

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

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

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

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments
- V. Review of Financial Statements and Cost Center Reports through October 31, 2021
- VI. Review of Special Use Permits
  - KCHSA Meetings on 1/11/22; 2/8/22; 3/8/22; 4/12/22 (Historic Courthouse Conference Rooms)
- VII. Draft Employee Handbook Policies Review
  - Chapter VIII Review
- VIII. Status of RecPro Facility Rental Contract Integration of Terms and Conditions for Event Venues, Shelters, and Overnight Lodging Rental Contracts
- IX. FY21 Budget Amendment and FY22 Preliminary Budget Review Updates
- X. CY2022 Commission and Committee Meetings and Holidays Schedule
- XI. Other Items of Business
- XII. Public Comments
- XIII. Executive Session
- XIV. Adjournment

Kendall County Office Building - Rooms 209 and 210 - 111 W. Fox Street - Yorkville, Illinois 60560

If special accommodations or arrangements are needed to attend this District meeting, please contact the Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.



110 W. Madison St., Yorkville, IL 60580 Ph: 630-553-4025 Fax: 630-553-4023

**Facility Rental Contract**

Permit #: 21-00235 Page 1 of 1  
 Contract Date: 10/28/2021  
 Use Type: KCHSA Event  
 Description: KCHSA Meeting  
 Registrar: Julia Granholm  
 Phone: (630) 746-2880  
 Email: channelfamily17@gmail.com

**Customer**  
**KCHSA**  
**Sara Channell**  
**612 Fowler St**  
**Millington, IL 60537**

**Rental Information**

**Location:** East Wing Conference Room @ Historic Courthouse **Total Hours: 14.00**  
 110 W. Madison Street  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
1/11/2022	Tue	5:30 PM - 9:00 PM	Conference Room Hourly (Head Count: 25)	3.50	Hours	\$20.00	\$70.00	\$0.00
2/8/2022	Tue	5:30 PM - 9:00 PM	Conference Room Hourly (Head Count: 25)	3.50	Hours	\$20.00	\$70.00	\$0.00
3/8/2022	Tue	5:30 PM - 9:00 PM	Conference Room Hourly (Head Count: 25)	3.50	Hours	\$20.00	\$70.00	\$0.00
4/12/2022	Tue	5:30 PM - 9:00 PM	Conference Room Hourly (Head Count: 25)	3.50	Hours	\$20.00	\$70.00	\$0.00

Client set up 5:30-6:30pm  
 Meeting 6:30-9:00pm  
 Client will be issued a key card to the Historic Courthouse good through 4/12/22  
 Copy of permit to Operations Committee for fee waiver approval

**Billing/Payment Summary**

Invoice#	Due Date	Total	Amount Paid	Balance Due
Sec Deposit	10/28/2021	\$400.00	\$0.00	\$400.00
<b>Total</b>		<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>

<b>Total Hours</b>	<b>14.00</b>
<b>Total Fees</b>	<b>\$280.00</b>
<b>Total Sec Dep</b>	<b>\$400.00</b>
<b>Total Tax</b>	<b>\$0.00</b>
<b>Rental Total</b>	<b>\$680.00</b>

**Rental Terms and Conditions**

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

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

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

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

**Draft: November 3, 2021**



# **EMPLOYEE HANDBOOK**

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## **CHAPTER 8 EMPLOYEE LEAVES OF ABSENCE**

### **Section 8.1      PERSONAL AND BANKED SICK LEAVE**

There are times that an employee may need time away from work due to illness, injury or to attend to health needs that cannot be addressed during non-working hours. Pursuant to the terms of this policy, the Employer provides paid time off to eligible employees (as defined below) to address these needs.

#### **A.      ELIGIBLE EMPLOYEES**

For purposes of this policy, “eligible employees” includes all full-time employees. Regular part-time employees may earn personal/sick leave, but the amount of personal/sick leave earned is proportionate to their average number of hours worked per month.

Personal/sick leave is not available to the following employees (who are not eligible employees):

- Seasonal employees;
- Temporary employees;
- Interns;
- Volunteers; and
- All other employee classifications not specifically listed as eligible for personal leave or banked sick leave.

If you have questions regarding your eligibility for personal or banked sick leave, please contact the Executive Director.

#### **B.      ACCRUAL OF PERSONAL LEAVE**

On the first day of each fiscal year (which is currently December 1st) of employment, eligible employees will receive the equivalent of twelve (12) work days of personal leave.

For purposes of this policy, a “work day” is the average number of hours an eligible employee is regularly scheduled to work in a workday. So, for example, if the employee regularly works a seven and one-half (7 ½) hour work day, the employee’s “day” for purposes of this policy will be 7.5 hours of personal leave.

Sick leave and personal leave are one and the same during the fiscal year it is earned and shall be referred to as “personal leave” throughout this policy. Personal leave may be used for any purpose, subject to the provisions in this policy.

Employees who become “eligible employees” after the first day of the fiscal year will be eligible to receive personal leave as follows:



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Employees who become “eligible employees” after the first day of the fiscal year will be eligible to receive personal leave as follows:

<u>Commencing work as an "eligible employee"</u>	<u>Number of Personal Days</u>
Dec., Jan., Feb.	12 personal days
March, April, May	9 personal days
June, July, August	6 personal days
Sept., Oct., Nov.	3 personal days

**C. CARRYOVER OF UNUSED PERSONAL LEAVE ("BANKED SICK LEAVE")**

Any accrued personal leave that is not used on or before the last day of the fiscal year it is earned may be carried over by eligible employees to the next fiscal year but may only be carried over as accrued banked sick leave (not personal leave).

Banked sick leave may only be used after all personal days granted in the active fiscal year have been exhausted. Accrued banked sick leave may only be used for one or more of the following reasons:

- The employee is sufficiently ill so that good judgment would determine it best not to report to work;
- The employee cannot report to work due to an illness or injury not arising out of or in the course of their employment;
- The employee must attend a medical, optical and/or dental appointment for one or more of the following individuals: the employee, the employee's legal spouse, the employee's child (birth, adopted or step child), or the employee's parent (birth, adopted or step parent); and/or
- The employee is absent due to an FMLA qualifying reason, and the employee is concurrently using FMLA leave for the absence.

A maximum of twelve (12) sick days may be used when there is an illness in the employee's family per year. Banked sick leave may be accumulated up to a sum not to exceed two hundred forty (240) banked sick leave days.

**D. TRADING PERSONAL/BANKED SICK LEAVE**

Employees have the option of trading up to a maximum of twelve (12) days of their current annual unused personal leave benefit for one-fourth (1/4) of their daily pay rate of the year of accrual.

Application for this trade must be made in writing no later than November 15 of the fiscal year or other date communicated by the Kendall County Treasurer. Employees wishing to trade their unused sick/personal leave days must request this in writing to the Kendall County Forest Preserve District Executive Director. The Executive Director will certify the number of days which they are entitled to trade and submit this information in writing to the Kendall County Treasurer's office.

If the employee uses any of these personal days after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year's twelve (12)

personal days. Employees are not eligible to receive the personal days payback before their probationary period has been successfully completed.

#### **E. NOTIFICATION AND APPROVAL OF PERSONAL/BANKED SICK LEAVE**

All requests to use accrued personal/banked sick leave should be made so as to create minimal disruption of work schedules and regular business operations, if possible. All requests to use accrued personal/banked sick leave should include the employee's best estimate of the duration of the absence, if possible.

Use of personal/banked sick leave is subject to approval by the employee's immediate supervisor and the Executive Director. The Executive Director reserves the right to deny specific requests of certain dates or times requested for personal and/or banked sick leave in order to ensure that the KCFPD's operational and scheduling needs are met. Disapproved personal leave and/or banked sick leave requests will be promptly returned to the employee with an explanation for the denial of the time off request. The employee must promptly report their absences charged to accrued personal leave and/or banked sick leave in writing to the Human Resources, Accounting and Reservation Manager for recordkeeping purposes.

If the employee is requesting to use accrued personal/banked sick time for an unforeseeable absence (e.g., the employee becomes ill): The employee should call the KCFPD and request the time off as soon as possible **but no later than one (1) hour prior to the start of the employee's work shift**, unless such notice is not practical and/or such notice requirement has been waived by the Executive Director.

If the employee is requesting to use accrued personal/banked sick time for a foreseeable absence (e.g., to attend a medical, optical or dental examination appointment or treatment or any other type of foreseeable absence): The employee should submit their request for time off as soon as possible **but no later than twenty four (24) hours prior to the start of the employee's work shift**, unless such notice is not practical and/or such notice requirement has been waived by the Executive Director. Such requests should be submitted in writing first to the employee's immediate supervisor for approval and then forwarded to the Executive Director for final approval or denial.

#### **F. MEDICAL CERTIFICATION**

As a condition for eligibility for paid personal and/or banked sick leave under this policy, the Executive Director may require, in their discretion, any employee to submit a healthcare provider's certification of illness or injury if any one or more of the following occurs:

- The employee has been off sick for three (3) or more consecutive workdays;
- The employee has had repeated illnesses of shorter periods;
- The employee calls in sick on the day of, before or after a holiday, vacation day, or day off; or

- In any circumstance where the Employer has a reasonable belief of sick leave abuse by the employee.

The Executive Director may also require the employee to provide a statement from the employee’s healthcare provider indicating the employee is physically able to return to work before an employee may return to work.

In the above circumstances, the Executive Director may, at the discretion, also require an employee to submit to an examination by a physician designated by the KCFPD at the KCFPD’s expense.

**G. SEPARATION OF EMPLOYMENT**

Upon separation of employment, the employee is not entitled to any additional compensation for any unused personal days in the current year and for any accrued banked sick days from prior years. However, retiring IMRF members, 55 years of age and older, may qualify for a maximum of up to one (1) year of additional pension service credit for accrued, unused banked sick leave accumulated at the rate of one (1) month of IMRF pension service credit for every twenty (20) days of accrued, unused banked sick leave or fraction thereof.

**Section 8.2 VACATION**

All regular full-time employees of the KCFPD are eligible for paid vacation benefits pursuant to the terms of this Vacation Policy.

**A. VACATION ACCRUAL FOR FULL-TIME EMPLOYEES**

Eligible full-time employees shall earn vacation time in accordance with the following schedule:

<b><u>Years of Service</u></b>	<b><u>Available Vacation Hours Per Fiscal Year</u></b>
0-6 Years of Service	75 vacation hours (i.e., 10 vacation days)
7-14 Years of Service	112.5 vacation hours (i.e., 15 vacation days) <i>This rate of accrual commences the first day of the month following the employee’s completion of their 6<sup>th</sup> year of service at the KCFPD.</i>
15 or More Years of Service	150 vacation hours (i.e., 20 vacation days) <i>This rate of accrual commences the first day of the month following the employee’s completion of their 14<sup>th</sup> year of service at the KCFPD.</i>

The length of eligible service is calculated on the employee's date of hire with the KCFPD. Eligible full-time employees are credited with accrued vacation time after each completed month of service to the KCFPD. Vacation is accrued monthly at the rate of one-twelfth (1/12) the eligible full-time employee's annual accrual, as outlined in the following table:

YEARS OF SERVICE	AMOUNT OF VACATION TIME DISTRIBUTED ON THE FIRST OF THE MONTH FOLLOWING THEIR COMPLETED MONTH OF SERVICE	ANNUAL TOTAL
0-6 years	6.25 hours or .83 days	10 days (75 hours)
7-14 years	9.375 hours or 1.25 days	15 days (112.5 hours)
15 or more years	12.5 hours or 1.67 days	20 days (150 hours)

**B. VACATION AVAILABILITY FOR PART-TIME EMPLOYEES AND EMPLOYEES ON A LEAVE OF ABSENCE**

Part-time employees of the KCFPD who work a minimum of one thousand forty (1,040) hours per year and a minimum of twenty (20) hours per work week will be eligible to accrue paid vacation time on a pro rata basis pursuant to the terms of this Vacation Policy. For example, an eligible part-time employee with one (1) year of completed service who works a standard workweek of 25 hours per week would accrue 50 vacation hours per fiscal year, which would be distributed at a rate of 4.167 vacation hours per completed month of service.

Employees on an unpaid leave of absence for the entire month shall not accrue vacation during their leave of absence unless otherwise required by law.

**C. VACATION REQUESTS**

All vacation requests shall be communicated to the employee's immediate supervisor for approval or denial. If necessary, department supervisor will communicate to the Executive Director any vacation absences so he/she is aware.

Vacations will be scheduled with prime consideration given to the efficient operation of the KCFPD. While employee's requests will be honored whenever possible, final approval or denial of vacation requests is in the sole discretion of the District Executive Director.

#### **D. MAXIMUM ACCUMULATION**

Employees shall be allowed to carry over from month to month no more than two-and-one half (2 ½) times an employee's annual accrual rate. For example, a second (2nd) year employee can carry over no more than twenty-five (25) days of vacation leave from one month to the next. However, all District employees will be required to reduce their vacation time carryover to no more than one-and-one-half (1.5) times an employee's annual accrual rate within the first quarter of each fiscal year.

#### **E. SEPARATION OF EMPLOYMENT**

Upon an employee's separation of employment, the employee will be compensated for all vacation hours that are accrued but unused as of the employee's last day of employment. Such payment shall be made at the employee's current pay rate.

#### **F. HOLIDAYS DURING APPROVED VACATION LEAVE**

Whenever a paid holiday falls during an employee's authorized vacation leave, the employee's leave on the date of the paid holiday shall be considered a holiday for payroll purposes, and shall not be charged to the employee's accumulated vacation leave.

#### **Section 8.3 TIME OFF TO VOTE**

Employees are requested to vote before or after work if possible. However, if polls are open only during work hours or you are unable to vote before or after work, voters may take time to vote during work so long as the time taken does not exceed two hours. Employees must request time off to vote in advance of the election date. Such requests should be sent in writing first to the employee's immediate supervisor for approval and then forwarded to the Executive Director for final approval. The Executive Director reserves the right to specify the timeframe during which the employee may be absent to vote.

#### **Section 8.4 JURY AND WITNESS DUTY**

Jury and witness duty leave shall be granted to KCFPD employees who are called to jury duty or are required to be absent from work because of a subpoena from any legislative, judicial or administrative tribunal.

Time away from work with pay and regular benefits shall be granted for such purposes. Any fee received by an employee for serving on a jury or providing testimony must be written over to the KCFPD. Part time employees will be required to turn over the portion of any fee received, pro rata to the number of hours for which the employee was scheduled to work that day.

To request time off for jury and witness duty leave, employees must provide a copy of the jury or subpoena to the District Executive Director within ten (10) calendar days of receipt.

While serving on a jury or testifying as a witness, employees are required to advise their immediate supervisor and/or the District Executive Director about their availability for work each workday. Employees who are released from jury duty or witness testimony during the workday are expected to report to work immediately to complete their work shift.

If an employee is required to perform jury duty or is summoned to testify as a witness while the employee is on an approved leave of absence (e.g., FMLA leave), the employee shall not be eligible to receive paid jury and witness duty leave.

## **Section 8.5            MILITARY LEAVE**

The KCFPD will comply with all applicable federal, state and local laws providing military leave and benefit protections to employees. Please direct any questions or requests for leave to your immediate supervisor and the Executive Director.

### **A.     YOUR RIGHTS UNDER THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

#### **1.     REEMPLOYMENT RIGHTS**

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your immediate supervisor and the Executive Director receive advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with the KCFPD;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

## **2. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

Pursuant to USERRA, you have the right to be free from discrimination and retaliation if you (1) are a past or present member of the uniformed service; (2) have applied for membership in the uniformed service; or (3) are obligated to serve in the uniformed service. This means, an employer may not deny you (1) initial employment, (2) reemployment, (3) retention in employment; promotion (4) or any benefit of employment because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

## **3. HEALTH INSURANCE PROTECTION**

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

## **4. ENFORCEMENT**

The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USADOL or visit its Web site at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.html>. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

## **B. RIGHTS UNDER ILLINOIS LAW**

The KCFPD complies with the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61. Employees may be eligible under the Illinois Service Member Employment and Reemployment Rights Act for differential compensation, military leave, concurrent compensation, employer-based health plan benefits, and other protections as enumerated in the Act. The KCFPD prohibits discrimination against persons who serve in the uniformed services. Employee eligibility under this statute is governed by all relevant statutory provisions.

### **Section 8.6**

### **FAMILY MEDICAL LEAVE AND QUALIFYING EXIGENCY LEAVE POLICY**



This policy document supersedes any other existing policy or policy document governing the handling of leave taken pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). It is intended to conform with the Employer's obligations under 29 C.F.R. §825.300.

## **A. DEFINITIONS**

1. **CHILD.** A child is a biological, adopted or foster child, step child, legal ward or a child for which an employee has daily responsibility for care and financial support of the child (i.e., in loco parentis), who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.
2. **PARENT.** A parent is the biological parent or who to whom the employee was the child of a parent in loco parentis. This does not include grandparents or in-laws unless the grandparent or in-laws are acting as parent in loco parentis. An employee stands in loco parentis to a child when the employee intends to assume the responsibilities of a parent with regard to the child through either day-to-day care or financial support.
3. **SPOUSE.** A husband or wife as defined or recognized under State law.
4. **SERIOUS HEALTH CONDITION.** This term means an illness, injury, impairment, or physical or mental condition that involves either:
  - a. In-patient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
  - b. Continuing treatment by a health care provider, which includes:
    - i. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
      - a. Treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); or
      - b. One treatment by a health care provider (i.e., an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen of treatment

(e.g., prescription medication, physical therapy, etc.);  
or

- c. Any period of incapacity related to pregnancy or for prenatal care. A visit to the healthcare provider is not necessary for each absence; or
- d. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
- e. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- f. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

## **B. ELIGIBILITY**

To be eligible for FMLA benefits, an employee **must**:

- (1) Have worked for the KCFPD for a total of 12 months; and
- (2) Have worked at least 1,250 hours over the previous 12 months; and
- (3) Work at a site with 50 or more employees within a 75-mile radius.

## **C. FMLA LEAVE ENTITLEMENT**

A covered employee is entitled to up to a total of 12 workweeks of unpaid FMLA leave in a 12-month period for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- For the placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition; or
- When the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or childbirth.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a **combined** total of 12 workweeks of family leave for the following reasons:

- Birth and care of a child;
- For the placement of a child for adoption or foster care, and to care for the newly placed child; and
- To care for an employee's parent who has a serious health condition.

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status as defined by applicable federal regulations may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include the following as defined and limited by federal regulation: short notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and additional activities arising out of the military member's covered active duty or call to covered active duty status as agreed by employer and employee.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member (as defined by federal regulation) who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12-month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. Covered service member also includes a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. An eligible employee, is entitled to a combined total of 26 workweeks of leave for any FMLA -qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

- The birth of a son or daughter of the employee and in order to care for such son or daughter;
- Because of the placement of a son or daughter with the employee for adoption or foster care;
- In order to care for the spouse, son, daughter or parent with a serious health condition;
- Because of the employee's own serious health condition; or
- Or because of a qualifying exigency.

Spouses who are eligible for FMLA leave and are both employed by the KCFPD are limited to a combined total of 26 workweeks of leave during the single 12-month period if the leave is taken to care for a covered service member with a serious injury or illness

AND for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, to care for the child after placement, or to care for the employee's parent with a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the Executive Director's approval.
- FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member or seriously ill or injured service member, or because the employee is seriously ill and unable to work.

#### **D. LEAVE AVAILABILITY CALCULATION**

FMLA leave requests will be calculated using the "rolling 12-month period" method of calculating available FMLA leave for all types of FMLA leave with the exception of FMLA leave to care for a seriously ill or injured service member. Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences an FMLA leave. From that date, the preceding 12-month period is examined. Any FMLA leave used during that preceding 12 months is deducted from the 12 work weeks of leave granted by the FMLA. The employee is entitled to take no more than the remaining balance of FMLA leave.

For FMLA leave requests made to care for a covered service member with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

#### **E. SUBSTITUTION OF PAID LEAVE**

An employee taking FMLA leave is required to substitute and use any remaining paid "leave" benefits that are available or become available during the FMLA leave (e.g., vacation, personal and banked sick leave), unless the employee is otherwise receiving compensation through KCFPD's disability benefit. Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave. All other FMLA leave is unpaid. If the employee applies for and is granted disability benefits under the provisions of the Illinois Municipal Retirement Fund (IMRF), the requirement to utilize paid leaves as stated above is not in effect during the time of disability. Also, for an employee's job related illness or accident, paid benefits during this time will be according to workers' compensation requirements; however, if eligible, the leave time may be designated as FMLA leave, including any time off for required therapy or doctor visits.

#### **F. BENEFITS WHILE ON FMLA LEAVE**

During FMLA leave, the KCFPD will maintain the eligible employee's health coverage under any group health plan, under the same terms as if the employee had continued to work. If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on FMLA leave. If paid leave is substituted for unpaid FMLA leave, the KCFPD will deduct the employee's portion of the health plan premium as a regular payroll deduction. If FMLA leave is unpaid, the employee will be required to pay his or her share of health insurance premiums. Payment is expected to be made in the same amounts, and at the same time (i.e. each payroll date) as was made while working. If any payment is more than 30 days late, medical coverage may be canceled pursuant to the FMLA and FMLA regulations.

An employee can elect not to continue medical coverage while on FMLA leave. If this election is made, the KCFPD will immediately place the coverage into COBRA.

If the coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, the KCFPD will bill the employee for the amount of premiums paid by the KCFPD during the leave period unless the employee does not return to work due to a reason exempted from this provision by the FMLA and FMLA regulations.

No other employment benefits provided by the KCFPD to employees are continued during FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Other elective payroll deductions including but not limited to AFLAC, prepaid legal services, and I- Bonds, are the responsibility of the employee. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's FMLA leave.

Holiday pay will not be paid during the FMLA leave, except in those instances where the employee is on an intermittent or reduced work schedule, which makes the employee otherwise eligible for holiday pay, or where employee is utilizing paid leave during the FMLA leave when the holiday occurs. If, while on an FMLA designated leave, the employee is required to serve on a jury or in the military, no make-up pay will be granted, nor will paid funeral leave benefits be paid. During the period of all FMLA leaves, the employee should verify with the IMRF representatives as to whether or not they will continue to be credited with service time without loss, for the purpose of calculating IMRF benefits.

## **G. PROCEDURE FOR REQUESTING FMLA LEAVE**

Requests for FMLA leave should be submitted in writing (if possible) to the Executive Director.

When requesting FMLA leave for the birth, adoption or foster care placement of a child, an employee must give thirty (30) days' notice or, if not possible due to unforeseen circumstances, the maximum notice practicable.

For care of a covered family member with a serious health condition, or for an employee's own serious health condition, the employee must give thirty (30) days' notice, or if not possible due to unforeseen circumstances, as much notice as is practicable.

Employees must provide sufficient information for the Executive Director to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees must also inform the Executive Director if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for FMLA leave.

Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member. An employee taking leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness must also be supported by a certification in the form attached to this policy except that an employee taking leave to care for a covered service member may provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA. Additional copies of the certification forms can be obtained from your supervisor. Employees are required to furnish the completed certification within 15 calendar days of the Employer's request for certification. In the case of unforeseen leave, certification must be provided as soon as practicable.

FMLA leave may be denied in accordance with the FMLA and FMLA regulations and the employee may be subject to disciplinary action up to and including termination of employment if appropriate certification is not provided.

## **H. RETURNING TO WORK**

Any FMLA leave taken will be counted against the available leave allowed by statute. Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.

On return from FMLA leave, the employee will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The Executive Director or his designee reserves the right to deny restoration to "key employees" as defined by the FMLA regulations where restoration will cause "substantial and grievous economic injury" to the operations of the KCFPD.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA), in which case the employee may request a reasonable accommodation pursuant to the KCFPD's Request for Accommodation Policy.

## **I. EMPLOYER RESPONSIBILITIES**

The Employer will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Employer will provide a reason for the ineligibility.

The Employer will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Employer determines that the leave is not FMLA-protected, the Employer will notify the employee.

## **J. UNLAWFUL ACTS**

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## **K. WORKING PROHIBITED WHILE ON FMLA**

An employee out on FMLA leave may not use that time to engage in work elsewhere, whether as an employee, independent contractor, volunteer or otherwise, unless prior written approval from the Executive Director or their designee has been obtained. If an employee is taking FMLA leave, it must be because an FMLA-qualifying reason is preventing the employee from appearing at work for the KCFPD. Performing work elsewhere is contradictory to that premise and will create a presumption that the employee fraudulently obtained or continued FMLA leave.

## **L. ENFORCEMENT**

If an employee believes that a violation of the FMLA has occurred, the employee should report the alleged violation to the Executive Director and/or KCFPD President. Pursuant to the FMLA, the employee also has the right to file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the employer if the employee believes that a violation of the FMLA has occurred.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any State or local law that may provide greater family or medical leave rights.

#### **M. REFERENCE TO FMLA NOTICE POSTER**

The Employer has posted on the KCFPD's bulletin board a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

### **Section 8.7 VICTIMS' ECONOMIC SECURITY AND SAFETY POLICY**

Eligible employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. Eligible employees may take this leave to seek services for a victim of domestic, sexual, or gender violence if the victim is: 1) the eligible employee, 2) a covered family member (spouse, child, parent, any other person related by blood or by present or prior marriage, or any other person who shares a relationship through a son or daughter) or 3) a household member (who is currently residing with the eligible employee). VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The employee may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. Eligible employees may take up to 12 weeks of unpaid VESSA leave within any 12-month period and be restored to the same or an equivalent position upon the employee's return from leave.

#### **A. REASONS FOR VESSA LEAVE**

Eligible employees may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic, sexual, or gender violence, (2) to obtain services from a victim services organization, (3) to obtain psychological or other counseling, (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic, sexual, or gender violence or ensure economic, security, or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic, sexual, or gender violence. If an employee misrepresents facts in order to be granted a VESSA leave, the employee may be subject to disciplinary action up to and including immediate termination of employment.

#### **B. NOTICE REQUIREMENTS**

Employees must give the employee's immediate supervisor and the Executive Director at least 48 hours prior written notice of the employee's request for VESSA leave, unless



providing advance notice is not practicable under the particular circumstances. If the employee is unable to provide advance notice, the employee must provide notice when the employee is able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

### **C. CERTIFICATION REQUIREMENTS**

Eligible employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic, sexual, or gender violence, and (3) the leave is to seek assistance for a purpose covered by the Act.

The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from:

- (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic, sexual, or gender violence or the effects of the violence,
- (b) a police or court record; or
- (c) other corroborating evidence.

It is the employee's responsibility to ensure that the Executive Director receives the proper certification. If the Executive Director does not receive adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences will be treated according to the KCFPD's attendance standards.

### **D. REPORTING WHILE ON VESSA LEAVE**

An eligible employee taking a VESSA leave of absence may be required to contact his or her supervisor on a regular basis regarding the status of the employee's VESSA leave and the employee's intention to return to work.

### **E. VESSA LEAVE IS UNPAID**

VESSA leave is unpaid leave. The employee may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for the eligible employee, because the employee is temporarily disabled due to domestic, sexual, or gender violence, the employee may use any accrued sick

time for the portion of the leave. The employee may use accrued vacation or other personal time for any of the purposes allowed under VESSA, but the employee is not required to do so. The substitution of paid leave time for unpaid leave time does not extend the 12-week VESSA leave period.

#### **F. MEDICAL AND OTHER BENEFITS WHILE ON VESSA LEAVE**

During an approved VESSA leave, the KCFPD will maintain the employee's health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid leave, the KCFPD will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's VESSA leave is unpaid, the employee must pay his portion of the premium during the leave. The employee's group health care coverage may cease if the employee fails to make timely payments of the employee's share of the premiums. If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the KCFPD/Kendall County for the cost of the premiums paid by the KCFPD/Kendall County for maintaining coverage during the employee's unpaid leave, unless the employee cannot return to work because of the continuance, onset or recurrence of domestic, sexual, or gender violence, or other circumstances beyond the employee's control. If that is the case, the employee will be required to produce written certification to confirm the circumstances beyond the employee's control.

Vacation, sick time, or other benefits will not accrue while on an approved unpaid VESSA leave. The employee will remain entitled to all of his benefits, which accrued prior to the employee's approved VESSA leave, however.

#### **G. INTERMITTENT AND REDUCED SCHEDULE VESSA LEAVE**

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or weekday). If leave is unpaid, the KCFPD may request that the employee's salary is reduced based on the amount of time actually worked during the period of time that the employee took approved intermittent VESSA leave.

#### **H. VESSA WILL RUN CONCURRENTLY WITH ANY OTHER APPLICABLE LEAVE**

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the FMLA will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.

#### **I. RETURNING FROM VESSA LEAVE**

If an eligible employee wishes to return to work at the expiration of his or her approved VESSA leave, the employee may return to the same position held prior to the VESSA

leave or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, an employee who took an approved VESSA leave does not have any greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken approved VESSA leave. The employee must return to work immediately after the expiration of his or her approved VESSA leave in order to be reinstated to the same position held prior to the approved VESSA leave or to an equivalent position.

If the employee took VESSA leave because of the employee's own medical or psychological condition, the employee shall provide medical certification that the employee is fit to resume full-duty work.

#### **J. REASONABLE ACCOMMODATION IN THE WORKPLACE**

Pursuant to VESSA, the KCFPD will consider making reasonable accommodations in a timely fashion to an employee or job applicant for a known limitation resulting from domestic, sexual, or gender violence, unless the accommodation would cause the KCFPD an undue hardship. If the eligible employee is an otherwise qualified individual who can perform the essential functions of his or her job, but needs such an accommodation, the KCFPD may provide a reasonable accommodation such as an adjustment to the job structure, an adjustment to the workplace facility, an adjustment to the employee's work requirements, changing the employee's work telephone number, changing the employee's seating assignment at work, or modifying the physical security of the employee's work area in response to a need covered by VESSA. The KCFPD may also consider a request for transfer, reassignment, a modified work schedule, and/or assisting the employee in documenting domestic, sexual, or gender violence that occurs in the workplace or in a work-related setting, if needed due to a known limitation caused by an act or threat of domestic, sexual, or gender violence. Other safety measures may also be appropriate as a reasonable accommodation on a case-by-case basis.

Any employee covered by VESSA may make a request for VESSA leave or for a reasonable accommodation pursuant to VESSA in writing to the employee's immediate supervisor and the Executive Director.

#### **K. CONFIDENTIALITY**

The KCFPD will maintain an employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The KCFPD will not disclose the reasons for the employee's VESSA leave except on a need to know basis and/or as otherwise provided pursuant to court order and applicable federal or state laws.

#### **L. NO RETALIATION**

The KCFPD strictly forbids any of its employees, managers of other representatives from discriminating and/or retaliating against an employee because the employee is or is perceived to be a victim of domestic, sexual, or gender violence, or has engaged in

protected activity under VESSA. If an employee feels he or she has been denied VESSA rights or if the employee feels he or she has been retaliated against for having exercised any protected VESSA rights, the employee should immediately report such action to the Executive Director. If the employee feels that the Executive Director has retaliated against the employee for exercising the employee's VESSA rights, the employee should immediately report such action in writing to the Kendall County KCFPD President or Vice President. The Kendall County Forest Preserve District President or Vice President will designate someone to investigate concerns and take corrective action if it is determined that someone has violated the Kendall County Forest Preserve District's VESSA policy.

A violation of this VESSA policy may result in disciplinary action up to and including termination of employment.

#### **M. REFERENCE TO REQUIRED VESSA POSTING**

The Kendall County KCFPD Board of Commissioners has posted on the KCFPD's bulletin board a poster setting forth the relevant provisions of the VESSA. The terms of that poster are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of that poster concerning all applicable employee rights and obligations under the VESSA.

### **Section 8.8 BEREAVEMENT LEAVE**

#### **A. BEREAVEMENT LEAVE FOR IMMEDIATE FAMILY MEMBER'S DEATH**

Up to three (3) paid days per occurrence may be allowed for a death in the employee's immediate family. Immediate family is defined for the purposes of this section to be legal spouse, mother, father, child, brother, sister, grandmother, grandfather, spouse's relatives of the same degree of blood relationship and any blood relative who resides in the employee's home. These paid days are considered as bereavement days and not vacation/sick/personal days. If any additional time is needed, the time off may be taken from paid vacation/sick/personal days, with approval of the Executive Director.

This is applicable only to full-time employees.

#### **B. CHILD BEREAVEMENT LEAVE**

Pursuant to the Illinois Child Bereavement Leave Act, employees who suffer the loss of a child may use up to a maximum of ten (10) work days of unpaid bereavement leave to (1) attend the funeral or alternative to a funeral of the child; (2) make arrangements necessitated by the death of the child; or (3) grieve the death of the child. If an employee suffers the loss of more than one child in a 12-month period, the employee may be eligible for up to a maximum of six (6) weeks of child bereavement leave during that 12-month period.

For purposes of this policy, “child” is defined as the employee’s biological, adopted, foster or stepchild, legal ward, or a child for whom the employee stood *in loco parentis*. Pursuant to the Child Bereavement Leave Act, only those employees who are otherwise “eligible employees” as defined by the Family and Medical Leave Act (FMLA) are eligible for child bereavement leave. Also, if the employee has already exhausted all of their FMLA leave time, the employee shall not be eligible for child bereavement leave pursuant to this policy.

Eligible employees must complete their child bereavement leave within sixty (60) calendar days after the date on which the employee receives notice of the child’s death. An employee shall provide the Executive Director with at least 48 hours’ advance notice of the employee’s intention to take child bereavement leave, unless providing such notice is not reasonable and practicable. An employee requesting child bereavement leave may be required to provide reasonable documentation to verify the need for child bereavement leave and such documentation may include the child’s death certificate, the child’s published obituary, or written verification of the child’s death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Child bereavement leave shall be unpaid unless the employee elects to apply their accrued, paid leave time (i.e., personal days, sick days, vacation days and/or their paid bereavement leave time) toward their child bereavement leave. Such election must be made by the employee prior to the employee’s use of the child bereavement leave.

Pursuant to the Child Bereavement Leave Act, retaliation against employees who exercise their rights or attempt to exercise their rights under the Child Bereavement Leave Act is strictly prohibited.

## **Section 8.9            SCHOOL VISITATION LEAVE POLICY**

In accordance with the Illinois School Visitation Rights Act, an employee who has worked for the KCFPD for at least six (6) consecutive months and works at least a half-time schedule may take up to eight (8) hours off during any school year, and no more than four (4) hours in one day to attend school conferences or classroom activities related to the employee’s child, provided that the conference or classroom activity cannot be scheduled during non-working hours. Before taking leave pursuant to this policy, an employee must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except for sick leave and disability.

Employees who intend to take leave pursuant to this policy are required to provide a written request at least seven (7) days in advance to their immediate supervisor for approval and then to the Executive Director for final approval. In emergency circumstances, only twenty-four (24) hours’ notice will be required. The employee is required to consult with his or her immediate supervisor to schedule the leave so as not to unduly disrupt operations. Employees who take leave pursuant to this policy will be

given a reasonable opportunity to make up the time off taken on a different day or shift as directed by the Executive Director, but in no circumstances shall such make-up hours be scheduled so that they result in overtime pay to the employee. Employees are not required to make up the time, and if they choose not to do so, shall not be compensated for the time off. Employees are required to provide verification of the school visit to their supervisor within two (2) working days after the school visit.

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

**Section 8.10            NURSING MOTHER POLICY**

The KCFPD will provide reasonable paid break time each workday to an employee who needs to express breast milk for her infant child for up to one (1) year after the child's birth unless doing so would result in an undue hardship. Break time may run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose. An employee should direct their written request for break time to express breast milk and/or for a private room to use for this purpose to the employee's immediate supervisor and the Executive Director.

To: KCFPD Operations Committee  
From: David Guritz, Director  
RE: Rental Contract Terms and Conditions  
Date: November 3, 2021

In April 2021, the District received contract templates from the Kendall County State's Attorney's Office for licensed use of picnic shelters, event venues (Meadowhawk Lodge and Ellis House and Equestrian Center), and overnight facilities (bunkhouses and campsites).

District staff received additional RecPro training to determine best approaches for integrating the recommended terms and conditions language contained in the KC-SAO contracts (attachment) combined and formatted into a single document that can be integrated into the RecPro permitting process.

This document has been submitted to the KC-SAO – ASA Webb who will complete a final review of the proposed terms and conditions once final directions are received from the Committee of the Whole.

Final direction will be needed on the following:

1. Which event types, if any, will the District establish requirements for clients to secure additional event insurance coverage(s) at their own expense.
2. Review and approval of a proposed shelter rental cancellation policy integrated into the "Terms and Conditions" document.
3. Submission of final draft terms and conditions following Committee of the Whole direction.

Recommendations:

1. Review the draft Terms and Conditions.
2. Discuss requirements for events insurance coverage.
3. Discuss establishing a cancellation policy for use of District shelters.
4. Forward recommendations to the Committee of the Whole for discussion in December.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FACILITY RENTAL TERMS AND CONDITIONS**

This License is made on the day listed on the first page of the Rental Contract (“Date of Execution”), between the Kendall County Forest Preserve, a Body Corporate and Politic, 110 West Madison Street, Yorkville, Illinois, 60560, (“Forest Preserve”), and Permittee (“Licensee”), collectively referred to as the “Parties.”

In consideration of the grants, covenants, and conditions of this License, IT IS HEREBY AGREED AS FOLLOWS:

**1. Nature of Agreement:**

The Forest Preserve agrees to grant a license to Licensee for the Licensee to utilize the facility on the date and times specified on Page 1 of the Rental Contract, subject to the terms and conditions set forth in this License.

**2. Fee and Security Deposit:**

**Ellis House:**

A security deposit shall be made prior to, or shall accompany the return of the signed contract to the Forest Preserve. For wedding events, the security deposit is \$1,000.00. For all other events, security deposit is 50% of the rental fee. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District.

The total event license fee (separate and apart from the security deposit) is dependent on the type of facility reserved and the length of time facility is reserved. Payment of fifty percent (50%) of the event license fee is due six (6) months prior to the Event Date, or at the time of booking if less than (6) months prior to the event date, with the remaining balance due thirty (30) days prior to the event. Requests for a change to the Event date made earlier than six (6) months prior to the original event date may be accommodated based on venue availability without penalty. If the Licensee cancels the event following the date that the Forest Preserve and Licensee enter into this License, and inclusive of the timeframe beginning on the date both parties enter this License and extending up to six (6) months prior to the Event Date, the Forest Preserve will retain one hundred percent (100%) of the Licensee security deposit. In cases where the Licensee’s cancellation notice is received less than six (6) months prior to the Event Date, the Forest Preserve will retain the entire security deposit, plus fifty percent (50%) of the event license fee. The Security Deposit will be refunded within thirty (30) business days following the event provided the Forest Preserve does not need to address property damage, excessive cleaning, or any outstanding balance due.

**Meadowhawk Lodge:**

A security deposit shall be made prior to, or shall accompany the return of the signed contract to the Forest Preserve. For wedding events, the security deposit is \$950.00. For all other events,



security deposit is 50% of the rental fee. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District.

The total event license fee (separate and apart from the security deposit) is dependent on the type of facility reserved and the length of time facility is reserved. Payment of one hundred percent (100%) of the event license fee is due thirty (30) days prior to the Event Date, or at the time of booking if less than thirty (30) days prior to the event date. Requests for a change to the Event date made earlier than six (6) months prior to the original event date may be accommodated based on venue availability without penalty. If the Licensee cancels the event following the date that the Forest Preserve and Licensee enter into this License, and inclusive of the timeframe beginning on the date both parties enter this License and extending up to sixty (60) days prior to the Event Date, the Forest Preserve will retain 50% of the security deposit paid. In cases where the Licensee's cancellation notice is received less than sixty (60) days prior to the Event Date, the Forest Preserve will retain the entire security deposit paid.

The District allows a one-time rescheduling of any reservation with the paid security deposit and rental payment applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event. There will be a \$25.00 rescheduling fee applied.

The Security Deposit will be refunded within thirty (30) business days following the event provided the Forest Preserve does not need to address property damage, excessive cleaning, or any outstanding balance due.

**Bunkhouses:**

A security deposit of \$100 shall be made prior to, or shall accompany the return of this signed contract to the Forest Preserve. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District. The license fee (separate and apart from the security deposit) shall be paid in full forty five (45) days prior to the stay. If the Licensee cancels the stay at least thirty (30) days prior to the stay, the District will retain one hundred percent (100%) of the security deposit. If the Licensee cancels the stay less than thirty (30) days prior to the stay, the District will refund the entire security deposit but will retain the total license fee.

The District allows a one-time rescheduling of any reservation with the paid security deposit and rental payment applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event. There will be a \$25.00 rescheduling fee applied.

The Security Deposit will be refunded within thirty (30) business days following the stay provided the District does not need to address property damage, excessive cleaning, or any outstanding balance.

**Shelters and Campsites:**

The license fee per night for daily use for shelter fees and shall be paid in full 30 days in advance for shelters, and no less than one week in advance for campsites prior to the stay by cash, credit

card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District. If the Licensee cancels the event within less than sixty (60) days for shelters and campsites, the District will retain the total license fee.

The District allows a one-time rescheduling of any reservation with the paid rental payment applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event.

### **3. Cancellation:**

It is understood by the Licensee that this License and/or the event may be cancelled at any time, for any reason, by the Forest Preserve, to the extent permitted by law, without any liability to the Licensee. In the event the License and/or the event are cancelled by the Forest Preserve for any reason, all fees paid by the Licensee shall be refunded. If the License and/or event are cancelled by the Licensee, no refund shall be issued unless the cancellation is made in accordance with the timeline set forth in Paragraph 3 above.

### **4. Evidence of Insurance:**

Licensee is responsible for producing a Certificate of Insurance and/or purchasing Special Event Insurance for certain types of events listed below.

A Certificate of Insurance listing the District as a Certificate Holder will be submitted to the District no less than ten (10) days prior to the event. Certificate Holder information will include the following: Kendall County Forest Preserve District 110 W. Madison Street Yorkville, Illinois 60560

A Certificate of Insurance evidencing coverage, or a Special Event Insurance Policy is required for the following types of events:

1. Large Events with Greater than 100 participants.
2. Events where alcohol will be served by a licensed catering firm or bartending service.
3. Events where erection of large tents (10'x12' or more) or inflatable "bounce houses" has been authorized.
4. Sporting or athletic events, competitions, and/or fundraisers (Example: 5K Run/Walks)
5. All corporate-sponsored events.

### **5. Limited License:**

This License grants only a contractual license to use the Facility for the sole purpose of the event described on Page 1 of the Rental Contract, under the terms and conditions stated herein, and for no other purpose. Further, the rights granted by the Forest Preserve herein shall vest only in Licensee and no such rights shall vest in any of Licensee's employees, agents, subcontractors or partners, if any. Nothing in this License shall be construed to convey to Licensee any legal or equitable interest in any Forest Preserve property. It is understood that other areas of the premises and adjacent properties may be licensed to other persons or used by the general public during any of the periods covered by this License. However, the Forest Preserve will not

authorize or permit any other licensee to engage in activities that would interfere with Licensee's enjoyment of the right granted under this License.

**6. Caterers:**

Companies on the Forest Preserve's list of approved Caterers have received an annual permit to cater events at Kendall County Forest Preserve District Facilities. Catering businesses not enrolled in the Forest Preserve's Preferred Catering Program may be used if they apply for, and meet the requirements of the Forest Preserve's Preferred Caterer's Program. The Forest Preserve reserves the right to approve or deny any catering business not listed in this License in accordance with the Preferred Catering Program requirements.

**7. Set-up/Clean-up:**

The Licensee is responsible for the set-up, take down, and clean-up of the areas which they use during their Event Date(s), unless otherwise paid for as indicated in Page 1 of the Rental Contract. After the event, Licensee must leave area clean by placing all garbage in the trash and recyclable receptacles and returning tables/chairs to their original positions. Tables inside enclosed buildings may not be moved outside unless specific permission is granted by the District.

Set up, take down and clean up time is included in the requested contract time period noted on Page 1 of the Rental Contract. Should the Licensee require more time to complete cleanup activities following the event, any additional time required will be deducted from the security deposit in thirty (30) and sixty (60) minute increments in accordance with the hourly use schedule for that facility.

**8. "As is" Property:**

The Licensee has inspected the Facility prior to signing this License and accepts the condition of the Facility "as is."

**9. Hazardous Materials:**

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

**10. Pyrotechnics:**

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

**11. Horses:**

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

**12. Alcohol Policy:**

Alcoholic beverages are prohibited on Forest Preserve property with the exception of Ellis House and Meadowhawk Lodge and only in accordance with the Forest Preserve's General Use Regulation Ordinance. Alcoholic beverages may be served at Ellis House and Meadowhawk

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

**13. Smoking Policy:**

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

**14. Food Service:**

Food service must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.

**15. Fires:**

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

**16. Parking:**

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

**17. Pets:**

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

**18. Hunting and Fishing:**

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

**19. Decorations:**

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

**20. Inflatables and Tents:**

Inflatables and tents are prohibited unless using Shelter 1 at Harris Forest Preserve. One playhouse not to exceed 15 feet in height may be placed on the west side of the shelter. Tents up to 20x40x15 may be allowed with advance notice only.

**21. Duty of Care:**

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

**22. Damages:**

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

**23. Limitation on Liability:**

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

**24. Right of Entry:**

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

**25. Indemnification:**

Licensee shall indemnify, hold harmless and defend with counsel of Forest Preserve's own choosing, Forest Preserve, its past, present and future elected officials, department heads, employees, insurers, and agents (hereinafter collectively referred to as "Releasees") from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in this License and any breach by Licensee of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from the performance of this contract by Licensee or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Licensee or their guests in their performance under this License or while on Forest Preserve property. Nothing contained herein shall be construed as prohibiting Releasees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. No attorney may be

assigned to represent the Releasees pursuant to this Section of the License unless the attorney has been approved in writing by the Kendall County State's Attorney. Releasees' participation in its defense shall not remove Licensee's duty to indemnify, defend, and hold Releasees harmless, as set forth above. Releasees do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this Licenses.

**26. Anti-Discrimination Compliance:**

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

**27. Conflict of Interest:**

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

**28. Assignment:**

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

**29. No Joint Venture:**

It is understood and agreed that Licensee is not an employee of, partner of, agent of, or in a joint venture with the Forest Preserve for any purpose.

**30. Legal Compliance:**

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

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

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

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

**33. Severability:**

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

**34. Waiver:**

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

**35. Notice:**

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

Forest Preserve, send to:

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

Licensee, per information provided on first page of the Rental Contract.

**36. Entire Agreement:**

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

**37. Authority:**

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

Licensee:

By: \_\_\_\_\_

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

**Upcoming Security Deposit Refunds as of 11/3/21**

Customer Name	Date of Rental	Facility	Sec Deposit
Sanjay Patel	10/29/21-10/31/21	MHL, Moonseed, Blazing Star, Kingfisher	\$550.00
Katie Gawne	11/5/21-11/7/21	Meadowhawk	\$950.00
Beth Burns	11/5/21-11/7/21	Moonseed	\$100.00
Keith Heger	11/12/21-11/14/21	Blazing Star	\$100.00
Allyson Dunning	11/14/2021	Meadowhawk	\$172.50
Jim Olson	11/19/21-11/21/21	Kingfisher	\$100.00
Richard Schmitt	11/19/21-11/21/21	Blazing Star	\$100.00
<b>TOTALS</b>			<b>\$2,072.50</b>

**2022 Rentals with payment received as of 11/3/21**

Customer Name	Date of Rental	Facility	Sec Deposit	Rental Fees
Bryan Harkala	12/3/21-12/5/21	Kingfisher	\$100.00	
Adan Campos	12/3/21-12/5/21	Campsite A & B		\$340.00
Jason Larsen	12/11/2021	Meadowhawk	\$232.50	\$465.00
Fred Paterson	12/10/21-12/12/21	Moonseed	\$100.00	
Kyle Minett	12/11/21-12/12/21	Kingfisher	\$100.00	\$265.00
Richard Haff	12/18/2021	Shelter 4 @ Harris	\$85.00	
Jodi Fisher	12/18/2021	Meadowhawk	\$195.00	\$390.00
Judy Woods	12/26/2021	Shelter 4 @ Harris		\$75.00
Kristen Ellis	1/7/22-1/9/22	Kingfisher	\$100.00	
Jenny Fergus	1/14/22-1/16/22	Blazing Star		\$530.00
Jennifer Steinbach	1/14/22-1/16/22	Kingfisher	\$100.00	
Laura Yowell	1/21/22-1/23/22	Blazing Star	\$100.00	\$505.00
Sue Hayden	3/11/22-3/13/22	Kingfisher		\$530.00
Jeanne Hester	5/15/2022	Shelter 1 & 4 @ Harris		\$120.00
Goldie Behrens	6/12/2022	Shelter 1 & 4 @ Harris		\$120.00
Joe Fairless	6/26/2022	Shelter 4 @ Harris		\$60.00
Craig Stevenson	7/31/2022	Shelter 1 @ Harris		\$60.00
Amy Randall	8/14/2022	Shelter 2 @ Harris		\$60.00
Jenny Lunn	9/4/2022	Shelter 1 & 4 @ Harris		\$120.00
<b>TOTALS</b>			<b>\$1,112.50</b>	<b>\$3,640.00</b>



NB - Deferred Revenue & Final Quarter Calculations

21-22 Program Year Enrollment

Currently - 2-Openings in 3-day Program as of 08/25/21

3-Day	# Students	Tuition	Full Tuition Payments Rec'd	Deferred FY22 Revenue
Session 1	12	\$2,060.00	\$4,120.00	-\$2,060.00
Session 2	12	\$2,060.00	\$4,120.00	-\$2,060.00
Session 3	10	\$2,060.00		
2-Day				
Session 1	12	\$1,660.00	\$6,640.00	-\$3,320.00
Session 2	12	\$1,660.00	\$4,980.00	-\$2,490.00
	58		\$19,860.00	-\$9,930.00

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021		BUDGET	YTD	BUDGET	END-OF-YEAR	BUDGET
KCFPD Operating Fund #1900		2021	10/31/2021	AMD 11-21	11/30/2021	2022
<b>ACCOUNT &amp; DESCRIPTION</b>						
<b>Beginning Balance (est.)</b>						
	<b>REVENUE</b>					
190011 40350	Transfer In from Forest Preserve Improvement Fund #1906	196,821	171,805	171,805	171,805	356,455
190011 40300	Transfer In from Forest Preserve 2007 Bond Proceeds Fund #1901	215,086	215,086	215,086	215,086	
190011	Transfer In from Kendall County - American Rescue Plan Act Transfer	47	46	46	46	
190011 41010	Current Tax	640,646	631,191	635,646	635,646	660,740
190011 41350	Interest Income	591	142	170	170	200
190011 42250	Other Income (Sponsorship Program)	620	9,006	9,006	9,006	620
190011 42250	Carbon Credits Sale - Fox River Bluffs	7,727	7,727	7,727	7,727	-
190011 42250	CARES Act Reimbursement					
19001162 42250	Ellis Center Grounds (Farm License Rev.)	22,087	24,204	24,204	24,204	24,614
19001163 42250	Ellis Center Camps	6,250	8,033	8,033	8,033	8,000
19001164 42250	Ellis Center Riding Lessons	57,817	70,129	70,129	70,129	65,000
19001165 42250	Ellis Center Birthday Parties	4,226	5,621	5,621	5,621	5,000
19001166 42250	Ellis Center Public Programs	1,742	3,381	3,381	3,381	3,000
19001167 42250	Sunrise Center North License Agreement	23,360	22,840	23,360	23,360	13,760
19001168 42250	Ellis Center Weddings	12,190	13,475	13,475	13,475	14,000
19001169 42250	Ellis Center Other Rentals	2,100	3,195	3,195	3,195	3,400
19001170 42250	Ellis Center 5K Event	250	250	250	250	250
19001171 42250	Hoover Revenue (Yorkville Athletic Assoc. License)	2,052	2,500	2,500	2,500	2,500
19001171 42250	Hoover Revenue (Residence Lease)	3,000	2,750	3,000	3,000	3,000
19001172 42250	Hoover Bunkhouse Rental Rev	11,370	11,037	11,037	9,207	8,500
19001173 42250	Hoover Campsite Rental Rev	1,655	4,680	4,680	4,680	4,000
19001174 42250	Hoover Meadowhawk Rental Rev	10,337	18,502	18,502	17,647	15,000
19001176 42250	Env. Educ. - School Programs	5,357	2,496	2,496	2,496	20,000
19001177 42250	Env. Educ. - Camps	27,755	34,860	34,860	34,860	32,000
19001178 42250	Env. Educ. - Natural Beginnings	110,000	116,926	108,160	108,160	122,880
19001179 42250	Env. Educ. - Other Public Programs	17,435	22,567	22,567	22,567	20,000
19001179 42250	Env. Educ. - Other Revenue					
19001183 42250	Other Income - Grounds & Natural Resources (Bowhunt App. Fees)					
19001183 42250	Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)	24,596	23,410	23,410	23,410	24,000

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021  
 KCFPD Operating Fund #1900

	BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
190011 42860 Donations - Administration (Forest Foundation Contributions)	5,500	-	1,280	1,280	5,000
19001164 42860 Donations - Ellis Equestrian Center - Lessons	200				
Donations - Hoover					
19001175 42860 Donations - Environmental Education	500	-	-	-	500
19001178 42860 Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	800	-	-	-	2,400
Donations - Env. Educ. Other Programs					
Donations - Natural Area Volunteers					
19001183 42860 Donations - Grounds & Natural Resources	1,950	1,000	1,000	1,000	1,000
19001183 42900 Picnic & Shelter Rental - Grounds & Natural Resources	2,625	4,865	4,865	4,250	4,000
19001184 42900 Rental Revenue - Pickertill-Pigott	5,230	5,230	5,230	5,230	750
19001183 42920 Preserve Improvements - Grants (K-12 Pollinator)					
19001183 42920 Preserve Improvements - Grants (Pollinator Meadows Pilot)					
190011 42930 Farm License Revenue	95,379	93,848	96,000	96,000	95,379
190011 42940 Credit Card Revenue - All Preserves	2,219	2,714	2,960	2,960	2,960
19001168 43450 Security Deposit Revenue - Ellis Weddings	7,300	11,575	11,575	11,575	10,000
19001169 43450 Security Deposit Revenue - Ellis Other Rentals	2,300	1,925	1,925	1,925	2,500
19001172 43450 Security Deposit Revenue - Hoover Bankhouse	2,000	1,300	1,300	700	1,300
19001174 43450 Security Deposit Revenue - Hoover Meadowhawk	4,617	4,706	4,706	4,279	5,000
19001184 43450 Security Deposit Revenue - Pickertill-Pigott					
<b>Total Revenue</b>	<b>1,338,916</b>	<b>1,381,218</b>	<b>1,381,382</b>	<b>1,377,055</b>	<b>1,181,253</b>
<b>PERSONNEL</b>					
190011 51090 Board Per Diem	10,000	72	1,500	1,500	5,500
190011 51160 Salary - Part Time Administration	13,375	8,895	13,375	13,375	31,425
190011 51390 Salary - Full Time Administration	145,737	134,718	152,290	152,290	124,773
190011 51470 Stipend - Full Time Administration (Executive Director)	10,668	8,096	10,668	10,668	10,934
190011 51470 Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)	641	641	641	641	
190011 51470 Stipend - Full Time Administration (Asst. County Admin.)	5,820	5,335	6,031	6,031	5,820
19001183 51160 Salary - Part Time Grounds & Natural Resources	15,299	11,866	15,299	15,299	16,764

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021 KCFPD Operating Fund #1900		BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
19001183 51390	Salary - Full Time Grounds & Natural Resources	87,133	78,806	89,085	89,085	89,963
	Salary - Part Time Pickerill Pigott					
	<b>Salary Full Time: Env. Education</b>					
19001176 51390	Env. Educ. FT Salary - School Programs Expense	18,123	15,993	18,079	18,079	
19001177 51390	Env. Educ. FT Salary - Camps Expense	11,398	9,885	11,174	11,174	6,000
19001178 51390	Env. Educ. FT Salary - Natural Beginnings Expense	29,981	26,449	29,981	29,981	50,000
19001179 51390	Env. Educ. FT Salary - Other Public Programs Expense	3,030	2,560	2,894	2,894	2,500
19001180 51390	Env. Educ. FT Salary - Laws of Nature	1,187	1,189	1,344	1,344	
	<b>Salary Part Time: Env. Education</b>					
19001176 51160	Env. Educ. PT Salary - School Programs Expense	10,000	2,855	6,000	6,000	11,213
19001177 51160	Env. Educ. PT Salary - Camps Expense	8,100	11,741	11,741	11,741	20,175
19001178 51160	Env. Educ. PT Salary - Natural Beginnings Expense	59,666	52,656	64,287	64,287	43,495
19001179 51160	Env. Educ. PT Salary - Other Public Programs Expense	7,900	6,919	7,822	7,822	9,756
19001180 51160	Env. Educ. PT Salary - Laws of Nature	2,200	544	615	615	3,481
19001181 51160	Env. Educ. PT Salary - Other Expense	146	146	165	165	
	<b>Salary Full Time: Ellis</b>					
19001160 51390	Salary FT - Ellis House	10,071	8,530	10,071	10,071	10,344
19001161 51390	Salary FT - Ellis Barn	10,071	8,530	10,071	10,071	10,344
19001162 51390	Salary FT - Ellis Grounds	20,142	17,060	20,142	20,142	20,688
	<b>Salary Part Time - Ellis</b>					
19001160 51160	Salary PT - Ellis House (ARPA - S)	1,100	1,529	1,728	1,728	
19001161 51160	Salary PT - Ellis Barn (ARPA - S)	1,100	1,311	1,481	1,481	
19001162 51160	Salary PT - Ellis Grounds (ARPA - S)	2,200	1,434	1,621	1,621	
19001163 51160	Salary PT - Ellis Center Camps Expense	3,110	2,653	3,110	3,110	3,200
19001164 51160	Salary PT - Ellis Center Riding Lessons Expense	37,638	40,665	45,969	45,969	39,325
19001165 51160	Salary PT - Ellis Center Birthday Parties Expense	6,000	6,014	6,799	6,799	6,500
19001166 51160	Salary PT - Ellis Center Public Programs Expense	2,015	5,941	6,716	6,716	2,015
19001167 51160	Salary PT - Ellis Center License Agreement	17,500	13,183	17,500	17,500	17,500
19001168 51160	Salary PT - Ellis Center Weddings Expense	1,452	2,779	3,500	3,500	1,538
19001169 51160	Salary PT - Ellis Center Other Rentals Expense	1,452	406	459	459	1,538
	<b>Salary PT - Hoover Grounds</b>					
19001171 51160	Salary PT - Hoover Grounds	15,584	13,862	15,670	15,670	18,376
19001172 51160	Salary PT - Hoover Bunkhouse	7,792	6,934	7,839	7,839	9,188
19001173 51160	Salary PT - Hoover Campsite	3,896	3,467	3,920	3,920	4,594

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021  
 KCFPD Operating Fund #1900

	BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
19001174 51160	Salary PT - Hoover Meadowhawk	3,896	3,464	3,916	4,594
19001171 51390	Salary FT - Hoover Grounds	43,949	39,321	44,449	45,289
19001172 51390	Salary FT - Hoover Bunkhouse	21,975	19,774	22,353	22,645
19001173 51390	Salary FT - Hoover Campsite	10,987	9,887	11,176	11,322
19001174 51390	Salary FT - Hoover Meadowhawk	10,987	9,887	11,176	11,322
<b>Total Personnel</b>	<b>673,121</b>	<b>595,996</b>	<b>692,657</b>	<b>692,657</b>	<b>672,122</b>
<b>EMPLOYEE BENEFITS</b>					
190011 61160	IMRF Expense - Administration	16,417	26,760	30,449	12,055
190011 61170	SS Expense - Administration	14,032			13,231
19001160 63050	IMRF/SS Expense - Ellis House	1,756	1,624	1,836	1,604
19001161 63050	IMRF/SS Expense - Ellis Barn	1,756	1,646	1,860	1,604
19001162 63050	IMRF/SS Expense - Ellis Grounds	3,512	3,132	3,541	3,208
19001163 63050	IMRF/SS Expense - Ellis Center Camps Expense	517	227	257	316
19001164 63050	IMRF/SS Expense - Ellis Center Riding Lessons Expense	4,936	3,738	4,936	4,936
19001165 63050	IMRF/SS Expense - Ellis Center Birthday Parties Expense	622	739	835	835
19001166 63050	IMRF/SS Expense - Ellis Center Public Programs Expense	304	588	665	665
19001167 63050	IMRF/SS Expense - Sunrise Center North	2,260	1,389	2,260	2,260
19001168 63050	IMRF/SS Expense - Ellis Center Weddings Expense	111	323	366	157
19001169 63050	IMRF/SS Expense - Ellis Center Other Rentals Expense	111	63	71	71
19001171 63050	IMRF/SS Expense - Hoover Grounds	9,728	7,791	9,728	9,728
19001172 63050	IMRF/SS Expense - Hoover Bunkhouse	4,864	3,896	4,864	4,864
19001173 63050	IMRF/SS Expense - Hoover Campsite	2,432	1,948	2,432	2,432
19001174 63050	IMRF/SS Expense - Hoover Meadowhawk	2,432	1,948	2,432	2,432
19001175 63050	IMRF/SS Fund Expense - Env. Education				
19001176 63050	IMRF/SS Fund Expense - Env. Education School Programs	3,896	3,069	3,896	3,896
19001177 63050	IMRF/SS Fund Expense - Env. Education Camps	2,538	2,789	3,152	3,152
19001178 63050	IMRF/SS Fund Expense - Env. Education Natural Beginnings	11,575	10,817	12,222	12,222
19001179 63050	IMRF/SS Fund Expense - Env. Education Other Public Programs	690	1,037	1,172	1,172
19001180 63050	IMRF/SS Fund Expense - Env. Education Laws of Nature	358	245	277	277
10001181 63050	IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense	11	11	13	13
19001183 63050	IMRF/SS Expense - Grounds & Nat. Resources	15,883	11,007	15,883	14,435

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021 KCFPD Operating Fund #1900	BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
<b>IMRF/SS Expense - Pickertill Pigott</b>					
190011 61230	31,550	24,186	31,550	31,550	53,383
<b>Medical Insurance - Administration</b>					
19001171 63060	10,721	9,558	10,804	10,804	12,526
19001172 63060	5,360	4,979	5,628	5,628	6,263
19001173 63060	2,680	2,489	2,814	2,814	3,132
19001174 63060	2,680	2,489	2,814	2,814	3,132
19001175 63060					
19001178 63060					
19001168 63060					
<b>Medical Insurance - Grounds &amp; Nat. Resources</b>					
19001183 63060	28,240	26,003	29,395	29,395	36,909
190011 68000	54,462	54,741	56,394	56,394	61,840
190011					
<b>Total Employee Benefits</b>					
	<b>236,434</b>	<b>209,227</b>	<b>242,545</b>	<b>242,545</b>	<b>268,732</b>
<b><u>CONTRACTUAL</u></b>					
190011 62150	2,250	1,650	1,650	1,650	1,815
190011 62150	1,000	1,000	1,000	1,000	1,000
190011 62150	1,000	1,000	1,500	1,500	-
190011 62150	698	698	698	698	-
190011 62150	720	541	720	720	720
190011 62030					
190011 62040	500	910	910	910	1,300
190011 62090	1,000	876	1,750	1,750	1,200
190011					
19001163 63020					
19001164 63020	9,000	4,155	9,000	9,000	9,000

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021 KCFPD Operating Fund #1900		BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties					
19001166 63020	Veterinarian & Farrier - Ellis Public Programs	500				
19001166 63020	Veterinarian & Farrier - Sunrise Center			500	500	500
19001168 63070	Refuse Pickup - Ellis	1,700	1,312	1,700	1,700	1,700
19001183 63070	Refuse Pickup - Grounds & Natural Resources	7,500	9,031	10,000	10,000	8,500
1901183	Event Tent Lease - Ellis					
19001183 63540	Telephone - Grounds & Natural Resources	10,750	8,152	9,000	9,000	10,000
190011 65490	Audit	8,000	8,000	8,000	8,000	8,250
190011 68340	Farm Lease Contract Expenses (Hay Crop Impus)	500		500	500	500
190011 68560	Credit Card Fee	8,423	8,875	9,682	9,682	10,500
	<b>Total Contractual</b>	<b>53,541</b>	<b>45,201</b>	<b>56,610</b>	<b>56,610</b>	<b>54,985</b>
	<b>COMMODITIES</b>					
190011 62000	Office Supplies & Postage - Administration	7,000	4,397	7,000	7,000	7,000
190011 62000	CARES Act Purchases	1,906	1,906	1,906	1,906	-
19001160 62000	Office Supplies & Postage - Ellis House	750	614	750	750	750
19001183 62180	Fuel: Gas & Oil Grounds	13,100	8,135	10,000	10,000	13,100
19001183 62400	Uniforms - Grounds	500	442	500	500	1,000
	Environmental Education					
19001176 63030	Env. Educ. - School Programs Expense					
19001177 63030	Env. Educ. - Camps Expense	800	555	800	800	700
19001178 63030	Env. Educ. - Natural Beginnings Expense	2,000	1,817	2,000	2,000	1,500
19001179 63030	Env. Educ. - Other Public Programs Expense	250	123	250	250	2,000
19001180 63030	Env. Educ. - Laws of Nature Expense	100	115	100	100	750
19001183 63090	Gas - Grounds & Natural Resources	3,475	4,153	4,984	4,984	4,500
19001184 63100	Electric - Picketill Pigott	7,450	3,911	5,200	5,200	7,450

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021		BUDGET	YTD	BUDGET	END-OF-YEAR	BUDGET
KCFPD Operating Fund #1900		2021	10/31/2021	AMD 11-21	11/30/2021	2022
19001182 63130	Natural Area Volunteer Supplies	-				
	Natural Area Management Supplies	-				
190011 63510	Electric - Administration	3,000	2,332	3,000	3,000	2,750
190011 68500	Project Fund Expense (Forest Foundation Purchases)	5,000	1,280	1,280	1,280	5,000
190011 68430	Promotion/Publicity	1,000	925	1,750	1,750	1,000
190011 68440	Newsletter	400	216	400	400	400
	<b>Utilities - Ellis</b>					
19001160 62270	Utilities - Ellis House	6,120	7,257	8,000	8,000	7,400
19001161 62270	Utilities - Ellis Barn	6,120	4,686	6,120	6,120	7,400
	<b>Utilities &amp; Maintenance - Hoover</b>					
19001171 62270	Hoover - Other Utilities	4,600	2,555	4,600	4,600	4,600
19001171 63090	Hoover - Gas	5,750	5,417	6,000	6,000	6,200
19001171 63100	Hoover - Electric	13,950	12,904	14,100	14,100	14,300
19001171 63110	Hoover - Shop Supplies	3,000	1,947	3,000	3,000	3,000
19001171 63120	Hoover - Building Maintenance	5,000	7,379	8,050	8,050	6,000
19001171 66500	Hoover - Other Expenses	1,000	145	1,000	1,000	1,000
19001171 68580	Hoover - Grounds Maintenance	4,000	3,735	4,100	4,100	4,000
	<b>Promotion/Publicity - Ellis</b>					
19001163 68430	Promotion/Publicity - Ellis Camps	-				
19001164 68430	Promotion/Publicity - Ellis Riding Lessons	-				
19001165 68430	Promotion/Publicity - Ellis Birthday Parties	-				
	Promotion/Publicity - Ellis Weddings	-				
19001169 68430	Promotion/Publicity - Ellis Other Rentals	-				
19001170 68430	Promotion/Publicity - Ellis 5k	-				
19001166 68570	Volunteer Expense - Ellis Public Programs	150		150	150	150
	<b>Animal Care &amp; Supplies - Ellis</b>					
19001163 63000	Animal Care & Supplies - Ellis Camps					
19001164 63000	Animal Care & Supplies - Ellis Riding Lessons					
19001165 63000	Animal Care & Supplies - Ellis Birthday Parties	9,200	7,749	9,200	9,200	9,200



# Kendall County Forest Preserve District Operating Fund

**KCFPD FY22 Preliminary Budget - 11-03-2021**  
**KCFPD Operating Fund #1900**

	BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
19001166 63000 Animal Care & Supplies - Ellis Public Programs					
19001167 63000 Animal Care & Supplies - Sunrise Center North	1,200	926	1,200	1,200	1,200
<b>Horses Acquisition &amp; Tack - Ellis</b>					
19001163 63010 Horses Acquisition & Tack - Ellis Camps	-				
19001164 63010 Horses Acquisition & Tack - Ellis Riding Lessons	2,500	1,500	2,500	2,500	2,500
19001165 63010 Horses Acquisition & Tack - Ellis Birthday Parties	-				
<b>Horses Acquisition &amp; Tack - Ellis Public Programs</b>					
<b>Uniforms - Ellis</b>					
19001163 62400 Uniforms - Ellis Camps					
19001164 62400 Uniforms - Ellis Riding Lessons					
19001165 62400 Uniforms - Ellis Birthday Parties					
19001168 62400 Uniforms - Ellis Weddings					
<b>Program Supplies - Ellis</b>					
19001163 63030 Program Supplies - Ellis Camps	450	207	450	450	450
19001165 63030 Program Supplies - Ellis Birthday Parties	300	256	300	300	300
19001170 63030 Program Supplies - Ellis 5K	-				
19001184 63030 Supplies: Shop - Pickerill Pigott					
19001183 63110 Supplies: Shop - Grounds	4,150	4,700	5,000	5,000	4,150
<b>Total Commodities</b>	<b>114,221</b>	<b>92,284</b>	<b>113,690</b>	<b>113,690</b>	<b>120,250</b>
<b>OTHER</b>					
190011 62160 Equipment - Administration	228	228	228	228	
19001183 62160 Equipment - Grounds & Natural Resources	19,641	16,207	32,000	32,000	20,000
19001183 68530 Preserve Improvements - Administration					
19001183 68530 Preserve Improvements - Grounds & Natural Resources	541	609	750	750	
190011 68540 Contributions (Drainage District Tax Assessments)	1,000	892	892	892	900
<b>Grounds &amp; Maintenance Equipment - Ellis</b>					
19001160 68580 Grounds & Maint. - Ellis House	3,800	4,441	4,850	4,850	3,800
19001161 68580 Grounds & Maint. - Ellis Barn	2,700	3,065	3,350	3,350	2,700

# Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021 KCFPD Operating Fund #1900	BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
19001162 68580 Grounds & Maint. - Ellis Grounds	4,700	4,532	5,440	5,440	4,700
<b>Security Deposit Refunds</b>					
Security Deposit Refunds					
19001163 63040 Security Deposit Refunds - Ellis Camps	500				500
19001164 63040 Security Deposit Refunds - Ellis Riding Lessons	1,000	105	500	500	1,000
19001166 63040 Security Deposit Refunds - Ellis Public Programs					
19001168 63040 Security Deposit Refunds - Ellis Weddings	7,400	8,475	10,675	10,675	9,000
19001169 63040 Security Deposit Refunds - Ellis Other Rentals	300	1,000	1,000	1,000	300
19001171 63040 Security Deposit Refunds - Hoover	6,617	7,190	11,082	11,082	11,082
19001176 63040 Security Deposit Refunds - Env. Education School Programs					
19001177 63040 Security Deposit Refunds - Env. Education Camps	2,200	955	955	955	2,200
19001178 63040 Security Deposit Refunds - Env. Education Natural Beginnings	3,500	810	1,500	1,500	3,500
19001179 63040 Security Deposit Refunds - Env. Education Public Programs	1,000	2,130	2,130	2,130	1,000
19001183 63040 Security Deposit Refunds - Grounds	50	50	50	50	100
190011 69790 Contingency	11,500		11,500	11,500	4,383
Credit Card Fee Expense - Ellis Camps					
Credit Card Fee Expense - Public Programs					
<b>Total Other</b>	<b>66,449</b>	<b>50,689</b>	<b>86,902</b>	<b>86,902</b>	<b>65,165</b>
<b>Total Expenditures</b>	<b>1,143,965</b>	<b>993,396</b>	<b>1,192,404</b>	<b>1,192,405</b>	<b>1,181,253</b>
<b>Operating Surplus / (Deficit)</b>	<b>194,951</b>	<b>387,821</b>	<b>188,978</b>	<b>184,650</b>	<b>0</b>
<b>Ending Balance</b>	<b>391,772</b>	<b>559,626</b>	<b>360,783</b>	<b>356,455</b>	<b>356,455</b>

## Kendall County Forest Preserve District Operating Fund

KCFPD FY22 Preliminary Budget - 11-03-2021 KCFPD Operating Fund #1900	BUDGET 2021	YTD 10/31/2021	BUDGET AMD 11-21	END-OF-YEAR 11/30/2021	BUDGET 2022
<b>Beginning Balance</b>	196,821	171,805	171,805	171,805	356,455
<b>Total Revenue</b>	1,338,916	1,381,218	1,381,382	1,377,055	1,181,253
Total Personnel	673,321	595,996	692,657	692,657	672,122
Total Employee Benefits	236,434	209,227	242,545	242,545	268,732
Total Contractual	53,541	45,201	56,610	56,610	54,985
Total Commodities	114,221	92,284	113,690	113,690	120,250
Total Other	66,449	50,689	86,902	86,902	65,165
<b>Total Expenditure</b>	1,143,965	993,396	1,192,404	1,192,405	1,181,253
<b>Surplus / (Deficit)</b>	194,951	387,821	188,978	184,650	0
<b>Ending Balance</b>	391,772	559,626	360,783	356,455	356,455

**DRAFT for OPERATIONS COMMITTEE REVIEW**

All meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings will be held in the Kendall County Administration Building - Kendall County Board Rooms 209 and 210 located at 111 W. Fox Street Yorkville, IL 60550.

The regular meeting dates for Kendall County Forest Preserve District Commission meetings are the first and third Tuesdays of each calendar month.

4-Jan-22	6:00 PM	5-Jul-22	6:00 PM
18-Jan-22	9:00 AM	19-Jul-22	9:00 AM
1-Feb-22	6:00 PM	2-Aug-22	6:00 PM
15-Feb-22	9:00 AM	16-Aug-22	9:00 AM
1-Mar-22	6:00 PM	6-Sep-22	6:00 PM
15-Mar-22	9:00 AM	20-Sep-22	9:00 AM
5-Apr-22	6:00 PM	4-Oct-22	6:00 PM
19-Apr-22	9:00 AM	18-Oct-22	9:00 AM
3-May-22	6:00 PM	1-Nov-22	6:00 PM
17-May-22	9:00 AM	15-Nov-22	9:00 AM
7-Jun-22	6:00 PM	6-Dec-22	6:00 PM
21-Jun-22	9:00 AM	20-Dec-22	9:00 AM

The regular meeting date for the Kendall County Forest Preserve District Committee of the Whole meeting is the first Tuesday following the first Commission meeting of each calendar month.

11-Jan-22	4:30 PM	12-Jul-22	4:30 PM
8-Feb-22	4:30 PM	9-Aug-22	4:30 PM
8-Mar-22	4:30 PM	13-Sep-22	4:30 PM
12-Apr-22	4:30 PM	11-Oct-22	4:30 PM
10-May-22	4:30 PM	8-Nov-22	4:30 PM
14-Jun-22	4:30 PM	13-Dec-22	4:30 PM

The regular meeting date for the Kendall County Forest Preserve District Finance Committee meeting is the first Thursday in the week following the second Commission meeting.

27-Jan-22	4:00 PM	28-Jul-22	4:00 PM
24-Feb-22	4:00 PM	25-Aug-22	4:00 PM
24-Mar-22	4:00 PM	29-Sep-22	4:00 PM
28-Apr-22	4:00 PM	27-Oct-22	4:00 PM
26-May-22	4:00 PM		
30-Jun-22	4:00 PM	29-Dec-22	4:00 PM

*Thanksgiving Day Holiday - No Meeting*

The regular meeting date for the Kendall County Forest Preserve District Operations Committee meeting is the first Wednesday of each calendar month.

5-Jan-22	6:00 PM	6-Jul-22	6:00 PM
2-Feb-22	6:00 PM	3-Aug-22	6:00 PM
2-Mar-22	6:00 PM	7-Sep-22	6:00 PM
6-Apr-22	6:00 PM	5-Oct-22	6:00 PM
4-May-22	6:00 PM	2-Nov-22	6:00 PM
1-Jun-22	6:00 PM		No Meeting

**Kendall County Forest Preserve District 2022 Holiday Schedule**

New Year's Day	Friday	31-Dec-21
Martin Luther King, Jr. Day	Monday	17-Jan-22
Lincoln's Birthday	Friday	11-Feb-22
Washington's Birthday	Monday	21-Feb-22
Spring Holiday	Friday	15-Apr-22
Memorial Day	Monday	30-May-22
Independence Day	Monday	4-Jul-22
Labor Day	Monday	5-Sep-22
Columbus Day (Observed)	Monday	10-Oct-22
Veteran's Day	Friday	11-Nov-22
Thanksgiving Day	Thursday	24-Nov-22
Day Following Thanksgiving	Friday	25-Nov-22
Christmas Day Observed	Monday	26-Dec-22

To: Kendall County Forest Preserve District Operations Committee

From: Antoinette White, Grounds and Natural Resources Division Supervisor

RE: KCFPD Grounds and Natural Resource Project Updates

Date: November 2, 2021

A summary of Natural Resource and Grounds 2021 Fall Projects is provided below:

- Prep burn sites for Fall '21 prescription burns
- Make repairs and replacement of rotten boards on bridges at Richard Young
- Remove trees at Blackberry Trails FP along neighbor's fence
- Clear overgrowth on trails at Maramech FP, Richard Young FP, and Lyon FP
- Add a parking pull off at the River Road Tree Mitigation site for the 21-22 Bow Hunt Program
- Finished plug planting at Hoover FP for the K-12 ICECF grant
- Installed chain gate at Freeman FP to reduce ATV use
- Start trail sign installation at Richard Young and Lyon Forest Preserves (pictured below)
- Warming shelters and nature play space prep was done at Hoover FP
- Building maintenance at Hoover FP
- Campsite maintenance at Hoover FP



To: Kendall County Forest Preserve District Operations Committee

From: Antoinette White, Grounds and Natural Resources Division Supervisor

RE: KCFPD 21-22 Bow Hunt Program Updates

Date: November 2, 2021

An updated report of the 21-22 Bow Hunt CWD Management Program harvest is summarized below:

- Pickerill-Pigott: 5
- Fox River Bluffs: 2
- Maramech/ Little Rock Creek: 2
- Millbrook North: 2
- Henneberry: 1
- Hollenback: 1
- Freeman: 1

Total harvests: 14