

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

**WEDNESDAY, NOVEMBER 1, 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 September 30, 2023
- VI. Approval of Special Use Permits
- VII. Grounds and Natural Resources Reports
 - A. KCFPD Equipment Replacement Schedule
 - B. Subat Nature Center Project Updates
 - C. 23-24 CWD Bow Hunt Program Updates
 - D. Preserve Improvements
- VIII. Environmental Education and Ellis House and Equestrian Center Reports
 - A. Hoover Nature Play Space – Public Use Updates
 - B. Education Program Updates
- IX. Other Items of Business
 - A. KCFPD FY24 Preliminary Budget Updates
 - B. KCFPD 2024 Annual Meetings and Holiday Schedule
 - C. FY24 Organizational Chart - Position Description Revisions
 - D. KCFPD FY24 Budget Public Hearing –Truth in Taxation – November 14, 2023 at 4:30 PM
Kendall County Office Building – Rooms 209 and 210 – 111 W. Fox Street – Yorkville, Illinois 60560
- X. Chairman’s Report
- XI. Public Comments
- XII. Executive Session
- XIII. 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 Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

FOREST PRESERVES & PROGRAMS

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance	\$ 600,007	\$ 600,007	\$ 470,609	\$ 470,609	\$ 129,398	
Revenue						
Revenue - Administration	828,024	828,562	794,849	779,963	48,599	6%
Revenue - Ellis House & Equestrian Center	151,970	118,195	133,540	133,540	-15,344	-11%
Revenue - Hoover FP	72,200	105,227	73,231	73,230	31,996	44%
Revenue - Env. Education	218,560	240,427	217,546	217,546	22,881	11%
Revenue - Grounds & Natural Resources	38,500	43,623	41,307	41,307	2,316	6%
Revenue - Pickerill Pigott FP	8,000	7,699	-	-	7,699	
Total Revenue	1,317,254	1,343,733	1,260,473	1,245,586	98,147	8%
Expenditure						
Expenditure - Administration	387,691	349,072	386,861	310,003	39,069	13%
Expenditure - Ellis House & Equestrian Center	199,264	159,203	195,321	171,329	-12,126	-7%
Expenditure - Hoover FP	235,286	187,006	218,706	192,412	-5,406	-3%
Expenditure - Env. Education	202,226	182,512	177,077	149,152	33,360	22%
Expenditure - Grounds & Natural Resources	284,078	214,852	243,697	210,870	3,982	2%
Expenditure - Pickerill Pigott FP	7,000	10,442	8,494	6,259	4,182	67%
Total Expenditure	1,315,545	1,103,087	1,230,156	1,040,025	63,062	6%
ENDING BAL	\$ 601,716	\$ 840,653	\$ 500,926	\$ 676,169	\$ 164,484	24.3%
Surplus/(Deficit)	\$ 1,709	\$ 240,646	\$ 30,317	\$ 205,561	\$ 35,085	

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

FOREST PRESERVE CATEGORIES

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Beginning Balance						
Revenue						
Property Tax		710,448	657,738	657,738	47,719	7%
Interest Income	53.9%	533	5,928	467	5,461	1170.0%
Other Income	0.0%	42,043	38,703	52,570	-13,867	-26%
Donations	3.2%	6,500	11,338	7,016	5,448	108%
Rental Revenue	0.5%	79,200	100,094	71,974	28,120	39%
Program Revenue	6.0%	362,530	355,885	344,870	11,016	3%
Farm License Revenue	27.5%	97,000	106,279	96,682	9,597	10%
Security Deposits	7.4%	15,500	16,466	12,552	3,915	31%
Credit Card Revenue	1.2%	3,500	3,582	3,287	295	9%
Total Revenue	0.3%	1,317,254	1,343,733	1,260,473	98,147	8%
Expenditure	100.0%					
Personnel	56.8%	747,864	627,853	595,158	32,696	5%
Benefits	21.3%	280,319	254,234	273,052	38,444	18%
Contractual	5.3%	69,219	48,977	69,015	-8,376	-15%
Commodities	10.9%	143,516	124,825	138,377	10,113	9%
Other	5.7%	74,627	47,197	81,103	-9,815	-17%
Total Expenditure	100.0%	1,315,545	1,103,087	1,230,156	63,062	6%
ENDING BAL		\$ 601,716	\$ 840,653	\$ 500,926	\$ 676,169	24.3%
Surplus/(Deficit)		\$ 1,709	\$ 240,646	\$ 30,317	\$ 205,561	

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ADMINISTRATION

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Property Tax	710,448	705,457	657,738	657,738	47,719	7%
Interest Income	533	5,928	467	467	5,461	1170%
Other Income	11,543	40	18,358	18,358	-18,318	-100%
Donations	5,000	7,276	5,000	3,432	3,844	112%
Farm License Revenue	97,000	106,279	110,000	96,682	9,597	10%
Security Deposit Revenue						
Credit Card Revenue						
Program Revenue	3,500	3,582	3,287	3,287	295	9%
Transfers In						
Total Revenue	828,024	828,562	794,949	779,963	48,599	6%
Expenditure						
Personnel	174,757	151,506	172,952	154,258	-2,752	-2%
Benefits	153,768	144,464	142,433	107,106	37,358	35%
Contractual	41,519	29,174	38,315	32,798	-3,625	-11%
Commodities	14,950	21,406	18,958	13,143	8,263	63%
Other	2,697	2,522	14,203	2,697	-175	-6%
Total Expenditure	387,691	349,072	386,861	310,003	39,069	13%
Surplus/(Deficit)	\$ 440,333	\$ 479,490	\$ 407,988	\$ 469,960		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS HOUSE & EQUESTRIAN CENTER

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	1	-	-	1	
Security Deposit	7,500	1,200	4,200	4,200	-3,000	-71%
Credit Card Revenue	-	-	-	-		
Program Revenue	144,470	116,994	129,340	129,340	-12,345	-10%
Total Revenue	151,970	118,195	133,540	133,540	(15,344)	-11%
Expenditure						
Personnel	119,593	103,996	122,101	109,797	-5,802	-5%
Employee Benefits	13,771	13,080	14,499	12,487	593	5%
Contractual	11,200	6,404	11,200	8,068	-1,664	-21%
Commodities	35,200	20,093	28,945	24,875	-4,781	-19%
Other	19,500	15,630	18,576	16,102	-472	-3%
Total Expenditure	199,264	159,203	195,321	171,329	(12,126)	-7%
Surplus/(Deficit)	\$ (47,294)	\$ (41,008)	\$ (61,781)	\$ (37,790)		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

HOOVER FOREST PRESERVE

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	64,879	-	26,315	41%
Rental Revenue	65,200	91,194	8,352	64,879	5,681	68%
Security Deposit Rev	7,000	14,033	-	8,352	-	-
Program Revenue	-	-	-	-	-	-
Total Revenue	72,200	105,227	73,231	73,230	31,996	44%
Expenditure						
Personnel	135,349	102,220	119,631	106,684	-4,464	-4%
Employee Benefits	43,887	32,957	43,331	36,196	-3,239	-9%
Contractual	-	-	-	-	-	-
Commodities	47,050	40,329	46,744	41,141	-812	-2%
Other	9,000	11,500	9,000	8,391	3,109	37%
Total Expenditure	235,286	187,006	218,706	192,412	(5,406)	-3%
Surplus/(Deficit)	\$ (163,086)	\$ (81,779)	\$ (145,475)	\$ (119,182)		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ENVIRONMENTAL EDUCATION

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		500	2,016	2,016	-480	-24%
Security Deposit		-	-	-		
Credit Card Revenue		1,536	1,536	1,536		
Program Revenue		218,060	215,530	215,530	23,361	11%
Total Revenue		218,560	240,427	217,546	22,881	11%
Expenditure						
Personnel		170,620	147,198	128,440	26,432	21%
Employee Benefits		16,786	18,625	14,635	3,990	27%
Contractual		-	-	-		
Commodities		7,550	4,982	3,163	1,819	58%
Other		7,270	4,032	2,913	1,119	38%
Total Expenditure		202,226	182,512	149,152	33,360	22%
Surplus/(Deficit)		\$ 16,334	\$ 57,915	\$ 68,394		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

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GROUPS & NATURAL RESOURCES

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	%	Budget	YTD	%
Revenue						
Other Income		30,500	79.2%	34,212	34,212	100.0%
Donations		1,000	2.6%	-	-	-6%
Grants		-		-	2,525	
Credit Card Revenue		7,000	18.2%	7,095	7,095	24%
Rental Revenue		38,500	100.0%	41,307	41,307	6%
Total Revenue		43,623	113.3%		2,316	
Expenditure						
Personnel		147,545	51.9%	106,727	95,978	19%
Employee Benefits		52,107	18.3%	51,344	45,365	-4%
Contractual		16,500	5.8%	19,500	16,487	-19%
Commodities		32,766	11.5%	29,716	26,132	15%
Other		35,160	12.4%	36,410	26,908	-50%
Total Expenditure		284,078	75.6%	243,697	210,870	2%
Surplus/(Deficit)		\$ (245,578)		\$ (202,390)	\$ (169,563)	

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

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PICKERILL PIGOTT FP

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	6,345	-	-	6,345	
Other Income	-	-	-	-		
Rental Revenue	7,000	120	-	-	120	
Security Deposit	1,000	1,234	-	-	1,234	
Total Revenue	8,000	7,699	-	-	7,699	
Expenditure						
Personnel	-	962	-	-	962	
Employee Benefits	1,000	1,469	-	-	1,469	
Contractual	-	-	-	-		
Commodities	6,000	8,012	8,494	6,259	1,752	28%
Other	-	-	-	-		
Total Expenditure	7,000	10,442	8,494	6,259	4,182	67%
Surplus/(Deficit)	\$ 1,000	\$ (2,743)	\$ (8,494)	\$ (6,259)		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS HOUSE - 1160

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	
	10,394	9,865	10,494	9,328	537	6%
	1,638	1,341	1,604	1,419	(77)	-5%
	-	-	-	-	-	
	7,250	5,800	5,869	5,342	458	9%
	3,800	5,339	3,964	3,634	1,705	47%
	23,082	22,346	21,931	19,723	2,623	13%
	\$ (23,082)	\$ (22,346)	\$ (21,931)	\$ (19,723)		

45.0%
7.1%
31.4%
18.5%
100.0%

ELLIS BARN - 1161

Revenue
Donations
Security Deposit
Credit Card Revenue
Program Revenue
Total Revenue

Expenditure
Personnel
Employee Benefits
Contractual
Commodities
Other
Total Expenditure

Surplus/(Deficit)

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	
	10,394	9,825	11,844	10,292	(468)	-5%
	1,638	1,338	1,604	1,492	(154)	-10%
	-	-	-	-	-	
	6,500	2,189	4,232	3,879	(1,690)	-44%
	2,700	3,032	2,700	2,275	758	33%
	21,232	16,384	20,380	17,938	(1,554)	-9%
	\$ (21,232)	\$ (16,384)	\$ (20,380)	\$ (17,938)		

49.0%
7.7%
30.6%
12.7%
100.0%

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS GROUNDS - 11162

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	27,250	26,838	24,998	24,998	1,840	7%
Total Revenue	27,250	26,838	24,998	24,998	1,840	7%
Expenditure						
Personnel	20,788	18,494	20,938	18,575	(81)	0%
Employee Benefits	3,275	2,685	3,208	2,703	(18)	-1%
Contractual	-	-	-	-	-	
Commodities	-	-	-	-	-	
Other	5,500	5,958	6,277	5,755	204	4%
Total Expenditure	29,563	27,137	30,423	27,033	105	0%
Surplus/(Deficit)	\$ (2,313)	\$ (299)	\$ (5,425)	\$ (2,035)		

ELLIS CAMPS - 11163

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	11,760	13,781	11,760	11,760	2,021	17%
Total Revenue	11,760	13,781	11,760	11,760	2,021	17%
Expenditure						
Personnel	3,484	2,189	5,750	5,416	(3,228)	-60%
Employee Benefits	322	233	850	601	(368)	-61%
Contractual	-	-	-	-	-	
Commodities	450	319	249	249	70	28%
Other	500	-	435	435	(435)	-100%
Total Expenditure	4,756	2,741	7,284	6,702	(3,961)	-59%
Surplus/(Deficit)	\$ 7,004	\$ 11,040	\$ 4,476	\$ 5,058		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS RIDING LESSONS - 1164

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	1	-	-		
Security Deposit	-	-	-	-		
Credit Card Revenue	-	-	-	-		
Program Revenue	70,000	50,321	58,772	58,772	-8,451	-14%
Total Revenue	70,000	50,322	58,772	58,772	(8,450)	-14%
	100.0%	100.0%		100.0%		
Expenditure						
Personnel	42,818	38,988	39,325	36,752	2,236	6%
Employee Benefits	3,959	4,800	3,878	3,469	1,331	38%
Contractual	9,000	5,411	9,000	6,825	-1,414	-21%
Commodities	16,600	9,665	14,350	12,575	-2,910	-23%
Other	1,000	-	-	-		
Total Expenditure	73,377	58,865	66,553	59,621	(757)	-1%
	100.0%	100.0%		89.6%		
Surplus/(Deficit)	\$ (3,377)	\$ (8,542)	\$ (7,781)	\$ (849)		

ELLIS BIRTHDAY PARTIES - 1165

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-		
Security Deposit	-	-	-	-		
Credit Card Revenue	-	-	-	-		
Program Revenue	6,000	4,566	6,533	6,533	-1,967	-30%
Total Revenue	6,000	4,566	6,533	6,533	(1,967)	-30%
	100.0%	100.0%		100.0%		
Expenditure						
Personnel	7,077	4,694	6,500	5,082	-388	-8%
Employee Benefits	654	622	641	399	223	56%
Contractual	-	-	-	-		
Commodities	450	194	441	294	-100	-34%
Other	-	-	-	-		
Total Expenditure	8,181	5,509	7,582	5,774	(265)	-5%
	100.0%	100.0%		76.2%		
Surplus/(Deficit)	\$ (2,181)	\$ (944)	\$ (1,049)	\$ 759		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS PUBLIC PROGRAMS - 1166

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	3,000	2,637	2,403	2,403	234	10%
Total Revenue	3,000	2,637	2,403	2,403	234	10%
Expenditure						
Personnel	2,194	405	3,750	3,462	(3,058)	-88%
Employee Benefits	203	45	500	405	(360)	-89%
Contractual	500	-	500	-	-	-
Commodities	150	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expenditure	3,047	450	4,750	3,868	(3,417)	-88%
Surplus/(Deficit)	\$ (47)	\$ 2,186	\$ (2,347)	\$ (1,465)		

ELLIS SUNRISE CENTER - 1167

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Security Deposit	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Program Revenue	13,760	12,687	13,449	13,449	(762)	-6%
Total Revenue	13,760	12,687	13,449	13,449	(762)	-6%
Expenditure						
Personnel	19,054	19,003	21,000	18,727	276	1%
Employee Benefits	1,762	1,977	1,900	1,833	144	8%
Contractual	-	-	-	-	-	-
Commodities	3,800	1,925	3,804	2,536	(610)	-24%
Other	-	-	-	-	-	-
Total Expenditure	24,616	22,906	26,704	23,096	(191)	-1%
Surplus/(Deficit)	\$ (10,856)	\$ (10,219)	\$ (13,255)	\$ (9,647)		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS WEDDINGS - 1168

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	3,500	3,500	-2,400	-69%
Security Deposit	5,000	1,100	-	-	-4,850	-60%
Credit Card Revenue	-	-	8,075	8,075	(7,250)	-63%
Program Revenue	9,000	3,225	11,575	11,575	-1,447	-77%
Total Revenue	14,000	4,325	11,575	11,575	(3,910)	-59%
Expenditure						
Personnel	1,695	424	2,000	1,871	-113	-79%
Employee Benefits	160	30	157	143	-250	-20%
Contractual	1,700	993	1,700	1,243	-2,100	-59%
Commodities	-	-	-	-		
Other	5,000	1,300	3,500	3,400		
Total Expenditure	8,555	2,747	7,357	6,657		
Surplus/(Deficit)	\$5,445	\$ 1,578	\$4,218	\$ 4,918		

ELLIS OTHER RENTALS - 1169

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	700	700	-600	-86%
Security Deposit	2,500	100	-	-	-110	-4%
Credit Card Revenue	-	-	3,050	3,050	(710)	-19%
Program Revenue	3,400	2,940	3,750	3,750	-181	-62%
Total Revenue	5,900	3,040	3,750	3,750	(595)	-83%
Expenditure						
Personnel	1,695	110	500	291	-400	-100%
Employee Benefits	160	8	157	22		
Contractual	-	-	-	-		
Commodities	-	-	-	-		
Other	1,000	-	1,700	400		
Total Expenditure	2,855	118	2,357	714		
Surplus/(Deficit)	\$3,045	\$2,922	\$1,393	\$3,036		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ELLIS 5K - 1170

- Revenue**
- Donations
- Security Deposit
- Credit Card Revenue
- Program Revenue
- Total Revenue**
- Expenditure**
- Personnel
- Employee Benefits
- Contractual
- Commodities
- Other
- Total Expenditure**
- Surplus/(Deficit)**

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	300	-	300	300	-300	
100.0%	300	-	300	300	(300)	
100.0%						
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	300	-	300	300	\$ -	
	300	-	300	300	\$ -	

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

HOOVER GROUNDS - 1171

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Revenue	6,800	5,670	6,877	6,877	-1,207	-18%
Security Deposit Revenue	-	-	-	-	-	-
Credit Card Revenue	-	-	-	-	-	-
Total Revenue	6,800	5,670	6,877	6,877	(1,207)	-18%
Expenditure						
Personnel	67,674	50,188	59,790	53,320	-3,132	-6%
Employee Benefits	21,943	16,635	21,664	18,088	-1,453	-8%
Contractual	-	-	-	-	-	-
Commodities	47,050	40,329	46,744	41,141	-812	-2%
Other	9,000	11,500	9,000	8,391	3,109	37%
Total Expenditure	145,667	118,652	137,198	120,940	(2,288)	-2%
Surplus/(Deficit)	\$ (138,867)	\$ (112,983)	\$ (130,321)	\$ (114,063)		

HOOVER BUNKHOUSE - 1172

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-	-	-
Rental Revenue	28,500	36,646	28,367	28,367	8,279	29%
Security Deposit Revenue	3,000	5,800	3,500	3,500	2,300	66%
Credit Card Revenue	-	-	-	-	-	-
Total Revenue	31,500	42,446	31,867	31,867	10,579	33%
Expenditure						
Personnel	33,837	25,058	29,923	26,683	-1,624	-6%
Employee Benefits	10,972	8,198	10,833	9,054	-856	-9%
Contractual	-	-	-	-	-	-
Commodities	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expenditure	44,809	33,257	40,756	35,737	(2,480)	-7%
Surplus/(Deficit)	\$ (13,309)	\$ 9,189	\$ (8,889)	\$ (3,870)		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

HOOVER CAMPSITE - 1173

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-		
Rental Revenue	5,400	7,295	5,410	5,410	1,885	35%
Security Deposit Revenue	-	-	-	-		
Credit Card Revenue	-	-	-	-		
Total Revenue	5,400	7,295	5,410	5,410	1,885	35%
Expenditure						
Personnel	16,919	12,529	14,958	13,340	-811	-6%
Employee Benefits	5,486	4,099	5,417	4,527	-428	-9%
Contractual	-	-	-	-		
Commodities	-	-	-	-		
Other	-	-	-	-		
Total Expenditure	22,405	16,628	20,375	17,867	(1,239)	-7%
Surplus/(Deficit)	\$ (17,005)	\$ (9,333)	\$ (14,965)	\$ (12,457)		

HOOVER MEADOWHAWK LODGE - 1174

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations	-	-	-	-		
Rental Revenue	24,500	41,584	24,225	24,225	17,359	72%
Security Deposit Revenue	4,000	8,233	4,852	4,852	3,381	70%
Credit Card Revenue	-	-	-	-		
Total Revenue	28,500	49,816	29,077	29,077	20,740	71%
Expenditure						
Personnel	16,919	14,444	14,960	13,341	1,103	8%
Employee Benefits	5,486	4,025	5,417	4,527	-502	-11%
Contractual	-	-	-	-		
Commodities	-	-	-	-		
Other	-	-	-	-		
Total Expenditure	22,405	18,469	20,377	17,868	601	3%
Surplus/(Deficit)	\$ 6,095	\$ 31,347	\$ 8,700	\$ 11,209		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ENVIRONMENTAL EDUCATION - 1175

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-				
Security Deposit						
Credit Card Revenue						
Program Revenue						
Total Revenue	500	-		-		
Expenditure						
Personnel						
Employee Benefits						
Contractual						
Commodities						
Other						
Total Expenditure				-		
Surplus/(Deficit)	\$ 500	\$ -				

ENV. EDUCATION SCHOOL PROGRAMS - 1176

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	20,000	15,030	6,775	6,775	8,255	122%
Total Revenue	20,000	15,030		6,775	8,255	122%
Expenditure						
Personnel	14,800	10,288	7,500	5,459	4,830	88%
Employee Benefits	-	-	3,987	512	-512	-100%
Contractual	-	-	-	-		
Commodities	700	202	700	139	63	45%
Other	4,070	1,357	-	-	1,357	
Total Expenditure	19,570	11,848	12,187	6,110	5,738	94%
Surplus/(Deficit)	\$ 430	\$ 3,182	\$ (5,412)	\$ 665		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ENV. EDUCATION CAMPS - 1177

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		-				
Security Deposit						
Credit Card Revenue		39,682	36,665	36,665	3,017	8%
Program Revenue	37,000	39,682	36,665	36,665	3,017	8%
Total Revenue	37,000	39,682	36,665	36,665	3,017	8%
Expenditure						
Personnel	28,000	30,614	28,500	27,054	3,559	13%
Employee Benefits	1,649	3,525	3,000	2,656	870	33%
Contractual	-	-	-	-		
Commodities	1,500	1,569	1,500	1,031	538	52%
Other	500	1,905	555	555	1,350	243%
Total Expenditure	31,649	37,613	33,555	31,296	6,317	20%
Surplus/(Deficit)	\$ 5,351	\$ 2,069	\$ 3,110	\$ 5,369		

ENV. EDUCATION NATURAL BEGINNINGS - 1178

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations		1,536	2,016	2,016	-480	-24%
Security Deposit						
Credit Card Revenue		166,493	156,704	156,704	9,789	6%
Program Revenue	141,060	168,029	156,704	158,720	9,309	6%
Total Revenue	141,060	168,029	156,704	158,720	9,309	6%
Expenditure						
Personnel	111,540	98,493	95,298	81,469	17,024	21%
Employee Benefits	12,708	13,254	12,079	10,140	3,114	31%
Contractual	-	-	-	-		
Commodities	4,000	2,336	2,000	1,489	848	57%
Other	2,200	450	2,209	2,208	-1,758	-80%
Total Expenditure	130,448	114,534	111,586	95,306	19,228	20%
Surplus/(Deficit)	\$ 10,612	\$ 53,495	\$ 47,134	\$ 63,414		

Kendall County Forest Preserve
Income Statement
For Period Ended 10/31/2023

11 Month Budget Percent = 91.6%

ENV. EDUCATION PUBLIC PROGRAMS - 1179

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	20,000	17,686	15,386	15,386	2,300	15%
Total Revenue	20,000	17,686	15,386	15,386	2,300	15%
Expenditure						
Personnel	12,500	13,291	13,500	12,539	752	6%
Employee Benefits	1,854	1,606	1,816	1,185	422	36%
Contractual	-	-	-	-		
Commodities	750	698	750	272	426	157%
Other	500	320	150	150	170	113%
Total Expenditure	15,604	15,915	16,216	14,145	1,770	13%
Surplus/(Deficit)	\$ 4,396	\$ 1,770	\$ (830)	\$ 1,241		

ENV. EDUCATION LAWS OF NATURE - 1180

	Current Year FY23		Prior Year FY22		YTD Variance	
	Budget	YTD	Budget	YTD	\$ Change	% Change
Revenue						
Donations						
Security Deposit						
Credit Card Revenue						
Program Revenue	-	-	-	-		
Total Revenue	-	-	-	209,714		
Expenditure						
Personnel	3,780	2,186	2,400	1,920	267	14%
Employee Benefits	575	240	563	143	97	68%
Contractual	-	-	-	-		
Commodities	600	176	570	232	-56	-24%
Other	-	-	-	-		
Total Expenditure	4,955	2,602	3,533	2,294	308	13%
Surplus/(Deficit)	\$ (4,955)	\$ (2,602)	\$ (3,533)	\$ (2,294)		

Forest Preserve District Debt Service - Series 2003/2012
Fund 1902
For Period Ended 10/31/2023

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 957,927	\$ 957,927	
REVENUE			
190211 41010 Current Tax			
190211 41350 Interest Income	950	9,075	955.3%
Total Revenue	950	9,075	955.3%
EXPENDITURE			
190211 68640 Fiscal Agent Fee	1,057	0	0.0%
190211 68650 Debt Service - Interest 2012	6,450	6,450	100.0%
190211 68700 Debt Service - Principal 2012	430,000	430,000	100.0%
Total Expenditure	437,507	436,450	99.8%
Ending Balance	\$ 521,370	\$ 530,553	
Revenue over/(under) Expenditure	\$ (436,557)		

Forest Preserve District Debt Service - Series 2007/15/16/17
Fund 1903
For Period Ended 10/31/2023

11 Month Budget % = **91.6%**

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 5,057,675	\$ 5,057,675	
REVENUE			
190311 41010 Current Tax	5,294,458	5,248,732	99.1%
190311 41350 Interest Income	4,000	36,608	915.2%
Total Revenue	5,298,458	5,285,340	99.8%
EXPENDITURE			
190311 66500 Other Expenditure	475		0.0%
190311 68640 Fiscal Agent Fee	1,900	1,425	75.0%
190311 68710 Debt Service - Interest 2015	352,950	352,950	100.0%
190311 68720 Debt Service - Principal 2015	45,000	45,000	100.0%
190311 68730 Debt Service - Interest 2016	285,688	285,688	100.0%
190311 68740 Debt Service - Principal 2016	115,000	115,000	100.0%
190311 68750 Debt Service - Interest 2017	302,250	302,250	100.0%
190311 68760 Debt Service - Principal 2017	3,740,000	3,740,000	100.0%
Total Expenditure	4,843,263	4,842,313	100.0%
Ending Balance	<u>\$ 5,512,870</u>	<u>\$ 5,500,703</u>	
Revenue over/(under) Expenditure	<u>\$ 455,195</u>		

**KCFP Endowment Fund
Fund 1904**

For Period Ended 10/31/2023

11 Month Budget % = **91.6%**

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 872,618	\$ 872,618	
REVENUE			
190411 41350 Interest Income	6,700	36,088	538.6%
190411 42970 Grant Award	600,000	0	0.0%
Total Revenue	606,700	36,088	5.9%
EXPENDITURE			
190411 62150 Contractual Services	145,800	2,098	1.4%
190411 70330 Construction	1,268,500	0	0.0%
Total Expenditure	1,414,300	2,098	0.1%
Ending Balance	\$ 65,018	\$ 906,607	
Revenue over/(under) Expenditure	\$ (807,600)		

**Forest Preserve Capital Fund
Fund 1907
For Period Ended 10/31/2023**

11 Month Budget % = 91.6%

<u>ACCOUNT & DESCRIPTION</u>	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 84,186	\$ 84,186	
REVENUE			
190711 40370 Transfer In from OSLAD Fund #1905	230,377	230,377	
190711 40400 Transfer In from 2021 Bond Proceeds Fund #1912	0	175	
190711 41350 Interest Income		4,211	
190711 42490 Other Revenue		9,643	
Total Revenue	230,377	244,405	106.1%
EXPENDITURE			
190711 62160 Equipment Replacement	165,373	0	0.0%
190711 66500 Project Fund Expense	32,006	9,718	30.4%
190711 68500 Project Fund Expenses	60,651	138,478	228.3%
190711 68610 Project Fund Expense - Morton Arboretum Landscape	18,184	3,623	19.9%
Total Expenditure	276,214	151,819	55.0%
Ending Balance	\$ 38,349	\$ 176,772	
Revenue over/(under) Expenditure	\$ (45,837)		

**KCFP Fox River Bluffs Access RTP Grant Fund
Fund 1908
For Period Ended 10/31/2023**

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 230,377	\$ 230,377	
REVENUE			
190811 42970 Grant Award	159,182		
Total Revenue	159,182	0	0.0%
EXPENDITURE			
190811 61420 Transfer to FP Capital Fund 1907	230,377	230,377	100.0%
Total Expenditure	230,377	230,377	100.0%
Ending Balance	<u>\$ 159,182</u>	<u>\$ 0</u>	
Revenue over/(under) Expenditure	<u>\$ (71,195)</u>		

FP Land Cash

Fund 1910

For Period Ended 10/31/2023

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 140,669	\$ 140,669	
REVENUE			
191011 42910 Transfer In From Land Cash	66,959		
Total Revenue	66,959	0	0.0%
EXPENDITURE			
191011 67410 Land Acquisition	207,627	5,264	2.5%
Total Expenditure	207,627	5,264	2.5%
Ending Balance	\$ 1	\$ 135,405	
Revenue over/(under) Expenditure	\$ (140,668)		

**KCFP Liability Insurance Fund
Fund 1911
For Period Ended 10/31/2023**

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 46,300	\$ 46,300	
REVENUE			
19111 40020 Transfer from FP			
19111 40320 Transfer from FP Operating Fund			
19111 41350 Insurance Claim Reimbursement			
19111 42120 Interest Income			
Total Revenue	0		
EXPENDITURE			
19111 68990 Claims/Deductibles	25,000		0.0%
Total Expenditure	25,000	0	0.0%
Ending Balance	\$ 21,300	\$ 46,300	
Revenue over/(under) Expenditure	\$ (25,000)		

**KCFP Series 2021 Bond Proceeds Fund
Fund 1912**

For Period Ended 10/31/2023

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2022	Actual YTD	% of Budget
Beginning Balance	\$ 173	\$ 173	
REVENUE			
191211 41350 Interest Income	0	2	
191211 42970 Bond Proceeds			
Total Revenue	0	2	
EXPENDITURE			
191211 61370 Transfer to Fox River Bluffs Fund			
191211 61420 Transfer to FP Capital Fund #1907	145	175	
191211 61440 Transfer to FP Fund 1913			
Total Expenditure	145	175	120.4%
Ending Balance	\$ 28	\$ -	
Revenue over/(under) Expenditure	\$ (145)		

**Forest Preserve District Pickerill-Piggott IDNR-PARC Grant Fund
Fund 1913
For Period Ended 10/31/2023**

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 1,040,348	\$ 1,040,348	
REVENUE			
191311 40390 ARPA Grant Award	100,000		
191311 41350 Interest Income	200		0.0%
191311 42250 Revenue		3,931	
191311 42970 Grant Award	828,200	(368,999)	
Total Revenue	928,400	(365,068)	-39.3%
EXPENDITURE			
191311 70330 Construction	684,583	666,621	97.4%
191311 70650 Professional Services	11,384	8,659	76.1%
Total Expenditure	695,967	675,281	97.0%
Ending Balance	\$ 1,272,781	\$ -	
Revenue over/(under) Expenditure	\$ 232,433		

Forest Preserve District American Rescue Plan Act (ARPA) Fund
Fund 1914
For Period Ended 10/31/2023

11 Month Budget % = **91.6%**

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 47,802	\$ 47,802	
REVENUE			
191411 40390 ARPA Grant Award	100,000	100,000	100.0%
191411 41350 Interest Income			
Total Revenue	100,000	100,000	100.0%
EXPENDITURE			
191411 51160 Salaries - Part Time	20,160	12,535	62.2%
191411 51390 Salaries - Full Time	36,474	32,546	89.2%
191411 61160 IMRF Expense	2,145	3,136	146.2%
191411 63050 FICA Expense	4,333	4,906	113.2%
191411 63060 Health Insurance Expense	12,432	11,349	91.3%
191411 68530 Preserve Improvements	65,184	18,091	27.8%
191411 70330 Construction			
Total Expenditure	140,728	82,564	58.7%
Ending Balance	\$ 7,074	\$ 65,239	
Revenue over/(under) Expenditure	\$ (40,728)		

**Forest Preserve District Debt Service - Series 2021
Fund 1915**

For Period Ended 10/31/2023

11 Month Budget % = 91.6%

ACCOUNT & DESCRIPTION	Budget 2023	Actual YTD	% of Budget
Beginning Balance	\$ 46,652	\$ 46,652	
REVENUE			
191511 41010 Current Tax	84,544	83,719	99.0%
191511 41350 Interest Income	100		0.0%
Total Revenue	84,644	83,719	98.9%
EXPENDITURE			
191511 66500 Miscellaneous Expense	475		0.0%
191511 68640 Fiscal Agent Fee	1,107	475	42.9%
191511 68790 Debt Service - Interest 2021	35,144	35,144	100.0%
191511 68800 Debt Service - Principal 2021	30,000	30,000	
Total Expenditure	66,726	65,619	98.3%
Ending Balance	\$ 64,570	\$ 64,753	
Revenue over/(under) Expenditure	\$ 17,918		

To:

Kendall County Forest Preserve District Operations Committee

From:

Antoinette White, Grounds and Natural Resources Division Supervisor

Austin Luettich, Preserves and Grounds Project Manager

RE: Preserve Improvement Projects FY23

Date: November 1, 2023

Harris:

- Refilled steps of sledding hill, rebuilt broken steps and fencing
- Painted shelter 1, gable ends and fascia
- Resurfaced and painted picnic tables
- Corded out drainage pipe to back parking lot flooding issues
- Prepped gravel pad and moved horse storage trailer

Richard Young:

- Removed gravel and soil build up on side walks
- Reworked parking lot to improve drainage
- Repaired damage on bridges and raised skirts for drainage
- Herbicide application on ag lime trails and added ag lime

Lyon:

- Replaced split rail fence around parking lot
- Repaired 10ft of fen boardwalk and added new foot
- Improved trail drainage issues

Hoover:

- Installed Bears playground unit
- Installed playground boarder and mulch
- Old building and installed new preserve maps by new bridge

Blackberry Creek:

- Removed mulberries at fence lines
- Repaired split rail fencing
- Covered graffiti on bridge

Ellis and Baker Woods:

- Replaced 10+ boards on bridge over Aux Sable Creek
- Raised bridge skirt for drainage

Fox River Bluffs:

- Installed boulders at parking lot
- Seeded grass along construction impacts
- Herbicide application to main trail
- Install memorial bench

Little Rock Creek:

- Added new trail with Eagle Scout help
- Installed ramps on bridge

Maramech:

- Reworked south bridge drainage issues
- Added ag lime to trail
- Herbicide application to trail

Jay Woods:

- Herbicide application to prairie loop trail
- Added ag lime to trail

Pickerill-Pigott:

- Refinished bathroom into a storage room
- Painted storage barn with help from KCSO
- Installed gravel floor in barn
- Landscape around house, including installing hardscapes
- Seeded around house
- Mulched and dirt work

To: Kendall County Forest Preserve District Operations Committee
 From: Antoinette White, Grounds and NR Division Supervisor
 RE: Equipment Replacement Schedule
 Date: November 1, 2023

ASSET DESCRIPTION	Location	CONDITION	ORIGINAL COST	ESTIMATED COST (in 2023)	REPLACEMENT YEAR
2008 White Ford F350 Super Duty Truck (1-ton dump)	Ellis / Hoover	Poor	\$32,136.00	\$51,079.00 (2023 quote)	2024
2008 White Ford F250 Super Duty Truck	Harris	Poor	\$21,936.00	\$47,000.00	2026
2009 White Ford F250 Super Duty Truck	Hoover	Fair	\$38,235.00	\$47,000.00	2027
2011 White Ford F350 Super Duty Truck	Ellis	Fair	\$19,000.00	\$46,990.00 (2023 quote)	2025
2014 White Ford F150 Super Duty Truck	Harris	Fair	\$26,211.00	\$35,000.00	2028
2018 GMC 3500 Dump Truck (Plow Assembly-Monroe Spreader)	Harris	Good	\$69,398.02	\$55,000.00	TBD
Kubota B7100 Diesel 60" Deck 4WD - USED	Harris	Poor	\$3,500.00	\$15,000.00	2025
2010 John Deere Ztrak series 997 zero-turn 60"	Harris	Fair	\$13,528.00	\$12,000.00	2026
2011 Kubota ZD331LP zero-turn 72"	Harris	Fair	\$12,000.00	\$14,000.00	2028
2021 XT2 LX36 Cub Cadet Riding Mower	Hoover	Good	\$3,199.00		TBD
2018 Kubota ZD 1211-60" Zero Turn Mower	Hoover	Fair	\$13,400.00	\$14,000.00	2027
2018 John Deere Z960M Zero Turn Mower	Ellis	Good	\$9,527.98		TBD
Cub Cadet 1864 54" Deck - USED	P&P	Poor	\$1,600.00	(would not replace)	N/A
2017 John Deere Gator	Harris	Fair	\$10,000.00	\$14,000.00	2029-2032
2015 Kubota RTVX 1100 C Utility Vehicle	Hoover	Poor	\$17,800.00	\$21,000.00 (2023 quote)	2024
2014 Cronkhite Double axle Trailer	Ellis	Good	UNK		TBD
2010 Com Pro UT-20H Double axle Trailer 81" x 24'	Harris	Good	\$5,100.00		TBD
2000 Imperial Double axle Trailer 78" x 23'	Harris	Fair	\$4,000.00	\$8,000.00	2028
2009 3612 Cronkhite Double axle Trailer 81" x 23'	Hoover	Good	\$7,500.00		TBD
2009 Bobcat Skid Steer Loader	Hoover	Fair	\$24,047.00	\$70,000.00	2028-2033
2011 John Deere Utility Tractor	Hoover	Good	\$36,542.00	\$80,000.00	2035-2040
2005 Kubota Utility Tractor	Ellis	Good	\$19,500.00	\$35,000.00	2030-2035
Totals:	Year:		\$388,160.00		
	2024		\$72,079.00		
	2025		\$61,990.00		
	2026		\$59,000.00		
	2027		\$61,000.00		
	2028		\$57,000.00		

To: Kendall County Forest Preserve District's Operation Committee

From: Stefanie Wiencke, Environmental Education Manager

RE: October 2023 Education Department's updates Report

Date: November 1, 2023

Natural Beginnings Early Learning Program

The program received the second quarterly payment in October, with currently 66 students enrolled.

The classes enjoyed the autumn weather while learning about plant-life cycles, trees, insects, and nocturnal animals.

The NB program held this year's night event on Friday, October 27th at the Pickerill-Pigott Forest Preserve and at the Estate House.

NB families had the opportunity to experience the preserve in the dark, while engaging in a story walk, scavenger hunt, games, crafts, and live animal encounters with the people and animals from *Incredible Bats*.

The NB community enjoyed food, cider, music, and laughter around the fire place on the patio.



Camps

The district is gearing up for the winter camp offering on December 27th and 28th. So far we have received 8 out of 15 possible registrations.

Public Programs

Fall 2023 has been busy so far with all public program offerings being very popular.

Babes in the Woods, Afternoon Adventures, Wondering while Wandering in the Woods, Birthday parties and Scout Programs have seen an increased interest compared to the years prior.

The Laws of the Nature Museum is open to the public M-F 8:30-3:30.

The Nature Play Space at Hoover has seen increased traffic from the public and homeschool programs.

Communication with the home school groups on the need to schedule for the use of the Nature Play Space by bigger groups (more than 15 people) has been initiated.

District staff member Denise Helmers was scheduled to facilitate play for these groups on 9/29 and 10/13.

However, these groups continued to use the space inappropriately during, before, and past program hours. (See pictures included below)

School Programs

The District provided 12 school field trips for a total of 856 students during the last couple months.

This included another collaboration project with Y115 Early Childhood Education Center on October 17th and 19th at the Harris Forest Preserve.

All of their 254 preschool families, plus the Y115 ECE staff had the opportunity to engage in activities led by District staff while hiking the preserve. After completion of the scavenger hunt, craft, yoga, bird-safari, and native mammal exploration station, the families were invited to enjoy some seasonal food in the shelter.

All program offerings can be found on our webpages that we continuously update.

www.kendallforest.com

<https://www.kendallcountyil.gov/departments/forest-preserve-district>

The District was able to hire Maggie Forgue, who successfully completed the *Counselor in Training* program during the summer camp season 2023. She will have support role for public programs, including birthday parties, scout programs, and camps.

The District received Audrey Weismiller's resignation due to personal reasons.

Environmental Education Manager Stefanie Wiencke reached out to the Waubensee Community College for possible future collaboration, including acquiring student teachers for the Natural Beginnings Program.



Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
ACCOUNT & DESCRIPTION	Beginning Balance (est.)					
REVENUE						
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	662,230	710,448	705,457	705,457	759,981
190011 41350	Interest Income	1,083	533		6,692	7,400
190011 42250	Other Income (Sponsorship Income)					
190011 42250	Other Income (Carbon Credits Sales - Fox River Bluffs & Res. Woods)	18,358	11,543	40	40	149,058
19001162 42250	Ellis Center Grounds (Farm License Rev.)	25,181	27,250	26,838	26,838	27,997
19001163 42250	Ellis Center Camps	11,760	11,760	13,781	13,781	13,750
19001164 42250	Ellis Center Riding Lessons	63,803	70,000	50,321	54,896	63,800
19001165 42250	Ellis Center Birthday Parties	6,758	6,000	4,566	4,980.55	6,000
19001166 42250	Ellis Center Public Programs	2,404	3,000	2,637	2,876	3,000
19001167 42250	Sunrise Center North License Agreement	13,799	13,760	12,687	13,760	13,760
19001168 42250	Ellis Center Weddings	8,075	9,000	3,225	3,225	4,500
19001169 42250	Ellis Center Other Rentals	3,350	3,400	2,940	2,940	3,400
19001170 42250	Ellis Center SK Event	300	300			
19001171 42250	Hoover Revenue (Yorkville Athletic Assoc. License)	4,127	3,800	3,170	3,170	2,900
19001171 42250	Hoover Revenue (Residence Lease)	3,000	3,000	2,500	3,000	3,000
19001172 42250	Hoover Bunkhouse Rental Rev	26,972	28,500	36,646	34,226	34,000
19001173 42250	Hoover Campsite Rental Rev	5,200	5,400	7,295	7,295	6,000
19001174 42250	Hoover Meadowhawk Rental Rev	24,671	24,500	41,584	41,584	38,000
19001176 42250	Env. Educ. - School Programs	6,880	20,000	15,030	16,286	20,000
19001177 42250	Env. Educ. - Camps	36,654	37,000	39,682	39,682	39,500
19001178 42250	Env. Educ. - Natural Beginnings	131,333	141,060	167,043	143,727	145,000
19001179 42250	Env. Educ. - Other Public Programs	15,345	20,000	17,686	17,686	20,000
19001180 42250	Env. Educ. - Other Revenue	69				
19001183 42250	Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	36,131	30,500	32,318	32,318	32,500
19001183 42250	Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)					5,000
19001184 42250	Revenue - Pickerill-Pigott Estate House, Pavilion and Shelter		-	6,345	6,675	14,000

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
190011 42860	Donations - Administration (Forest Foundation Contributions)					
19001164 42860	Donations - Ellis Equestrian Center - Lessons	6,676	5,000	7,276	7,276	5,000
	Donations - Hoover			1	1	1
19001175 42860	Donations - Environmental Education		500			
19001178 42860	Donations - Env. Educ. Natural Beginnings	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		2,525	1,000
19001183 42900	Picnic & Shelter Rental - Grounds & Natural Resources	7,035	7,000	8,780	7,825	8,000
19001184 42900	Picnic & Shelter Rental - Pickerill-Pigott		7,000	120	120	180
19001183 42920	Preserve Improvements - Grants (K-12 Pollinator)					
19001183 42920	Preserve Improvements - Grants (Pollinator Meadows Pilot)					
190011 42930	Farm License Revenue	152,591	97,000	106,279	106,279	112,900
190011 42940	Credit Card Revenue - All Preserves	3,418	3,500	3,595	3,922	4,000
19001168 43450	Security Deposit Revenue - Ellis Weddings	3,500	5,000	1,100	1,100	5,000
19001169 43450	Security Deposit Revenue - Ellis Other Rentals	700	2,500	100	100	1,000
19001172 43450	Security Deposit Revenue - Hoover Bunkhouse	2,700	3,000	5,800	5,800	5,300
19001174 43450	Security Deposit Revenue - Hoover Meadowhawk	4,412	4,000	8,533	8,533	8,200
19001184 43450	Security Deposit Revenue - Pickerill-Pigott		1,000	1,234	1,234	5,000
	Total Revenue	1,289,629	1,317,254	1,344,596	1,327,386	1,569,627
	PERSONNEL					
190011 51090	Board Per Diem		5,500	0	-	5,500
190011 51160	Salary - Part Time Administration	30,617				
190011 51390	Salary - Full Time Administration	124,741	152,175	135,996	150,464	181,244
190011 51470	Stipend - Full Time Administration (Executive Director)	11,156	11,262	10,175	11,262	-
190011 51470	Stipend - Full Time Administration (Asst. County Admin.)	5,820	5,820	5,335	5,820	6,120
19001183 51160	Salary - Part Time Grounds & Natural Resources	14,666	18,805	20,077	22,213	50,875
19001183 51390	Salary - Full Time Grounds & Natural Resources	95,241	128,740	94,221	104,243	112,794

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
19001184	51160	Salary - Part Time Pickerill Pigott		962	962	3,125
		Salary Full Time: Env. Education				
19001176	51390	Env. Educ. FT Salary - School Programs Expense	2,500	2,242	2,481	2,723
19001177	51390	Env. Educ. FT Salary - Camps Expense	6,000	5,349	5,918	6,535
19001178	51390	Env. Educ. FT Salary - Natural Beginnings Expense	50,131	47,116	52,128	45,476
19001179	51390	Env. Educ. FT Salary - Other Public Programs Expense	2,475	2,242	2,481	2,723
19001180	51390	Env. Educ. FT Salary - Laws of Nature				
		Salary Part Time: Env. Education				
19001176	51160	Env. Educ. PT Salary - School Programs Expense	6,206	8,046	8,902	14,000
19001177	51160	Env. Educ. PT Salary - Camps Expense	23,023	25,265	27,953	28,000
19001178	51160	Env. Educ. PT Salary - Natural Beginnings Expense	43,280	51,377	56,843	79,150
19001179	51160	Env. Educ. PT Salary - Other Public Programs Expense	11,429	11,049	12,224	12,000
19001180	51160	Env. Educ. PT Salary - Laws of Nature	1,923	2,186	2,419	4,265
19001181	51160	Env. Educ. PT Salary - Other Expense				
		Salary Full Time: Ellis				
19001160	51390	Salary FT - Ellis House	10,065	9,825	10,870	10,974
19001161	51390	Salary FT - Ellis Barn	10,065	9,825	10,870	10,974
19001162	51390	Salary FT - Ellis Grounds	21,403	20,788	20,332	21,947
		Salary Part Time - Ellis				
19001163	51160	Salary PT - Ellis Center Camps Expense	5,416	3,484	2,422	3,790
19001164	51160	Salary PT - Ellis Center Riding Lessons Expense	42,118	42,818	43,136	45,900
19001165	51160	Salary PT - Ellis Center Birthday Parties Expense	5,390	7,077	5,193	7,750
19001166	51160	Salary PT - Ellis Center Public Programs Expense	3,612	2,194	448	2,000
19001167	51160	Salary PT - Ellis Sunrise License Agreement	20,562	19,054	21,025	22,000
19001168	51160	Salary PT - Ellis Center Weddings Expense	1,871	1,695	469	750
19001169	51160	Salary PT - Ellis Center Other Rentals Expense	291	1,695	121	750
		Salary PT - Hoover Grounds				
19001171	51160	Salary PT - Hoover Grounds	13,182	20,254	14,157	25,025
19001172	51160	Salary PT - Hoover Bunkhouse	6,614	10,127	7,039	12,513
19001173	51160	Salary PT - Hoover Campsite	3,305	5,064	3,519	6,256
19001174	51160	Salary PT - Hoover Meadowhawk	3,306	5,064	5,638	6,256
		Salary FT - Hoover Grounds				
19001171	51390	Salary FT - Hoover Grounds	46,072	37,392	41,859	47,452
19001172	51390	Salary FT - Hoover Bunkhouse	23,036	18,695	20,929	23,726
19001173	51390	Salary FT - Hoover Campsite	11,518	11,855	10,465	11,863
19001174	51390	Salary FT - Hoover Meadowhawk	11,518	11,855	10,465	18,113

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
Total Personnel		666,148	747,865	627,696	695,268	832,568
<u>EMPLOYEE BENEFITS</u>						
190011 61160	IMRF Expense - Administration	12,118	12,308	9,381	10,378.98	10,905
190011 61170	SS Expense - Administration	13,043	13,509	12,026	13,305.36	14,334
19001160 63050	IMRF/SS Expense - Ellis House	1,535	1,638	1,341	1,484	1,476
19001161 63050	IMRF/SS Expense - Ellis Barn	1,609	1,638	1,338	1,480	1,476
19001162 63050	IMRF/SS Expense - Ellis Grounds	2,936	3,275	2,685	2,971	3,100
19001163 63050	IMRF/SS Expense - Ellis Center Camps Expense	601	322	233	258	350
19001164 63050	IMRF/SS Expense - Ellis Center Riding Lessons Expense	3,911	3,959	4,780	5,289	5,500
19001165 63050	IMRF/SS Expense - Ellis Center Birthday Parties Expense	628	654	622	688	872
19001166 63050	IMRF/SS Expense - Ellis Center Public Programs Expense	405	203	45	50	200
19001167 63050	IMRF/SS Expense - Sunrise Center North	1,975	1,762	1,977	2,187	2,200
19001168 63050	IMRF/SS Expense - Ellis Center Weddings Expense	143	160	30	33	100
19001169 63050	IMRF/SS Expense - Ellis Center Other Rentals Expense	22	160	8	9	100
19001171 63050	IMRF/SS Expense - Hoover Grounds	7,950	9,332	6,835	7,562	9,536
19001172 63050	IMRF/SS Expense - Hoover Bunkhouse	3,985	4,666	3,414	3,777	4,768
19001173 63050	IMRF/SS Expense - Hoover Campsite	1,992	2,333	1,707	1,889	2,384
19001174 63050	IMRF/SS Expense - Hoover Meadowhawk	1,993	2,333	1,863	2,061	2,863
19001175 63050	IMRF/SS Fund Expense - Env. Education					
19001176 63050	IMRF/SS Fund Expense - Env. Education School Programs	587	4,070	1,357	1,501	1,681
19001177 63050	IMRF/SS Fund Expense - Env. Education Camps	2,863	1,649	3,525	3,900	3,447
19001178 63050	IMRF/SS Fund Expense - Env. Education Natural Beginnings	11,339	12,708	13,254	14,664	16,335
19001179 63050	IMRF/SS Fund Expense - Env. Education Other Public Programs	1,306	1,854	1,606	1,777	1,471
19001180 63050	IMRF/SS Fund Expense - Env. Education Laws of Nature	156	575	240	266	449
19001181 63050	IMRF/SS Fund Expense - Env. Educ. PT Salary - Other Expense					
19001183 63050	IMRF/SS Expense - Grounds & Nat. Resources	14,918	14,738	14,983	16,577	20,471
19001184 63050	IMRF/SS Expense - Pickerill Pigott			588	651	239
190011 61230	Medical Insurance - Administration	21,693	59,365	52,199	56,944	55,485
19001171 63060	Medical Insurance - Hoover					
	Medical Insurance - Hoover Grounds	11,611	12,611	9,800	10,691	13,875

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
19001172 63060	Medical Insurance - Hoover Bunkhouse	5,805	6,306	4,785	5,220	6,937
19001173 63060	Medical Insurance - Hoover Campsite	2,903	3,153	1,707	1,862	3,469
19001174 63060	Medical Insurance - Hoover Meadowhawk	2,903	3,153	2,162	2,359	3,469
19001175 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	34,174	37,369	28,656	31,261	27,749
190011 68000	Annual Insurance Premiums (ICRMT)					
190011	Transfer to FP Liability Insurance Fund Insurance Deductible	61,840	68,586	70,859	70,858	81,577
	Total Employee Benefits	226,945	284,389	254,006	271,952	296,817
	CONTRACTUAL					
190011 62150	Contractual Services (RecPro Software)	1,815	1,815	1,815	1,815	1,815
190011 62150	Contractual Services (Kendall County Email Accounts)	1,000	1,000	1,000	1,000	1,000
190011 62150	Contractual Services (City Forest Credits)	5,640	11,543	-	-	149,058
190011 62150	Contractual Services (kendallforest.com website)	1,000	720	1,908	1,908	720
190011 62030	Dues/Memberships	200	1,000	-	1,000	1,000
190011 62040	Conferences	1,156	1,500	3,155	3,155	11,940
190011 62090	Legal Publications	2,024	1,500	-	1,500	1,500
19001163 63020	Veterinarian & Farrier - Ellis Camps					
19001164 63020	Veterinarian & Farrier - Ellis Riding Lessons	8,115	9,000	5,411	7,000	9,000
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties					
19001166 63020	Veterinarian & Farrier - Ellis Public Programs					
19001166 63020	Veterinarian & Farrier - Sunrise Center		500	-	500	500
19001168 63070	Refuse Pickup - Ellis	1,358	1,700	993	1,192	1,700
19001183 63070	Refuse Pickup - Grounds & Natural Resources	11,314	8,500	7,258	8,710	8,500
19001183	Event Tent Lease - Ellis					
19001183 63540	Telephone - Grounds & Natural Resources	7,380	8,000	6,141	7,369	8,000

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
190011 65490	Audit	8,240	8,500	8,485	8,485	9,500
190011 68340	Farm Lease Contract Expenses (Hay Crop Inputs)	1,727	1,750	-	1,750	1,750
190011 68560	Credit Card Fee	13,338	12,191	12,811	13,975	14,000
	Total Contractual	64,306	69,219	48,977	59,359	219,983
	<u>COMMODITIES</u>					
190011 62000	Office Supplies & Postage - Administration	11,428	6,000	8,071	8,805	6,000
190011 62000	CARES Act Purchases					
19001160 62000	Office Supplies & Postage - Ellis House	897	750	448	750	750
19001183 62180	Fuel: Gas & Oil Grounds	17,258	20,316	17,624	19,226	20,000
19001183 62400	Uniforms - Grounds	1,623	2,500	1,180	1,500	2,500
	Environmental Education					
19001176 63030	Env. Educ. - School Programs Expense	539	700	202	700	700
19001177 63030	Env. Educ. - Camps Expense	1,431	1,500	1,569	1,569	1,500
19001178 63030	Env. Educ. - Natural Beginnings Expense	2,048	4,000	2,336	4,000	4,000
19001179 63030	Env. Educ. - Other Public Programs Expense	708	750	698	750	750
19001180 63030	Env. Educ. - Laws of Nature Expense	483	600	176	600	600
19001183 63090	Gas - Grounds & Natural Resources	5,258	5,700	3,650	4,380	5,250
19001184 63100	Electric - Pickerrill Pigott	6,693	6,000	7,423	8,098	2,700
19001182 63130	Natural Area Volunteer Supplies					
	Natural Area Management Supplies					
190011 63510	Electric - Administration	2,432	2,500	2,229	2,675	2,750
190011 68500	Project Fund Expense (Forest Foundation Purchases)	6,705	5,000	10,407	10,407	5,000
190011 68430	Promotion/Publicity	770	1,000	700	700	1,000
190011 68440	Newsletter	342	450	-	450	450

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
Utilities - Ellis						
19001160 62270	Utilities - Ellis House	5,434	6,500	5,352	6,422	5,000
19001161 62270	Utilities - Ellis Barn	3,879	6,500	2,189	2,627	5,000
Utilities & Maintenance - Hoover						
19001171 62270	Hoover - Other Utilities	2,735	4,600	2,073	4,000	4,600
19001171 63090	Hoover - Gas	9,060	9,800	8,116	9,739	9,500
19001171 63100	Hoover - Electric	15,275	16,000	13,288	15,946	15,000
19001171 63110	Hoover - Shop Supplies	3,287	3,250	4,285	4,285	3,250
19001171 63120	Hoover - Building Maintenance	8,746	7,000	7,834	8,500	7,000
19001171 66500	Hoover - Other Expenses	892	1,400	740	1,000	1,400
19001171 68580	Hoover - Grounds Maintenance	4,663	5,000	3,994	4,500	5,000
Promotion/Publicity - Ellis						
19001166 68570	Volunteer Expense - Ellis Public Programs		150	-	-	150
Animal Care & Supplies - Ellis						
19001163 63000	Animal Care & Supplies - Ellis Camps					
19001164 63000	Animal Care & Supplies - Ellis Riding Lessons	14,476	14,100	9,665	10,544	12,000
19001165 63000	Animal Care & Supplies - Ellis Birthday Parties					
19001166 63000	Animal Care & Supplies - Ellis Public Programs					
19001167 63000	Animal Care & Supplies - Sunrise Center North	3,338	3,800	1,925	2,100	3,000
Horses Acquisition & Tack - Ellis						
19001163 63010	Horses Acquisition & Tack - Ellis Camps					
19001164 63010	Horses Acquisition & Tack - Ellis Riding Lessons	-	2,500	-	-	2,500
19001165 63010	Horses Acquisition & Tack - Ellis Birthday Parties					
	Horses Acquisition & Tack - Ellis Public Programs					
Program Supplies - Ellis						
19001163 63030	Program Supplies - Ellis Camps	249	450	319	450	450
19001165 63030	Program Supplies - Ellis Birthday Parties	294	450	194	450	450
19001170 63030	Program Supplies - Ellis 5K					
19001184 63030	Supplies: Shop - Pickenill Pigott					
19001183 63110	Supplies: Shop - Grounds	4,925	4,250	7,549	8,235	9,000

Kendall County Forest Preserve District Operating Fund

	FINAL 14-Jul-05	BUDGET 2023	2023 YTD 31-Oct-23	2023 EOY (EST) 30-Nov-23	BUDGET 2024
KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023					
KCFPD Operating Fund #1900					
Total Commodities					
<u>OTHER</u>					
190011 62160 Equipment - Administration					
19001183 62160 Equipment - Grounds & Natural Resources	30,165	35,000	13,310	25,000	25,000
19001183 68530 Preserve Improvements - Administration	1,465	-	-	-	10,000
190011 68540 Contributions (Drainage District Tax Assessments & Carb. Cred. Fee)	2,697	2,697	2,522	2,522	2,600
Grounds & Maintenance Equipment - Ellis					
19001160 68580 Grounds & Maint. - Ellis House	4,844	3,800	5,339	5,824	4,250
19001161 68580 Grounds & Maint. - Ellis Barn	3,001	2,700	3,032	3,308	3,200
19001162 68580 Grounds & Maint. - Ellis Grounds	6,427	5,500	5,958	6,500	6,400
Security Deposit Refunds					
19001163 63040 Security Deposit Refunds - Ellis Camps	435	500	-	-	-
19001164 63040 Security Deposit Refunds - Ellis Riding Lessons		1,000	-	-	-
19001166 63040 Security Deposit Refunds - Ellis Public Programs					
19001168 63040 Security Deposit Refunds - Ellis Weddings	3,500	5,000	1,100	1,200	5,000
19001169 63040 Security Deposit Refunds - Ellis Other Rentals	400	1,000	-	200	1,000
19001171 63040 Security Deposit Refunds - Hoover	9,127	9,000	11,500	11,500	13,500
19001176 63040 Security Deposit Refunds - Env. Education School Programs					
19001177 63040 Security Deposit Refunds - Env. Education Camps	555	500	1,905	1,905	500
19001178 63040 Security Deposit Refunds - Env. Education Natural Beginnings	2,209	2,200	450	450	2,200
19001179 63040 Security Deposit Refunds - Env. Education Public Programs	150	500	320	320	500
19001183 63040 Security Deposit Refunds - Grounds	870	160	-	-	160
19001184 63040 Security Deposit Refunds - Pickerill-Pigott		1,000	1,469	1,469	5,000
190011 69790 Contingency	-	-	-	-	3,699
Credit Card Fee Expense - Ellis Camps					
Credit Card Fee Expense - Public Programs					
Total Other	65,844	70,557	46,905	60,198	83,009
Total Expenditures	1,159,111	1,315,546	1,101,819	1,230,185	1,569,627

Kendall County Forest Preserve District Operating Fund

KCFPD FY24 PRELIMINARY BUDGET: OCTOBER 26, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
Operating Surplus / (Deficit)		130,517	1,708	242,777	97,201	0
Ending Balance		601,126	602,834	843,903	698,327	618,327
Beginning Balance		470,609	601,126		601,126	618,327
Total Revenue		1,289,629	1,317,254	1,344,596	1,327,386	1,569,627
Total Personnel		666,148	747,865	627,696	695,268	832,568
Total Employee Benefits		226,945	284,389	254,006	271,952	296,817
Total Contractual		64,306	69,219	48,977	59,359	219,983
Total Commodities		135,869	143,516	124,235	143,407	137,250
Total Other		65,844	70,557	46,905	60,198	83,009
Total Expenditure		1,159,111	1,315,546	1,101,819	1,230,185	1,569,627
Surplus / (Deficit)		130,517	1,708	242,777	97,201	0
TRANSFER OUT TO FUND 1907 (CAPITAL)					80,000	
Ending Balance		601,126	602,834	843,903	618,327	618,327

FOREST PRESERVE DEBT SERVICE - SERIES 2003/2012
Fund 1902

ACCOUNT & DESCRIPTION	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	2023 YTD 31-Oct-23	2023 EOY 30-Nov-23	BUDGET 2024	% CHANGE IN BUDGET
Beginning Balance	924,432	937,583	957,572	957,927	957,927	0	0.0%
REVENUE							
190211 41010 Current Tax	429,513	441,816				0	
190211 41350 Interest Income	363	2,615	950	9,075	12,363	0	0.0%
Total Revenue	429,876	444,432	950	9,075	12,363	0	0.0%
EXPENDITURE							
XXXXX XXXX Transfer to Fund 1903					289,292		
XXXXXX XXXXX Transfer to Fund 1907					244,548		
190211 68640 Fiscal Agent Fee	900	113	1,057	6,450	6,450		
190211 68650 Debt Service - Interest 2012	30,825	18,975	6,450	6,450	6,450		
109211 68700 Debt Service - Principal 2012	385,000	405,000	430,000	430,000	430,000		
Total Expenditure	416,725	424,088	437,507	436,450	970,290	0	0.0%
Revenue over/(under) Expenditure	13,151	20,344	(436,557)	(427,375)	(957,927)	0	0.0%
Ending Balance	937,583	957,927	521,016	530,553	0	0	

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

ACCOUNT & DESCRIPTION	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	YTD 2023 31-Oct-23	2023 EOY 30-Nov-23	BUDGET 2024	% CHANGE IN BUDGET
Beginning Balance	4,222,577	4,635,395	4,635,395	5,057,675	5,057,675	5,849,153	26.2%
REVENUE							
190311 41010 Current Tax	4,599,919	4,930,888	5,294,458	5,248,732	5,294,458	5,710,248	7.9%
XXXXX XXXXX Transfer In from Fund 1902				289,292	289,292		
190311 41350 Interest Income	1,154	14,882	4,000	36,608	50,516	55,386	
Total Revenue	4,601,073	4,945,770	5,298,458	5,285,340	5,634,266	5,765,633	8.8%
EXPENDITURE							
XXXXX XXXXX Transfer Out to Fund 1907 (Int.)						81,467	
190311 66500 Miscellaneous Expenditure	475	338	475			475	
190311 68640 Fiscal Agent Fee	950	1,900	1,900	1,425	1,900	1,900	0.0%
190311 68710 Debt Service - Interest 2015	355,018	354,040	352,950	352,950	352,950	351,690	-0.4%
190311 68720 Debt Service - Principal 2015	45,000	40,000	45,000	45,000	45,000	45,000	0.0%
190311 68730 Debt Service - Interest 2016	294,188	290,088	285,688	285,688	285,688	278,788	-2.4%
190311 68740 Debt Service - Principal 2016	100,000	105,000	115,000	115,000	115,000	230,000	100.0%
190311 68750 Debt Service - Interest 2017	627,625	477,125	302,250	302,250	302,250	104,375	-65.5%
190311 68760 Debt Service - Principal 2017	2,765,000	3,255,000	3,740,000	3,740,000	3,740,000	4,175,000	11.6%
Total Expenditure	4,188,255	4,523,490	4,843,263	4,842,313	4,842,788	5,187,228	7.1%
Revenue over/(under) Expenditure	412,818	422,280	455,195	443,027	791,478	578,406	27.1%
Ending Balance	4,635,395	5,057,675	5,090,590	5,500,702	5,849,153	6,427,558	26.3%

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

ACCOUNT & DESCRIPTION	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	YTD 2023 31-Oct-23	2023 EOY 30-Nov-23	BUDGET 2024	% CHANGE IN BUDGET
Beginning Balance	4,222,577	4,635,395	4,635,395	5,057,675	5,057,675	5,842,199	26.0%
REVENUE							
190311 41010 Current Tax	4,599,919	4,930,888	5,294,458	5,248,732	5,294,458	5,710,248	7.9%
XXXXX XXXXX Transfer In from Fund 1902				289,292	289,292		
190311 41350 Interest Income	1,154	14,882	4,000	36,608	43,562	55,386	
Total Revenue	4,601,073	4,945,770	5,298,458	5,285,340	5,627,312	5,765,633	8.8%
EXPENDITURE							
XXXXX XXXXX Transfer Out to Fund 1907 (Int.)						81,467	
190311 66500 Miscellaneous Expenditure	475	338	475			475	
190311 68640 Fiscal Agent Fee	950	1,900	1,900	1,425	1,900	1,900	0.0%
190311 68710 Debt Service - Interest 2015	355,018	354,040	352,950	352,950	352,950	351,690	-0.4%
190311 68720 Debt Service - Principal 2015	45,000	40,000	45,000	45,000	45,000	45,000	0.0%
190311 68730 Debt Service - Interest 2016	294,188	290,088	285,688	285,688	285,688	278,788	-2.4%
190311 68740 Debt Service - Principal 2016	100,000	105,000	115,000	115,000	115,000	230,000	100.0%
190311 68750 Debt Service - Interest 2017	627,625	477,125	302,250	302,250	302,250	104,375	-65.5%
190311 68760 Debt Service - Principal 2017	2,765,000	3,255,000	3,740,000	3,740,000	3,740,000	4,175,000	11.6%
Total Expenditure	4,188,255	4,523,490	4,843,263	4,842,313	4,842,788	5,187,228	7.1%
Revenue over/(under) Expenditure	412,818	422,280	455,195	443,027	784,524	578,406	27.1%
Ending Balance	4,635,395	5,057,675	5,090,590	5,500,702	5,842,199	6,420,604	26.1%

KCFP Endowment Fund Fund 1904

ACCOUNT & DESCRIPTION	BUDGET 2022	ACTUAL 2022	BUDGET 2023	FY23 YTD 31-Oct-23	FY23 EOY 30-Nov-23	BUDGET 2024	% CHANGE IN BUDGET	NOTES
Beginning Balance	883,179	883,179	872,618	872,618	872,618	1,151,928	98.8%	
REVENUE								
190411 40400 Transfer in From 1913						300,000		Rolling Grant Fund
190411 xxxxx Donation (Hughes Estate)						160,000		
190411 41350 Interest	6,715	11,601	6,700	36,088	44,430	30,000	99.8%	
190411 42970 Grant Award			600,000		300,000	300,000		
Total Revenue	6,715	11,601	606,700	36,088	344,430	790,000	9035.0%	
EXPENDITURE								
190411 62150 Contractual Services	27,625	22,162	145,800	2,098	65,120	170,550	527.8%	Design/Arch./CPA
190411 70330 Construction			1,268,500		-	1,311,378		Arch Est. \$1.2M
190411 61370 Transfer Out to 1913						300,000		Rolling Grant Fund
Total Expenditure	27,603	22,162	1,414,300	2,098	65,120	1,781,928	5123.7%	
Revenue over/(under) Expenditure	(20,888)	(10,561)	(807,600)	33,990	279,310	(991,928)	3866.3%	
Ending Balance	862,291	872,618	65,018	906,607	1,151,928	160,000	7.5%	

FP Section 319 Fund - LRC Dam Removal Fund 1905

ACCOUNT & DESCRIPTION	BUDGET 2023	BUDGET 2024	% CHANGE IN BUDGET
Beginning Balance	0	0	
REVENUE			
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	
EXPENDITURE			
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	
Revenue over/(under) Expenditure	0	0	
Ending Balance	0	0	

**Forest Preserve Capital Fund
Fund 1907**

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 AMD 15-Nov-22	FY22 FINAL 30-Nov-23	BUDGET 2023	2023 YTD 31-Oct-23	2023 EOY 30-Nov-23	BUDGET 2024	% CHANGE IN BUDGET	BUDGET NOTES
Beginning Balance											
REVENUE											
190711 40300 Transfer in from 2007 Bond Proceeds Fund #1901 (950)	0	288,916	286,713	286,713	286,713	84,186	84,186	84,186	388,414	-70.6%	
190711 40300 Transfer in (Interest Earnings + L/C) - Fund 1902	393,698	0	0	0	0	0	0	0	81,467		Interest transfer from 1903 in Jan 24
190711 40300 Transfer in (Interest Earnings) - Fund 1903	0	0	0	0	0	0	0	0	0		
190711 40330 Transfer in from Land Cash Fund #1910 (956)	30,000	0	0	0	0	0	0	0	0		
190711 40340 Transfer in from FRB Cropland Conversion #1908 (954)	184,116	0	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	0		
190711 40370 Transfer in from RTP Fund #1908	0	0	0	0	0	230,377	230,377	230,377	0		
190711 40400 Transfer in from 2021 Bond Proceeds Fund #1912	0	100,784	0	0	0	0	175	175	0		
190711 40390 Transfer in from IDNR-PARC Fund #1913	0	0	0	0	0	0	0	0	0		
190711 41350 Interest Income	200	568	568	1,805	3,126	0	4,211	5,115	6,000	-100.0%	
190711 42490 Other Revenue	19,450	10,837	8,736	8,736	18,736	0	9,643	9,643	0	-100.0%	
190711 43430 Grant Award - Morton Arboretum Landscape	25,000	50,000	50,000	50,000	50,000	0	0	0	0	-100.0%	
190711 43740 Grant Award - ICECF Reservation Woods	0	10,000	10,000	10,000	10,000	0	0	0	0	-100.0%	
190711 43770 Grant Award - ICECF K-12 Pollinator	11,000	11,000	11,000	11,000	11,000	0	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	0	-100.0%	
Total Revenue	811,714	186,784	91,837	91,541	92,862	230,377	244,405	489,857	87,467	150.9%	
EXPENDITURE											
190711 61430 Transfer to Land Cash Fund - Reservation Woods	52,700	0	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	200,000	210.2%	Equipment Replacement
190711 66500 Project Fund Expense	33,762	33,762	37,762	37,762	46,141	32,006	9,718	32,006	30,000	-15.2%	Capital Project Contingency
190711 68500 Project Fund Expense - Pickerill Estate House Roof	95,000	82,121	73,298	72,888	71,037	60,651	138,478	150,000	0	-17.3%	
190711 68500 Maramech Forest Preserve Gate Replacement	0	10,550	10,550	10,550	10,550	0	0	0	70,000	-100.0%	Contracted Roofing Estimate - Final TBD
190711 68500 Ellis House Roof Replacement	0	0	0	0	0	0	0	0	90,000	-100.0%	Contracted Roofing Estimate - Final TBD
190711 68500 Hoover Old Shop Roof Replacement and Envelope	12,000	275	275	275	275	0	0	0	0	-100.0%	
190711 68510 Project Fund Expense - ICECF K-12 Pollinator	20,000	5,550	5,550	4,834	4,834	0	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	0	-51.8%	
190711 68610 Project Fund Expense - Morton Arboretum Landscape	0	0	143,023	143,023	143,023	0	0	0	0	-100.0%	
190711 61420 Transfer Out to Fund 1908	602,814	381,422	361,489	342,179	295,390	276,214	151,819	185,629	390,000	-23.6%	
Total Expenditure	208,900	(194,638)	(269,652)	(250,638)	(202,527)	(45,837)	92,586	304,228	(302,533)	-83.0%	
Revenue Over/(Under) Expenditure	602,814	381,422	361,489	342,179	295,390	276,214	151,819	185,629	390,000	-23.6%	
Ending Balance	208,900	94,278	17,061	36,075	84,186	38,349	176,772	388,414	85,881	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-Oct-23	FY23 EOY 30-Nov-23	BUDGET 2024
Beginning Balance								
REVENUE								
191011 40330 Transfer In From Land Cash	157,514	0	0	0	66,959	0	0	114,757
191011 41350 Interest Income								
191011 42970 Grant Awards (Minooka - OSLAD/LWCF)	136,640	124,271	124,271	124,271				
191011 42490 Other Revenue	52,700	0	0	50				
191011 40380 Transfer in From Forest Preserve Capital Fund (1907)								
Total Revenue	346,854	124,271	124,271	124,321	66,959	0	0	189,757
EXPENDITURES								
191011 67410 Land Acquisition	210,214	329,485	276,785	136,167	207,627	5,264	6,764	323,661
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	5,264	6,764	323,661
Revenue over/(under) Expenditure	136,640	(205,214)	(205,214)	(64,546)	(140,668)	(5,264)	(6,764)	(133,904)
Ending Balance	136,640	0	0	140,668	0	135,404	133,904	0

KC Land Cash
Fund Balance (09/29/23)
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
Beginning Balance	50,000	45,000	46,300	46,300	46,300	46,300	46,300	
REVENUE								
191111 40320 Transfer from FP Operation Fund								
191111 42120 Insurance Claim Reimbursements				0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0	0
EXPENDITURE								
191111 68990 Claims/Deductibles	25,000	25,000	25,000	0	25,000	0	25,000	
Total Expenditure	25,000	25,000	25,000	0	25,000	0	25,000	
Revenue over/(under) Expenditure	(25,000)	(25,000)	(25,000)	0	0	0	0	0
Ending Balance	25,000	20,000	21,300	46,300	21,300	46,300	21,300	

FOREST PRESERVE SERIES 2021 BOND PROCEEDS
Fund 1912

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 YTD 19-Oct-22	FY22 EOY 30-Nov-22	BUDGET 2023	FY23 YTD 31-Oct-23	FY24 BUDGET	% CHANGE IN BUDGET	BUDGET NOTES
Beginning Balance	0	100,919	100,919	100,919	100,919	(197)	173	0	0	
REVENUE										
191211 43790 Series 2021 Bond Proceeds	1,200,000	0	0	101		0	2			
191211 41350 Interest	0	0	22							
Total Revenue	1,200,000	0	22	101	0	0	2	0	0	
EXPENDITURE										
191211 61370 Transfer Out to FRB RTP Project Fund #1908	30,300		100,941	0	100,941					
191211 61420 Transfer Out to EP Capital Exp. Fund #1907		100,784			175	145	175			
191211 61440 Transfer Out to Pickerill-Pigott IDNR-PARC Project Fund #1913	1,111,895									
Total Expenditure	1,142,195	100,784	100,941	0	101,116	145	175	0	0	
Ending Balance	57,805	135	0	101,020	(197)	(342)	0	0	0	

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

ACCOUNT & DESCRIPTION	BUDGET	BUDGET	FY22 AMD	FY22 EOY	BUDGET	FY23 YTD	FY23 EOY	BUDGET	Notes
	2021	2022	16-Aug-22	30-Nov-22	2023	31-Oct-23	30-NOV-23	2024	
Beginning Balance		1,063,405	1,062,110	1,062,110	1,040,349	1,040,349	1,040,349	828,201	
REVENUE									
191311 40390 ARPA Grant Award - Kendall County				0	100,000	0			
191311 41350 Interest Income		200	200	0	200	0			
191311 42250 Revenue						3,931	3,931		
191311 42970 IDNR PARC Grant Award		828,200		368,999	828,200	(368,999)	459,201		
191311 43800 Transfer from Bond Proceeds #1912	1,111,895								
Total Revenue	1,111,895	828,400	200	368,999	928,400	(365,068)	463,132	0	
EXPENDITURE									
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 (319 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	666,621	666,621		
191311 70650 Professional Services - A&E Services	75,800	27,340	27,340	20,514	11,384	8,659	8,659		
Total Expenditure	475,800	1,063,605	1,062,310	390,760	695,966	675,281	675,280	804,842	
Revenue over/(under) Expenditure	636,095	(235,205)	(1,062,110)		232,434	(1,040,348)	(212,148)	(804,842)	
Ending Balance		828,200	0	1,040,349	1,272,782	0	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-Oct-23	FY23 EOY 30-Nov-23	BUDGET 2024
Beginning Balance			2,976	7,594	7,594	47,802	47,802	47,802	49,583
REVENUE									
191411 Interest Income	30,000	30,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
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									
191411 51160 Salaries - Part Time Grounds Maintenance	8,000	3,700	17,280	17,280	4,654	20,160	12,535	17,335	
191411 51390 Salaries - Full Time Grounds Maintenance	716	331	32,600	32,600	34,080	36,474	32,546	36,474	39,028
191411 61160 Transfer to KC IMRF Fund	612	283	2,272	2,272	2,403	2,145	3,136	2,145	2,272
191411 63050 Transfer to KC SSI Fund	5,000	2,710	2,494	2,494	2,940	4,333	4,906	4,333	2,986
191411 63060 ER Contr Health/Dental			11,500	11,500	11,346	12,432	11,349	12,432	13,875
191411 66500 Other Expenditures									
191411 68530 Preserve Improvements/Master Plan			36,830	41,448	4,369	65,184	18,091	25,500	93,049
191411 70040 Supplies									
191411 70050 Contractual Services	15,672	20,000							
191411 70060 Professional Services - A&E Services									
191411 70330 Construction									
Total Expenditure									
191411	30,000	27,024	102,976	107,594	59,792	140,728	82,564	98,219	151,210
Revenue over/(under) Expenditure	0	2,976			40,208	(40,728)	17,436	1,781	(51,210)
Ending Balance			(0)	(0)	47,802	7,074	65,239	49,583	(1,627)

To: Kendall County Forest Preserve District Finance Committee
 Cc: Jennifer Karales

From: David Guritz, Executive Director
 Antoinette White, Grounds and NR Division Supervisor

RE: Proposed Amendment to the Sept. 07, 2021 Agreement for Disbursement of American Rescue Plan Act Funds

Date: 26-Oct-23

ARPA (1914) Proposed Capital Project Expenditures

Previously Completed Preserve Improvements	Projects for Completion by 11/30/2025	Estimated Cost
Hoover - shelter roof	Hoover - well pump VFD replacement	\$ 8,760
Harris - picnic table paint	Hoover - well pump VFD upgrades	\$ 2,500
Millbrook South - kiosk built	Hoover - well replacement (Contractor estimate)	\$ 50,000
Lyon - kiosk built	Hoover - well house repairs (In-house)	\$ 10,000
Fox River Bluffs - welcome signage	Hoover - shelters repairs and roof replacement (in house)	\$ 5,000
Jay Woods - trail improvements	Hoover - shelter beam replacement X2 (Contractor)	\$ 24,000
Richard Young - trail improvements	Multiple - trail and information signs	\$ 5,000
Blackberry Creek - bridge plank repl.	Harris - trail seal coat (Contractor estimate)	\$ 6,000
Baker Woods - bridge plank repl.	Harris - shelter paint	\$ 1,500
Harris - fence repairs	Harris - sign replacements (treated wood 6" x 6")	\$ 500
Little Rock Creek - trail improvements - bridge approach	Little Rock Creek - stair repairs	\$ 4,000
Multi. preserves - grill installations	Jay Woods - well pump repair	\$ 2,500
Richard Young / Lyon - trail signage	Jay Woods - shelter stain	\$ 350
Harris - preserve improvements - herbicide program supplies	Harris - bridge repairs	\$ 3,000
Subat - bathroom and kiosk repairs	Harris - water drinking fountain repairs	\$ 2,000
Multipule preserves - prescription burn supplies	Additional shelter repairs (lumber supply purchases)	\$ 2,000
	Additional hardware supply purchases	\$ 500
	Additional picnic, sign, and fence lumber repair supply purcha	\$ 2,000
	Hoover sewer lining and repairs	\$ 90,000
		\$
		\$ 219,610

ARPA Capital Project Funds Available (Est.): \$151,965.00

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

ACCOUNT & DESCRIPTION	YTD 2022	BUDGET 2023	2023 YTD 31-Oct-23	2023 EOY 30-Nov-23	BUDGET 2024
Beginning Balance					
REVENUE					
191511 41010 Current Tax	81,818	45,008	46,652	46,652	64,753
191511 41350 Interest Income	1	100	0	0	82,544
Total Revenue	81,818	84,644	83,719	83,719	82,644
EXPENDITURE					
191511 66500 Miscellaneous Expenditure	338	475			475
191511 68640 Fiscal Agent Fee	475	1,107	475	475	1,107
191511 68790 Debt Service - Interest Series 2021	34,354	35,144	35,144	35,144	33,544
191511 68800 Debt Service - Principal Series 2021		30,000	30,000	30,000	50,000
Total Expenditure	35,166	66,726	65,619	65,619	85,126
Revenue over/(under) Expenditure	46,652	17,918	18,101	18,101	(2,482)
Ending Balance					
	46,652	62,926	64,753	64,753	62,271

Kendall County Forest Preserve District
 Schedule for Annual Meetings - Calendar Year 2024
 24-Oct-23
DRAFT for KCFPD Operating Committee Review
COMMISSION APPROVAL DATE: 7-Nov-23

All meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings will be held in the Kendall County Administration Building - Kendall County Board Rooms 209 and 210 located at 111 W. Fox Street Yorkville, IL 60560.

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

2-Jan-24	6:00 PM	2-Jul-24	6:00 PM
16-Jan-24	9:00 AM	16-Jul-24	9:00 AM
6-Feb-24	6:00 PM	6-Aug-24	6:00 PM
20-Feb-24	9:00 AM	20-Aug-24	9:00 AM
5-Mar-24	6:00 PM	3-Sep-24	6:00 PM
19-Mar-24	9:00 AM	17-Sep-24	9:00 AM
2-Apr-24	6:00 PM	1-Oct-24	6:00 PM
16-Apr-24	9:00 AM	15-Oct-24	9:00 AM
7-May-24	6:00 PM	5-Nov-24	6:00 PM
21-May-24	9:00 AM	19-Nov-24	9:00 AM
4-Jun-24	6:00 PM	3-Dec-24	6:00 PM
18-Jun-24	9:00 AM	17-Dec-24	9:00 AM

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

9-Jan-24	4:30 PM	9-Jul-24	4:30 PM
13-Feb-24	4:30 PM	13-Aug-24	4:30 PM
12-Mar-24	4:30 PM	10-Sep-24	4:30 PM
9-Apr-24	4:30 PM	8-Oct-24	4:30 PM
14-May-24	4:30 PM	12-Nov-24	4:30 PM
11-Jun-24	4:30 PM	10-Dec-24	4:30 PM

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

25-Jan-24	4:00 PM	25-Jul-24	4:00 PM
29-Feb-24	4:00 PM	29-Aug-24	4:00 PM
28-Mar-24	4:00 PM	26-Sep-24	4:00 PM
25-Apr-24	4:00 PM	24-Oct-24	4:00 PM
30-May-24	4:00 PM	5-Dec-24	4:00 PM
27-Jun-24	4:00 PM		

**No November meeting scheduled due to Thanksgiving holiday

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

3-Jan-24	6:00 PM	3-Jul-24	6:00 PM
7-Feb-24	6:00 PM	7-Aug-24	6:00 PM
6-Mar-24	6:00 PM	4-Sep-24	6:00 PM
3-Apr-24	6:00 PM	2-Oct-24	6:00 PM
1-May-24	6:00 PM	6-Nov-24	6:00 PM
5-Jun-24	6:00 PM	4-Dec-24	6:00 PM

Kendall County Forest Preserve District 2024 Holiday Schedule

New Year's Day	Monday	1-Jan-24
Martin Luther King, Jr. Day	Monday	15-Jan-24
Lincoln's Birthday	Monday	12-Feb-24
Washington's Birthday	Monday	19-Feb-24
Spring Holiday	Friday	29-Mar-24
Memorial Day	Monday	27-May-24
Juneteenth Independence Day	Wednesday	19-Jun-24
Independence Day	Thursday	4-Jul-24
Labor Day	Monday	2-Sep-24
Columbus Day	Monday	14-Oct-24
Veteran's Day	Monday	11-Nov-24
Thanksgiving Day	Thursday	28-Nov-24
Day Following Thanksgiving	Friday	29-Nov-24
Christmas Day	Wednesday	25-Dec-24

To: Kendall County Forest Preserve District Operations Committee

From: David Guritz, Executive Director

RE: Organizational Chart and Position Descriptions

Date: November 1, 2023

District leadership staff have been discussing the proposed Organizational Chart changes and creation of the leadership transition team with the District's President and Vice President.

As part of these changes, several position descriptions are recommended for modification as follows:

1. Executive Director (David Guritz) transitions to Executive Advisor
 - a. Reports to the Board of Commissioners and District President
 - b. Advises and supports the transition of the leadership team
 - c. Remains a FLSA Exempt position

2. Grounds and Natural Resources Division Supervisor (Antoinette White) promotion to Acting Executive Director
 - a. Reports to the Board of Commissioners and District President
 - b. Direct supervision over the Ellis House and Equestrian Center Manager and Accounting and Preserve Reservations Manager positions
 - c. Remains a FLSA Exempt position

3. Environmental Education and Special Projects Manager (Stefanie Wiencke) promotion to Public Programs and Special Projects Manager
 - a. Reports to the Board of Commissioners and District President
 - b. Direct supervision over the Environmental Education Coordinator, Environmental Education Early Learning Program Specialist, and Equestrian Program Coordinator positions
 - c. Remains a FLSA Exempt position

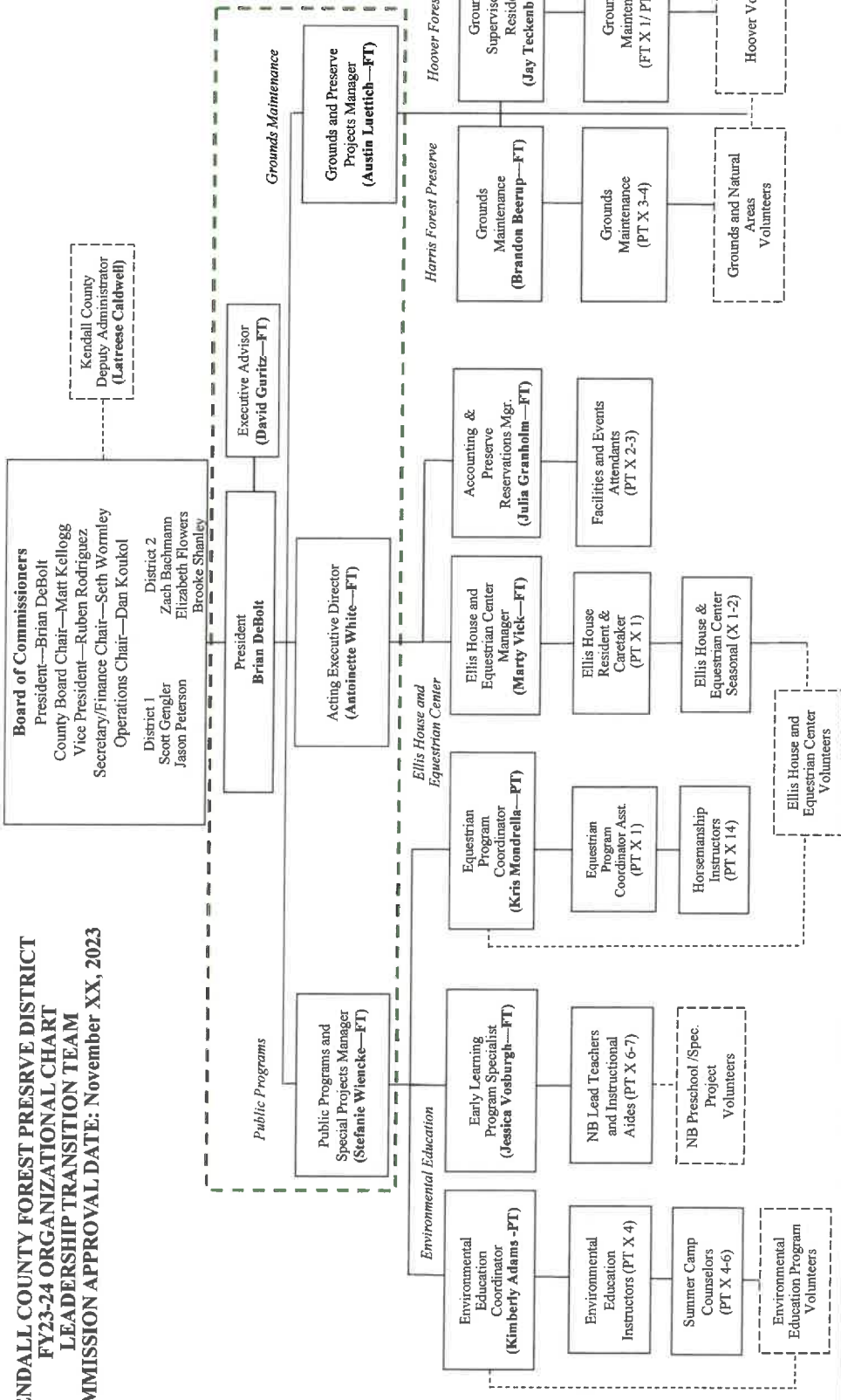
4. Grounds and Projects Manager (Austin Luettich) promotion to Grounds and Preserve Projects Manager
 - a. Reports to the Board of Commissioners and District President
 - b. Direct supervision over the Harris Forest Preserve grounds maintenance staff and Hoover Forest Preserve Grounds Supervisor and Resident
 - c. Qualifies as a FLSA Exempt position

Following Commission approval, housekeeping edits will be made to the "Reports To" alignments for those impacted position descriptions.

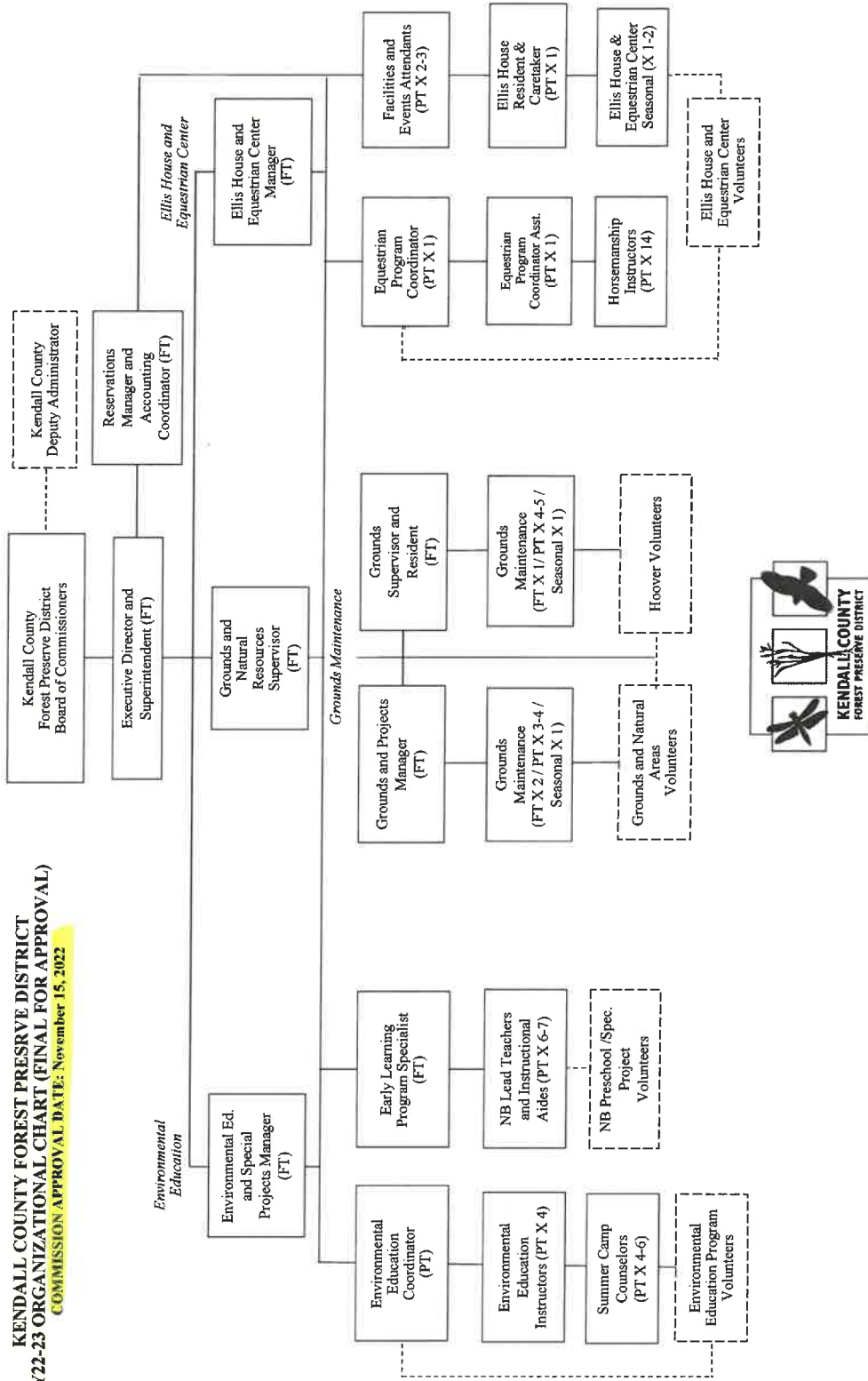
Recommendations:

Consider a motion to forward the updated FY24 KCFPD Organizational Chart and Position Descriptions to the Committee of the Whole for review.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
 FY23-24 ORGANIZATIONAL CHART
 LEADERSHIP TRANSITION TEAM
 COMMISSION APPROVAL DATE: November XX, 2023**



**KENDALL COUNTY FOREST PRESERVE DISTRICT
 FY22-23 ORGANIZATIONAL CHART (FINAL FOR APPROVAL)
 COMMISSION APPROVAL DATE: November 15, 2022**



**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: ~~Executive Director~~ Executive Advisor
WAGE CATEGORY: FLSA Exempt
REPORTS TO: Kendall County Forest Preserve District Board of Commissioners
EFFECTIVE DATE: ~~July 16, 2019~~ November 21, 2023

SUMMARY:

This position is primarily responsible for the administration, ~~management, and supervision~~ management and professional development of the Kendall County Forest Preserve District's ("District") leadership team. This position serves as the primary ~~administrator~~ advisor for the Kendall County Forest Preserve District's Board of Commissioners ("Commission"). In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Forest Preserve District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties for this position shall include, but not be limited to, the following:

- ~~Directs~~ Coordinates, oversees, and manages ~~all aspects of~~ District planning and operations, which management duties include, but are not limited to the following:
 - Recruiting, interviewing, selecting, hiring, and training of District staff;
 - Preparing and maintaining confidential personnel records;
 - Handling employee and public complaints and grievances;
 - ~~Maintaining production and operations records for use in supervision and control of the District's repair, maintenance, and custodial services;~~
 - Provides for the safety and security of the employees, volunteers, visitors, and District property;
 - ~~Supervising and administering~~ Development, generation and issuance of permits ~~permitting~~ under the District's General Use Ordinance, and Commission-approved licensing ~~contracts agreements~~, including, but not limited to, special use permits for various forest preserve public use areas and facilities, farm operator license agreements, and licensing agreements extending rights for use of District preserves, recreational areas, and facilities;
 - Directing and administering the District's grant projects for land acquisition, preserve improvements, natural areas management, and other preserve improvement projects approved by the Commission;
 - ~~Coordinating schedules for use of areas and facilities for internal program reservations;~~
 - ~~Supervising, e~~ Coordinating, and directly participating in marketing, sponsorship and fundraising efforts of the District, including management of social media platforms, advertising, website development and eNewsletter publications;
 - Developing or directing the development of maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis;
 - ~~Overseeing the preparation and maintenance of inventory, maintenance, and repair records for all of the District's equipment to ensure such records are accurate, complete, and properly preserved pursuant to District policies and procedures;~~
 - Determining the materials, supplies, machinery, equipment, and tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings, natural areas, and public use areas;
 - Maintaining confidentiality of confidential or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);

- Managing and submitting cash and cash receipts collected occasionally from preserve rental clients, program participants, and facilities, including approval of records of deposit and vouchers submitted to the Kendall County Treasurer's Office;
 - Managing relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the Commission;
 - Recruiting, training, and managing volunteers to support a variety of projects, tasks including natural area restoration efforts.
 - Responds to address off-hour emergency issues;
 - Communicating District rules and regulations to the public, staff, and volunteers; and
 - ~~Appointing an Acting Director for the District during short-term absences and vacations.~~
- Customarily and regularly directs the work of all District employees, consisting of at least two or more full-time employees (or their equivalent), which duties include, but are not limited to the following:
 - ~~Setting and adjusting employees' hours of work;~~
 - ~~Apportioning the work among grounds maintenance and custodial service employees within the grounds maintenance division;~~
 - Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services for District buildings and preserve areas;
 - ~~Directing, performing, and/or overseeing the District's natural areas management program, including direct participation in prescribed burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves;~~
 - Supervising, coordinating, and directly participating in preserve improvement projects, including construction and maintenance projects, and natural area restoration projects;
 - Supervising, coordinating, and directly participating in grounds and building improvement projects, including construction and maintenance projects and natural area restoration projects;
 - ~~Overseeing project management for the District's construction contractors, grounds maintenance staff, and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables; and~~
 - ~~Overseeing and s~~Supervising grounds maintenance ~~and custodial services projects~~ at various District locations including, but not limited to the following:
 - Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing manual or powered-equipment methods;
 - Splitting, loading and hauling firewood;
 - Gathering, loading and hauling refuse and vegetation from grounds and user areas;
 - Removing snow and ice from District roads/walks/trails, utilizing both powered equipment and manual methods;
 - Constructing, installing and repairing District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
 - Completing carpentry, painting and flooring projects, as needed, at District facilities and structures; and
 - Preparing special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities, setting up for events and rental functions, and ensuring the facilities are clean and equipped as needed for all rental functions.

- Acts as administrator and advisor for the Commission, performing duties including, but not limited to the following:
 - Preparing all regular, special, and committee meeting agendas and packets in compliance with the State of Illinois Open Meetings Act;
 - Directing the preparation of meeting minutes for all regular, special, committee, and executive session meetings of the District;
 - Maintaining the confidentiality and record-keeping for the District's closed-session and attorney-client privileged communications in compliance with the State of Illinois Open Meetings Act;
 - Preparing the District's operating levy and annual budget for all District funds in compliance with the District's fund balance policy;
 - Administering the District's vouchers and claims list generation for Commission approval;
 - Recommending changes to the District's fees and charges for programs and services, which recommendations are given great weight by the Commission;
 - Securing quotes and/or prepares bid specifications for all District projects in accordance with the Illinois Downstate Forest Preserve District Act;
 - Drafting, implementing, and administering ordinances and policies approved by the Board of Commissioners, including the District's General Use Ordinance;
 - Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the Commission;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the Commission;
 - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the Commission;
 - Preparing land acquisition assessments and recommendations, which recommendations are given significant weight by the Commission, and coordinates the development of land acquisition projects with the Kendall County State's Attorney's Office;
 - Preparing organizational and preserve planning documents including the District's Master Plan, and site plans and master plans for District preserves for approval by the Board of Commissioners;
 - Preparing monthly reports on District projects for presentation to the Commission; and
 - Acts as the District's primary liaison to the not-for-profit Forest Foundation of Kendall County.
- Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties;
- Represents the District within local, regional and national partnership initiatives, at speaking engagements, and other land-management, outdoor recreation, and public educational programs and events.
- Safely and effectively operates District vehicles, tools and equipment including, but not limited to hand-operated mechanical and power tools (drills, saws, chainsaws, and brush cutters) and grounds maintenance equipment (rototiller, power washers, and other mechanical tools).
- Participates in emergency preparedness and response activities, as needed.
- Maintains regular attendance and punctuality.
- Performs any other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:

- This position directly supervises-supports the District's leadership transition team including the Acting Director Administrative Assistant, Hoover Forest Preserve Grounds Supervisor and Resident, Environmental Education Program Public Programs and Special Projects Manager, Ellis House and Equestrian Center Manager, and the Natural Resources Project Manager Grounds and Preserve Projects Manager, Grounds Maintenance full-time and part-time employees, and seasonal positions as necessary.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) is required.
- A Bachelor's degree in environmental sciences or natural resources management is required.
- A Master's degree in environmental sciences or natural resources management is preferred.
- A required minimum of four (4) years' experience in a natural resources-based agency administrative role, with a minimum of (4) years' experience within a supervisory role, or equivalent combination of training and experience.
- Requires knowledge of State and federal laws pertaining to employment practices, worker and public safety, labor law, property law, the American with Disabilities Act, Open Meetings Act, and Illinois Downstate Forest Preserve Act.
- Requires knowledge of natural areas management, tools, equipment, and project approaches.
- Requires completion of all assigned equipment and natural areas management training.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word, Publisher, and PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, employees, volunteers, Commissioners of the District, and County employees and officials.
- Proficiency in the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to measure volumes.
- Ability to compute costs and to make change.

D. REASONING ABILITY:

- Ability to employ safe work practices and use sound judgment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Driver's License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Operator's License or, in the alternative, obtain a valid Illinois Pesticide Operator's License within the first 12-months of employment.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment, or an equivalent combination of training and experience.
- All other training, certificates, permits and/or registrations required for specific tasks and duties performed.

PHYSICAL DEMANDS:

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain for extended periods of time.

- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is usually quiet within the office environment, and occasionally loud due to equipment operational noise and special event functions.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements, including extreme weather conditions.
- Employee will be required to have frequent contact with animals, nature, volunteers, and other members of the general public.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle, and other restoration work vehicles and equipment to perform assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

Amended: November 21, 2023

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: ~~Grounds and Natural Resources Division Supervisor~~ Acting Executive Director

WAGE CATEGORY: FLSA Exempt

REPORTS TO: Kendall County Forest Preserve District Board of Commissioners

EFFECTIVE DATE: ~~October 19, 2021~~ November 21, 2023

SUMMARY:

Provides administration, management and supervision of the Kendall County Forest Preserve District (“District”) including regular communications with the general public and Board of Commissioners. Directly supervises the Ellis House and Equestrian Center Manager and Accounting and Preserve Reservations Manager and the Hoover Resident and Supervisor. Manages Directs the development and implementation of all Natural Resources, Habitat, and Preserve Improvement Projects. Directs the development and implementation of the District’s 5-year strategic plan. ~~Supports environmental education programming for the District.~~ Provides scheduling support, supervision and oversight of grounds maintenance and natural resource management projects and programs, including supervision of volunteer restoration work day activities. ~~Serves as the Acting Executive Director of the District as needed.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Customarily and regularly performs supervisory and management duties in various preserve locations including, but not limited to the following:
 - Interviewing, selecting, and training grounds maintenance staff;
 - Preparing and maintaining confidential personnel records;
 - Maintaining confidentiality of confidential or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);
 - Setting and adjusting employees’ hours of work;
 - Providing recommendations regarding the setting and adjusting of employees’ rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
 - Maintaining production and operations records for use in supervision and control of the District’s natural resources management projects;
 - Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-maker;
 - Handling employee and public complaints and grievances;
 - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
 - ~~Apportioning and scheduling the work among grounds maintenance employees and natural area volunteers within the grounds maintenance division;~~
 - Providing for the safety and security of the employees, volunteers, visitors, and District property;
 - Planning, organizing, and supervising the activities of staff conducting natural areas management activities within preserve areas.
- Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent).
- Directs the activities and meeting schedule of the District’s Safety Committee.
- Assists the Executive Advisor~~Director~~ in compiling and capturing all District Board of Commissioners meeting minutes and committee meeting minutes for review and approval by the Board of Commissioners and its respective committees.
- Serves as a Freedom of Information Act Officer for the District, ensures compliance with the State of Illinois Freedom of Information Act, and maintains all relevant training and certification related thereto;
- Supports administration of the District’s Human Resources Functions:
 - Prepares all Personnel Action Notices throughout the budget year and the beginning of the new fiscal year, and submits required paperwork to the Treasurer’s Office.
 - Computes attendance and leave benefits for District employees; reviews time sheets and other payroll records.
 - Compiles and tracks all part-time employee hours and submits monthly reports of the same to the Treasurer’s Office.

- Prepares and maintains confidential payroll and personnel records, vouchers, administrative records and reports for the District, including coordination of the submission of records with various Kendall County departments
- Supervises and coordinates ~~the District's annual bow hunt program, and~~ all natural preserve resource management projects. Develops goals and objectives for natural resource management projects.
- Development, generation, and issuance of permits under the District's General Use Ordinance.
- Supervises trained and untrained volunteers participating in natural area management workdays.
- Conducts public programs, public speaking, and natural area management activities in a variety of settings, including work with children, and work within natural areas with uneven terrain.
- Coordinates and supervises assigned staff members, outside contractors and volunteers supporting natural resource management and capital improvement projects within District preserves.
- Oversees project management for the District's construction contractors; ~~grounds maintenance staff and volunteers by setting the schedule for projects; vehicle replacement program;~~ monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
- Ensures that natural resource project permitting requirements and objectives are fully met.
- Performs a variety of horticultural tasks including, but not limited to trimming, controlling weeds, seeding and maintaining natural areas, planting, pruning trees and shrubs, and treating and removing exotic and invasive species.'
- Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to chainsaw(s), and other mechanical hand tools.
- Hauls and moves materials and supplies, as needed, for District and public use.
- Repairs and maintains District trails by performing duties including, but not limited to, removing fallen trees and limbs, and repairing any damage caused by encroachment, erosion, or other factors.
- Collects GIS data for spreadsheet entry and management, including mapping of natural area plant communities, ecotypes, and threats.
- ~~Supervises Grounds and Natural Resources maintenance activity assignments, which may include:~~
 - ~~Safely and effectively operating and maintaining District equipment including, but not limited to, pick-up trucks, dump trucks, chain saws, and trimmers.~~
 - ~~Setting up for events and volunteer work day functions; ensuring facilities are clean and work day equipment preparations completed prior to the start of restoration work days.~~
 - ~~Locating and removing refuse from District property.~~
- Develops and maintains press releases and District website platforms.
- Maintains professional collaboration with other ~~natural resource program coordinators~~ and agency administrators and community organizations both within and outside of Kendall County, Illinois.
- Communicates professionally and effectively with the Public Programs and Special Projects Manager, Grounds and Preserve Projects Manager, Executive Advisor ~~Environmental Education and Marketing Manager~~, District staff and the public.
- Participates in emergency preparedness and response activities, as needed
- Directs, performs, and oversees the District's prescribed burn program, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
- Develops and administers grant funded projects for preserve improvements and natural areas management.
- Develops District policies and processes to identify safety issues; reduce risk and liability exposure within grounds and natural resource stewardship projects.
- Maintains a safe and clean environment at all times and enforces all District safety rules and policies.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Drives vehicles to various locations to conduct tours, educational programs, work days, and other assigned roles. Transportation includes both use of District vehicles and personal vehicle.
- Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties.
- Handles cash and accepts other forms of payment for public programs, permits, and facility use reservations.
- Maintains the confidentiality of protected personal information contained within District reservation forms.
- Appoints an Acting Director for the District during short-term absences and vacations.
- Maintains regular attendance and punctuality.

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position directly supervises the full-time Ellis House and Equestrian Center Manager, the full time Accounting and Preserve Reservations Manager, ~~and part-time staff, and~~ District natural area volunteers ~~workdays,~~ and staff supporting assigned ~~ments~~ for preserve improvement and natural area restoration projects.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in the field of education or environmental sciences or equivalent experience in the field of natural resources, environmental science, and parks management.
- Master's Degree in Public Administration or Natural Resources Management and/or actively pursuing an advanced degree in a related field preferred.
- ~~May be actively pursuing a Bachelor's degree in environmental sciences, or related field.~~
- Knowledge of ~~education~~ public agency personnel management; fiscal management; policy management; and risk and liability management principles and practices.
- A minimum of five to seven years of experience with progressive responsibilities in supervision and administration of a parks and natural resources management program preferred.
- Experience in leading and coordinating volunteer-based work days and natural resource projects.
- ~~Experience with instructing children in an educational setting preferred.~~
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Working knowledge of multiple social media platforms and ability to effectively and appropriately use the Internet and create engaging posts for social media.
- Knowledge of office practices, principles of modern record keeping, and setup and prepare, create and organize files

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Open Meetings Act and Freedom of Information Act certification.

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

Kendall County Forest Preserve District

Approved: November 27, 2018

Amended: May 18, 2021

Amended: October 19, 2021

Amended: November 21, 2023

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: ~~Environmental Education~~ Public Programs and Special Projects Manager

WAGE CATEGORY: FLSA Exempt

REPORTS TO: ~~Executive Director~~ Kendall County Forest Preserve District Board of Commissioners

EFFECTIVE DATE: ~~October 19, 2021~~ November 21, 2023

SUMMARY:

This position provides oversight for day-to-day management and development and of the Public Programs and Special Projects (“Programs”) for the Kendall County Forest Preserve District (“District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the District’s Environmental Education and Equestrian Program staff.
- Develops curriculum and theme planning for the Programs that are developmentally appropriate for all relevant age groups and ability levels and reflects the natural and cultural history of Kendall County and beginner equestrian interests.
- Creates and purchases materials needed for curriculum and manages corresponding program budgets.
- Coordinates staff hours and weekly schedules.
- Manages and directs Natural Beginnings, Environmental Education department, and equestrian center planning meetings.
- Participates within and supports the Forest Foundation of Kendall County’s meetings, projects and events.
- Establishes performance goals and objectives for the Program.
- Develops and maintains handbooks, brochures, packets, press releases and newsletters for the Program.
- Maintains a safe and clean environment at all times and enforce all District safety rules and policies.
- Develops materials for parent-teacher conferences.
- Manages and/or delegates management of parent inquiries, communications, and parent-teacher conferences.
- Oversees social media marketing and related correspondences.
- Coordinates student sign-up and registration with the District’s Reservations Manager and Accounting Coordinator, the Environmental Education Coordinator, and the Equestrian Program Coordinator.
- Train, lead and/or assist with teaching Program classes.
- Provides staff supervision, project management and oversight of the District’s special projects.
- Works and communicates well verbally and in writing with District’s Board of Commissioners, staff and the public, including individuals of all ages and ability levels.
- Maintains professional collaboration with other nature-based administrators, community organizations, and environmental educators.
- Assists the Environmental Education Coordinator and Equestrian Program Coordinator in training support staff in curricular program goals, objectives, and instructional methods.
- Assists the Reservations Manager and Accounting Coordinator with processing accounts payable, RecPro program reservations, deposits, and other projects as needed or assigned. ~~by the Executive Director.~~
- Handles cash and accepts other forms of payment for public programs, permits and facility use reservations.
- Works directly with volunteers supporting the District’s Programs.
- Assists the Acting Director, Grounds and Preserve Projects Manager, and Executive Advisor in the coordination of volunteer workdays, natural resource projects, and carbon credit site monitoring requirements.
- Supports Grounds and Preserve Projects maintenance activity assignments.
- Performs controlled burns, brush removal, seed collecting, and other natural area management tasks.
- Assists with basic animal care and upkeep including feeding and tank/cage cleaning.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position provides direct supervision and management of the Program’s Early Learning Program Specialist, Environmental Education Coordinator, Equestrian Program Instructor, Natural Beginnings Lead Instructors and Instructional Aides, seasonal staff, and Program support volunteers.

QUALIFICATIONS:

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

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

PHYSICAL DEMANDS:

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

- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

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

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

Kendall County Forest Preserve District

Revised: 11/30/2020
Amended: 10/19/2021
Amended: 11/15/2022
Amended: 11/31/2023

KENDALL COUNTY FOREST PRESERVE DISTRICT

JOB DESCRIPTION

CLASS TITLE: Forest Preserve Grounds and Preserve Projects Manager

WAGE CATEGORY: FLSA Non-Exempt-Exempt

REPORTS TO: ~~Grounds and Natural Resources Division Supervisor~~ Kendall County Forest Preserve District Board of Commissioners

EFFECTIVE DATE: ~~February 15, 2022~~ November 21, 2023

SUMMARY:

Responsible for supervision and oversight of the grounds maintenance duties division including, but not limited to, the maintenance and upkeep of the District's grounds, buildings and public use areas, and assist with the District's natural areas restoration preservation and and management projects. This position assists in the development and implementation of natural resources, habitat, and preserve improvement projects for the District. This position provides supervision of full time, part-time, and seasonal grounds maintenance employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties for this position shall include, but not be limited to, the following:

- Supervises grounds and natural resources maintenance activity assignments, which includes:
 - Setting schedules for, and apportioning the work among grounds maintenance and custodial service employees within the grounds maintenance division.
 - Safely and effectively operates and maintains District equipment including, but not limited to, pick-up trucks, dump trucks, chain saws, and trimmers.
 - Coordinates setup for events, licensed use of District facilities, and volunteer work day functions;
 - Ensures facilities are clean prior to hosted functions.
 - Ensures work day equipment preparations completed prior to the start of restoration work days.
 - Locates and removes refuse from District property.
- Provides oversight and project management support for the District's construction contractors, grounds maintenance staff, and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Provides recommendations regarding the setting and adjusting of employees' rates of pay which recommendations are given particular weight by the final decision-maker.
- Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-maker;
- Handles employee and public complaints and grievances;
- Provides recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
- ~~Apportioning and scheduling the work among grounds maintenance employees and natural area volunteers within the grounds maintenance division.~~
- Communicates regularly, professionally and effectively with the Board of Commissioners, Executive Advisor, Acting Director, Public Programs and Special Projects Manager, support staff Grounds and Natural Resources Division Supervisor, District staff, and the general public.
- Performs duties that include office or non-manual work that support the to the management and general business operations of the District.

- Develops and maintains professional collaboration with other natural resource program coordinators and administrators, community organizations, and environmental educators both within and outside of Kendall County, Illinois.
- Oversees the preparation and maintenance of inventory, maintenance, and repair records for all of the District's equipment to ensure such records are accurate, complete, and properly preserved pursuant to District policies and procedures
- Maintains production and operations records for use in supervision and control of the District's repair, maintenance, and custodial services.
- Oversees ~~project management for the District's construction contractors, grounds maintenance staff and volunteers by setting the schedule for projects;~~ the District's vehicle replacement program; monitors all ongoing projects; creates project metrics and deliverables; and assesses the achievement of project metrics and deliverables.
- Participates in emergency preparedness and response activities as assigned.
- Communicates District rules and regulations to the public.
- Assists in the implementation of all natural resources, habitat, and preserve improvement projects for the District by performing duties including, but not limited to the following:
 - Assist in the implementation of the District's prescribed burn program, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
 - Secures supplies and equipment needed to complete natural resources and habitat improvement projects.
- Assist in the coordination and implementation the District's annual bow hunt program.
- Performs a variety of grounds maintenance, construction, and repair tasks including, but not limited to:
 - Mowing, edging, aerating, trimming, fertilizing, weed control, seeding and maintenance of turf areas, tree and shrub trimming, planting, and pruning, removal of damaged sod, and installation of new sod.
 - Splits, loads and hauls firewood.
 - Gathers, loads and hauls refuse and vegetation from grounds and user areas.
 - Removes snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods.
 - Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools.
 - Hauls and moves materials, supplies, furnishings and machinery, as needed, for District and public use.
 - Safely and effectively operates, maintains and repairs District vehicles and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, and forklifts.
 - Repairs and maintains District trails by performing duties including, but not limited to, removal of fallen trees and limbs; repair any damage caused by erosion or other factors; and installation of wood chips, limestone screenings and other trail surfaces.
 - Assists with general road repairs including, but not limited to, asphalt patching and gravel road maintenance.
 - Constructs, installs and repairs District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
 - Repairs plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
 - Inspects, maintains, and repairs District restrooms including daily cleaning and trash removal.
- ~~Assists in the coordination of reservations for the District's public programs and facility use reservations by performing tasks including, but not limited to:~~
 - ~~Communicates the reservation process and rules to clients~~
 - ~~Assists in the scheduling of staff to support the District's facility use~~
- Customarily and regularly performs supervisory and management duties including, but not limited to the following:
 - Assists in the interviewing, selecting, and training of all grounds maintenance staff;

- Assists with the development of employee performance evaluations;
 - ~~Assists in the apportioning and scheduling of work among grounds maintenance employees and natural area volunteers within the grounds maintenance division;~~
 - Provides for the safety and security of the employees, volunteers, visitors, and District property;
 - Supervises trained and untrained volunteers participating in natural area management workdays.
- Coordinates setup for events, rental functions, and volunteer work days, ensuring facilities are clean with equipment preparations complete prior to the start of restoration work days.
 - Maintains a safe and clean environment at all times and enforces all District safety rules and policies.
 - Provides first aid or take other emergency measures when necessary as required with the general public, volunteers and staff following emergency protocols and procedures.
 - Maintains regular attendance and punctuality.
 - Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position supervises Grounds Maintenance full-time and part-time staff, volunteers in the District's volunteer workdays, and staff assignments for ground maintenance projects.

QUALIFICATIONS:

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

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- A preferred minimum of ~~two (2)~~ four years' experience with supervising grounds and/or building and amenity maintenance projects or similar role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.
- Experience in leading and coordinating volunteer-based work days and natural resource projects.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setup and prepare, create and organize files

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

- Ability to employ safe work practices and use sound judgment while leading volunteer programs.
- Ability to complete projects from beginning to end with minimal supervision.

- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Certification in related trades preferred.
- Current CPR/First Aid certification or ability to obtain one within the first ninety (90) days of employment.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment.
- A valid Illinois Driver's License
- A valid Illinois Pesticide Applicator License or, in the alternative, obtain a valid Illinois Pesticide Operator's License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.
- Employee must be able to sit, kneel, stand and bend for extended periods of time.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.

WORK ENVIRONMENT:

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

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

Kendall County Forest Preserve District

February 15, 2022

Amended: November 21, 2023

**KENDALL COUNTY FOREST PRESERVE DISTRICT
PUBLIC HEARING**

**PROPOSED PROPERTY TAX INCREASE FOR THE KENDALL COUNTY FOREST PRESERVE
DISTRICT, KENDALL COUNTY, ILLINOIS**

**TUESDAY, NOVEMBER 14, 2023
4:30 P.M.**

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comments
- V. Presentation of FY23-24 Proposed Tax Levies
 - A. Proposed General Fund (Fund 1900) Levy for FY23-24
 - a. Fund 1900: \$759,981.00
 - B. Proposed Debt Service Funds (Funds 1903 and 1915) Combined Levy for FY23-24
 - a. Fund 1903: \$5,710,248.00
 - b. Fund 1915: \$82,544.00
 - C. FY23-24 Levy Total: \$6,552,773.00
- VI. Public Comments
- VII. 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.

Notice of Proposed Property Tax Increase for the Kendall County Forest Preserve District, Kendall County, Illinois

- I. A public hearing to approve a proposed property tax levy increase for the Kendall County Forest Preserve District for 2024 will be held on November 14, 2023 at 4:30 PM at the Kendall County Office Building - Rooms 209 and 210 - 111 W. Fox Street Yorkville, Illinois 60560.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact:

David Guritz, Executive Director

110 W. Madison Street Yorkville, IL
60560

Phone: 630-553-4025

Email: kcforest@kendallcountyil.gov

- II. The Kendall County Forest Preserve District's proposed corporate General Fund levy for FY 23-24, tentatively scheduled for approval by the District's Board of Commissioners on November 21, 2023 is \$759,981.00, and was \$704,649.26 for FY 22-23. This represents an overall 7.9% increase over the prior year's levy.
- III. The property taxes extended for debt service for FY 23-24 is \$5,792,792.00, and was \$5,379,345.26 for FY 22-23.
- IV. The total property taxes extended for FY 22-23 was \$6,083,994.52. The estimated total property taxes to be levied for FY 23-24 are \$6,552,773.00. This represents an overall 7.7% increase over the previous year.

FINAL Tax Computation Report Kendall County

Equalization Factor 1.000000

Equalization Factor 1.000000

Property Type	Total EAV	Rate Setting EAV	PTELL Values
Farm	167,238,410	167,160,395	Annexation EAV 0
Residential	3,475,648,179	3,473,354,672	Disconnection EAV 0
Commercial	372,290,270	356,147,986	Recovered TIF EAV 0
Industrial	123,004,141	119,327,855	Agg. Ext. Base (2021) 657,908
Mineral	0	0	Limiting Rate 0.01708
State Railroad	9,588,004	9,588,004	% of Burden 0.00%
Local Railroad	2,238	2,238	TIF Increment 22,190,092
County Total	4,147,771,242	4,125,581,150	New Property 81,902,729
Total + Overlap	4,147,771,242	4,125,581,150	New Property (Overlap) 0
			Total New Property 81,902,729

Fund/Name	Levy Request	Max. Rate	Calc. Rate	Actual Rate	Non-PTELL Extension	PTELL Factor	Limited Rate	% Burden Rate	Kendall County Total Extension	Percent
** 001 CORPORATE	710,448	0.06000	0.017221	0.01723	\$710,837.63	0.99130	0.01708	0.00000	\$704,649.26	11.5687
003 BONDS AND INTEREST	5,379,002	0.00000	0.130382	0.13039	\$5,379,345.26	1.00000	0.13039	0.00000	\$5,379,345.26	88.3162
200 REVENUE RECAPTURE	6,900	0.00000	0.000167	0.00017	\$7,013.49	1.00000	0.00017	0.00000	\$7,013.49	0.1151
Totals (Capped)	710,448		0.017221	0.01723	\$710,837.63		0.01708	0.00000	\$704,649.26	11.5687
Totals (Not Capped)	5,385,902		0.130549	0.13056	\$5,386,358.75		0.13056	0.00000	\$5,386,358.75	88.4313
Totals (All)	6,096,350		0.147770	0.14779	\$6,097,196.38		0.14764	0.00000	\$6,091,008.01	100.0000

** Subject to PTELL

Distributed Generation with Illinois Shines

on-site solar serving the energy needs of your home or business



What Is Illinois Shines?

Illinois Shines is a state-administered incentive program to support the development of new solar projects. Through the program, Illinois electric utilities provide payments to Approved Vendors in exchange for 15 or 20 years of Renewable Energy Credits (RECs) generated by new solar projects. Approved Vendors are solar companies that are vetted and approved to participate in Illinois Shines. Approved Vendors may use Designees, who are also registered with the program, to help with sales, marketing, and installation work.

What Is Distributed Generation?

A distributed generation solar project generates electricity that is used on-site. It can be installed on a roof or built on the ground at a home or business.

What Are RECs?

RECs represent the environmental attributes of the electricity generated from solar panels, but not the electricity itself. Whoever owns the RECs has the right to say they used that solar power. By participating in Illinois Shines, the RECs from your solar project will be transferred to an Illinois electric utility. The sale of your RECs will not affect your solar project's production or your ability to use the electricity generated by your solar project. Utilities purchase RECs to meet their obligation to supply a certain amount of power from renewable energy. **For more information on RECs, see a video at [vimeo.com/113250210](https://www.illinoisshines.com/113250210)**

Will I Be Paid Directly For the RECs My Solar Project Generates?

Your Approved Vendor will receive an incentive payment from the electric utility for the RECs your project will generate over time. Your Approved Vendor may pass along a portion of the incentive payment to you, or they may use the payment to reduce the amount you pay for your solar project (such as a lower purchase price or lower lease rate). **If your Approved Vendor passes along part of the incentive payment to you, this may happen several months after your project is installed.** Illinois Shines is not a rebate program, and the State of Illinois **does not** make direct payments to customers.



You can view an ADA accessible version of this document at www.illinoisshines.com/accessible.



What Are the Ownership and Financing Options When Installing Solar?

The most common options are 1) **PURCHASE**: buy the project outright or finance with a loan 2) **LEASE**: make regular payments to the project owner, or 3) **POWER PURCHASE AGREEMENT (PPA)**: pay the project owner for the electricity generated by the project at an agreed upon per kilowatt-hour rate. If you lease or sign a PPA, you don't own the solar project, but you get to use the electricity generated by the solar project.

When deciding on the best option for you, consider:

- If you're buying the project, how much will it cost? Will you take out a loan to pay for it? How do the loan payments compare to projected reductions in your monthly electric bill?
- If you're leasing the project, how much is your monthly lease payment? How does that compare to projected reductions in your monthly electric bill? Do you have to put money down at the start?
- If you're signing a PPA for the project, how much is the per kilowatt-hour price for the energy produced? How does that compare to your current electricity rate? Do you have to put money down at the start?
- Does your lease or PPA include an escalation clause that increases the amount of payments over time? If so, by how much do payments increase?

Going solar is a significant financial commitment, so exercise the same caution you would when making other major consumer decisions. It is good practice to get quotes from at least three companies and to check references.

You should take the time you need to compare offers and to fully understand the contract before signing.

How Do I Know If I Will Save Money By Going Solar?

You are not guaranteed to save money unless your contract includes an explicit guarantee. The questions below will affect whether you save money. You can answer some questions yourself, while others can be answered by your installer or sales agent.

What per kilowatt-hour rate am I currently paying for electricity?

The higher the electricity rate before you go solar, the more money you can potentially save.

Is my roof good for solar?

The direction your roof faces and how much shade it gets will affect how much electricity a roof-mounted solar project will generate. The roof's condition should also be considered.

How much electricity will the solar project generate?

If your solar project produces more electricity than you use over an annual period, you may not receive value for all the electricity generated.

Will I receive any money for the RECs?

The Approved Vendor will be paid by a utility for your solar project's RECs. The Approved Vendor may pass along a portion of this payment or may use the payment to reduce your cost of going solar.

Can I use the federal Investment Tax Credit?

If you buy your project, you may qualify for a substantial federal income tax credit. Consult your tax adviser.

How long do I expect to stay in my home or business location?

If you lease or sign a PPA, you may be required to buy out the contract if you move. Read your contract closely to understand what happens if you move.

What Is Net Metering and How Do I Enroll?

Net metering measures extra electricity your solar project produces and sends to the electric grid, and credits you for it on your electric bill. To participate in net metering, an application must be submitted to your electric utility.

Make sure you understand if your solar provider will submit a net metering application on your behalf for the solar project. Failure to enroll may significantly decrease the financial value you receive from your solar project.

Consumer Protection

Your solar provider is required to provide you with this informational brochure and a standard Disclosure Form. Review your Disclosure Form carefully and use it to compare offers from other Illinois Shines Approved Vendors. You must receive and sign the Disclosure Form before you sign an installation contract. Other Illinois Shines consumer protections include:

- If you sign a contract for a solar project 25 kW or smaller, you can cancel without penalty within the period allowed by your contract or law, which cannot be less than three calendar days.
- Illinois Shines sets out requirements for what information and terms must be included in your installation contract.
- Only Approved Vendors may submit solar project applications to Illinois Shines; these companies are vetted by the Program Administrator.
- Dedicated Program Administrator staff answer questions and assist in resolving customer complaints.

Complaint Procedures

If you have a problem related to your solar project or the sales process, first try to resolve it with your installer or the Approved Vendor. If you can't agree about how to solve the problem, you may contact the **Illinois Shines Program Administrator** by emailing complaints@illinoisshines.com or by calling 877-783-1820.

If you have been subject to fraudulent or deceptive sales practices, the Illinois Attorney General's Consumer Protection Division may be able to help.

CHICAGO: 800-386-5438 | TTY: 800-964-3013

SPRINGFIELD: 800-243-0618 | TTY: 877-844-5461

CARBONDALE: 800-243-0607 | TTY: 877-675-9339

SPANISH LANGUAGE: 866-310-8398

For more information, go to www.illinoisshines.com

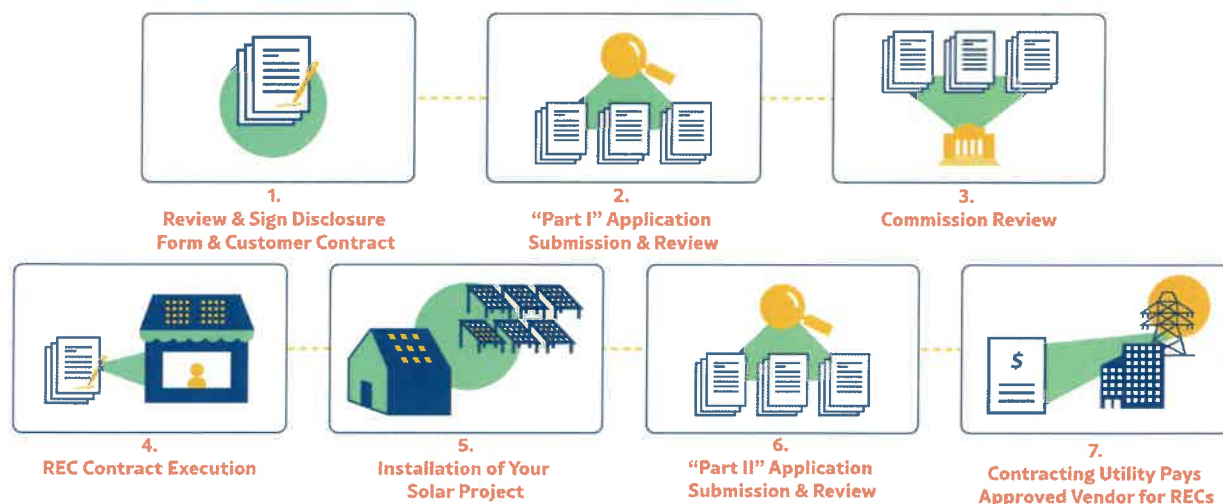
Illinois Solar for All, another incentive program, is available for income-eligible customers and includes savings guarantees. Learn more at www.IllinoisSFA.com.

Your Guide to Going Solar with Illinois Shines



You can view an ADA accessible version of this document at www.illinoisshines.com/accessible.

This document provides information on the major steps in the Illinois Shines program for customers interested in installing a solar project on their property. Illinois Shines (also known as the Adjustable Block Program) is administered by the State of Illinois.



1. Review & Sign Disclosure Form and Customer Contract

Your Approved Vendor or its Designee must give you a copy of the Illinois Shines informational brochure and the standard Disclosure Form. Once you have signed the Disclosure Form, you can then sign your Installation Contract. It's important to carefully review and understand these documents before you sign them.

- Your Approved Vendor cannot begin the process of applying for your solar project to be part of the Illinois Shines program until you sign the Disclosure Form.

2. "Part I" Application Submission & Review

The Approved Vendor completes an initial "Part I" application for your solar project to be part of the Illinois Shines program. The Approved Vendor groups your solar project with other projects and submits them as a "batch" to the Program Administrator, who reviews and verifies the applications.

- If there are errors in an application, the Approved Vendor has 14 days to correct the errors. Your Approved Vendor may need to contact you to obtain information and correct any errors.

Key Terms:

Approved Vendor — Solar contractor or developer that enrolls your solar project in the Illinois Shines program, and also sells the Renewable Energy Credits ("RECs") generated from solar projects to the Contracting Utility.

Designee — Works with an Approved Vendor to do marketing, enroll customers, install projects, or other activities.

Contracting Utility — Utility company (Ameren Illinois, ComEd, or MidAmerican) that contracts with your Approved Vendor to buy the RECs from your solar project. May be different that your Service Utility.

Service Utility — Utility company in whose service area your solar project is located. Your Service Utility might be a municipal electric utility or rural electric cooperative. Also, your Service Utility will not always be the same as your Contracting Utility.

3. Commission Review

The Program Administrator sends batches of verified applications to the Illinois Commerce Commission for approval.

- The Commission will review the applications and approve the corresponding Renewable Energy Credit (REC) Contracts between your Approved Vendor and the Contracting Utility. The Commission meets approximately every 2 weeks and the applications must be submitted 8 business days prior to a Commission meeting in order to be considered.

4. REC Contract Execution

Within 1-2 weeks of approval by the Commission, the Contracting Utility signs the contract and sends it to your Approved Vendor, which then signs the contract within 7 business days. Under the REC Contract, your Approved Vendor sells the RECs produced by your solar project to the Contracting Utility.

- The Approved Vendor must also provide collateral to the Contracting Utility for each project. Some Approved Vendors charge a fee to the customer to cover this cost, but many do not.

5. Installation of Your Solar Project

Your Approved Vendor or its Designee installs your solar project! They will also work with your Service Utility to connect your project to the electricity grid and to get it up and running. The timing for your solar project's installation will depend on the installer's schedule and the size of your project.

- If you sign up for net-metering with your Service Utility, you should start seeing credits on your bill from the electricity that your solar project generates generally within 1-2 months.

6. "Part II" Application Submission & Review

This includes final details and documentation about your solar project. The Program Administrator may need a few months to review and approve the second application. If there are any problems with the application, the Approved Vendor has 14 days to correct the issue.

- Your Approved Vendor has up to 18 months after approval of the "Part I" application and the REC contract to actually install the project and get it running. Your Approved Vendor cannot submit the final "Part II" application until your solar project is installed and up and running.

7. Contracting Utility Pays Approved Vendor for RECs

The Approved Vendor sends an invoice to the Contracting Utility. For projects 25 kW in size or smaller, the Contracting Utility provides a lump sum payment for the RECs that your project will generate over the next 15 years. Depending on your Installation Contract with your Approved Vendor, a portion of this payment may be passed on to you, or the value of the payment may already be passed through in decreased project costs.

- Approved Vendors send invoices to the Contracting Utilities four times per year. The Contracting Utility has 1 month to pay an invoice after receipt. Any pass-through payment to you would be based on the terms of your Installation Contract.

If you are curious about the status of your application, please use the application lookup tool:

www.illinoisshines.com/project-status

To learn more about some of the entities involved in the Illinois Shines program as well as the types of contracts that are described in this guide, please see the program website at www.illinoisshines.com.



Illinois Shines Power Purchase Agreement Disclosure Form

Power Purchase Agreement Disclosure Form - ID# 567288

Illinois Shines is a state solar incentive program. An installer or other vendor is required to provide you with this disclosure form so that you have accurate information about the solar project, including its size, cost, operations, warranties, and financial benefits. More information about Illinois Shines is available at www.IllinoisShines.com and a guide to understanding your disclosure form is available at <https://illinoisshines.com/consumer-protection/disclosure-form-resources>. Another state solar incentive program, Illinois Solar for All, is available for income-eligible customers and includes savings guarantees (visit www.IllinoisSFA.com for more information).

You are entering into a Power Purchase Agreement ("PPA") to buy electricity generated by a solar project installed on your property; another party will own that solar project. Carefully read your contract before signing. You may want to compare offers from multiple installers or Approved Vendors. You should take whatever time you need to shop around and to fully understand the contract before signing

You may rescind your PPA and receive a refund of any deposit by contacting the project owner within the period allowed by your contract or law, which cannot be less than three calendar days.

If you are unable to resolve a complaint with your installer or Approved Vendor, you may contact the Illinois Shines Program Administrator by emailing complaints@illinoisshines.com or by calling (877) 708-3456. If you have been subject to fraudulent or deceptive sales practices, the Consumer Protection Division of the Illinois Attorney General's office may also be able to help; call (800) 243-0618 or visit <https://illinoisattorneygeneral.gov/File-A-Complaint/>.

Contact Information

Customer Information	
Name	Kendall County Forest Preserve District
Address	6350 Minkler Road, Yorkville, IL 60560
Phone	630-553-4131
Email	dguritz@co.kendall.il.us
Service utility	ComEd
Customer type	Residential/Small Commercial

Project Owner	
Legal Name	GRNE Solutions LLC
Marketing Name	GRNE Solar
Address	230 N Hicks Place, Palatine, IL 60067
Phone	312-859-3417
Email	SRECTeam@GRNESolar.com

Approved Vendor	
Legal Name	GRNE Solutions LLC
Marketing Name	GRNE Solar
Address	230 N Hicks Place, Palatine, IL 60067
Phone	312-859-3417
Email	SRECTeam@GRNESolar.com

Project Installer	
Legal Name	GRNE Solutions LLC
Marketing Name	GRNE Solar
Address	230 N Hicks Place, Palatine, IL 60067
Phone	312-859-3417
Email	SRECTeam@GRNESolar.com

Power Purchase Agreement ("PPA") Information and Costs

Length of contract	25 years and 0 months	First Payment		Final Payment	
		Rate <i>\$.065</i>	0.07 \$/kWh	Rate <i>\$.065</i>	0.07 \$/kWh
Annual Escalation Rate	0.00%	When payment is due	30 Days After Energization	When payment is due	25 Years After First Payment

Payments	When Payment is Due	# of Payments	Amount
Deposit or payment at contract signing	At contract signing	1	\$0.00
Total estimated PPA payments	Monthly	300	\$56,981.00

Estimated total amount paid, including PPA payments and above fees, for duration of PPA

\$56,981.00

Illinois Shines Incentive Payment

Note: you will not be eligible for the federal solar tax credit because you will not own the project.

Expected value of incentive payment that will be received by the Approved Vendor for the solar project if accepted into Illinois Shines program (<i>acceptance not guaranteed</i>)	\$37,908.00
Is the PPA contingent upon selection for the Illinois Shines incentive?	Yes

Project Installation

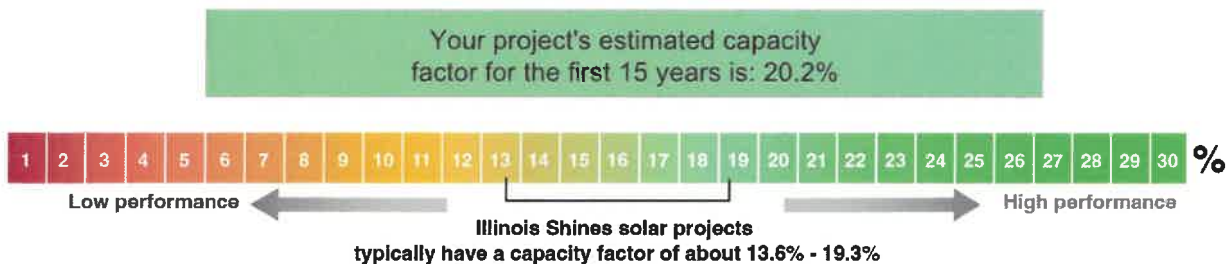
Estimated start date of project installation	240 days from the date the contract is signed
Estimated completion date of project installation	300 days from the date the contract is signed
Estimated date for project owner to furnish a mechanic's lien waiver	N/A
Who is responsible for submitting a project interconnection application to your local service utility?	Installer
Will project owner file a Uniform Commercial Code-1 "fixture" filing statement?	Yes - project owner may be able to take possession of solar project if you breach your contract

Project Design Specifications

Project Size (<i>size of project as built may vary by the greater of 1kW or 5%</i>)	22.80kW AC 32.70kW DC
Estimated total annual electricity production in first year	41,790.00 kWh
Expected life of the project	25 years
Mounting location	Roof mounted

Project Efficiency

A solar project's performance can be affected by the type of the solar panel used and placement of the panels. For example, solar panels that do not face south, are at too steep or flat of an angle, or are shaded will not produce as much electricity. The capacity factor reflects a project's expected production and can be used to compare design and expected performance between project proposals.



Explanation:

Net Metering

You may be eligible for net metering, which credits your electric bill for excess generation from your solar project. Net metering credits can have a significant impact on the financial benefits of your solar project. **To participate in net metering, an application must be submitted to your electric utility.** For more information on net metering, including credit amounts, how credits roll over, and whether credits expire, please see <https://illinoisshines.com/consumer-protection/disclosure-form-resources>.

Project Operations, Maintenance, Warranties, and Guarantees

Project maintenance (operational upkeep)	Included - provided by Installer for 25 years
Project repairs (fixing malfunctioning project)	Included - provided by Installer for 25 years
Warranties related to improper installation	Included - provided by Installer for 1 years
Manufacturer's warranty for solar panels?	Included for 25 years
Manufacturer's warranty for project inverter?	Included for 10 years
Warranty against roof leaks from installation	Included - provided by Installer for 1 years
Is the seller providing a project guarantee?	See terms of PPA for any information regarding operations, maintenance, warranties and guarantees.
Insurance for loss or damage to the project	Not Included

If You Move

Upon sale of property where solar project is located, can you transfer the PPA obligations to the new owner?	Yes
Requirements for transferring PPA obligations	See PPA for details

Early Termination or Completion of Contract

Fee/penalty for early termination of PPA	Remaining Value of Contract
At the end of the PPA...	
Will project owner remove solar project?	Yes
Will project owner return site to original condition (excepting ordinary wear and tear)?	Yes
Will project owner offer an option for customer to own and retain the solar project?	Yes
Will project owner offer an option for contract renewal?	Yes

Value of Electricity and Savings Estimates

Below are low, medium, and high estimates of the dollar value of the electricity your solar project will generate **over the duration of your PPA** (how much less you will pay in electric bills), which do not factor in your expenses.

These estimates are based on the current retail rate for electricity in your service utility territory and may not reflect electricity rate and net metering rate variations if you are a non-residential customer, have hourly electricity pricing, receive supply from an Alternative Retail Electric Supplier, take the DG rebate, or do not sign up for net metering.

These estimates are NOT a guarantee and do not account for the time value of money; electricity rates are subject to change.

Estimated Range for Value of Electricity Generated by Your Project



Assuming a starting electricity price of 14.44 cents/kWh; electricity price escalation rates of .5%, 1.7% and 2.5%; production decrease of .5% per year. These estimates use inputs from Illinois Shines to allow for apples-to-apples comparison of Disclosure Forms from different companies. Your project owner may use different assumptions in documents they produce.

To estimate overall savings (if any), compare the expenses to the estimated benefits

Benefits

Medium estimate of value of electricity generated over duration of PPA	\$174,550.48
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Expenses

Estimated total amount paid by customer (PPA payment, fees, etc.)	\$56,981.00
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Additional Information from Project Owner / Approved Vendor

Signature

By signing this disclosure form, you certify that you received and read this form and had the opportunity to ask questions about it.

Printed Name _____

Signature _____

Date _____