

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

**WEDNESDAY, JANUARY 5, 2022  
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 December 31, 2021
- VI. Review of Special Use Permits
- VII. Grounds Maintenance Staffing Discussion: Position Description(s) and Starting Salary Discussions
- VIII. Draft Employee Handbook Policies Review
  - Chapter IX Review
  - Recommendation for Final KC-SAO Review and Updates
- IX. Status of RecPro Facility Rental Contract Integration of Terms and Conditions for Event Venues, Shelters, and Overnight Lodging (Bunkhouse and Campsite) Rental Contracts
- X. KCFPD General Use Ordinance – Review of Current Restrictions, Proposed Policies, and Proposed Designated Use Areas for Use of Unmanned Aerial Vehicles (UAV)
- XI. Other Items of Business
  - FY21 Farm License Agreements – Yield Payments Report
- 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.



Kendall County  
YEAR-TO-DATE BUDGET REPORT

01/05/2022 14:43  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

190011 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190011 40000 Transf. from General	0	0	.00	.00	.00	.00	.0%
190011 40180 Transf. from Bond Pro	0	0	.00	.00	.00	.00	.0%
190011 40300 Transf. from FP Bnd P	0	0	.00	.00	.00	.00	.0%
190011 40350 Transf. from Proj Im	0	0	.00	.00	.00	.00	.0%
190011 41010 Current Property Tax	-660,740	-660,740	.00	.00	.00	-660,740.00	.0%*
190011 41350 Interest Income	-200	-200	.00	.00	.00	-200.00	.0%*
190011 42250 Revenue	-17,261	-17,261	.00	.00	.00	-17,261.00	.0%*
190011 42860 Donations	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%*
190011 42900 Picnic Fees and Shell	0	0	.00	.00	.00	.00	.0%
190011 42910 Land Cash	0	0	.00	.00	.00	.00	.0%
190011 42920 Preserve Improvement	0	0	.00	.00	.00	.00	.0%
190011 42930 Farm License Revenue	-95,379	-95,379	-39,499.87	-39,499.87	.00	-55,879.13	41.4%*
190011 42940 Credit Card Fee	-2,960	-2,960	-78.15	-78.15	.00	-2,881.85	2.6%*
190011 43380 RTP - Regional Trail	0	0	.00	.00	.00	.00	.0%
190011 43390 OS/AD	0	0	.00	.00	.00	.00	.0%
190011 43400 KC Highway Mitigation	0	0	.00	.00	.00	.00	.0%
190011 43410 Hoover Easement	0	0	.00	.00	.00	.00	.0%
190011 43420 ICECF	0	0	.00	.00	.00	.00	.0%
190011 43430 Morton Arboretum USFS	0	0	.00	.00	.00	.00	.0%
190011 43440 Trail Improvement Esc	0	0	.00	.00	.00	.00	.0%
190011 51090 Salaries - Per Diem	5,500	5,500	.00	.00	.00	5,500.00	.0%
190011 51160 Salaries - Part Time	31,425	31,425	2,267.85	2,267.85	.00	29,157.15	7.2%
190011 51330 Salaries - Other	0	0	.00	.00	.00	.00	.0%
190011 51390 Salaries - Full Time	124,773	124,773	9,453.86	9,453.86	.00	115,319.14	7.6%
190011 51470 Salaries - Stipends	16,754	16,754	1,281.61	1,281.61	.00	15,472.39	7.6%
190011 61160 Transf. to IMRF Fund	12,055	12,055	1,123.73	1,123.73	.00	10,931.27	9.3%
190011 61170 Transf. to SSI Fund	13,231	13,231	960.50	960.50	.00	12,270.50	7.3%
190011 61230 Transf. to Gen Fund	53,383	53,383	1,408.89	1,408.89	.00	51,974.11	2.6%
190011 61240 Transf. to Liability	0	0	.00	.00	.00	.00	.0%
190011 61350 Transf to Fp Liabilit	7,000	7,000	238.39	238.39	.00	6,761.61	3.4%
190011 62000 Office Supplies	0	0	.00	.00	.00	.00	.0%
190011 62030 Dues	0	0	.00	.00	.00	.00	.0%
190011 62040 Conferences	1,300	1,300	.00	.00	.00	1,300.00	.0%
190011 62090 Legal Publications	1,200	1,200	.00	.00	.00	1,200.00	.0%
190011 62150 Contractual Services	6,558	6,558	4,156.40	4,156.40	.00	2,401.60	63.4%
190011 62160 Equipment	0	0	.00	.00	.00	.00	.0%
190011 63510 Electric	2,750	2,750	305.47	305.47	.00	2,444.53	11.1%
190011 65490 Auditing & Accounting	8,250	8,250	.00	.00	.00	8,250.00	.0%
190011 67410 Land / Right of Way A	0	0	.00	.00	.00	.00	.0%
190011 68000 Liability Insurance P	61,840	61,840	23,190.00	23,190.00	.00	38,650.00	37.5%

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190011 68300 Natural Areas Managem	0	0	.00	.00	.00	.00	.0%
190011 68310 Software License Fee	0	0	.00	.00	.00	.00	.0%
190011 68340 Farm Lease Contract	500	500	.00	.00	.00	500.00	.0%
190011 68430 Marketing / Publicity	1,000	1,000	59.99	59.99	.00	940.01	6.0%
190011 68440 Newsletter	450	450	342.00	342.00	.00	108.00	76.0%
190011 68500 Project Fund Expenses	5,000	5,000	2,338.85	2,338.85	.00	2,661.15	46.8%
190011 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190011 68540 Contributions	900	900	.00	.00	.00	900.00	.0%
190011 68550 Environmental Educ. P	0	0	.00	.00	.00	.00	.0%
190011 68560 Credit Card Fee	10,500	10,500	.00	.00	.00	10,500.00	.0%
190011 68590 Building Improvements	0	0	.00	.00	.00	.00	.0%
190011 68600 Cropland Conversion	0	0	.00	.00	.00	.00	.0%
190011 69780 Capital Expenditures	0	0	.00	.00	.00	.00	.0%
190011 69790 Contingency	21,146	21,146	.00	.00	.00	21,146.00	.0%
190011 99710 Security Deposit Refu	0	0	.00	.00	.00	.00	.0%
190011 99999 To be Inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Forest Preserve	-396,025	-396,025	7,549.52	7,549.52	.00	-403,574.52	-1.9%



ACCOUNTS FOR:  
 1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001160 Ellis House							
19001160 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001160 51160 Salaries - Part Tim	0	0	56.00	56.00	.00	-56.00	100.0%
19001160 51390 Salaries - Full Tim	10,344	10,344	788.84	788.84	.00	9,555.16	7.6%
19001160 62000 Office Supplies	7,400	7,400	35.16	35.16	.00	714.84	4.7%
19001160 62270 Utilities	1,604	1,604	779.37	779.37	.00	6,620.63	10.5%
19001160 63050 Employer Contr, SSI	0	0	135.23	135.23	.00	1,468.77	8.4%
19001160 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001160 68570 Volunteer Expense	3,800	3,800	836.87	836.87	.00	2,963.13	22.0%
19001160 68580 Grounds and Mainten	0	0	.00	.00	.00	.00	.0%
19001160 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis House	23,898	23,898	2,631.47	2,631.47	.00	21,266.53	11.0%



ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001161 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001161 51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001161 51390 Salaries - Full Tim	10,344	10,344	788.87	788.87	.00	9,555.13	7.6%
19001161 62270 Utilities	7,400	7,400	.00	.00	.00	7,400.00	.0%
19001161 63050 Employer Contr. SSI	1,604	1,604	130.95	130.95	.00	1,473.05	8.2%
19001161 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001161 68580 Grounds and Mainten	2,700	2,700	37.40	37.40	.00	2,662.60	1.4%
19001161 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Barn	22,048	22,048	957.22	957.22	.00	21,090.78	4.3%



01/05/2022 14:43  
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YEAR-TO-DATE BUDGET REPORT

P 5  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001162 Ellis Grounds							
19001162 42250 Revenue	-24,614	-24,614	.00	.00	.00	-24,614.00	.0%*
19001162 51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001162 51390 Salaries - Full Tim	20,688	20,688	1,577.74	1,577.74	.00	19,110.26	7.6%
19001162 63050 Employer Contr. SSI	3,208	3,208	141.21	141.21	.00	3,066.79	4.4%
19001162 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001162 68580 Grounds and Mainten	4,700	4,700	540.87	540.87	.00	4,159.13	11.5%
19001162 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Grounds	3,982	3,982	2,259.82	2,259.82	.00	1,722.18	56.8%



01/05/2022 14:43  
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YEAR-TO-DATE BUDGET REPORT

P 6  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001163 Ellis Camps							
19001163 42250 Revenue	-8,000	-8,000	.00	.00	.00	-8,000.00	.0%*
19001163 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001163 51160 Salaries - Part Tim	3,200	3,200	.00	.00	.00	3,200.00	.0%
19001163 62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001163 63000 Animal Care & Suppl	0	0	.00	.00	.00	.00	.0%
19001163 63010 Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001163 63020 Vet & Farrier	0	0	.00	.00	.00	.00	.0%
19001163 63030 Program Supplies	450	450	.00	.00	.00	.00	.0%
19001163 63040 Security Deposit Re	500	500	.00	.00	.00	450.00	.0%
19001163 63050 Employer Contr. SSI	316	316	120.70	120.70	.00	500.00	.0%
19001163 63060 ER Contr Health/Den	0	0	.00	.00	.00	195.30	38.2%
19001163 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001163 99700 Credit Card Fee Ell	0	0	.00	.00	.00	.00	.0%
19001163 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Camps	-3,534	-3,534	120.70	120.70	.00	-3,654.70	-3.4%



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YEAR-TO-DATE BUDGET REPORT

P 7  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001164 Ellis Riding Lessons							
19001164 42250 Revenue	-70,000	-70,000	-3,175.00	-3,175.00	.00	-66,825.00	4.5%*
19001164 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001164 51160 Salaries - Part Tim	39,325	39,325	3,019.93	3,019.93	.00	36,305.07	7.7%
19001164 62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001164 63000 Animal Care & Suppl	9,200	9,200	106.14	106.14	.00	9,093.86	1.2%
19001164 63010 Horse Acquisition &	2,500	2,500	.00	.00	.00	2,500.00	.0%
19001164 63020 Vet & Farrier	9,000	9,000	794.00	794.00	.00	8,206.00	8.8%
19001164 63040 Security Deposit Re	1,000	1,000	.00	.00	.00	1,000.00	.0%
19001164 63050 Employer Contr. SSI	3,878	3,878	266.28	266.28	.00	3,611.72	6.9%
19001164 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001164 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001164 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Riding Lessons	-5,097	-5,097	1,011.35	1,011.35	.00	-6,108.35	-19.8%





	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001165 Ellis Birthday Parties							
19001165 42250 Revenue	-5,500	-5,500	-872.00	-872.00	.00	-4,628.00	15.9%*
19001165 51160 Salaries - Part Tim	6,500	6,500	364.00	364.00	.00	6,136.00	5.6%
19001165 62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001165 63000 Animal Care & Suppl	0	0	.00	.00	.00	.00	.0%
19001165 63010 Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001165 63020 Vet & Farrier	0	0	.00	.00	.00	.00	.0%
19001165 63030 Program Supplies	300	300	.00	.00	.00	300.00	.0%
19001165 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001165 63050 Employer Contr. SSI	641	641	42.17	42.17	.00	598.83	6.6%
19001165 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001165 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001165 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Birthday Parties	1,941	1,941	-465.83	-465.83	.00	2,406.83	-24.0%



FOR 2022 01

ACCOUNTS FOR: 1900	Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001166	Ellis Public Programs							
19001166	42250 Revenue	-3,000	-3,000	.00	.00	.00	-3,000.00	.0%*
19001166	51160 Salaries - Part Tim	2,015	2,015	112.00	112.00	.00	1,903.00	5.6%
19001166	62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001166	63000 Animal Care & Suppl	0	0	.00	.00	.00	.00	.0%
19001166	63010 Horse Acquisition &	0	0	.00	.00	.00	.00	.0%
19001166	63020 Vet & Farrier	500	500	.00	.00	.00	500.00	.0%
19001166	63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001166	63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001166	63050 Employer Contr. SSI	199	199	8.57	8.57	.00	190.43	4.3%
19001166	63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001166	68430 Marketing / Publici	150	150	.00	.00	.00	150.00	.0%
19001166	68570 Volunteer Expense	0	0	.00	.00	.00	.00	.0%
19001166	99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Public Programs		-136	-136	120.57	120.57	.00	-256.57	-88.7%



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P 10  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

19001167 Ellis Sunrise Center

19001167 42250 Revenue  
19001167 51160 Salaries - Part Tim  
19001167 63000 Animal Care & Suppl  
19001167 63050 Employer Contr. SSI  
19001167 99999 To be inactivated

TOTAL Ellis Sunrise Center

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	-13,760	-13,760	-2,749.00	-2,749.00	.00	-11,011.00	20.0%*
	17,500	17,500	1,503.75	1,503.75	.00	15,996.25	8.6%
	1,200	1,200	.00	.00	.00	1,200.00	.0%
	1,726	1,726	143.95	143.95	.00	1,582.05	8.3%
	0	0	.00	.00	.00	.00	.0%
	6,666	6,666	-1,101.30	-1,101.30	.00	7,767.30	-16.5%



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YEAR-TO-DATE BUDGET REPORT

P 11  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001168 Ellis Weddings							
19001168 42250 Revenue	-14,000	-14,000	.00	.00	.00	-14,000.00	.0%*
19001168 43450 Security Deposit Re	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*
19001168 51160 Salaries - Part Tim	1,538	1,538	24.00	24.00	.00	1,514.00	1.6%
19001168 62400 Uniforms / Clothing	0	0	.00	.00	.00	.00	.0%
19001168 63040 Security Deposit Re	9,000	9,000	.00	.00	.00	9,000.00	.0%
19001168 63050 Employer Contr. SSI	157	157	1.84	1.84	.00	155.16	1.2%
19001168 63070 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001168 63070 Refuse Pickup	1,700	1,700	99.58	99.58	.00	1,600.42	5.9%
19001168 63080 Event Rent Lease	0	0	.00	.00	.00	.00	.0%
19001168 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001168 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Weddings	-11,605	-11,605	125.42	125.42	.00	-11,730.42	-1.1%



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YEAR-TO-DATE BUDGET REPORT

P 12  
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FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001169 Ellis Other Rentals							
19001169 42250 Revenue	-3,400	-3,400	-675.00	-675.00	.00	-2,725.00	19.9%*
19001169 43450 Security Deposit Re	-2,500	-2,500	.00	.00	.00	-2,500.00	.0%*
19001169 51160 Salaries - Part Tim	1,538	1,538	.00	.00	.00	1,538.00	.0%
19001169 63040 Security Deposit Re	157	157	.00	.00	.00	300.00	.0%
19001169 63050 Employer Contr. SSI	0	0	.00	.00	.00	157.00	.0%
19001169 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001169 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001169 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis Other Rentals	-3,905	-3,905	-675.00	-675.00	.00	-3,230.00	17.3%



ACCOUNTS FOR: 1900 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001170 Ellis 5K							
19001170 42250 Revenue	-250	-250	.00	.00	.00	-250.00	.0%*
19001170 51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001170 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001170 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001170 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001170 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001170 68430 Marketing / Publici	0	0	.00	.00	.00	.00	.0%
19001170 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Ellis 5K	-250	-250	.00	.00	.00	-250.00	.0%



FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001171 Hoover							
19001171 42250 Revenue	-5,500	-5,500	-500.00	-500.00	.00	-5,000.00	9.1%*
19001171 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001171 51160 Salaries - Part Tim	18,376	18,376	1,253.74	1,253.74	.00	17,122.26	6.8%
19001171 51390 Salaries - Full Tim	45,289	45,289	3,447.70	3,447.70	.00	41,841.30	7.6%
19001171 62160 Equipment	0	0	.00	.00	.00	.00	.0%
19001171 62270 Utilities	4,600	4,600	285.00	285.00	.00	4,315.00	6.2%
19001171 63040 Security Deposit Re	11,082	11,082	300.00	300.00	.00	10,782.00	2.7%
19001171 63050 Employer Contr. SSI	9,139	9,139	668.23	668.23	.00	8,470.77	7.3%
19001171 63060 ER Contr Health/Den	12,525	12,525	762.75	762.75	.00	11,762.25	6.1%
19001171 63090 Natural Gas	6,200	6,200	882.02	882.02	.00	5,317.98	14.2%
19001171 63100 Electric	14,300	14,300	1,615.72	1,615.72	.00	12,684.28	11.3%
19001171 63110 Shop Supplies	3,000	3,000	.00	.00	.00	3,000.00	.0%
19001171 63120 Building Maintenananc	6,000	6,000	36.22	36.22	.00	5,963.78	.6%
19001171 66500 Miscellaneous Expen	1,000	1,000	.00	.00	.00	1,000.00	.0%
19001171 68530 Preserve Improvemen	0	0	.00	.00	.00	.00	.0%
19001171 68580 Grounds and Mainten	4,000	4,000	346.64	346.64	.00	3,653.36	8.7%
19001171 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Hoover	130,011	130,011	9,098.02	9,098.02	.00	120,912.98	7.0%

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001172 Hoover Bunkhouse							
19001172 42250 Revenue	-8,500	-8,500	-3,335.00	-3,335.00	.00	-5,165.00	39.2%*
19001172 43450 Security Deposit Re	-1,300	-1,300	-200.00	-200.00	.00	-1,100.00	15.4%*
19001172 51160 Salaries - Part Tim	9,188	9,188	626.88	626.88	.00	8,561.12	6.8%
19001172 51390 Salaries - Full Tim	22,645	22,645	1,723.86	1,723.86	.00	20,921.14	7.6%
19001172 63050 Employer Contr. SSI	4,570	4,570	334.13	334.13	.00	4,235.87	7.3%
19001172 63060 ER Contr Health/Den	6,263	6,263	381.37	381.37	.00	5,881.63	6.1%
19001172 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Hoover Bunkhouse	32,866	32,866	-468.76	-468.76	.00	33,334.76	-1.4%





01/05/2022 14:43  
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Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 16  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

19001173 Hoover Campsite

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001173 42250 Revenue	-4,000	-4,000	-180.00	-180.00	.00	-3,820.00	4.5%*
19001173 43450 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001173 51160 Salaries - Part Tim	4,594	4,594	313.38	313.38	.00	4,280.62	6.8%
19001173 51390 Salaries - Full Tim	11,322	11,322	861.93	861.93	.00	10,460.07	7.6%
19001173 63050 Employer Contr. SSI	2,285	2,285	167.05	167.05	.00	2,117.95	7.3%
19001173 63060 ER Contr Health/Den	3,132	3,132	190.69	190.69	.00	2,941.31	6.1%
19001173 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Hoover Campsite	17,333	17,333	1,353.05	1,353.05	.00	15,979.95	7.8%

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

19001174 Hoover Meadowhawk Lodge

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001174 42250 Revenue	-15,000	-15,000	-465.00	-465.00	.00	-14,535.00	3.1%*
19001174 43450 Security Deposit Re	-5,000	-5,000	-217.50	-217.50	.00	-4,782.50	4.4%*
19001174 51160 Salaries - Part Tim	4,594	4,594	313.50	313.50	.00	4,280.50	6.8%
19001174 51390 Salaries - Full Tim	11,322	11,322	861.93	861.93	.00	10,460.07	7.6%
19001174 63050 Employer Contr. SSI	2,285	2,285	167.06	167.06	.00	2,117.94	7.3%
19001174 63060 ER Contr Health/Den	3,132	3,132	190.69	190.69	.00	2,941.31	6.1%
19001174 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL Hoover Meadowhawk Lodge	1,333	1,333	850.68	850.68	.00	482.32	63.8%



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 18  
g1ytdbud

FOR 2022 01

ACCOUNTS FOR: 1900 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001175 Environmental Education							
19001175 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001175 42860 Donations	-500	-500	.00	.00	.00	-500.00	.0%*
19001175 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001175 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001175 68490 Environmental Educa	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Education	-500	-500	.00	.00	.00	-500.00	.0%



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 19  
91ytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001176 Environmental Education School							
19001176 42250 Revenue	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%*
19001176 51160 Salaries - Part Tim	11,213	11,213	153.00	153.00	.00	11,060.00	1.4%
19001176 51390 Salaries - Full Tim	0	0	.00	.00	.00	.00	.0%
19001176 63030 Program Supplies	700	700	.00	.00	.00	700.00	.0%
19001176 63040 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001176 63050 Employer Contr. SSI	3,987	3,987	.00	.00	.00	3,987.00	.0%
19001176 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Education Sch	-4,100	-4,100	153.00	153.00	.00	-4,253.00	-3.7%



01/05/2022 14:43  
L Caldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 20  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001177 Environmental Education Camps							
19001177 42250 Revenue	-32,000	-32,000	-810.00	-810.00	.00	-31,190.00	2.5%*
19001177 51160 Salaries - Part Tim	20,175	20,175	724.50	724.50	.00	19,450.50	3.6%
19001177 51390 Salaries - Full Tim	6,000	6,000	453.92	453.92	.00	5,546.08	7.6%
19001177 63030 Program Supplies	1,500	1,500	12.47	12.47	.00	1,487.53	.8%
19001177 63040 Security Deposit Re	2,200	2,200	.00	.00	.00	2,200.00	.0%
19001177 63050 Employer Contr. SSI	1,615	1,615	130.77	130.77	.00	1,484.23	8.1%
19001177 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Education Cam	-510	-510	511.66	511.66	.00	-1,021.66	-100.3%



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 21  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

19001178 Environmental Educ. Natrl Beg.

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001178 42250 Revenue	-122,880	-122,880	.00	.00	.00	-122,880.00	.0%*
19001178 42860 Donations	-2,400	-2,400	.00	.00	.00	-2,400.00	.0%*
19001178 51160 Salaries - Part Tim	45,298	45,298	4,285.35	4,285.35	.00	41,012.65	9.5%
19001178 51390 Salaries - Full Tim	50,000	50,000	3,081.08	3,081.08	.00	46,918.92	6.2%
19001178 63030 Program Supplies	2,000	2,000	.00	.00	.00	2,000.00	.0%
19001178 63040 Security Deposit Re	3,500	3,500	.00	.00	.00	3,500.00	.0%
19001178 63050 Employer Contr. SSI	12,079	12,079	895.23	895.23	.00	11,183.77	7.4%
19001178 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Educ. Natrl B	-12,403	-12,403	8,261.66	8,261.66	.00	-20,664.66	-66.6%



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 22  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001179 Environ. Educ. Other Pblc Prg								
19001179 42250 Revenue		-20,000	-20,000	-2,870.00	-2,870.00	.00	-17,130.00	14.4%*
19001179 42860 Donations		0	0	.00	.00	.00	.00	.0%
19001179 51160 Salaries - Part Tim		9,756	9,756	1,305.90	1,305.90	.00	8,450.10	13.4%
19001179 51390 Salaries - Full Tim		2,500	2,500	186.37	186.37	.00	2,313.63	7.5%
19001179 63030 Program Supplies		750	750	.00	.00	.00	750.00	.0%
19001179 63040 Security Deposit Re		1,000	1,000	.00	.00	.00	1,000.00	.0%
19001179 63050 Employer Contr. SSI		1,816	1,816	130.84	130.84	.00	1,685.16	7.2%
19001179 63060 ER Contr Health/Den		0	0	.00	.00	.00	.00	.0%
TOTAL Environ. Educ. Other Pblc P		-4,178	-4,178	-1,246.89	-1,246.89	.00	-2,931.11	29.8%



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 23  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

19001180 Environ. Educ. Laws of Nature

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001180 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001180 51160 Salaries - Part Tim	3,481	3,481	90.00	90.00	.00	3,391.00	2.6%
19001180 51390 Salaries - Full Tim	0	0	.00	.00	.00	.00	.0%
19001180 63030 Program Supplies	500	500	.00	.00	.00	500.00	.0%
19001180 63050 Employer Contr. SSI	563	563	6.89	6.89	.00	556.11	1.2%
19001180 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environ. Educ. Laws of Nature	4,544	4,544	96.89	96.89	.00	4,447.11	2.1%





01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 24  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1900 Forest Preserve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001181 Environmental Educ. Other							
19001181 42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001181 51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001181 51390 Salaries - Full Tim	0	0	.00	.00	.00	.00	.0%
19001181 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001181 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001181 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
TOTAL Environmental Educ. Other	0	0	.00	.00	.00	.00	.0%



01/05/2022 14:43  
Lcaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 25  
91ytdbud

FOR 2022 01

ACCOUNTS FOR: 1900 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190001182 Natural Areas Volunteers							
19001182 42860 Donations	0	0	.00	.00	.00	.00	.0%
19001182 51390 Salaries - Full Tim	0	0	.00	.00	.00	.00	.0%
19001182 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001182 63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001182 63060 ER Contr Health/Den	0	0	.00	.00	.00	.00	.0%
19001182 63130 Volunteer Supplies	0	0	.00	.00	.00	.00	.0%
19001182 68300 Natural Areas Manag	0	0	.00	.00	.00	.00	.0%
TOTAL Natural Areas Volunteers	0	0	.00	.00	.00	.00	.0%



01/05/2022 14:43  
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Kendall County  
 YEAR-TO-DATE BUDGET REPORT

P 26  
 glytdbud

FOR 2022 01

ACCOUNTS FOR:  
 1900 Forest Preserve

19001183 Grounds and Natural Resources

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001183 42250 Revenue	-24,000	-24,000	.00	.00	.00	-24,000.00	0%*
19001183 42860 Donations	-1,000	-1,000	.00	.00	.00	-1,000.00	0%*
19001183 42900 Picnic Fees and She	-4,000	-4,000	-60.00	-60.00	.00	-3,940.00	1.5%*
19001183 42920 Preserve Improvemen	0	0	.00	.00	.00	.00	0%
19001183 51160 Salaries - Part Tim	16,764	16,764	575.00	575.00	.00	16,189.00	3.4%
19001183 51390 Salaries - Full Tim	89,963	89,963	6,765.95	6,765.95	.00	83,197.05	7.5%
19001183 62160 Equipment	20,000	20,000	12,381.29	12,381.29	.00	7,618.71	61.9%
19001183 62180 Gasoline / Fuel / O	13,100	13,100	630.30	630.30	.00	12,469.70	4.8%
19001183 62400 Uniforms / Clothing	1,000	1,000	.00	.00	.00	1,000.00	0%
19001183 63040 Security Deposit Re	100	100	.00	.00	.00	100.00	0%
19001183 63050 Employer Contr. SSI	14,435	14,435	1,167.14	1,167.14	.00	13,267.86	8.1%
19001183 63060 ER Contr Health/Den	36,909	36,909	2,236.78	2,236.78	.00	34,672.22	6.1%
19001183 63070 Refuse Pickup	8,500	8,500	643.53	643.53	.00	7,856.47	7.6%
19001183 63090 Natural Gas	5,000	5,000	418.09	418.09	.00	4,581.91	8.4%
19001183 63110 Shop Supplies	4,150	4,150	174.13	174.13	.00	3,975.87	4.2%
19001183 63140 Management Supplies	0	0	.00	.00	.00	.00	0%
19001183 63540 Telephones	10,000	10,000	1,383.83	1,383.83	.00	8,616.17	13.8%
19001183 68530 Preserve Improvemen	0	0	.00	.00	.00	.00	0%
TOTAL Grounds and Natural Resourc	190,921	190,921	26,316.04	26,316.04	.00	164,604.96	13.8%



FOR 2022 01

ACCOUNTS FOR: 1900	Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19001184	Pickerill - Pigott							
19001184	42250 Revenue	0	0	.00	.00	.00	.00	.0%
19001184	42860 Donations	0	0	.00	.00	.00	.00	.0%
19001184	42900 Picnic Fees and She	-750	-750	.00	.00	.00	-750.00	.0%*
19001184	43450 Security Deposit Re	0	0	.00	.00	.00	.00	.0%
19001184	51160 Salaries - Part Tim	0	0	.00	.00	.00	.00	.0%
19001184	62160 Equipment	0	0	.00	.00	.00	.00	.0%
19001184	62180 Gasoline / Fuel / O	0	0	.00	.00	.00	.00	.0%
19001184	63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19001184	63050 Employer Contr. SSI	0	0	.00	.00	.00	.00	.0%
19001184	63100 Electric	7,450	7,450	175.12	175.12	.00	7,274.88	2.4%
19001184	68530 Preserve Improvemen	0	0	.00	.00	.00	.00	.0%
	TOTAL Pickerill - Pigott	6,700	6,700	175.12	175.12	.00	6,524.88	2.6%
	TOTAL Forest Preserve	0	0	57,634.41	57,634.41	.00	-57,634.41	100.0%
	TOTAL REVENUES	-1,203,394	-1,203,394	-55,686.52	-55,686.52	.00	-1,147,707.48	
	TOTAL EXPENSES	1,203,394	1,203,394	113,320.93	113,320.93	.00	1,090,073.07	
	PRIOR FUND BALANCE			478,388.44				
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-57,634.41				
	REVISED FUND BALANCE			420,754.03				



FOR 2022 01

ACCOUNTS FOR:  
1901 FP Bond Proceeds 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190111 FP Bond Proceeds 2007							
190111 40330 Transf. fr FP Land Ca	0	0	.00	.00	.00	.00	.0%
190111 40340 Transf fr Fox Rvr Blf	0	0	.00	.00	.00	.00	.0%
190111 40350 Transf. from Proj. Im	0	0	.00	.00	.00	.00	.0%
190111 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
190111 42250 Revenue	0	0	.00	.00	.00	.00	.0%
190111 42860 Donations	0	0	.00	.00	.00	.00	.0%
190111 43380 RTP - Regional Trail	0	0	.00	.00	.00	.00	.0%
190111 43390 OS/AD	0	0	.00	.00	.00	.00	.0%
190111 43400 KC Highway Mitigation	0	0	.00	.00	.00	.00	.0%
190111 43410 Hoover Easement	0	0	.00	.00	.00	.00	.0%
190111 43420 ICECF	0	0	.00	.00	.00	.00	.0%
190111 43430 Morton Arboretum USFS	0	0	.00	.00	.00	.00	.0%
190111 43440 Trail Improvement Esc	0	0	.00	.00	.00	.00	.0%
190111 51330 Salaries - Other	0	0	.00	.00	.00	.00	.0%
190111 61340 Transf. to Forest Pre	0	0	.00	.00	.00	.00	.0%
190111 61350 Transf to FP Liabilit	0	0	.00	.00	.00	.00	.0%
190111 61360 Transf to FP OS/AD Gr	0	0	.00	.00	.00	.00	.0%
190111 61370 Transf. to Fox Rvr Bl	0	0	.00	.00	.00	.00	.0%
190111 61400 Transf to FP Capital P	0	0	.00	.00	.00	.00	.0%
190111 61410 Trnsf. to FRB Crplnd	0	0	.00	.00	.00	.00	.0%
190111 62000 Office Supplies	0	0	.00	.00	.00	.00	.0%
190111 62160 Equipment	0	0	.00	.00	.00	.00	.0%
190111 67410 Land / Right of Way A	0	0	.00	.00	.00	.00	.0%
190111 68300 Natural Areas Managem	0	0	.00	.00	.00	.00	.0%
190111 68500 Project Fund Expenses	0	0	.00	.00	.00	.00	.0%
190111 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190111 68590 Building Improvements	0	0	.00	.00	.00	.00	.0%
190111 68600 Cropland Conversion	0	0	.00	.00	.00	.00	.0%
190111 68640 Fiscal Agent Fee	0	0	.00	.00	.00	.00	.0%
190111 99999 To be Inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Proceeds 2007	0	0	.00	.00	.00	.00	.0%



01/05/2022 14:43  
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Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 29  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1901 FP Bond Proceeds 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19011160 FP Bond Prds 07 Ellis							
19011160 68590 Building Improvemen	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Prds 07 Ellis	0	0	.00	.00	.00	.00	.0%



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 30  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1901 FP Bond Proceeds 2007

19011171 FP Bond Prds 07 Hoover

19011171 62160 Equipment  
19011171 68530 Preserve Improvemem  
19011171 68590 Building Improvemem

TOTAL FP Bond Prds 07 Hoover

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19011171 62160 Equipment	0	0	.00	.00	.00	.00	.0%
19011171 68530 Preserve Improvemem	0	0	.00	.00	.00	.00	.0%
19011171 68590 Building Improvemem	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Prds 07 Hoover	0	0	.00	.00	.00	.00	.0%



01/05/2022 14:43  
L Caldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 31  
glytbdud

FOR 2022 01

ACCOUNTS FOR:  
1901 FP Bond Proceeds 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19011182 FP Bond Prds 07 Ntr							
19011182 63030 Program Supplies	0	0	.00	.00	.00	.00	.0%
19011182 68300 Natural Areas Manag	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Prds 07 Ntr	0	0	.00	.00	.00	.00	.0%
TOTAL FP Bond Proceeds 2007	0	0	.00	.00	.00	.00	.0%
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			.00				
REVISED FUND BALANCE			.00				





190211 FP Debt Service 2012

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190211 41010 Current Property Tax	-442,900	-442,900	.00	.00	.00	-442,900.00	.0%*
190211 41350 Interest Income	-250	-250	.00	.00	.00	-250.00	.0%*
190211 43350 Capitalized Interest	0	0	.00	.00	.00	.00	.0%
190211 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
190211 68640 Fiscal Agent Fee	1,057	1,057	.00	.00	.00	1,057.00	.0%
190211 68650 Debt Service Interest	18,975	18,975	12,525.00	12,525.00	.00	6,450.00	66.0%
190211 68700 Debt Service Principa	405,000	405,000	405,000.00	405,000.00	.00	.00	100.0%
TOTAL FP Debt Service 2012	-18,118	-18,118	417,525.00	417,525.00	.00	-435,643.00	-2304.5%
TOTAL FP Debt Service 2012	-18,118	-18,118	417,525.00	417,525.00	.00	-435,643.00	-2304.5%
TOTAL REVENUES	-443,150	-443,150	.00	.00	.00	-443,150.00	
TOTAL EXPENSES	425,032	425,032	417,525.00	417,525.00	.00	7,507.00	
PRIOR FUND BALANCE			937,583.22				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-417,525.00				
REVISED FUND BALANCE			520,058.22				



FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190311 FP Debt Service 2015/2016/2017							
190311 41010 Current Property Tax	-4,937,318	-4,937,318	.00	.00	.00	-4,937,318.00	.0%*
190311 41350 Interest Income	-650	-650	.00	.00	.00	-650.00	.0%*
190311 42370 Refunds	0	0	.00	.00	.00	.00	.0%
190311 43350 Capitalized Interest	475	475	.00	.00	.00	.00	.0%
190311 66500 Miscellaneous Expense	1,107	1,107	.00	.00	.00	475.00	.0%
190311 68640 Fiscal Agent Fee	354,040	354,040	177,250.00	177,250.00	.00	1,107.00	.0%
190311 68710 Dbt Srv 2015 Interest	40,000	40,000	40,000.00	40,000.00	.00	176,790.00	50.1%
190311 68720 Dbt Srv 2015 Principa	290,088	290,088	146,093.75	146,093.75	.00	100.0%	100.0%
190311 68730 Dbt Srv 2016 Interest	105,000	105,000	105,000.00	105,000.00	.00	143,994.25	50.4%
190311 68740 Dbt Srv 2016 Principa	477,125	477,125	279,250.00	279,250.00	.00	100.0%	100.0%
190311 68750 Dbt Srv 2017 Interest	3,255,000	3,255,000	3,255,000.00	3,255,000.00	.00	197,875.00	58.5%
190311 68760 Dbt Srv 2017 Principa	0	0	.00	.00	.00	.00	100.0%
190311 99440 Principal	0	0	.00	.00	.00	.00	.0%
190311 99450 Interest	0	0	.00	.00	.00	.00	.0%
190311 99999 To be inactivated	0	0	.00	.00	.00	.00	.0%
TOTAL FP Debt Service 2015/2016/2	-415,133	-415,133	4,002,593.75	4,002,593.75	.00	-4,417,726.75	-964.2%
TOTAL FP Debt Service 2015/2016/2	-415,133	-415,133	4,002,593.75	4,002,593.75	.00	-4,417,726.75	-964.2%
TOTAL REVENUES	-4,937,968	-4,937,968	.00	.00	.00	-4,937,968.00	
TOTAL EXPENSES	4,522,835	4,522,835	4,002,593.75	4,002,593.75	.00	-4,520,241.25	
PRIOR FUND BALANCE			4,635,394.72				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-4,002,593.75				
REVISED FUND BALANCE			632,800.97				

FOR 2022 01

ACCOUNTS FOR:  
1904 FP Restricted Subat Fund

190411 FP Restricted Subat Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190411 41350 Interest Income	-6,715	-6,715	.00	.00	.00	-6,715.00	.0%*
190411 42860 Donations	0	0	.00	.00	.00	.00	.0%
190411 62150 Contractual Services	27,625	27,625	.00	.00	.00	27,625.00	.0%
190411 68500 Project Fund Expenses	0	0	.00	.00	.00	.00	.0%
TOTAL FP Restricted Subat Fund	20,910	20,910	.00	.00	.00	20,910.00	.0%
TOTAL FP Restricted Subat Fund	20,910	20,910	.00	.00	.00	20,910.00	.0%
TOTAL REVENUES	-6,715	-6,715	.00	.00	.00	-6,715.00	
TOTAL EXPENSES	27,625	27,625	.00	.00	.00	27,625.00	

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

883,179.03  
883,179.03



01/05/2022 14:43  
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Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 35  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1905 OSLAD Grant

190511 OSLAD Outdoor Rec. Acq.

190511 40300 Transf. from FP Bnd P  
190511 42970 Grant Award  
190511 61420 Trnsf. to FP Capital  
190511 66500 Miscellaneous Expense  
190511 70040 Supplies  
190511 70050 Contractual Services  
190511 70060 Consultants  
190511 70330 Construction

TOTAL OSLAD Outdoor Rec. Acq.

TOTAL OSLAD Grant

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

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190511 40300 Transf. from FP Bnd P	0	0	.00	.00	.00	.00	.0%
190511 42970 Grant Award	0	0	.00	.00	.00	.00	.0%
190511 61420 Trnsf. to FP Capital	0	0	.00	.00	.00	.00	.0%
190511 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
190511 70040 Supplies	0	0	.00	.00	.00	.00	.0%
190511 70050 Contractual Services	0	0	.00	.00	.00	.00	.0%
190511 70060 Consultants	0	0	.00	.00	.00	.00	.0%
190511 70330 Construction	0	0	.00	.00	.00	.00	.0%
TOTAL OSLAD Outdoor Rec. Acq.	0	0	.00	.00	.00	.00	.0%
TOTAL OSLAD Grant	0	0	.00	.00	.00	.00	.0%
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			.00				
REVISED FUND BALANCE			.00				



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 36  
glytdbud

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1906 Forest Preserve Improvement							
190611 Forest Preserve Improvement							
190611 40280 Transf. from FP Debt	0	0	.00	.00	.00	.00	.0%
190611 40290 Transf. from FP Dbt S	0	0	.00	.00	.00	.00	.0%
190611 40300 Transf. from FP Bnd P	0	0	.00	.00	.00	.00	.0%
190611 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
190611 42490 Other Revenue	0	0	.00	.00	.00	.00	.0%
190611 61300 Transf. to FP Bnd Prd	0	0	.00	.00	.00	.00	.0%
190611 61340 Transf. to Forest Pre	0	0	.00	.00	.00	.00	.0%
190611 61400 Trans to FP Capital P	0	0	.00	.00	.00	.00	.0%
190611 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
TOTAL Forest Preserve Improvement	0	0	.00	.00	.00	.00	.0%
TOTAL Forest Preserve Improvement	0	0	.00	.00	.00	.00	.0%
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			.00				
REVISED FUND BALANCE			.00				



FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1907 Forest Preserve Capital Exp.							
190711 Forest Preserve Capital Exp.							
190711 40300 Transf. from FP Bnd P	0	0	.00	.00	.00	.00	.0%
190711 40310 50% FP Match Transf.	0	0	.00	.00	.00	.00	.0%
190711 40330 Transf. fr FP Land Ca	0	0	.00	.00	.00	.00	.0%
190711 40340 Transf. fr Fox Rvr Blf	0	0	.00	.00	.00	.00	.0%
190711 40350 Transf. from Proj. Im	0	0	.00	.00	.00	.00	.0%
190711 40370 Transf. from OSLAD Fu	0	0	.00	.00	.00	.00	.0%
190711 40400 Transf. from 2021 Bnd	-100,784	-100,784	.00	.00	.00	-100,784.00	.0%*
190711 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
190711 42490 Other Revenue	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%*
190711 42970 Grant Award	0	0	.00	.00	.00	.00	.0%
190711 43430 Morton Arboretum USFS	-50,000	-50,000	.00	.00	.00	-50,000.00	.0%*
190711 43440 Trail Improvement ESC	0	0	.00	.00	.00	.00	.0%
190711 43740 Land Acq. Grant ICECF	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*
190711 43750 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190711 43760 Proj. Fund Deposit ID	0	0	.00	.00	.00	.00	.0%
190711 43770 ICECF K-12 Pollinator	-11,000	-11,000	.00	.00	.00	-11,000.00	.0%*
190711 43780 ICECF Pilot Pollinato	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*
190711 61360 Transf to FP OSLAD Gi	0	0	.00	.00	.00	.00	.0%
190711 61370 Transf. to Fox Rvr Bl	0	0	.00	.00	.00	.00	.0%
190711 61430 Transf to Pickerill-Pi	0	0	.00	.00	.00	.00	.0%
190711 62160 Equipment	0	0	.00	.00	.00	.00	.0%
190711 66500 Miscellaneous Expense	200,000	200,000	.00	.00	.00	200,000.00	.0%
190711 67410 Land / Right of Way A	33,762	33,762	15,073.03	15,073.03	.00	18,688.97	44.6%
190711 68500 Project Fund Expenses	0	0	.00	.00	.00	.00	.0%
190711 68510 ICECF K-12 Pollinator	104,121	104,121	.00	.00	.00	104,121.00	.0%
190711 68520 ICECF Pilot Pollinato	275	275	.00	.00	.00	275.00	.0%
190711 68530 Preserve Improvements	5,550	5,550	.00	.00	.00	5,550.00	.0%
190711 68590 Building Improvements	0	0	.00	.00	.00	.00	.0%
190711 68610 Morton Arboretum Land	37,714	37,714	.00	.00	.00	37,714.00	.0%
TOTAL Forest Preserve Capital Exp	194,638	194,638	15,073.03	15,073.03	.00	179,564.97	7.7%



01/05/2022 14:43  
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Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 38  
glytdbud

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1907 Forest Preserve Capital Exp.							
19071171 Forest Preserve Capital Exp.							
19071171 62160 Equipment	0	0	.00	.00	.00	.00	.0%
19071171 68530 Preserve Improvemen	0	0	.00	.00	.00	.00	.0%
TOTAL Forest Preserve Capital Exp	0	0	.00	.00	.00	.00	.0%



FOR 2022 01

ACCOUNTS FOR: 1907	Forest Preserve Capital Exp.	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
19071182	Forest Preserve Capital Exp.							
19071182	68300 Natural Areas Manag	0	0	.00	.00	.00	.00	.0%
	TOTAL Forest Preserve Capital Exp	0	0	.00	.00	.00	.00	.0%
	TOTAL Forest Preserve Capital Exp	194,638	194,638	15,073.03	15,073.03	.00	179,564.97	7.7%
	TOTAL REVENUES	-186,784	-186,784	.00	.00	.00	-186,784.00	
	TOTAL EXPENSES	381,422	381,422	15,073.03	15,073.03	.00	366,348.97	
	PRIOR FUND BALANCE				137,986.21			
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-15,073.03			
	REVISED FUND BALANCE				122,913.18			





ACCOUNTS FOR:

1908 Fox River Bluffs Access RTP Gr

ORIGINAL APPROP REVISED BUDGET

190811 Fox River Bluffs Access RTP Gr

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
190811 40300 Transf. from FP Bnd P	0	0	.00	.00	.00	.00	.0%
190811 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
190811 42490 Other Revenue	0	0	.00	.00	.00	.00	.0%
190811 42970 Grant Award	-30,300	-30,300	.00	.00	.00	-30,300.00	.0%*
190811 43800 Trans from Fund 1912	0	0	.00	.00	.00	.00	.0%
190811 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
190811 68530 Preserve Improvements	0	0	.00	.00	.00	.00	.0%
190811 70060 Consultants	0	0	.00	.00	.00	.00	.0%
190811 70110 Miscellaneous Cost	0	0	.00	.00	.00	.00	.0%
190811 70330 Construction	0	0	.00	.00	.00	.00	.0%
190811 70650 Professional Services	30,300	30,300	.00	.00	.00	30,300.00	.0%
TOTAL Fox River Bluffs Access RTP	0	0	.00	.00	.00	.00	.0%
TOTAL Fox River Bluffs Access RTP	0	0	.00	.00	.00	.00	.0%
TOTAL REVENUES	-30,300	-30,300	.00	.00	.00	-30,300.00	
TOTAL EXPENSES	30,300	30,300	.00	.00	.00	30,300.00	

PRIOR FUND BALANCE 30,300.00  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES .00  
REVISED FUND BALANCE 30,300.00



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 41  
glytdbud

FOR 2022 01

ACCOUNTS FOR:  
1909 FP Fox River Bluffs Crop Conv.

ORIGINAL APPROP REVISED BUDGET ENCUMBRANCES MTD ACTUAL YTD ACTUAL AVAILABLE BUDGET PCT USED

190911 FP Fox River Bluffs Crop Conv.

190911 40120	Transf. from Transn S	0	0	.00	.00	.00	.00	.00	.0%
190911 40300	Transf. from FP Bnd P	0	0	.00	.00	.00	.00	.00	.0%
190911 41350	Interest Income	0	0	.00	.00	.00	.00	.00	.0%
190911 42490	Other Revenue	0	0	.00	.00	.00	.00	.00	.0%
190911 42970	Grant Award	0	0	.00	.00	.00	.00	.00	.0%
190911 61300	Transf. to FP Bnd Prd	0	0	.00	.00	.00	.00	.00	.0%
190911 66500	Miscellaneous Expense	0	0	.00	.00	.00	.00	.00	.0%
190911 68530	Preserve Improvements	0	0	.00	.00	.00	.00	.00	.0%
TOTAL FP Fox River Bluffs Crop Co		0	0	.00	.00	.00	.00	.00	.0%
TOTAL FP Fox River Bluffs Crop Co		0	0	.00	.00	.00	.00	.00	.0%

PRIOR FUND BALANCE .43  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES .00  
REVISED FUND BALANCE .43



FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1910 FP Land Cash							
191011 FP Land Cash							
191011 40380 Trnsfr. fr Capital Fu	0	0	.00	.00	.00	.00	.0%
191011 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
191011 42490 Other Revenue	0	0	.00	.00	.00	.00	.0%
191011 42910 Land Cash	0	0	.00	.00	.00	.00	.0%
191011 42970 Grant Award	-124,271	-124,271	.00	.00	.00	-124,271.00	.0%*
191011 61300 Transf. to FP End Prd	0	0	.00	.00	.00	.00	.0%
191011 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
191011 67410 Land Acquisition	329,485	329,485	.00	.00	.00	329,485.00	.0%
TOTAL FP Land Cash	205,214	205,214	.00	.00	.00	205,214.00	.0%
TOTAL FP Land Cash	205,214	205,214	.00	.00	.00	205,214.00	.0%
TOTAL REVENUES	-124,271	-124,271	.00	.00	.00	-124,271.00	
TOTAL EXPENSES	329,485	329,485	.00	.00	.00	329,485.00	

PRIOR FUND BALANCE 205,214.00  
 CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES .00  
 REVISED FUND BALANCE 205,214.00



01/05/2022 14:43  
LCaldwell

Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 43  
glytdbud

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1911 FP Liability Insurance Fund							
191111 FP Liability Insurance Fund							
191111 40020 Transf. from Forest P	0	0	.00	.00	.00	.00	.0%
191111 40320 Transf. from FP Opera	0	0	.00	.00	.00	.00	.0%
191111 42120 Insurance Claim Reimb	0	0	.00	.00	.00	.00	.0%
191111 68990 Claims	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL FP Liability Insurance Fund	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL FP Liability Insurance Fund	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL EXPENSES	25,000	25,000	.00	.00	.00	25,000.00	.0%
PRIOR FUND BALANCE							
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			46,300.00				
REVISED FUND BALANCE			46,300.00				

FOR 2022 01

ACCOUNTS FOR:  
1912 FP Series 2021 Bond Proceeds

191211 FP Series 2021 Bond Proceeds

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191211 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
191211 43790 Bond Proceeds	0	0	.00	.00	.00	.00	.0%
191211 61370 Transf. to Fox Rvr Bl	0	0	.00	.00	.00	.00	.0%
191211 61420 Trnsf. to FP Capital	100,784	100,784	.00	.00	.00	100,784.00	.0%
191211 61440 Transfer to Fund 1913	0	0	.00	.00	.00	.00	.0%
TOTAL FP Series 2021 Bond Proceed	100,784	100,784	.00	.00	.00	100,784.00	.0%
TOTAL FP Series 2021 Bond Proceed	100,784	100,784	.00	.00	.00	100,784.00	.0%
TOTAL EXPENSES	100,784	100,784	.00	.00	.00	100,784.00	.0%
PRIOR FUND BALANCE							
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			100,918.60				
REVISED FUND BALANCE			100,918.60				



FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1913 Pickerrill-Pigott IDNR-PARC							
191311 Pickerrill-Pigott IDNR-PARC							
191311 41350 Interest Income	-200	-200	.00	.00	.00	-200.00	.0%
191311 42970 Grant Award	-828,200	-828,200	.00	.00	.00	-828,200.00	.0%
191311 43800 Trans from Fund 1912	0	0	.00	.00	.00	.00	.0%
191311 61340 Transf. to Forest Pre	0	0	.00	.00	.00	.00	.0%
191311 61420 Trnsf. to FP Capital	0	0	.00	.00	.00	.00	.0%
191311 70040 Supplies	0	0	.00	.00	.00	.00	.0%
191311 70050 Contractual Services	0	0	.00	.00	.00	.00	.0%
191311 70060 Consultants	0	0	.00	.00	.00	.00	.0%
191311 70330 Construction	1,036,265	1,036,265	.00	.00	.00	1,036,265.00	.0%
191311 70650 Professional Services	27,340	27,340	.00	.00	.00	27,340.00	.0%
TOTAL Pickerrill-Pigott IDNR-PARC	235,205	235,205	.00	.00	.00	235,205.00	.0%
TOTAL Pickerrill-Pigott IDNR-PARC	235,205	235,205	.00	.00	.00	235,205.00	.0%
TOTAL REVENUES	-828,400	-828,400	.00	.00	.00	-828,400.00	.0%
TOTAL EXPENSES	1,063,605	1,063,605	.00	.00	.00	1,063,605.00	.0%

PRIOR FUND BALANCE 1,062,109.60  
 CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES .00  
 REVISED FUND BALANCE 1,062,109.60



FOR 2022 01  
ACCOUNTS FOR:  
1914 FP American Rescue Plan Act

191411 FP American Rescue Plan Act	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191411 40390 Transfer from ARPA Fu	-100,000	-100,000	.00	.00	.00	-100,000.00	.0%*
191411 41350 Interest Income	0	0	.00	.00	.00	.00	.0%
191411 51160 Salaries - Part Time	17,280	17,280	.00	.00	.00	17,280.00	.0%
191411 51390 Salaries - Full Time	32,600	32,600	2,461.54	2,461.54	.00	30,138.46	7.6%
191411 61160 Transf. to IMRF Fund	2,272	2,272	.00	.00	.00	2,272.00	.0%
191411 63050 Employer Contr. SSI &	2,494	2,494	.00	.00	.00	2,494.00	.0%
191411 63060 Employer Cont HlthDen	11,500	11,500	.00	.00	.00	11,500.00	.0%
191411 66500 Miscellaneous Expense	0	0	.00	.00	.00	.00	.0%
191411 68530 Preserve Improvements	36,830	36,830	.00	.00	.00	36,830.00	.0%
191411 70040 Supplies	0	0	.00	.00	.00	.00	.0%
191411 70050 Contractual Services	0	0	.00	.00	.00	.00	.0%
191411 70060 Consultants	0	0	.00	.00	.00	.00	.0%
191411 70330 Construction	0	0	.00	.00	.00	.00	.0%
191411 79213 Other Economic Suppor	0	0	.00	.00	.00	.00	.0%
TOTAL FP American Rescue Plan Act	2,976	2,976	2,461.54	2,461.54	.00	514.46	82.7%
TOTAL FP American Rescue Plan Act	2,976	2,976	2,461.54	2,461.54	.00	514.46	82.7%
TOTAL REVENUES	-100,000	-100,000	.00	.00	.00	-100,000.00	
TOTAL EXPENSES	102,976	102,976	2,461.54	2,461.54	.00	100,514.46	
PRIOR FUND BALANCE			27,385.92				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-2,461.54				
REVISED FUND BALANCE			24,924.38				



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Kendall County  
YEAR-TO-DATE BUDGET REPORT

P 47  
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FOR 2022 01

ACCOUNTS FOR:  
1915 FP Debt Service 2021

191511 FP Debt Service 2021

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
191511 41010 Current Property Tax	-82,226	-82,226	.00	.00	.00	-82,226.00	.0%*
191511 41350 Interest Income	-100	-100	.00	.00	.00	-100.00	.0%*
191511 66500 Miscellaneous Expense	475	475	.00	.00	.00	475.00	.0%
191511 68640 Fiscal Agent Fee	1,107	1,107	.00	.00	.00	1,107.00	.0%
191511 68790 Dbt Srv 2021 Interest	34,354	34,354	.00	.00	.00	34,354.00	.0%
191511 68800 Dbt Srv 2021 Principa	0	0	.00	.00	.00	.00	.0%
TOTAL FP Debt Service 2021	-46,390	-46,390	.00	.00	.00	-46,390.00	.0%
TOTAL FP Debt Service 2021	-46,390	-46,390	.00	.00	.00	-46,390.00	.0%
TOTAL REVENUES	-82,326	-82,326	.00	.00	.00	-82,326.00	
TOTAL EXPENSES	35,936	35,936	.00	.00	.00	35,936.00	
PRIOR FUND BALANCE			.00				
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES			.00				
REVISED FUND BALANCE			.00				





P 48  
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Kendall County  
YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	305,086	305,086	4,495,287.73	4,495,287.73	.00	-4,190,201.73	1473.4%

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



Emp #	Last Name	First Name	Dept	Hours Budgeted - FY22	Hours (Proposed)	Salary (Current)	Salary Increase (Proposed)	Total Salary (Proposed)	Total Salary (Current)	IMRF 6.97%	FICA 7.65%	Medical Insurance	Dental Insurance	Life Insurance
---	VACANT - ARPA POSITION		EL-S	480	440	\$12.00	\$1.00	\$ 5,720.00	\$5,760.00		\$440.64			
270261	White	Antoinette	ADMIN-GM	1950	1950	\$42,780.00		\$ 42,780.00	\$42,780.00	\$2,981.77	\$3,272.67	\$11,001.95	\$465.71	\$21.00
270219	Luetlich	Austin	GM	1950	1950	\$34,556.00	PH2	\$ 34,556.00	\$34,556.00	\$2,408.55	\$2,643.53	\$11,001.95	\$465.71	\$21.00
270233	Anderson	Jared	GM	1950	1950	\$33,904.00	PH2	\$ 33,904.00	\$33,904.00	\$2,363.11	\$2,593.66	\$11,001.95	\$465.71	\$21.00
270222	Johnson	Craig	GM	580	480	\$15.00	\$0.50	\$ 7,440.00	\$8,700.00		\$665.55			
	Campbell	Quinn	GM	250	250	\$12.00	\$1.00	\$ 3,250.00						
	VACANT - CLOSER				650	\$12.00	\$3.00	\$ 9,750.00						
---	VACANT - ARPA POSITION		GM-S	480	440	\$12.00	\$1.00	\$ 5,720.00	\$5,760.00		\$440.64			
---	VACANT		GM	672		\$12.00			\$8,064.00		\$616.90			
270218	Teckenbrock	Lay	GM-H	1950	1950	\$57,067.90		\$ 57,067.90	\$57,067.90	\$3,977.63	\$4,365.69	\$11,001.95	\$465.71	\$21.00
270271	Neill	Doug	GM-H	1950	1950	\$33,510.88	PH2	\$ 33,510.88	\$33,510.88	\$2,335.71	\$2,563.58	\$11,001.95	\$465.71	\$21.00
270292	Beerup	Brandon	GM-ARPA	1950	1950	\$32,000.00	PH2	\$ 32,000.00	\$32,000.00	\$2,272.22	\$2,493.90	\$11,001.95	\$465.71	\$21.00
---	VACANT - ARPA POSITION		GM-H-S	480	440	\$12.00	\$1.00	\$ 5,720.00	\$5,760.00		\$440.64			
270238	Koehler	Frank	GM-H	1225	1125	\$12.80	\$0.70	\$ 15,187.50	\$15,680.00	\$1,092.90	\$1,199.52			
---	VACANT		GM-H	300					\$3,600.00		\$275.40			
270285	VACANT		GM-H	1456	1040	\$12.00	\$1.00	\$ 13,520.00	\$17,472.00	\$1,217.80	\$1,336.61			
			Total Hours	17,623	16,565			\$300,726.28	\$305,214.78	\$18,649.68	\$23,348.93	\$66,011.70	\$2,794.26	\$126.00
			FT	11,700	11,700									
			PT	5,923	4,865									

Recommendations

- 1.) Motion to forward the revised part time Grounds Maintenance Closer position description to Commission for approval.
- 2.) Motion to forward the salary increases of Frank Koehler from \$12.80 an hour to \$13.50 an hour; Craig Johnson from \$15.00 an hour to \$15.50 an hour; and Quinn Campbell from \$12.00 an hour to \$13.00 an hour to Commission for approval.
- 3.) Post vacant Ground Maintenance positions at a salary range of \$13.00 an hour to \$17.00 an hour, while remaining budget neutral.

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Grounds Maintenance – Part Time Opener / Closer

**WAGE CATEGORY:** FLSA Non-Exempt

**REPORTS TO:** Grounds and Natural Resources Division Supervisor

**EFFECTIVE DATE:** January XX, 2022

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**SUMMARY:**

This position provides support for the maintenance of grounds and natural resources at various forest preserves for the Kendall County Forest Preserve District (“the District”).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs weekday closing procedures of all District preserves with varying hours based on sunset time
- Provides assistance to natural area volunteers and District contractors, including support of activities associated with a floristic quality survey of preserve areas.
- Assists with preserve maintenance activities at various forest preserves, and other forest preserve areas.
- Gathers, loads and hauls refuse and vegetation from District grounds and user areas.
- Maintains a safe and clean work environment at all times and enforces all safety rules and grounds and natural resources policies.
- Communicates District rules and regulations to the public.
- Must be available to perform duties during evenings and weekends including overtime schedule extensions.
- Participates in emergency preparedness and response activities as assigned.
- Performs other duties as directed by supervisor, the Director and/or Director’s designee.
- Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- No supervisory responsibilities.

**QUALIFICATIONS:**

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

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

- High school diploma or general education degree (GED).
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

**C. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**D. REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

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

- A valid Illinois Drivers License and any other licenses/certifications necessary to operate District vehicles and equipment.
- A valid Illinois Pesticide Operators License or, in the alternative, obtain a valid Illinois Pesticide Operators License within the first thirty (30) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
- Employee must frequently lift and/or move up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderately quiet, and frequently loud when operating grounds maintenance equipment.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required for programming events. This includes some evenings and weekends.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

Kendall County Forest Preserve District

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

**Draft: January 5, 2022**



# **EMPLOYEE HANDBOOK**

## **TABLE OF CONTENTS**

<b>Chapter 1</b>	<b><u>Introductory Materials</u></b>	<b>1</b>	
	Section 1.1	Introduction	1
	Section 1.2	At-Will Employment and Contract Disclaimer	1
	Section 1.3	How to Use This Employee Handbook	2
	Section 1.4	Worker Classifications	2
	Section 1.5	Adoption	3
	Section 1.6	Distribution	3
<b>Chapter 2</b>	<b><u>Diversity</u></b>		<b>4</b>
	Section 2.1	Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct	4
	Section 2.2	Open Door Policy	11
	Section 2.3	Requests for Accommodation	11
<b>Chapter 3</b>	<b><u>Recruitment and Employment Policies</u></b>		<b>14</b>
	Section 3.1	Employment of Minors	14
	Section 3.2	Recruitment and Background Checks	14
	Section 3.3	Selection	15
	Section 3.4	Probationary Period	15
	Section 3.5	Pay Period & Procedure	15
	Section 3.6	Personnel File	16
	Section 3.8	Changes of Personal Data	16

Section 3.8	Employment of Relatives	16
Section 3.9	Outside Employment or Work	17
Section 3.10	Performance Evaluations	17
<b>Chapter 4</b>	<b><u>Workplace Expectations</u></b>	<b>18</b>
Section 4.1	Rules of Conduct	18
Section 4.2	Personal Relationships With Other Employees	18
Section 4.3	Confidentiality	18
Section 4.4	Prohibited Political Activity Policy	19
Section 4.5	Whistleblower Policy	19
Section 4.6	Work Hours and Emergency Closures	20
Section 4.7	Attendance Policy	21
Section 4.8	Call in Procedures	21
Section 4.9	Dress and Appearance	21
Section 4.10	No Solicitation	21
<b>Chapter 5</b>	<b><u>Employee Safety and Wellness</u></b>	<b>22</b>
Section 5.1	Safety	22
Section 5.2	Preventing and Reporting Workplace Violence	22
Section 5.3	Policy Prohibiting Concealed Firearms in the Workplace	23
Section 5.4	Drug and Alcohol Use/Abuse Policy	27
Section 5.5	No Smoking Policy	37
Section 5.6	No Tobacco Use Policy	37

Section 5.7	Safe Driving Policy	37
Section 5.8	Portable Electronic Devices	39
Section 5.9	Equipment/Supplies	40
Section 5.10	Accident Reporting Policy	40
Section 5.11	Workers' Compensation	41
<b>Chapter 6</b>	<b><u>Discipline and Separation Procedures</u></b>	<b>42</b>
Section 6.1	Discipline and Corrective Action	42
Section 6.2	Grievance Procedure	44
Section 6.3	Separation Procedures	46
<b>Chapter 7</b>	<b><u>Compensation and Benefits</u></b>	<b>48</b>
Section 7.1	Wage and Salary Policy	48
Section 7.2	Reimbursement Policy	50
Section 7.3	Holiday Pay	52
Section 7.4	Overtime	53
Section 7.5	Insurance Benefits	54
Section 7.6	Credit Union	55
Section 7.7	Employee Assistance Program	55
Section 7.8	Illinois Municipal Retirement Fund (IMRF) Benefits	56
Section 7.9	Miscellaneous Employee Benefits	56
<b>Chapter 8</b>	<b><u>Employee Leaves of Absence</u></b>	<b>57</b>
Section 8.1	Personal and Banked Sick Leave	57



Section 8.2	Vacation	60
Section 8.3	Time off to Vote	62
Section 8.4	Jury and Witness Duty	62
Section 8.5	Military Leave	63
Section 8.6	Family Medical Leave and Qualifying Exigency Leave	65
Section 8.7	Victims' Economic Security And Safety Policy	72
Section 8.8	Bereavement Leave	76
Section 8.9	School Visitation Leave Policy	77
Section 8.10	Nursing Mother Policy	78
<b>Chapter 9</b>	<b><u>Technology and Record Retention Policies</u></b>	<b>79</b>
Section 9.1	Computer, Internet and Network Usage	79
Section 9.2	Security of Portable Data Storage Devices	87
Section 9.3	Social Media Policy and Guidelines	88
Section 9.4	Record Retention Policy	90
<b><u>Acknowledgment Forms to be Completed by Employee</u></b> <b><i>(Completed forms should be provided to the Executive Director)</i></b>		
<b>Receipt and Understanding of The KCFPD Board of Commissioner's Office Employee Handbook</b>		<b>92</b>
<b>Receipt of Policy Against Unlawful Discrimination, Unlawful Harassment and Sexual Misconduct</b>		<b>93</b>

# CHAPTER 9

## TECHNOLOGY AND RECORD RETENTION POLICIES

### Section 9.1      COMPUTER, INTERNET AND NETWORK USAGE

This policy applies to all KCFPD employees, interns and volunteers. *This policy supersedes any and all other policies regarding or relating to information technology resources.* Logging onto the KCFPD's computers, electronic devices and/or network or using any other Technology device constitutes agreement with this policy.

#### A.      DEFINITIONS

1.      **Users:** The term *users* refer to all employees, independent contractors, consultants, temporary workers, and other persons or entities who use KCFPD Information Technology resources.
  
2.      **Information Technology Resources:** The term *information technology (IT) resources* refers to the entire computer network used at the KCFPD. Specifically, *IT resources* includes, but is not limited to: individual workstations, file servers, communication servers, application servers, mail servers, fax servers, Web servers, electronic computer equipment, laptops, software, internet access, email accounts, data files and network cables, whether connected to the network or not, and any other electronic devices provided by the KCFPD including, but not limited to, cell phones, iPads and/or laptops, and the information that is stored, processed and/or transmitted from, to or through that equipment.

#### B.      GUIDELINES

1.      **For Authorized Uses Only:** The KCFPD's IT resources are assets of the KCFPD to be used for authorized business. IT resources must be protected from accidental or unauthorized access, use, disclosure, modification, or destruction by employees, contractors, or any individual. Each user is authorized to access only information which is required to do his/her job. Unauthorized access to information is strictly prohibited. All users must safeguard KCFPD information and treat electronic documents/communications with the same level of care, both in production and storage, as is accorded documents and communications that are in print form. Access to IT resources will be immediately deactivated when an employee terminates employment or rights are withdrawn for any other reason. Any public records sent, received and/or stored on the KCFPD's IT resources shall remain the sole property of the KCFPD.

## 2. Prohibited Activities:

a. *Inappropriate or unlawful material.* Material that is fraudulent, sexually explicit, profane, obscene, defamatory; that is intended to harass, embarrass or intimidate; or that is unlawful or otherwise determined by the KCFPD to be inappropriate shall not be sent by e-mail or other form of electronic communication (such as bulletin board systems, news groups, chat groups) or displayed on or stored in the IT resources. Users encountering or receiving this kind of material should immediately report the incident to the department manager or the Executive Director.

b. *Misuse of software.* All software must be approved in writing by the Technology Director prior to installation on any IT resources, workstations or servers. Users may not do any of the following:

Copy software for use on their home computers;  
Provide copies of software to any independent contractors or to any firm or individual, unless specifically authorized through an official KCFPD contract or agreement;  
Install software on any of the IT resources, workstations or servers;  
Download any software from the Internet or other online service to any of the IT resources, workstations or servers;  
Modify, revise, transform, recast, or adapt any software; or  
Reverse-engineer, disassemble, or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident in writing to the department manager or the Executive Director.

c. *Other prohibited uses.* Without prior written permission from the Technology Director, KCFPD computer resources may not be used for dissemination or storage of personal advertisements, solicitations, promotions, destructive programs (i.e., viruses or self-replicating code), or any other unauthorized use.

d. *Communication of confidential information.* Sending, transmitting or otherwise disseminating without authorization KCFPD data or other information identified as confidential is strictly prohibited.

## 3. Passwords:

a. *Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system and other IT resources. Individual passwords should not be printed,

stored online, or given to others. Users are responsible for all transactions made using their passwords.

- b. *Passwords do not imply privacy.* Use of passwords to gain access to the KCFPD's computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system or other IT resource.
- c. *Password management.* Passwords should have a minimum length of six (6) characters. These measures will require that all system users use unique and confidential passwords before using workstations on the network. Passwords shall be changed on a regularly scheduled basis, approximately every 90 days.

#### **4. Security:**

- a. *Accessing other computers and networks.* A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- b. *Computer Security.* Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the IT resources. This duty includes taking reasonable precautions to prevent intruders from accessing the computer network without authorization and preventing introduction and spread of viruses.

#### **5. Viruses:**

- a. *Virus detection.* Viruses can cause substantial damage to IT resources. Each user is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the IT resources. To that end, all material received magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the KCFPD must be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that home computers and laptops might contain viruses. All data transferred from these computers to the network must be scanned for viruses.
- b. *Accessing the Internet.* To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the network must do so through an approved firewall.

**6. Miscellaneous:**

- a. *Confidential Information.* When sending confidential information to shared devices (e.g., printers, facsimile machines, etc.) users must exercise reasonable judgment to maintain confidentiality at the destination.
- b. *Compliance with Applicable Laws and Licenses.* In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal and international laws governing intellectual property and online activities.
- c. *Other Policies Applicable.* In their use of computer resources, users must observe and comply with all other KCFPD policies and guidelines.

**C. NO EXPECTATION OF PRIVACY:**

IT resources are provided to users to assist them in the performance of their jobs. The KCFPD Board of Commissioners reserves the right to, among other actions, access, audit, block, delete, disclose, intercept, monitor, publish, recover, restrict, restore, review, screen, or trace any information at any time without notice. Use of IT resources will be audited and monitored. It is each user's responsibility to understand and comply with this policy. Noncompliance with this policy may be cause for disciplinary action as well as monetary charges being assessed where appropriate. If it is determined that an employee has misused IT resources, the employee will be subject to appropriate disciplinary action for misuse of the IT resources, up to and including discharge.

**THE COMPUTERS AND COMPUTER ACCOUNTS ARE GIVEN TO USERS TO ASSIST THEM IN PERFORMANCE OF THEIR JOBS. USERS DO NOT HAVE AN EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON ANY TECHNOLOGY RESOURCE. THE IT RESOURCES AND ALL OF THE ELECTRONIC DATA CONTAINED THEREIN BELONGS TO THE KCFPD AND MAY BE USED ONLY FOR JOB-RELATED PURPOSES.**

**USERS EXPRESSLY WAIVE ANY RIGHT OF PRIVACY OR EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON THE IT RESOURCES OR THROUGH THE INTERNET, E-MAIL OR ANY OTHER COMPUTER NETWORK. USERS CONSENT TO ALLOWING PERSONNEL SELECTED AT THE SOLE DISCRETION OF THE KENDALL COUNTY KCFPD BOARD OF COMMISSIONERS TO ACCESS AND REVIEW MATERIALS USERS CREATE, STORE, SEND, OR RECEIVE ON THE IT RESOURCES OR THROUGH THE INTERNET, E-MAIL OR ANY OTHER COMPUTER NETWORK. USERS UNDERSTAND THAT THE KCFPD MAY USE HUMAN OR AUTOMATED MEANS TO MONITOR USE OF ITS IT RESOURCES.**

## **D. JOURNAL COPY EMAIL ARCHIVE MANAGEMENT, RETENTION AND DISPOSAL**

- 1. Retention and Disposal Requirements:** A duplicate copy of all emails sent and received via the KCFPD's email server will be stored on the journal copy email archive (hereinafter referred to as "archived emails"). All emails that are stored on the journal copy email archive remain the sole property of the KCFPD. The archived emails are convenience copies, which are not subject to the record retention requirements of the Illinois Local Records Act. Archived emails shall be retained in their electronic form in the archived emails for a period of at least seven (7) years from the date any email is sent or received. The seven (7) year retention period requirement set forth in this policy may be modified or waived upon entry of a court order or pursuant to applicable state or federal law. Upon the completion of the required retention period, the Kendall County Technology Services Department, on behalf of the KCFPD, shall permanently delete or purge the archived emails from the journal copy email archive. Because the archived emails are convenience copies, which are not subject to the Illinois Local Records Act, the Illinois Local Records Commission's prior approval for disposal of the archived emails is not necessary.
- 2. Preservation Notice:** The KCFPD acknowledges there may be situations that arise that require the KCFPD, by and through the Kendall County Technology Services Department, to retain certain archived emails beyond the required retention period set forth above (e.g., pending litigation and/or a pending law enforcement investigation). The KCFPD Executive Director will notify the Kendall County Technology Services Department when certain archived emails must be preserved beyond the required seven (7) year retention period. The department manager or Executive Director shall provide such notice in writing to the Kendall County Technology Services Department on a Preservation Notice Form. Upon receipt of the Preservation Notice Form, the Kendall County Technology Services Department shall take all steps reasonably necessary to preserve and retain the applicable archived emails. The Kendall County Technology Services Department shall then preserve and retain the archived emails until the department manager or Executive Director confirms, in writing, that the preservation hold is concluded and the archived emails may be destroyed.

- 3. Access to Archived Emails:** While the archived emails are retained in the journal copy email archive, the Kendall County Technology Services Department may provide access to archived emails only as follows:
- a. Access may be provided to the individual employee who sent or received the archived email, provided the individual has submitted their request in writing to the Technology Services Department.
  - b. Access may be provided to a department manager or Executive Director for archived emails sent or received by KCFPD employees, supervised by the department manager. The department manager requesting access to a subordinate employee's archived emails must make a written request to the Kendall County Technology Services Department by completing the "Technology Services Internal Request for Archived Email" form.
  - c. Access may be provided to the KCFPD Board President or their designee for archived emails sent or received by a KCFPD employee.
  - d. To the extent permitted by law, access may be provided to any third party pursuant to a validly issued subpoena and/or court order.

## **E. ADMINISTRATIVE RESPONSIBILITIES**

The Executive Director and department managers are responsible for compliance by their employees, including, but not limited to the following:

1. Ensuring that all users have access only to data needed to perform their job responsibilities;
2. Ensuring that all users understand their obligation to protect technology resources  
Implementing required security practices;
3. Reporting noncompliance; and
4. Initiating corrective action.

## **F. TECHNOLOGY SERVICES RESPONSIBILITIES**

Computer files may be accessed to verify compliance with KCFPD policies. On suspicion that a security breach has occurred, the findings are to be reported to the Executive Director and the Technology Director to determine if the breach is significant enough to warrant further investigation.

Kendall County's Technology Services staff assists the KCFPD in maintaining the integrity of the information environment. Although Technology Services staff may be

provided, at times, access to a user's computer or private domain to provide support, they must not use that privilege for any other purpose. Any support person who uses his/her privileges for purposes other than support, divulges confidential information gained from such support, or fails to comply with the principles set forth in this security policy should be reported immediately to the Executive Director. Compliance with this policy will be monitored by the Executive Director. Violations will be reported in a discreet and professional manner when it appears the user has intentionally violated this policy or any other related policy. The incidents will be fully documented and investigated.

A back-up of users and shared directories will be performed on a regular basis with all directories located on shared file servers, not individual drives, backed up on an appropriate schedule.

Controls must be in place to confirm that obligations under software license agreements are being met for all software on workstations and network servers.

## **G. USER RESPONSIBILITIES**

All KCFPD employees are responsible for compliance with the following requirements:

1. ***Restricted access to IT resources:*** Access to IT resources must be protected by unique user accounts restricted by password or other controls. Passwords shall be confidential and protected by individual users to prevent unauthorized use and release of information.
2. ***Dissemination of Data:*** Dissemination of confidential data acquired when performing job responsibilities, in any form (printed, electronically, verbal, etc.) is strictly forbidden unless prior written permission has been granted, and such dissemination is not in conflict with any other KCFPD policy.
3. ***Computer Software:*** All software and data files developed on KCFPD and/or County owned or controlled IT resources are for official business. Employees must adhere to all terms and conditions for licensing agreements governing distribution and use of software. Violation of software license agreements and copyright laws may subject the offender to criminal prosecution and civil damages. No software will be run on KCFPD computers or any other IT resource that has not been reviewed and approved by the Technology Services. This review process ensures that the software is compatible (if required) with other existing software and is free from any computer viruses. This includes software available commercially or circulated public domain software.
4. ***Backup Responsibilities:*** Any user who uses systems not on the network or proprietary computer systems is responsible for backing up data and software of those systems. Users who store files on the Local Area Network (LAN) drives are protected due to a nightly LAN backup. If, however, an



employee stores user files on the hard drive (C) or on the desktop, the employee is responsible for the file backup.

5. **Responsible Care:** All users shall maintain a clean work area and guard against potential damage to hardware or destruction of data through spillage, carelessness, etc. All equipment relocation shall be coordinated in advance Technology Services and performed by Technology Services. A user must return any IT resource, which is in his/her possession prior to leaving employment.
6. **Use of the Internet:** The Internet is a tool to be primarily used in helping employees meet the requirements of their job (i.e., those who need information from a reliable Internet source to perform research duties or interface with organizations that use the Internet for conducting business with the KCFPD). Users must refrain from requesting information which is inappropriate in the workplace. Examples of inappropriate use of resources include, but are not limited to, any traffic that violates state and/or federal laws, the distribution of non-business related advertising, and propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry into another network. Technology Services provides level of internet access that is assigned to employees by the KCFPD. Internet use is monitored and reported to supervisors, if requested.
7. **Electronic Mail:** Employees are to use the KCFPD's e-mail system primarily for KCFPD business communications and are responsible to guard against e-mail abuse. Examples of abuse are chain letters, selling or purchasing of personal items.
8. **Accountability:** Anyone observing what appears to be a breach of security where KCFPD information could be compromised, modified, stolen, lost or destroyed must report the incident to the employee's immediate supervisor and the Executive Director.
9. **Computer Hardware:** No hardware will be added to the KCFPD computers or network that has not been reviewed and approved by Technology Services. This review process ensures that the hardware is compatible with existing hardware standards. The purchaser will assume ongoing maintenance and support responsibility for peripheral devices (printers, scanners, phones with email functions, etc.) purchased without prior written approval from Technology Services. The purchaser will also be responsible for purchasing any consumables that this equipment requires.

## Section 9.2

## SECURITY OF PORTABLE DATA STORAGE DEVICES

The KCFPD requires that employees who have been issued laptop or tablet computers, cell phones and other information storage devices (hereinafter collectively referred to as “portable data storage devices”) take certain precautions to prevent theft or data breach. All public records maintained on KCFPD portable storage devices remain the sole property of the KCFPD. All portable data storage devices are to be used primarily for KCFPD business.

With all portable data storage devices such as laptop or tablet computers, cell phones or other information storage devices, the employer requires that:

- a. Strong passwords are used to secure information on the device;
- b. No unauthorized persons are allowed access to the information storage device;
- c. Usernames or passwords are not shared with any person, with the exception of authorized employees;
- d. Only authorized hardware, software or information security programs are installed on the device with authorization and approval from management;
- e. Care is taken to ensure the device is properly locked and secured when it is not in the immediate possession of the employee; and
- f. In the event that a device is lost or stolen, or in the event that information security has been breached, employees are to advise their supervisor immediately.

**USERS DO NOT HAVE AN EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON ANY PORTABLE DATA STORAGE DEVICE. THE PORTABLE DATA STORAGE DEVICE AND ALL OF THE ELECTRONIC DATA CONTAINED THEREIN BELONGS TO THE KCFPD. USERS EXPRESSLY WAIVE ANY RIGHT OF PRIVACY OR EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON THE PORTABLE DATA STORAGE DEVICE. USERS CONSENT TO ALLOWING PERSONNEL SELECTED AT THE SOLE DISCRETION OF THE EXECUTIVE DIRECTOR TO ACCESS AND REVIEW MATERIALS USERS CREATE, STORE, SEND, OR RECEIVE ON THE PORTABLE DATA STORAGE DEVICE. USERS UNDERSTAND THAT THE KCFPD MAY USE HUMAN OR AUTOMATED MEANS TO MONITOR USE OF ITS PORTABLE DATA STORAGE DEVICES.**

### **Section 9.3            SOCIAL MEDIA POLICY AND GUIDELINES**

This is the official policy for social media use at the KCFPD and provides guidance for employees on their professional and personal use of social media. All employees are

responsible for knowing and understanding the policy.

#### **A. PROFESSIONAL USE OF SOCIAL MEDIA**

From time to time, the KCFPD may utilize various social media platforms (e.g., Facebook). Before engaging in any social media platform as a representative of the KCFPD, you must be authorized to post/comment as a representative of the KCFPD on the KCFPD's social media platforms by the Executive Director. You may not post/comment on any KCFPD social media platform as a representative of the KCFPD unless you have been authorized in writing to do so by the Executive Director.

Once authorized to comment, you must:

- Disclose you are an employee of the KCFPD by using the District's page identities.
- Disclose and comment only on non-confidential information. If you have a question as to whether something is confidential, do not disclose or comment on it without discussing the matter with the Executive Director.
- Ensure that all content published is accurate and not misleading and complies with all of the KCFPD's policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to the KCFPD's reputation or bring it into disrepute.

#### **B. PERSONAL USE OF SOCIAL MEDIA**

The KCFPD recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities. However, you should recognize the potential for damage caused (either directly or indirectly) to the KCFPD in certain circumstances via your personal use of social media when you can be identified as an employee of the KCFPD. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized. You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your immediate supervisor, and/or the Executive Director on how to comply with this policy. The Executive Director and KCFPD Board of Commissioners reserves the right to read what you write or say publicly and make a determination if it meets this policy.

Represent yourself accurately. Unless the Executive Director has designated in writing that you are to speak officially for the KCFPD, you should not state that you write or speak on behalf of the KCFPD or that your viewpoints are the same as the KCFPD's viewpoints,

and you should make this clear to those reading or listening to your points of view. Also, do not disclose private or confidential information about the KCFPD's operations, employees, or about citizens that you obtained through your employment with the KCFPD.

Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of the KCFPD's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.

If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and the public.

Employees who access social media during work hours or on KCFPD owned equipment for personal or professional reasons should still comply with the KCFPD's computer usage policy. There is no right to privacy on KCFPD owned equipment.

The KCFPD may discipline employees for making a comment or posting any material that might otherwise cause damage to the KCFPD's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, the Kendall County KCFPD Board of Commissioners may discipline the employee in situations where the interests of the KCFPD in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. The KCFPD has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or state Constitution. The KCFPD has and always will comply with federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

#### **Section 9.4            RECORD RETENTION POLICY**

The Illinois Local Records Act (50 ILCS 205/1 *et seq.*) establishes requirements for the retention and disposal of public records. Therefore, the purpose of this policy is twofold: (1) to establish a records retention policy to control the retention and disposal of public records in accordance with the Illinois Local Records Act; and (2) to set forth guidelines

for retaining public records that may be disposed of but, in the best interests of the KCFPD, should be retained longer due to special circumstances.

## **A. WHAT IS A PUBLIC RECORD?**

The Illinois Local Records Act defines a public record as:

any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.

50 ILCS 205/3. Pursuant to the Local Records Act, the following are not public records: library or museum materials made or acquired and preserved only for convenience of reference; and stocks of publications and of processed documents. *Id.* Whether an electronic record (e.g., an email message or voicemail message) is a public record depends upon the content of the electronic record.

Even if the public record contains confidential information and/or is otherwise exempt from production under the Illinois Freedom of Information Act ("FOIA"), the public record shall still be retained for purposes of the Local Records Act and this policy.

## **B. RETENTION OF PUBLIC RECORDS**

All public records must be retained by the KCFPD pending an audit and retention schedule approved by the Illinois Local Records Commission. All non-covered records (i.e., records that are not public records as defined by the Local Records Act) may be deleted as soon as they have fulfilled their purpose, except as described below.

## **C. SPECIAL CONSIDERATIONS FOR THE RETENTION OF PUBLIC AND NON-PUBLIC RECORDS**

Before disposing of any public records and/or non-covered records, employees should confirm that none of the following special circumstances exist such that continued retention of the record is necessary (even if the minimum retention period has expired for the public record):

### **1. Litigation Hold**

If an employee of the KCFPD receives notice of actual litigation or an imminent and probable likelihood of litigation involving the KCFPD, the employee shall immediately notify (in writing, if possible) the employee's immediate supervisor and the Executive Director. Once the KCFPD receives notice of actual litigation or an imminent and probable likelihood of litigation, the KCFPD shall take all reasonable steps necessary to preserve relevant records relating to the subject matter of the actual and/or probable litigation.

## **2. The Records Retain Value Beyond the Retention Period**

If a record retains administrative, fiscal, legal/evidentiary, and/or historical value, the record should be retained until such value no longer exists. For example, if a record is necessary to comply with local, state and/or federal audit requirements, the record should be retained until all audit requirements have been met, even if the record retention period has expired for the record or if the record is not a public record required to be retained pursuant to the Local Records Act.

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF  
THE KENDALL COUNTY FOREST PRESERVE DISTRICT  
EMPLOYEE HANDBOOK (effective November \_\_, 2021)**

I have read, reviewed, and understand the regulations and policies stated in the Kendall County Forest Preserve District Employee Handbook (effective November \_\_, 2021). I will comply with the policies contained in this Employee Handbook.

**By signing my name below, I hereby affirm my understanding that neither this Employee Handbook nor any of the individual policies contained in it is a contract for employment and that I am an at-will employee, which means that my employment may be terminated at any time without cause or notice by either the Kendall County KCFPD Board of Commissioners or me.**

Printed Name: \_\_\_\_\_

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

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

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF POLICY AGAINST UNLAWFUL DISCRIMINATION, UNLAWFUL HARASSMENT AND SEXUAL MISCONDUCT**

I have read and I understand the Policy against Unlawful Discrimination, Unlawful Harassment and Sexual Misconduct. I understand that if I ever have any questions or concerns I can speak to my supervisor or the Executive Director. I have signed and dated this acknowledgment to confirm my receipt and understanding of the policy.

**Please respond to the following questions, circle appropriate answer and initial:**

*Have you read, and do you understand this policy?*    Yes    No    Initials: \_\_\_\_\_

*Do you have any questions about this policy?*    Yes    No    Initials: \_\_\_\_\_

*Do you know how to file a complaint should you ever have a problem with unlawful discrimination, unlawful harassment, or sexual misconduct or if you see inappropriate behaviors at work?*

Yes    No    Initials: \_\_\_\_\_

*Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are inconsistent with this policy?*

Yes    No    Initials: \_\_\_\_\_

*If you answered yes to this question, please explain:* \_\_\_\_\_

*(Please attach additional sheets if necessary.)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

*I certify that the above person has received the Policy against Unlawful Discrimination, Unlawful Harassment and Sexual Misconduct and that I have reviewed this checklist with him/her.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



**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.

**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 2 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: \_\_\_\_\_

**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:  
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.



**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 2 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: \_\_\_\_\_

**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:**

**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.

**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 2 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: \_\_\_\_\_

**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:**

**Shelters:**

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, 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 2 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: \_\_\_\_\_

**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:**

**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 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 2 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: \_\_\_\_\_

To: Kendall County Forest Preserve District Operations Committee  
From: David Guritz, Director  
RE: General Use Ordinance – Discussion of Changes in Federal Law Concerning Drone Usage  
Date: January 5, 2022

Per ASA Johnson

When amending the General Use Ordinance to address drones, the District cannot regulate the operation of drones –that must be done by the State of Illinois and the FAA. The District can only regulate how their property is used to preserve natural resources (e.g., locations, time of use, license requirements, etc.). The state law tasked IDOT with regulating drones in the State of Illinois, but IDOT really hasn't done much in this respect. So, at this time, the operation of drones is regulated by FAA rules and regulations. The FAA has developed regulations for commercial drone operators and guidelines for hobbyists. (FAA regulations will likely trump any conflicting state regulations, in the future.) If you would like to learn more about drone operators and rules and regulations, visit this website: <https://knowbeforeyoufly.org/home>. It gives you links to everything you want or need to know about drones and FAA rules. It was very helpful for me when trying to learn more about the different types of drones and drone laws. Hopefully, it is useful for you, too. For the most part, most counties include a provision in their General Use Ordinances that state the operator must comply with all FAA rules and regulations and all other applicable state and federal laws and regulations. I would suggest the District include similar language in their General Use Ordinance just to ensure the drone operators are complying with all applicable state and federal rules about drone use.

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**Resolution 18-09-002**

AMENDING ORDINANCE #02-01  
**GENERAL USE REGULATION ORDINANCE**  
**Kendall County Forest Preserve District**

**Section III – Engine-Powered or Radio Controlled Models or Toys:**

No person shall upon or in connection with any Property of the District:

Start, fly or use any fuel powered, air-propulsioned or electric powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled toy or model, except in those Areas or Waters designated by the Board for such use and then only in accordance with District rules, regulations and restrictions promulgated and Posted, as well as all applicable rules and regulations administered by any federal, state or local agency responsible for controlling such use.

## PROPOSED REVISION

### Resolution 22-XX-001

AMENDING ORDINANCE #02-01

### GENERAL USE REGULATION ORDINANCE

Kendall County Forest Preserve District

#### Section III – Engine-Powered or Radio Controlled Models or Toys:

No person shall upon or in connection with any Property of the District:

Start, fly or use any fuel powered, air-propulsioned or electric powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled toy or model, or drone (*subject to FAA Part 101 unless the District has designated such areas for such activities or issued a permit for such activities. The Executive Director may grant, upon due application no less than 30 days in advance, a permit for use of like toys or models or drones subject to FAA Part 101 for special events, instruction classes or other functions on a case by case basis*), except in those Areas or Waters designated by the Board for such use and then only in accordance with District rules, regulations and restrictions promulgated and Posted, as well as all applicable rules and regulations administered by any federal, state or local agency responsible for controlling such use.

*No person shall operate, launch, take off, land, cause to launch, take off or land, or authorize the operation, take off, launching or landing of any Drones subject to FAA Part 107 of any kind from or on District Property without a permit, nor any Drones subject to FAA Part 101 except in designated areas or pursuant to a permit, and in no case:*

- (1) in violation of the Federal Aviation Administration rules, regulations and safety guidelines governing such flight;*
- (2) over or within fifty (50) horizontal feet of the property line of the following facilities: playground, tennis court, aquatic facility, golf course or skate park;*
- (3) directly over any person, group of people or occupied space;*
- (4) for the purpose of conducting surveillance (which is defined as the gathering of images, sounds, data or other information in a manner that intrudes upon the solitude, privacy or seclusion of a person or his/her private affairs or concerns), unless expressly permitted by law;*
- (5) that is equipped with a firearm or other Weapon or with the intent to use the Drone or anything attached to the Drone to cause harm to persons or property;*
- (6) whenever weather conditions would impair the operator's ability to do so safely; or*
- (7) in a reckless or careless manner.*

**NAPERVILLE PARK DISTRICT**

**ORDINANCE NO. 641**

**CHAPTER II - SPECIFIC RESTRICTIONS ON CONDUCT AND BEHAVIOR**

**Section 2.01. Aviation/Drones. (25/50)**

(a) No Person shall fly, cause to be flown or permit or authorize the flying of Aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any Person on District Property.

(b) No Person shall parachute or make an ascent or descent in an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise ascend/descend from an Aircraft into or onto District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance, except when necessitated by unavoidable emergency.

(c) No Person shall, upon or in connection with any property of the District: start, fly or use any fuel-powered, battery-powered or electric-powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled or powered toy or model or drone subject to FAA Part 101 unless the Park District has designated such areas for such activities or issued a permit for such activities. The Director may grant, upon due application no less than 30 days in advance, a permit for use of like toys or models or drones subject to FAA Part 101 for special events, instruction classes or other functions on a case by case basis.

(d) No person shall operate, launch, take off, land, cause to launch, take off or land, or authorize the operation, take off, launching or landing of any Drones subject to FAA Part 107 of any kind from or on Park District Property without a permit, nor any Drones subject to FAA Part 101 except in designated areas or pursuant to a permit, and in no case:

(1) in violation of the Federal Aviation Administration rules, regulations and safety guidelines governing such flight;

(2) over or within fifty (50) horizontal feet of the property line of the following facilities: playground, tennis court, aquatic facility, golf course or skate park;

(3) directly over any person, group of people or occupied space;

(4) for the purpose of conducting surveillance (which is defined as the gathering of images, sounds, data or other information in a manner that intrudes upon the solitude, privacy or seclusion of a person or his/her private affairs or concerns), unless expressly permitted by law;

(5) that is equipped with a firearm or other Weapon or with the intent to use the Drone or anything attached to the Drone to cause harm to persons or property;

(6) whenever weather conditions would impair the operator's ability to do so safely; or

(7) in a reckless or careless manner.

**GENERAL USE REGULATION  
ORDINANCE NO. 124  
OF THE FOREST PRESERVE DISTRICT OF WILL COUNTY, ILLINOIS**

**SECTION 9: AVIATION.** Unless otherwise authorized by a PERMIT or by the written permission of the EXECUTIVE DIRECTOR, no PERSON shall:

- a. Make any ascent, descent, or landing in any balloon, aircraft, airplane, glider, hang glider, or other aviation device except in the case of an emergency.
- b. Operate or fly any unmanned aircraft or drone on or above DISTRICT PROPERTY.

**Ordinance No. FP-O-09-95-213**

**General Use Regulation Ordinance of the Forest Preserve District of Kane County  
Kane County, Illinois**

*Section 3 – Engine-Powered Models or Toys*

No person shall, upon or in connection with any property of the District, engage in the following activities:

Start, fly or use any fuel-powered engine or jet-type or electric-powered model aircraft, aerial

drone, boat, land vehicle (including a “ride on” or “ride in” vehicle used by non-disabled person) rocket or similarly powered toy or model, except at those areas or waters designated

by the President or designee for such use, and then only in accordance with the rules, regulations and restrictions promulgated and posted, or as excepted by F.A.A. regulations.

**20-076**

**GENERAL USE REGULATION ORDINANCE  
FOREST PRESERVE DISTRICT OF DUPAGE COUNTY**

**Section 3--Engine-Powered or Radio Controlled Models or Toys.**

No person shall upon or in connection with any property of the District:

Start, fly or use any fuel-powered, air-propulsioned or electric-powered model or toy or any radio controlled model car, aircraft, drone, boat or rocket or any like controlled or powered toy or model, except at those areas or waters designated by the Executive Director and with a properly obtained permit. Where allowed, any radio controlled device shall be used in accordance with District rules, regulations, and restrictions duly set forth as part of such permit or as posted, as well as all applicable laws, rules, and regulations of the State of Illinois and the United States.

To: Kendall County Forest Preserve District Operations Committee  
From: David Guritz, Director  
RE: General Use Ordinance – Discussion of Changes in Federal Law Concerning Drone Usage  
Date: January 5, 2022

Per ASA Johnson

When amending the General Use Ordinance to address drones, the District cannot regulate the operation of drones –that must be done by the State of Illinois and the FAA. The District can only regulate how their property is used to preserve natural resources (e.g., locations, time of use, license requirements, etc.). The state law tasked IDOT with regulating drones in the State of Illinois, but IDOT really hasn't done much in this respect. So, at this time, the operation of drones is regulated by FAA rules and regulations. The FAA has developed regulations for commercial drone operators and guidelines for hobbyists. (FAA regulations will likely trump any conflicting state regulations, in the future.) If you would like to learn more about drone operators and rules and regulations, visit this website: <https://knowbeforeyoufly.org/home>. It gives you links to everything you want or need to know about drones and FAA rules. It was very helpful for me when trying to learn more about the different types of drones and drone laws. Hopefully, it is useful for you, too. For the most part, most counties include a provision in their General Use Ordinances that state the operator must comply with all FAA rules and regulations and all other applicable state and federal laws and regulations. I would suggest the District include similar language in their General Use Ordinance just to ensure the drone operators are complying with all applicable state and federal rules about drone use.

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**Resolution 18-09-002**  
**AMENDING ORDINANCE #02-01**  
**GENERAL USE REGULATION ORDINANCE**  
**Kendall County Forest Preserve District**

**Section III – Engine-Powered or Radio Controlled Models or Toys:**

No person shall upon or in connection with any Property of the District:

Start, fly or use any fuel powered, air-propulsioned or electric powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled toy or model, except in those Areas or Waters designated by the Board for such use and then only in accordance with District rules, regulations and restrictions promulgated and Posted, as well as all applicable rules and regulations administered by any federal, state or local agency responsible for controlling such use.



## **PROPOSED REVISION**

### **Resolution 22-XX-001**

**AMENDING ORDINANCE #02-01**

### **GENERAL USE REGULATION ORDINANCE**

### **Kendall County Forest Preserve District**

#### **Section III – Engine-Powered or Radio Controlled Models or Toys:**

No person shall upon or in connection with any Property of the District:

Start, fly or use any fuel powered, air-propulsioned or electric powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled toy or model, or drone (*subject to FAA Part 101 unless the District has designated such areas for such activities or issued a permit for such activities. The Executive Director may grant, upon due application no less than 30 days in advance, a permit for use of like toys or models or drones subject to FAA Part 101 for special events, instruction classes or other functions on a case by case basis*), except in those Areas or Waters designated by the Board for such use and then only in accordance with District rules, regulations and restrictions promulgated and Posted, as well as all applicable rules and regulations administered by any federal, state or local agency responsible for controlling such use.

*No person shall operate, launch, take off, land, cause to launch, take off or land, or authorize the operation, take off, launching or landing of any Drones subject to FAA Part 107 of any kind from or on District Property without a permit, nor any Drones subject to FAA Part 101 except in designated areas or pursuant to a permit, and in no case:*

*(1) in violation of the Federal Aviation Administration rules, regulations and safety guidelines governing such flight;*

*(2) over or within fifty (50) horizontal feet of the property line of the following facilities: playground, tennis court, aquatic facility, golf course or skate park;*

*(3) directly over any person, group of people or occupied space;*

*(4) for the purpose of conducting surveillance (which is defined as the gathering of images, sounds, data or other information in a manner that intrudes upon the solitude, privacy or seclusion of a person or his/her private affairs or concerns), unless expressly permitted by law;*

*(5) that is equipped with a firearm or other Weapon or with the intent to use the Drone or anything attached to the Drone to cause harm to persons or property;*

*(6) whenever weather conditions would impair the operator's ability to do so safely; or*

*(7) in a reckless or careless manner.*

**NAPERVILLE PARK DISTRICT**

**ORDINANCE NO. 641**

**CHAPTER II - SPECIFIC RESTRICTIONS ON CONDUCT AND BEHAVIOR**

**Section 2.01. Aviation/Drones. (25/50)**

(a) No Person shall fly, cause to be flown or permit or authorize the flying of Aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any Person on District Property.

(b) No Person shall parachute or make an ascent or descent in an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise ascend/descend from an Aircraft into or onto District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance, except when necessitated by unavoidable emergency.

(c) No Person shall, upon or in connection with any property of the District: start, fly or use any fuel-powered, battery-powered or electric-powered model or toy or any radio controlled model car, aircraft, boat or rocket or any like controlled or powered toy or model or drone subject to FAA Part 101 unless the Park District has designated such areas for such activities or issued a permit for such activities. The Director may grant, upon due application no less than 30 days in advance, a permit for use of like toys or models or drones subject to FAA Part 101 for special events, instruction classes or other functions on a case by case basis.

(d) No person shall operate, launch, take off, land, cause to launch, take off or land, or authorize the operation, take off, launching or landing of any Drones subject to FAA Part 107 of any kind from or on Park District Property without a permit, nor any Drones subject to FAA Part 101 except in designated areas or pursuant to a permit, and in no case:

(1) in violation of the Federal Aviation Administration rules, regulations and safety guidelines governing such flight;

(2) over or within fifty (50) horizontal feet of the property line of the following facilities: playground, tennis court, aquatic facility, golf course or skate park;

(3) directly over any person, group of people or occupied space;

(4) for the purpose of conducting surveillance (which is defined as the gathering of images, sounds, data or other information in a manner that intrudes upon the solitude, privacy or seclusion of a person or his/her private affairs or concerns), unless expressly permitted by law;

(5) that is equipped with a firearm or other Weapon or with the intent to use the Drone or anything attached to the Drone to cause harm to persons or property;

(6) whenever weather conditions would impair the operator's ability to do so safely; or

(7) in a reckless or careless manner.

**GENERAL USE REGULATION  
ORDINANCE NO. 124  
OF THE FOREST PRESERVE DISTRICT OF WILL COUNTY, ILLINOIS**

**SECTION 9: AVIATION.** Unless otherwise authorized by a PERMIT or by the written permission of the EXECUTIVE DIRECTOR, no PERSON shall:

- a. Make any ascent, descent, or landing in any balloon, aircraft, airplane, glider, hang glider, or other aviation device except in the case of an emergency.
- b. Operate or fly any unmanned aircraft or drone on or above DISTRICT PROPERTY.

**Ordinance No. FP-O-09-95-213**

**General Use Regulation Ordinance of the Forest Preserve District of Kane County Kane County, Illinois**

*Section 3 – Engine-Powered Models or Toys*

No person shall, upon or in connection with any property of the District, engage in the following activities:

Start, fly or use any fuel-powered engine or jet-type or electric-powered model aircraft, aerial

drone, boat, land vehicle (including a “ride on” or “ride in” vehicle used by non-disabled person) rocket or similarly powered toy or model, except at those areas or waters designated

by the President or designee for such use, and then only in accordance with the rules, regulations and restrictions promulgated and posted, or as excepted by F.A.A. regulations.

**20-076**

**GENERAL USE REGULATION ORDINANCE  
FOREST PRESERVE DISTRICT OF DUPAGE COUNTY**

**Section 3--Engine-Powered or Radio Controlled Models or Toys.**

No person shall upon or in connection with any property of the District:

Start, fly or use any fuel-powered, air-propulsioned or electric-powered model or toy or any radio controlled model car, aircraft, drone, boat or rocket or any like controlled or powered toy or model, except at those areas or waters designated by the Executive Director and with a properly obtained permit. Where allowed, any radio controlled device shall be used in accordance with District rules, regulations, and restrictions duly set forth as part of such permit or as posted, as well as all applicable laws, rules, and regulations of the State of Illinois and the United States.

# Lisle Park District DRONE POLICY



## Definitions and Policy Regulating the Use of Aircraft/Drones on or over District Property

"Aircraft" means any equipment or device that is used or intended to be used for human flight or is capable of flight, including but not limited to powerless flight.

"Drones" means any unmanned aircraft system that is capable of sustained flight or suspension in the atmosphere including unmanned aircraft commonly referred to as model airplanes, small unmanned aircraft or aerial systems, aerial hover craft, and any other remotely piloted or unmanned aircraft of any kind.

## Additional Resources

### Forest Preserve of DuPage County Drone Use

[www.dupageforest.org/drone\\_use/](http://www.dupageforest.org/drone_use/)

### Federal Aviation Administration Unmanned Aircraft System (Drone)

[www.faa.gov/uas/](http://www.faa.gov/uas/)



**PARK DISTRICT**

1925 Ohio Street, Lisle  
630-964-3410

## Lisle Park District Ordinance 13-02 (Conduct Ordinance), Section 2.01

### AIRCRAFT/DRONES

(a) No Person shall operate or fly, cause to be operated or flown, or permit or authorize the operation or flying of Aircraft over District Property except in strict accordance with applicable laws governing such flight, including rules promulgated by the Federal Aviation Administration.

(b) No Person shall operate, launch, take off, land, cause to launch, take off or land, or authorize the operation, take off, launching or landing of any Aircraft of any kind from or on District Property, except when necessitated by unavoidable emergency.

(c) No Person shall parachute or otherwise descend from an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise descend from an Aircraft into or onto District Property except when necessitated by unavoidable emergency.

(d) No person shall operate, launch, take off, land, cause to launch, take off or land, or authorize the operation, take off, launching or landing of any Drones of any kind from or on District Property:

1. In violation of the Federal Aviation Administration rules, regulations, and safety guidelines governing such flight\*;
2. Within fifty (50) horizontal feet of any property line, person, building, playground, tennis court, basketball court, parking lot, aquatic park, golf course, or skate park;
3. Directly over any person, group of people, or occupied space;
4. For the purpose of conducting surveillance (which is defined as the gathering of images, sounds, data, or other information in a manner that intrudes upon the solitude, privacy, or seclusion of a person or his/her private affairs or concerns), unless expressly permitted by law;
5. That is equipped with a firearm or other Weapon or with the intent to use the Drone or anything attached to the Drone to cause harm to persons or property;
6. Whenever weather conditions would impair the operator's ability to do so safely; or
7. In a reckless or careless manner.

**\*The Federal Aviation Administration (FAA) rules, regulations, and safety guidelines for operating drones include but are not limited to:**

### BEFORE YOU FLY YOU MUST:

- Register your UAS (drone) if it weighs more than 0.55 pounds
- Label your UAS (drone) with your registration number
- Read and understand all safety guidelines

### YOU MUST BE:

- 13 years of age or older (if the owner is less than 13 years of age, a person 13 years of age or older must register the small unmanned aircraft)
- A U.S. citizen or legal permanent resident

### FAA SAFETY GUIDELINES:

- Fly at or below 400 feet
- Keep your UAS (drone) within sight
- Never fly near other aircraft, especially near airports
- Never fly over groups of people
- Never fly over stadiums or sports events
- Never fly near emergency response efforts such as fires
- Never fly under the influence
- Be aware of airspace requirements
- Use is prohibited within 5 miles of airports without prior notification to airport and air traffic control
- Operators must ALWAYS yield right of way to manned aircraft
- Operator must follow community – based safety guidelines

*A complete listing of FAA rules and regulations can be found on their website [www.faa.gov/uas/](http://www.faa.gov/uas/)*

The Lisle Park District's endorsement of drone use is purely recreational. Competitive and/or high-speed maneuvering and stunt flying is better suited for more expansive and remote spaces than the Lisle Park District can provide, and therefore is prohibited. The Forest Preserve of DuPage County provides a few locations where this sort of activity may be permitted.

Download our Conduct Ordinance booklet online at [LisleParkDistrict.org/dronepolicy](http://LisleParkDistrict.org/dronepolicy)

AN ACT concerning transportation.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

Section 5. The Illinois Aeronautics Act is amended by adding Section 42.1 as follows:

(620 ILCS 5/42.1 new)

Sec. 42.1. Regulation of unmanned aircraft systems.

(a) As used in this Section:

"Unmanned aircraft" means a device used or intended to be used for flight in the air that is operated without the possibility of direct human intervention within or on the device.

"Unmanned aircraft system" means an unmanned aircraft and its associated elements, including communication links and the components that control the unmanned aircraft, that are required for the safe and efficient operation of the unmanned aircraft in the national airspace system.

(b) To the extent that State-level oversight does not conflict with federal laws, rules, or regulations, the regulation of an unmanned aircraft system is an exclusive power and function of the State. No unit of local government, including home rule unit, may enact an ordinance or resolution to regulate unmanned aircraft systems. This Section is a denial

Average Grain Price Calculations are Based on the Closing Price on the Chicago Board of Trade futures market on the first trading day of each month from January through October. Basis is fixed at \$0.30 for corn and \$0.40 for soybeans.

**CBOT - 2021 Figures**

Closing Month	Corn (CZ1)	Beans (SX21)	Close Date
Jan	\$4,345.0	\$11,207.5	1/4/2021
Feb	\$4,477.5	\$11,540.0	2/1/2021
Mar	\$4,687.5	\$12,192.5	3/1/2021
Apr	\$4,845.0	\$12,637.5	4/1/2021
May	\$5,630.0	\$13,447.5	5/1/2021
June	\$5,770.0	\$13,970.0	6/1/2021
July	\$5,890.0	\$13,955.0	7/1/2021
Aug	\$5,592.5	\$13,535.0	8/2/2021
Sept	\$5,277.5	\$12,777.5	9/1/2021
Oct	\$5,277.5	\$12,777.5	10/1/2021
Avg. Gr. Price	\$0.300	\$12.8040	
AGP-Basis	\$4.87	\$12.40	

Source

<https://chsealium.com/>

Millbrook South	\$25,494.70
Millbrook North	\$31,462.00
Millington	\$22,933.80
<b>2021 Base Rent Payment Total:</b>	<b>\$79,890.50</b>

**Yield Calculation Formula**  $((Average\ Grain\ Price - Basis) \times (Bushel\ Yield) + (Crop\ Insurance)) \times 33.33\% - Base\ Rent\ Payments$

Millbrook South	118.58-acres @ \$215 per acre	Average Price - Basis	\$4.869	Bushel Yield	23,344.00	Crop Insurance	2021 Base Rent Payment	\$25,494.70	Amount Owed to KCFPD	\$12,392.61
Calculation for Corn										
Calculation for Soybeans		Average Price - Basis	\$12.404	Bushel Yield		Crop Insurance	Base Rent Payments		Amount Owed to KCFPD	\$0.00

**Yield Calculation Formula**  $((Average\ Grain\ Price - Basis) \times (Bushel\ Yield) + (Crop\ Insurance)) \times 33.33\% - Base\ Rent\ Payments$

Millbrook North	157.31-acres @ \$200 per acre	Average Price - Basis	\$4.869	Bushel Yield	2021 Base Rent Payment	Amount Owed to KCFPD	\$0.00			
Calculation for Corn										
Calculation for Soybeans		Average Price - Basis	\$12.404	Bushel Yield	9132	Crop Insurance	Base Rent Payments	\$31,462.00	Amount Owed to KCFPD	\$6,295.78

**Yield Calculation Formula**  $((Average\ Grain\ Price - Basis) \times (Bushel\ Yield) + (Crop\ Insurance)) \times 33.33\% - Base\ Rent\ Payments$

Millington	127.41-acres @ \$180 per acre	Average Price - Basis	\$4.869	Bushel Yield	25,364.00	Crop Insurance	2021 Base Rent Payment	\$22,933.80	Amount Owed to KCFPD	\$18,231.97
Calculation for Corn										
Calculation for Soybeans		Average Price - Basis	\$12.404	Bushel Yield		Crop Insurance	Base Rent Payments		Amount Owed to KCFPD	\$0.00

2020 Yield Payment Total	\$36,920.36
Grain Dryer Rent for 24,000 Bu	\$240.00
<b>Total Calculated Yield Payment</b>	<b>\$37,160.36</b>

Average Grain Price Calculations are Based on the Closing Price on the Chicago Board of Trade futures market on the first trading day of each month from January through October. Basis is fixed at \$0.30 for corn and \$0.40 for soybeans.


Source  
<http://chselburn.com/>

CBOT - 2021 Figures

Closing Month	Corn (CZ21)	Beans (SX21)	Close Date
Jan	\$4.3450	\$11.2075	1/4/21
Feb	\$4.4775	\$11.5400	2/1/21
Mar	\$4.6875	\$12.1925	3/1/21
Apr	\$4.8450	\$12.6375	4/1/21
May	\$5.6300	\$13.4475	5/3/21
June	\$5.7700	\$13.9700	6/1/21
July	\$5.8900	\$13.9550	7/1/21
Aug	\$5.5925	\$13.5350	8/2/21
Sept	\$5.2275	\$12.7775	9/1/21
Oct	\$5.2275	\$12.7775	10/1/21
Avg. Gr. Price	\$5.1692	\$12.8040	
Basis	\$0.300	\$0.400	
AGP-Basis	\$4.87	\$12.40	

Millbrook South	\$25,494.70
Millbrook North	\$31,462.00
Millington	\$22,933.80
<b>2021 Base Rent Payment Total:</b>	<b>\$79,890.50</b>

**Yield Calculation Formula** ((Average Grain Price - Basis) X (Bushel Yield) + (Crop Insurance)) X 33.33% - Base Rent Payments

<b>Millbrook South</b>	118.58-acres @ \$215 per acre				Amount Owed = \$0.00 if Final Figure is a Negative Number
	Average Price - Basis	Bushel Yield	Crop Insurance	2021 Base Rent Payment	Amount Owed to KCFPD
Calculation for Corn	\$4.869	23,399			12,392.61 <del>\$0.00</del>
	Average Price - Basis	Bushel Yield	Crop Insurance	Base Rent Payments	Amount Owed to KCFPD
Calculation for Soybeans	\$12.404			\$25,494.70	-\$25,494.70

**Yield Calculation Formula** ((Average Grain Price - Basis) X (Bushel Yield) + (Crop Insurance)) X 33.33% - Base Rent Payments

<b>Millbrook North</b>	157.31-acres @ \$200 per acre				Amount Owed = \$0.00 if Final Figure is a Negative Number
	Average Price - Basis	Bushel Yield	Crop Insurance	2021 Base Rent Payment	Amount Owed to KCFPD
Calculation for Corn	\$4.869			\$31,462.00	-\$31,462.00
	Average Price - Basis	Bushel Yield	Crop Insurance	Base Rent Payments	Amount Owed to KCFPD
Calculation for Soybeans	\$12.404	9132			6,295.78 <del>\$0.00</del>

**Yield Calculation Formula** ((Average Grain Price - Basis) X (Bushel Yield) + (Crop Insurance)) X 33.33% - Base Rent Payments

<b>Millington</b>	127.41-acres @ \$180 per acre				Amount Owed = \$0.00 if Final Figure is a Negative Number
	Average Price - Basis	Bushel Yield	Crop Insurance	2021 Base Rent Payment	Amount Owed to KCFPD
Calculation for Corn	\$4.869	25364			18,231.97 <del>\$0.00</del>
	Average Price - Basis	Bushel Yield	Crop Insurance	Base Rent Payments	Amount Owed to KCFPD
Calculation for Soybeans	\$12.404			\$22,933.80	-\$22,933.80

2020 Yield Payment Total	-\$79,890.50
Grain Dryer Rent for 2020	\$42.00
<b>Total Calculated Yield Payment</b>	<b>-\$79,890.50</b>

Total owed - \$37,160.36

## Millbrook South

### Corn

23,344bu. Total X\$4.869=\$113,661.94

One third share = \$37,887.31

Minus base rent. -\$25,494.70

Rent remainder due. +\$12,392.61

Millbrook South yield per acre-197 bpa. Total rent per acre-\$319.50/  
ac.

## Millbrook North

### Soybeans

9,132bu.. Total X\$12.404=\$113,273.33

One third share. =\$37,757.78

Minus base rent. -\$31,462.00

Rent remainder due. +\$6,295.78

Millbrook North yield per acre-58 bpa. Total rent per acre- \$240.02/  
ac.

## Millington Crimmons Rd.

### Corn

25,364 bu. Total X\$4.869 =\$123,497.32

One third share. =\$41,165.77

Minus base rent. -\$22,933.80

Rent remainder due. +\$18,231.97



Millington Crimmons Rd. Yield per acre-199bpa. Total rent per acre-  
\$323.09/ac.

Millbrook South	-\$12,392.61
Millbrook North	-\$6,295.78
Millington.	-\$18,231.97
Total rent.	+\$36,920.36
Bin rental.	+. \$240.00
Total owed.	+\$37,160.36

To: Kendall County Forest Preserve District Operations Committee  
From: Antoinette White, Grounds and Natural Resources Division Supervisor  
RE: December Grounds Maintenance and Natural Resources Report  
Date: January 5, 2022

The Grounds Maintenance staff at Hoover and Harris have been continuing upkeep of grounds, buildings, and equipment. There has been additional time spent to prepare equipment for the winter and snow, as well as time spent on snow removal. Staff has also done tree removal and firewood preparations. Harris staff has spent and will continue to spend time to reduce the scope of work for the Pickerill-Pigott project by clearing trees and demolishing the kitchen island. There has been contracted clearing with Pizzo and Associates at Lyon Forest Preserve for the Landscape Scale Restoration Grant.

The District's CWD Monitoring Bow Hunt program has continued to see harvest this past month. Total antlerless is at 20, and total buck harvest is at 18.

The Harris Grounds Maintenance team has completed substantial clearing of invasive species at Shuh-Shuh-Gah Canoe Launch this past month. Below are before and after pictures of the clearing.



