

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
MEETING AGENDA**

**TUESDAY, NOVEMBER 21, 2023**

**9:00 AM**

**KENDALL COUNTY OFFICE BUILDING - ROOMS 209 & 210**

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call:  
Brian DeBolt (President), Ruben Rodriguez (Vice President), Seth Wormley (Secretary), Scott Gengler, Jason Peterson, Zach Bachmann, Elizabeth Flowers, Matt Kellogg, Dan Koukol, and Brooke Shanley
- V. Approval of Agenda
- VI. Public Comments
- VII. **(1) CONSENT AGENDA**
  - A. Approval of Minutes
    - Kendall County Forest Preserve District Operations Committee Meeting of November 1, 2023
    - Kendall County Forest Preserve District Commission Meeting of November 7, 2023
    - Kendall County Forest Preserve District Public Hearing (FY24 Budget) of November 14, 2023
    - Kendall County Forest Preserve District Committee of the Whole Meeting of November 14, 2023
  - B. **(1) Approval of Claims in the Amount of \$107,648.69**
  - C. **(1) MOTION:** Approval of the Proposed Addendum (Capital Projects Budget Exhibit) to the Intergovernmental Agreement between Kendall County and Kendall County Forest Preserve District (09/07/2021) for Disbursement of American Rescue Plan Act Funds
  - D. **(1) ORDINANCE #23-11-001:** Approval of the General Fund Tax Levy Ordinance of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2023 and Ending November 30, 2024 in the Amount of \$759,981.00
  - E. **(1) ORDINANCE #23-11-002:** Approval of the Combined Annual Budget and Appropriations Ordinance Setting Forth the Annual Budget of the Kendall County Forest Preserve District, Kendall County, Illinois for the Fiscal Year Beginning December 1, 2023 and Ending November 30, 2024 for an Amount Not-to-Exceed \$11,745,626.00
  - F. **(1) MOTION:** Approval of the FY24 Salary and Benefits Schedule for December 1, 2023 through November 30, 2024, Including an Aggregate Sum for Scheduled Increases in the Amount of \$66,444.47
  - G. **MOTION:** Approval of the Kendall County Forest Preserve District FY24 Organizational Chart
  - H. **MOTION:** Approval of Revised Position Descriptions (1. Executive Advisor; 2. Acting Executive Director; 3. Environmental Education and Outreach Division Manager, and 4. Grounds and Natural Resources Division Manager)
  - I. **(1) MOTION:** Approval of a Transfer of \$289,292.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the 2007 15/16/17 Debt Service Fund (Fund 1903)
  - J. **(1) MOTION:** Approval of a Transfer of \$243,519.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the Capital Fund (Fund 1907)
  - K. **(1) MOTION:** Approval of a Transfer of \$80,000.00 from the General Fund (Fund 1900) to the Capital Fund (Fund 1907)
  - L. **MOTION:** Approval of the Kendall County Forest Preserve District CY2024 Annual Meetings and Holiday Schedule
- VIII. **OLD BUSINESS**  
*No items posted for consideration.*
- IX. **NEW BUSINESS**  
*No items posted for consideration*
- X. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)
- XI. Public Comments
- XII. Executive Session
- XIII. **OTHER ITEMS OF BUSINESS**  
*No items posted for consideration.*
- XIV. Adjournment

*(1) Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section I.G.3.b.v.a)*

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES  
NOVEMBER 1, 2023**

**I. Call to Order**

Commissioner Koukol called the meeting to order at 6:00 pm in the Kendall County Administrative Office Building – Kendall County Second Floor Board Meeting Rooms 209 and 210.

**II. Roll Call**

X	Bachmann	X	Koukol
	DeBolt		Peterson
X	Flowers	X	Rodriguez
X	Gengler		Shanley
	Kellogg		Wormley

Commissioners Bachmann, Flowers, Gengler, Rodriguez, and Koukol were all present.

**III. Approval of Agenda**

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

**IV. Public Comments**

No public comments were offered from citizens in attendance.

**V. Review of Financial Statements and Cost Center Reports through October 31, 2023**

Director Guritz presented an overview of the financial statements and cost center reports through October 31, 2023. The District is on track to produce an operating fund surplus and planned end of year transfer to the District’s capital fund.

**VI. APPROVAL OF SPECIAL USE PERMITS**

No special use permits were presented for consideration.

**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

Grounds and Natural Resources Division Supervisor, Antoinette White, presented an equipment replacement schedule for the District’s equipment.

Supervisor White presented a report generated by Preserve Grounds and Projects Manager, Austin Luettich, providing an overview of District maintenance projects completed over the past year.

The Operations Committee discussed the equipment replacement schedule, and provided direction to move forward with generating quotes for the replacements as scheduled.

## **VIII. Environmental Education and Ellis House and Equestrian Center Reports**

- A. Hoover Nature Play Space – Public Use Updates
- B. Education Program Updates

Environmental Education and Special Projects Manager Stefanie Wiencke provided an update of the public use and continued issues with misuse of the Nature Play Space area at Hoover Forest Preserve.

The Operations Committee provided direction to continue to engage groups improperly using the Nature Play Space, and impacting District programs. The Operations Committee directed staff to install signage on rules for use of the play space area, and to close off the play space areas from use by the general public when the area is being actively used to support District programming.

## **IX. Other Items of Business**

- A. KCFPD FY 24 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

Director Guritz presented FY24 budget updates, the 2024 meeting and holiday schedule, and proposed FY24 organizational chart including modified position titles and descriptions.

The Operations Committee provided direction to bring the FY24 budget updates, the 2024 meeting and holiday schedule, and FY24 organizational chart and position descriptions to the Committee of the Whole for review.

Director Guritz reported on the scheduled KCFPD FY24 budget public hearing required under the Illinois Truth in Taxation law to be held on November 14, 2023 at 4:30 pm at the Kendall County Office Building. The District's proposed FY24 combined levy increase will exceed the 5% threshold over FY23 levy.

Director Guritz presented an overview of the Illinois Shines Power Purchase Agreement Disclosure Form received from GNRE for the installed solar panels at the Pickerill Estate House pavilion.

Commissioner Flowers made a motion made a motion to forward the Illinois Shines Power Purchase Agreement Disclosure Form to the State Attorney's Office for review. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

**X. Chairman's Report**

Operations Chair Koukol reported that he will provide a report on the Nature Play Space problems to Committee of Whole.

**XI. Public Comments**

No public comments were offered from citizens in attendance.

**XII. Executive Session**

None.

**XIII. Adjournment**

Commissioner Flowers made a motion to adjourn the meeting. Seconded by Commissioner Bachmann. Aye, all. Opposed, none. Meeting adjourned at 6:57 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
NOVEMBER 7, 2023**

**I. Call to Order**

President DeBolt called the meeting to order at 7:13 pm in the Kendall County Office Building - Second Floor Board Meeting Rooms 209 and 210.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited at the start of the Kendall County Board Meeting.

**III. Invocation**

An invocation was offered at the start of the Kendall County Board Meeting.

**IV. Roll Call**

X	Bachmann	X	Koukol
X	DeBolt	X	Peterson
X	Flowers	X	Rodriguez
X	Gengler		Shanley
X	Kellogg	X	Wormley

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley, and DeBolt were all present.

**V. Approval of Agenda**

Commissioner Bachmann made a motion to approve the agenda as presented. Seconded by Commissioner Peterson. Aye, all. Opposed, none.

**VI. Public Comment**

No public comments were offered from citizens in attendance.

**VII. CONSENT AGENDA**

**A. Approval of Minutes**

- Kendall County Forest Preserve District Committee of the Whole Meeting of October 10, 2023
- Kendall County Forest Preserve District Commission Meeting of October 17, 2023
- Kendall County Forest Preserve District Finance Committee Meeting of October 26, 2023

**B. Approval of Claims in the Amount of \$11,715.73**

- C. **MOTION:** Approval of a Proposal from Alliant Insurance Services, Inc. of Chicago, Illinois for Renewal of the District’s Insurance Coverage Package in the Amount of \$59,777.00, and Worker’s Compensation Coverage in the Amount of \$19,584.00 through the Illinois Counties Risk Management Trust (ICRMT) for a Total Annual Premium of \$79,361.00 for the Policy Year Beginning December 1, 2023 Extending through December 1, 2024

Commissioner Kellogg made a motion to approve the Consent Agenda. Seconded by Commissioner Bachmann.

Motion: Commissioner Kellogg					
Second: Commissioner Bachmann					
<b>Roll call: Consent Agenda</b>					
<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>
Bachmann	X		Koukol	X	
DeBolt	X		Peterson	X	
Flowers	X		Rodriguez	X	
Gengler	X		Shanley		
Kellogg	X		Wormley	X	
Motion unanimously approved.					

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley, and DeBolt, aye. Opposed, none. Motion unanimously approved.

**VIII. OLD BUSINESS**

*No items posted for consideration.*

**IX. NEW BUSINESS**

*No items posted for consideration.*

**X. Committee Chairman Reports: Commissioners Wormley (Finance) and Koukol (Operations)**

Finance Chair Wormley reported no new updates from the Finance Committee.

Operations Chair Koukol reported on Operations Committee discussions on the proposed vehicle and equipment replacement schedule, and has been discussing use of preserve areas in programming with regards to intended uses and public uses.

**XI. Public Comments**

No public comments were offered by citizens in attendance.

## **XII. Executive Session**

Commissioner Bachmann made a motion to enter into executive session under 2(c)1 of the Open Meetings Act for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Rodriguez.

Motion: Commissioner Bachmann					
Second: Commissioner Rodriguez					
<b>Roll call: Executive Session</b>					
<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>
Bachmann	X		Koukol	X	
DeBolt	X		Peterson	X	
Flowers	X		Rodriguez	X	
Gengler	X		Shanley		
Kellogg	X		Wormley	X	
Motion unanimously approved.					

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley and DeBolt, aye. Opposed, none.

Executive session called to order at 7:17 pm.

Commissioner Kellogg adjourned from the meeting at 7:44 pm, and did not return.

Commissioner Bachmann made a motion to adjourn executive session. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Regular meeting reconvened at 7:50 pm.

## **XIII. Other Items of Business**

- A. 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

## **XIV. Adjournment**

Commissioner Flowers made a motion to adjourn. Seconded by Commissioner Bachmann. Aye, all. Opposed, none. Meeting adjourned at 7:53 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
PUBLIC HEARING MEETING MINUTES  
NOVEMBER 14, 2023**

**I. Call to Order**

Vice President Rodriguez called the public hearing to order at 4:30 pm in the Kendall County Office Building – Second Floor County Board Meeting Rooms 209 and 210.

**II. Roll Call**

X	Bachmann	X	Koukol
	DeBolt		Peterson
X	Flowers	X	Rodriguez
X	Gengler	X	Shanley Entered the meeting at 4:35 pm
X	Kellogg	X	Wormley Entered the meeting at 4:32 pm

Commissioners Bachmann, Flowers, Gengler, Koukol, and Rodriguez were all present.

Commissioner Wormley entered the meeting at 4:32 pm.

Commissioner Shanley entered the meeting at 4:35 pm.

**III. Approval of Agenda**

Commissioner Gengler made a motion to approve the public hearing agenda as presented. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

**IV. Public Comments**

No public comments were offered from citizens in attendance.

**V. Presentation of FY23-24 Proposed Tax Levies**

- A. Proposed General Fund (Fund 1900) Levy for FY 23-24
  - a) Fund 1900: \$759,981.00
- B. Debt Service Funds (Fund 1903 and 1915) Levy Amounts for FY 23-24
  - a) Fund 1903: \$5,710,248.00
  - b) Fund 1915: \$82,544.00
- C. FY 23-24 Combined Levies Total: \$6,552,773.00

Director Guritz provided an overview and presentation on the District’s proposed FY 23-24 corporate and debt service tax levies. The District will carry a sufficient fund balance in Fund 1903 debt service fund to reduce, and flatten the total tax levy in the final two years of the Fund 1903 debt service schedule by \$945,293.00 (\$130,502.00 in FY25 and \$814,790.00 in FY26).



**VI. Public Comments**

Director Guritz thanked the Forest Preserve District's Board of Commissioners and Finance Chair Wormley for all of the efforts extended to support the development of the District's FY24 budget and capital funding analysis.

**VII. Adjournment**

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 4:36 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMITTEE of the WHOLE MEETING MINUTES  
NOVEMBER 14, 2023**

**I. Call to Order**

Vice President Rodriguez called the meeting to order at 4:37 pm in the Kendall County Office Building – Second Floor County Board Meeting Rooms 209 and 210.

**II. Roll Call**

X	Bachmann	X	Koukol
	DeBolt		Peterson
X	Flowers	X	Rodriguez
X	Gengler	X	Shanley
X	Kellogg	X	Wormley

Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Rodriguez, Shanley, and Wormley were all present.

**III. Approval of Agenda**

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

**IV. Public Comments**

No public comments were offered by citizens in attendance.

**V. Executive Director’s Report**

Director Guritz and Grounds and Natural Resources Supervisor White provided updates on District projects and priorities.

**VI. Motion to Forward Claims to Commission**

Commissioner Wormley made a motion to forward claims to Commission for approval. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

**VII. Review of Preliminary Financial Statements through October 31, 2023**

Director Guritz presented an overview of the preliminary financial statements through October 31, 2023.

**VIII. OLD BUSINESS**

**a) MOTION: Approval to Forward the Proposed KCFPD FY24 Organizational Chart to Commission for Approval**

Commissioner Flowers made a motion to forward the proposed KCFPD FY24 Organizational Chart to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

**b) MOTION: Approval to Forward the FY24 General Fund Tax Levy Ordinance #23-11-001 to Commission for Approval**

Commissioner Shanley made a motion to forward the FY24 General Fund Tax Levy Ordinance #23-11-001 to Commission for approval. Seconded by Commissioner Gengler. Aye, all. Opposed, none.

**c) MOTION: Approval to Forward the FY24 Combined Annual Budget and Appropriations Ordinance #23-11-002 to Commission for Approval**

Commissioner Shanley made a motion to forward the FY24 Combined Annual Budget and Appropriations Ordinance #23-11-002 to Commission for approval. Seconded by Commissioner Bachmann. Aye, all. Opposed, none.

**d) MOTION: Approval to Forward the FY24 Salary Schedule to Commission for Approval**

Commissioner Bachmann made a motion to forward the FY24 salary schedule to Commission for approval. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

**IX. NEW BUSINESS**

**a. MOTION: Approval to Forward the Proposed CY2024 KCFPD Annual Meetings and Holiday Schedule to Commission for Approval**

Commissioner Kellogg made a motion to forward the proposed CY2024 KCFPD annual meetings and holiday schedule to Commission for approval. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

**b. MOTION: Approval to Forward Revised Position Descriptions to Commission for Approval (1. Executive Advisor; 2. Acting Executive Director; 3. Education and Outreach Division Manager; 4. Grounds and Natural Resources Division Manager)**

Commissioner Flowers made a motion to forward the revised position descriptions (Executive Advisor; 2. Acting Executive Director; 3. Education and Outreach Division Manager; 4. Grounds and Natural Resources Division Manager) to Commission for approval. Seconded by Commissioner Shanley. Aye, all. Opposed, none.

**c. MOTION: Approval to Forward a Proposed Exhibit Addendum to the Intergovernmental Agreement between Kendall County and Kendall County Forest Preserve District (09/07/2021) for Disbursement of American Rescue Plan Act Funds**

Commissioner Bachmann made a motion to forward a proposed exhibit addendum to the intergovernmental agreement between Kendall County and Kendall County Forest Preserve District (09/07/2021) for disbursement of American Rescue Plan Act funds to Commission for approval. Seconded Commissioner Flowers. Aye, all. Opposed, none.

**XVIII. Other Items of Business**

**a. MOTION: Approval to Forward End-of-Year Interfund Transfers to Commission for Approval:**

- 1. A Transfer of \$289,292.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the 2007 15/16/17 Debt Service Fund (Fund 1903)**
- 2. A Transfer of \$244,548.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the Capital Fund (Fund 1907)**
- 3. A Transfer of \$80,000.00 from the General Fund (Fund 1900) to the Capital Fund (Fund 1907)**

Commissioner Kellogg made a motion to forward interfund transfers to Commission for approval including 1) a transfer of \$289,292.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the 2007 15/16/17 Debt Service Fund (Fund 1903); 2) a transfer of \$244,548.00 from the 2003/2012 Debt Service Fund (Fund 1902) to the Capital Fund (Fund 1907), and 3) a transfer of \$80,000.00 from the General Fund (Fund 1900) to the Capital Fund (Fund 1907). Seconded by Commissioner Flowers. Aye, all. Opposed, none.

**b. November 14, 2023 Public Hearing Discussion - KCFPD FY24 Budget**

The Committee of the Whole discussed the public hearing held on November 14, 2023.

**XIX. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)**

Finance Chair Wormley reported the agenda today covered the recent Finance Committee discussions.

Operations Chair Koukol reported nothing new since the report given at the previous Commission meeting.

**XX. Public Comments**

Director Guritz thanked the Forest Preserve District Board of Commissioners and Finance Chair Wormley for all of the work completed on the District's finances and FY24 budget.

**XXI. Executive Session**

None.

**XXII. Summary of Action Items**

Director Guritz, provided a summary of action items to be presented to Commission for approval.

**XXIII. Adjournment**

Commissioner Shanley made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 4:49 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

# Claims Listing

11/16/2023 10:40:12 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Barn	1060	JOHN DEERE FINANCIAL	1134311523	Manure forks, bucket	19001161 68580	Grounds and Maintenance	\$53.85
						<b>Sub-Total</b>	<b>\$53.85</b>
					<b>Ellis Barn</b>	<b>Total</b>	<b>\$53.85</b>
Ellis Grounds	1323	MENARDS	83924	Odor eliminator, door sweeps	19001162 68580	Grounds and Maintenance	\$56.13
	1323	MENARDS	84000	Entry mat, batteries	19001162 68580	Grounds and Maintenance	\$36.83
	1323	MENARDS	84848	Driveway markers, lightbulbs	19001162 68580	Grounds and Maintenance	\$34.87
						<b>Sub-Total</b>	<b>\$127.83</b>
					<b>Ellis Grounds</b>	<b>Total</b>	<b>\$127.83</b>
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	VickOct2023	Vick Oct 2023 Credit Card	19001160 62000	Office Supplies	\$20.18
						<b>Sub-Total</b>	<b>\$20.18</b>
	124	BARRETT'S ECOWATER	001038111523	Ellis WaterService	19001160 68580	Grounds and Maintenance	\$49.45
	1323	MENARDS	84374	Paper towels, trash bags	19001160 68580	Grounds and Maintenance	\$32.87
					<b>Sub-Total</b>	<b>\$82.32</b>	
					<b>Ellis House</b>	<b>Total</b>	<b>\$102.50</b>
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	GuritzOct2023	Guritz Oct 2023 Credit Card	19001164 63000	Animal Care & Supplies	\$1,321.68
	541	FIRST NATIONAL BANK OF OMAHA	VickOct2023	Vick Oct 2023 Credit Card	19001164 63000	Animal Care & Supplies	\$193.26
						<b>Sub-Total</b>	<b>\$1,514.94</b>
					<b>Ellis Riding Lessons</b>	<b>Total</b>	<b>\$1,514.94</b>
Ellis Sunrise Center							

51	SYNCB/AMAZON	1CPD-3JDG-MJ6P	Cat Food	19001167 63000	Animal Care & Supplies	\$38.57
				<b>Ellis Sunrise Center</b>	<b>Sub-Total</b>	<b>\$38.57</b>
					<b>Total</b>	<b>\$38.57</b>
3131	GROOT INC	11532925T102	Waste and Recycling	19001168 63070	Refuse Pickup	\$119.79
				<b>Ellis Weddings</b>	<b>Sub-Total</b>	<b>\$119.79</b>
					<b>Total</b>	<b>\$119.79</b>
51	SYNCB/AMAZON	1QRF-QMMC-7PCH	Paint, google eyes, wipes, moss, ice packs	19001180 63030	Program Supplies	\$45.89
51	SYNCB/AMAZON	1RTL-NJXF-PKVL	Education Supplies	19001180 63030	Program Supplies	\$98.88
				<b>Environ. Educ. Laws of</b>	<b>Sub-Total</b>	<b>\$144.77</b>
					<b>Total</b>	<b>\$144.77</b>
2779	KIMBERLY ADAMS	Pumpkin reimburse	Reimbursement for pumpkin purchase	19001179 63030	Program Supplies	\$17.97
				<b>Environ. Educ. Other Pblc</b>	<b>Sub-Total</b>	<b>\$17.97</b>
					<b>Total</b>	<b>\$17.97</b>
51	SYNCB/AMAZON	1QRF-QMMC-7PCH	Paint, google eyes, wipes, moss, ice packs	19001178 63030	Program Supplies	\$173.79
51	SYNCB/AMAZON	1RTL-NJXF-PKVL	Education Supplies	19001178 63030	Program Supplies	\$618.31
541	FIRST NATIONAL BANK OF OMAHA	WienckeOct2023	Wiencke Oct 2023 Credit Card	19001178 63030	Program Supplies	\$48.39
1323	MENARDS	84229	NB Night event supplies, FF project supplies	19001178 63030	Program Supplies	\$246.20
1323	MENARDS	84793	Utility rugs and runners	19001178 63030	Program Supplies	\$370.23
3816	PAUL CHRISTENSEN	Straw Bale Reimburse	Reimbursement for straw bales	19001178 63030	Program Supplies	\$19.53
				<b>Sub-Total</b>	<b>Sub-Total</b>	<b>\$1,476.45</b>
4560	JANE SCHEUFLER	23-24 NB Refund	NB Refund-family moving	19001178 63040	Security Deposit Refund	\$1,430.00
				<b>Sub-Total</b>	<b>Sub-Total</b>	<b>\$1,430.00</b>

Environmental Education School		Environmental Educ. Natri		Total	Total
51	SYNCB/AMAZON	1QRF-QMMC-7PCH	Paint, google eyes, wipes, moss, ice packs	19001176 63030	Program Supplies \$49.17
51	SYNCB/AMAZON	1RTL-NJXF-PKVL	Education Supplies	19001176 63030	Program Supplies \$267.31
541	FIRST NATIONAL BANK OF OMAHA	GuritzOct2023	Guritz Oct 2023 Credit Card	19001176 63030	Program Supplies \$76.83
				<b>Sub-Total</b>	<b>\$393.31</b>
				<b>Environmental Education</b>	<b>Total</b>
					<b>\$393.31</b>
51	SYNCB/AMAZON	1RTL-NJXF-PKVL	Education Supplies	190011 62000	Office Supplies \$24.45
1304	MARCO TECHNOLOGIES, LLC	514939347	Copiers 10/28/2023 - 11/28/2023	190011 62000	Office Supplies \$207.86
				<b>Sub-Total</b>	<b>\$232.31</b>
585	FOX RIVER ECOSYSTEM PARTNERSHIP	2023-24 Membership	Membership Dues	190011 62030	Dues \$100.00
839	ILLINOIS ASSOCIATION OF CONSERVATION & FOREST PRES	2023-24-009	Annual Membership Dues	190011 62030	Dues \$200.00
				<b>Sub-Total</b>	<b>\$300.00</b>
790	HOLLY SEPTIC SERVICE	7392	Ellis Septic Pumps	190011 62150	Contractual Services \$550.00
1199	KLUBER, INC.	8704	Subat Professional Services	190411 62150	Contractual Services \$55,199.51
2062	VORTEX	6864	Hoover Flow Meter Calibration	190011 62150	Contractual Services \$600.00
				<b>Sub-Total</b>	<b>\$56,349.51</b>
2047	COMED	092700716311152 3	ComEd Richard Young	190011 63510	Electric \$47.56
2047	COMED	551471000511152 3	ComEd Harris Arena	190011 63510	Electric \$29.18



2047	COMED	551471100211152	ComEd Harris	190011 63510	Electric	\$106.71
		3			<b>Sub-Total</b>	<b>\$183.45</b>
976	ILLINOIS DEPARTMENT OF TRANSPORTATION	125850	IL 47 & 34 Multi use Trail Construction	190711 66500	Miscellaneous Expense	\$4,772.53
1323	MENARDS	84595	MHL Flooring supplies	190711 66500	Miscellaneous Expense	\$371.42
4574	J & E RESTORATIONS	1171	MHL Flooring repairs	190711 66500	Miscellaneous Expense	\$8,815.00
					<b>Sub-Total</b>	<b>\$13,958.95</b>
1007	ILLINOIS COUNTIES RISK MANAGEMENT TRUST	R3-1000669-2324	FY24-25/6 Liability Insurance Payment 2024	190011 68000	Liability Insurance Premiums	\$19,840.00
					<b>Sub-Total</b>	<b>\$19,840.00</b>
1665	SHAW MEDIA	10085118111523	Website hosting	190011 68430	Marketing / Publicity	\$59.99
					<b>Sub-Total</b>	<b>\$59.99</b>
1323	MENARDS	84229	NB Night event supplies, FF project supplies	190011 68500	Project Fund Expenses	\$156.50
1323	MENARDS	84826	Top soil and mulch	190011 68500	Project Fund Expenses	\$5.46
1557	POSSIBILITY PLACE NURSERY	8233	Shingle Oak Tree	190011 68500	Project Fund Expenses	\$65.00
1557	POSSIBILITY PLACE NURSERY	8234	Swamp Oak, Black Oak	190011 68500	Project Fund Expenses	\$114.50
					<b>Sub-Total</b>	<b>\$341.46</b>
1323	MENARDS	84306	Leveling slant, landscape block	191411 68530	Preserve Improvements	\$15.17
1323	MENARDS	84503	Nail, torch lighter	191411 68530	Preserve Improvements	\$16.49
1323	MENARDS	84671	Roofing supplies, torch lighter	191411 68530	Preserve Improvements	\$41.61

1323	MENARDS	85122, 85136	Roofing supplies	191411 68530	Preserve Improvements	\$49.98
2219	J W WELL & PUMP	1489	Hand Pump Repairs	191411 68530	Preserve Improvements	\$2,658.79
					<b>Sub-Total</b>	<b>\$2,782.04</b>
				<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$94,047.71</b>
506	ELBURN NAPA, INC.	4860111523	Can of greaseq	19001183 62160	Equipment	\$5.83
541	FIRST NATIONAL BANK OF OMAHA	WhiteOct2023	White Oct 2023 Credit Card	19001183 62160	Equipment	\$477.16
1060	JOHN DEERE FINANCIAL	11113-29745111523	Steel boots, lawn equipment	19001183 62160	Equipment	\$726.24
1060	JOHN DEERE FINANCIAL	41111-16381111523	Grease, coupler	19001183 62160	Equipment	\$91.33
					<b>Sub-Total</b>	<b>\$1,300.56</b>
1153	KENDALL CO HIGHWAY DEPT	Oct2023Fuel	Oct 2023 Fuel and Diesel	19001183 62180	Gasoline / Fuel / Oil	\$1,578.40
					<b>Sub-Total</b>	<b>\$1,578.40</b>
51	SYNCB/AMAZON	113-5363179-7575441	Grounds Winter Uniforms and Gear	19001183 62400	Uniforms / Clothing	\$277.30
487	DUY'S SHOES	100669	Uniform Embroidery	19001183 62400	Uniforms / Clothing	\$191.25
1060	JOHN DEERE FINANCIAL	11113-29745111523	Steel boots, lawn equipment	19001183 62400	Uniforms / Clothing	\$49.98
					<b>Sub-Total</b>	<b>\$518.53</b>
4366	JILL DIAZ	23-00346	Firewood Refund-Shelter 4	19001183 63040	Security Deposit Refund	\$25.00
					<b>Sub-Total</b>	<b>\$25.00</b>
1655	SERVICE SANITATION, INC	50-493234111523	Portable stroom Services	19001183 63070	Refuse Pickup	\$275.09
3131	GROOT INC	11532925T102	Waste and Reycling	19001183 63070	Refuse Pickup	\$430.10
					<b>Sub-Total</b>	<b>\$705.19</b>

**Grounds and Natural Resources**

1452	NICOR	856626101211115 23	Nicor Millbrook S	19001183 63090	Natural Gas	\$170.87
1452	NICOR	879461100011115 23	Nicor Harris	19001183 63090	Natural Gas	\$142.45
					<b>Sub-Total</b>	<b>\$313.32</b>
1323	MENARDS	83774	Shelf Storage Rack	19001183 63110	Shop Supplies	\$89.88
1323	MENARDS	84503	Nail, torch lighter	19001183 63110	Shop Supplies	\$3.78
					<b>Sub-Total</b>	<b>\$93.66</b>
1849	VERIZON	9947219096	Cell phone services	19001183 63540	Telephones	\$165.56
3837	T-MOBILE	982008249111523	Cell phone services	19001183 63540	Telephones	\$341.04
3837	T-MOBILE	990345112111523	Ooma Services	19001183 63540	Telephones	\$79.90
					<b>Sub-Total</b>	<b>\$586.50</b>
				<b>Grounds and Natural</b>	<b>Total</b>	<b>\$5,121.16</b>
4561	JENNIFER YORK	23-00297	Meadowhawk lodge Sec Dep Refund	19001171 63040	Security Deposit Refund	\$195.00
4568	SYED HUSSAIN	23-00131	Blazing Star Sec Dep Refund	19001171 63040	Security Deposit Refund	\$100.00
					<b>Sub-Total</b>	<b>\$295.00</b>
1452	NICOR	246142036281115 23	Nicor Blazing Star	19001171 63090	Natural Gas	\$71.27
					<b>Sub-Total</b>	<b>\$71.27</b>
2047	COMED	075608101711152 3	ComEd Hoover Bathroom	19001171 63100	Electric	\$147.74
2047	COMED	079367301511152 3	ComEd Hoover Multiple	19001171 63100	Electric	\$906.93
2047	COMED	193802108111152 3	ComEd Hoover Residence	19001171 63100	Electric	\$44.97
					<b>Sub-Total</b>	<b>\$1,099.64</b>
1323	MENARDS	84671	Roofing supplies, torch	19001171 63110	Shop Supplies	\$5.67

**Hoover**

1820	UNIQUE PRODUCTS & SERVICE	45715	Toilet paper, paper towels, urinal blocks, cleaner	19001171 63110	Shop Supplies	\$645.07
1820	UNIQUE PRODUCTS & SERVICE	457615-1	Trash liners	19001171 63110	Shop Supplies	\$248.56
					<b>Sub-Total</b>	<b>\$899.30</b>
51	SYNCB/AMAZON	19PG-C7GV-3Q6R	Trash bags for Hoover	19001171 63120	Building Maintenance	\$48.99
1323	MENARDS	84601	Hoover buildings-supplies	19001171 63120	Building Maintenance	\$153.39
1323	MENARDS	85287	PVC pipe, elbow, tape, coupling	19001171 63120	Building Maintenance	\$111.78
1950	YORKVILLE ACE & RADIO SHACK	40051511152023	Painting supplies	19001171 63120	Building Maintenance	\$28.97
					<b>Sub-Total</b>	<b>\$343.13</b>
1323	MENARDS	83660	Painting supplies	19001171 66500	Miscellaneous Expense	\$26.18
1323	MENARDS	83664	Paint and paint supplies	19001171 66500	Miscellaneous Expense	\$86.83
1323	MENARDS	83701	Paint	19001171 66500	Miscellaneous Expense	\$33.98
					<b>Sub-Total</b>	<b>\$146.99</b>
1323	MENARDS	85287	PVC pipe, elbow, tape, coupling	19001171 68580	Grounds and Maintenance	\$25.55
					<b>Sub-Total</b>	<b>\$25.55</b>
				<b>Hoover</b>	<b>Total</b>	<b>\$2,880.88</b>
4569	NANCY WARD	23-00361	Pickerill Sec Dep Refund	19001184 63040	Security Deposit Refund	\$165.00
					<b>Sub-Total</b>	<b>\$165.00</b>
2047	COMED	551422902711152 3	ComEd Pickerill	19001184 63100	Electric	\$13.96
					<b>Sub-Total</b>	<b>\$13.96</b>
				<b>Pickerill - Pigott</b>	<b>Total</b>	<b>\$178.96</b>
					<b>Grand Total</b>	<b>\$107,648.69</b>

Pickerill - Pigott

To: Kendall County Forest Preserve District Board of Commissioners  
Kendall County Board

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

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

Date: Commission/County Board Approval Date: 11/21/2023

Intergovernmental Agreement (09/07/2021) Addendum - ARPA-Funded Capital Projects Budgets Addendum			
ARPA (1914) Proposed Capital Projects Expenditures - FINAL			
	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 sewer lining and repairs	\$ 90,000
	Jay Woods - trail improvements	Hoover - shelters repairs and roof replacement (in house)	\$ 5,000
	Richard Young - trail improvements	Hoover - shelter beam replacement X2 (Contractor)	\$ 24,000
	Blackberry Creek - bridge plank repl.	Multiple - trail and information signs	\$ 5,000
	Baker Woods - bridge plank repl.	Jay Woods - well pump repair	\$ 2,500
	Harris - fence repairs	Harris - shelter paint	\$ 1,500
	Little Rock Creek - trail improvements - bridge approach	Harris - sign replacements (treated wood 6" x 6")	\$ 500
	Multi. preserves - grill installations	Harris - trail seal coat (Contractor estimate)	\$ 6,000
	Richard Young / Lyon - trail signage	Harris - water drinking fountain repairs	\$ 2,000
	Harris - preserve improvements - herbicide program supplies	Harris - bridge repairs	\$ 3,000
	Subat - bathroom and kiosk repairs	Additional picnic, sign, and fence lumber repair supply purcha	\$ 2,000
	Multiple preserves - prescription burn supplies	Additional shelter repairs (lumber supply purchases)	\$ 2,000
		Additional hardware supply purchases	\$ 500
		Jay Woods - shelter stain	\$ 350
		Little Rock Creek - stair repairs	\$ 4,000
			\$ 215,260
<b>ARPA Capital Project Funds Available (Est.): \$98,139.00</b>			

16AM 21-23

**INTERGOVERNMENTAL AGREEMENT FOR DISBURSEMENT OF AMERICAN  
RESCUE PLAN ACT FUNDS**

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as “IGA”) is made and entered into on this 7 day of September, 2021 by and between the County of Kendall, Illinois (“County”) and the Kendall County Forest Preserve District (“District”). For purposes of this IGA, the County and the District shall hereinafter collectively be referred to as “the Parties”.

**RECITALS**

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provide that units of local government may contract or otherwise associate among themselves to obtain or share services; to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance; and to use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the County and the District are units of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, earlier this year, the United States Department of Treasury (“Treasury”) launched the Coronavirus State and Local Fiscal Recovery Funds (“Recovery Funds”), which was established by the American Rescue Plan Act of 2021 (“ARPA”), to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments; and

WHEREAS, the Treasury determined the County is an eligible local government that will be receiving approximately twenty-five million dollars (\$25,000,000) in Recovery Funds from the

United States Government in two tranches, with 50% provided beginning in May 2021 and the balance delivered approximately 12 months later; and

WHEREAS, the Treasury issued guidelines identifying the authorized use of Recovery Funds allocated to local governments under the ARPA (hereinafter referred to as the “Interim Final Rules”) and issued Frequently Asked Questions (“FAQs”) clarifying the Interim Final Rules; and

WHEREAS, pursuant to the Interim Final Rules, the County can use its allocated Recovery Funds for any one or more of the following authorized uses: (1) to respond to the public health emergency created by the COVID-19 pandemic (“pandemic”) or the pandemic’s negative economic impacts; (2) to provide premium pay to eligible workers performing essential work during the public health emergency; (3) to provide government services to the extent of the reduction in revenue due to the public health emergency; and (4) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, within the eligible use categories outlined above, the Interim Rule provides the County with flexibility to determine how best to use payments from the Recovery Funds to meet the needs of the County’s communities and population; and

WHEREAS, in response to Question 2.18 of the FAQs, the Treasury confirmed recipients can use Recovery Funds for the following purposes for outdoor spaces/parks: (1) to improve spaces in areas that have been disproportionately impacted by the pandemic; and (2) maintenance and upkeep issues because of the increased use parks saw during the pandemic.

WHEREAS, the District has been able to establish that its facilities and open spaces have seen increased use during the pandemic, which has resulted in increased maintenance and upkeep issues for the District; and

WHEREAS, the County, as the jurisdiction responsible for disbursement of its Recovery Funds, finds that providing a portion of its Recovery Funds to District pursuant to the terms of this IGA would address the District's increased maintenance and upkeep issues and also responds to the negative economic impact faced by the District as a result of the pandemic.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

**1. Recitals**

The recitals set forth above are incorporated in this IGA by reference and made a part of this IGA.

**2. County's Obligations**

In consideration for the District's execution of this IGA, the County agrees to the following:

- a. Pursuant to the terms and conditions set forth in this IGA, the County agrees to disburse a portion of its Recovery Funds to the District to assist the District with its increased maintenance and upkeep needs as a result of increased use of District preserves during the pandemic. Said amounts actually disbursed to the District shall hereinafter be referred to as "Grant funds".
- b. The disbursement of Grant funds to the District will be pursuant to the following schedule:
  - i. The County will disburse Grant funds in an amount not to exceed thirty thousand dollars (\$30,000.00) to be used by the District in Fiscal Year 2021 (December 1, 2020 to November 30, 2021). The County will disburse this



\$30,000 amount to the District as soon as possible but no later than November 30, 2021.

ii. The County will disburse Grant funds in an amount not to exceed three hundred thousand dollars (\$300,000.00) in total at various times during the District's Fiscal Years 2022 through 2024 (i.e., from December 1, 2021 to November 30, 2024). The parties understand and agree that the County will disburse these funds to the District, as needed by the District, during the relevant time period.

b. The total amount of Grant funds to be disbursed to the District during the term of this IGA shall not exceed a total of three hundred thirty thousand dollars (\$330,000.00).

**3. District's Obligations**

a. The District understands and agrees to use the Grant funds only for the following purpose: to address the District's increased maintenance and upkeep needs caused by increased use of its property during the pandemic. In accordance with ARPA, the District may only use the Grant funds to cover such costs incurred by the District from March 3, 2021 through December 31, 2024. The District must return any Grant funds not obligated by December 31, 2024, and any Grant funds not expended to cover those obligations by December 31, 2026.

b. If the District uses the Grant funds for any purpose other than those set forth in Paragraph 3(a) above (hereinafter referred to as an "Improper Purpose"), the District shall immediately reimburse the County the full amount of Grant funds received from the County.

- c. The District agrees to comply with the ARPA, the Interim Final Rule, and all interpretive guidance issued by the Treasury regarding Recovery Funds. The District also agrees to comply with all applicable requirements set forth in 2 C.F.R. 200 *et seq.* and all other applicable federal and state statutes, regulations, and executive orders.
- d. The District shall maintain all original records relating to its use of the Grant funds for a period of at least ten (10) years after the Grant funds are spent or the period of time required by other state or federal law, whichever is longer. The District agrees to comply with all recordkeeping requirements set forth in the Local Records Act.
- e. As a recipient of some of the County's Recovery Funds, the District understands and agrees that it must take any and all steps necessary to assist the County with the County's reporting requirements on the use of the District's Grant funds. Such steps will include, but are not limited to the following:
  - i. Every quarter, the District shall file a written report with the County that includes the following information: (a) the amount of Grant funds spent by the District that quarter; (b) sufficient detail describing how the Grant funds were used by the District during that quarter; and (c) include supporting documentation evidencing how the Grant funds were used by the District. The District agrees to provide any additional information requested by the County in this quarterly report as the County sees fit.

- ii. At any other time, the County, its auditor or legal counsel may request the District provide additional information and records relating to the District's use of the Grant funds. The District agrees to comply with such a request within ten (10) business days of receiving such a request and to otherwise work collaboratively with the County in order to ensure compliance with ARPA.
- f. The District agrees to (a) fully comply with all applicable requirements of the Illinois Prevailing Wage Act; (b) notify all contractors and subcontractors that the work performed using Grant funds shall be subject to the Illinois Prevailing Wage Act, and (c) include all notices required by statute and the Illinois Department of Labor in any contracts using Grant funds. In the event the District fails to comply with the notice requirements set forth in the Prevailing Wage Act, the District shall be solely responsible for any and all penalties, fines and liabilities incurred for the District's, contractors' and/or subcontractors' violations of the Prevailing Wage Act.
- g. If the District uses Grant funds to pay a contractor or subcontractor to perform work for the District, the District must ensure that such contracts include provisions incorporating all of the following:
  - i. The contractor/subcontractor agrees to comply with all applicable provisions of the ARPA, the Interim Final Rule, 2 C.F.R. 200 et seq. and all other applicable federal and state statutes, regulations, interpretive guidance, and executive orders.

- ii. The Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0.01 *et seq.*
- iii. The Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* and the Illinois Drug Free Workplace Act, 30 ILCS 580/1 *et seq.*
- iv. The Illinois Public Construction Bond Act, 30 ILCS 550/1 *et seq.*
- v. The Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.
- vi. The District shall ensure that the District and each contractor and/or subcontractor performing work using Grant funds shall obtain and continue in force during the performance of such work, all insurance necessary and appropriate and that each contractor and/or subcontractor contracted with to perform work shall name the County as an Additional Insured on a Primary and Non-Contributory basis with respect to all liability coverage, as well as a waiver of subrogation with respect to the general liability and workers' compensation in favor of the County. Further, the District shall require each contractor and/or subcontractor to provide indemnification and hold harmless guarantees to the County during the work.
- vii. In any project using Grant funds, the District shall comply with all competitive bidding and selection requirements pursuant to applicable state and federal laws. The District shall obtain certifications from all contractors and subcontractors who perform work on such projects, which certify the

contractors and subcontractors are not barred from performing the work as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 *et seq.* (the Illinois Prevailing Wage Act).

- h. The District agrees that the maintenance of any work constructed in whole or in part with Grant funds shall be the sole responsibility of the District, and the District alone. Further, the District shall be responsible for any future repair or replacement deemed necessary for said work. Nothing in this IGA shall be construed as to create a duty or responsibility on behalf of County to finance, maintain, repair, replace, or otherwise control the resulting work.

#### **4. Assignment**

This IGA and the rights of the Parties hereunder may not be assigned (except by operation of law), and the terms and conditions of this IGA shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto. Nothing in this IGA, express or implied, is intended to confer upon any party, other than the parties and their respective successors and assigns, any rights, remedies, obligations or liabilities under or by reason of such agreements.

#### **5. Non-appropriation**

The sole source of the Grant funds shall be from the County's received Recovery Funds. The County shall not be obligated to fund the Grant funds from any other source. If the County does not receive sufficient Recovery Funds to satisfy all or part of the County's obligations under this IGA, the County's obligation to provide the Grant funds to the District shall be suspended unless and until such Recovery Funds are received by the County. Also, the District understands and agrees the County's disbursement of Grant funds to the District, as set forth in this IGA, is

contingent on the Kendall County Board's appropriation and disbursement of those funds. The District understands and agrees that the sole and exclusive decision as to whether or not to disburse Recovery Funds to the District lies within the discretion of the Kendall County Board.

**6. Remedies**

- a. The County, by disbursing Grant funds to the District, does not guarantee to the District that the District's intended use of the funds complies with the requirements of ARPA. By signing this IGA, the District affirms that its use of the Grant funds qualifies for funding under ARPA. The County reserves the right to demand immediate repayment from the District of any Grant funds the County determines, in its sole discretion, were used for a purpose that does not meet the criteria of ARPA or Treasury guidelines associated with disbursement of funds under ARPA.
- b. If the District's records are needed to justify an expense to the Treasury or any other office, official, or department which is responsible for auditing disbursements of ARPA funds, failure by the District to provide these records, for any reason including the prior destruction of these records, shall constitute a material breach of this IGA. The sole and exclusive remedy for such a material breach is that the District shall be responsible for repayment of any funds the Treasury or other appropriate office, official, or department finds were improperly used, unsupported, or unverified. Additionally, the District agrees to indemnify the County or make the County whole for any penalty assessed against the County based upon the District's failure to retain or provide records.

- c. Any other breach of this IGA may, at the sole discretion of the County, result in immediate termination of the IGA and/or further disbursement of Recovery Funds to the District.

**7. Indemnity**

The parties agree that where the County relied upon the certification of the District that such expenses for which the District sought Recovery funds met the minimum requirements of ARPA, and where the Treasury, or any other person, official, or department which is charged with the auditing and review of expenditures of Recovery Funds determines that the use of such funds was not permitted under ARPA, the District agrees to indemnify, reimburse and make whole the County for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the County.

The District further agrees to indemnify, reimburse, or make whole the County for any penalties associated with the United States Government seeking to recoup the expended Grant funds including interest and/or any other penalty provided by law.

The District agrees to hold County harmless for any evaluation or advice which the County provided to the District as to whether the District's use of the funds is a permissible use under ARPA.

**8. Notice**

All notices required or permitted in this IGA shall be in writing and shall be given by either (a) depositing the same in the United States mail, addressed to the party to be notified, postage prepaid and certified with the return receipt requested, (b) delivering the same in person, or (c) via email with electronic confirmation of receipt.

*If to the County:*        Kendall County Administrator  
   111 W. Fox Street

Yorkville, Illinois 60560  
[skoepfel@co.kendall.il.us](mailto:skoepfel@co.kendall.il.us)

With copy to:  
Kendall County State's Attorney  
807 John Street  
Yorkville, Illinois 60560

*If to the Grantee:* Executive Director  
Kendall County Forest Preserve District  
110 W. Madison Street  
Yorkville, Illinois 60560  
[dguritz@co.kendall.il.us](mailto:dguritz@co.kendall.il.us)

or such address or counsel as any party hereto shall specify in writing pursuant to this Section from time to time. Delivery of notice shall be deemed to have occurred upon the date of receipt of the notice.

**9. Venue and Severability**

This IGA shall be interpreted and enforced under the laws of the State of Illinois. Any legal proceeding related to enforcement of this IGA shall be brought in the Circuit Court of Kendall County, Illinois.

In case any provision of this IGA shall be declared and/or found invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall, to the extent possible, be modified by the court in such manner as to be valid, legal and enforceable so as to most nearly retain the intent of the parties, and, if such modification is not possible, such provision shall be severed from this IGA, and in either case the validity, legality, and enforceability of the remaining provisions of this IGA shall not in any way be affected or impaired thereby.

**10. Execution of IGA**



This IGA may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same IGA.

**11. Entire Agreement**

This IGA represents the entire agreement between the parties regarding this subject matter, and there are no other promises or conditions in any other agreement whether oral or written.

Except as expressly stated herein, this IGA supersedes any other prior written or oral agreements between the parties regarding this subject matter and may not be further modified except in writing acknowledged by both parties.

**12. Relationship of the Parties**

Nothing contained in this IGA, nor any act of the County or the District pursuant to this IGA, shall be deemed or construed by any of the parties hereto or by third persons, to create any relationship of third party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the County and the District. The District understands and agrees that the District is solely responsible for paying all wages, benefits and any other compensation due and owing to the District's officers, employees, and agents for the performance of any services as set forth in the IGA.

**13. Termination**


This IGA shall be in full force and effect upon signature by both parties and will terminate once the District has spent all the Grant funds it has received from the County. However, the District's record-keeping obligation and its duty to defend and indemnify shall survive the term of this IGA.

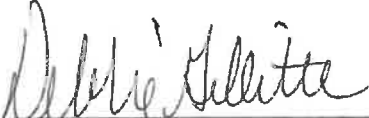
**14. Authority**

The County and the District each hereby warrant and represent that their respective signatures set forth below have been, and are on the date of this IGA, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this IGA.

**IN WITNESS WHEREOF**, the parties hereto have executed this IGA, using duplicate counterparts, on the dates listed below.


**KENDALL COUNTY, ILLINOIS**


  
\_\_\_\_\_  
Scott Gryder  
Chairman, Kendall County Board

Attest:   
\_\_\_\_\_  
Debbie Gillette  
Kendall County Clerk

Date: 9/7/21

**KENDALL COUNTY FOREST PRESERVE DISTRICT**

  
\_\_\_\_\_  
Judy Gilmour  
President, Kendall County Forest Preserve District  
Board of Commissioners

Attest:   
\_\_\_\_\_  
Elizabeth Flowers  
Secretary, Kendall County Forest Preserve  
District

Date: 9/7/21

**ORDINANCE #23-11-001**  
**GENERAL FUND TAX LEVY ORDINANCE**  
**OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE**  
**FISCAL YEAR BEGINNING DECEMBER 1, 2023 AND ENDING**  
**NOVEMBER 30, 2024**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS  
OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT,  
KENDALL COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION 1** That there is required to be raised by taxation, and that there is levied upon all taxable property within the territorial limits of said Kendall County Forest Preserve District for the fiscal year beginning December 1, 2023 and ending November 30, 2024, the total sum of SEVEN HUNDRED FIFTY NINE THOUSAND NINE HUNDRED AND EIGHTY ONE dollars (\$759,981) as is provided:

Salaries - Full-Time	\$349,533
Salaries - Part-Time	\$190,000
Equipment	\$30,000
Fuel - Gas & Oil	\$8,500
Telephone	\$8,000
Electric	\$2,200
Gas	\$2,000
Publicity & Promotion	\$1,000
Newsletter	\$200
Supplies - Shop	\$2,000
Conferences	\$1,000
Audit	\$8,250
Refuse Pickup	\$5,000
Insurance	\$43,200
Medical Insurance	\$50,000
Legal Publications	\$390
IMRF & SS	\$58,708
 TOTAL	 <u>\$759,981</u>

**SECTION 2** That the Secretary of said District is hereby directed to cause this Ordinance to be immediately published at least once in a newspaper published within said District and to incur the necessary expenses thereof, and said Secretary is hereby directed to file with the County Clerk of Kendall County, Illinois, a certified copy of this Ordinance and said County Clerk of Kendall County is hereby directed to cause the aforesaid amount of money to be extended upon and against the taxable property within the territorial limits of the Kendall County Forest Preserve District in accordance with law.

**SECTION 3** This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Approved this 21ST Day of November, 2023.

Signed:

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Brian DeBolt, President

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Seth Wormley, Secretary

**ORDINANCE #23-11-002**  
**COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE**  
**AN ORDINANCE SETTING FORTH THE ANNUAL BUDGET OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE**  
**FISCAL YEAR BEGINNING DECEMBER 1, 2023 AND ENDING NOVEMBER 30, 2024**

AND  
**APPROPRIATING THE VARIOUS SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL EXPENSES AND LIABILITIES OF THE**  
**KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE**  
**FISCAL YEAR BEGINNING DECEMBER 1, 2023 AND ENDING NOVEMBER 30, 2024**  
**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT,**  
**KENDALL COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1**  
 That the attached annual budget hereinafter set forth is hereby adopted by the Kendall County Forest Preserve District, Kendall County, Illinois for the fiscal year beginning December 1, 2023.

	Fund 1900	Fund 1901	Fund 1902	Fund 1903	Fund 1904	Fund 1905	Fund 1906	Fund 1907	Fund 1908	Fund 1909	Fund 1910	Fund 1911	Fund 1912	Fund 1913	Fund 1914	Fund 1915	Total Est. Balances
	Operating Fund	2007 Bond Proceeds Capital Fund	Debt Series 2009/2012	Debt Series 2007/2015/2016/2017	Endowment Fund	FP Sect. 319 Fund - LRC Dam Removal	FP Improvement Fund	Capital Projects Fund	Fox River Bluffs RTP Grant Project Fund	Fox River Bluffs Cropland Conversion Project Fund	Land Cash Fund	Liability Fund	2021 Bond Proceeds Fund	Pickerill-Pigott IDNR-PARC Project Fund	American Rescue Plan Act Fund	Debt Series 2021	
Estimated Beginning Balance December 1, 2023	\$ 627,430	\$ -	\$ -	\$ 5,854,389	\$ 1,144,630	\$ -	\$ -	\$ 409,301	\$ -	\$ -	\$ 135,404	\$ 46,300	\$ -	\$ 828,200	\$ 56,300	\$ 65,393	\$ 9,167,347
Estimated Revenue & Transfers In	\$ 1,569,627	\$ -	\$ -	\$ 5,765,633	\$ 790,000	\$ 1,346,246	\$ -	\$ 87,467	\$ -	\$ -	\$ 189,757	\$ -	\$ -	\$ -	\$ 100,000	\$ 87,644	\$ 9,931,374
Estimated Expenditure & Transfers Out	\$ 1,569,627	\$ -	\$ -	\$ 5,268,694	\$ 1,774,630	\$ 1,346,246	\$ -	\$ 390,000	\$ -	\$ -	\$ 325,161	\$ 25,000	\$ -	\$ 804,842	\$ 156,300	\$ 85,126	\$ 11,745,626
Estimated Ending Balance November 30, 2024	\$ 627,430	\$ -	\$ -	\$ 6,351,328	\$ 160,000	\$ -	\$ -	\$ 106,768	\$ -	\$ -	\$ -	\$ 21,300	\$ -	\$ 23,358	\$ -	\$ 62,911	\$ 7,353,095

Estimated Receipts:

190011 40300-43450	FY23 Operating Fund #1900 Receipts	\$ 1,569,627
190111 41350	FY23 2007 Bond Proceeds Capital Fund #1901 Receipts	\$ -
190211 41010-41350	FY23 2009/2012 Debt Series Fund #1902 Receipts	\$ -
190311 41010-41350	FY23 2007/2015/2016/2017 Debt Series Fund #1903 Receipts	\$ 5,765,633
190411 41350	FY23 Endowment Fund #1904 Receipts	\$ 790,000
190511 40300-42970	FY23 Pickerill-Pigott Phase I OSIAD Project Fund #1905 Receipts	\$ 1,346,246
190611 41350	FY23 Forest Preserve Improvement Fund #1906 Receipts	\$ -
190711 40300-43790	FY23 Capital Projects Fund #1907 Receipts	\$ 87,467
190811 40300-43600	FY23 Fox River Bluffs RTP Grant Project Fund #1908 Receipts	\$ -
190911 40300-42970	FY23 Fox River Bluffs Crop. Conv. Project Fund #1909 Receipts	\$ -
191011 40380-42970	FY23 Land Cash Fund #1910 Receipts	\$ 189,757
191111 XXXXX	FY23 Liability Fund #1911 Receipts	\$ -
191211 41350-43790	FY23 2021 Bond Proceeds Fund #1912 Receipts	\$ -
191311 41350-XXXX	FY23 Pickerill-Pigott IDNR-PARC Project Fund #1913 Receipts	\$ -
191411 41350-40390	FY23 American Rescue Plan Act Fund #1914 Receipts	\$ 100,000
191511 41010-41350	FY23 2021 Debt Series Fund #1915 Receipts	\$ 82,644
	<b>Total Receipts</b>	<b>\$ 9,931,374</b>

**SECTION 2**

That the several sums of money hereinafter set forth are hereby appropriated for the fiscal year of the Kendall County Forest Preserve District, Kendall County, Illinois beginning December 1, 2023 and ending November 30, 2024 to cover all necessary expenditures and liabilities of said Kendall County Forest Preserve District, Kendall County, Illinois hereinafter designated.

**SECTION 3**

That the object and purposes for which the appropriations are hereby made and the amount appropriated for each object and purpose are as follows:

Estimated Expenditures:

190011 51090-69790	FY23 Operating Fund #1900 Expenses	\$ 1,569,627
190111 61340-68640	FY23 2007 Bond Proceeds Capital Fund #1901 Expenses	\$ -
190211 68640-68700	FY23 2003/2012 Debt Series Fund #1902 Expenses	\$ -
190311 66500-68760	FY23 2007/2015/2016/2017 Debt Series Fund #1903 Expenses	\$ 5,268,694
190411 62150	FY23 Endowment Fund #1904 Expenses	\$ 1,774,630
190511 61420-70330	FY23 Pickerill-Pilott Phase I OS/LAD Project Fund #1905 Expenses	\$ -
190611 61300-61400	FY23 Forest Preserve Improvement Fund #1906 Expenses	\$ 390,000
190711 61430-68610	FY23 Capital Projects Fund #1907 Expenses	\$ -
190811 70650	FY23 Fox River Bluffs RTP Grant Project Fund #1908 Expenses	\$ -
190911 61300-65500	FY23 Fox River Bluffs Crop. Conv. Project Fund #1909 Expenses	\$ -
191011 61300-67410	FY23 Land Cash Fund#1910 Expenses	\$ 325,161
191111 68990	FY23 Liability Fund #1911 Expenses	\$ 25,000
191211 61370-61440	FY23 2021 Bond Proceeds Fund #1912 Expenses	\$ -
191311 66500-70650	FY23 Pickerill-Pilott IDNR-PARC Project Fund #1913 Expenses	\$ 804,842
191411 51160-70380	FY23 American Rescue Plan Act Fund #1914 Expenses	\$ 156,300
191511 66500-68760	FY23 2021 Bond Proceeds Debt Series Fund #1915 Expenses	\$ 85,126
	<b>Total Expenditures</b>	<b>\$ 11,745,626</b>

Approved this 21ST Day of November, 2023.

Signed:

\_\_\_\_\_  
Brian DeBolt, President

\_\_\_\_\_  
Seth Wormley, Secretary

**ORDINANCE #23-11-002: FY23 COMBINED BUDGET AND APPROPRIATIONS ORDINANCE  
KCFPD OPERATING FUND (FUND #1900) - FINAL FY23 BUDGET FOR COMMISSION APPROVAL  
21-Nov-23**

**FY2024 OPERATING FUND #1900 - FINAL BUDGET (PAGE 1 OF 1)**

GL SERIES (BUDGET CATEGORIES)	FISCAL YEAR BUDGETS					ACTUAL 2021	ACTUAL 2022	BUDGET 2023	BUDGET 2024
	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	BUDGET 2023				
<b>Revenues</b>	<b>344,356</b>	<b>341,881</b>	<b>171,805</b>	<b>470,609</b>	<b>601,126</b>	<b>627,430</b>			
19011 40300 - 43450									
<b>Expenditures</b>	<b>1,147,684</b>	<b>1,062,126</b>	<b>1,373,272</b>	<b>1,260,474</b>	<b>1,317,254</b>	<b>1,569,627</b>			
19011 51090 TO 19001183 - 51390	638,297	683,620	692,657	668,609	747,865	832,568			
190011 61160 TO 19001183 63060	242,888	225,230	243,708	273,051	284,389	296,817			
190011 62030 TO 19001183 63540	62,981	51,798	56,610	69,015	69,219	219,983			
190011 62000 TO 19001184 63100	132,664	141,338	113,686	138,377	143,516	137,250			
190011 62160 TO 19001183 68530	73,327	105,201	86,902	81,104	70,557	83,009			
<b>Total Expenditure</b>	<b>1,150,157</b>	<b>1,207,186</b>	<b>1,193,563</b>	<b>1,230,156</b>	<b>1,315,546</b>	<b>1,569,627</b>			
<b>Surplus / (Deficit)</b>	<b>(2,474)</b>	<b>(145,061)</b>	<b>179,710</b>	<b>30,318</b>	<b>1,708</b>	<b>0</b>			
<b>Ending Balance</b>	<b>341,883</b>	<b>196,820</b>	<b>351,514</b>	<b>500,927</b>	<b>602,834</b>	<b>627,430</b>			

*The attached Kendall County Forest Preserve District Operating Fund (Fund #1900) budget spreadsheet provides a breakdown of the anticipated revenues and expenditures for the District's proposed FY24 Operating Fund (Fund #1900) appropriations as presented for approval. Revenues and expenditures will be tracked during the fiscal year within the MUNIS accounting software supported by the Kendall County Treasurer's Office. Total FY24 appropriations within each of the stated budget categories above shall not be exceeded without prior approval of an amending ordinance by the Kendall County Forest Preserve District's Board of Commissioners.*

# Kendall County Forest Preserve District Operating Fund

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
ACCOUNT & DESCRIPTION	14-Jul-05	2023	31-Oct-23	30-Nov-23	2024	2024
<b>KCFPD Operating Fund #1900</b>	470,609	601,126	601,126	601,126	601,126	627,430
<b>REVENUE</b>						
190011 40350 Transfer in from Forest Preserve Improvement Fund #1906						
190011 40300 Transfer in from Forest Preserve 2007 Bond Proceeds Fund #1901						
190011 Transfer in from Kendall County - American Rescue Plan Act Transfer	662,230	710,448	705,457	709,879	709,879	759,981
190011 41010 Current Tax						
190011 41350 Interest Income	1,083	533		7,216		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	55,465		63,800
19001165 42250 Ellis Center Birthday Parties	6,758	6,000	4,566	5,268		6,000
19001166 42250 Ellis Center Public Programs	2,404	3,000	2,637	3,352		3,000
19001167 42250 Sunrise Center North License Agreement	13,799	13,760	12,687	13,837		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	3,053		3,400
19001170 42250 Ellis Center 5K 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	2,750		3,000
19001172 42250 Hoover Bunkhouse Rental Rev	26,972	28,500	36,646	34,241		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	14,841		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	144,152		145,000
19001179 42250 Env. Educ. - Other Public Programs	15,345	20,000	17,686	17,936		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	32,443		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

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 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	2,525	1,000
19001183 42900	Picnic & Shelter Rental - Grounds & Natural Resources	7,035	7,000	8,780	7,640	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	110,310	112,900
190011 42940	Credit Card Revenue - All Preserves	3,418	3,500	3,595	3,666	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	213	1,000
19001172 43450	Security Deposit Revenue - Hoover Bunkhouse	2,700	3,000	5,800	5,000	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	1,399	5,000
	<b>Total Revenue</b>	<b>1,289,629</b>	<b>1,317,254</b>	<b>1,344,596</b>	<b>1,336,042</b>	<b>1,569,627</b>
	<b>PERSONNEL</b>					
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

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 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
<b>Salary Full Time: Env. Education</b>						
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				
<b>Salary Part Time: Env. Education</b>						
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	22,000	27,953	28,000
19001178	51160	Env. Educ. PT Salary - Natural Beginnings Expense	43,280	58,770	56,843	79,150
19001179	51160	Env. Educ. PT Salary - Other Public Programs Expense	11,429	10,000	12,224	12,000
19001180	51160	Env. Educ. PT Salary - Laws of Nature	1,923	3,780	2,419	4,265
19001181	51160	Env. Educ. PT Salary - Other Expense				
<b>Salary Full Time: Ellis</b>						
19001160	51390	Salary FT - Ellis House	10,065	10,394	10,870	10,974
19001161	51390	Salary FT - Ellis Barn	10,065	10,394	10,870	10,974
19001162	51390	Salary FT - Ellis Grounds	21,403	20,788	20,332	21,947
<b>Salary Part Time - Ellis</b>						
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
<b>Salary PT - Hoover Grounds</b>						
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
<b>Salary FT - Hoover Grounds</b>						
19001171	51390	Salary FT - Hoover Grounds	46,072	47,420	41,859	47,452
19001172	51390	Salary FT - Hoover Bunkhouse	23,036	23,710	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

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (BST)	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	10,379	10,905
190011 61170	SS Expense - Administration	13,043	13,509	12,026	13,305	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 - Pickering 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

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 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	<b>Medical Insurance - Grounds &amp; Nat. Resources</b>	<b>34,174</b>	<b>37,369</b>	<b>28,656</b>	<b>31,261</b>	<b>27,749</b>
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
	<b>Total Employee Benefits</b>	<b>226,945</b>	<b>284,389</b>	<b>254,006</b>	<b>271,952</b>	<b>296,817</b>
	<b>CONTRACTUAL</b>					
190011 62150	Contractual Services (RecPro Software)	1,815	1,815	1,815	2,965	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	-	300	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					
19001165 63020	Veterinarian & Farrier - Ellis Birthday Parties	8,115	9,000	5,411	6,000	9,000
19001166 63020	Veterinarian & Farrier - Ellis Public Programs					
19001167 63020	Veterinarian & Farrier - Sunrise Center		500	-	500	500
19001168 63070	Refuse Pickup - Ellis	1,358	1,700	993	1,233	1,700
19001183 63070	Refuse Pickup - Grounds & Natural Resources	11,314	8,500	7,258	8,650	8,500
1901183	Event Tent Lease - Ellis					
19001183 63540	Telephone - Grounds & Natural Resources	7,380	8,000	6,141	7,315	8,000

# Kendall County Forest Preserve District Operating Fund

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 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	-	2,119	1,750
190011 68560	Credit Card Fee	13,338	12,191	12,811	13,975	14,000
	<b>Total Contractual</b>	<b>64,306</b>	<b>69,219</b>	<b>48,977</b>	<b>59,106</b>	<b>219,983</b>
	<b>COMMODITIES</b>					
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	20,780	20,000
19001183 62400	Uniforms - Grounds	1,623	2,500	1,180	1,750	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	3,813	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	400	600
19001183 63090	Gas - Grounds & Natural Resources	5,258	5,700	3,650	4,380	5,250
19001184 63100	Electric - Pickerill Pigott	6,693	6,000	7,423	8,773	2,700
19001182 63130	Natural Area Volunteer Supplies Natural Area Management Supplies					
190011 63510	Electric - Administration	2,432	2,500	2,229	2,778	2,750
190011 68500	Project Fund Expense (Forest Foundation Purchases)	6,705	5,000	10,407	10,748	5,000
190011 68430	Promotion/Publicity	770	1,000	700	760	1,000
190011 68440	Newsletter	342	450	-	450	450



# Kendall County Forest Preserve District Operating Fund

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 2023		FINAL	BUDGET	2023 YTD	2023 EOY (EST)	BUDGET
KCFPD Operating Fund #1900		14-Jul-05	2023	31-Oct-23	30-Nov-23	2024
<b>Utilities - Ellis</b>						
19001160 62270	Utilities - Ellis House	5,434	6,500	5,352	5,839	5,000
19001161 62270	Utilities - Ellis Barn	3,879	6,500	2,189	2,388	5,000
<b>Utilities &amp; Maintenance - Hoover</b>						
19001171 62270	Hoover - Other Utilities	2,735	4,600	2,073	2,261	4,600
19001171 63090	Hoover - Gas	9,060	9,800	8,116	8,854	9,500
19001171 63100	Hoover - Electric	15,275	16,000	13,288	15,488	15,000
19001171 63110	Hoover - Shop Supplies	3,287	3,250	4,285	5,184	3,250
19001171 63120	Hoover - Building Maintenance	8,746	7,000	7,834	8,275	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	4,250	5,000
<b>Promotion/Publicity - Ellis</b>						
19001166 68570	Volunteer Expense - Ellis Public Programs		150	-	-	150
<b>Animal Care &amp; Supplies - Ellis</b>						
19001163 63000	Animal Care & Supplies - Ellis Camps					
19001164 63000	Animal Care & Supplies - Ellis Riding Lessons	14,476	14,100	9,665	11,980	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
<b>Horses Acquisition &amp; Tack - Ellis</b>						
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					
<b>Program Supplies - Ellis</b>						
19001163 63030	Program Supplies - Ellis Camps	249	450	319	350	450
19001165 63030	Program Supplies - Ellis Birthday Parties	294	450	194	250	450
19001170 63030	Program Supplies - Ellis 5K					
19001184 63030	Supplies: Shop - Pickerrill Pigott					
19001183 63110	Supplies: Shop - Grounds	4,925	4,250	7,549	7,750	9,000

# Kendall County Forest Preserve District Operating Fund

FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 2023 KCFPD Operating Fund #1900	FINAL 14-Jul-05	BUDGET 2023	2023 YTD 31-Oct-23	2023 EOY (EST) 30-Nov-23	BUDGET 2024
Total Commodities	135,869	143,516	124,235	143,175	137,250
<u>OTHER</u>					
190011 62160 Equipment - Administration					
19001183 62160 Equipment - Grounds & Natural Resources	30,165	35,000	13,310	23,124	25,000
19001183 68530 Preserve Improvements - Administration	1,465	-	-	-	10,000
190011 68540 Preserve Improvements - Grounds & Natural Resources	2,697	2,697	2,522	2,522	2,600
Contributions (Drainage District Tax Assessments & Carb. Cred. Fee)					
<b>Grounds &amp; Maintenance Equipment - Ellis</b>					
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
<b>Security Deposit Refunds</b>					
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	11,795	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	1,880	2,200
19001179 63040 Security Deposit Refunds - Env. Education Public Programs	150	500	320	320	500
19001183 63040 Security Deposit Refunds - Grounds	870	160	-	25	160
19001184 63040 Security Deposit Refunds - Pickerill-Pigott		1,000	1,469	1,634	5,000
190011 69790 Contingency	-	-	-	-	3,699
Credit Card Fee Expense - Ellis Camps					
Credit Card Fee Expense - Public Programs					
<b>Total Other</b>	65,844	70,557	46,905	60,237	83,009
<b>Total Expenditures</b>	1,159,111	1,315,546	1,101,819	1,229,738	1,569,627

# 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
<b>FINAL FY24 BUDGET FOR APPROVAL: NOVEMBER 21, 2023</b>					
<b>KCFPD Operating Fund #1900</b>					
Operating Surplus / (Deficit)	130,517	1,708	242,777	106,304	0
<b>Ending Balance</b>	601,126	602,834	843,903	707,430	627,430

Beginning Balance	470,609	601,126	601,126	601,126	627,430
<b>Total Revenue</b>	1,289,629	1,317,254	1,344,596	1,336,042	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	59,106	219,983
Total Commodities	135,869	143,516	124,235	143,175	137,250
Total Other	65,844	70,557	46,905	60,237	83,009
<b>Total Expenditure</b>	1,159,111	1,315,546	1,101,819	1,229,738	1,569,627
Surplus / (Deficit)	130,517	1,708	242,777	106,304	0
<b>TRANSFER OUT TO FUND 1907 (CAPITAL)</b>				80,000	
<b>Ending Balance</b>	601,126	602,834	843,903	627,430	627,430



**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
<b>Beginning Balance</b>	924,432	937,583	957,572	957,927	957,927	0	0.0%
<b>REVENUE</b>							
190211 41010 Current Tax	429,513	441,816				0	
190211 41350 Interest Income	363	2,615	950	10,224	11,334	0	0.0%
<b>Total Revenue</b>	429,876	444,432	950	10,224	11,334	0	0.0%
<b>EXPENDITURE</b>							
190211 61380 Transfer to Fund 1903					289,292		
190211 61420 Transfer to Fund 1907					243,519		
190211 68640 Fiscal Agent Fee	900	113	1,057				
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		
<b>Total Expenditure</b>	416,725	424,088	437,507	436,450	969,261	0	0.0%
<b>Revenue over/(under) Expenditure</b>	13,151	20,344	(436,557)	(426,226)	(957,927)	0	0.0%
<b>Ending Balance</b>	937,583	957,927	521,016	531,702	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
<b>Beginning Balance</b>	4,222,577	4,635,395	4,635,395	5,057,675	5,057,675	5,854,389	26.3%
<b>REVENUE</b>							
190311 41010 Current Tax	4,599,919	4,930,888	5,294,458	5,248,732	5,294,458	5,710,248	7.9%
190311 40280 Transfer In from Fund 1902					289,292		
190311 41350 Interest Income	1,154	14,882	4,000	36,608	55,752	55,386	
<b>Total Revenue</b>	4,601,073	4,945,770	5,298,458	5,285,340	5,639,502	5,765,633	8.8%
<b>EXPENDITURE</b>							
190311 61420 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%
<b>Total Expenditure</b>	4,188,255	4,523,490	4,843,263	4,842,313	4,842,788	5,268,694	8.8%
<b>Revenue over/(under) Expenditure</b>	412,818	422,280	455,195	443,027	796,714	496,939	9.2%
<b>Ending Balance</b>	4,635,395	5,057,675	5,090,590	5,500,702	5,854,389	6,351,328	24.8%

## 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
<b>Beginning Balance</b>	883,179	883,179	872,618	872,618	872,618	1,144,630	98.8%	
<b>REVENUE</b>								
190411 40500 Transfer in From 1913						300,000		Rolling Grant Fund
190411 41720 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%	
<b>EXPENDITURE</b>								
190411 62150 Contractual Services	27,625	22,162	145,800	2,098	72,418	170,550	527.8%	Design/Arch./CPA
190411 70330 Construction			1,268,500	-	-	1,304,080		Arch Est. \$1.2M
190411 61390 Transfer Out to 1913						300,000		Rolling Grant Fund
Total Expenditure	27,603	22,162	1,414,300	2,098	72,418	1,774,630	5123.7%	
<b>Revenue over/(under) Expenditure</b>	(20,888)	(10,561)	(807,600)	33,990	272,012	(984,630)	3866.3%	
<b>Ending Balance</b>	862,291	872,618	65,018	906,607	1,144,630	160,000	7.5%	

# FP Section 319 Fund - LRC Dam Removal Fund 1905

ACCOUNT & DESCRIPTION	BUDGET 2023	BUDGET 2024	% CHANGE IN BUDGET	Notes
<b>Beginning Balance</b>	0	0		
<b>REVENUE</b>				
190511 40500 Transfer In from Fund 1913	0	504,842		Rolling Grant Fund
190511 41350 Interest Income				
190511 XXXX Transfer In from KC Fox River Escrow	0	336,562		
190511 42970 USEPA Section 319 Grant Award	0	504,842		
Total Revenue	0	1,346,246		
<b>EXPENDITURE</b>				
190511 61390 Transfer to FP Fund 1913	0	504,842		Rolling Grant Fund
190511 70060 Consultant - A&E Services		110,000		
190511 70330 Construction		731,404		
Total Expenditure	0	1,346,246		
<b>Revenue over/(under) Expenditure</b>	0	0		
<b>Ending Balance</b>	0	0		

**Forest Preserve Capital Fund  
Fund 1907**

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 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	409,301	-70.6%	
190711 40280 Transfer in (Interest Earnings + UC) - Fund 1902	393,698	0	0	0	0	0	0	0	81,467		
190711 40290 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 #1909 (954)	164,116	0	0	0	0	0	0	0	0		
190711 40350 Transfer in from Project Improvement Fund #1908 (951)	158,250	0	0	0	0	0	0	0	0		
190711 40370 Transfer in from OSLAD Fund #1905	0	0	0	0	0	0	0	0	0		
190711 40370 Transfer in from RTP Fund #1908	0	0	0	0	0	0	0	0	0		
190711 40400 Transfer in from 2021 Bond Proceeds Fund #1912	100,784	0	0	0	0	0	0	0	0		
190711 40390 Transfer in from IDNR-PARC Fund #1913	0	0	0	0	0	0	0	0	0		
190711 41950 Interest Income	200	5,000	568	1,805	3,126	0	4,211	5,936	6,000	-100.0%	
190711 42490 Other Revenue	19,450	50,000	10,837	8,736	18,736	0	9,643	10,885	0	-100.0%	
190711 43430 Grant Award - Morton Arboretum Landscape	25,000	10,000	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	490,892	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	23,677	30,000	-15.2%	Capital Project Contingency
190711 68500 Project Fund Expense - Pickenill Estate House Roof	95,000	82,121	73,298	72,888	71,037	60,651	138,478	138,478	0	-17.3%	
190711 68500 Maimech Forest Preserve Gate Replacement	0	0	10,550	10,550	10,550	0	0	0	0	-100.0%	
190711 68500 Ellis House Roof Replacement	0	0	0	0	0	0	0	0	0	-100.0%	
190711 68500 Hoover Old Shop Roof Replacement and Envelope	12,000	275	275	275	275	0	0	0	0	-100.0%	Contracted Roofing Estimate - Final TBD
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%	Contracted Roofing Estimate - Final TBD
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	0	0	0	0	0	0	0	-100.0%	
190711 61420 Transfer Out to Fund 1908	0	0	143,023	143,023	143,023	0	0	0	0	-100.0%	
Total Expenditure	602,814	381,422	361,489	342,179	295,390	276,214	151,819	165,778	390,000	-23.6%	
Revenue Over/(Under) Expenditure	208,900	(194,638)	(269,652)	(250,638)	(202,527)	(45,837)	92,586	325,115	(302,533)	-83.0%	
Ending Balance	208,900	94,278	17,061	36,075	84,186	38,349	176,772	409,301	106,767	124.8%	

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

ACCOUNT & DESCRIPTION	BUDGET 2020	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 YTD 19-Oct-22	FY22 EOY 30-Nov-22	FY22 AMD 15-Nov-22	BUDGET 2023	FY23 YTD 31-Oct-23	BUDGET 2024	% CHANGE IN BUDGET
<b>Beginning Balance</b>	0	0	30,300	30,300	30,300	30,300	30,300	71,195	230,377	0	0
<b>REVENUE</b>											
190811 42970 Grant Award			30,300	30,300	30,300	30,300	30,300	71,195	230,377	0	0
190811 43800 Transfer In from Series 2021 Bond Proceeds Fund #1912	177,100	30,300	30,300	100,941	0	17,918	17,918	159,182	0	0	0
190811 40300 Transfer In from Capital Fund #1907	44,375	30,300	0	143,023	0	100,941	100,941	0	0	0	0
190811 40300 Transfer In from Land Cash Fund #1910				52,700	0	143,023	143,023	0	0	0	0
				52,700	0	52,700	52,700	0	0	0	0
<b>Total Revenue</b>	221,475	30,300	30,300	296,664	0	314,582	314,582	159,182	0	0	0
<b>EXPENDITURE</b>											
190811 61420 Transfer out to Fund 1907											
190811 66500 Other Expenditures	221,475	30,300	30,300	30,300	22,798	29,396	29,396	230,377	230,377	0	0
190811 70650 Professional Services (Architect & Engineer)				296,664	103,407	244,292	244,292	0	0	0	0
190811 70330 Construction											
<b>Total Expenditures</b>	221,475	30,300	30,300	326,964	126,205	273,687	273,688	230,377	230,377	0	0
<b>Revenue over/(under) Expenditure</b>	0	0	0	(30,300)	(126,205)	40,895	40,895	(71,195)	(230,377)	0	0
<b>Ending Balance</b>	0	0	30,300	0	(95,905)	71,195	71,195	0	0	0	0

Project residual

## 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
<b>Beginning Balance</b>		205,214	205,214	205,214	140,668	140,668	140,668	135,404
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 (Mimooka - OSLAD/LWCF)	136,640	124,271	124,271	124,271				75,000
191011 42490 Other Revenue				50				
191011 40380 Transfer in From Forest Preserve Capital Fund (1907)	52,700	0	0					
Total Revenue	346,854	124,271	124,271	124,321	66,959	0	0	189,757
EXPENDITURES								
191011 67410 Land Acquisition	210,214	329,485	276,785	136,167	207,627	5,264	5,264	325,161
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	5,264	325,161
<b>Revenue over/(under) Expenditure</b>	136,640	(205,214)	(205,214)	(64,546)	(140,668)	(5,264)	(5,264)	(135,404)
<b>Ending Balance</b>		0	0	140,668	0	135,404	135,404	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
<b>Beginning Balance</b>	50,000	45,000	46,300	46,300	46,300	46,300	46,300	
REVENUE								
19111 40320 Transfer from FP Operation Fund								
19111 42120 Insurance Claim Reimbursements				0	0	0	0	
<b>Total Revenue</b>	0	0	0	0	0	0	0	
EXPENDITURE								
19111 68990 Claims/Deductibles	25,000	25,000	25,000	0	25,000	0	25,000	
<b>Total Expenditure</b>	25,000	25,000	25,000	0	25,000	0	25,000	
<b>Revenue over/(under) Expenditure</b>	(25,000)	(25,000)	(25,000)	0	0	0	0	
<b>Ending Balance</b>	25,000	20,000	21,300	46,300	21,300	46,300	21,300	



**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
<b>Beginning Balance</b>	0	100,919	100,919	100,919	100,919	(197)	173	0	0	
<b>REVENUE</b>										
191211 43790 Series 2021 Bond Proceeds	1,200,000	0	0	101		0	2			
191211 41350 Interest	0	0	22							
<b>Total Revenue</b>	1,200,000	0	22	101	0	0	2	0	0	
<b>EXPENDITURE</b>										
191211 61370 Transfer Out to FRB RTP Project Fund #1908	30,300		100,941	0	100,941					
191211 61420 Transfer Out to FP Capital Exp. Fund #1907		100,784			175	145	175			
191211 61440 Transfer Out to Pickerill-Pigott IDNR-PARC Project Fund #1913	1,111,895									
<b>Total Expenditure</b>	1,142,195	100,784	100,941	0	101,116	145	175	0	0	
<b>Ending Balance</b>	57,805	135	0	101,020	(197)	(342)	0	0	0	

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

ACCOUNT & DESCRIPTION	BUDGET 2021	BUDGET 2022	FY22 AMD 16-Aug-22	FY22 EOY 30-Nov-22	BUDGET 2023	FY23 YTD 31-Oct-23	FY23 EOY 30-NOV-23	BUDGET 2024	Notes
<b>Beginning Balance</b>		1,063,405	1,062,110	1,062,110	1,040,349	1,040,349	1,040,349	828,200	
<b>REVENUE</b>									
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								
<b>Total Revenue</b>	1,111,895	828,400	200	368,999	928,400	(365,068)	463,132	0	
<b>EXPENDITURE</b>									
191311 61570 Transfer to FP #1904 Endowment (Subat)									
191311 61360 Transfer to FP #1905 LRC Dam Removal									
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		Sublet Nature Center (OSLAD Reimb.) LRC Dam Removal (310 Reimb.)
<b>Total Expenditure</b>	475,800	1,063,605	1,062,310	390,760	695,966	675,281	675,280	804,842	
<b>Revenue over/(under) Expenditure</b>	636,095	(235,205)	(1,062,110)		232,434	(1,040,348)	(212,148)	(804,842)	
<b>Ending Balance</b>	636,095	828,200	0	1,040,349	1,272,782	0	828,200	23,358	

**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
<b>Beginning Balance</b>			2,976	7,594	7,594	47,802	47,802	47,802	56,300
<b>REVENUE</b>									
191411 Interest Income									
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
<b>Total Revenue</b>	30,000	30,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>EXPENDITURE</b>									
191411 51160 Salaries - Part Time Grounds Maintenance	8,000	3,700	17,280	17,280	4,654	20,160	12,535	14,965	
191411 51390 Salaries - Full Time Grounds Maintenance	716	331	32,600	32,600	34,080	36,474	32,546	36,755	39,028
191411 61160 Transfer to KC IMRF Fund	612	283	2,272	2,272	2,403	2,145	1,601	2,145	2,272
191411 63050 Transfer to KC SSI Fund	5,000	2,710	2,494	2,494	2,940	4,333	2,909	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	20,873	98,139
191411 70040 Supplies									
191411 70050 Contractual Services	15,672								
191411 70060 Professional Services - A&E Services		20,000							
191411 70330 Construction									
<b>Total Expenditure</b>	30,000	27,024	102,976	107,594	59,792	140,728	79,032	91,502	156,300
<b>Revenue over/(under) Expenditure</b>	0	2,976			40,208	(40,728)	20,968	8,498	(56,300)
<b>Ending Balance</b>	0	2,976	(0)	(0)	47,802	7,074	68,770	56,300	(0)

**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
<b>Beginning Balance</b>					65,393
<b>REVENUE</b>					
191511 41010 Current Tax	81,818	84,544	83,719	84,244	82,544
191511 41350 Interest Income	1	100	0	115	100
<b>Total Revenue</b>	81,818	84,644	83,719	84,359	82,644
<b>EXPENDITURE</b>					
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
<b>Total Expenditure</b>	35,166	66,726	65,619	65,619	85,126
<b>Revenue over/(under) Expenditure</b>	46,652	17,918	18,101	18,741	(2,482)
<b>Ending Balance</b>	46,652	62,926	64,753	65,393	62,911





**KENDALL COUNTY FOREST PRESERVE DISTRICT  
 FY23-24 ORGANIZATIONAL CHART  
 LEADERSHIP TRANSITION TEAM  
 COMMISSION APPROVAL DATE: November 21, 2023**

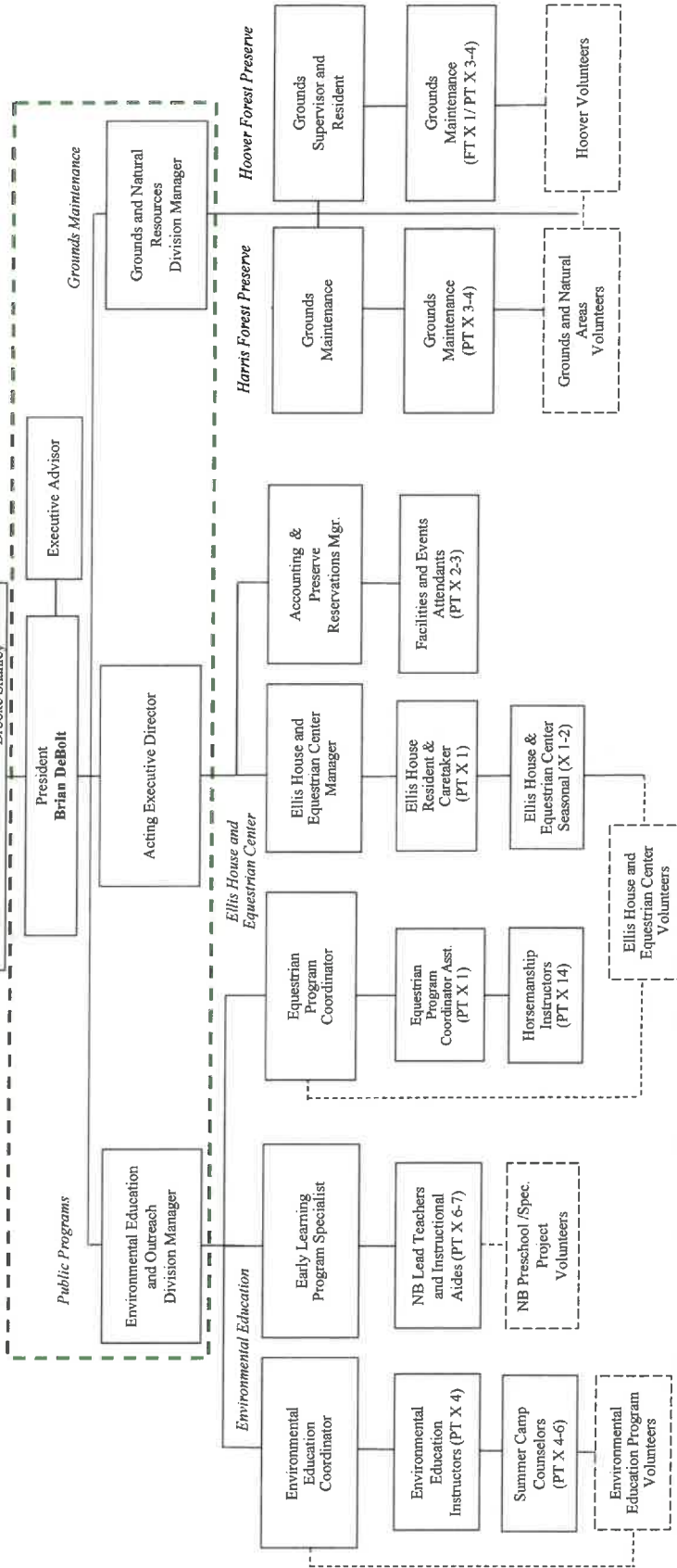


**Board of Commissioners**  
 President—Brian DeBolt  
 County Board Chair—Matt Kellogg  
 Vice President—Ruben Rodriguez  
 Secretary/Finance Chair—Seth Wormley  
 Operations Chair—Dan Koukol

District 1  
 Scott Gengler  
 Jason Peterson

District 2  
 Zach Bachmann  
 Elizabeth Flowers  
 Brooke Shanley

Kendall County  
 Deputy Administrator



**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Executive Advisor

**WAGE CATEGORY:** FLSA Exempt

**REPORTS TO:** Kendall County Forest Preserve District Board of Commissioners

**EFFECTIVE DATE:** November 21, 2023

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**SUMMARY:**

This position is primarily responsible for the administration, management and professional development of the Kendall County Forest Preserve District's ("District") leadership team. This position serves as the primary 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:

- Coordinates, oversees, and manages District planning and operations, which management duties include, but are not limited to the following:
  - Recruits, interviews, selects, hires, and trains District staff;
  - Prepares and maintains confidential personnel records;
  - Handles employee and public complaints and grievances;
  - Provides for the safety and security of the employees, volunteers, visitors, and District property;
  - Develops, generates and issues permits under the District's General Use Ordinance, Commission-approved license agreements, special use permits for forest preserve public use areas and facilities, farm operator license agreements, and license agreements extending rights for use of District preserves, recreational areas, and facilities;
  - Directs and administers the District's grant-funded projects for land acquisition, preserve improvements, natural areas management, and other preserve improvement projects approved by the Commission;
  - Coordinates and directly participates in the marketing, sponsorship and fundraising efforts of the District, including management of social media platforms, advertising, website development and eNewsletter publications;
  - Develops and directs the development of maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis;
  - Determines 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;
  - Maintains the confidentiality of confidential and/or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);
  - Manages and submits cash and cash receipts collected from preserve rental clients, program participants, and facilities, including approval of records of deposit and vouchers submitted to the Kendall County Treasurer's Office;
  - 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 Commission;

- Recruits, trains, and manages volunteers to support a variety of projects, tasks including natural area restoration efforts.
- Responds to address off-hour emergency issues;
- Communicates District rules and regulations to the public, staff, and volunteers.
- Supports the work of the District's leadership transition team, which duties include, but are not limited to the following:
  - 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;
  - 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;
  - Supervising grounds maintenance 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 supports the District's leadership transition team including the Acting Executive Director, Environmental Education and Outreach Division Manager, and the Grounds and Natural Resources Division Manager.

**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.

November 21, 2023

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Acting Executive Director

**WAGE CATEGORY:** FLSA Exempt

**REPORTS TO:** Kendall County Forest Preserve District Board of Commissioners

**EFFECTIVE DATE:** November 21, 2023

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**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. 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. Provides scheduling support, supervision and oversight of grounds maintenance and natural resource management projects and programs, including supervision of volunteer restoration work day activities.

**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;
  - 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 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 all natural preserve resource management projects. Develops goals and objectives for natural resource management projects.

- Develops, generates, and issues 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; monitors all ongoing projects; creates project metrics and deliverables; and assesses 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.
- Develops and maintains press releases and District website platforms.
- Maintains professional collaboration with other agency administrators and community organizations both within and outside of Kendall County, Illinois.
- Communicates professionally and effectively with the Environmental Education and Outreach Division Manager, Grounds and Natural Resources Division Manager, Executive Advisor, District staff and the general public.
- 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.
- Participates in emergency preparedness and response activities.
- 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, District natural area volunteers, and staff supporting assigned 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.
- Knowledge of 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.
- 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 and Public Outreach Division Manager  
**WAGE CATEGORY:** FLSA Exempt  
**REPORTS TO:** Kendall County Forest Preserve District Board of Commissioners  
**EFFECTIVE DATE:** November 21, 2023

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**SUMMARY:**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises the District’s Environmental Education Division 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.
- 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 Early Learning Program Specialist, Environmental Education Coordinator, Equestrian Program Coordinator, 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: 11/21/2023

## KENDALL COUNTY FOREST PRESERVE DISTRICT

### JOB DESCRIPTION

**CLASS TITLE:** Grounds and Natural Resources Division Manager

**WAGE CATEGORY:** FLSA Exempt

**REPORTS TO:** Kendall County Forest Preserve District Board of Commissioners

**EFFECTIVE DATE:** November 21, 2023

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#### **SUMMARY:**

Responsible for supervision and oversight of the Grounds and Natural Resources Division including, but not limited to, the maintenance and upkeep of the District's grounds, buildings and public use areas, and support of the District's natural areas restoration 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;
- 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 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.
- Assists 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.
- 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;
  - 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 the Grounds Supervisor and Resident, Grounds Maintenance full-time and part-time staff, volunteers in the District's volunteer workdays, and staff assigned to support grounds 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 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.

**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

**FINAL FOR COMMISSION APPROVAL**  
**COMMISSION APPROVAL DATE: 21-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 60550.

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	*No November meeting scheduled due to Thanksgiving holiday
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			

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 Day	Friday	29-Nov-24
Christmas Day	Wednesday	25-Dec-24