

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

**WEDNESDAY, SEPTEMBER 6, 2023  
6:00 P.M.**

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

- I. Call to Order
- II. Roll Call: Dan Koukol, Chairman; Ruben Rodriguez, Vice-Chair; Zach Bachmann; Elizabeth Flowers, and Scott Gengler
- III. Approval of Agenda
- IV. Public Comments
- V. Review of Financial Statements and Cost Center Reports through August 31, 2023
- VI. Approval of Special Use Permits
  - A. Kendall County Judiciary – Drug Court Graduation – Use of Meadowhawk Lodge Including Waiving License Fees and Charges – November 17, 2023
  - B. Kendall County Horse Show Association – Harris Forest Preserve – Designated Trails – October 1, 2023
  - C. Kendall County Special Olympics – Harris Forest Preserve – Shelter 7 – 50% Discounted use on Saturdays beginning October 7, 2023 through February 3, 2024
- VII. Fees and Charges
  - A. Licensed Use of Shelters 1 and 4 at Harris Forest Preserve – Proposed Pricing and License Structure
  - B. Proposed Changes to the Fees and Charges for Licensed Use of Meadowhawk Lodge and Pickerill Estate House
  - C. Proposed Changes to the Facility License Rescheduling Policy
- VIII. Grounds and Natural Resources Reports
  - A. 2023 CWD Bow Hunt Program Updates
  - B. Staffing Updates
- IX. Environmental Education Reports
  - A. Program Enrollment Updates
- X. Other Items of Business
  - A. FY24 Preliminary Budget Updates
  - B. RecPro Reservation and Registration System Changes
- XI. Chairman’s 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

FOR 2023 09

ACCOUNTS FOR: 1900 Forest Preserve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>190011 Forest Preserve</b>							
190011 41010 Current Property Tax	-710,448	-710,448	-430,026.05	-44,031.99	.00	-280,421.95	60.5%*
190011 41350 Interest Income	-533	-533	-5,155.03	-763.28	.00	4,622.03	967.2%
190011 42260 Revenue	-11,543	-11,543	-40.00	.00	.00	-11,503.00	3%*
190011 42850 Donations	-5,000	-5,000	-4,753.66	-3,630.06	.00	-246.34	95.1%*
190011 42930 Farm License Revenue	-97,000	-97,000	-106,278.90	.00	.00	9,278.90	109.6%*
190011 42940 Credit Card Fee	-3,500	-3,500	-3,073.87	-553.56	.00	-426.13	87.8%*
190011 51090 Salaries - Per Diem	5,500	5,500	.00	.00	.00	5,500.00	0.0%
190011 51390 Salaries - Full Time	152,175	152,175	106,693.39	11,782.12	.00	45,481.61	70.1%
190011 51470 Salaries - Stipends	17,082	17,082	12,167.43	1,337.08	.00	4,914.57	71.2%
190011 61160 Transf. to IMRF Fund	12,308	12,308	7,461.37	1,771.41	.00	4,846.63	60.6%
190011 61170 Transf. to SSI Fund	13,509	13,509	9,528.60	1,003.62	.00	3,980.40	70.5%
190011 61230 Transf. to Gen Fund (	59,365	59,365	43,573.12	4,312.73	.00	15,791.88	73.4%
190011 62000 Office Supplies	6,000	6,000	5,710.01	1,090.73	.00	289.99	95.2%
190011 62030 Dues	1,000	1,000	.00	.00	.00	1,000.00	0.0%
190011 62040 Conferences	1,500	1,500	3,155.00	155.00	.00	-1,655.00	210.3%*
190011 62090 Legal Publications	1,500	1,500	.00	.00	.00	1,500.00	0.0%
190011 62150 Contractual Services	15,078	15,078	4,168.07	.00	.00	10,909.93	27.6%
190011 63510 Electric	2,500	2,500	1,772.40	188.65	.00	727.60	70.9%
190011 65490 Auditing & Accounting	8,500	8,500	8,485.00	.00	.00	15.00	99.8%
190011 68000 Liability Insurance P	68,586	68,586	68,643.52	.00	.00	-57.52	100.1%*
190011 68340 Farm Lease Contract	1,750	1,750	.00	.00	.00	1,750.00	0.0%
190011 68440 Marketing / Publicity	1,000	1,000	579.92	59.99	.00	420.08	58.0%
190011 68500 Newsletter	1,450	1,450	.00	.00	.00	1,450.00	0.0%
190011 68500 Project Fund Expenses	5,000	5,000	10,049.67	1,078.17	.00	-5,049.67	201.0%*
190011 68540 Contributions	2,697	2,697	2,521.78	.00	.00	175.22	93.5%
190011 68560 Credit Card Fee	12,191	12,191	10,967.55	1,658.79	.00	1,223.45	90.0%
<b>TOTAL Forest Preserve</b>	<b>-440,333</b>	<b>-440,333</b>	<b>-253,850.68</b>	<b>-25,540.60</b>	<b>.00</b>	<b>-186,482.32</b>	<b>57.6%</b>
<b>19001160 Ellis House</b>							
19001160 51390 Salaries - Full Tim	10,394	10,394	7,775.89	819.52	.00	2,618.11	74.8%
19001160 62000 Office Supplies	750	750	396.38	24.43	.00	353.62	52.9%
19001160 62270 Utilities	6,500	6,500	5,352.02	.00	.00	1,147.98	82.3%
19001160 63050 Employer Contr. SSI	1,638	1,638	1,060.89	110.88	.00	577.11	64.8%
19001160 68580 Grounds and Mainten	3,800	3,800	3,457.37	139.92	.00	342.63	91.0%
<b>TOTAL Ellis House</b>	<b>23,082</b>	<b>23,082</b>	<b>18,042.55</b>	<b>1,094.75</b>	<b>.00</b>	<b>5,039.45</b>	<b>78.2%</b>
<b>19001161 Ellis Barn</b>							

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve							
19001161 51390 Salaries - Full Tim	10,394	10,394	7,775.89	819.52	.00	2,618.11	74.8%
19001161 62270 Utilities	6,500	6,500	1,242.55	453.37	.00	5,257.45	19.1%
19001161 63050 Employer Contr. SSI	1,638	1,638	1,060.89	110.88	.00	577.11	64.8%
19001161 68580 Grounds and Mainten	2,700	2,700	1,432.72	102.98	.00	1,267.28	53.1%
<b>TOTAL Ellis Barn</b>	<b>21,232</b>	<b>21,232</b>	<b>11,512.05</b>	<b>1,486.75</b>	<b>.00</b>	<b>9,719.95</b>	<b>54.2%</b>
<b>19001162 Ellis Grounds</b>							
19001162 42250 Revenue	-27,250	-27,250	-26,837.90	.00	.00	-412.10	98.5%*
19001162 51160 Salaries - Part Tim	0	0	117.00	117.00	.00	-117.00	100.0%*
19001162 51390 Salaries - Full Tim	20,788	20,788	14,278.93	1,639.06	.00	6,509.07	68.7%
19001162 63050 Employer Contr. SSI	3,275	3,275	2,130.83	230.72	.00	1,144.17	65.1%
19001162 68580 Grounds and Mainten	5,500	5,500	4,481.61	1,135.05	.00	1,018.39	81.5%
<b>TOTAL Ellis Grounds</b>	<b>2,313</b>	<b>2,313</b>	<b>-5,829.53</b>	<b>3,121.83</b>	<b>.00</b>	<b>8,142.53</b>	<b>-252.0%</b>
<b>19001163 Ellis Camps</b>							
19001163 42250 Revenue	-11,760	-11,760	-13,781.00	-500.00	.00	2,021.00	117.2%
19001163 51160 Salaries - Part Tim	3,484	3,484	1,939.87	428.56	.00	1,544.13	55.7%
19001163 63030 Program Supplies	450	450	319.28	201.34	.00	130.72	71.0%
19001163 63040 Security Deposit Re	500	500	.00	.00	.00	500.00	.0%
19001163 63050 Employer Contr. SSI	322	322	199.35	34.67	.00	122.65	61.9%
<b>TOTAL Ellis Camps</b>	<b>-7,004</b>	<b>-7,004</b>	<b>-11,322.50</b>	<b>164.57</b>	<b>.00</b>	<b>4,318.50</b>	<b>161.7%</b>
<b>19001164 Ellis Riding Lessons</b>							
19001164 42250 Revenue	-70,000	-70,000	-41,941.40	-6,496.00	.00	-28,058.60	59.9%*
19001164 42860 Donations	0	0	-1.03	.00	.00	1.03	100.0%
19001164 51160 Salaries - Part Tim	42,818	42,818	30,252.65	3,449.27	.00	12,565.35	70.7%
19001164 63000 Animal Care & Suppl	14,100	14,100	7,705.54	1,663.63	.00	6,394.46	54.6%
19001164 63010 Horse Acquisition &	2,500	2,500	.00	.00	.00	2,500.00	.0%
19001164 63020 Vet & Farrier	9,000	9,000	4,479.29	450.00	.00	4,520.71	49.8%
19001164 63040 Security Deposit Re	1,000	1,000	.00	.00	.00	1,000.00	.0%
19001164 63050 Employer Contr. SSI	3,959	3,959	3,774.99	405.24	.00	184.01	95.4%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve	3,377	3,377	4,270.04	-527.86	.00	-893.04	126.4%
<b>TOTAL Ellis Riding Lessons</b>	<b>3,377</b>	<b>3,377</b>	<b>4,270.04</b>	<b>-527.86</b>	<b>.00</b>	<b>-893.04</b>	<b>126.4%</b>
<b>19001165 Ellis Birthday Parties</b>							
19001165 42250 Revenue	-6,000	-6,000	-4,106.50	-413.00	.00	-1,893.50	68.4%*
19001165 51160 Salaries - Part Tim	7,077	7,077	3,813.28	472.61	.00	3,263.72	53.9%
19001165 63030 Program Supplies	450	450	103.99	.00	.00	346.01	23.1%
19001165 63050 Employer Contr. SSI	654	654	502.63	63.94	.00	151.37	76.9%
<b>TOTAL Ellis Birthday Parties</b>	<b>2,181</b>	<b>2,181</b>	<b>313.40</b>	<b>123.55</b>	<b>.00</b>	<b>1,867.60</b>	<b>14.4%</b>
<b>19001166 Ellis Public Programs</b>							
19001166 42250 Revenue	-3,000	-3,000	-1,812.50	-170.00	.00	-1,187.50	60.4%*
19001166 51160 Salaries - Part Tim	2,194	2,194	177.62	39.24	.00	2,016.38	8.1%
19001166 63020 Vet & Farrier	500	500	.00	.00	.00	500.00	.0%
19001166 63050 Employer Contr. SSI	203	203	24.04	5.31	.00	178.96	11.8%
19001166 68570 Volunteer Expense	150	150	.00	.00	.00	150.00	.0%
<b>TOTAL Ellis Public Programs</b>	<b>47</b>	<b>47</b>	<b>-1,610.84</b>	<b>-125.45</b>	<b>.00</b>	<b>1,657.84-3427.3%</b>	
<b>19001167 Ellis Sunrise Center</b>							
19001167 42250 Revenue	-13,760	-13,760	-11,186.99	-1,950.00	.00	-2,573.01	81.3%*
19001167 51160 Salaries - Part Tim	19,054	19,054	14,688.78	1,930.80	.00	4,365.22	77.1%
19001167 63000 Animal Care & Suppl	3,800	3,800	1,497.14	.00	.00	2,302.86	39.4%
19001167 63050 Employer Contr. SSI	1,762	1,762	1,518.88	203.91	.00	243.12	86.2%
<b>TOTAL Ellis Sunrise Center</b>	<b>10,856</b>	<b>10,856</b>	<b>6,517.81</b>	<b>184.71</b>	<b>.00</b>	<b>4,338.19</b>	<b>60.0%</b>
<b>19001168 Ellis weddings</b>							
19001168 42250 Revenue	-9,000	-9,000	-1,650.00	-150.00	.00	-7,350.00	18.3%*
19001168 43450 Security Deposit Re	-5,000	-5,000	-1,100.00	.00	.00	-3,900.00	22.0%*
19001168 51160 Salaries - Part Tim	1,695	1,695	262.00	.00	.00	1,433.00	15.5%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve							
19001168 63040 Security Deposit Re	5,000	5,000	200.00	200.00	.00	4,800.00	4.0%
19001168 63050 Employer Contr. SSI	160	160	17.55	.00	.00	142.45	11.0%
19001168 63070 Refuse Pickup	1,700	1,700	753.44	119.79	.00	946.56	44.3%
<b>TOTAL Ellis Weddings</b>	<b>-5,445</b>	<b>-5,445</b>	<b>-1,517.01</b>	<b>169.79</b>	<b>.00</b>	<b>-3,927.99</b>	<b>27.9%</b>
<b>19001169 Ellis Other Rentals</b>							
19001169 42250 Revenue	-3,400	-3,400	-2,340.00	-600.00	.00	-1,060.00	68.8%*
19001169 43450 Security Deposit Re	-2,500	-2,500	.00	.00	.00	-2,500.00	.0%*
19001169 51160 Salaries - Part Tim	1,695	1,695	109.80	.00	.00	1,585.20	6.5%
19001169 63040 Security Deposit Re	1,000	1,000	.00	.00	.00	1,000.00	.0%*
19001169 63050 Employer Contr. SSI	160	160	8.40	.00	.00	151.60	5.3%
<b>TOTAL Ellis Other Rentals</b>	<b>-3,045</b>	<b>-3,045</b>	<b>-2,221.80</b>	<b>-600.00</b>	<b>.00</b>	<b>-823.20</b>	<b>73.0%</b>
<b>19001170 Ellis 5K</b>							
19001170 42250 Revenue	-300	-300	.00	.00	.00	-300.00	.0%*
<b>TOTAL Ellis 5K</b>	<b>-300</b>	<b>-300</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-300.00</b>	<b>.0%</b>
<b>19001171 Hoover</b>							
19001171 42250 Revenue	-6,800	-6,800	-4,900.00	-500.00	.00	-1,900.00	72.1%*
19001171 51160 Salaries - Part Tim	20,254	20,254	8,922.71	1,637.23	.00	11,331.29	44.1%
19001171 51390 Salaries - Full Tim	47,420	47,420	29,466.30	1,893.66	.00	17,953.70	62.1%
19001171 62270 Utilities	4,600	4,600	1,787.75	.00	.00	2,812.25	38.9%
19001171 63040 Security Deposit Re	9,000	9,000	9,432.50	670.00	.00	-432.50	104.8%*
19001171 63050 Employer Contr. SSI	9,332	9,332	5,338.94	430.19	.00	3,993.06	57.2%
19001171 63060 ER Contr Health/Den	12,611	12,611	8,538.65	450.93	.00	4,072.35	67.7%
19001171 63090 Natural Gas	9,800	9,800	7,262.33	425.24	.00	2,537.67	74.1%
19001171 63100 Electric	16,000	16,000	11,129.63	1,258.00	.00	4,870.37	69.6%
19001171 63110 Shop Supplies	3,250	3,250	4,115.01	.00	.00	-865.01	126.6%*
19001171 63120 Building Maintenance	7,000	7,000	6,066.40	199.61	.00	933.60	86.7%
19001171 66500 Miscellaneous Expen	1,400	1,400	454.16	.00	.00	945.84	32.4%
19001171 68580 Grounds and Mainten	5,000	5,000	3,597.62	.00	.00	1,402.38	72.0%
<b>TOTAL Hoover</b>	<b>138,867</b>	<b>138,867</b>	<b>91,212.00</b>	<b>6,464.86</b>	<b>.00</b>	<b>47,655.00</b>	<b>65.7%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve							
<b>19001172 Hoover Bunkhouse</b>							
19001172 42250 Revenue	-28,500	-28,500	-31,061.00	-3,635.00	.00	2,561.00	109.0%
19001172 43450 Security Deposit Re	3,000	-3,000	-5,200.00	-600.00	.00	2,200.00	173.3%
19001172 51160 Salaries - Part Tim	10,127	10,127	4,443.44	800.63	.00	5,683.56	43.9%
19001172 51390 Salaries - Full Tim	23,710	23,710	14,733.22	946.83	.00	8,976.78	62.1%
19001172 63050 Employer Contr. SSI	4,666	4,666	2,668.12	213.72	.00	1,997.88	57.2%
19001172 63060 ER Contr Health/Den	6,306	6,306	4,154.15	225.46	.00	2,151.85	65.9%
TOTAL Hoover Bunkhouse	13,309	13,309	-10,262.07	-2,048.36	.00	23,571.07	-77.1%
<b>19001173 Hoover Campsite</b>							
19001173 42250 Revenue	-5,400	-5,400	-6,075.00	-950.00	.00	675.00	112.5%
19001173 51160 Salaries - Part Tim	5,064	5,064	2,221.75	400.32	.00	2,842.25	43.9%
19001173 51390 Salaries - Full Tim	11,855	11,855	7,366.63	473.42	.00	4,488.37	62.1%
19001173 63050 Employer Contr. SSI	2,333	2,333	1,334.04	106.86	.00	998.96	57.2%
19001173 63060 ER Contr Health/Den	3,153	3,153	2,077.05	112.73	.00	1,075.95	65.9%
TOTAL Hoover Campsite	17,005	17,005	6,924.47	143.33	.00	10,080.53	40.7%
<b>19001174 Hoover Meadowhawk Lodge</b>							
19001174 42250 Revenue	-24,500	-24,500	-36,943.50	-3,017.50	.00	12,443.50	150.8%
19001174 43450 Security Deposit Re	-4,000	-4,000	-7,400.00	-7.50	.00	3,400.00	185.0%
19001174 51160 Salaries - Part Tim	5,064	5,064	3,003.75	400.32	.00	2,060.25	59.3%
19001174 51390 Salaries - Full Tim	11,855	11,855	7,366.63	473.42	.00	4,488.37	62.1%
19001174 63050 Employer Contr. SSI	2,333	2,333	1,398.56	106.86	.00	934.44	59.9%
19001174 63060 ER Contr Health/Den	3,153	3,153	1,846.77	112.73	.00	1,306.23	58.6%
TOTAL Hoover Meadowhawk Lodge	-6,095	-6,095	-30,727.79	-1,931.67	.00	24,632.79	504.1%
<b>19001175 Environmental Education</b>							
19001175 42860 Donations	-500	-500	.00	.00	.00	-500.00	.0%*
TOTAL Environmental Education	-500	-500	.00	.00	.00	-500.00	.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve							
<b>19001176 Environmental Education School</b>							
19001176 42250 Revenue	-20,000	-20,000	-10,921.00	-784.00	.00	-9,079.00	54.6%*
19001176 51160 Salaries - Part Tim	12,300	12,300	5,941.21	614.02	.00	6,358.79	48.3%
19001176 51390 Salaries - Full Tim	2,500	2,500	1,759.82	192.76	.00	740.18	70.4%
19001176 63030 Program Supplies	700	700	57.37	.00	.00	642.63	8.2%
19001176 63050 Employer Contr. SSI	4,070	4,070	1,049.73	109.16	.00	3,020.27	25.8%
TOTAL Environmental Education Sch	-430	-430	-2,112.87	131.94	.00	1,682.87	491.4%
<b>19001177 Environmental Education Camps</b>							
19001177 42250 Revenue	-37,000	-37,000	-39,682.25	.00	.00	2,682.25	107.2%
19001177 51160 Salaries - Part Tim	22,000	22,000	22,641.65	6,924.94	.00	-641.65	102.9%*
19001177 51390 Salaries - Full Tim	6,000	6,000	4,199.05	459.94	.00	1,800.95	70.0%
19001177 63030 Program Supplies	1,500	1,500	1,546.42	559.28	.00	-46.42	103.1%*
19001177 63040 Security Deposit Re	500	500	1,905.00	.00	.00	-1,405.00	381.0%*
19001177 63050 Employer Contr. SSI	1,649	1,649	3,017.58	717.43	.00	-1,368.58	183.0%*
TOTAL Environmental Education Cam	-5,351	-5,351	-6,372.55	8,661.59	.00	1,021.55	119.1%
<b>19001178 Environmental Educ. Natrl Beg.</b>							
19001178 42250 Revenue	-141,060	-141,060	-138,062.88	-7,850.00	.00	-2,997.12	97.9%*
19001178 42860 Donations	0	0	-1,536.00	.00	.00	1,536.00	100.0%
19001178 51160 Salaries - Part Tim	58,770	58,770	36,274.85	.00	.00	22,495.15	61.7%
19001178 51390 Salaries - Full Tim	52,770	52,770	36,971.87	4,037.70	.00	15,798.13	70.1%
19001178 63030 Program Supplies	4,000	4,000	1,323.12	71.93	.00	2,676.88	33.1%
19001178 63040 Security Deposit Re	2,200	2,200	450.00	.00	.00	1,750.00	20.5%
19001178 63050 Employer Contr. SSI	12,708	12,708	9,966.04	549.00	.00	2,741.96	78.4%
TOTAL Environmental Educ. Natrl B	-10,612	-10,612	-54,613.00	-3,171.37	.00	44,001.00	514.6%
<b>19001179 Environ. Educ. Other Pblic Prg</b>							
19001179 42250 Revenue	-20,000	-20,000	-14,455.75	-3,738.00	.00	-5,544.25	72.3%*

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve							
19001179 51160 salaries - Part Tim	10,000	10,000	7,997.92	721.80	.00	2,002.08	80.0%
19001179 51390 salaries - Full Tim	2,500	2,500	1,759.82	192.76	.00	740.18	70.4%
19001179 63030 Program Supplies	750	750	509.23	10.00	.00	240.77	67.9%
19001179 63040 Security Deposit Re	500	500	320.00	0.00	.00	180.00	64.0%
19001179 63050 Employer Contr. SSI	1,854	1,854	1,218.71	121.44	.00	635.29	65.7%
<b>TOTAL Environ. Educ. Other Pblc P</b>	<b>-4,396</b>	<b>-4,396</b>	<b>-2,650.07</b>	<b>-2,692.00</b>	<b>.00</b>	<b>-1,745.93</b>	<b>60.3%</b>
19001180 Environ. Educ. Laws of Nature							
19001180 51160 salaries - Part Tim	3,780	3,780	1,737.77	213.66	.00	2,042.23	46.0%
19001180 63030 Program supplies	600	600	147.58	0.00	.00	452.42	24.6%
19001180 63050 Employer Contr. SSI	575	575	189.10	23.55	.00	385.90	32.9%
<b>TOTAL Environ. Educ. Laws of Natu</b>	<b>4,955</b>	<b>4,955</b>	<b>2,074.45</b>	<b>237.21</b>	<b>.00</b>	<b>2,880.55</b>	<b>41.9%</b>
19001183 Grounds and Natura Resources							
19001183 42250 Revenue	-30,500	-30,500	-32,168.22	-22,600.00	.00	1,668.22	105.5%
19001183 42860 Donations	-1,000	-1,000	-2,525.00	0.00	.00	1,525.00	252.5%
19001183 42900 Picnic Fees and she	-7,000	-7,000	-7,820.00	-960.00	.00	820.00	111.7%
19001183 51160 salaries - Part Tim	18,805	18,805	16,515.73	2,123.80	.00	2,289.27	87.8%
19001183 51390 salaries - Full Tim	128,740	128,740	77,517.20	6,681.34	.00	51,222.80	60.2%
19001183 62160 Equipment	35,000	35,000	12,135.05	1,057.24	.00	22,864.95	34.7%
19001183 62180 Gasoline / Fuel / O	20,316	20,316	14,433.06	2,796.35	.00	5,882.94	71.0%
19001183 62400 Uniforms / Clothing	2,500	2,500	738.03	127.03	.00	1,761.97	29.5%
19001183 63040 Security Deposit Re	160	160	0.00	0.00	.00	160.00	0%
19001183 63050 Employer Contr. SSI	14,738	14,738	12,451.09	1,066.45	.00	2,286.91	84.5%
19001183 63060 ER Contr Health/Den	37,369	37,369	25,045.33	1,805.45	.00	12,323.67	67.0%
19001183 63070 Refuse Pickup	8,500	8,500	5,887.51	865.22	.00	2,612.49	69.3%
19001183 63090 Natural Gas	5,700	5,700	3,300.12	248.59	.00	2,399.88	57.9%
19001183 63110 Shop Supplies	4,250	4,250	6,022.77	400.21	.00	-1,772.77	141.7%*
19001183 63540 Telephones	8,000	8,000	4,951.13	599.65	.00	3,048.87	61.9%
19001183 68530 Preserve Improvement	0	0	17.25	0.00	.00	-17.25	100.0%*
<b>TOTAL Grounds and Natura Resourc</b>	<b>245,578</b>	<b>245,578</b>	<b>136,501.05</b>	<b>-5,788.67</b>	<b>.00</b>	<b>109,076.95</b>	<b>55.6%</b>
19001184 Pickert - Pigott							
19001184 42250 Revenue	0	0	-4,160.00	-1,340.00	.00	4,160.00	100.0%



YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1900 Forest Preserve							
19001184 42900 Picnic Fees and She	-7,000	-7,000	-120.00	.00	.00	-6,880.00	1.7%*
19001184 43450 Security Deposit Re	-1,000	-1,000	-1,226.25	-487.50	.00	226.25	122.6%
19001184 51160 Salaries - Part Tim	0	0	229.50	175.50	.00	-229.50	100.0%*
19001184 63040 Security Deposit Re	1,000	1,000	446.25	446.25	.00	553.75	44.6%
19001184 63050 Employer Contr. SSI	0	0	532.48	13.43	.00	-532.48	100.0%*
19001184 63100 Electric	6,000	6,000	7,221.40	292.40	.00	-1,221.40	120.4%*
TOTAL Pickertill - Pigott	-1,000	-1,000	2,923.38	-899.92	.00	-3,923.38	-292.3%
TOTAL Forest Preserve	-1,709	-1,709	-102,799.51	-21,341.02	.00	101,090.51	6015.2%
TOTAL REVENUES	-1,317,254	-1,317,254	-998,341.68	-105,727.39	.00	-318,912.32	
TOTAL EXPENSES	1,315,545	1,315,545	895,542.17	84,386.37	.00	420,002.83	
PRIOR FUND BALANCE				600,006.81			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				102,799.51			
REVISED FUND BALANCE				702,806.32			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1902 FP Debt Service 2012							
<b>190211 FP Debt Service 2012</b>							
190211 41350 Interest Income	-950	-950	-7,965.68	-1,096.50	.00	7,015.68	838.5%
190211 68640 Fiscal Agent Fee	1,057	1,057	.00	.00	.00	1,057.00	0%
190211 68650 Debt Service Interest	6,450	6,450	6,450.00	.00	.00	.00	100.0%
190211 68700 Debt Service Principa	430,000	430,000	430,000.00	.00	.00	.00	100.0%
TOTAL FP Debt Service 2012	436,557	436,557	428,484.32	-1,096.50	.00	8,072.68	98.2%
TOTAL FP Debt Service 2012	436,557	436,557	428,484.32	-1,096.50	.00	8,072.68	98.2%
TOTAL REVENUES	-950	-950	-7,965.68	-1,096.50	.00	7,015.68	
TOTAL EXPENSES	437,507	437,507	436,450.00	.00	.00	1,057.00	
PRIOR FUND BALANCE				957,927.33			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-428,484.32			
REVISED FUND BALANCE				529,443.01			



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1903 FP Debt Service 2015/2016/2017							
<b>190311 FP Debt Service 2015/2016/2017</b>							
190311 41010 Current Property Tax	-5,294,458	-5,294,458	-3,199,473.51	-327,606.21	.00	-2,094,984.49	60.4%**
190311 41350 Interest Income	-4,000	-4,000	-28,622.66	-6,954.01	.00	24,622.66	715.6%
190311 66500 Miscellaneous Expense	475	475	.00	.00	.00	475.00	.0%
190311 68640 Fiscal Agent Fee	1,900	1,900	1,425.00	.00	.00	475.00	75.0%
190311 68710 Dbt SRV 2015 Interest	352,950	352,950	352,950.00	.00	.00	.00	100.0%
190311 68720 Dbt SRV 2015 Principa	45,000	45,000	45,000.00	.00	.00	.00	100.0%
190311 68730 Dbt SRV 2016 Interest	285,688	285,688	390,062.50	.00	.00	-104,374.50	136.5%**
190311 68740 Dbt SRV 2016 Principa	115,000	115,000	115,000.00	.00	.00	.00	100.0%
190311 68750 Dbt SRV 2017 Interest	302,250	302,250	197,875.00	.00	.00	104,375.00	65.5%
190311 68760 Dbt SRV 2017 Principa	3,740,000	3,740,000	3,740,000.00	.00	.00	.00	100.0%
TOTAL FP Debt Service 2015/2016/2	-455,195	-455,195	1,614,216.33	-334,560.22	.00	-2,069,411.33	-354.6%
TOTAL FP Debt Service 2015/2016/2	-455,195	-455,195	1,614,216.33	-334,560.22	.00	-2,069,411.33	-354.6%
TOTAL REVENUES	-5,298,458	-5,298,458	-3,228,096.17	-334,560.22	.00	-2,070,361.83	
TOTAL EXPENSES	4,843,263	4,843,263	4,842,312.50	.00	.00	950.50	
PRIOR FUND BALANCE			5,057,674.75				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-1,614,216.33				
REVISED FUND BALANCE			3,443,458.42				

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1904 FP Restricted Subat Fund							
<b>190411 FP Restricted Subat Fund</b>							
190411 41350 Interest Income	-6,700	-6,700	-27,818.13	.00	.00	21,118.13	415.2%
190411 42970 Grant Award	-600,000	-600,000	.00	.00	.00	-600,000.00	.0%*
190411 62150 Contractual Services	145,800	145,800	.00	.00	.00	145,800.00	.0%
190411 70330 Construction	1,268,500	1,268,500	.00	.00	.00	1,268,500.00	.0%
TOTAL FP Restricted Subat Fund	807,600	807,600	-27,818.13	.00	.00	835,418.13	-3.4%
TOTAL FP Restricted Subat Fund	807,600	807,600	-27,818.13	.00	.00	835,418.13	-3.4%
TOTAL REVENUES	-606,700	-606,700	-27,818.13	.00	.00	-578,881.87	
TOTAL EXPENSES	1,414,300	1,414,300	.00	.00	.00	1,414,300.00	
PRIOR FUND BALANCE				872,617.97			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				27,818.13			
REVISED FUND BALANCE				900,436.10			

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COI
1907 Forest Preserve Capital Exp.							
<b>190711 Forest Preserve Capital Exp.</b>							
190711 40370 Transf. from OSLAD Fu	-230,377	-230,377	-230,377.00	.00	.00	.00	100.0%
190711 40400 Transf. from 2021 Bnd	0	0	-174.64	-174.64	.00	174.64	100.0%
190711 41350 Interest Income	0	0	-2,500.12	.00	.00	2,500.12	100.0%
190711 42490 Other Revenue	0	0	-9,642.50	.00	.00	9,642.50	100.0%
190711 62160 Equipment	165,373	165,373	.00	.00	.00	165,373.00	0%
190711 66500 Miscellaneous Expense	32,006	32,006	4,380.96	.00	.00	27,625.04	13.7%
190711 68500 Project Fund Expenses	60,651	60,651	134,044.86	4,503.30	.00	-73,393.86	221.0%*
190711 68610 Morton Arboretum Land	18,184	18,184	3,623.47	.00	.00	14,560.53	19.9%
TOTAL Forest Preserve Capital Exp	45,837	45,837	-100,644.97	4,328.66	.00	146,481.97	-219.6%
TOTAL Forest Preserve Capital Exp	45,837	45,837	-100,644.97	4,328.66	.00	146,481.97	-219.6%
TOTAL REVENUES	-230,377	-230,377	-242,694.26	-174.64	.00	12,317.26	
TOTAL EXPENSES	276,214	276,214	142,049.29	4,503.30	.00	134,164.71	
PRIOR FUND BALANCE				84,185.97			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				100,644.97			
REVISED FUND BALANCE				184,830.94			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1908 Fox River Bluffs Access RTP Gr							
<b>190811 Fox River Bluffs Access RTP Gr</b>							
190811 42970 Grant Award	-159,182	-159,182	.00	.00	.00	-159,182.00	.0%*
190811 61420 Trnsf. to FP Capital	230,377	230,377	230,377.00	.00	.00	.00	100.0%
TOTAL Fox River Bluffs Access RTP	71,195	71,195	230,377.00	.00	.00	-159,182.00	323.6%
TOTAL Fox River Bluffs Access RTP	71,195	71,195	230,377.00	.00	.00	-159,182.00	323.6%
TOTAL REVENUES	-159,182	-159,182	.00	.00	.00	-159,182.00	
TOTAL EXPENSES	230,377	230,377	230,377.00	.00	.00	.00	
PRIOR FUND BALANCE				230,377.48			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-230,377.00			
REVISED FUND BALANCE				.48			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1910 FP Land Cash							
<b>191011 FP Land Cash</b>							
191011 40330 Transf. fr FP Land Ca	-66,959	-66,959	.00	.00	.00	-66,959.00	.0%*
191011 67410 Land Acquisition	207,627	207,627	4,963.75	.00	.00	202,663.25	2.4%
TOTAL FP Land Cash	140,668	140,668	4,963.75	.00	.00	135,704.25	3.5%
TOTAL FP Land Cash	140,668	140,668	4,963.75	.00	.00	135,704.25	3.5%
TOTAL REVENUES	-66,959	-66,959	.00	.00	.00	-66,959.00	
TOTAL EXPENSES	207,627	207,627	4,963.75	.00	.00	202,663.25	
PRIOR FUND BALANCE				140,668.50			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-4,963.75			
REVISED FUND BALANCE				135,704.75			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1911 FP Liability Insurance Fund							
191111 FP Liability Insurance Fund							
191111 68990 Claims	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL FP Liability Insurance Fund	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL FP Liability Insurance Fund	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL EXPENSES	25,000	25,000	.00	.00	.00	25,000.00	
PRIOR FUND BALANCE				46,300.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				46,300.00			



YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
191211 FP Series 2021 Bond Proceeds							
<b>191211 FP Series 2021 Bond Proceeds</b>							
191211 41350 Interest Income	0	0	-1.60	.00	.00	1.60	100.0%
191211 61420 Trnsf. to FP Capital	145	145	174.64	174.64	.00	-29.64	120.4%*
TOTAL FP Series 2021 Bond Proceed	145	145	173.04	174.64	.00	-28.04	119.3%
TOTAL FP Series 2021 Bond Proceed	145	145	173.04	174.64	.00	-28.04	119.3%
TOTAL REVENUES	0	0	-1.60	.00	.00	1.60	
TOTAL EXPENSES	145	145	174.64	174.64	.00	-29.64	
PRIOR FUND BALANCE				173.04			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-173.04			
REVISED FUND BALANCE				.00			

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1913 Pickert11-Pigott IDNR-PARC							
<b>191311 Pickert11-Pigott IDNR-PARC</b>							
191311 40390 ARPA Grant Award	-100,000	-100,000	.00	.00	.00	-100,000.00	.0%
191311 41350 Interest Income	-200	-200	.00	.00	.00	-200.00	.0%*
191311 42250 Revenue	0	0	-3,931.25	.00	.00	3,931.25	100.0%
191311 42970 Grant Award	-828,200	-828,200	368,999.00	.00	.00	-1,197,199.00	-44.6%*
191311 70330 Construction	684,583	684,583	666,621.43	55,678.00	.00	17,961.57	97.4%
191311 70650 Professional Services	11,384	11,384	8,659.07	.00	.00	2,724.93	76.1%
<b>TOTAL Pickert11-Pigott IDNR-PARC</b>	<b>-232,433</b>	<b>-232,433</b>	<b>1,040,348.25</b>	<b>55,678.00</b>	<b>.00</b>	<b>-1,272,781.25</b>	<b>-447.6%</b>
<b>TOTAL Pickert11-Pigott IDNR-PARC</b>	<b>-232,433</b>	<b>-232,433</b>	<b>1,040,348.25</b>	<b>55,678.00</b>	<b>.00</b>	<b>-1,272,781.25</b>	<b>-447.6%</b>
TOTAL REVENUES	-928,400	-928,400	365,067.75	.00	.00	-1,293,467.75	
TOTAL EXPENSES	695,967	695,967	675,280.50	55,678.00	.00	20,686.50	
PRIOR FUND BALANCE				1,040,348.25			
CHANGE IN FUND BALANCE				-1,040,348.25			
REVISED FUND BALANCE				.00			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1914 FP American Rescue Plan Act							
<b>191411 FP American Rescue Plan Act</b>							
191411 40390 Transfer from ARPA Fu	-100,000	-100,000	-100,000.00	.00	.00	.00	100.0%
191411 51160 Salaries - Part Time	20,160	20,160	8,507.24	1,456.00	.00	11,652.76	42.2%
191411 51390 Salaries - Full Time	36,474	36,474	25,531.87	2,805.70	.00	10,942.13	70.0%
191411 61160 Transf. to IMRF Fund	2,145	2,145	1,188.70	164.98	.00	956.30	55.4%
191411 63050 Employer Contr. SSI &	4,333	4,333	2,064.74	326.02	.00	2,268.26	47.7%
191411 63060 Employer Cont Hlthden	12,432	12,432	9,545.66	901.85	.00	2,886.34	76.8%
191411 68530 Preserve Improvements	65,184	65,184	14,054.96	2,470.00	.00	51,129.04	21.6%
TOTAL FP American Rescue Plan Act	40,728	40,728	-39,106.83	8,124.55	.00	79,834.83	-96.0%
TOTAL FP American Rescue Plan Act	40,728	40,728	-39,106.83	8,124.55	.00	79,834.83	-96.0%
TOTAL REVENUES	-100,000	-100,000	-100,000.00	.00	.00	.00	
TOTAL EXPENSES	140,728	140,728	60,893.17	8,124.55	.00	79,834.83	
PRIOR FUND BALANCE			47,802.14				
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			39,106.83				
REVISED FUND BALANCE			86,908.97				



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD	MTD	ENCUMBRANCES	AVAILABLE	PCT
1915	FP Debt Service 2021	APPROP	BUDGET	ACTUAL	ACTUAL		BUDGET	USE/COL
<b>191511 FP Debt Service 2021</b>								
191511	41010	Current Property Tax	-84,544	-51,032.95	-5,225.46	.00	-33,511.05	60.4%*
191511	41350	Interest Income	-100	.00	.00	.00	-100.00	.0%*
191511	66500	Miscellaneous Expense	475	.00	.00	.00	475.00	.0%
191511	68640	Fiscal Agent Fee	1,107	475.00	.00	.00	632.00	42.9%
191511	68790	Dbt Srv 2021 Interest	35,144	35,143.76	.00	.00	.24	100.0%
191511	68800	Dbt Srv 2021 Principa	30,000	30,000.00	.00	.00	.00	100.0%
TOTAL FP Debt Service 2021		-17,918	-17,918	14,585.81	-5,225.46	.00	-32,503.81	-81.4%
TOTAL FP Debt Service 2021		-17,918	-17,918	14,585.81	-5,225.46	.00	-32,503.81	-81.4%
TOTAL REVENUES		-84,644	-84,644	-51,032.95	-5,225.46	.00	-33,611.05	
TOTAL EXPENSES		66,726	66,726	65,618.76	.00	.00	1,107.24	
PRIOR FUND BALANCE				46,652.16				
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				-14,585.81				
REVISED FUND BALANCE				32,066.35				

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	860,475	860,475	3,062,779.06	-293,917.35	.00	-2,202,304.06	355.9%

\*\* END OF REPORT - Generated by Jennifer Karales \*\*



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

**Permit #:** 23-00288 Page 1 of 6  
**Contract Date:** 08/22/2023  
**Use Type:** Other  
**Description:** Drug Court Graduation  
**Registrar:** Julia Granholm  
**Phone:** (630) 553-4926 / (815) 474-8872  
**Email:** memoore@co.kendall.il.us

**Customer** **Kendall County Judiciary**  
**Melissa Moore**  
**807 W John Street**  
**Yorkville, IL 60560**

### Facility License Information

**Location:** Meadowhawk Lodge @ Hoover Forest Preserve **Total Hours:** 6.00  
 11285 Fox Road  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
11/17/2023	Fri	11:00 AM - 1:00 PM	Set-up - Client Hourly (Head Count: 75)	2.00	Hours	\$15.00	\$30.00	\$0.00
11/17/2023	Fri	1:00 PM - 4:00 PM	Meadowhawk Lodge - Hourly - Weekday Hourly (Head Count: 75)	3.00	Hours	\$60.00	\$180.00	\$0.00
11/17/2023	Fri	4:00 PM - 5:00 PM	Clean-up - Client Hourly (Head Count: 75)	1.00	Hour	\$15.00	\$15.00	\$0.00
11/17/2023	Fri	1:00 PM - 4:00 PM	Sound System Flat	1.00	Each	\$0.00	\$0.00	\$0.00

No glass bottles allowed.  
 Client Set up 11am-1pm  
 Client Event 1-4pm  
 Client Clean Up 4-5pm  
 Use of kitchen requested: Refrigerator  
 Sound system requested  
 Podium requested

#### Billing/Payment Summary

Invoice#	Due Date	Total	Amount Paid	Balance Due
Sec Deposit	08/22/2023	\$112.50	\$0.00	\$112.50
<b>Total</b>		\$112.50	\$0.00	\$112.50

<b>Total Hours</b>	<b>6.00</b>
<b>Total Fees</b>	<b>\$225.00</b>
<b>Total Sec Dep</b>	<b>\$112.50</b>
<b>Total Tax</b>	<b>\$0.00</b>
<b>Rental Total</b>	<b>\$337.50</b>

### Facility License Terms and Conditions

For day of questions/concerns, please call 630.746.1005 (Shelters), 630.746.1683 (Meadowhawk Lodge, Campsites, Bunkhouses)

**For emergencies, contact the Grounds and Natural Resources Division Supervisor, Antoinette White at 630.746.1005**

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

This License is made on the day listed on the first page of the License 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:



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## Facility License Agreement

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Customer: Kendall County Judiciary - Melissa Moore

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

Payment of one hundred percent (100%) of the event license fee (separate and apart from the security deposit) 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 at least 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 license fee 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 events that are for an incorporated or unincorporated business entity, not-for-profit organization, or government agency.

A Certificate of Insurance or Special Event Insurance Certificate listing the District as a Certificate Holder must 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.

All coverage shall be placed with insurers authorized to conduct business in Illinois with a current A.M. Best's rating of no less than A:VII. Each insurance policy shall not be cancelled or changed without thirty (30) calendar days prior written notice, given by the insurance carrier to the Forest Preserve at the address set forth herein.

Minimum Scope and Limit of Insurance. All coverage shall be at least as broad as the following:

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the Licensee maintains broader coverage and/or higher limits than the minimums shown above, the Forest Preserve requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Forest Preserve. Umbrella/Excess Liability: Limits of liability equal to or greater than \$1,000,000 per occurrence and \$1,000,000 in aggregate.

The District shall raise the minimum liability requirement based on the nature, scope, and exposure associated with an event, on a case by case basis.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### Additional Insured Status

The Forest Preserve, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the use of the facility, work or operations performed by or on behalf of the Licensee including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Licensee's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

#### Primary Coverage

For any claims related to this contract, the Licensee's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Forest Preserve, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Forest Preserve, its officers, officials, employees, or volunteers shall be excess of the Licensee's insurance and shall not contribute with it,



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### Waiver of Subrogation

Licensee hereby grants to Forest Preserve a waiver of any right to subrogation which any insurer of said Licensee may acquire against the Forest Preserve by virtue of the payment of any loss under such insurance. Licensee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Forest Preserve has received a waiver of subrogation endorsement from the insurer.

### Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Forest Preserve.

### Verification of Coverage

Licensee shall furnish the Forest Preserve with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Forest Preserve before work begins. All certificates and endorsements are to be received and approved by the Forest Preserve at least five days before Licensee commences activities. Verification of Coverage: Licensee shall furnish Forest Preserve with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Forest Preserve before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Forest Preserve's obligation to provide them. Forest Preserve reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances: Forest Preserve reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

### 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 License 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 License 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 License 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.





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### 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. Licensee may use the turf areas for additional event and trailer parking provided written approval is received from the District. Any/all damaged turf or ruts caused by Licensee's event shall be repaired either by the Licensee, or at the Licensee's expense. Parking on grass and turf areas is otherwise 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) <<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 are prohibited. Tents and canopies are permitted only if using Shelter 1 at Harris Forest Preserve. Tents up to 20x40x15 may be allowed with advance notice only. Pop-up shade canopy structures, up to 12 feet by 12 feet in size, are permitted for use on the turf grass field area at the Harris Forest Preserve arena.

### 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.



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## Facility License Agreement

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Customer: Kendall County Judiciary - Melissa Moore

### 25. Indemnification:

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

### 26. 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



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

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Licensee, per information provided on first page of the License 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: MM Moore

Date: 8/22/23



Kendall County Forest Preserve District

**MEADOWHAWK LODGE LICENSE AGREEMENT REQUEST FORM**

Office Use Only \_\_\_\_\_  
Permit # \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Issue Date \_\_\_\_\_

**Instructions**

- This form is to be completed in its entirety (both pages) and can be faxed to 630-553-4023 or sent by e-mail to: [kcforest@kendallcountyiil.gov](mailto:kcforest@kendallcountyiil.gov)
- Requests are required thirty (30) days in advance of event date.
- Kendall County Forest Preserve District must be in receipt of the signed License Agreement form and the refundable Security Deposit (50% of the license fee) is required for the reservation to be considered secure.
- Full License fee is required thirty (30) calendar days prior to your event date.

**Licensee Information (Licensee must be 21 or older and attend the event)**

Name Kendall County Judiciary - Melissa Moore / Judge John McAdams  
 Street Address 807 John St  
 City Yorkville State IL Zip 60560 Kendall Resident?  Yes  No  
 Phone # (two numbers are required) Cell: 630-608-7740 Other: 630-553-4926  
 E-mail: mmoore@kendallcountyiil.gov / jmcadams@kendallcountyiil.gov

**Event Date Information (\*Available hours: 9:00am - 10:00pm)**

Event Date: 11/17/23 Event Hours: 1:00pm - 4 Expected Attendance: 50-75 (max. 100 people)

**Event Description** (Bridal / Baby Shower, Anniversary Party, etc.) Drug Ct. Graduation

**Set up/Tear Down Information**

Optional Staff Support: KCFPD staff will work with client to create a layout for their event. Staff will set-up tables and chairs and take down/store at the conclusion of the event.  Staff Set-up & Tear Down: \$75.00 fee

If using Staff Set-Up/Take Down services, provide number of tables & chairs requested. See page 3 for equipment information will need use of 2 tables and chairs - 50-75

Client Pre & Post Event: (\$15.00/hour for set-up & \$15.00/hour for clean-up - no ½ hour increments). Client will be responsible for set-up/take down, and storage of tables and chairs. Time may also be used for decorating, food prep, etc.

Would you like to come in prior to and stay after your event for Set up/Clean up?  YES  NO

Please provide the set up and clean up times requested. Set up time: 11:00am Clean up time: 5:00pm



Kendall County Forest Preserve District

**MEADOWHAWK LODGE LICENSE AGREEMENT REQUEST FORM**

**Additional Items & Equipment**

Sound System (\$25.00 rental fee applied)

YES  NO

Podium & Projector Screen (included in fee)

YES  NO

Will there be entertainment? If yes, please describe.

no

\*If you plan to have dancing at your event, you must rent a dance floor. Dance floor minimums are 15' x 15'

Use of Kitchen Facility Needed?  YES  NO Please circle: Stove  Refrigerator  Freezer

Is Event to be catered? If yes, you are required to use our Approved Caterers. Please provide name of caterer being used (A list will be provided upon request or view our catalog by visiting our website: kendallforest.com/special-events-yorkville) no

Will there be alcohol at the event? If Yes, please provide name of bartending service not applicable  
\*(You are required to use our Approved Bartending Services if you intend to have alcohol at your event.)

**Wedding Ceremony and/or Reception Events:**

Use of the Meadowhawk Lodge is available for set-up the day prior to your event. Day after event clean up is also available for \$25/hour.

The Forest Preserve requests information on the following items at least **two (2) weeks** prior to your event date so Staff can be scheduled accordingly:

**Two (2) weeks prior to your event date:**

- Provide the Forest Preserve with your Room Layout (diagram will be provided)
- Time you would like for Set-up the day prior to your event date.
- Timeline of Events: Wedding Party time of arrival the day of the event; Name of Caterer & time of arrival the day of the event; Name of Entertainment (DJ, etc.) & time of arrival the day of the event
- Rental company you are working with for dance floor, chair rental, etc. The Forest Preserve will work with this rental company to schedule the delivery and pick-up of any items rented.
- Any other pertinent information to help staff ensure the comfort of guests and the success of your event.

**OFFICE USE ONLY**

Total License Fee Due: \_\_\_\_\_ Due Date: \_\_\_\_\_

Security Deposit Due at time of Reservation: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Instructions: Please sign the form and return it, along with the appropriate insurance certificate to:  
Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, IL 60560

Please submit application at least two months prior to the Special Event.

**Applicant Information:** Kendall County Horse Association  
**Event Name:** Spooky Fun Show + Haunted Trail  
**Contact Person:** Sara Channell

**Address:**  
**County:** Kendall  
**Street:** P.O. Box 122  
**City:** Millington  
**State:** IL  
**Zip Code:** 60537

**Contact Information:**  
**Telephone (Home)** \_\_\_\_\_  
**Telephone (Cell)** 630-746-2880  
**E-Mail:** Channell family17@gmail.com

**Special Event Information:**  
**Name of Forest Preserve:** Harris  
**Event Date:** October 1st, 2023  
**Estimated Attendance:** 50  
**Arrival Time (includes set-up):** 8am  
**Departure Time (includes take down):** 4pm

The Kendall County Forest Preserve District (District) and Kendall County Horse Association (Permittee) agree to the following:

1. The Permittee shall meet the following insurance requirements (if applicable):
  - A. Permittee shall have general liability coverage of \$1,000,000 per occurrence.
  - B. Certificates of Insurance must state the following: The Kendall County Forest Preserve District is an additional insured on a primary and non-contributory basis.
2. The Permittee shall pay the District \$ \_\_\_\_\_ for this approved Special Event Permit. Payment is due upon approval of permit.
3. The Permittee agrees to indemnify and hold harmless the District against any and all claims, losses, suits, and damages against the District arising, directly or indirectly out of the use of District premises or performance of this Special Event Agreement, specifically including claims resulting from any act or omission of the Permittee and the District, individually, and/or jointly and severally.
4. If concessions/food is to be sold at the Special Event, the vendors must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.
5. The Permittee shall limit the Special Event activities to those described in the Special Use Permit Application.
6. The Permittee shall follow all District rules and regulations (see attached).
7. The Special Event Permit and the Permittee shall be present on-site at the Special Event.
8. The attached itinerary shall be a part of the Special Event Agreement.

Kendall County Forest Preserve District:

Signed: \_\_\_\_\_, Executive Director / President

Permittee: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Will this Special Event include:

A = \$ 75.00

Yes

No

1. The use of temporary structures? \_\_\_\_\_
2. Collecting/Charging an entrance or registration fee? \_\_\_\_\_
3. Selling concessions/food? \_\_\_\_\_
4. Selling goods and services? \_\_\_\_\_
5. Electronically amplified sound? \_\_\_\_\_

B = \$200.00

Yes

No

6. Business uses in preserve? \_\_\_\_\_
7. Group larger than 250 people? \_\_\_\_\_
8. Extensive use of grounds? \_\_\_\_\_

C = \$300.00

Yes

No

9. Extensive Use of staff time? \_\_\_\_\_
10. Closes and/or limits part(s) of preserve to other users?

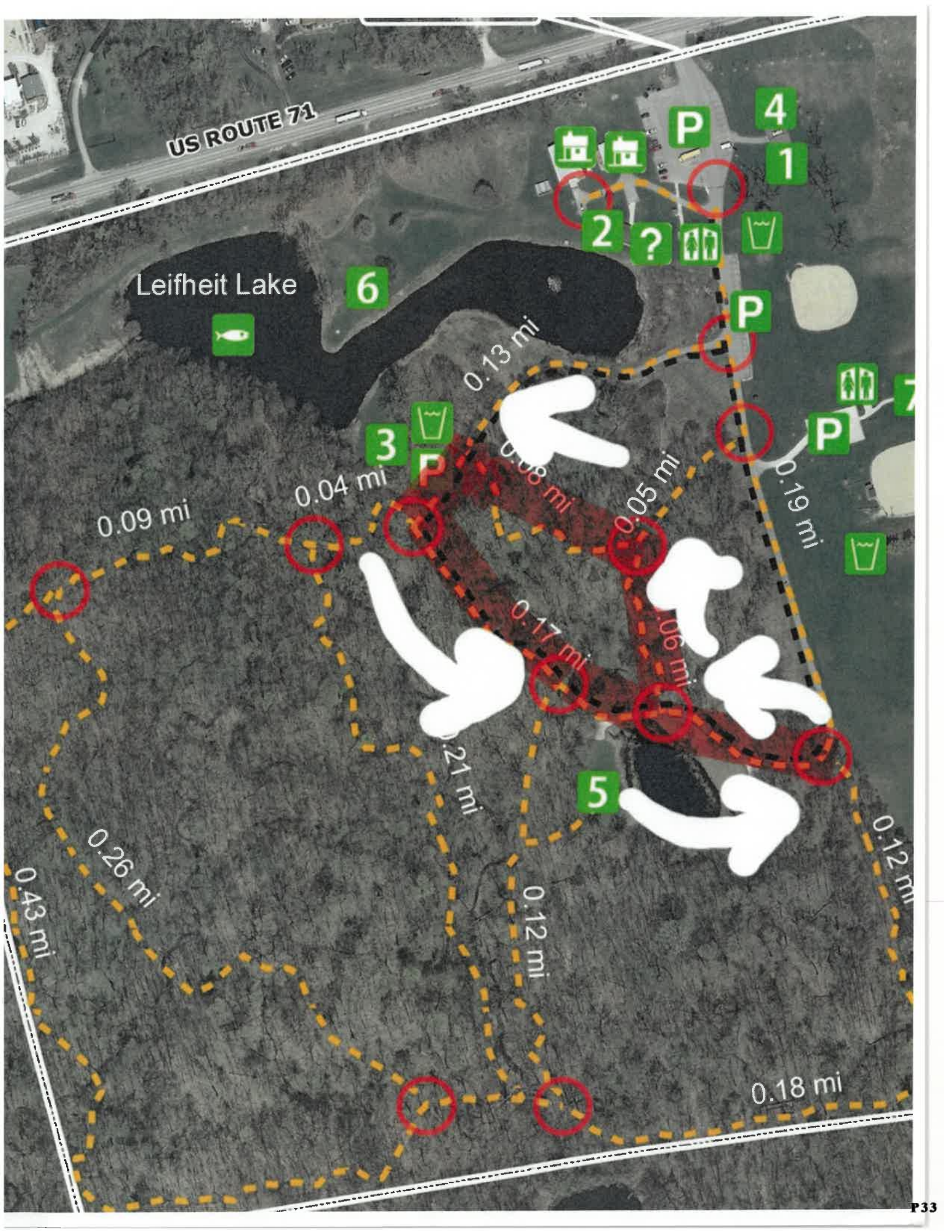
*hiking trails as outlined on map.*

► Permittee will be charged only for the highest category (A, B, or C) that is checked.  
Description of the Special Event, including details of any 'Yes' answers from above:

Applicant's Signature: *Jana Chamrell*

Date: *8/21/23*





US ROUTE 71

Leifheit Lake

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110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

**Permit #:** 23-00265 Page 1 of 6  
**Contract Date:** 08/08/2023  
**Use Type:** Other  
**Description:** Kendal County Special Olympics  
**Registrar:** Julia Granholm  
**Phone:** (630) 552-3826 / (630) 291-6381  
**Email:** marcylite\_12@hotmail.com

**Customer** **KC Special Olympics**  
**Marcy Stefaniak**  
**2420 Rock Creek Road**  
**Plano, IL 60545**

### Facility License Information

**Location:** Shelter 7 @ Harris Forest Preserve  
 10460 Route 71  
 Yorkville, IL 60560
 **Total Hours: 15.00**

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
10/7/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
10/14/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
10/21/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
10/28/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
11/4/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
11/11/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
11/18/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
12/2/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
12/9/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
12/16/2023	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
1/6/2024	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
1/13/2024	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
1/20/2024	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
1/27/2024	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00
2/3/2024	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 25)	1.00	Each	\$60.00	\$60.00	\$0.00

No alcohol allowed.

<b>Total Hours</b>	<b>15.00</b>
<b>Total Fees</b>	<b>\$900.00</b>
<b>Total Sec Dep</b>	<b>\$0.00</b>
<b>Total Tax</b>	<b>\$0.00</b>
<b>Rental Total</b>	<b>\$900.00</b>

### Facility License Terms and Conditions

For day of questions/concerns, please call 630.746.1005 (Shelters, Pickerill Estate House), 630.746.1683



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

Permit #: 23-00265

Page 2 of 6

Customer: KC Special Olympics - Marcy Stefaniak

### (Meadowhawk Lodge, Campsites, Bunkhouses)

**For emergencies, contact the Grounds and Natural Resources Division Supervisor, Antoinette White at 630.746.1005**

#### KENDALL COUNTY FOREST PRESERVE DISTRICT FACILITY LICENSE TERMS AND CONDITIONS

This License is made on the day listed on the first page of the License 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 License Contract, subject to the terms and conditions set forth in this License.

#### 2. Fee:

##### Shelters:

The license fee for daily use shall be paid in full no less than thirty (30) days in advance 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 Forest Preserve will retain the total license fee.

The Forest Preserve allows a one-time rescheduling of any reservation with the paid license fee 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 events that are for an incorporated or unincorporated business entity, not-for-profit organization, or government agency.

A Certificate of Insurance or Special Event Insurance Certificate listing the Forest Preserve as a Certificate Holder must be submitted to the Forest Preserve 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.

All coverage shall be placed with insurers authorized to conduct business in Illinois with a current A.M. Best's rating of no less than A:VII. Each insurance policy shall not be cancelled or changed without thirty (30) calendar days prior written notice, given by the insurance carrier to the Forest Preserve at the address set forth herein.

Minimum Scope and Limit of Insurance. All coverage shall be at least as broad as the following:

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the Licensee maintains broader coverage and/or higher limits than the minimums shown above, the Forest Preserve requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Forest Preserve. Umbrella/Excess Liability: Limits of liability equal to or greater than \$1,000,000 per occurrence and \$1,000,000 in aggregate.

The Forest Preserve shall raise the minimum liability requirement based on the nature, scope, and exposure associated with an event, on a case by case basis.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### Additional Insured Status

The Forest Preserve, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the use of the facility, work or operations performed by or on behalf of the Licensee including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Licensee's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available,



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

Permit #: 23-00265

Page 3 of 6

Customer: KC Special Olympics - Marcy Stefaniak

through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

### Primary Coverage

For any claims related to this contract, the Licensee's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Forest Preserve, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Forest Preserve, its officers, officials, employees, or volunteers shall be excess of the Licensee's insurance and shall not contribute with it,

### Waiver of Subrogation

Licensee hereby grants to Forest Preserve a waiver of any right to subrogation which any insurer of said Licensee may acquire against the Forest Preserve by virtue of the payment of any loss under such insurance. Licensee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Forest Preserve has received a waiver of subrogation endorsement from the insurer.

### Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Forest Preserve.

### Verification of Coverage

Licensee shall furnish the Forest Preserve with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Forest Preserve before work begins. All certificates and endorsements are to be received and approved by the Forest Preserve at least five days before Licensee commences activities. Verification of Coverage: Licensee shall furnish Forest Preserve with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Forest Preserve before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Forest Preserve's obligation to provide them. Forest Preserve reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances: Forest Preserve reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

### 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 License 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 License 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 Forest Preserve.

Set up, take down and clean up time is included in the requested contract time period noted on Page 1 of the License 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.



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

Permit #: 23-00265

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Customer: KC Special Olympics - Marcy Stefaniak

### 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. Licensee may use the turf areas for additional event and trailer parking provided written approval is received from the Forest Preserve. Any/all damaged turf or ruts caused by Licensee's event shall be repaired either by the Licensee, or at the Licensee's expense. Parking on grass and turf areas is otherwise 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) <<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 are prohibited. Tents and canopies are permitted only if using Shelter 1 at Harris Forest Preserve. Tents up to 20x40x15 may be allowed with advance notice only. Pop-up shade canopy structures, up to 12 feet by 12 feet in size, are permitted for use on the turf grass field area at the Harris Forest Preserve arena.

### 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.



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

Permit #: 23-00265

Page 5 of 6

Customer: KC Special Olympics - Marcy Stefaniak

### 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 License.

### 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:



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

## Facility License Agreement

Permit #: 23-00265

Page 6 of 6

Customer: KC Special Olympics - Marcy Stefaniak

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 License 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: \_\_\_\_\_



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

### Facility License Agreement

**Permit #:** 22-00242 Page 1 of 2  
**Contract Date:** 09/15/2022  
**Use Type:** Other  
**Description:** Kendall County Special Olympics  
**Registrar:** Julia Granholm  
**Phone:** (630) 552-3826 / (630) 291-6381  
**Email:** marcylite\_12@hotmail.com

**Customer** **KC Special Olympics**  
**Marcy Stefaniak**  
**2420 Rock Creek Road**  
**Plano, IL 60545**

### Facility License Information

**Location:** Shelter 7 @ Harris Forest Preserve **Total Hours:** 9.00  
 10460 Route 71  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
10/15/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
10/22/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
10/29/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
11/5/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
11/12/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
11/19/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
12/3/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
12/10/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00
12/17/2022	Sat	10:00 AM - 11:00 AM	Shelter Flat (Head Count: 20)	1.00	Each	\$30.00	\$30.00	\$0.00

No alcohol allowed.

<b>Total Hours</b>	<b>9.00</b>
<b>Total Fees</b>	<b>\$270.00</b>
<b>Total Sec Dep</b>	<b>\$0.00</b>
<b>Total Tax</b>	<b>\$0.00</b>
<b>Rental Total</b>	<b>\$270.00</b>

### Facility License Terms and Conditions

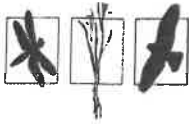
Permittee has read, signed and agrees to all enclosed documentation. The undersigned, their organization and its members (the Permittee), in consideration for the use of the above described facilities, agree to hold Owner harmless from all loss and/or damage resulting from the use of the facility. Facility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

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

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

For day of questions/concerns, please call 630.746.1005 (Shelter rentals), 630.774.1683 (Meadowhawk Lodge, Campsite, and Bunkhouse rentals)





# Kendall County Forest Preserve District SHELTER LICENSE AGREEMENT REQUEST FORM

Office Use Only \_\_\_\_\_  
Permit # \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Issue Date \_\_\_\_\_

### Instructions

- This form is to be completed in its entirety and can be faxed to 630-553-4023 or sent by e-mail to: [kcforest@kendallcountyl.gov](mailto:kcforest@kendallcountyl.gov)
- Shelter & Conference Room Requests are required thirty (30) days in advance of requested event date.
- The License Request form will be entered into our reservation calendar and copy of the License Agreement form is scanned to your e-mail for signature.
- Kendall County Forest Preserve District must be in receipt of the signed License Agreement form for the reservation to be considered secure.
- Full License fee is required two weeks prior to your event date.
- Meeting Room reservations require a \$100.00 security deposit.

### Licensee Information (Licensee must be 21 or older to enter into a License Agreement)

Name Mary Stefaniak  
 Street Address 2420 RockCreek Rd  
 City Plano State IL Zip \_\_\_\_\_ Kendall Resident? Yes  No   
 Phone # (two numbers are required) Cell: \_\_\_\_\_ Other: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Requested Site

Harris Forest Preserve: Shelter 1\*  144 people Shelter 2  80 people Shelter 4\*  80 people Shelter 7  80 people  
 \*Fireplace available at Shelters 1 and 4

Richard Young\*:  56 people \*Fire pit available  
 Jay Woods:  80 people  
 Pickerill-Pigott:  80 people

### Requested Date

Event Date: Sat Oct 10 - Feb 3 Preserves are available at 9:00 am  
 Time Requested: 10 AM - 11 AM Gates are closed at sunset; departure time required at least 30 minutes prior  
 Number of People: 20 - 25 \$25.00 fee applied for 100+ people

Type of Group: please circle: Organization, Family, Church, School, Scout, etc.  
 Non-family events require Certificate of Insurance

Name of Event (Scout troops: please indicate Pack or Troop Number & Council)  
Kendall County Special Olympics

Firewood: Must be purchased from the Forest Preserve. (Collection from grounds or brought from outside is prohibited. Bundles contain approximately 30 pieces)

Number of bundles requested: \_\_\_\_\_ Firewood: \$25.00 / bundle



## Facility License Agreement

Permit #: 23-00265

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Customer: KC Special Olympics - Marcy Stefaniak

110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

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 License 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: Marcy Stefaniak

Date: 8-9-2023

To: Kendall County Operations Committee

From: Julia Granholm, Reservations Manager & Accounting Coordinator

RE: Harris Forest Preserve Shelter 4 Proposed Fee Increase

Date: August 29, 2023

Kendall County Forest Preserve District staff has reviewed use of Shelters 1 and 4 at Harris Forest Preserve. District Staff recommends the following fee changes to be implemented effective December 1, 2023:

Current Fees and Policy:

\$60.00/shelter (Kendall Residents)/\$85.00/shelter (Kendall Non-residents)

Recommended Changes:

\$60.00/shelter (Kendall Residents-Shelters 1, 2, 7)

\$85.00/shelter (Kendall Non-residents-Shelters 1, 2, 7)

\$100.00 shelter 4 (Kendall Residents)-License fee will include use of Shelter 1

\$125.00 shelter 4 (Kendall Non-residents)-License fee will include use of Shelter 1

Justification: Licensees who reserve and pay for use of Shelter 4 at Harris Forest Preserve will frequently utilize Shelter 1 for their event, without having reserved or paid for its use, resulting in more District staff time and unexpected shelter turn-over for events.

To: Kendall County Operations Committee

From: Julia Granholm, Reservations Manager & Accounting Coordinator

RE: Proposed Meadowhawk Lodge and Pickerill Estate House fee increases and policy changes

Date: August 29, 2023

Kendall County Forest Preserve District staff has reviewed our current fees and charges for Meadowhawk Lodge and Pickerill Estate House. Because the use of our venues has evolved over the past few years, we have seen an increase in the number of event attendees, the types of events hosted, and the logistics and staff support needed to host events.

**Meadowhawk Lodge**

**Current License Fees:**

	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Includes Staff Event Host)	\$1900.00	\$950.00
	Kendall Resident	Kendall Non-resident
	<i>Security Deposit – 50% of contracted time</i>	
Other Events (Weekend – Fri-Sun)	\$90.00/hour	\$110.00/hour
Other Events (Weekday – Mon-Thurs)	\$60.00/hour	\$80.00/hour
Optional Staff Set-up & Tear Down (Resident & Non-resident)		\$75.00

Client Set-up & Clean-up (pre & post event) \$15.00/hour (*no 1/2 hour increments*)

Licensees Utilizing Bunkhouses or Group Campsites (min 2 facilities reserved) Discounted Rate: \$250/day

Not-for-profit & Government Rate: 10% discount

**Proposed License Fees:**

	Fee Amount	Refundable Sec Dep
Wedding Ceremony and/or Reception, Special Events (over 50 people, contracted vendors on site)	<b>\$2000.00</b>	<b>\$1000.00</b>
*Includes staff set up/tear down, access day before event, and Event Host(s) during event		
	Kendall Resident	Kendall Non-resident
	<i>Security Deposit – 50% of contracted time</i>	
Other Events (Fri-Sun, 3 hour min.)	<b>\$110.00/hour</b>	<b>\$130.00/hour</b>
Other Events (Mon-Thurs, 3 hour min.)	<b>\$75.00/hour</b>	<b>\$90.00/hour</b>

**Optional Staff Set-up & Tear down (Resident & Non-resident):**

**\$100.00 – up to 50 expected attendees**

**\$150.00 – 51-100 expected attendees**

**If serving alcohol at Event, an Event Host must be on site (additional charge for events not in the \$2000.00 event fee schedule):**

**Alcohol Event Host: \$100.00**

Client Set-up & Clean-up (pre & post event) \$15.00/hour (*no 1/2 hour increments*)

Licensees Utilizing Bunkhouses or Group Campsites (min 2) Discounted Rate: \$250/day

Not-for-profit & Government Rate: 10% discount

**Pickerill Estate House**

**Current License Fees:**

	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Includes Staff Event Host)	\$2500.00	\$1250.00

***House, Patio, Shelter***

	Kendall Resident	Kendall Non-resident
	<i>Security Deposit – 50% of contracted time</i>	
Other Events (Weekend – Fri-Sun)	\$125.00/hour	\$150.00/hour
Other Events (Weekday – Mon-Thurs)	\$80.00/hour	\$105.00/hour

Optional Staff Set-up & Tear Down (Resident & Non-resident) \$75.00

Client Set-up & Clean-up (pre & post event) \$15.00/hour (*no 1/2 hour increments*)

Not-for-profit & Government Rate: 10% discount

**Proposed License Fees:**

	Fee Amount	Refundable Sec Dep
Wedding Ceremony and/or Reception, Special Events (over 50 people, contracted vendors on site)	<b>\$2500.00</b>	<b>\$1250.00</b>

\*Includes staff set up/tear down, access day before event, and Event Host(s) during event

	Kendall Resident	Kendall Non-resident
	<i>Security Deposit – 50% of contracted time</i>	
Other Events (Fri-Sun, 3 hour min.)	\$125.00/hour	\$150.00/hour
Other Events (Mon-Thurs, 3 hour min.)	\$80.00/hour	\$105.00/hour

**Optional Staff Set-up & Tear down (Resident & Non-resident):**

**\$100.00 – up to 50 expected attendees**

**\$150.00 – 51-100 expected attendees**

**If serving alcohol at Event, an Event Host must be on site (additional charge for events not in the \$2000.00 event fee schedule):**

**Alcohol Event Host: \$100.00**

Client Set-up & Clean-up (pre & post event) \$15.00/hour (*no 1/2 hour increments*)

Not-for-profit & Government Rate:                    10% discount

Additional Proposed policies for Meadowhawk Lodge and Pickerill Estate House:

- 3 hour minimum for Event time

Justification: District staff is seeing an increase in events at Meadowhawk Lodge and the Pickerill Estate House involving larger numbers of attendees. These groups often have outside contracted vendors (bartenders, caterers, and rental companies) that District staff must coordinate with, thereby resulting in a District staff person serving as an Event Host. These types of events produce a similar logistical need as a Wedding or Reception event. With larger events, the District has more staff costs that need to be considered.

To: Kendall County Operations Committee  
From: Julia Granholm, Reservations Manager & Accounting Coordinator  
RE: Proposed Reschedule Policy Changes and Reschedule fee increases  
Date: August 29, 2023

Kendall County Forest Preserve District staff has reviewed our current rescheduling fees and policies due to an increase of requests for event rescheduling. Due to high demand for reservations of our facilities and venues, staff recommends the following policy and fee changes to be implemented effective December 1, 2023:

### **Family Campsites**

**Current Reschedule Policy:** The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation.

**Recommended Changes:** There is no reschedule permitted for Family Campsites due to the cost of the Family Campsites being \$20.00 (Kendall Residents)/\$30.00 (Kendall Non-residents). Licensees must fill out a new License Agreement Request form and pay the fees associated with the reservation.

### **Group Campsites**

**Current Reschedule Policy:** The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation.

**Recommended Changes:** The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation. **Rescheduled Event date must be communicated within 30 days of the original booked date. Payment is due in full and is non-refundable if event is cancelled.**

### **Shelters**

**Current Reschedule Policy:** The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation.

**Recommended Changes:** The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation. **Rescheduled Event date must be communicated within 30 days of the original booked date. Payment is due in full and is non-refundable if event is cancelled.**

### **Bunkhouses**

Current Reschedule Policy: The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation.

Recommended Changes: The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a **\$50.00** reschedule fee applied to the reservation. **Rescheduled Event date must be communicated within 30 days of the original booked date. Payment is due in full and is non-refundable if event is cancelled.**

### **Meadowhawk Lodge, Pickerill Estate House**

Current Reschedule Policy: The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a \$25.00 reschedule fee applied to the reservation.

Recommended Changes: The District allows a one-time rescheduling of any reservation with the License payment applied to the rescheduled event. All rescheduled events must occur within one year of the date of the original event. There will be a **\$100.00** reschedule fee applied to the reservation. **Rescheduled Event date must be communicated within 30 days of the original booked date. Payment is due in full and is non-refundable if event is cancelled.**

Justification: The District's opportunity to rebook facilities and venues is significantly impacted by requests for rescheduling. The District is seeing an increase in demand to use facilities and venue space and it is difficult to recoup costs and fill a date with another booking when a reschedule request is submitted.



**Kendall County Forest Preserve District  
FY 23 Fees and Charges  
September 6, 2023 - PROPOSED**

<u>Description</u>	<u>Type</u>	<u>Security Deposit</u>	<u>Current Rates Schedule</u>	<u>Proposed Rate Increases</u>
<b>Historic Courthouse Meeting Room and Courtroom Rentals</b>				
East Conference Room	Meeting room	\$100	\$20/hr. resident; \$30/hr. non-resident	
Upper Conference Room	Meeting room	\$100	\$20/hr. resident; \$30/hr. non-resident	
Historic Courtroom	Courtroom	\$100	\$40/hr. resident; \$60/hr. non-resident	
<b>Forest Preserve Shelter, Bunkhouse, and Campsite Rentals</b>				
Richard Young FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Lay Woods FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Subat FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Harris FP	Shelter	N/A	\$60/resident; \$85/non-resident	
Harris - Shelter 1 and 4 (combined)	Shelters 1 and 4	N/A	\$60/resident; \$85/non-resident	
Harris FP	Shelter 1 and 4 - 5-day	N/A	\$100/resident; \$125/non-resident	Required Combined Rental Only
Pickerrill-Pigott Forest Preserve	Shelter	N/A	\$500 for weekday rental	
	Shelter	N/A	\$60/resident; \$85 non-resident	
Shelter Rental for Groups over 100*	Shelter	N/A	\$25 per shelter rental for group sizes greater than 100 people	
Shelter, Group Campsite, or Bunkhouse Rescheduling Fee	Shelters and Campsites	N/A	\$25 per event	
Hoover FP	Bunkhouse	\$100 per Bunkhouse Rental	\$180/resident; \$240/non-resident	
Hoover FP	Group campsite	N/A	\$65/resident; \$85/non-resident	
Hoover FP	Family campsite	N/A	\$20/resident; \$30/non-resident	
Hoover FP - Campsite and Bunkhouse Non-Emergency Call-out Fee (8 pm to 8 am)*	Bunkhouse and Group Campsite Rentals	N/A	\$40 charge for non-emergency callouts between 8 pm and 8 am the following day	
Harris FP	Horse Arena	N/A	\$100 per day	
Firewood Bundles	Firewood	N/A	\$25 per bundle	
<b>General Use Ordinance Special Use Permits</b>				
Special Event Permit Fees	Permit Fee	N/A	\$75 / \$200 / \$300 Assigned Fee	
<b>White-Tailed Deer Bow Hunt CWD Permits</b>				
Bow Hunt Season Permit	Permit Fee	N/A	\$250 R / \$350 NR	
Bow Hunt Weekend Permit	Permit Fee	N/A	\$50 R / \$100 NR	
<b>Hoover - Meadowhawk Lodge Rental</b>				
Friday, Saturday & Sunday (Weddings/Receptions/Spec. Events)	Meadowhawk Lodge	50% of total cost	\$1,900 (8 am - 10 pm)	\$2,000 (8 am to 10 pm)
Weekend - other events	Meadowhawk Lodge	50% of contracted time	\$90/hr resident - \$110/hr non-resident	\$110/hr resident - \$130/hr non-resident (3-hr. min.)
Weekday - other events	Meadowhawk Lodge	50% of contracted time	\$60/hr resident - \$80/hr non-resident	\$75/hr residents - \$90/hr non-resident (3-hr. min.)
Meadowhawk Lodge Package (weekdays only)	Meadowhawk Lodge & Bunkhouses	\$100 per Bunkhouse Rental	Bunkhouse: \$180/resident; \$240/non-resident Lodge: \$250	
Not-for-Profit and Government Rate	Meadowhawk Lodge	50% of contracted time	10% (May-Oct)-10% (Nov - Apr) discount	
Client Set-up / Clean-up Time	Meadowhawk Lodge	N/A	\$15 per hour for each hour of set-up / clean-up	
Set-up / Clean-up by District (optional)	Meadowhawk Lodge	N/A	\$50 setup or cleanup/\$75 for setup and clean-up	\$100 (up to 50 guests) / \$150 (over 51 guests)
Event Host (For Hourly Events w Alcohol Service)	Meadowhawk Lodge	N/A		\$100 per event
Sound System	Meadowhawk Lodge	N/A	\$25 per rental event	
<b>Pickerrill-Pigott - Ken Pickerrill Estate House Rental</b>				
Friday, Saturday & Sunday (Weddings/Receptions/Spec. Events)	House, Patio, Shelter	50% of total cost	\$2,500 (8 am - 10 pm)	
Weekend - other events	House, Patio, Shelter	50% of contracted time	\$125/hr resident - \$150/hr non-resident	
Weekday - other events	House, Patio, Shelter	50% of contracted time	\$80/hr resident - \$105/hr non-resident	
Pickerrill House	House/Meeting Space	50% of contracted time	\$100/hr resident; \$120/hr non-resident	
Not-for-Profit and Government Rate	House, Patio, Shelter	N/A	10% (May-Oct) - 10% (Nov - Apr) discount	
Client Set-up / Clean-up Time	House, Patio, Shelter	N/A	\$15 per hour for each hour of set-up / clean-up	
Set-up / Clean-up by District (optional)	House, Patio, Shelter	N/A	\$75 for setup and clean-up	
Event Host (For Hourly Events w Alcohol Service)	House, Patio, Shelter	N/A		\$100 (up to 50 guests) / \$150 (over 51 guests)
Sound System	House, Patio, Shelter	N/A	\$25 per rental event	\$100 per event

<b>Baker Woods - Ellis House Rental</b>			
Friday, Saturday & Sunday (Weddings/Receptions/Spec. Events)	Ellis House/Grounds	\$1,000	\$2,100
Saturday (wedding)	Ellis House/Grounds	\$1,000	\$2,100
Weekday and Weekend House and Grounds - Other Events	Ellis House/Grounds	50% of contracted time	\$150/hr
Weekday & Weekend other events (House)	Ellis House	50% of contracted time	\$75/hr
Weekday & Weekend Classroom	Ellis Classroom	50% of contracted time	\$50/hr
Not-for-Profit and Government Rate	Ellis House	N/A	10% (May-Oct) discount - 10% (Nov - Apr) discount
Set-up / Clean-up (optional)	Ellis House/Tent	N/A	\$300 setup and clean-up
Firewood	Ellis House	N/A	\$30
Preferred Catering Program	Ellis House	\$200 First-Time Security Deposit	\$150 annual fee
<b>Wedding Rental - Promotional Package</b>			
Ellis House or Meadowhawk Lodge Rental	Ellis House / Meadowhawk Lodge	50% of contracted time	50% discount off the hourly rental fees at Ellis House or Meadowhawk Lodge with a Wedding Event rental purchase at either facility
<b>Description</b>	<b>Type</b>	<b>Security Deposit</b>	<b>Current Rates Schedule</b>
<b>Ellis Equestrian Center - Lessons</b>			
Beginner Rider Lessons (Single Lesson)	Public Program	N/A	Resident: \$53 / Non-Resident: \$61
Beginner Rider Lessons (5-Lesson Package)	Public Program	N/A	Resident: \$210 / Non-Resident: \$240
Beginner Rider Semi-Private (Single Lesson)	Public Program	N/A	Resident: \$42 / Non-Resident: \$48
Beginner Rider Semi-Private (5-Lesson Package)	Public Program	N/A	Resident: \$165 / Non-Resident: \$193
Lead Line Lessons (Single Lesson)	Public Program	N/A	Resident: \$30 / Non-Resident: \$34
Lead Line Lessons (5-Lesson Package)	Public Program	N/A	Resident: \$130 / Non-Resident: \$145
Pony Club (Apr-June; July-Sept; Oct-Dec)	Public Program	N/A	\$150 Per Session (Non-Lesson Student) / \$125 (Concurrent Lesson Enrollment)
Pony Club (Jan-Mar)	Public Program	N/A	\$75 Per Session (Non-Lesson Student) / \$65 (Concurrent Lesson Enrollment)
<b>Ellis Equestrian Center - Camps</b>			
Parent and Tot Day Camp	Camp Program	N/A	Resident: \$60 / Non-Resident: \$66
Pony 2-Overnight/3-Day Camp Experience	Camp Program	N/A	Resident: \$450 / Non-Resident: \$500
3-Day Pony Camp	Camp Program	N/A	Resident: \$236 / Non-Resident: \$247
<b>Ellis Equestrian - Center Birthdays Parties</b>			
Ellis Horse & Pony Birthday Parties	Public Program	\$100 at time of reservation applied to total cost	Resident: \$250 + \$25 for each child over 10 - Non-Resident \$260 + \$26 for each child over 10
<b>Ellis Equestrian Center - Other</b>			
Group Adventure Tours (1-Hour)	Public Program	50% of total cost	Resident: \$85 max 7 pp + \$14 for each add'l pp / Non-Resident: \$85 max 6 pp + \$14 for each add'l pp
Cub Scout and Girl Scout Badge Programs	Public Program	\$100 at time of reservation applied to total cost	Resident: \$250 for up to 10 pp - \$25 per for each add'l - Non-Resident \$260 for up to 10 pp - \$25 per for each add'l
Equestrian Center Field Trip Programs	School Program	50% of total cost	\$12 per student (Min: 10)
Hay Wagon Ride / Horseshoe Craft/Ellis Patch Options	Public Program	N/A	\$3 per person
Face Paint Option	Public Program	N/A	\$2 per person
Pony Ride Add On Option	Public Program	N/A	\$10 per person
<b>Environmental Education Birthday Party, Announced Nature, Scout and Senior Programs</b>			
Cub Scout and Girl Scout Badge Programs	Scout Program	N/A	\$8 per scout (minimum \$64 program fee)
Nature-themed Birthday Parties	Public Program	N/A	\$150 (5-10); \$175 (11-20); \$200 (21-30)
Bunkhouse Package Discount	Scout Program	N/A	R \$140 per night/NR \$200 per night NR
Group Campsite Package Discount	Scout Program	N/A	R \$35 per night/NR \$55 per night
Canoe Trips	Public Program	N/A	\$30 per person
Programs for Seniors	Public Program	N/A	\$70 per 1-Hour Program / \$60 per Program for Seasonal Series
			\$175 (1-15); \$200 (16-30)
			\$70 per 1-Hour Program

**Environmental Education School Programs**

Description	Type	Security Deposit	Current Rates Schedule
Animals in Winter	School Program	N/A	\$3.50 per student
Biomimicry	School Program	N/A	\$7 per student
Bugfest	School Program	N/A	\$7 per student
Zoachory	School Program	N/A	\$7 per student
Fossils	School Program	N/A	\$7 per student
Native Americans	School Program	N/A	\$7 per student
Teeth Younger	School Program	N/A	\$7 per student
Teeth Older	School Program	N/A	\$3.50 per student
Adaptations in School	School Program	N/A	\$7 per student
Adaptations Harris	School Program	N/A	\$7 per student
Ecosystems Harris	School Program	N/A	\$7 per student
Wetland in School	School Program	N/A	\$7 per student
Maple Syrup	School Program	N/A	\$7 per student
Project Hoover	School Program	N/A	\$7 per student
Weather	School Program	N/A	\$10 per student
Reptiles and Amphibians	School Program	N/A	\$7 per student
Other Pre-School	Preschool Program	N/A	\$7 per student
Other School Age	School Program	N/A	\$7 per student

**Environmental Education Camp Programs**

Description	Type	Security Deposit	Current Rates Schedule
Winter and Spring Break Camp	Camp Program	N/A	\$90.00
1-Day Summer Camp	Camp Program	N/A	\$40.00
Camp for Ages 1-3 Years	Camp Program	N/A	\$40.00
Camp for Ages 4 through Kindergarten	Camp Program	N/A	\$145.00
Camp for Grades 1 through 3	Camp Program	N/A	\$200.00
Camp for Grades 4 through 6	Camp Program	N/A	\$200.00
Camp for Grades 7 through 9	Camp Program	N/A	\$200.00
NatureQuest	Camp Program	N/A	\$220.00
Laws of Nature Family Exploration	Family Program	N/A	\$15 (group size 1-5) / \$25 (group size 6-10)
Summer Family Adventures - 1-Hour Program	Family Program	N/A	\$35 (1-5 part.) / \$55 (6-9 part.)
Summer Family Adventures - 2-Hour Program	Family Program	N/A	\$55 (1-5 part.) / \$75 (6-9 part.)
Summer Family Adventure - Family Horse Adventure	Family Program	N/A	Resident/NR: \$75 - Additional \$12.50 fee per person for groups over 6
Summer Family Adventures - Full Moon Adventures	Family Program	N/A	\$80 (1-5 part.) / \$100 (6-9 part.)
Afternoon Adventures	After School Program	N/A	\$360.00
After-school Enrichment (Various Titles/Age Groups)	After School Program	N/A	\$70.00
Counselor in Training	Camp Program	N/A	\$200.00

**Environmental Education - Natural Beginnings**

Registration Fee	Preschool Program	N/A	150 + 10% non-refundable tuition applied to 4th quarterly payment
Late Payment Fee	Preschool Program	N/A	\$15 after 5-Day Grace Period
3-Day Sessions	Preschool Program	N/A	\$2,200
2-Day Sessions	Preschool Program	N/A	\$1,700

All credit card payments are charged a 2.5% transaction fee.

To: Kendall County Forest Preserve District Operations Committee

From: Antoinette White, Grounds and Natural Resources Division Supervisor

RE: Grounds and Natural Resources Updates

Date: September 6, 2023

The District Grounds and Natural Resource staff has been working on standard summer duties of mowing, weed whacking, and rentals, as well as time spent on the Pickerill Estate House.

There are additional projects the staff took on that we want to highlight. At Richard Young and Lyon Forest Preserve, there was a new footbridge made and installed to help with trail flooding, and improvements made to the fen boardwalk. Staff had multiple workdays to complete the Bears playground unit at Hoover, along with additional play space maintenance. A culvert bridge crossing completed by an Eagle Scout, had ramps up to it built to complete ADA accessibility at Little Rock Creek Forest Preserve. Millbrook South Forest Preserve had an informational kiosk built to hold a trail map and preserve information. Jay Woods had drainage boxes made and installed to stop wash out of trail areas.

The District's Bow Hunt program is filled. District staff has been hosting orientation days and preparing for the start of the season October 1, 2023.

Below are images of some of the projects listed above:



Figure 1: RY Foot Bridge



Figure 2: Jay Woods Trail



Figure 3: LRC Bridge Ramps

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022 AMD	2022	BUDGET	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024
<b>ACCOUNT &amp; DESCRIPTION</b>								
<b>Beginning Balance (est.)</b>								
<b>REVENUE</b>								
190011 40350	Transfer In from Forest Preserve Improvement Fund #1906							
190011 40300	Transfer In from Forest Preserve 2007 Bond Proceeds Fund #1901							
190011	Transfer In from Kendall County - American Rescue Plan Act Transfer							
190011 41010	Current Tax	660,740	657,738	662,230	710,448	385,994	710,448	759,981
190011 41350	Interest Income	200	467	1,083	533		6,588	6,588
190011 42250	Other Income (Sponsorship Income)							
190011 42250	Other Income (Carbon Credits Sales - Fox River Bluffs & Res. Woods)	17,262	18,358	18,358	11,543		40	149,058
19001162 42250	Ellis Center Grounds (Farm License Rev.)	24,614	24,998	25,181	27,250	26,838	26,800	26,800
19001163 42250	Ellis Center Camps	8,000	11,760	11,760	11,760	13,281	13,281	13,000
19001164 42250	Ellis Center Riding Lessons	70,000	58,772	63,803	70,000	35,445	63,800	63,800
19001165 42250	Ellis Center Birthday Parties	5,500	6,533	6,758	6,000	6,000	6,000	6,000
19001166 42250	Ellis Center Public Programs	3,000	2,403	2,404	3,000	3,000	3,000	3,000
19001167 42250	Sunrise Center North License Agreement	13,760	13,449	13,799	13,760	9,237	13,760	13,760
19001168 42250	Ellis Center Weddings	14,000	8,075	8,075	9,000	1,500	4,500	4,500
19001169 42250	Ellis Center Other Rentals	3,400	3,050	3,350	3,400	1,740	3,400	3,400
19001170 42250	Ellis Center SK Event	250	300	300	300			
19001171 42250	Hoover Revenue (Yorkville Athletic Assoc. License)	2,500	3,877	4,127	3,800	2,400	2,400	3,800
19001171 42250	Hoover Revenue (Residence Lease)	3,000	3,000	3,000	3,000	3,000	3,000	3,000
19001172 42250	Hoover Bunkhouse Rental Rev	8,500	28,367	26,972	28,500	27,426	32,000	32,000
19001173 42250	Hoover Campsite Rental Rev	4,000	5,410	5,200	5,400	5,125	6,000	6,000
19001174 42250	Hoover Meadowhawk Rental Rev	15,000	24,225	24,671	24,500	33,926	35,000	35,000
19001176 42250	Env. Educ. - School Programs (KC-OEC)	20,000	6,775	6,880	20,000	10,137	20,000	20,000
19001177 42250	Env. Educ. - Camps	32,000	36,665	36,654	37,000	39,682	39,682	40,000
19001178 42250	Env. Educ. - Natural Beginnings	122,880	156,704	131,333	141,060	130,213	141,060	145,000
19001179 42250	Env. Educ. - Other Public Programs	20,000	15,345	15,345	20,000	10,718	20,000	20,000
19001180 42250	Env. Educ. - Other Revenue			69				
19001183 42250	Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	24,000	34,212	36,131	30,500	9,568	30,500	32,500
19001183 42250	Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)							
19001184 42250	Revenue - Pickering-Pigott					2,820	6,000	
190011 42860	Donations - Administration (Forest Foundation Contributions)							
19001164 42860	Donations - Ellis Equestrian Center - Lessons	5,000	5,000	6,676	5,000	1,124	5,000	5,000
	Donations - Hoover					1	1	1
19001175 42860	Donations - Environmental Education	500			500			
19001178 42860	Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	2,400	2,016	1,116		1,536	1,536	1,500
	Donations - Env. Educ. Other Programs							
	Donations - Natural Area Volunteers							
19001183 42860	Donations - Grounds & Natural Resources	1,000			1,000	2,525	2,525	1,000
19001183 42900	Picnic & Shelter Rental - Grounds & Natural Resources	4,000	7,095	7,035	7,000	6,860	7,000	7,000

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022 AMD	2022	BUDGET	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024
19001184 42900	Picnic & Shelter Rental - Pickertill-Pigott	750	-		7,000	120	180	14,000
19001183 42920	Preserve Improvements - Grants (K-12 Pollinator)							
19001183 42920	Preserve Improvements - Grants (Pollinator Meadows Pilot)							
190011 42930	Farm License Revenue	95,379	110,000	152,591	97,000	106,279	106,279	107,000
190011 42940	Credit Card Revenue - All Preserves	2,960	3,287	3,418	3,500	2,520	3,780	3,780
19001168 43450	Security Deposit Revenue - Ellis Weddings	10,000	3,500	3,500	5,000	1,100	3,500	3,500
19001169 43450	Security Deposit Revenue - Ellis Other Rentals	2,500	700	700	2,500	-	500	700
19001172 43450	Security Deposit Revenue - Hoover Bunkhouse	1,300	3,500	2,700	3,000	4,600	5,000	4,600
19001174 43450	Security Deposit Revenue - Hoover Meadowhawk	5,000	4,852	4,412	4,000	7,393	8,000	8,500
19001184 43450	Security Deposit Revenue - Pickertill-Pigott		-		1,000	739	1,500	3,000
<b>Total Revenue</b>		<b>1,203,395</b>	<b>1,260,474</b>	<b>1,289,629</b>	<b>1,317,254</b>	<b>892,614</b>	<b>1,332,060</b>	<b>1,546,768</b>

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		2022		2022 AMD		2022		BUDGET		2023		2023 YTD		2023 EOY		BUDGET	
KCFPD Operating Fund #1900		2022		15-Nov-22		FINAL		2023		31-Jul-23		15-Nov-23		2024			
<b>PERSONNEL</b>																	
190011 51090	Board Per Diem	5,500	-					5,500		0							5,500
190011 51160	Salary - Part Time Administration	31,425	31,425			30,617											
190011 51390	Salary - Full Time Administration	124,773	124,773			124,741		152,175		94,911						152,175	165,746
190011 51470	Stipend - Full Time Administration (Executive Director)	10,934	10,934			11,156		11,262		6,950						11,262	12,266
190011 51470	Stipend - Full Time Administration (HR, Acct. Payable & Reserv. Coord.)																
190011 51470	Stipend - Full Time Administration (Asst. County Admin.)	5,820	5,820			5,820		5,820		3,880						5,820	6,339
19001183 51160	Salary - Part Time Grounds & Natural Resources	16,764	16,764			14,666		18,805		14,392						21,588	20,482
19001183 51390	Salary - Full Time Grounds & Natural Resources	89,963	89,963			95,241		128,740		70,836						113,749	140,221
	Salary - Part Time Pickerill Pigott									54						54	
	<b>Salary Full Time: Env. Education</b>																
19001176 51390	Env. Educ. FT Salary - School Programs Expense					70		2,500		1,567						2,500	2,723
19001177 51390	Env. Educ. FT Salary - Camps Expense	6,000	6,000			6,025		6,000		3,739						6,000	6,535
19001178 51390	Env. Educ. FT Salary - Natural Beginnings Expense	50,000	50,000			50,131		52,770		32,914						52,770	57,476
19001179 51390	Env. Educ. FT Salary - Other Public Programs Expense	2,500	2,500			2,475		2,500		1,567						2,500	2,723
19001180 51390	Env. Educ. FT Salary - Laws of Nature																
	<b>Salary Part Time: Env. Education</b>																
19001176 51160	Env. Educ. PT Salary - School Programs Expense	11,213	7,500			6,206		12,300		5,327						12,300	13,397
19001177 51160	Env. Educ. PT Salary - Camps Expense	20,175	22,500			23,023		22,000		15,717						22,000	23,962
19001178 51160	Env. Educ. PT Salary - Natural Beginnings Expense	45,298	45,298			43,280		58,770		36,275						58,770	64,011
19001179 51160	Env. Educ. PT Salary - Other Public Programs Expense	9,756	11,000			11,429		10,000		7,276						10,000	10,892
19001180 51160	Env. Educ. PT Salary - Laws of Nature	3,481	2,400			1,923		3,780		1,524						3,780	4,117
19001181 51160	Env. Educ. PT Salary - Other Expense																
	<b>Salary Full Time: Ellis</b>																
19001160 51390	Salary FT - Ellis House	10,344	10,344			10,065		10,394		6,956						10,394	11,321
19001161 51390	Salary FT - Ellis Barn	10,344	10,344			10,065		10,394		6,956						10,394	11,321
19001162 51390	Salary FT - Ellis Grounds	20,688	20,688			21,403		20,788		12,640						20,788	22,642
	<b>Salary Part Time - Ellis</b>																
19001160 51160	Salary PT - Ellis House (ARPA - S)		150			60											
19001161 51160	Salary PT - Ellis Barn (ARPA - S)		1,500			1,023											
19001162 51160	Salary PT - Ellis Grounds (ARPA - S)		250			36											
19001163 51160	Salary PT - Ellis Center Camps Expense		5,750			5,416		3,484		1,511						3,484	3,795
19001164 51160	Salary PT - Ellis Center Riding Lessons Expense	39,325	39,325			42,118		42,818		26,803						42,818	46,637
19001165 51160	Salary PT - Ellis Center Birthday Parties Expense	6,500	6,500			5,390		7,077		3,340						7,077	7,709
19001166 51160	Salary PT - Ellis Center Public Programs Expense	2,015	3,750			3,612		3,194		138						2,194	2,390
19001167 51160	Salary PT - Ellis Sunrise License Agreement	17,500	21,000			20,562		19,054		12,758						19,054	20,754
19001168 51160	Salary PT - Ellis Center Weddings Expense	1,538	2,000			1,871		1,695		262						1,846	1,846
19001169 51160	Salary PT - Ellis Center Other Rentals Expense	1,538	500			291		1,695		110						1,695	1,846
19001171 51160	Salary PT - Hoover Grounds	18,376	14,501			13,182		20,254		7,285						20,254	22,061
19001172 51160	Salary PT - Hoover Bunkhouse	9,188	7,278			6,614		10,127		3,643						10,127	11,030
19001173 51160	Salary PT - Hoover Campsite	4,594	3,636			3,305		5,064		1,821						5,064	5,515
19001174 51160	Salary PT - Hoover Meadowhawk	4,594	3,638			3,306		5,064		2,603						5,064	5,515

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022 AMD	2022	BUDGET	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024
19001171	51390	45,289	45,289	46,072	47,420	27,573	47,420	51,649
19001172	51390	22,645	22,645	23,036	23,710	13,786	23,710	25,824
19001173	51390	11,322	11,322	11,518	11,855	6,893	11,855	12,912
19001174	51390	11,322	11,322	11,518	11,855	6,893	11,855	12,912
<b>Total Personnel</b>		<b>673,924</b>	<b>668,609</b>	<b>667,267</b>	<b>747,865</b>	<b>438,904</b>	<b>730,210</b>	<b>814,070</b>



# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET 2022	2022 AMD 15-Nov-22	2022 FINAL	BUDGET 2023	2023 YTD 31-Jul-23	2023 EOY 15-Nov-23	BUDGET 2024
<b>KCFPD Operating Fund #1900</b>								
<b>EMPLOYEE BENEFITS</b>								
190011 61160	IMRF Expense - Administration	12,055	12,055	12,118	12,308	6,690	10,035	13,453
190011 61170	SS Expense - Administration	13,231	13,231	13,043	13,509	8,525	12,787	14,765
19001160 63050	IMRF/SS Expense - Ellis House	1,604	1,604	1,535	1,638	950	1,425	1,790
19001161 63050	IMRF/SS Expense - Ellis Barn	1,604	1,604	1,609	1,638	950	1,425	1,790
19001162 63050	IMRF/SS Expense - Ellis Grounds	3,208	3,208	2,936	3,275	1,900	2,850	3,580
19001163 63050	IMRF/SS Expense - Ellis Center Camps Expense	316	850	601	322	165	247	352
19001164 63050	IMRF/SS Expense - Ellis Center Riding Lessons Expense	3,878	3,878	3,911	3,959	3,370	5,055	4,327
19001165 63050	IMRF/SS Expense - Ellis Center Birthday Parties Expense	641	641	628	654	439	658	715
19001166 63050	IMRF/SS Expense - Ellis Center Public Programs Expense	199	500	405	203	19	28	222
19001167 63050	IMRF/SS Expense - Sunrise Center North	1,726	1,900	1,975	1,762	1,315	1,972	1,926
19001168 63050	IMRF/SS Expense - Ellis Center Weddings Expense	157	157	143	160	18	26	175
19001169 63050	IMRF/SS Expense - Ellis Center Other Rentals Expense	157	157	22	160	8	13	175
19001171 63050	IMRF/SS Expense - Hoover Grounds	9,139	9,139	7,950	9,332	4,909	7,363	10,199
19001172 63050	IMRF/SS Expense - Hoover Bunkhouse	4,570	4,570	3,985	4,666	2,454	3,682	5,100
19001173 63050	IMRF/SS Expense - Hoover Campsite	2,285	2,285	1,992	2,333	1,227	1,841	2,550
19001174 63050	IMRF/SS Expense - Hoover Meadowhawk	2,285	2,285	1,993	2,333	1,292	1,998	2,550
19001175 63050	IMRF/SS Fund Expense - Env. Education							
19001176 63050	IMRF/SS Fund Expense - Env. Education School Programs	3,987	3,987	587	4,070	941	1,411	4,449
19001177 63050	IMRF/SS Fund Expense - Env. Education Camps	1,615	3,000	2,863	1,649	2,300	3,450	1,802
19001178 63050	IMRF/SS Fund Expense - Env. Education Natural Beginnings	12,079	12,079	11,339	12,708	9,417	14,126	13,890
19001179 63050	IMRF/SS Fund Expense - Env. Education Other Public Programs	1,816	1,816	1,306	1,854	1,097	1,646	2,027
19001180 63050	IMRF/SS Fund Expense - Env. Education Laws of Nature	563	563	156	575	166	248	628
10001181 63050	IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense							
19001183 63050	IMRF/SS Expense - Grounds & Nat. Resources	14,435	14,435	14,918	14,738	11,385	17,077	16,109
190011 61230	IMRF/SS Expense - Pickerill Pigott							
190011 61230	Medical Insurance - Administration	53,383	56,146	21,693	59,365	39,260	58,891	55,449
19001171 63060	Medical Insurance - Hoover							
19001172 63060	Medical Insurance - Hoover Grounds	12,525	11,928	11,611	12,611	8,088	12,132	11,780
19001173 63060	Medical Insurance - Hoover Bunkhouse	6,263	5,964	5,805	6,306	3,929	5,893	5,890
19001174 63060	Medical Insurance - Hoover Campsite	3,132	2,982	2,903	3,153	1,964	2,946	2,945
19001175 63060	Medical Insurance - Hoover Meadowhawk	3,132	2,982	2,903	3,153	1,794	2,601	2,945
19001178 63060	Medical Insurance - Environmental Education							
19001178 63060	Medical Insurance - Env. Education Natural Beginnings							
19001168 63060	Medical Insurance - Ellis Weddings							
19001183 63060	Medical Insurance - Grounds & Nat. Resources	36,909	35,343	34,174	37,369	23,240	34,860	34,905
190011 68000	Annual Insurance Premiums (ICRMT)							
190011	Transfer to FP Liability Insurance Fund	61,840	63,764	61,840	68,586	68,643	68,643	72,000
190011	Insurance Deductible							
	<b>Total Employee Benefits</b>	268,732	273,051	226,945	284,389	206,392	275,268	288,486

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022 AMD	2022	BUDGET	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024
<b>CONTRACTUAL</b>								
190011 62150	Contractual Services (RecPro Software)	1,815	1,815	1,815	1,815	1,815	1,815	5,500
190011 62150	Contractual Services (Kendall County Email Accounts)	1,000	1,000	1,000	1,000	1,000	1,000	1,000
190011 62150	Contractual Services (City Forest Credits)	3,023	7,000	5,640	11,543	10,910	10,910	149,058
190011 62150	Contractual Services (kendallforest.com website)	720	1,000	1,000	720	1,353	1,353	720
190011 62030	Dues/Memberships		1,000	200	1,000	540	1,000	1,000
190011 62040	Conferences	1,300	2,000	1,156	1,500	3,000	3,000	3,000
190011 62090	Legal Publications	1,200	2,000	2,024	1,500	-	1,500	1,500
19001163 63020	Veterinarian & Farrier - Ellis Camps							
19001164 63020	Veterinarian & Farrier - Ellis Riding Lessons	9,000	9,000	8,115	9,000	4,029	9,000	9,000
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties							
19001166 63020	Veterinarian & Farrier - Ellis Public Programs	500	500		500	-	500	500
19001166 63020	Veterinarian & Farrier - Sunrise Center							
19001168 63070	Refuse Pickup - Ellis	1,700	1,700	1,358	1,700	634	1,700	1,700
19001183 63070	Refuse Pickup - Grounds & Natural Resources	8,500	11,500	11,314	8,500	5,022	8,500	8,500
1901183	Event Tent Lease - Ellis							
19001183 63540	Telephone - Grounds & Natural Resources	10,000	8,000	7,380	8,000	4,351	8,000	8,000
190011 65490	Audit	8,250	8,250	8,240	8,500	8,485	8,485	9,500
190011 68340	Farm Lease Contract Expenses (Hay Crop Inputs)	500	1,750	1,727	1,750	-	1,750	1,750
190011 68560	Credit Card Fee	10,500	12,500	13,338	12,191	9,309	13,963	14,000
	<b>Total Contractual</b>	<b>58,008</b>	<b>69,015</b>	<b>64,306</b>	<b>69,219</b>	<b>39,538</b>	<b>72,476</b>	<b>214,728</b>
<b>COMMODITIES</b>								
190011 62000	Office Supplies & Postage - Administration	7,000	6,000	11,428	6,000	4,619	6,000	6,000
190011 62000	CARES Act Purchases							
19001160 62000	Office Supplies & Postage - Ellis House	750	300	897	750	372	750	750
19001183 62180	Fuel: Gas & Oil Grounds	13,100	18,136	17,258	20,316	11,637	20,316	20,316
19001183 62400	Uniforms - Grounds	1,000	1,509	1,623	2,500	611	2,500	2,500
Environmental Education								
19001176 63030	Env. Educ. - School Programs Expense	700	700	539	700	57	700	700
19001177 63030	Env. Educ. - Camps Expense	1,500	1,500	1,431	1,500	987	1,500	1,500
19001178 63030	Env. Educ. - Natural Beginnings Expense	2,000	2,000	2,048	4,000	1,251	4,000	4,000
19001179 63030	Env. Educ. - Other Public Programs Expense	750	750	708	750	489	750	750
19001180 63030	Env. Educ. - Laws of Nature Expense	500	570	483	600	148	600	600

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022 AMD	2022	BUDGET	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024
19001183	63090 Gas - Grounds & Natural Resources	5,000	4,902	5,258	5,700	3,052	5,700	5,700
19001184	63100 Electric - Pickering Pigott	7,450	8,494	6,693	6,000	6,929	10,394	6,000
19001182	63130 Natural Area Volunteer Supplies Natural Area Management Supplies							
190011	63510 Electric - Administration	2,750	2,293	2,432	2,500	1,584	2,500	2,500
190011	68500 Project Fund Expense (Forest Foundation Purchases)	5,000	9,505	6,705	5,000	8,972	8,972	5,000
190011	68430 Promotion/Publicity	1,000	710	770	1,000	520	1,000	1,000
190011	68440 Newsletter	450	450	342	450	-	450	450
19001160	62270 Utilities - Ellis	7,400	5,569	5,434	6,500	5,352	6,500	6,500
19001161	62270 Utilities - Ellis House Utilities - Ellis Barn	7,400	4,232	3,879	6,500	789	6,500	6,500
19001171	62270 Utilities & Maintenance - Hoover	4,600	4,000	2,735	4,600	1,788	4,600	4,600
19001171	63090 Hoover - Other Utilities	6,200	8,599	9,060	9,800	6,837	9,800	9,800
19001171	63100 Hoover - Gas	14,300	13,886	15,275	16,000	9,872	16,000	16,000
19001171	63110 Hoover - Electric	3,000	3,896	3,287	3,250	4,115	4,115	3,250
19001171	63120 Hoover - Shop Supplies	6,000	10,336	8,746	7,000	5,867	7,000	7,000
19001171	66500 Hoover - Building Maintenance	1,000	1,300	892	1,400	454	1,400	1,400
19001171	68580 Hoover - Other Expenses	4,000	4,727	4,663	5,000	3,598	5,000	5,000
19001163	68430 Promotion/Publicity - Ellis							
19001164	68430 Promotion/Publicity - Ellis Camps							
19001165	68430 Promotion/Publicity - Ellis Riding Lessons							
19001169	68430 Promotion/Publicity - Ellis Birthday Parties							
19001170	68430 Promotion/Publicity - Ellis Weddings							
19001166	68570 Volunteer Expense - Ellis Public Programs	150	-		150	-	150	150
19001163	63000 Animal Care & Supplies - Ellis							
19001164	63000 Animal Care & Supplies - Ellis Camps							
19001165	63000 Animal Care & Supplies - Ellis Riding Lessons	9,200	14,350	14,476	14,100	6,042	14,100	14,100
19001166	63000 Animal Care & Supplies - Ellis Birthday Parties							
19001167	63000 Animal Care & Supplies - Ellis Public Programs	1,200	3,804	3,338	3,800	1,497	3,800	3,800
19001163	63010 Horses Acquisition & Tack - Ellis							
19001164	63010 Horses Acquisition & Tack - Ellis Camps							
19001165	63010 Horses Acquisition & Tack - Ellis Riding Lessons	2,500	-	-	2,500	-	2,500	2,500
19001166	63010 Horses Acquisition & Tack - Ellis Birthday Parties							
19001167	63010 Horses Acquisition & Tack - Ellis Public Programs							

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022	2022 AMD	2022	BUDGET	2023	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024		
19001163 62400	Uniforms - Ellis									
19001164 62400	Uniforms - Ellis Camps									
19001165 62400	Uniforms - Ellis Riding Lessons									
19001166 62400	Uniforms - Ellis Birthday Parties									
19001167 62400	Uniforms - Ellis Weddings									
19001163 63030	Program Supplies - Ellis	450	249	249	450	118	450	450		
19001165 63030	Program Supplies - Ellis Camps	300	441	294	450	104	450	450		
19001170 63030	Program Supplies - Ellis Birthday Parties									
19001170 63030	Program Supplies - Ellis 5K									
19001184 63030	Supplies: Shop - Pickerill Pigott									
19001183 63110	Supplies: Shop - Grounds	4,150	5,169	4,925	4,250	5,623	8,434	5,000		
	<b>Total Commodities</b>	<b>120,800</b>	<b>138,377</b>	<b>135,869</b>	<b>143,516</b>	<b>93,292</b>	<b>156,930</b>	<b>144,266</b>		
	<b>OTHER</b>									
190011 62160	Equipment - Administration									
19001183 62160	Equipment - Grounds & Natural Resources	20,000	36,290	30,165	35,000	11,078	35,000	35,000		
19001183 68530	Preserve Improvements - Administration									
19001183 68530	Preserve Improvements - Grounds & Natural Resources			1,465						
1900111 68540	Contributions (Drainage District Tax Assessments & Carb. Cred. Fee)	900	2,697	2,697	2,697	2,522	2,522	2,600		
19001160 68580	Grounds & Maintenance Equipment - Ellis									
19001161 68580	Grounds & Maint. - Ellis House	3,800	3,964	4,844	3,800	3,317	3,800	3,800		
19001162 68580	Grounds & Maint. - Ellis Barn	2,700	2,700	3,001	2,700	1,330	2,700	2,700		
19001162 68580	Grounds & Maint. - Ellis Grounds	4,700	6,277	6,427	5,500	3,346	5,500	5,500		
19001163 63040	Security Deposit Refunds									
19001164 63040	Security Deposit Refunds - Ellis Camps	500	435	435	500					
19001166 63040	Security Deposit Refunds - Ellis Riding Lessons	1,000			1,000					
19001168 63040	Security Deposit Refunds - Ellis Public Programs									
19001169 63040	Security Deposit Refunds - Ellis Weddings	9,000	3,500	3,500	5,000		1,000	5,000		
19001171 63040	Security Deposit Refunds - Hoover	300	1,700	400	1,000		400	1,000		
19001176 63040	Security Deposit Refunds - Env. Education School Programs	11,082	9,000	9,127	9,000	8,763	9,500	10,000		
19001177 63040	Security Deposit Refunds - Env. Education Camps	2,200	555	555	500	1,905	1,905	500		
19001178 63040	Security Deposit Refunds - Env. Education Natural Beginnings	3,500	2,209	2,209	2,200	450	450	2,200		
19001179 63040	Security Deposit Refunds - Env. Education Public Programs	1,000	150	150	500	320	500	500		
19001183 63040	Security Deposit Refunds - Grounds	100	120	870	160			160		
19001184 63040	Security Deposit Refunds - Pickerill-Pigott				1,000		1,000	5,000		
190011 69790	Contingency	21,147	11,507							
	Credit Card Fee Expense - Ellis Camps									11,258

# Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: AUGUST 24, 2023		BUDGET	2022 AMD	2022	BUDGET	2023 YTD	2023 EOY	BUDGET
KCFPD Operating Fund #1900		2022	15-Nov-22	FINAL	2023	31-Jul-23	15-Nov-23	2024
Credit Card Fee Expense - Public Programs								
Total Other		81,929	81,104	65,844	70,557	33,030	64,277	85,218
Total Expenditures		1,203,393	1,230,156	1,160,230	1,315,546	811,157	1,299,162	1,546,768
Operating Surplus / (Deficit)		2	30,318	129,398	1,708	81,457	32,898	(0)
Ending Balance		412,839	500,927	600,007	601,715	681,464	632,905	632,905
Beginning Balance		412,838	470,609	470,609	600,007	600,007	600,007	632,905
Total Revenue		1,203,395	1,260,474	1,289,629	1,317,254	892,614	1,332,060	1,546,768
Total Personnel		673,924	668,609	667,267	747,865	438,904	730,210	814,070
Total Employee Benefits		268,732	273,051	226,945	284,389	206,392	275,268	288,486
Total Contractual		58,008	69,015	64,306	69,219	39,538	72,476	214,728
Total Commodities		120,800	138,377	135,869	143,516	93,292	156,930	144,266
Total Other		81,929	81,104	65,844	70,557	33,030	64,277	85,218
Total Expenditure		1,203,393	1,230,156	1,160,230	1,315,546	811,157	1,299,162	1,546,768
Surplus / (Deficit)		2	30,318	129,398	1,708	81,457	32,898	(0)
Ending Balance		412,841	500,927	600,007	601,715	681,464	632,905	632,905

## KCFP Endowment Fund Fund 1904

ACCOUNT & DESCRIPTION	BUDGET 2022	FY22 AMD 8/16/2022	FY22 FINAL 11/30/2022	BUDGET 2023	FY23 YTD 7/31/2023	FY23 EOY 11/30/2023	FY24 PRELIM	% CHANGE IN BUDGET	NOTES
<b>Beginning Balance</b>	883,210	883,179	883,179	872,618	872,618	872,618	1,049,225	98.8%	
<b>REVENUE</b>									
190411 40400 Transfer in From 1913							300,000		Rolling Grant Fund
190411 40XXX Donation (Hughes Estate)							160,000		
190411 41350 Interest	6,715	6,715	11,601	6,700	27,818	41,727	30,000	99.8%	
190411 42970 Grant Award				600,000		300,000	300,000		
<b>Total Revenue</b>	6,715	6,715	11,601	606,700	27,818	341,727	790,000	9035.0%	
<b>EXPENDITURE</b>									
190411 62150 Contractual Services	27,625	27,625	22,162	145,800	-	165,120	70,550	527.8%	Design/Arch./CPA
190411 70330 Construction				1,268,500	-	-	1,308,675		Arch Est. \$1.2M
61370 Transfer Out to 1913							300,000		Rolling Grant Fund
<b>Total Expenditure</b>	27,625	27,603	22,162	1,414,300	-	165,120	1,679,225	5123.7%	
<b>Revenue over/(under) Expenditure</b>	(20,910)	(20,888)	(10,561)	(807,600)	27,818	176,607	(889,225)	3866.3%	
<b>Ending Balance</b>	862,300	862,291	872,618	65,018	900,436	1,049,225	160,000	7.5%	

# FP Section 319 Fund - LRC Dam Removal Fund 1905

ACCOUNT & DESCRIPTION	BUDGET 2022	BUDGET 2023	% CHANGE IN BUDGET
<b>Beginning Balance</b>	0	0	
<b>REVENUE</b>			
190511 40300 Transfer In from Fund 1913	0	504,842	Rolling Grant F
190511 41350 Interest Income			
190511 42490 Transfer In from KC Fox River Escrow	0	336,562	
190511 42970 USEPA Section 319 Grant Award	0	504,842	
Total Revenue	0	1,346,246	
<b>EXPENDITURE</b>			
190511 61420 Transfer to FP Fund 1913	0	504,842	Rolling Grant F
190511 70060 Consultant - A&E Services		110,000	
190511 70330 Construction		731,404	
Total Expenditure	0	1,346,246	
<b>Revenue over/(under) Expenditure</b>	0	0	
<b>Ending Balance</b>	0	0	

**Forest Preserve Capital Fund  
Fund 1907**

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 08-16-2022	FY22 AMD 15-Nov-22	FY22 FINAL 30-Nov-23	BUDGET 2023	2023 YTD 31-Jul-23	2024 EOY 11-30-2023	BUDGET 2024	% CHANGE IN BUDGET	BUDGET NOTES
Beginning Balance	0	288,916	286,713	286,713	286,713	84,186	84,186	84,186	162,785	-70.6%	
<b>REVENUE</b>											
190711 40300 Transfer in from 2007 Bond Proceeds Fund #1901 (950)	393,698	0	0	0	0	0	0	0	9,485		
190711 40300 Transfer in (Interest Earnings) - Fund 1902	0	0	0	0	0	0	0	0	36,550		
190711 40330 Transfer in from Land Cash Fund #1910 (956)	30,000	0	0	0	0	0	0	0			
190711 40340 Transfer in from FRB Cropland Conversion #1903 (954)	164,116	0	0	0	0	0	0	0			
190711 40350 Transfer in from Project Improvement Fund #1906 (951)	158,250	0	0	0	0	0	0	0			
190711 40370 Transfer in from OSLAD Fund #1905	0	0	0	0	0	230,377	230,377	230,377			
190711 40400 Transfer in from RTP Fund #1908	0	100,784	0	0	0	0	0	0			
190711 40430 Transfer in from 2021 Bond Proceeds Fund #1912	200	0	0	0	0	0	0	0			
190711 41350 Interest Income	19,450	5,000	568	1,805	3,126	0	2,500	3,750	5,000	-100.0%	
190711 42490 Other Revenue	25,000	50,000	10,837	8,736	18,738	0	9,643	9,643		-100.0%	
190711 43430 Grant Award - Morton Arboretum Landscape	0	10,000	50,000	50,000	50,000	0	0	0		-100.0%	
190711 43740 Grant Award - ICECF Reservation Woods	11,000	11,000	10,000	10,000	10,000	0	0	0		-100.0%	
190711 43770 Grant Award - ICECF K-12 Pollinator	10,000	10,000	11,000	11,000	11,000	0	0	0		-100.0%	
190711 43780 Grant Award - ICECF Pilot Pollinator Meadows	10,000	10,000	10,000	10,000	10,000	0	0	0		-100.0%	
<b>Total Revenue</b>	811,714	186,784	91,837	91,541	92,862	230,377	242,520	243,770	51,035	150.9%	
<b>EXPENDITURE</b>											
190711 61430 Transfer to Land Cash Fund - Reservation Woods	52,700	0	0	0	0	0	0	0		0.0%	
190711 62160 Equipment Replacement Contingency	33,762	200,000	53,317	53,317	0	165,373	0	0	73,820	210.2%	Equipment Replacement
190711 66500 Project Fund Expense	33,762	33,762	37,762	37,762	46,141	32,006	4,381	32,006		-15.2%	Capital Project Contingency
190711 68500 Project Fund Expense - Picklerill Estate House Roof	95,000	82,121	73,298	72,888	71,037	60,651	129,542	129,542		-17.3%	
190711 68500 Maramech Forest Preserve Gate Replacement			10,550	10,550	10,550	0	0	0		-100.0%	
190711 68500 Ellis House Roof Replacement									60,000		Contracted Roofing Estimate
190711 68500 Hoover Old Shop Roof Replacement and Envelope	12,000	275	275	275	275	0	0	0	80,000	-100.0%	Contracted Roofing Estimate
190711 68510 Project Fund Expense - ICECF K-12 Pollinator	20,000	5,550	4,834	4,834	4,834	0	0	0		-100.0%	
190711 68520 Project Fund Expense - ICECF Pollinator Meadows	25,000	37,714	37,714	19,530	19,530	18,184	3,623	3,623		-51.8%	
190711 68610 Project Fund Expense - Morton Arboretum Landscape			143,023	143,023	143,023	0	0	0		-100.0%	
190711 61420 Transfer Out to Fund 1908			361,489	342,179	295,390	276,214	137,546	165,171	213,820	-23.6%	
<b>Total Expenditure</b>	602,814	381,422	609,652	599,652	599,652	458,377	307,690	307,690	162,785	-70.6%	
<b>Revenue Over/(Under) Expenditure</b>	208,900	(194,638)	(269,652)	(250,638)	(202,527)	(45,837)	104,974	78,599	(162,785)	-83.0%	
<b>Ending Balance</b>	208,900	94,278	17,061	36,075	84,186	36,349	189,160	162,785	0	124.8%	



## FP Land Cash Fund 1910

Notes

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 EOY 30-Nov-22	BUDGET 2023	FY23 YTD 31-Jul-23	FY23 EOY 30-Nov-23	BUDGET 2024
<b>Beginning Balance</b>								
REVENUE								
191011 40330 Transfer In From Land Cash	157,514	0	0	0	66,959	0	0	96,329
191011 41350 Interest Income								
191011 42970 Grant Awards (Minooka - OSLAD/LWCF)	136,640	124,271	124,271	124,271				
191011 42490 Other Revenue				50				
191011 40380 Transfer in From Forest Preserve Capital Fund (1907)	52,700	0	0					
Total Revenue	346,854	124,271	124,271	124,321	66,959	0	0	171,329
EXPENDITURES								
191011 67410 Land Acquisition	210,214	329,485	276,785	136,167	207,627	4,964	4,964	307,033
191011 61300 Transfer Out to Fox River Bluffs RTP Fund 1908			52,700	52,700				
Total Expenditure	210,214	329,485	329,485	188,867	207,627	4,964	4,964	307,033
Revenue over/(under) Expenditure	136,640	(205,214)	(205,214)	(64,546)	(140,668)	(4,964)	(4,964)	(135,704)
Ending Balance	136,640	0	0	140,668	0	135,704	135,704	0

KC Land Cash  
Fund Balance (06/29/23)  
LWCF Reimb.

## KCFP Liability Insurance Fund Fund 1911

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 EOY 30-Nov-22	BUDGET 2023	FY23 EOY 30-Nov-23	BUDGET 2024	% CHANGE IN BUDGET
<b>Beginning Balance</b>	50,000	45,000	46,300	46,300	46,300	46,300	46,300	
REVENUE								
19111 40320 Transfer from FP Operation Fund								
19111 42120 Insurance Claim Reimbursements				0	0	0	0	
Total Revenue	0	0	0	0	0	0	0	
EXPENDITURE	25,000	25,000	25,000	0	25,000	0	25,000	
19111 68990 Claims/Deductibles								
Total Expenditure	25,000	25,000	25,000	0	25,000	0	25,000	
<b>Revenue over/(under) Expenditure</b>	(25,000)	(25,000)	(25,000)	0	0	0	0	
<b>Ending Balance</b>	25,000	20,000	21,300	46,300	21,300	46,300	21,300	

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

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 EOY 30-Nov-22	BUDGET 2023	FY23 YTD 31-Jul-23	FY23 EOY 30-Nov-23	BUDGET 2024	Notes
<b>Beginning Balance</b>		1,063,403	1,062,110	1,062,110	1,040,349	1,040,349	1,040,349	828,201	
<b>REVENUE</b>									
191311 40390 ARPA Grant Award - Kendall County		200	200	0	100,000	0	0		
191311 41350 Interest Income				0	200	0			
191311 42250 Revenue		828,200		368,999	828,200	(368,999)	3,931		
191311 42970 IDNR PARC Grant Award							459,201		
191311 43800 Transfer from Bond Proceeds #1912	1,111,895								
<b>Total Revenue</b>	1,111,895	828,400	200	368,999	928,400	(365,068)	463,132	0	
<b>EXPENDITURE</b>									
191311 61420 Transfer to FP #1904 Endowment (Subst)								300,000	Subst Nature Center (OSLAD Reimb.)
191311 61420 Transfer to FP #1905 LRC Dam Removal								504,842	LRC Dam Removal (\$18 Reimb.)
191311 66500 Other Expenditures									
191311 68530 Preserve Improvements/Master Plan									
191311 70040 Supplies									
191311 70050 Contractual Services									
191311 70060 Consultants									
191311 70330 Construction	400,000	1,036,265	1,034,970	370,247	684,583	610,943	666,621		
191311 70650 Professional Services - A&E Services	75,800	27,340	27,340	20,514	11,384	8,659	8,659		
<b>Total Expenditure</b>	475,800	1,063,605	1,062,310	390,760	695,966	619,603	675,280	804,842	
<b>Revenue over/(under) Expenditure</b>	636,095	(235,205)	(1,062,110)		232,434	(984,670)	(212,148)	(804,842)	
<b>Ending Balance</b>	636,095	828,200	0	1,040,349	1,272,782	55,678	828,201	23,359	

**FP American Rescue Plan Act Fund  
Fund 1914**

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET AMD 11-21	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 EOY 30-Nov-22	BUDGET 2023	FY23 YTD 31-Jul-23	FY23 EOY 30-Nov-23	BUDGET 2024
<b>Beginning Balance</b>									
<b>REVENUE</b>									
191411 Interest Income					7,594	47,802	47,802	93,034	54,306
191411 40390 Transfer of American Rescue Plan Act Funds from Kendall County	30,000	30,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Revenue	30,000	30,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>EXPENDITURE</b>									
191411 51160 Salaries - Part Time Grounds Maintenance			17,280	17,280	4,654	20,160	7,051	20,160	20,160
191411 51390 Salaries - Full Time Grounds Maintenance	8,000	3,700	32,600	32,600	34,080	36,474	22,726	36,474	39,028
191411 61160 Transfer to KC IMRF Fund	716	331	2,272	2,272	2,403	2,145	1,024	2,145	2,272
191411 63050 Transfer to KC SSI Fund	612	283	2,494	2,494	2,940	4,333	1,739	4,333	2,986
191411 63060 ER Contr Health/Dental	5,000	2,710	11,500	11,500	11,346	12,432	8,644	12,432	14,411
191411 66500 Other Expenditures									
191411 68530 Preserve Improvements/Master Plan			36,830	41,448	4,369	65,184	11,585	65,184	75,449
191411 70040 Supplies									
191411 70050 Contractual Services	15,672								
191411 70060 Professional Services - A&E Services									
191411 70330 Construction		20,000							
Total Expenditure	30,000	27,024	102,976	107,594	59,792	140,728	52,769	140,728	154,306
Revenue over/(under) Expenditure	0	2,976			40,208	(40,728)	47,231	(40,728)	(54,306)
<b>Ending Balance</b>	0	2,976	(0)	(0)	47,802	7,074	93,034	54,306	(0)

## David Guritz

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**Subject:** FW: [External]DaySmart Rec Pricing

**Importance:** High

Hi Julia & Dave,

Thank you for the conversation today. Below is the information about pricing & CC Processing.

There are 2 pricing models to choose from and you get to choose which one works best for your department.

The new web-based platform is "all inclusive" which means you have access to all modules (include Online Portal) and you can have unlimited user accounts.

### Option 1 – Percent of Revenue

- In 2022, you processed approx.. \$287,000 through your RecPro system. Based on our pricing chart, this would put your rate(%) at 2.00%. If your revenue stayed about the same, your annual fee would be roughly \$5,740.00.
- With the Percent of Revenue method, you would get billed monthly for the previous month's revenue.
- Your monthly & annual fee could fluctuate based on how much your revenue fluctuates. Every \$10,000 change in annual revenue (plus or minus) would mean a difference of \$200 (+/-) per year in annual support/maintenance.

### Option 2 – Flat Rate with annual inflationary increases

- This is more traditional and how we priced it with RecPro.
- Pricing
  - o Year 1 = \$5,500
  - o Year 2 = \$5,693 – 3.5% inflationary increase
  - o Year 3 = \$5,892 – 3.5% inflationary increase
  - o Etc.
- Billing can be monthly with the amounts above divided by 12 or can be annually.

The benefit with Option 1 is that your cost only goes up when your revenue goes up and your cost can go down when revenue is down. The benefit with Option 2 is that you can precisely budget for that amount each year as it would be locked in based on the schedule above.

### Credit Card Processing Options

- CardConnect - <https://cardconnect.com>
- Stripe - <https://stripe.com>
- Rates are roughly 2.5% - 3.2% depending on your volume.

Please let me know if you have follow-up questions to this.

Thank you.

**Dale Geiger**  
Vice President



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DaySmart™  
Recreation

**Parks & Recreation Management Software**

**<https://www.daysmartrecreation.com>**

DaySmart™ Recreation is a standardized, web-based Recreation Management Software Solution that is both mobile friendly and user friendly (for department staff and residents/customers). The platform is all inclusive meaning your department will have access to all of the core functions with an unlimited number of user accounts.

### **Core Features / Modules Included**

- **Registration**
  - o Classes (Recreation, Enrichment, Drop-Ins)
  - o Camps / Care (Daily, Weekly, Monthly)
  - o Sports Leagues (Team or Individual)
  
- **Reservation**
  - o Book Classes, Camps & Leagues or Public Rentals
  - o Single Date or Recurring Dates
  - o Drag & Drop Calendar for moving/changing reservations
  - o Specialized Tools for Booking Ice and Scheduling Locker Rooms (for teams/groups)
  
- **League Management & Scheduling**
  - o Teams or Individuals (Free Agents)
  - o Scheduling for Regular Season or Playoffs
  - o Team Messaging (optional)
  - o Drafting Tools for Youth Leagues
  
- **Membership / Pass**
  - o Ongoing Memberships (Monthly Recurring)
  - o Limited Visit/Punch Passes
  - o Member Check-In
  
- **Inventory Control / POS**
  - o Front Desk Merchandise Sales
  - o Concession Stand/Snack Bar
  - o Retail/Pro Shop
  
- **Online Portal**
  - o Online Account Management
  - o Online Registration
  - o Online Reservation
  - o Online League Management
  - o Online Membership / Pass Sales
  
- **Financial**
  - o Fees for Resident / Non-Resident
  - o Discounts & Sales Tax (if applicable)
  - o End of Day Reporting by Payment Type & by G/L Code
  - o G/L Export for any Finance Software (ex: BS&A, Munis, Quickbooks + more)

**Other Standard Features Included**

- GIS Integration (for resident status)
- Payment Plans / Auto Pay (with saved Credit Card on file)
- Mass Communications
  - o Standard Emailing (thru DaySmart)
  - o Enhanced Emailing (via Constant Contact)
  - o Mobile Texting (via Twilio)
- Event Reminders (when Class is Starting)
- Electronic Mobile Check-In for Members or Camp Participants
- Priority Registration for Previous Season Participants
- Digital Membership Cards (Mobile Phone)
- Scholarship Management
- Divorced Family Management
- Donation Management
- Gift Card Sales & Redemption
- FREE Mobile App for your customers
- Event Tickets (for general admission events)
- Online Calendar Sync to Google or Apple (for your customers)
- So much more.....

**Implementation / Customer Service Methodology**

