**b) Review of Amended Organizational Chart**

Commissioner Koukol left the meeting at 6:33 pm.

The Operations Committee discussed the draft position descriptions. Operating Committee Chair Flowers stated that the Environmental Education Coordinator position description should include a Bachelor's degree requirement, not just a preference.

The Operations Committee reviewed the amended Organizational Chart and FY22 proposed salary schedule.

Commissioner Gryder made a motion to forward the position descriptions and organization chart to Committee of the Whole. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

**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 Resident Lease Agreement (Ellis Caretaker and Grounds Supervisor and Resident)**

Commissioner DeBolt made a motion to forward the Natural Beginnings 22-23 program year fees and charges to the Committee of the Whole for review. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Commissioner DeBolt made a motion to forward the proposed lesson horse donation Deed of Transfer for "Casper" to Committee of the Whole for review. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

Commissioner DeBolt made a motion to forward the resident lease agreements for Jay Teckenbrock and Shannon Prette to the Committee of the Whole for review. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

**X. Public Comments**

Commissioner DeBolt asked about the status for the trail connection project for Hoover Forest Preserve and Fox River Bluffs Forest Preserve. Director Guritz stated that the project is included for completion in the District's 3-year capital plan pending award of federal funding for the project as part of the infrastructure bill. Should this grant award fail to materialize, the District can

DRAFT FOR COMMISSION APPROVAL: 10-19-2021

explore the possibility of submitting a grant for funding through the IDNR-Regional Trails Program grant.

**XI. Executive Session**

None.

**XII. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

Meeting adjourned at 6:55 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District



**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES  
SEPTEMBER 30, 2021**

**I. Call to Order**

Chairman Gengler called the meeting to order at 4:01 pm in the Kendall County Office Building, rooms 209 and 210.

**II. Roll Call**

X	Cesich		Gryder
	DeBolt	X	Kellogg
	Flowers		Koukol
X	Gengler		Rodriguez
X	Gilmour	X	Vickers

Commissioners Cesich, Gengler, Gilmour, Kellogg, and Vickers were all present.

**III. Approval of Agenda**

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

**IV. Public Comments**

No public comments were offered from citizens present.

**V. Motion to Forward Claims to Commission for Approval**

Commissioner Cesich made a motion to forward claims in the amount of \$17,614.25 to Commission. Seconded by Commissioner Vickers. Aye, all. Opposed, none. Commissioner Kellogg left the meeting room at 4:03 pm.

**VI. Review of Financial Statements through August 31, 2021**

Director Guritz presented an overview on the financial statements through August 31, 2021. The District is on track with meeting budget objectives for the year.

**VII. Review of the Assistant Director and Environmental Education Manager Position Restructure Plan**

- a) Proposed Changes to Position Descriptions and Hours for Employment
- b) FY21 Budgeted Salaries of Assistant Director Duties
- c) Discussion of Reassignment of Assistant Director Duties
- d) Updated FY22 Preliminary Salary Schedule

Director Guritz presented an overview of the restructure plan for the Assistant Director and Environmental Education Manager position to the Finance Committee.

The position's essential duties will be assigned to existing District staff members by modifying existing position descriptions. Descriptions to be modified include the Grounds and Natural Resources Division Supervisor; Environmental Education and Special Projects Manager; Environmental Education Early Learning Program Specialist; Environmental Education Coordinator, and the Reservations Manager and Accounting Coordinator position. The proposed restructure is head-count neutral, results in reduced projected salaries for the year, and budgets for one additional full time staff member to enroll in insurance benefits.

The Finance Committee provided direction to present the proposed position restructure plan to the Committee of the Whole in October.

Commissioner Kellogg returned to the meeting room at 4:07 pm.

**VIII. Fox River Bluffs Carbon Credits Project**

- a) **Project Overview and Updated Income Statement**
- b) **Review of a Draft Application for City Forest Credits Project Certification**
- c) **Review of a Draft Carbon Credits Purchase Agreement**
- d) **Review of McPherson Law Letter of Engagement**

Commissioner Cesich made a motion to forward the Fox River Carbon Credits Project items A through D to the Committee of the Whole. Seconded by Commissioner Vickers.

Director Guritz requested that the purchase agreement and letter of engagement be sent to the Kendall County State's Attorney's Office to allow sufficient time for review of the two documents.

Commissioner Vickers made a motion to amend original the motion to send the Fox River Carbon Credits Project to Committee of the Whole with the carbon credits purchase agreement and letter of engagement submitted to the Kendall County State's and Attorney's Office for review.

Seconded by Commissioner Cesich. Aye, all. Opposed, none.

**IX. WFI Restoration and Mitigation Bank Proposals – Blackberry Creek and Baker Woods Forest Preserves**

Commissioner Kellogg left the meeting at 4:47 pm and did not return.

Commissioner Gengler made a motion to forward the WFI Restoration and Mitigation Bank Proposal to the Committee of the Whole for discussion. Seconded by Commissioner Cesich. Aye, all. Opposed, none.

**X. FY21-FY22 Budget Discussions**

- a) **FY21 Budget – Contingency Transfers and Proposed FY21 Fund 1900 Budget Amendment**
- b) **FY22 Preliminary Operating Fund and Capital Fund Budgets – Review and Recommendations**
- c) **FY22 Budgeted Expenditures and Appropriations Discussion**

Director Guritz presented an overview of the FY21-FY22 preliminary budgets. Capital budgets will be prepared and presented to the Committee of the Whole in October.

Director Guritz presented a budget amendment projections report. The report will be updated, with a final budget amendment prepared for consideration for the November 16 Commission meeting.

**XI. Other Items of Business**

- a) Kendall County ARPA Fund Budget Report Submission
- b) IPMG/ICRMT Insurance Renewal Application
- c) Status of Grant Award Agreements (2020 IDNR-PARC and 2018 IDNR-RTP)
- d) Status of Land Acquisition Projects
- e) Finance Committee Review Items Rescheduled for the October 12, 2021 Committee of the Whole Meeting: 1.) FY22 Operating and Capital Fund Budgets; 2) FY22 Salary Schedule; 3) Henneberry FP Public Access Project Costs

Director Guritz provided updates on projects included under Other Items of Business.

Commissioner Cesich made a motion to forward Mack and Associates auditor engagement letter to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

**XII. Public Comments**

No public comments were offered from citizens in attendance.

**XIII. Executive Session**

None.

**XIV. Adjournment**

Commissioner Cesich made a motion to adjourn. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

Meeting adjourned at 5:05 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

# Claims Listing

10/13/2021 1:56:18 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	1323	MENARDS	25503	Menards Ellis Supplies	19001161 68580	Grounds and Maintenance	\$53.37
						<b>Sub-Total</b>	<b>\$53.37</b>
					<b>Ellis Barn</b>	<b>Total</b>	<b>\$53.37</b>
Ellis Birthday Parties	51	SYNCB/AMAZON	11LJ-TKQX-9Q1T	Amazon Ellis Bday party supplies	19001165 63030	Program Supplies	\$89.99
						<b>Sub-Total</b>	<b>\$89.99</b>
					<b>Ellis Birthday Parties</b>	<b>Total</b>	<b>\$89.99</b>
Ellis House	51	SYNCB/AMAZON	1F91-7TW9-Z7WD	Amazon Ellis Office and Animal Care Supplies	19001160 62000	Office Supplies	\$26.96
	541	FIRST NATIONAL BANK OF OMAHA	6660101521	Marshall Vick Credit Card	19001160 62000	Office Supplies	\$36.34
						<b>Sub-Total</b>	<b>\$63.30</b>
	541	FIRST NATIONAL BANK OF OMAHA	3583101521	Dave Credit Card	19001160 62270	Utilities	\$167.85
	2225	AIR WANS WIRELESS BROADBAND	169944	Air Wans Ellis Internet Service	19001160 62270	Utilities	\$74.95
					<b>Sub-Total</b>	<b>\$242.80</b>	
1323	MENARDS	25002	Ellis House Supplies	19001160 68580	Grounds and Maintenance	\$124.60	

<b>Ellis House</b>	1323	MENARDS	25143	Menards Ellis House Supplies	19001160 68580	Grounds and Maintenance	\$55.49
	1323	MENARDS	25249	Menards Ellis House Supplies	19001160 68580	Grounds and Maintenance	\$12.99
	3292	SUMMERS HEATING & COOLING	11248YV	Toilet Tank and Bowl Gasket replacement-Ellis	19001160 68580	Grounds and Maintenance	\$302.00
						<b>Sub-Total</b>	<b>\$495.08</b>
					<b>Ellis House</b>	<b>Total</b>	<b>\$801.18</b>
<b>Ellis Riding Lessons</b>	51	SYNCB/AMAZON	1F91-7TW9-Z7WD	Amazon Ellis Office and Animal Care Supplies	19001164 63000	Animal Care & Supplies	\$18.99
	541	FIRST NATIONAL BANK OF OMAHA	3583101521	Dave Credit Card	19001164 63000	Animal Care & Supplies	\$911.65
						<b>Sub-Total</b>	<b>\$930.64</b>
					<b>Ellis Riding Lessons</b>	<b>Total</b>	<b>\$930.64</b>
<b>Ellis Weddings</b>	3289	ROB MICHELKAMP	10152021SecDep	Ellis Sec Deposit Return	19001168 63040	Security Deposit Refund	\$1,100.00
	3290	ERIN FORBES	101521SecDep	Ellis Sec Dep Return	19001168 63040	Security Deposit Refund	\$1,100.00
						<b>Sub-Total</b>	<b>\$2,200.00</b>
					<b>Ellis Weddings</b>	<b>Total</b>	<b>\$2,200.00</b>
<b>Environ. Educ. Laws of Nature</b>	541	FIRST NATIONAL BANK OF OMAHA	4982101521	Emily Credit Card	19001180 63030	Program Supplies	\$78.00
						<b>Sub-Total</b>	<b>\$78.00</b>
					<b>Environ. Educ. Laws of Nature</b>	<b>Total</b>	<b>\$78.00</b>

**Forest Preserve  
Director**

541	FIRST NATIONAL BANK OF OMAHA	3583101521	Dave Credit Card	190011 62000	Office Supplies	\$57.27
1304	MARCO TECHNOLOGIES, LLC	454814880F	Copies 09/28/2021 - 10/28/2021	190011 62000	Office Supplies	\$157.65
					<b>Sub-Total</b>	<b>\$214.92</b>
182	BRISTOL KENDALL FIRE DIST.	DAVE GURTIZ	CPR/First Aid Class 9/16 & 9/23/21	190011 62040	Conferences	\$650.00
					<b>Sub-Total</b>	<b>\$650.00</b>
2047	COMED	09270071631015 21	ComEd Richard Young	190011 63510	Electric	\$49.68
2047	COMED	55147100051015 21	ComEd Harris Arena	190011 63510	Electric	\$28.86
2047	COMED	55147110021015 21	ComEd Harris	190011 63510	Electric	\$106.03
					<b>Sub-Total</b>	<b>\$184.57</b>
1030	J & D DOOR SALES	110985	Garage repair at Hoover	190711 66500	Miscellaneous Expense	\$640.00
1030	J & D DOOR SALES	111069	Garage Door replacement-Harris	190711 66500	Miscellaneous Expense	\$2,879.00
1060	JOHN DEERE FINANCIAL	11113- 29745101521	Fuel	190711 66500	Miscellaneous Expense	\$128.53
1323	MENARDS	25282	Menards Pickerill Piggott Gate Supplies	190711 66500	Miscellaneous Expense	\$39.93
2297	FOX RIDGE STONE	5166	Boulders for Pickerill Piggott-Capital	190711 66500	Miscellaneous Expense	\$122.50
					<b>Sub-Total</b>	<b>\$3,809.96</b>

Forest Preserve Director	2844	SELECTIVE INS CO OF THE SOUTHEAST	FLD20598161015 21	Flood insurance renewal bill	190011 68000	Liability Insurance Premiums	\$1,653.00
						<b>Sub-Total</b>	<b>\$1,653.00</b>
	1665	SHAW MEDIA	10085118101521	Shaw Media Internet Host	190011 68430	Marketing / Publicity	\$59.99
						<b>Sub-Total</b>	<b>\$59.99</b>
	1323	MENARDS	24266	Menards bulbplanter for native planting day	190711 68510	ICECF K-12 Pollinator	\$29.97
						<b>Sub-Total</b>	<b>\$29.97</b>
	1937	WIRE WIZARD OF ILLINOIS INC	356761	Alarm Battery Replacement	191111 68990	Claims	\$130.00
	1937	WIRE WIZARD OF ILLINOIS INC	356762	Alarm Replacement Moonseed	191111 68990	Claims	\$1,460.00
	1937	WIRE WIZARD OF ILLINOIS INC	356763	Hoover Maintenance Building	191111 68990	Claims	\$1,460.00
	1937	WIRE WIZARD OF ILLINOIS INC	356764	Hoover Alarm Replacement	191111 68990	Claims	\$1,756.00
					<b>Sub-Total</b>	<b>\$4,806.00</b>	
				<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$11,408.41</b>	
Grounds and Natural Resources	107	AUTOMOTIVE SPECIALTIES INC	2011FORD	2011 Ford Pickup	19001183 62160	Equipment	\$106.92
	413	DEKANE EQUIPMENT CORP	IA79830	Tractor Repairs at Ellis	19001183 62160	Equipment	\$435.75
	413	DEKANE EQUIPMENT CORP	IA80224	DeKane Belt Repair	19001183 62160	Equipment	\$73.15

Grounds and Natural Resources	413	DEKANE EQUIPMENT CORP	RA48532	Kubota repair	19001183 62160	Equipment	\$1,970.96
						<b>Sub-Total</b>	<b>\$2,586.78</b>
	678	GRAINCO FS, INC.	1348116101521	Petroleum	19001183 62180	Gasoline / Fuel / Oil	\$259.80
	1153	KENDALL CO HIGHWAY DEPT	101521	Gas and Diesel Sept 2021	19001183 62180	Gasoline / Fuel / Oil	\$603.44
						<b>Sub-Total</b>	<b>\$863.24</b>
	3131	GROOT INC	7700768	Groot Services-Hoover and Harris	19001183 63070	Refuse Pickup	\$500.61
						<b>Sub-Total</b>	<b>\$500.61</b>
	1849	VERIZON	9888766947	Verizon	19001183 63540	Telephones	\$654.67
						<b>Sub-Total</b>	<b>\$654.67</b>
						<b>Total</b>	<b>\$4,605.30</b>
Hoover					<b>Grounds and Natural Resources</b>		
	3293	LINDA ALLEN	32-00152	Sec Dep Return MHL	19001171 63040	Security Deposit Refund	\$150.00
	3294	STEPHANIE SCHMOKER-HALL	21-00170	Sec Dep Return MHL	19001171 63040	Security Deposit Refund	\$281.00
						<b>Sub-Total</b>	<b>\$431.00</b>
	2047	COMED	07560810171015 21	ComEd Hoover	19001171 63100	Electric	\$104.30
	2047	COMED	19380210811015 21	ComEd Hoover	19001171 63100	Electric	\$69.20
						<b>Sub-Total</b>	<b>\$173.50</b>



<b>Hoover</b>	1060	JOHN DEERE FINANCIAL	41111- 16381101521	Hoover equipment purchases	19001171 68580	Grounds and Maintenance	\$197.43
						<b>Sub-Total</b>	<b>\$197.43</b>
<b>Pickerill - Pigott</b>					<b>Hoover</b>	<b>Total</b>	<b>\$801.93</b>
	2047	COMED	55142280111015 21	ComEd Pickerill	19001184 63100	Electric	\$63.08
	2047	COMED	55142290271015 21	ComEd Pickerill B	19001184 63100	Electric	\$5.03
						<b>Sub-Total</b>	<b>\$68.11</b>
					<b>Pickerill - Pigott</b>	<b>Total</b>	<b>\$68.11</b>
						<b>Grand Total</b>	<b>\$21,036.93</b>

# Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ACTUAL 2020	BUDGET 2021	YTD 9/30/2021	END-OF-YEAR 11/30/2021	BUDGET 2022
<b>KCFPD FY22 Preliminary Budget - 10-19-2021</b>										
<b>KCFPD Operating Fund #1900</b>										
<b>Beginning Balance (est.)</b>										
<b>REVENUE</b>										
190011 Transfer In from Forest Preserve Improvement Fund #1906	249,695	317,672	309,838	344,356	384,783	341,881	196,821	171,805	171,805	407,486
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	542,849	552,629	571,545	590,914	615,000	610,969	640,646	621,338	635,646	660,740
190011 Interest Income	196	218	977	1,599	1,700	591	591	142	170	200
190011 Other Income (Sponsorship Program)	5,505	3,142	303	20	2,000	620	620	9,006	9,006	620
190011 Carbon Credits Sale - Fox River Bluffs										
190011 CARES Act Reimbursement							7,727	7,727	7,727	
19001162 Ellis Center Grounds (Farm License Rev.)				22,087	22,087	22,512	22,087	24,204	24,204	24,614
19001163 Ellis Center Camps	5,660	3,673	9,305	7,105	9,000	9,000	2,605	8,033	8,033	8,000
19001164 Ellis Center Riding Lessons	33,378	23,160	44,490	54,301	50,000	56,817	57,817	64,029	72,803	65,000
19001165 Ellis Center Birthday Parties	9,619	6,533	9,021	7,621	8,500	4,226	4,226	4,797	5,148	5,000
19001166 Ellis Center Public Programs	166	3,138	4,508	7,056	5,500	1,742	1,742	2,836	3,561	3,000
19001167 Sunnyside Center North License Agreement	1,600	19,200	23,360	21,450	24,600	21,385	23,360	20,890	23,360	13,800
19001168 Ellis Center Weddings	57,176	58,365	45,170	11,080	2,000	12,190	12,190	13,475	16,170	14,000
19001169 Ellis Center Other Rentals	5,192	3,402	4,790	4,500	2,000	2,100	2,100	3,460	3,460	3,400
19001170 Ellis Center 5K Event	3,592	2,779	950	1,656	1,500	250	250	250	250	250
19001171 Hoover Revenue (Yorkville Athletic Assoc. License)		2,250	2,250	2,250	2,250	2,526	2,052	2,750	2,750	2,750
19001172 Hoover Revenue (Residence Lease)		2,863	3,445	3,000	3,000	3,000	3,000	3,000	3,000	3,000
19001173 Hoover Bunkhouse Rental Rev	35,138	33,291	35,358	30,714	35,000	11,370	11,370	8,197	9,836	8,500
19001174 Hoover Campsite Rental Rev	6,150	5,075	5,195	6,120	6,000	1,655	1,655	3,810	4,572	4,000
19001174 Hoover Meadowhawk Rental Rev	12,294	14,288	18,134	17,316	18,000	10,337	10,337	16,112	19,334	15,000
19001176 Env. Educ. - School Programs	29,504	24,099	32,982	41,938	38,000	5,357	5,357	639	2,842	20,000
19001177 Env. Educ. - Camps	18,760	23,380	24,576	32,000	32,000	17,620	17,755	34,860	34,860	32,000
19001178 Env. Educ. - Natural Beginnings	74,796	76,604	86,955	106,215	115,800	97,194	110,000	93,426	108,160	122,880
19001179 Env. Educ. - Other Public Programs	1,575	4,026	4,839	6,704	7,500	12,589	17,435	22,527	22,527	20,000
19001179 Env. Educ. - Other Revenue			1,454							
19001183 Other Income - Grounds & Natural Resources (Bowhunt App. Fees)			800	8,800	12,500	24,596	24,596	23,310	23,810	24,000
19001183 Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)										
19001183 Donations - Administration (Forest Foundation Contributions)				542	500	3,499	5,500	-	5,000	5,000
19001183 Donations - Ellis Equestrian Center - Lessons	445	1,742	100	103	200	-	200	-	-	-
19001183 Donations - Hoover	467	578	578	300	500	-	500	-	-	500
19001178 Donations - Environmental Education		1,305	242	300	300	830	800	-	-	2,400
19001178 Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	950	63	-	2,796	500	1,950	1,950	1,000	-	500
19001183 Donations - Natural Area Volunteers		2,769	2,796	525	500	1,950	1,950	1,000	-	500
19001183 Donations - Grounds & Natural Resources			4,725	4,175	4,500	2,625	2,625	4,430	5,907	4,000
19001183 Picnic & Shelter Rental - Grounds & Natural Resources	6,530	4,755	2,100	3,269	10,956	11,198	5,230	5,230	5,230	750
19001184 Rental Revenue - Pickett-Pigott			2,564	3,818	10,000	11,000				
19001183 Preserve Improvements - Grants (K-12 Pollinator)	940									
19001183 Preserve Improvements - Grants (Pollinator Meadows Pilot)	192,838	146,963	160,723	128,882	100,932	95,379	95,379	93,330	96,000	95,379
19001183 Farm License Revenue				2,931	3,000	2,219	2,219	2,358	2,830	2,800
19001183 Credit Card Revenue - All Preserves	1,463	2,066	2,928							

# Kendall County Forest Preserve District Operating Fund

KCCFPD FY22 Preliminary Budget - 10-19-2021		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD	END-OF-YEAR	BUDGET
KCCFPD Operating Fund #1900		2016	2017	2018	2019	2020	2020	2021	9/30/2021	11/30/2021	2022
19001168	43450	17,125	8,460	8,410	4,200	-	7,300	7,300	11,575	11,575	10,000
19001169	43450	1,375	780	655	1,395	600	2,300	2,300	1,925	2,595	2,500
19001172	43450	1,900	4,100	6,628	5,800	6,000	2,000	2,000	1,000	1,000	1,000
19001174	43450	5,724	7,298	12,990	9,759	11,000	4,617	4,617	4,601	5,522	5,500
19001184	43450			1,000	1,000						
<b>Total Revenue</b>		<b>1,072,905</b>	<b>1,043,443</b>	<b>1,125,586</b>	<b>1,147,684</b>	<b>1,165,425</b>	<b>1,062,126</b>	<b>1,338,916</b>	<b>1,328,084</b>	<b>1,392,019</b>	<b>1,181,083</b>
<b>PERSONNEL</b>											
190011	51090	4,410	2,924	2,869	4,100	3,168	3,348	10,000	72	72	5,500
190011	51160	4,842	4,102	4,842	7,938	655	655	13,375	6,200	13,375	31,425
190011	51390	123,789	130,293	136,464	145,176	177,778	163,578	145,737	121,059	145,737	124,773
190011	51470						21,020	10,668	6,678	10,668	10,934
190011	51470						641	641		641	
19001183	51160	9,928	18,563	30,418	33,866	58,107	58,932	15,299	7,938	15,299	16,764
19001183	51390	133,068	143,503	142,358	103,197	73,299	75,814	87,133	68,146	87,133	89,963
Salary - Part Time Pickerill Pigott											
<b>Salary Full Time: Env. Education</b>											
19001176	51390										
19001177	51390										
19001178	51390										
19001179	51390										
19001180	51390										
19001181	51390										
19001176	51160	31,906	39,227	23,481	19,659	2,858	3,089	10,000	424	3,000	11,213
19001177	51160	16,689	17,664	15,324	12,891	6,462	6,462	8,100	10,946	12,000	20,175
19001178	51160	45,955	60,034	57,703	66,749	69,677	74,784	59,666	44,902	59,666	43,495
19001179	51160	4,080	6,790	4,824	4,824	2,629	3,079	7,900	5,068	7,900	9,756
19001180	51160	1,656	1,950	1,690	1,254	193	193	2,200	367	2,200	3,481
19001181	51160	40	47	5,879	1,923	1,550	1,550	146	146	146	
Salary Part Time: Env. Education											
19001176	51160										
19001177	51160										
19001178	51160										
19001179	51160										
19001180	51160										
19001181	51160										
19001160	51390										
19001161	51390										
19001162	51390										
19001160	51160	9,756	10,884	8,852	8,402	6,740	6,876	1,100	1,421	2,000	2,000
19001161	51160	6,005	6,833	8,371	12,341	16,435	17,140	1,100	1,140	2,000	2,000
19001162	51160	12,048	15,957	18,450	20,051	24,751	26,085	2,200	1,423	2,200	2,200
19001163	51160	3,512	1,546	4,045	3,874	3,110	3,110	3,110	2,653	3,110	3,200
19001164	51160	21,518	23,746	21,110	33,291	28,311	29,819	37,638	38,466	46,159	39,325
19001165	51160	4,268	3,185	5,346	5,464	4,909	5,168	6,000	5,965	6,500	6,500
19001166	51160		1,716	2,789	2,644	864	864	2,015	1,292	2,015	2,015
19001167	51160	11,410	14,883	16,479	14,397	14,397	15,082	17,500	11,038	17,500	17,500
19001168	51160	17,136	20,178	16,099	5,361	3,871	4,008	1,452	1,848	2,000	1,538
19001169	51160	95						1,452		1,452	1,538
19001171	51160	11,731	18,107	19,005	27,115	21,684	22,264	15,584	12,093	15,584	18,122
19001172	51160	5,691	9,053	9,385	13,563	10,844	11,134	7,792	6,050	7,792	9,061

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 10-19-2021 KCFPD Operating Fund #1900	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD	END-OF-YEAR	BUDGET
	2016	2017	2018	2019	2020	2020	2021	9/30/2021	11/30/2021	2022
19001173 51160 Salary PT - Hoover Campsite	2,711	4,530	4,939	6,785	5,422	5,567	3,896	3,026	3,896	4,530
19001174 51160 Salary PT - Hoover Meadowhawk	2,893	4,529	5,257	7,014	5,417	5,561	3,896	3,022	3,896	4,530
19001171 51390 Salary FT - Hoover Grounds	16,498	22,585	24,288	25,024	37,370	38,987	43,949	34,250	43,949	45,289
19001172 51390 Salary FT - Hoover Bunkhouse	8,249	13,119	12,144	12,512	18,685	19,494	21,975	17,238	21,975	22,645
19001173 51390 Salary FT - Hoover Campsite	4,124	6,559	6,072	6,256	9,343	9,747	10,987	8,619	10,987	11,322
19001174 51390 Salary FT - Hoover Meadowhawk	4,125	6,559	6,072	6,256	9,343	9,747	10,987	8,619	10,987	11,322
<b>Total Personnel</b>	<b>506,723</b>	<b>605,573</b>	<b>630,846</b>	<b>638,297</b>	<b>656,678</b>	<b>683,620</b>	<b>673,321</b>	<b>514,752</b>	<b>671,662</b>	<b>671,613</b>
<b>EMPLOYEE BENEFITS</b>										
190011 61160 IMRF Expense - Administration	22,501	24,308	26,526	23,877	28,829	28,829	16,417	21,729	16,417	12,055
190011 61170 SS Expense - Administration					1,046	1,046	14,032		14,032	13,231
19001160 63050 IMRF/SS Expense - Ellis House	1,632	1,724	1,404	1,196	1,066	1,066	1,756	1,422	1,756	1,604
19001161 63050 IMRF/SS Expense - Ellis Barn	920	1,177	1,574	1,459	1,918	1,918	1,756	1,452	1,756	1,604
19001162 63050 IMRF/SS Expense - Ellis Grounds	1,928	2,579	3,078	2,798	3,506	3,506	3,512	2,745	3,512	3,208
19001163 63050 IMRF/SS Expense - Ellis Center Camps Expense	461	180	343	355	343	343	517	227	517	316
19001164 63050 IMRF/SS Expense - Ellis Center Riding Lessons Expense	3,550	3,183	2,094	3,129	3,425	3,425	4,936	3,533	4,936	3,878
19001165 63050 IMRF/SS Expense - Ellis Center Birthday Parties Expense	807	438	572	613	787	787	622	734	622	641
19001166 63050 IMRF/SS Expense - Ellis Center Public Programs Expense		187	230	118	118	118	304	167	304	199
19001167 63050 IMRF/SS Expense - Sunrise Center North		1,610	1,547	1,536	1,633	1,633	2,260	1,170	2,260	1,726
19001168 63050 IMRF/SS Expense - Ellis Center Weddings Expense	2,967	3,302	2,663	684	649	649	111	210	250	157
19001169 63050 IMRF/SS Expense - Ellis Center Other Rentals Expense	18						111		111	157
19001171 63050 IMRF/SS Expense - Hoover Grounds	4,951	6,701	7,495	6,722	8,960	8,960	9,728	6,814	9,728	9,139
19001172 63050 IMRF/SS Expense - Hoover Bunkhouse	2,400	3,693	3,724	3,362	4,481	4,481	4,864	3,408	4,864	4,570
19001173 63050 IMRF/SS Expense - Hoover Campsite	1,192	1,725	1,902	1,703	2,231	2,231	2,432	1,704	2,432	2,285
19001174 63050 IMRF/SS Expense - Hoover Meadowhawk	1,220	1,868	1,909	1,722	2,235	2,235	2,432	1,703	2,432	2,285
19001175 63050 IMRF/SS Fund Expense - Env. Education					2,178	2,178				
19001176 63050 IMRF/SS Fund Expense - Env. Education School Programs	4,229	4,400	4,175	4,256	4,038	4,038	3,896	2,495	3,896	3,987
19001177 63050 IMRF/SS Fund Expense - Env. Education Camps	1,800	1,922	2,735	2,696	2,921	2,921	2,558	2,488	2,600	1,615
19001178 63050 IMRF/SS Fund Expense - Env. Education Natural Beginnings	7,443	8,993	8,763	7,545	8,874	8,874	11,575	9,453	11,575	12,079
19001179 63050 IMRF/SS Fund Expense - Env. Education Other Public Programs	635	838	702	763	517	517	690	830	1,107	1,816
19001180 63050 IMRF/SS Fund Expense - Env. Education Laws of Nature	207	286	193	208	641	641	358	206	358	563
19001181 63050 IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense		4	576	176	119	119	11	11	11	
19001183 63050 IMRF/SS Expense - Grounds & Nat. Resources	24,652	28,429	22,189	10,485	10,308	10,308	15,883	8,715	15,883	14,435
190011 61230 IMRF/SS Expense - Pickerill Pigott			81							
190011 61230 Medical Insurance - Administration	17,653	18,905	19,963	23,016	24,296	24,296	31,550	22,774	31,550	53,383
19001171 63060 Medical Insurance - Hoover										
19001172 63060 Medical Insurance - Hoover Grounds	9,607	4,858	5,039	5,137	8,714	8,714	10,721	9,195	10,721	12,526
19001173 63060 Medical Insurance - Hoover Bunkhouse	4,803	2,429	2,519	2,568	4,357	4,357	5,360	4,597	5,360	6,263
19001174 63060 Medical Insurance - Hoover Campsite	2,402	1,215	1,260	1,284	-	-	2,680	2,299	2,680	3,132
19001175 63060 Medical Insurance - Hoover Meadowhawk	2,726	1,215	1,260	1,284	-	-	2,680	2,299	2,680	3,132
19001176 63060 Medical Insurance - Environmental Education										
19001177 63060 Medical Insurance - Env. Education Natural Beginnings					2,077	2,077				
19001183 63060 Medical Insurance - Grounds & Nat. Resources	28,063	32,125	40,726	38,732	31,161	31,161	28,240	23,767	28,240	36,909
190011 68000 Annual Insurance Premiums (ICRMT)	42,316	43,325	43,325	45,356	63,805	63,805	54,462	53,088	54,741	62,267
190011 Transfer to FP Liability Insurance Fund				50,000						

# Kendall County Forest Preserve District Operating Fund

KCCFPD FY23 Preliminary Budget - 10-19-2021 KCCFPD Operating Fund #1900		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ACTUAL 2020	BUDGET 2021	YTD 9/30/2021	END-OF-YEAR 11/30/2021	BUDGET 2022
	Insurance Deductible										
	<b>Total Employee Benefits</b>		201,617	208,442	242,888	225,230	225,230	236,434	191,235	237,688	269,159
	<b>CONTRACTUAL</b>										
190011 62150	Contractual Services (RecPro Software)	1,500	1,600	2,400	1,650	1,650	1,650	2,250	1,650	1,650	1,815
190011 62150	Contractual Services (Kendall County Email Accounts)							1,000	1,000	1,000	1,000
190011 62150	Contractual Services (City Forest Credits)							1,000	1,000	1,500	-
190011 62150	Contractual Services (EquineGenie Software)							698	698	698	-
190011 62150	Contractual Services (kendallforest.com website)							720	541	720	720
190011 62030	Dues/Memberships	1,590	2,035	1,249	1,114	1,595	1,595				
190011 62040	Conferences	1,677	966	1,021	2,570	3,429	3,429	500	260	500	1,300
190011 62090	Legal Publications	80	483	189	245	658	658	1,000	876	1,476	1,200
190011	Environmental Education Presenters		1,600		300						
19001163 63020	Veterinarian & Farrier - Ellis Camps	1,148		790	1,782	2,682	2,682				
19001164 63020	Veterinarian & Farrier - Ellis Riding Lessons	2,877	1,614	1,836	2,650	4,060	4,060	9,000	3,895	9,000	9,000
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties	1,148	1,168	1,143	2,308	2,713	2,713				
19001166 63020	Veterinarian & Farrier - Ellis Public Programs										
19001166 63020	Veterinarian & Farrier - Sunrise Center							500		500	500
19001168 63070	Refuse Pickup - Ellis	1,604	1,271	1,712	1,420	1,683	1,683	1,700	1,312	1,512	1,700
19001183 63070	Refuse Pickup - Grounds & Natural Resources	8,058	7,468	6,701	7,009	6,493	6,493	7,500	8,288	9,090	8,500
1901183	Event Tent Lease - Ellis		15,255	15,255							
19001183 63540	Telephone - Grounds & Natural Resources	11,040	11,613	10,273	11,574	12,690	12,690	10,750	7,498	8,880	10,000
190011 65490	Audit	7,500	7,500	7,500	7,500	7,750	7,750	8,000	8,000	8,000	8,250
190011 68340	Farm Lease Contract Expenses (Hay Crop Inputs)	683			870			500			500
190011 68560	Credit Card Fee	4,439	5,021	6,340	6,734	6,395	6,395	8,423	8,915	10,698	10,500
	<b>Total Contractual</b>	<b>41,844</b>	<b>57,595</b>	<b>56,409</b>	<b>62,981</b>	<b>51,798</b>	<b>51,798</b>	<b>53,541</b>	<b>42,933</b>	<b>55,224</b>	<b>54,985</b>
	<b>COMMODITIES</b>										
190011 62000	Office Supplies & Postage - Administration	8,283	9,738	8,665	9,039	16,403	16,404	7,000	4,130	7,000	7,000
190011 62000	CARES Act Purchases							1,906	1,906	1,906	-
19001160 62000	Office Supplies & Postage - Ellis House	1,408	1,601	1,533	1,644	788	788	750	477	750	750
19001183 62180	Fuel: Gas & Oil Grounds	13,055	11,930	13,291	13,539	13,050	13,050	13,100	7,272	8,726	13,100
19001183 62400	Uniforms - Grounds	1,631	1,441	1,772	2,366	2,313	2,313	500	442	500	1,000
	Environmental Education		1,283	337							
19001176 63030	Env. Educ. - School Programs Expense	366	207	1,037	1,970	52	52				700
19001177 63030	Env. Educ. - Camps Expense	4,437	3,051	1,755	1,448	475	475	800	555	800	1,500
19001178 63030	Env. Educ. - Natural Beginnings Expense	3,213	4,448	2,932	3,538	2,603	2,603	2,000	1,134	2,000	2,000
19001179 63030	Env. Educ. - Other Public Programs Expense	620	490	863	664	417	417	250	123	250	250
19001180 63030	Env. Educ. - Laws of Nature Expense	815	508	556	567	347	347	100	37	100	500
19001183 63090	Gas - Grounds & Natural Resources	2,139	3,094	2,938	3,442	3,465	3,465	3,475	3,941	4,729	4,500

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 10-19-2021		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD	END-OF-YEAR	BUDGET
KCFPD Operating Fund #1900		2016	2017	2018	2019	2020	2020	2021	9/30/2021	11/30/2021	2022
19001184	63100 Electric - Pickertill Pigott			4,984	4,579	7,448	7,448	7,450	3,842	4,611	7,450
19001182	63130 Natural Area Volunteer Supplies	72	1,496	562	1,229	-	-	-	-	-	-
	Natural Area Management Supplies		947	75							
190011	63510 Electric - Administration	2,560	3,122	2,969	2,830	2,982	2,982	3,000	2,100	2,520	2,750
190011	68500 Project Fund Expense (Forest Foundation Purchases)							5,000	1,280	5,000	5,000
190011	68430 Promotion/Publicity	3,904	7,764	8,202	4,914	3,637	3,637	1,000	865	1,000	1,000
190011	68440 Newsletter	192		99		216	216	400	216	400	400
	<b>Utilities - Ellis</b>										
19001160	62270 Utilities - Ellis House	9,679	7,216	6,490	6,967	11,183	11,183	6,120	6,333	8,444	7,400
19001161	62270 Utilities - Ellis Barn	3,697	3,563	5,786	4,602	1,019	1,019	6,120	4,686	6,248	7,400
	<b>Utilities &amp; Maintenance - Hoover</b>										
19001171	63090 Hoover - Gas	4,067	4,652	5,270	7,202	5,704	5,704	5,750	5,047	6,056	6,200
19001171	63100 Hoover - Electric	16,366	15,937	14,647	15,997	13,943	13,943	13,950	11,889	14,266	14,300
19001171	62270 Hoover - Other Utilities	4,748	9,018	4,483	3,557	4,555	4,555	4,600	1,955	4,600	4,600
19001171	63310 Hoover - Shop Supplies	817	2,531	2,318	4,581	4,919	4,919	3,000	1,947	3,000	3,000
19001171	63120 Hoover - Building Maintenance	12,859	10,488	9,359	10,813	8,261	8,261	5,000	7,379	8,000	6,000
19001171	68580 Hoover - Grounds Maintenance	3,383	6,221	2,178	5,404	7,707	7,707	4,000	2,994	4,000	4,000
19001171	66500 Hoover - Other Expenses	2,042	2,552	56	3,189	1,032	1,032	1,000	145	1,000	1,000
	<b>Promotion/Publicity - Ellis</b>										
19001163	68430 Promotion/Publicity - Ellis Camps		200	435	25	39	39	-	-	-	-
19001164	68430 Promotion/Publicity - Ellis Riding Lessons					36	36	-	-	-	-
19001165	68430 Promotion/Publicity - Ellis Birthday Parties					-	-	-	-	-	-
19001169	68430 Promotion/Publicity - Ellis Weddings		1,441	3,086	490	-	-	-	-	-	-
19001170	68430 Promotion/Publicity - Ellis Other Rentals		381	295	69	-	-	-	-	-	-
19001166	68570 Volunteer Expense - Ellis Public Programs	168	215	552	593	203	203	150	-	150	150
	<b>Animal Care &amp; Supplies - Ellis</b>										
19001163	63000 Animal Care & Supplies - Ellis Camps	771	95	565	424	192	192	-	-	-	-
19001164	63000 Animal Care & Supplies - Ellis Riding Lessons	5,502	2,866	4,581	6,875	8,318	8,318	9,200	6,819	9,200	9,200
19001165	63000 Animal Care & Supplies - Ellis Birthday Parties	851	102	865	241	189	189	-	-	-	-
19001166	63000 Animal Care & Supplies - Ellis Public Programs				50						
19001167	63000 Animal Care & Supplies - Sunrise Center North		1,615	1,825	1,232	1,725	1,725	1,200	926	1,200	1,200
	<b>Horses Acquisition &amp; Tack - Ellis</b>										
19001163	63010 Horses Acquisition & Tack - Ellis Camps			188		500	500	-	-	-	-
19001164	63010 Horses Acquisition & Tack - Ellis Riding Lessons	1,800	750	750	1,000	1,000	1,000	2,500	1,500	2,500	2,500
19001165	63010 Horses Acquisition & Tack - Ellis Birthday Parties			375		500	500	-	-	-	-
	Horses Acquisition & Tack - Ellis Public Programs			188							
	<b>Uniforms - Ellis</b>										
19001163	62400 Uniforms - Ellis Camps	120	90	36	-	-	-	-	-	-	-
19001164	62400 Uniforms - Ellis Riding Lessons	60	90	219	318	318	318	-	-	-	-
19001165	62400 Uniforms - Ellis Birthday Parties		90	55	-	-	-	-	-	-	-
19001168	62400 Uniforms - Ellis Weddings										
19001163	63030 Program Supplies - Ellis Camps	16	497	482	734	492	492	450	207	450	450

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 10-19-2021		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD	END-OF-YEAR	BUDGET
KCFPD Operating Fund #1900		2016	2017	2018	2019	2020	2020	2021	9/30/2021	11/30/2021	2022
19001165 63030	Program Supplies - Ellis Birthday Parties	426	327	657	806	355	355	300	166	300	300
19001170 63030	Program Supplies - Ellis SK	1,349	134	-	32	-	-	-	-	-	-
19001184 63030	Supplies: Shop - Pickenill Pigout			1,816	1,038	30	30	-	-	-	-
19001183 63110	Supplies: Shop - Grounds	3,128	5,516	6,607	5,898	5,659	5,659	4,150	4,608	5,000	4,150
	<b>Total Commodities</b>	<b>114,642</b>	<b>126,405</b>	<b>127,607</b>	<b>132,664</b>	<b>141,387</b>	<b>141,338</b>	<b>114,221</b>	<b>84,920</b>	<b>114,706</b>	<b>120,250</b>
	<b>OTHER</b>										
190011 62160	Equipment - Administration		130					228	228	228	
19001183 62160	Equipment - Grounds & Natural Resources	12,863	10,896	17,698	25,941	34,974	34,974	19,641	13,620	30,000	20,000
	Preserve Improvements - Administration		1,906	975							
19001183 68530	Preserve Improvements - Grounds & Natural Resources	4,426	4,541	8,110	10,764	21,455	21,455	541	609	750	
190011 68540	Contributions (Drainage District Tax Assessments)				2,411	2,392	2,392	1,000	892	892	900
	<b>Grounds &amp; Maintenance Equipment - Ellis</b>										
19001160 68580	Grounds & Maint. - Ellis House	9,569	7,160	5,357	3,305	3,817	3,817	3,800	3,802	4,562	3,800
19001161 68580	Grounds & Maint. - Ellis Barn	1,648	3,003	2,798	1,952	2,342	2,342	2,700	2,947	3,536	2,700
19001162 68580	Grounds & Maint. - Ellis Grounds	6,219	5,920	3,218	4,829	5,724	5,724	4,700	4,532	5,439	4,700
	<b>Security Deposit Refunds</b>										
	Security Deposit Refunds							500			500
19001163 63040	Security Deposit Refunds - Ellis Camps		(50)					1,000	105		1,000
19001164 63040	Security Deposit Refunds - Ellis Riding Lessons					90	90				
19001166 63040	Security Deposit Refunds - Ellis Public Programs	18,425	14,975	13,280	7,960	4,200	4,200	7,400	4,075	7,400	9,000
19001168 63040	Security Deposit Refunds - Ellis Weddings				1,615	300	300	300	1,000	1,000	300
19001169 63040	Security Deposit Refunds - Ellis Other Rentals					14,629	14,629	6,617	6,204	6,617	6,617
19001171 63040	Security Deposit Refunds - Hoover	8,800	11,615	15,395	14,474	1,854	1,854	2,200	955	955	2,200
19001176 63040	Security Deposit Refunds - Env. Education School Programs					2,456	2,456	2,200	810	1,500	2,200
19001177 63040	Security Deposit Refunds - Env. Education Camps					9,187	9,187	3,500	3,500	3,500	3,500
19001178 63040	Security Deposit Refunds - Env. Education Natural Beginnings					548	548	1,000	2,130	2,130	1,000
19001179 63040	Security Deposit Refunds - Env. Education Public Programs					1,234	1,234	50	50	50	100
19001183 63040	Security Deposit Refunds - Grounds							11,500	616	11,500	8,759
190011 69790	Contingency										
	Credit Card Fee Expense - Ellis Camps			50							
	Credit Card Fee Expense - Public Programs				14						
	<b>Total Other</b>	<b>61,949</b>	<b>60,096</b>	<b>66,881</b>	<b>73,327</b>	<b>105,201</b>	<b>105,201</b>	<b>66,449</b>	<b>41,959</b>	<b>77,059</b>	<b>65,076</b>
	<b>Total Expenditures</b>	<b>916,217</b>	<b>1,051,286</b>	<b>1,090,185</b>	<b>1,150,157</b>	<b>1,180,293</b>	<b>1,207,186</b>	<b>1,143,965</b>	<b>875,799</b>	<b>1,156,339</b>	<b>1,181,083</b>
	<b>Operating Surplus / (Deficit)</b>	<b>156,688</b>	<b>(7,843)</b>	<b>35,400</b>	<b>(2,474)</b>	<b>(14,868)</b>	<b>(145,061)</b>	<b>194,951</b>	<b>452,285</b>	<b>235,681</b>	<b>0</b>
	<b>Ending Balance</b>	<b>406,383</b>	<b>309,829</b>	<b>345,238</b>	<b>341,883</b>	<b>369,915</b>	<b>196,820</b>	<b>391,772</b>	<b>624,090</b>	<b>407,486</b>	<b>407,486</b>
	<b>Beginning Balance</b>	<b>249,695</b>	<b>317,672</b>	<b>309,838</b>	<b>344,356</b>	<b>384,783</b>	<b>341,881</b>	<b>196,821</b>	<b>171,805</b>	<b>171,805</b>	<b>407,486</b>
	<b>Total Revenue</b>	<b>1,072,905</b>	<b>1,043,443</b>	<b>1,125,586</b>	<b>1,147,684</b>	<b>1,165,425</b>	<b>1,062,126</b>	<b>1,338,916</b>	<b>1,328,084</b>	<b>1,392,019</b>	<b>1,181,083</b>

## Kendall County Forest Preserve District Operating Fund

KCEPD FY22 Preliminary Budget - 10-19-2021 KCEPD Operating Fund #1900											
	ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	ACTUAL 2020	BUDGET 2021	YTD 9/30/2021	END-OF-YEAR 11/30/2021	BUDGET 2022	
Total Personnel	506,723	605,573	630,846	638,297	656,678	683,620	673,321	514,752	671,662	671,613	
Total Employee Benefits	191,059	201,617	208,442	242,888	225,230	225,230	236,434	191,235	237,688	269,159	
Total Contractual	41,844	57,595	56,409	62,981	51,798	51,798	55,541	42,933	55,224	54,985	
Total Commodities	114,642	126,405	127,607	132,664	141,387	141,338	114,221	84,920	114,706	120,250	
Total Other	61,949	60,096	66,881	73,327	105,201	105,201	66,449	41,959	77,059	65,076	
<b>Total Expenditure</b>	<b>916,217</b>	<b>1,051,286</b>	<b>1,090,185</b>	<b>1,150,157</b>	<b>1,180,293</b>	<b>1,207,186</b>	<b>1,143,965</b>	<b>875,799</b>	<b>1,156,339</b>	<b>1,181,083</b>	
Surplus / (Deficit)	156,688	(7,843)	35,400	(2,474)	(14,868)	(145,061)	194,951	452,285	235,681	0	
Ending Balance	406,383	309,829	345,238	341,883	369,915	196,820	391,772	624,090	407,486	407,486	



**FOREST PRESERVE CAPITAL PROJECTS - SERIES 2007 BOND PROCEEDS**  
**Fund 1901**

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 10/1/2021	Est. Year End 11/30/2021	BUDGET 2022
<b>Beginning Balance</b>	1,536,962	1,386,715	837,823	606,288	606,288	606,288	0
<b>REVENUE</b>							
190111 40330 Transfer In from Land Cash Fund #956			127,983				
190111 40340 Transfer In from FRB Cropland Conversion #1909			103,900				
190111 40350 Transfer In from Project Improvement Fund #951			375,227				
190111 41350 Interest Income	2,661	1,500	1,500	20	99	99	0
190111 42250 Land Acquisition Grant - ICECF		36,000	8,520				
190111 43420 Preserve Improvements - ICECF		30,000	525,000				
190111 43430 Project Fund Deposit - IDNR PARC Grant		23,177	25,000				
190111 43430 Project Fund Deposit - The Morton Arb. - USFS		32,000	23,177				
190111 43440 Trail Improvement Escrow Account Donations		177,100					
Project Fund Deposit	671,031	316,500					
Project Fund Deposit - RTP		157,500					
Land Acquisition Grant - OSLAD		42,000					
KC Hwy Mitigation							
Hoover Easements							
<b>Total Revenue</b>	673,692	815,777	1,190,307	20	99	99	0
<b>EXPENDITURE</b>							
190111 61360 Transfer Out to OSLAD P&P #1905			316,500	158,250	158,250	158,250	0
190111 61370 Transfer Out to FRB RTP Project Fund #1908			44,375				
190111 61370 Transfer Out to Pickering-Pigott IDNR-PARC Grant (Fund TBA)							
190111 61400 Transfer Out to Capital Projects Fund #1907				393,698	393,698	393,698	0
190111 61370 Transfer Out to FRB Cropland Conversion #1909				54,313	54,313	54,313	0
190111 61340 Transfer Out to Operating Fund #1900				47	47	126	0
190111 62160 Equipment Replacement Contingency		70,000	60,000				
190111 67410 Land Acquisition			130,008				
190111 68500 Project Fund Expenses							
190111 68530 Project Fund Expense	831,919	420,865	1,493,747				
190111 65890 Building Improvements/Demolition		124,470	5,000				
190111 68640 Fiscal Agent Fee		1,900	3,500				
19011160 68590 Building Improvements/Demolition - Ellis		60,000	60,000				
19011171 68530 Preserve Improvements/Master Planning - Hoover		31,500	49,000				
19011182 68300 Natural Areas Management		73,000	66,000				
Salaries		2,500					
Equipment Replacement - Hoover		11,950					
Preserve Improvements/Master Planning		1,380,052					
Building Improvements/Demolition - Hoover		19,000					
<b>Total Expenditure</b>	831,919	2,195,237	2,228,130	606,308	606,308	606,387	0
Revenues Over/(Under) Expenditures	(158,227)	(1,379,460)	(837,823)	(606,288)	(606,209)	(606,288)	0
<b>Ending Balance</b>	1,378,736	7,255	(200,000)	0	79	0	0

**FOREST PRESERVE DEBT SERVICE - SERIES 2003/2012**  
**Fund 1902**

ACCOUNT & DESCRIPTION	ACTUAL 2019	ACTUAL 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET
<b>Beginning Balance</b>	906,054	909,838	924,379	924,432	924,432	938,918	1.6%
<b>REVENUE</b>							
190211 41010 Current Tax	412,058	420,438	430,500	247,859	430,500	442,900	
190211 41350 Interest Income	3,633	1,230	1,300	218	261	250	
<b>Total Revenue</b>	415,691	421,668	431,800	248,077	430,761	443,150	2.6%
<b>EXPENDITURE</b>							
Other Expenditure	14,181						
190211 68640			450	450	450	450	
190211 68650 Debt Service - Interest 2012	52,725	42,075	30,825	30,825	30,825	18,975	
109211 68700 Debt Service - Principal 2012	345,000	365,000	385,000	385,000	385,000	405,000	
<b>Total Expenditure</b>	411,906	407,075	416,275	416,275	416,275	424,425	2.0%
<b>Revenue over/(under) Expenditure</b>	3,784	14,593	15,525	(168,198)	14,486	18,725	
<b>Ending Balance</b>	909,838	924,432	939,904	756,234	938,918	957,643	1.9%

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

ACCOUNT & DESCRIPTION	ACTUAL 2019	ACTUAL 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET
<b>Beginning Balance</b>	4,212,023	4,055,534	4,222,406	4,222,577	4,222,577	4,640,113	9.9%
<b>REVENUE</b>							
190311 41010 Current Tax	3,840,346	4,251,096	4,605,188	2,654,472	4,605,188	4,937,318	
190311 41350 Interest Income	4,437	1,487	1,200	503	604	650	
<b>Total Revenue</b>	3,844,782	4,252,583	4,606,388	2,654,975	4,605,792	4,937,968	7.2%
<b>EXPENDITURE</b>							
190311 66500 Other Expenditure	31,981	475	475	475	475	475	
190311 68640 Fiscal Agent Fee		950	950	950	950	950	
190311 68710 Debt Service - Interest 2015	356,953	356,053	355,018	355,018	355,018	354,040	
190311 68720 Debt Service - Principal 2015	45,000	45,000	45,000	45,000	45,000	40,000	
190311 68730 Debt Service - Interest 2016	302,087	298,188	294,188	294,188	294,188	290,088	
190311 68740 Debt Service - Principal 2016	95,000	100,000	100,000	100,000	100,000	105,000	
190311 68750 Debt Service - Interest 2017	880,250	759,875	627,625	627,625	627,625	477,125	
190311 68760 Debt Service - Principal 2017	2,290,000	2,525,000	2,765,000	2,765,000	2,765,000	3,255,000	
<b>Total Expenditure</b>	4,001,271	4,085,540	4,188,256	4,188,256	4,188,256	4,522,678	8.0%
<b>Revenue over/(under) Expenditure</b>	(156,489)	167,043	418,132	(1,533,281)	417,536	415,290	-0.7%
<b>Ending Balance</b>	4,055,534	4,222,577	4,640,537	2,689,296	4,640,113	5,055,402	8.9%

## KCFP Endowment Fund Fund 1904

ACCOUNT & DESCRIPTION	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	NOTES
<b>Beginning Balance</b>	845,209	860,060	879,882	889,882	886,665	879,882	868,659	-1.3%	
REVENUE									
190411 41350 Interest Income	14,851	19,822	10,000	6,715	335	402	6,715		
Total Revenue	14,851	19,822	10,000	6,715	335	402	6,715	-32.9%	
EXPENDITURE									
190411 62150 Contractual Services				40,000	3,875	11,625	21,125		Master Planning/Design
Total Expenditure	0	0	0	40,000	3,875	11,625	21,125		
<b>Revenue over/(under) Expenditure</b>	14,851	19,822	10,000	(33,285)	(3,540)	(11,223)	(14,410)		
<b>Ending Balance</b>	860,060	879,882	889,882	856,597	883,125	868,659	854,249	-4.0%	

## FP OSLAD Grant Fund Fund 1905

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	Notes
<b>Beginning Balance</b>								
REVENUE								
190511 Interest Income		138,391	(133,172)	(133,172)	(133,172)	0		
190511 40300 Transfer from Bond Proceeds #1901		316,500	158,250	158,250	158,250	0		
190511 42970 Grant Award	158,250	158,250	158,250	158,250	158,250	0		
Total Revenue	158,250	474,750	316,500	158,250	316,500	0		
EXPENDITURE								
190511 Transfer to FP Capital Fund #1907			158,250		158,250	0		
190511 66500 Other Expenditures	19,859	611,151						
190711 68530 Preserve Improvements/Master Plan			5,238	984	984	0		
190511 70040 Supplies			19,840	24,093	24,093	0		
190511 70050 Contractual Services					0			
190511 70060 Consultant - A&E Services					0			
190511 70330 Construction					0			
Total Expenditure	19,859	611,151	183,328	25,078	183,328	0		
<b>Revenue over/(under) Expenditure</b>	138,391	(136,401)	133,172	133,172	133,172	0		
<b>Ending Balance</b>	138,391	1,990	(0)	0	0	0		

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

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	NOTES
<b>Beginning Balance</b>								
REVENUE								
190611 40300 Transfer from Bond Proceeds #1901	329,065	202,494						
190611 41350 Interest Income	1,016		72	57	57		0	
190611 Other Revenues								
190611 Transfer from FP Debt Service 2012	14,181							
190611 Transfer from FP Debt Service 2015/16	31,981							
Total Revenue	376,244	202,494	72	57	57		0	#REF!
EXPENDITURE								
190611 61300 Transfer to Bond Proceeds #1901		375,228						
190611 Transfer to Capital Projects Fund #1907			164,116	164,116	164,116		0	
190611 Transfer to FP Operating Fund #1900			215,086	215,086	215,086		0	
190611 Project Improvement Contingency								
190611 Other Expenses								
Total Expenditure	0	375,228	379,202	379,202	379,202		0	
<b>Revenue over/(under) Expenditure</b>	376,244	(172,734)	(379,130)	(379,145)	(379,145)		0	
<b>Ending Balance</b>	376,244	203,510	15	0	(0)		0	#REF!

**Forest Preserve Capital Fund  
Fund 1907**

ACCOUNT & DESCRIPTION	BUDGET 2021	CURRENT YTD 9/30/2021	EST. YR END 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	BUDGET NOTES
Beginning Balance	0	0	0	333,724		
<b>REVENUE</b>						
190711 Transfer in from 2021 Bond Proceeds Fund #1912						
190711 40300 Transfer in from 2007 Bond Proceeds Fund #1901 (950)	393,698	393,698	393,698	100,784		Balance of 2021 Bond Series Proceeds
190711 40370 Transfer in from OSLAD Fund #1905	158,250		158,250	0		
190711 40350 Transfer in from Project Improvement Fund #1906 (951)	164,116	164,116	164,116	0		
190711 40340 Transfer in from FRB Cropland Conversion #1909 (954)	30,000		30,000	0		
190711 40330 Transfer in from Land Cash Fund #1910 (956)	0			0		
190711 43740 Grant Award - ICECF Restoration Woods	0			0		
190711 42490 IPMG Insurance Reimbursement	19,450	17,850	17,850	5,000		IPMG-ICRMT Pickertill Estate Roof Replacement Disbursement
190711 43430 Grant Award - Morton Arboretum Landscape	25,000	0	25,000	25,000		The Morton Arboretum - LSR 50% Grant Reimbursement
190711 43770 Grant Award - ICECF K-12 Pollinator	11,000		11,000	0		
190711 43780 Grant Award - ICECF Pilot Pollinator Meadows	10,000		10,000	0		
190711 41350 Interest Income	200	76	91	0		
<b>Total Revenue</b>	<b>811,714</b>	<b>575,740</b>	<b>810,005</b>	<b>130,784</b>		
<b>EXPENDITURE</b>						
190711 62160 Equipment Replacement Contingency	33,762	2,420	2,420	200,000		Per 5-Year Plan Schedule
190711 66500 Project Fund Expense	33,762	21,389	33,762	33,762		Expense Contingency
190711 Transfer to Land Cash Fund - Reservation Woods	52,700	0	52,700	0		
190711 68500 Project Fund Expense - Millbrook Bridge Removal Project	330,590	0	336,405	0		
190711 68500 Project Fund Expense - Pickertill Estate House Roof	95,000	8,994	8,994	86,006		Balance of Pickertill Roof Replacement Project
190711 68610 Project Fund Expense - Morton Arboretum Landscape	25,000	12,286	25,000	25,000		The Morton Arb. Landscape Scalle Restoration Project Award \$50,000 (Grant I
190711 68510 Project Fund Expense - ICECF Pilot Pollinator Meadows	20,000	5,824	14,176	0		
190711 68520 Project Fund Expense - ICECF K-12 Pollinator	12,000	9,176	2,824	0		
<b>Total Expenditure</b>	<b>602,814</b>	<b>60,088</b>	<b>476,282</b>	<b>344,768</b>		
<b>Revenue Over/(Under) Expenditure</b>	<b>208,900</b>	<b>515,652</b>	<b>333,724</b>	<b>(213,984)</b>		
<b>Ending Balance</b>	<b>208,900</b>	<b>515,652</b>	<b>333,724</b>	<b>119,740</b>		

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

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET
<b>Beginning Balance</b>		0	0		0	30,300	
REVENUE							
190811 42970 Grant Award		177,100					
190811 XXXXX Transfer In from Series 2021 Bond Proceeds Fund #1912			30,300	0	30,300	0	
190811 40300 Transfer In from FY20 Capital Fund #1901		44,375					
Total Revenue	0	221,475	30,300	0	30,300	0	
EXPENDITURE							
190811 66500 Other Expenditures		221,475					
190811 XXXXX Professional Services (Architect & Engineer)			30,300	0	0	30,300	
Total Expenditure	0	221,475	30,300	0	0	30,300	
<b>Revenue over/(under) Expenditure</b>	0	0	0	0	30,300	0	
<b>Ending Balance</b>	0	0	0	0	30,300	0	



# FP Fox River Bluffs Public Cropland Conversion Fund Fund 1909

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET
<b>Beginning Balance</b>		0	(39,313)	(39,313)	(39,313)	0	
<b>REVENUE</b>							
190911 40120 Transfer In from KC Highway		150,000	0		0	0	
190911 Transfer In from Bond Proceeds Fund #1901			54,313	54,313	54,313	0	
190911 42970 Grant Award		30,000	30,000		30,000	0	
<b>Total Revenue</b>	0	180,000	84,313	54,313	84,313	0	
<b>EXPENDITURE</b>							
190911 61300 Transfer to FP Capital Fund #1907		103,900	30,001		30,000	0	
190911 66500 Other Expenditures		76,100	15,000	15,000	15,000	0	
190911 68530 Preserve Improvements/Master Plan					0		
<b>Total Expenditure</b>	0	180,000	45,001	15,000	45,000	0	
<b>Revenue over/(under) Expenditure</b>	0	0	39,312	39,313	39,313	0	
<b>Ending Balance</b>	0	0	0	0	0	0	

## FP Land Cash Fund 1910

Notes

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET
<b>Beginning Balance</b>	127,983	127,983	127,983		0	145,514	
<b>REVENUE</b>							
191011 Transfer In From Land Cash			157,514	157,514	157,514	0	
191011 Interest Income							
191011 Grant Awards			136,640	0	0	136,640	ICECF Grant Reimbursement
191011 Donations				3,000	3,000		
191011 42490 Transfer in From Forest Preserve Capital Fund (1907)		40,000	52,700			52,700	
<b>Total Revenue</b>	0	40,000	346,854	160,514	160,514	189,340	
<b>EXPENDITURE</b>							
191011 Land Acquisition			210,214	8,000	15,000	210,214	Reservation Woods Land Acq.
191011 61300 Transfer Out to Capital Fund #1907		127,983					
<b>Total Expenditure</b>	0	127,983	210,214	8,000	15,000	210,214	
<b>Revenue over/(under) Expenditure</b>	0	(87,983)	136,640	152,514	145,514	(20,874)	
<b>Ending Balance</b>	127,983	40,000	264,623	152,514	145,514	124,640	211.6%

## KCFP Liability Insurance Fund Fund 1911

ACCOUNT & DESCRIPTION	ACTUAL 2019	BUDGET 2020	BUDGET 2021	Current YTD 9/30/2021	Est. Year End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET
<b>Beginning Balance</b>		50,000	50,000	50,000	50,000	40,000	
REVENUE							
19111 Interest Income							
19111 Insurance Claim Reimbursements					2,000		
19111 Transfer from FP Operation Fund	50,000						
<b>Total Revenue</b>	50,000	0	0	0	2,000	0	
EXPENDITURE							
19111 68990 Claims/Deductibles		25,000	25,000	3,514	12,000	25,000	
<b>Total Expenditure</b>	0	25,000	25,000	3,514	12,000	25,000	
<b>Revenue over/(under) Expenditure</b>	50,000	(25,000)	(25,000)	(3,514)	(10,000)	(25,000)	
<b>Ending Balance</b>	50,000	25,000	25,000	46,486	40,000	15,000	

**FOREST PRESERVE SERIES 2021 BOND PROCEEDS  
Fund 1912**

ACCOUNT & DESCRIPTION	BUDGET 2021	CURRENT YTD 9/30/2021	EST. YR. END 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	BUDGET NOTES
<b>Beginning Balance</b>	0	0	0	100,784		
REVENUE						
191211 43790 Series 2021 Bond Proceeds	1,200,000	1,242,979	1,242,979	0		
191211 41350 Interest	0	0	0	0		
<b>Total Revenue</b>	1,200,000	1,242,979	1,242,979	0		
EXPENDITURE						
191211 61370 Transfer Out to FRB RTP Project Fund #1908	30,300	0	30,300			
191211 61440 Transfer Out to Pickertill-Pigott IDNR-PARC Project Fund #1913	1,111,895	0	1,111,895	100,784		Balance of Series 2021 Bond Proceeds
191211 XXXXX Transfer Out to FP Capital Exp. Fund #1907						
<b>Total Expenditure</b>	1,142,195	0	1,142,195	100,784		
<b>Ending Balance</b>	57,805	1,242,979	100,784	0		

# FP Pickerill-Pigott IDNR-PARC Project Fund Fund 1913

ACCOUNT & DESCRIPTION	BUDGET 2021 PROP.	CURRENT YTD 9/30/2021	EST. YR. END 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	Notes
<b>Beginning Balance</b>				1,071,895		
<b>REVENUE</b>						
191311 XXXXX Interest Income				200		
191311 XXXXX Transfer from Bond Proceeds #1912	1,111,895	0	1,111,895			
191311 XXXXX IDNR PARC Grant Award						
<b>Total Revenue</b>	1,111,895	0	1,111,895	200		
<b>EXPENDITURE</b>						
191311 XXXXX Transfer to FP Capital Fund #1907						
191311 66500 Other Expenditures						
191311 68530 Preserve Improvements/Master Plan						
191311 70040 Supplies						
191311 70050 Contractual Services						
191311 70060 Consultant - A&E Services	75,800	17,027	40,000	35,830		Contracted Architectural Services
191311 70330 Construction	400,000	0	0	1,036,265		PARC Project Improvements
<b>Total Expenditure</b>	475,800	17,027	40,000	1,072,095		
<b>Revenue over/(under) Expenditure</b>	636,095	(17,027)	1,071,895	(1,071,895)		
<b>Ending Balance</b>	636,095	(17,027)	1,071,895	0		

# FP American Rescue Plan Act Fund Fund 1914

ACCOUNT & DESCRIPTION	BUDGET 2021	Est. Yr. End 11/30/2021	BUDGET 2022	% CHANGE IN BUDGET	Notes
<b>Beginning Balance</b>			2,836		
REVENUE					
191411 XXXXX Interest Income	30,000	30,000	100,000	233.3%	
191411 XXXXX Transfer of American Rescue Plan Act Funds from Kendall County					
Total Revenue	30,000	30,000	100,000	233.3%	
EXPENDITURE					
191411 51390 Salaries - Full Time Grounds Maintenance	8,000	4,000	33,904	323.8%	
191411 51160 Salaries - Part Time Grounds Maintenance			17,280		
191411 61160 Transfer to KC IMRF Fund	716	358	2,363	230.0%	
191411 63050 Transfer to KC SSI Fund	612	306	2,594	323.8%	
191411 63060 ER Contr Health/Dental	5,000	2,500	21,890	337.8%	
191411 66500 Other Expenditures					
191411 68530 Preserve Improvements/Master Plan					
191411 70040 Supplies					
191411 70050 Contractual Services	15,672			-100.0%	
191411 70060 Consultant - A&E Services					
191411 70330 Construction		20,000	24,806		
Total Expenditure	30,000	27,164	102,836	242.8%	
<b>Revenue over/(under) Expenditure</b>	0				
<b>Ending Balance</b>	0	2,836	(0)		

**FOREST PRESERVE DEBT SERVICE - SERIES 2021  
Fund 1915**

ACCOUNT & DESCRIPTION	BUDGET 2022
<b>Beginning Balance</b>	
REVENUE	
191511 41010 Current Tax	82,226
191511 41350 Interest Income	100
Total Revenue	82,326
EXPENDITURE	
191511 66500 Other Expenditure	475
191511 68640 Fiscal Agent Fee	950
191511 68750 Debt Service - Interest 2021	34,354
191511 68760 Debt Service - Principal 2021	
Total Expenditure	35,779
<b>Revenue over/(under) Expenditure</b>	46,547
<b>Ending Balance</b>	46,547



116 E. Washington Street  
Suite One  
Morris, Illinois 60450

Phone: (815) 942-3306  
Fax: (815) 942-9430  
www.mackcpas.com

TAWNYA R. MACK, CPA  
LAURI POPE, CPA

CATE MOULTON, CPA  
CHRIS CHRISTENSEN

CERTIFIED PUBLIC ACCOUNTANTS

September 23, 2021

To the Kendall County Forest Preserve  
District Board of Commissioners  
County of Kendall, Illinois

We are pleased to confirm our understanding of the services we are to provide the Kendall County Forest Preserve District for the year ended November 30, 2021. We will audit the financial statements of the governmental activities, each major fund, the business-type activities, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Kendall County Forest Preserve District as of and for the year ended November 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kendall County Forest Preserve District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Kendall County Forest Preserve District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) General Fund Budgetary Comparison Schedule
- 3) IMRF Pension Data Schedules
- 4) Notes to RSI

We have also been engaged to report on other information that accompanies the Kendall County Forest Preserve District financial statements. We will subject the following information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

- 1) Combining and individual fund financial statements

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the U.S. generally accepted accounting principles and to report on the fairness of the other information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Kendall County Forest Preserve District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Kendall County Forest Preserve District financial statements. Our report will be addressed to the Chairman and Members of the Board of the Kendall County Forest



Preserve District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Kendall County Forest Preserve District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in

scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Kendall County Forest Preserve District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will assist in preparing the financial statements and related notes of the Kendall County Forest Preserve District in conformity with the U.S. generally accepted accounting principles used by the District based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on in conformity with the U.S. generally accepted accounting principles. You agree to include our report on the other information in any document that contains and indicates that we have reported on the other information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter

that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the other information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the other information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will locate any documents selected by us request for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mack & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mack & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant or grantor agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,240. However, any fees for third party verification of deposit authorizations that may be required will be billed separately. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered upon completion. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Kendall County Forest Preserve District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

*Mack & Associates, P.C.*

Mack & Associates, P.C.  
Certified Public Accountants

**RESPONSE:**

This letter correctly sets forth the understanding of the Kendall County Forest Preserve District.

Forest Preserve Admin signature:  \_\_\_\_\_

Title: \_\_\_\_\_

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

Board Member signature:  \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 19TH day of October, 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-fixtured 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-fixtured 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 any time 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 any time 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.



**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.

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

**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 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 19th day of October, 2021.**

DISTRICT:

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

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

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

**As to Tenant, this 19th day of October, 2021.**

TENANT:

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

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

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

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 19TH day of October, 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-fixtured 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-fixtured 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 any time 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.

**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 any time 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.

**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.

**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. 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.

**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 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.

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

**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.

**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 19th day of October, 2021.**

DISTRICT:

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

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

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

**As to Tenant, this 19th day of October, 2021.**

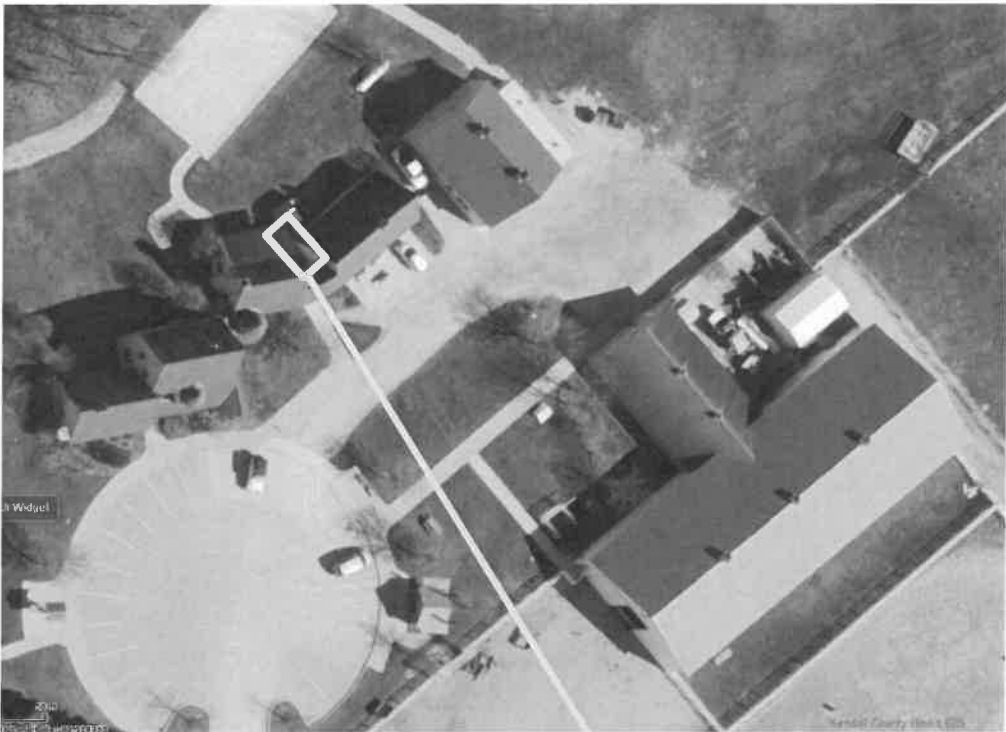
TENANT:

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

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 Board of Commissioners

From: David Guritz, Director

RE: Natural Beginnings Early Learning Program Fees and Charges

Date: October 19, 2021

The FY22 Natural Beginnings program budget is attached, and was reviewed by the Finance and Operations Committees, and Committee of the Whole.

The current program tuition for the 3-day program is \$2,060.00. The proposed tuition for the 22-23 program year is \$2,160.00.

The current program tuition for the 2-day program is \$1,660.00. The proposed tuition fee for the 22-23 program year is \$1,700.00.

Staff recommendation is to approve the proposed tuition fees as part of the Consent Agenda at the October 19, 2021 Commission meeting.

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)	Brendli - 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	\$14.00
	Weekly hours	37.5		37.5		17.5	12	27.5	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
Ma. 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									
	37		\$25,000.00		\$25,000.00	\$8,417.50	\$5,772.00	\$14,245.00	\$14,245.00
			IMRF (8.95%)	\$1,742.50	\$1,742.50	\$0.00	\$0.00	\$992.88	\$992.88
			FICA (7.65%)	\$1,912.50	\$1,912.50	\$643.94	\$441.56	\$1,089.74	\$1,089.74
			Total salary w/IMRF	\$28,655.00	\$28,655.00	\$9,061.44	\$6,213.56	\$16,327.62	\$16,327.62
	Hours of Employment		1,950		1,950	650	444	1,018	1,018
									<b>Total FY22 Staff Costs \$105,240.23</b>

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

Tuition	
3-day 2021	\$2,060.00
2-day 2021	\$1,660.00
3-day 2022	\$2,160.00
2-day 2022	\$1,700.00

PROPOSED FEES AND CHARGES 22-23 PROGRAM YEAR

Tuition and Regist. Revenue	
Jan. 2021 (3Q)	\$28,500.00
Apr. 2022 (4Q)	\$28,500.00
Jul. 2022 (1Q)	\$29,040.00
2021 registration	\$9,000.00
Oct. 2022 (2Q)	\$29,040.00
<b>Total revenue, FY 2017-2018</b>	<b>\$124,080.00</b>
<b>Revenue Adjustments</b>	
Deferred Revenue Paid in FY 21	\$14,500.00
Deferred Rev. Anticipated in FY 22	-\$14,500.00
<b>Total</b>	<b>\$</b>

Enrollment	
3-day, morning 2021	12
3-day, afternoon 2021	12
3-day, morning 2021	12
2-day, morning 2021	12
3-day, morning 2022	12
3-day, afternoon 2022	12
3-day, morning 2022	12
2-day, morning 2022	12

Rev Per Contact Hr	
\$7.42	3-day 2021
\$8.97	2-day 2021
\$7.78	3-day 2022
\$9.19	2-day 2022

\$1.55 Current Diff.  
\$1.41 Proposed Diff.

\$2,550.00	Contact Hr. Equivalency Cost 3-day @ \$9.19 per hour
------------	--

Total tuition revenue - adjustments	\$124,080.00
Total program cost	-\$107,240.23
Donations	\$1,200.00
<b>FY19 Net Profit/Loss</b>	<b>\$18,039.77</b>

**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

To: Kendall County Forest Preserve District Board of Commissioners  
From: David Guritz, Director  
Antoinette White, NR Projects Manager  
RE: Vehicle Repair Proposals  
Date: 18-Oct-21

**Costs for Repairs**

**2008 F350 (Dump)**

Shocks Replaced	\$409.00
Front Pinion Seal	\$47.52
Brakes and Tires	\$1,834.00
Ball Joints	\$1,154.00
Starter	\$310.00
Labor	\$2,179.53
<b>TOTAL</b>	<b>\$5,934.05</b>

**2009 F250**

Batteries	\$333.00
Blower Motor	\$181.44
Antifreeze	\$71.28
Bed Repairs	\$1,135.24
Labor	\$1,518.33
<b>TOTAL</b>	<b>\$3,239.29</b>

<b>TOTAL FOR ALL</b>	<b>\$9,173.34</b>
----------------------	-------------------

# 2008 Ford F350 Super Duty 1-ton dump—Hoover/Ellis 53,200 miles

## Urgent safety concerns to repair

- Rusting (external and frame)
- Starter problem (has to be tapped on)
- Hydraulic pump connections corroded
- Exhaust leaks

### Used for:

- Winter: plowing all 11 preserves
- Spring, Summer, Fall: Maintenance and restoration projects at Hoover and other preserves as needed
- As needed: manure moving at Ellis
- Used to tow as need

Shocks Replaced	\$409.00
Front Pinion Seal	\$47.52
Brakes and Tires	\$1,834.00
Ball Joints	\$1,154.00
Starter	\$310.00
Labor	\$2,179.53
<b>Total:</b>	<b>\$5,934.05</b>



**KENDALL COUNTY FOREST PRES.**

110 W. MADISON ST.

Yorkville, IL 60560

Home 630-553-5444 AM -- Office 630-553-4025 PM

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L, V10 (415CI

Lic # : DUMP

Odometer In : 0

Unit # : DUMP BOX

Odometer Out : 52887

VIN # : 1FDWF37Y7 8ED75075

Part Description	Qty	Sale	Ext	Labor Description	Ext
				INSPECT TRUCK - PROVIDE DETAILED LIST OF NEEDED REPAIRS...WANTING TO HAVE TO OBTAIN GOOD TRADE-IN VALUES	99.00
				SEE REVISIONS FOR MULTIPLE REPAIRS - A/C IS NOT WORKING - NO DIAGNOSIS COMPLETED AT THIS TIME. TRAILER BRAKE CONTROL MODULE PROBLEM - NO DIAGNOSIS COMPLETED AT THIS TIME.	
				Haz. Mat./Indust. cleaners	7.92
				<b>[ Recommendations ]</b>	
				11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY.	
				11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME.	
				9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.	

Org. Estimate 106.92    Revisions 0.00    Current Estimate 106.92

Labor:	99.00
Parts:	0.00
HazMat:	7.92
SubTotal:	106.92
Tax:	0.00
Total:	106.92
Bal Due:	\$106.92

[ Payments - ]

Vehicle Received:

Customer Number : 2486

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC WILL BE WARRANTEED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visit us on the web: [www.automotive-specialties.com](http://www.automotive-specialties.com)

# ESTIMATE FOR SERVICES

Estimate Date : 09/16/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L,V10 (415  
 Lic # : DUMP - Odometer In: 0  
 Unit # : DUMP BOX  
 VIN # : 1FDWF37Y7 8ED75075

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
FRONT GRANDE SHOCKS 1	2.00	98.00	196.00	ALL 4 SHOCKS ARE WEAK, RUSTY, ORIGINAL	1.80	178.20
REAR GRANDE SHOCKS 2	2.00	99.00	198.00	REPLACE 4 SHOCKS - LABOR		
Shop Sup./Misc. Hdwr.			15.00	Haz. Mat./Indust. cleaners		14.26
				<p>[ Recommendations ]                      11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY.                      11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME.                      9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.</p>		

Parts/Supplies: 409.00      Labor: 178.20      Total: \$ 601.46

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTEED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company LLC 04 122016kr



**ESTIMATE FOR SERVICES**

Estimate Date : 09/16/2021

**KENDALL COUNTY FOREST PRES.**

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L,V10 (415  
 Lic # : DUMP - Odometer In: 0  
 Unit # : DUMP BOX  
 VIN # : 1FDWF37Y7 8ED75075

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
FRONT PINION SEAL 1	1.00	29.00	29.00	FRONT PINION SEAL IS LEAKING REPLACE - LABOR	3.00	297.00
FLUID 2 Shop Sup./Misc. Hdwr.	1.00	15.00	15.00	Haz. Mat./Indust. cleaners		15.00
			3.52			
				<p>[ Recommendations ]                      11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY.                      11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME.                      9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.</p>		
Parts/Supplies: 47.52		Labor: 297.00		Total : \$ 359.52		

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company LLC 04 122016kr

# ESTIMATE FOR SERVICES

Estimate Date : 09/16/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L V10 (415  
 Lic # : DUMP - Odometer In: 0  
 Unit # : DUMP BOX  
 VIN # : 1FDWF37Y7 8ED75075

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
FRONT FT BRAKE PADS 1	1.00	130.00	130.00	BOTH FRONT TIRES ARE LOCKED UP - PADS APPROX 40% GOOD AS SEEN FROM INSPECTION HOLES - PROBABLY LOCKED UP DUE TO CALIPERS OR HOSES	3.00	297.00
FRONT CALIPERS 2	2.00	139.00	278.00	ESTIMATE TO REPLACE FRONT CALIPERS, HOSES, PADS AND ROTORS - LABOR		
FRONT ROTORS 3	2.00	127.00	254.00	REAR BRAKES APPROX 50% GOOD AT THIS TIME		0.00
BRAKE HOSES 4	2.00	75.00	150.00	Haz. Mat./Indust. cleaners		15.00
BRAKE FLUID 5	1.00	12.00	12.00			
Shop Sup./Misc. Hdwr.			15.00			
				<p>[ Recommendations ]  <b>11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY.</b>  <b>11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME.</b>  <b>9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.</b></p>		

Parts/Supplies: 839.00

Labor: 297.00

Total: \$ 1,151.00

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company, LLC 04 12 2016kr

# ESTIMATE FOR SERVICES

Estimate Date : 09/16/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L,V10 (415  
 Lic # : DUMP - Odometer In: 0  
 Unit # : DUMP BOX  
 VIN # : 1FDWF37Y7 8ED75075

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
UPPER BALL JOINTS 1	2.00	99.00	198.00	LEFT FRONT UPPER AND LOWER BALL JOINTS LOOSE - RIGHT FRONT UPPER BALL JOINT IS LOOSE - RECOMMEND REPLACING ALL 4	8.00	792.00
LOWER BALL JOINTS 2	2.00	81.00	162.00	REPLACE 4 BALL JOINTS.....AXLE U-JOINTS ARE OPEN TO INSPECTION AS FRONT TIRES BEING LOCKED UP PREVENTS FULL DIAGNOSIS		
DRAG LINK 3	1.00	269.00	269.00	BOTH TIE RODS ON DRAG LINK ARE LOOSE CAUSING EXCESSIVE PLAY IN LEFT FRONT TIRE	2.00	198.00
TIE RODS 4	2.00	255.00	510.00	REPLACE DRAG LINK AND TIE ROD - LABOR		
Shop Sup./Misc. Hdwr.			15.00	ALIGNMENT - SET TOE	1.01	99.95
				Haz. Mat./Indust. cleaners		15.00

**[ Recommendations ]**

**11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY.**  
**11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME.**  
**9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.**

Parts/Supplies: 1,154.00      Labor: 1,089.95      Total: \$ 2,258.95

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTEED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company, LLC 04122018kr

# ESTIMATE FOR SERVICES

Estimate Date : 09/16/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L,V10 (415

Lic # : DUMP - Odometer In: 0  
 Unit # : DUMP BOX  
 VIN # : 1FDWF37Y7 8ED75075

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
BFG RUGGED TERRAIN T/A LT 245 75 R17 1	4.00	245.00	980.00	REAR TIRES RANGING FROM 2/32 TO 6/32	1.21	120.00
Shop Sup./Misc. Hdwr.			15.00	RECOMMEND REPLACING REAR TIRES - MT/BAL 4 TIRES DISPOSAL FEE Haz. Mat./Indust. cleaners	0.20	20.00 11.20
				[ Recommendations ] 11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY. 11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME. 9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.		
Parts/Supplies: 995.00		Labor: 140.00		Total: \$ 1,146.20		

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company LLC. 04122016r

# ESTIMATE FOR SERVICES

Estimate Date : 09/16/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2008 Ford - Cab & Chassis F350 Super Duty - 6.8L,V10 (41E  
 Lic # : DUMP - Odometer In: 0  
 Unit # : DUMP BOX  
 VIN # : 1FDWF37Y7 8ED75075

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
STARTER ASSY. 1	1.00	295.00	295.00	STARTER NEEDS TO BE REPLACED LABOR	1.00	99.00
Shop Sup./Misc. Hdwr.			15.00	Haz. Mat./Indust. cleaners		7.92
<p>[ Recommendations ]                      11/7/19 - RIGHT AND LEFT FRONT UPPER AND LOWER BALL JOINTS HAVE SOME PLAY, LEFT FRONT OUTER TIE ROD END HAS SOME PLAY.                      11/13/19 - REVIEWED WITH JAY T - WHEN 4WD IS NEEDED THE FRONT HUB LOCKS WILL NEED TO BE MANUALLY TURNED TO THE "ON" POSITION. WHEN THE TRUCK IS BEING DRIVEN IN 2WD BE SURE THE HUB LOCKS HAVE BEEN MANUALLY TURNED TO THE "OFF" POSITION. 4WD IS FUNCTIONING AT THIS TIME.                      9/16/21 - SEE REVISIONS FOR MULTIPLE NEEDED REPAIRS. ALL INFORMATION WAS FORWARDED TO OFFICE.</p>						
Parts/Supplies: 310.00		Labor: 99.00		Total: \$ 416.92		

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTEED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company, LLC 04.12.2016kr

# 2009 Ford F250 Super Duty—Hoover

## 43,500 miles

- Rusting (external and major frame)
- Suspension failures
- Drivetrain failures
- Heat/AC problems (electrical)
- PTO connection failures

### Used for:

- Winter: only plowing and salting truck at Hoover—maintains all of Hoover for Natural Beginnings
- Spring, Summer, Fall: Maintenance and restoration projects at Hoover (only truck year-round housed at Hoover)
- Used to tow large equipment for all pre-serve needs

### Urgent safety concerns to repair

Batteries	\$333.00
Blower Motor	\$181.44
Antifreeze	\$71.28
Bed Repairs	\$1,135.24
Labor	\$1,518.33
<b>Total:</b>	<b>\$3,239.29</b>



**KENDALL COUNTY FOREST PRES.**

110 W. MADISON ST.

Yorkville, IL 60560

Home 630-553-5444 AM -- Office 630-553-4025 PM

2009 Ford - Pickup F250 Super Duty - 6.4L V8 (391CI) VIN(R)

Lic # :

Odometer In : 0

Odometer Out : 42524

VIN # : 1FTSX21R0 9EA77058

Part Description	Qty	Sale	Ext	Labor Description	Ext
				!!!!!!!!!!!!!! TRUCK BOX IS HELD ON BY RATCHET STRAPS!!!!!!!!!!!! PER JAY It is actually the front of the box itself that is rusting apart. AUTO SPEC. DOES HAVE A FULL AUTO BODY SHOP FOR ASSISTANCE IN THIS REPAIR/REPLACEMENT IF NECESSARY.	n/c
				COMPLETE VEHICLE INSPECTION.... FRONT BRAKES APPROX 60% GOOD, REAR BRAKES APPROX 75% GOOD AT THIS TIME. BELT AND FLUIDS (EXCLUDING COOLANT) ARE GOOD. CODE P0703 BRAKE SWITCH INPUT FAULT PRESENT - BRAKE LIGHTS ARE WORKING - WOULD REQUIRE DIAGNOSIS TIME. SEE REVISIONS FOR RECOMMENDATIONS - TRANS COOLER LINES, SUSPENSION, COOLANT FLUSH, BLOWER MOTOR, BATTERIES.	99.00
				DIAGNOSTIC TIME SPENT Haz. Mat./Indust. cleaners	7.92

Org. Estimate 106.92    Revisions 0.00    Current Estimate 106.92

<b>Labor:</b>	<b>99.00</b>
<b>Parts:</b>	<b>0.00</b>
<b>HazMat:</b>	<b>7.92</b>
<b>SubTotal:</b>	<b>106.92</b>
<b>Tax:</b>	<b>0.00</b>
<b>Total:</b>	<b>106.92</b>
<b>Bal Due:</b>	<b>\$106.92</b>

[ Payments - ]

Vehicle Received:

Customer Number : 2486

THE FACTORY WARRANTY CONSTITUTES ALL OF THE WARRANTIES WITH RESPECT TO THE SALE OF THIS ITEM/ITEMS. NON OEM (REBUILT) ITEMS INSTALLED BY AUTOMOTIVE SPECIALTIES, INC. WILL BE WARRANTED AS PER SUPPLIER. LABOR WILL NOT BE INCLUDED IN WARRANTY. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON SAME VEHICLE(S) TO SECURE AMOUNT OF REPAIRS THERETO.

The repair garage is not responsible for unavailability of parts or delays in parts shipment.

ALL CHARGES FOR REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visit us on the web: [www.automotive-specialties.com](http://www.automotive-specialties.com)

# ESTIMATE FOR SERVICES

Estimate Date : 09/20/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2009 Ford - Pickup F250 Super Duty - 6.4L,V8 (391CI) VIN(F  
 Lic # : - IL Odometer In: 0  
 Unit # :  
 VIN # : 1FTSX21R0 9EA77058

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
BATTERIES	2.00	159.00	318.00	BATTERIES TESTING 681 OU OF 850 & 696	0.80	79.20
1				OUT OF 850 CCA - RECOMMEND		
Shop Sup./Misc. Hdwr.			15.00	REPLACEMENT PRIOR TO WINTER		
				REPLACE BATTERIES - LABOR		
				Haz. Mat./Indust. cleaners		6.34
<b>Parts/Supplies: 333.00</b>					<b>Labor: 79.20</b>	
						<b>Total : \$ 418.54</b>

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. Non OEM (rebuilt) items installed by Automotive Specialties, Inc will be warranted as per supplier. Labor will not be included in warranty. An express mechanic's lien is hereby acknowledged on same vehicle(s) to secure amount of repairs thereto.

THE REPAIR GARAGE IS NOT RESPONSIBLE FOR UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENT.

ALL CHARGES FOR DIAGNOSIS AND REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY

Copyright (c) 2021 Mitchell Repair Information Company LLC 04 12 2016kr



# ESTIMATE FOR SERVICES

Estimate Date : 09/20/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM — Office 630-553-4025 PM  
 Cust ID: 2486

2009 Ford - Pickup F250 Super Duty - 6.4L,V8 (391CI) VIN(F  
 Lic # : - IL Odometer In: 0  
 Unit # :  
 VIN # : 1FTSX21R0 9EA77058

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
BLOWER MOTOR 1	1.00	168.00	168.00	A/C WORKS, BUT BLOWER MOTOR IS SQUEAKING	1.00	99.00
Shop Sup./Misc. Hdwr.			13.44	EST. TO REPLACE BLOWER MOTOR - LABOR Haz. Mat./Indust. cleaners		7.92
						<b>Total : \$ 288.36</b>

Parts/Supplies: 181.44 Labor: 99.00

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. Non OEM (rebuilt) items installed by Automotive Specialties, Inc. will be warranted as per supplier. Labor will not be included in warranty. An express mechanic's lien is hereby acknowledged on same vehicle(s) to secure amount of repairs thereto.

THE REPAIR GARAGE IS NOT RESPONSIBLE FOR UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENT

ALL CHARGES FOR DIAGNOSIS AND REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company, LLC 04 12 2016kr

# ESTIMATE FOR SERVICES

Estimate Date : 09/20/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2009 Ford - Pickup F250 Super Duty - 6.4L,V8 (391CI) VIN(F  
 Lic # : - IL Odometer In: 0  
 Unit # :  
 VIN # : 1FTSX21R0 9EA77058

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
GOLD ANTIFREEZE 1	2.00	33.00	66.00	ANTIFREEZE IS LOW AND WRONG COLOR	1.00	99.00
Shop Sup./Misc. Hdwr.			5.28	FLUSH COOLANT - LABOR Haz. Mat./Indust. cleaners		7.92
Parts/Supplies: 71.28			Labor: 99.00		Total: \$ 178.20	

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. Non OEM (rebuilt) items installed by Automotive Specialties, Inc. will be warranted as per supplier. Labor will not be included in warranty. An express mechanic's lien is hereby acknowledged on same vehicle(s) to secure amount of repairs thereto.

THE REPAIR GARAGE IS NOT RESPONSIBLE FOR UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENT.

ALL CHARGES FOR DIAGNOSIS AND REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company LLC 04.12.2016r

# ESTIMATE FOR SERVICES

Estimate Date : 09/20/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2009 Ford - Pickup F250 Super Duty - 6.4L,V8 (391CI) VIN(F

Lic # : - IL

Odometer In: 0

Unit # :

VIN # : 1FTSX21R0 9EA77058

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
DRAG LINK 1	1.00	287.00	287.00	TIE ROD ON DRAG LINK IS LOOSE, DRAG LINK ADJUSTMENT THREADS VERY CORRODED	1.50	148.50
UPPER BALL JOINTS 2	2.00	105.00	210.00	REPLACE DRAG LINK - LABOR		
LOWER BALL JOINTS 3	2.00	158.00	316.00	ALIGNMENT	1.01	99.95
FRONT AXLE U-JOINTS 4	2.00	71.00	142.00	REQUIRED AFTER PARTS REPLACEMENT		
Shop Sup./Misc. Hdwr.			15.00	LEFT UPPER AND LOWER BALL JOINTS ARE LOOSE, RIGHT FRONT UPPER BALL JOINT IS LOOSE AND AXLE JOINTS ARE LOOSE	7.00	693.00
				REPLACE ALL 4 BALL JOINTS - LABOR		
				Haz. Mat./Indust. cleaners		15.00

Parts/Supplies: 970.00

Labor: 941.45

Total : \$ 1,926.45

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. Non OEM (rebuilt) items installed by Automotive Specialties, Inc. will be warranteed as per supplier. Labor will not be included in warranty. An express mechanic's lien is hereby acknowledged on same vehicle(s) to secure amount of repairs thereto.

THE REPAIR GARAGE IS NOT RESPONSIBLE FOR UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENT.

ALL CHARGES FOR DIAGNOSIS AND REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company LLC 04122016kr

# ESTIMATE FOR SERVICES

Estimate Date : 09/20/2021

## KENDALL COUNTY FOREST PRES.

110 W. MADISON ST.  
 Yorkville, IL 60560  
 Home 630-553-5444 AM --- Office 630-553-4025 PM  
 Cust ID: 2486

2009 Ford - Pickup F250 Super Duty - 6.4L,V8 (391CI) VIN(F

Lic # : - IL

Odometer In: 0

Unit # :

VIN # : 1FTSX21R0 9EA77058

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
FLUID 1	1.00	20.00	20.00	TRANS COOLER LINES ARE VERY RUSTY - WILL BEGIN TO LEAK SOON	2.50	247.50
TRANS COOLER LINE ASSY 2	1.00	56.00	56.00	EST. TO REPLACE LINES - LABOR Haz. Mat./Indust. cleaners		15.00
TRANS COOLER LINE ASSY. 3	1.00	77.00	77.00			
Shop Sup./Misc. Hdwr.			12.24			

Parts/Supplies: 165.24

Labor: 247.50

Total : \$ 427.74

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. Non OEM (rebuilt) items installed by Automotive Specialties, Inc. will be warranted as per supplier. Labor will not be included in warranty. An express mechanic's lien is hereby acknowledged on same vehicle(s) to secure amount of repairs thereto

THE REPAIR GARAGE IS NOT RESPONSIBLE FOR UNAVAILABILITY OF PARTS OR DELAYS IN PARTS SHIPMENT.

ALL CHARGES FOR DIAGNOSIS AND REPAIRS INCLUDING LABOR AND MATERIALS FURNISHED ARE DUE AND PAYABLE UPON DELIVERY.

Copyright (c) 2021 Mitchell Repair Information Company LLC 04 12 2016kr

**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 19, 2021

---

**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 objectives for natural resource management 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 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 19, 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:** October 19, 2021

---

**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 Reservations Manager and Accounting Coordinator, and Environmental Education 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 in training support staff in curricular program goals, objectives, and instructional methods.
- Assists the 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, 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: 10/19/2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Environmental Education Early Learning Program Specialist  
**WAGE CATEGORY:** FLSA Non-Exempt  
**REPORTS TO:** Environmental Education and Special Projects Manager  
**EFFECTIVE DATE:** October 19, 2021

---

**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 19, 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:** October 19, 2021

---

**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 19, 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:** October 19, 2021

---

**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 19, 2021

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
 FY21-22 ORGANIZATIONAL CHART (FINAL FOR APPROVAL)  
 COMMISSION APPROVAL DATE: OCTOBER 19, 2021**

