

Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

**FOREST PRESERVE EXPENDITURE**

475 060304	FIRST NATIONAL BANK OMAHA	11/4/19:ED	OFFICE SUPPLY-FLASHD	11/19/19	27020006200	OFFICE SUPPLIES & POSTAGE	8.63	** bantrim
476 060304	FIRST NATIONAL BANK OMAHA	11/4/19:DG	WATER, BOW HUNT, SIGNS	11/19/19	27020006200	OFFICE SUPPLIES & POSTAGE	750.06	** bantrim
477 130506	MENARDS	65216	FP SUPPLIES	11/19/19	27020006200	OFFICE SUPPLIES & POSTAGE	184.30	bantrim
478 269218	ANTONETTE MECIEJ	10/26/19	BOW HUNT PROGRAM	11/19/19	27020006200	OFFICE SUPPLIES & POSTAGE	14.27	bantrim
							957.26*	
479 060304	FIRST NATIONAL BANK OMAHA	11/4/19:DG	NB-SOFTWARE	11/19/19	27020006203	DUES/MEMBERSHIPS	99.00	** bantrim
480 061583	FOX RIVER ECOSYSTEM PARTNERSHI		FOX RIVER MEMBERSHIP	11/19/19	27020006203	DUES/MEMBERSHIPS	100.00	bantrim
481 091214	IL ASSOC OF CONSERVATION & FOR	2019-20-009	IL CONS FP MEMBERSHI	11/19/19	27020006203	DUES/MEMBERSHIPS	200.00	bantrim
							399.00*	

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
482 060304	FIRST NATIONAL BANK OMAHA	11/4/19:ED	WORKSHOP-ENTICE	11/19/19	27020006204	CONFERENCES	44.00 44.00*
483 190816	SHAW MEDIA	10/31/19	BUDGET PUBLICATION	11/19/19	27020006209	LEGAL PUBLICATIONS	75.02 75.02*
484 031510	COMMONWEALTH EDISON	10/22/19:JW	JAY WOODS	11/19/19	27020006351	ELECTRIC	28.49
485 031510	COMMONWEALTH EDISON	10/14/19:BAKER	BAKER WOODS	11/19/19	27020006351	ELECTRIC	21.26
486 031510	COMMONWEALTH EDISON	10/25/19:ARENA	HARRIS ARENA	11/19/19	27020006351	ELECTRIC	27.24
487 031510	COMMONWEALTH EDISON	10/25/19:HA	HARRIS	11/19/19	27020006351	ELECTRIC	69.72
488 031510	COMMONWEALTH EDISON	10/24/19:RY	RICHARD YOUNG	11/19/19	27020006351	ELECTRIC	28.92 175.63*
489 190816	SHAW MEDIA	10/31/19	WEBSITE HOSTING	11/19/19	27020006843	PROMOTION/PUBLICITY	59.99 59.99*
<b>ELLIS HOUSE</b>							<b>1,710.90*</b>
490 031510	COMMONWEALTH EDISON	10/14/19:ELLIS	ELLIS HOUSE	11/19/19	27021007076	UTILITIES - ELLIS HOUSE	193.83
491 060304	FIRST NATIONAL BANK OMAHA	11/4/19:DG	EL-AT&T	11/19/19	27021007076	UTILITIES - ELLIS HOUSE	156.38 350.21*
492 020172	BARRETT'S ECOMATER	118-509:EL	EL-WATER	11/19/19	27021007080	GROUND & MAINT - ELLIS H	25.00 25.00*
<b>ELLIS GROUNDS</b>							<b>375.21*</b>
493 130506	MENARDS	64160	ELLIS MAINT SUPPLIES	11/19/19	27021027080	GROUND & MAINT - ELLIS G	199.37
494 130506	MENARDS	63853	ELLIS SUPPLIES	11/19/19	27021027080	GROUND & MAINT - ELLIS G	27.98
495 130506	MENARDS	65539	ELLIS SUPPLIES	11/19/19	27021027080	GROUND & MAINT - ELLIS G	67.27
496 180190	RAY'S REPAIR	07-3215	EL EQUIP REPAIR	11/19/19	27021027080	GROUND & MAINT - ELLIS G	120.00 414.62*
<b>ELLIS CAMPS</b>							<b>414.62*</b>
497 101297	JOHN DEERE FINANCIAL	11/1/19:EL	ELLIS SUPPLIES	11/19/19	27021107082	ANIMAL CARE & SUPPLIES -	98.91 98.91*
498 060304	FIRST NATIONAL BANK OMAHA	11/4/19:MV	ELLIS-UNIFORMS	11/19/19	27021107087	PROG SUPPLIES - ELLIS CAM	166.00 166.00*
<b>ELLIS RIDING LESSONS</b>							<b>264.91*</b>
499 060304	FIRST NATIONAL BANK OMAHA	11/4/19:DG	EL-WOOD SHAVINGS	11/19/19	27021117082	ANIMAL CARE & SUPPLIES -	336.19
500 060304	FIRST NATIONAL BANK OMAHA	11/4/19:MV	ELLIS-PET SUPPLIES	11/19/19	27021117082	ANIMAL CARE & SUPPLIES -	26.98 ** bantrim ** bantrim



Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
521 269514	THOMAS HOFFMAN	19-00210	ML SEC DEP RTN	11/19/19	27022007088	HOOVER SECURITY DEPOSIT R	135.00 927.50*
<b>ENV ED SCHOOL</b>							<b>4,353.38*</b>
522 041511	EMILY DOMBROWSKI	10/21/19	BIRD BEAK SUPPLIES	11/19/19	27023016849	ENV EDUC - SCHOOL PROG EX	66.74
523 269515	JT & A INC.	10002612	WATERSHED MODEL	11/19/19	27023016849	ENV EDUC - SCHOOL PROG EX	1,359.19 1,425.93*
<b>ENV ED NATURAL BEGINNINGS</b>							<b>1,425.93*</b>
524 060304	FIRST NATIONAL BANK OMAHA	11/4/19:SW	NB SUPPLIES	11/19/19	27023036849	ENV EDUC - NATURAL BEGINN	99.84
525 230034	JESSICA VOSBURGH	10/16/19:JV	NB SUPPLIES	11/19/19	27023036849	ENV EDUC - NATURAL BEGINN	52.45 152.29*
<b>ENV ED OTHER PUBLIC PROGRAMS</b>							<b>152.29*</b>
526 269509	JENNIFER DRISCOLL	10/26/19:EDUC	ENV ED PROGRAM REFUN	11/19/19	27023047088	SECURITY DEPOSIT REFUNDS	15.00
527 269510	BRIDGET BABSON	10/26/19:ENV	ENV ED PROGRAM REFUN	11/19/19	27023047088	SECURITY DEPOSIT REFUNDS	20.00 35.00*
<b>ENV ED LAWS OF NATURE</b>							<b>35.00*</b>
528 060304	FIRST NATIONAL BANK OMAHA	11/4/19:ED	PET SUPPLIES	11/19/19	27023056849	ENV EDUC - LAWS OF NATURE	29.99 29.99*
<b>NATURAL AREA VOLUNTEERS</b>							<b>29.99*</b>
529 060304	FIRST NATIONAL BANK OMAHA	11/4/19:DG	BOW HUNT PROGRAM	11/19/19	27024006835	NATURAL AREA VOLUNTEER SU	34.82 34.82*
<b>GROUND &amp; NATURAL RESOURCES</b>							<b>34.82*</b>
530 220626	VERIZON (FOREST PRESERVE)	9840419275	CELL PHONES	11/19/19	27025006207	TELEPHONE - GROUND & NAT	1,064.18 1,064.18*
531 012290	AUTOMOTIVE SPECIALTIES INC	23824	'14 FORD - OIL, FILT	11/19/19	27025006216	EQUIP - GROUND & NATURAL	69.96
532 101297	JOHN DEERE FINANCIAL	11/16/19	TRASH BARREL/SAM	11/19/19	27025006216	EQUIP - GROUND & NATURAL	202.41
533 101297	JOHN DEERE FINANCIAL	11/16/19:HVR	HOOVER-TRACTOR REPAI	11/19/19	27025006216	EQUIP - GROUND & NATURAL	1,567.28 1,839.65*

Vendor #	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
534	DAVID GURITZ	11/6/19:DG	GRANT-REIMBURSEMENT	11/19/19	27025006217	FUEL - GAS & OIL	180.94
535	KENDALL CO HIGHWAY DEPT	OCT 2019	GAS/DIESEL:OCT 2019	11/19/19	27025006217	FUEL - GAS & OIL	860.43
536	FIRST NATIONAL BANK OMAHA	11/4/19:ED	UNIFORMS	11/19/19	27025006240	UNIFORMS	1,041.37*
537	CENTRAL LIMESTONE CO INC	19339	PRESERVE IMPROVEMENT	11/19/19	27025006837	PRESERVE IMPROV - GR & NA	61.86
538	CENTRAL LIMESTONE CO INC	19452	PRESERVE IMPROVEMENT	11/19/19	27025006837	PRESERVE IMPROV - GR & NA	133.62
539	FRED WAYNE & SON TRUCKING INC	9472	PRESERVE IMPROVEMENT	11/19/19	27025006837	PRESERVE IMPROV - GR & NA	1,114.56
540	FIRST NATIONAL BANK OMAHA	11/4/19:DG	HARRIS-REFUSE P/U	11/19/19	27025006847	REFUSE PICKUP -- GROUNDS &	156.25
541	SERVICE SANITATION, INC	10/18/19	PORTABLE RESTROOMS	11/19/19	27025006847	REFUSE PICKUP -- GROUNDS &	300.00
542	GRAND RENTAL STATION	33908	HOOVER-PRESERVE PROJ	11/19/19	27025006853	PRESERVE IMPROVEMENTS	456.25*
543	JOHN DEERE FINANCIAL	11/16/19	HARRIS-MARKERS/STRAW	11/19/19	27025007089	SUPPLIES -- SHOP	65.49
544	MENARDS	63745	HARRIS SHOP SUPPLIES	11/19/19	27025007089	SUPPLIES -- SHOP	65.49*
545	MENARDS	65732	BOW HUNT PROGRAM	11/19/19	27025007089	SUPPLIES -- SHOP	53.37
546	UNIQUE PRODUCTS & SERVICE	377212	HARRIS SUPPLIES	11/19/19	27025007089	SUPPLIES -- SHOP	74.16
547	YORKVILLE NAPA AUTO PARTS	239704	HARRIS-CABLES	11/19/19	27025007089	SUPPLIES -- SHOP	60.91
							294.11
							36.99
							519.54*
<b>Total GROUNDS &amp; NATURAL RESOURCES</b>							<b>6,398.31*</b>
548	COMMONWEALTH EDISON	10/23/19**PICKER	PICKERILL	11/19/19	27026006351	ELECTRIC -- PICKERILL PIGO	196.46
549	FIRST NATIONAL BANK OMAHA	11/4/19:DG	PICKERILL-GAS	11/19/19	27026007089	SUPPLIES -- PICKERILL PIGO	196.46*
550	MENARDS	65876	PICKERILL SUPPLIES	11/19/19	27026007089	SUPPLIES -- PICKERILL PIGO	12.50
							161.89
							174.39*
<b>Total Pickerill-Pigott Forest Preserve</b>							<b>370.85*</b>

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101.79

101.79\*

61.86

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1,114.56

1,310.04\*

\*\* bantrim

bantrim

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156.25

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300.00

456.25\*

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65.49

65.49\*

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53.37

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bantrim

196.46

196.46\*

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12.50

161.89

174.39\*

370.85\*

Vendor #	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
677 161577	00116537	POSSIBILITY PLACE NURSERY	11/19/19	95020006830	NATURAL AREAS MANAGEMENT	3,220.50 3,220.50*
678 091312	1374, 75, 76	HOOVER-ICECF GRANT	11/19/19	95020006850	PROJECT FUND EXPENSES	3,800.00
679 091312	1374, 75, 76	LITTLE ROCK CREEK II	11/19/19	95020006850	PROJECT FUND EXPENSES	2,400.00
680 091312	1374, 75, 76	JAY WOODS-TILE WORK	11/19/19	95020006850	PROJECT FUND EXPENSES	2,400.00
681 192071	110	SUBAT-TILE WORK	11/19/19	95020006850	PROJECT FUND EXPENSES	11,700.00
682 230168	0291906	BLACKBERRY TRAIL REP	11/19/19	95020006850	PROJECT FUND EXPENSES	65.00
		HOBBIT TUNNEL	11/19/19	95020006850	PROJECT FUND EXPENSES	20,365.00*
683 060315	309555-1	HOOVER-PRESERVE PROJ	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	12.00
684 060319	NOV2019	TABLET FOR GPS	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	** gbaughe
685 060319	NOV2019	GPS UNIT	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	** gbaughe
686 060319	NOV2019	PROTECTION FOR TABLE	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	** gbaughe
687 060319	NOV2019	PROTECTION FOR TABLE	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	** gbaughe
688 071545	34021	HOOVER-PRESERVE PROJ	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	50.00
689 130506	64450	HOBBIT TUNNEL	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	81.64
690 130506	64744	HOBBIT TUNNEL	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	97.26
691 130506	65876	HOBBIT TUNNEL	11/19/19	95020006858	PRESERVE IMPROVEMENTS / M	248.93
						1,271.78*

FP BOND PROCEEDS 2007

ExpFrtClaim

Kendall County

COMBINED Claims Listing

11/07/19

4:24:51 PM

Page 029

Vendor# Name

692 269262 CERTAPRO PAINTERS

Invoice #

JR2E841621

Description

MEADOWHAW-STAINING

Date

11/19/19

Budget # Account Description

95020006859 BUILDING IMPROVEMENTS / D

Dist Amount

12,331.80  
12,331.80\*

bantrLn

Total FP BOND PROCEEDS 2007

37,189.08\*

GRAND TOTAL

\$54,295.72

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES**

**OCTOBER 24, 2019**

**I. Call to Order**

Committee Gengler called the Finance Committee meeting to order at 6:05 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Cesich, Gengler, Gilmour, and Vickers all were present.

**III. Approval of Agenda**

Commissioner Vickers made a motion to approve the agenda as presented. Seconded by Commissioner Cesich. All, aye. Opposed, none.

**IV. Public Comments**

There were no public comments offered by citizens in attendance.

**V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$20,509.52**

The Finance Committee reviewed the claims list.

Director Guritz remarked the District is renewing the flood insurance policy for Ellis House and Equestrian Center.

Commissioner Cesich made a motion to forward claims for an amount not-to-exceed \$20,509.52 to Commission. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

**VI. Review of Financial Statements and Cost Center Reports through September 30, 2019**

Director Guritz presented an overview of the financial statements and cost center reports through September 30, 2019. An overview of farm lease agreements was provided. YTD revenue increases of Environmental Education were discussed.

Salary coding was discussed.



**VII. Review of FY20 Insurance Plan Proposals and Recommendations (iParks and ICRMT)**

Director Guritz presented an overview of of FY20 insurance plan proposals and recommendations (iParks and ICRMT).

Dane Mall with Alliance Insurance Services discussed the current ICRMT co-insurance policy with the County.

Commissioner Cesich made a motion to forward the review of the FY20 insurance plan proposals to the Committee of the Whole. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

**VIII. FY20 Preliminary Operating and Capital Fund Budgets Discussion**  
**a) Overview of Grant-Funded Project-Based Accounting**

Director Guritz presented an overview of grant-funded project-based accounting that will be implemented in FY20. The 2019 Pilot Bowhunt program was discussed.

**b) Appropriation Placeholder for Land-Cash Fund Transfer(s)**

The Finance Committee discussed the appropriations placeholder for Land-Cash fund transfers. Direction was received to project Land Cash fund revenues for the upcoming fiscal year.

**c) Appropriation Placeholder for Forest Preserve Project Reserve Fund Transfer(s)**

Director Guritz presented the proposed appropriations placeholder for Forest Preserve project reserve fund transfers.

**IX. Review of FY20 Resident Lease Agreements (Ellis Studio Apartment and Hoover Residence)**

Director Guritz presented a review of FY20 resident lease agreements for the Ellis studio apartment and Hoover residence. Changes from the prior agreements were highlighted.

Commissioner Cesich made a motion to forward the FY20 resident lease agreements (Ellis studio apartment and Hoover residence) to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

**X. Kendall Plumbing, Heating and Air Conditioning Quote – Pickerill-Pigott Estate House Repairs and Water Heater Replacement(s)**

Director Guritz reported that repairs are needed to the estate house water heaters. An electrical system inspection is scheduled with Riemenschneider Electric to address power outages to certain sections of the estate.

**XI. Insurance Premium Transfer(s) to Kendall County for FY18 and FY19 for \$40,979.66 plus WC Claims Paid in FY19**

Finance Committee recommended to move item XI to the next Committee of the Whole meeting to allow time for the Kendall County Finance Committee to discuss the topic.

**XII. Executive Session**

None.

**XIII. Other Items of Business**

Director Guritz presented updates on the Pickerill-Pigott Forest Preserve Phase I OSLAD improvements and stormwater ordinance variance request.

Commissioner Gryder made a motion to forward stormwater detention variance request to Commission. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

**XIV. Public Comments**

No public comments were offered by citizens in attendance.

**XV. Adjournment**

Commissioner Vickers made a motion to adjourn. Seconded by Commissioner Cesich. Aye, all. Opposed, none. Meeting adjourned at 8:03 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
NOVEMBER 5, 2019**

**I. Call to Order**

President Gilmour called the meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**III. Invocation**

Commissioner Prochaska offered an invocation for the meeting.

**IV. Roll Call**

X	Cesich	X	Gryder
	Flowers		Hendrix
X	Gengler	X	Kellogg
X	Giles	X	Prochaska
X	Gilmour	X	Vickers

Commissioners Cesich, Gengler, Giles, Gryder, Kellogg, Prochaska, Vickers, and Gilmour were all present.

**V. Approval of Agenda**

Commissioner Cesich made a motion to approve the Commission meeting agenda as presented. Seconded by Commissioner Prochaska. Aye, all.

**VI. Public Comment**

No citizens in attendance offered public comment.

**VII. Approval of Claims for an Amount Not-to-Exceed \$20,509.52**

Commissioner Gryder made a motion to approve claims not-to-exceed \$20,509.52. Seconded by Commissioner Prochaska.

Motion: Commissioner Gryder  
 Second: Commissioner Prochaska  
 Roll call: Claims: \$20,509.52

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers			Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**VIII. Approval of Minutes**

- Kendall County Forest Preserve District Committee of the Whole meeting of October 8, 2019
  - Kendall County Forest Preserve District Commission meeting of October 15, 2019
- Commissioner Gryder made a motion to approve the Committee of the Whole meeting minutes of October 8, 2019, and the Commission meeting minutes of October 15, 2019. Seconded by Commissioner Giles. Aye, all. Opposed, none.

**OLD BUSINESS**

No items posted for consideration.

**NEW BUSINESS**

**IX. MOTION: Approval of a Proposal from Innovative Underground of Sandwich, Illinois to Complete Second-Phase Drain Tile Inspection and Clearing at Subat Forest Preserve for an Amount Not-to-Exceed \$1,800.00**

Director Guritz presented progress updates and a second-phase drain tile inspection and clearing proposal for Subat Forest Preserve. Areas of concern were discussed.

Commissioner Gryder made a motion to approve the proposal from Innovative Underground of Sandwich, Illinois to complete second-phase drain tile inspection and clearing at Subat Forest Preserve for an amount not-to-exceed \$1,800.00. Seconded by Commissioner Cesich.

Motion: Commissioner Gryder  
 Second: Commissioner Cesich  
 Roll call: Innovative Underground Subat

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers			Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**X. MOTION: Approval of a Proposal from the Illinois Counties Risk Management Trust (ICRMT) of Springfield, Illinois for Insurance Coverage Extending December 1, 2019 through December 1, 2020, Including Payment of the Annual Insurance Premium In the Amount of \$55,376.00**

Commissioner Gryder made a motion to approve a proposal from the Illinois Counties Risk Management Trust (ICRMT) of Springfield, Illinois for insurance coverage. Seconded by Commissioner Cesich.

Motion: Commissioner Gryder					
Second: Commissioner Cesich					
Roll call: ICRMT FY20 Insurance Coverage: \$55,376.00					
Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers			Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers
Motion unanimously approved.					

**XI. MOTION: Approval of a Grant Agreement #20-018H between the State of Illinois Department of Natural Resources and the Kendall County Forest Preserve District in the Amount of \$30,000.00, including Required District Matching Funds of \$30,000.00 for the Fox River Bluffs Forest Preserve Cropland Conversion Project**

Director Guritz presented an overview of the project cost offsets covered by the Habitat Grant.

Commissioner Cesich made a motion to approve grant agreement #20-018H between the State of Illinois – Illinois Department of Natural Resources and the Kendall County Forest Preserve District in the amount of \$30,000.00, including required District matching funds of \$30,000.00 for the Fox River Bluffs Forest Preserve cropland conversion project. Seconded by Commissioner Prochaska.

Motion: Commissioner Cesich  
 Second: Commissioner Prochaska  
 Roll call: IDNR Grant Agreement #20-018H

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers			Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**XII. MOTION: Approval of a Payment of \$5,000.00 to Granicus, LLC of St. Paul, Minnesota for the Kendall County Forest Preserve District’s Portion of the Master Services Agreement Approved by the Kendall County Board on December 18, 2018 for Website Development Services**

Commissioner Gryder made a motion to approve a payment of \$5,000.00 to Granicus, LLC of St. Paul, Minnesota for the Kendall County Forest Preserve District’s portion of the master services agreement approved by the Kendall County Board on December 18, 2018 for website development services. Seconded by Commissioner Cesich.

The Board of Commissioners expressed concerns over the website development schedule. Director Guritz reported that Technology Services support staff were working to get the project back on track with Granicus, citing reports on issues with respect to assigned Granicus staffing.

Motion: Commissioner Gryder  
 Second: Commissioner Cesich  
 Roll call: Granicus Payment of \$5,000.00

Aye	Opposed	Commissioner	Aye	Opposed	Commissioner
X		Cesich	X		Gryder
		Flowers			Hendrix
X		Gengler	X		Kellogg
X		Giles	X		Prochaska
X		Gilmour	X		Vickers

Motion unanimously approved.

**XIII. Executive Session**

There was no need for executive session.

**XIV. Other Items of Business**

Director Guritz provided updates on grant projects nearing completion, including the Hobbit Tunnel at Hoover Forest Preserve. Updates on the 2019 Pilot Bowhunt program were provided.

**XV. Public Comments**

Les Redder from Sandwich provided public comments regarding difficulty hearing the dialog during the meeting.

**XVI. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:17 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

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

**From: David Guritz, Director**

**RE: Yorkville Historic Preservation Society Request for Waiving 50% of KCHC  
Rental Fees for the Yorkville Hometown Christmas Event**

**Date: November 19, 2019**

**The Yorkville Historical Preservation Society is requesting consideration of a 50% reduced fee for use of the Kendall County Historic Courthouse for their December 8, 2019 Yorkville Hometown Christmas Event.**

**The current rental fee total is \$320.00. If approved, the permit fee would be reduced to \$160.00.**

**Recommendation:**

**Following discussion, consider a motion to reduce the Yorkville Historic Preservation Society's use fees by 50% for their upcoming Yorkville Hometown Christmas event.**





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

### Facility Rental Contract

Permit #: 19-00194 Page 1 of 2  
 Contract Date: 07/31/2019  
 Use Type: Other  
 Description: Court Room, Conference Rooms  
 Registrar: Rebecca Antrim  
 Phone: (630) 207-2366 / (630) 788-4348  
 Email: lwolancevich@live.com

**Customer**  
**American Assoc. University Wom**  
**Lisa Wolancevich**  
**507 W Madison Street**  
**Yorkville, IL 60560**

#### Rental Information

**Location:** Court Room @ Historic Courthouse **Total Hours:** 4.00  
 110 W. Madison Street  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
12/8/2019	Sun	2:00 PM - 6:00 PM	Court Room Hourly (Head Count: 80)	4.00	Hours	\$40.00	\$160.00	\$0.00

Yorkville Historic Society Hometown Christmas  
 80 people  
 Security Deposit due: July 31, 2019  
 Full Rental fee due: September 23, 2019  
 Certificate of Insurance required  
 9/28/19 - per Lisa, change date to December 8, 2019

#### Rental Information

**Location:** East Wing Conference Room @ Historic Courthouse **Total Hours:** 4.00  
 110 W. Madison Street  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
12/8/2019	Sun	2:00 PM - 6:00 PM	Conference Room Hourly (Head Count: 80)	4.00	Hours	\$20.00	\$80.00	\$0.00

Yorkville Historic Society - Hometown Christmas  
 80 people  
 Security Deposit due: July 31, 2019  
 Full Rental fee due: September 23, 2019  
 Certificate of Insurance required  
 9/26/19 - Per Lisa, change date to December 8, 2019

#### Rental Information

**Location:** Third Floor Conference Room @ Historic Courthouse **Total Hours:** 4.00  
 110 W. Madison Street  
 Yorkville, IL 60560

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
12/8/2019	Sun	2:00 PM - 6:00 PM	Conference Room Hourly (Head Count: 80)	4.00	Hours	\$20.00	\$80.00	\$0.00

Yorkville Historic Society Hometown Christmas  
 80 people  
 Full Rental fee due: September 23, 2019  
 Certificate of Insurance required  
 9/28/19 - per Lisa, change date to December 8, 2019

#### Billing/Payment Summary

Invoice#	Due Date	Total	Amount Paid	Balance Due
Sec Deposit	07/31/2019	\$200.00	\$0.00	\$200.00
1963	09/23/2019	\$320.00	\$0.00	\$320.00



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

## Facility Rental Contract

Permit #: 19-00194 Page 2 of 2  
Customer: American Assoc. University Wom - Lisa Wolancevich

Total	\$520.00	\$0.00	\$520.00
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Total Hours	12.00
Total Fees	\$320.00
Total Sec Dep	\$200.00
Total Tax	\$0.00
Rental Total	\$520.00

### Rental Terms and Conditions

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

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

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

*[Handwritten Signature]*  
*[Handwritten Date: 12/08/19]*

### Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	ACTUAL 10/31/2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance (est.)</b>	<b>309,838</b>	<b>330,994</b>	<b>344,356</b>	<b>344,356</b>	<b>384,783</b>	<b>16.3%</b>
<b>REVENUE</b>						
270-1-000-1100 Current Tax	571,545	595,374	586,599	595,374	615,000	3.9%
270-1-000-1135 Interest Income	977	700	1,386	1,512	1,700	142.9%
270-1-000-1325 Other Income (Sponsorship Program)	303	6,500	20	24	2,000	-69.2%
270-1-500-1325 Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	800	1,000	3,600	3,600	12,500	1150.0%
270-1-000-1335 Donations - Administration	-	500	542	542	500	0.0%
270-1-111-1335 Donations - Ellis Equestrian Center	100	500	103	103	200	-60.0%
270-1-300-1335 Donations - Environmental Education	242	500	-	0	500	0.0%
270-1-303-1335 Donations - Env. Educ. Natural Beginnings (FF Sch. Program)	-	2,000	300	300	500	-85.0%
270-1-400-1335 Donations - Natural Area Volunteers	-	500	-	0	-	-100.0%
270-1-500-1335 Donations - Grounds & Natural Resources	2,796	500	325	325	500	0.0%
270-1-600-1335 Donations - Pickrell Pigott	-	-	-	0	-	-
270-1-500-1500 Picnic & Shelter Rental - Grounds & Natural Resources	4,725	6,200	4,175	4,575	4,500	-27.4%
270-1-500-1503 Preserve Improvements - Grants (K-12 Pollinator)	2,564	3,500	3,813	3,813	10,000	185.7%
270-1-300-1507 Environmental Education Revenue	-	-	-	-	-	-
270-1-301-1507 Env. Educ. - School Programs	32,982	35,000	38,735	39,735	38,000	8.6%
270-1-302-1507 Env. Educ. - Camps	19,235	30,000	24,375	24,375	32,000	6.7%
270-1-303-1507 Env. Educ. - Natural Beginnings	86,855	56,480	106,215	106,215	115,800	34.0%
270-1-304-1507 Env. Educ. - Other Public Programs	4,839	6,000	6,629	6,747	7,500	23.0%
270-1-306-1507 Env. Educ. - Other Revenue	1,434	-	-	0	-	-
270-1-200-1513 Hoover Revenue	-	-	-	-	-	-
270-1-200-1513 Hoover Revenue (Yorkville Athletic Assoc. License)	-	2,250	2,250	2,250	2,250	0.0%
270-1-200-1513 Hoover Revenue (Residence Lease)	5,000	3,000	2,193	2,250	3,000	0.0%
270-1-201-1513 Hoover Bunkhouse Rental Rev	35,358	38,523	29,974	31,699	25,000	4.9%
270-1-202-1513 Hoover Campsite Rental Rev	5,195	4,750	5,985	6,153	6,000	26.3%
270-1-203-1513 Hoover Meadowhawk Rental Rev	18,134	16,500	16,831	17,996	18,000	9.1%
270-1-600-1513 Rental Revenue - Pickrell-Pigott	2,100	3,400	2,356	2,269	10,956	90.4%
270-1-000-1514 Farm License Revenue	160,723	151,030	128,882	136,382	100,592	-33.2%
270-1-120-1517 Security Deposit Revenue - Ellis Weddings	3,410	10,000	4,200	4,200	-	-100.0%
270-1-121-1517 Security Deposit Revenue - Ellis Other Rentals	655	600	1,695	1,695	600	0.0%
270-1-201-1518 Security Deposit Revenue - Hoover Bunkhouse	6,628	6,000	5,400	6,128	6,000	0.0%
270-1-203-1518 Security Deposit Revenue - Hoover Meadowhawk	2,759	9,000	11,683	12,076	11,000	22.2%
270-1-600-1518 Security Deposit - Pickrell Pigott	1,000	1,000	1,000	1,000	-	-100.0%
270-1-000-1519 Credit Card Revenue - All Preserves	2,323	3,000	2,370	2,264	3,000	0.0%
270-1-200-1519 Credit Card Revenue - Hoover	-	-	-	-	-	-
270-1-102-1570 Ellis Center Grounds (Farm License Rev.)	-	-	22,087	22,087	22,087	-
270-1-110-1570 Ellis Center Camps	9,905	10,000	7,105	7,103	9,000	-10.0%
270-1-111-1570 Ellis Center Riding Lessons	44,490	36,000	31,191	35,501	30,000	33.9%
270-1-112-1570 Ellis Center Birthday Parties	9,021	8,000	7,421	8,195	8,500	6.3%
270-1-113-1570 Ellis Center Public Programs	4,508	5,000	6,021	6,511	5,500	10.0%
270-1-114-1570 Sunrise Center North License Agreement	23,360	24,600	19,500	22,700	24,600	0.0%
270-1-120-1570 Ellis Center Weddings	45,170	40,000	11,030	11,030	2,000	-95.0%
270-1-121-1570 Ellis Center Other Rentals	3,315	4,500	4,790	5,440	4,500	0.0%
270-1-130-1570 Ellis Center 5K Event	930	4,000	1,285	1,305	1,500	-62.5%
<b>Total Revenue</b>	<b>1,125,835</b>	<b>1,156,350</b>	<b>1,120,491</b>	<b>1,169,430</b>	<b>1,165,495</b>	<b>0.3%</b>
<b>PERSONNEL</b>						
270-2-000-6101 Salary - Full Time Administration	136,464	142,035	127,700	133,993	133,730	9.7%
270-2-000-6101 Stipend - Full Time Administration (Executive Director)	-	-	-	3,138	10,200	-
270-2-000-6101 Stipend - Full Time Administration (HR, Assl. Payable & Reserv. Coord.)	-	-	-	0	5,000	-
270-2-000-6101 Stipend - Full Time Administration (Asst. County Admin.)	-	-	-	5,820	5,820	-
270-2-000-6102 Salary - Part Time Administration	-	14,250	6,288	7,106	-	-100.0%

### Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	ACTUAL 10/31/2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
270-2-500-6101 Salary - Full Time Grounds & Natural Resources	142,358	148,502	98,597	105,805	85,694	-42.8%
270-2-500-6102 Salary - Part Time Grounds & Natural Resources	30,418	25,346	29,480	33,269	62,127	145.1%
270-2-600-6102 Salary - Part Time Pickercill Pigott		10,400	-	0	-	-100.0%
<b>Salary Full Time: Env. Education</b>						
270-2-301-6103 Env. Educ. FT Salary - School Programs Expense	12,415	13,000	11,533	13,087	21,837	63.4%
270-2-302-6103 Env. Educ. FT Salary - Camps Expense	7,725	8,200	7,266	8,214	13,320	64.3%
270-2-304-6103 Env. Edms. FT Salary - Other Public Programs Expense	1,104	1,200	1,069	1,208	3,692	207.7%
270-2-305-6103 Env. Educ. FT Salary - Laws of Nature	276	477	402	434	1,446	208.1%
<b>Salary Part Time: Env. Education</b>						
270-2-301-6128 Env. Educ. PT Salary - School Programs Expense	23,481	22,000	16,358	18,825	9,010	-59.0%
270-2-302-6128 Env. Educ. PT Salary - Camps Expense	15,324	19,000	12,854	12,860	12,350	-35.0%
270-2-303-6128 Env. Educ. PT Salary - Natural Beginnings Expense	57,708	59,475	54,446	59,659	74,081	38.4%
270-2-304-6128 Env. Educ. PT Salary - Other Public Programs Expense	6,094	7,000	4,313	4,994	3,000	-57.1%
270-2-305-6128 Env. Educ. PT Salary - Laws of Nature	1,690	2,575	1,098	1,179	2,400	-22.9%
270-2-306-6128 Env. Educ. PT Salary - Other Expense	5,879		1,750	2,192		
<b>Salary Part Time - Ellis</b>						
270-2-100-6122 Salary PT - Ellis House	8,352	8,351	7,907	8,993	8,322	-0.3%
270-2-101-6122 Salary PT - Ellis Barn	6,371	8,351	11,649	13,163	8,322	-0.5%
270-2-102-6122 Salary PT - Ellis Grounds	18,430	17,701	18,391	20,790	17,782	0.5%
270-2-110-6122 Salary PT - Ellis Center Camps Expense	4,045	4,604	3,856	3,897	4,604	0.0%
270-2-111-6122 Salary PT - Ellis Center Riding Lessons Expense	21,110	23,444	29,375	31,297	27,500	6.2%
270-2-112-6122 Salary PT - Ellis Center Birthday Parties Expense	3,346	3,000	5,082	5,449	3,000	0.0%
270-2-113-6122 Salary PT - Ellis Center Public Programs Expense	2,789	3,000	2,347	2,600	3,000	0.0%
270-2-114-6122 Salary PT - Ellis Sunrise License Agreement	14,883	13,000	13,216	16,231	13,000	0.0%
270-2-120-6122 Salary PT - Ellis Center Weddings Expense	16,099	13,015	5,098	5,098	500	-96.2%
270-2-121-6122 Salary PT - Ellis Center Other Rentals Expense			-		2,275	
<b>Salary Full Time: Hoover</b>						
270-2-200-6126 Salary FT - Hoover Grounds	24,288	25,088	22,195	25,088	42,083	68.1%
270-2-201-6126 Salary FT - Hoover Bunkhouse	12,144	12,519	11,087	12,519	21,043	68.1%
270-2-202-6126 Salary FT - Hoover Campsite	6,072	6,260	5,334	6,260	10,321	68.1%
270-2-203-6126 Salary FT - Hoover Meadowhawk	6,072	6,260	5,334	6,260	10,321	68.1%
<b>Salary Part Time: Hoover</b>						
270-2-200-6127 Salary PT - Hoover Grounds	19,005	24,363	23,129	26,146	19,350	-22.5%
270-2-201-6127 Salary PT - Hoover Bunkhouse	9,385	12,682	11,370	13,079	9,675	-22.5%
270-2-202-6127 Salary PT - Hoover Campsite	4,939	6,241	3,787	6,542	4,897	-22.5%
270-2-203-6127 Salary PT - Hoover Meadowhawk	3,237	6,241	6,018	6,303	4,897	-22.5%
270-2-000-6115 Board Per Diem	2,369	3,200	3,368	3,674	4,190	30.9%
<b>Total Personnel</b>	680,846	672,898	561,206	624,949	683,494	2.0%
<b>EMPLOYEE BENEFITS</b>						
270-2-000-6300 IMRF/SS Expense - Administration	26,326	24,287	20,905	23,632	23,963	23.4%
270-2-200-6300 IMRF/SS Expense - Hoover Grounds	7,495	7,747	3,900	6,670	9,726	23.5%
270-2-201-6300 IMRF/SS Expense - Hoover Bunkhouse	3,724	3,874	2,381	3,385	4,863	25.5%
270-2-202-6300 IMRF/SS Expense - Hoover Campsite	1,902	1,937	1,473	1,671	2,432	25.5%
270-2-203-6300 IMRF/SS Expense - Hoover Meadowhawk	1,909	1,937	1,496	1,691	2,432	25.5%
270-2-300-6300 IMRF/SS Fund Expense - Env. Education						
270-2-301-6300 IMRF/SS Fund Expense - Env. Education School Programs	4,173	4,339	3,468	3,981	4,490	1.4%
270-2-302-6300 IMRF/SS Fund Expense - Env. Education Camps	2,735	3,800	2,548	2,544	3,257	-14.8%
270-2-303-6300 IMRF/SS Fund Expense - Env. Education Natural Beginnings	8,763	6,452	6,203	6,797	9,870	33.6%
270-2-304-6300 IMRF/SS Fund Expense - Env. Education Other Public Programs	702	900	677	784	797	-11.4%
270-2-305-6300 IMRF/SS Fund Expense - Env. Education Laws of Nature	193	300	179	192	427	42.3%
270-2-306-6300 IMRF/SS Fund Expense - Env. Education Other Expenses	576		149	187		
270-2-500-6300 IMRF/SS Expense - Grounds & Nat. Resources	22,169	23,919	9,412	11,633	20,853	-19.9%
270-2-600-6300 IMRF/SS Expense - Pickercill Pigott	81	1,617	-	0	-	-100.0%
270-2-100-6301 IMRF & SS Expense - Ellis House	1,404	1,200	1,121	1,267	1,336	9.4%
270-2-101-6301 IMRF & SS Expense - Ellis Barn	1,374	1,240	1,367	1,543	1,356	9.4%
270-2-102-6301 IMRF & SS Expense - Ellis Grounds	3,078	2,480	2,544	2,376	2,717	9.6%

### Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	ACTUAL 10/31/2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
270-2-110-6301 IMRF & SS Expense - Ellis Center Camps Expense	420	400	352	386	400	0.0%
270-2-111-6301 IMRF & SS Expense - Ellis Center Riding Lessons Expense	2,094	2,124	2,794	2,981	3,050	43.6%
270-2-112-6301 IMRF & SS Expense - Ellis Center Birthday Parties Expense	572	500	569	610	700	40.0%
270-2-113-6301 IMRF & SS Expense - Ellis Center Public Programs Expense	230	400	190	210	300	-25.0%
270-2-114-6301 IMRF & SS Expense - Sunrise Center North	1,547	1,690	1,377	1,469	1,700	0.6%
270-2-120-6301 IMRF & SS Expense - Ellis Center Weddings Expense	2,663	395	656	656	-	-82.3%
270-2-121-6301 IMRF & SS Expense - Ellis Center Other Rentals Expense	-	-	-	-	174	-
270-2-130-6301 IMRF & SS Expense - Ellis Center 5K Event Expense	-	-	-	-	-	-
<b>270-2-000-6839 Medical Insurance - Administration</b>	<b>19,968</b>	<b>33,970</b>	<b>20,425</b>	<b>22,282</b>	<b>33,272</b>	<b>0.6%</b>
<b>Medical Insurance - Hoover</b>						
270-2-200-6839 Medical Insurance - Hoover Grounds	5,089	6,676	4,709	5,137	14,308	114.9%
270-2-201-6839 Medical Insurance - Hoover Bunkhouse	2,519	3,357	2,335	2,569	7,154	114.9%
270-2-202-6839 Medical Insurance - Hoover Campsite	1,260	1,669	1,177	1,234	3,577	114.9%
270-2-203-6839 Medical Insurance - Hoover Meadowhawk	1,260	1,669	1,177	1,234	3,577	114.9%
<b>270-2-500-6839 Medical Insurance - Grounds &amp; Nat. Resources</b>	<b>40,726</b>	<b>40,498</b>	<b>35,480</b>	<b>38,795</b>	<b>37,558</b>	<b>-7.9%</b>
270-2-000-6838 Annual Insurance Premiums (ICRMT)	43,325	43,058	2,428	43,324	55,976	28.5%
270-2-000-XXXX Transfer to FP Liability Insurance Fund (Fund #955)	-	-	-	50,000	-	-
270-2-000-6838 Insurance Claim Deductible Repayment to KC	-	5,000	-	1,948	-	-100.0%
270-2-000-6839 Insurance Deductible	-	10,000	-	0	-	-100.0%
<b>Total Employee Benefits</b>	<b>293,443</b>	<b>245,036</b>	<b>133,992</b>	<b>241,541</b>	<b>261,570</b>	<b>6.7%</b>
<b>CONTRACTUAL</b>						
270-2-000-6203 Dues/Memberships	1,240	1,200	715	715	1,200	0.0%
270-2-000-6204 Conferences	1,021	2,000	2,326	2,326	2,500	25.0%
270-2-500-6207 Telephones - Grounds & Natural Resources	10,273	10,300	10,510	11,465	11,300	9.5%
270-2-000-6209 Legal Publications	189	400	170	770	400	0.0%
270-2-000-6215 Contractual Services (RecPro Software)	2,400	2,250	1,650	1,650	2,250	0.0%
270-2-000-6549 Audit	7,500	7,750	7,500	7,500	7,750	0.0%
270-2-500-6847 Refuse Pickup - Grounds & Natural Resources	6,701	6,750	6,387	6,268	6,750	0.0%
270-2-000-6834 Farm Lease Contract Expense	-	500	870	870	500	0.0%
270-2-120-7078 Refuse Pickup - Ellis	1,712	1,500	1,380	1,405	1,500	0.0%
270-2-000-7079 Environmental Education Presenters	-	-	300	300	-	-
270-2-110-7084 Veterinarian & Farrier - Ellis Camps	790	900	1,643	1,643	1,500	66.7%
270-2-111-7084 Veterinarian & Farrier - Ellis Riding Lessons	1,836	1,500	2,511	2,511	2,500	33.9%
270-2-112-7084 Veterinarian & Farrier - Ellis Birthday Parties	1,143	900	2,169	2,169	1,500	66.7%
270-2-113-7084 Veterinarian & Farrier - Ellis Public Programs	-	-	-	-	-	-
270-2-120-7089 Event Tent Lease - Ellis Weddings	15,255	15,255	15,255	15,255	-	-100.0%
270-2-000-7090 Credit Card Fee	6,340	4,000	5,496	5,996	5,000	25.0%
<b>Total Contractual</b>	<b>56,409</b>	<b>55,705</b>	<b>59,082</b>	<b>61,343</b>	<b>44,350</b>	<b>-19.5%</b>
<b>COMMODITIES</b>						
270-2-000-6200 Office Supplies & Postage	3,665	7,700	7,319	7,934	8,000	3.9%
270-2-500-6217 Fuel: Gas & Oil Grounds	13,291	13,500	12,498	13,634	13,600	0.7%
270-2-500-6240 Uniforms	1,772	1,500	2,122	2,300	1,500	0.0%
270-2-000-6351 Electric	2,969	2,940	2,598	2,834	2,350	-3.1%
270-2-600-6351 Electric - Pickering Pigott	4,984	5,300	4,382	5,000	5,000	-

**Kendall County Forest Preserve District Operating Fund**

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	ACTUAL 10/31/2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
270-2-400-6835 Natural Area Volunteer Supplies	562	500	1,194	1,194	500	0.0%
270-2-000-6843 Promotion/Publicity	8,202	5,000	4,854	4,854	4,000	-20.0%
270-2-000-6844 Newsletter	99	400	-	400	400	0.0%
270-2-500-6848 Gas - Grounds & Natural Resources	2,938	3,025	3,207	3,360	3,200	5.8%
270-2-300-6849 Environmental Education	337					
270-2-301-6849 Env. Educ. - School Programs Expense	1,037	1,000	521	554	700	-30.0%
270-2-302-6849 Env. Educ. - Camps Expense	1,755	1,750	1,248	1,248	1,500	-14.3%
270-2-303-6849 Env. Educ. - Natural Beginnings Expense	2,932	4,000	2,685	3,035	4,000	0.0%
270-2-304-6849 Env. Educ. - Other Public Programs Expense	863	600	628	634	750	25.0%
270-2-305-6849 Env. Educ. - Laws of Nature Expense	556	550	454	543	500	-9.1%
270-2-306-6849 Env. Educ. - Other Expense (Contractual Instr.)						
270-2-400-6856 Natural Area Mgt Supplies	947					
Utilities & Maintenance - Hoover						
270-2-200-6860 Hoover - Gas	5,270	5,300	6,628	6,928	7,000	32.1%
270-2-200-6861 Hoover - Electric	14,647	15,000	15,168	16,060	16,000	6.7%
270-2-200-6862 Hoover - Other Utilities	4,483	6,500	3,557	3,632	4,000	-38.5%
270-2-200-6863 Hoover - Shop Supplies	2,318	2,000	3,984	4,001	3,000	50.0%
270-2-200-6864 Hoover - Building Maintenance	9,559	9,800	9,910	10,143	9,800	0.0%
270-2-200-6865 Hoover - Grounds Maintenance	2,176	3,500	4,137	4,238	4,000	14.3%
270-2-200-6866 Hoover - Other Expenses	56	3,000	2,330	2,330	3,000	0.0%
Utilities - Ellis						
270-2-100-7076 Utilities - Ellis House	6,490	6,420	6,260	6,761	6,000	-6.5%
270-2-101-7076 Utilities - Ellis Barn	5,786	6,420	4,602	4,727	6,000	-6.5%
270-2-100-7077 Office Supplies & Postage - Ellis House	1,533	1,000	1,420	1,549	1,500	50.0%
270-2-100-7079 Volunteer Expense - Ellis						
270-2-113-7079 Volunteer Expense - Ellis Public Programs	552	500	593	647	500	0.0%
Promotion/Publicity - Ellis						
270-2-110-7081 Promotion/Publicity - Ellis Camps	-	250	-	-	250	0.0%
270-2-111-7081 Promotion/Publicity - Ellis Riding Lessons	435	750	25	25	750	0.0%
270-2-112-7081 Promotion/Publicity - Ellis Birthday Parties	-	250	-	-	250	0.0%
270-2-113-7081 Promotion/Publicity - Ellis Public Programs	-	-	-	-	-	-
270-2-120-7081 Promotion/Publicity - Ellis Weddings	3,086	2,000	490	490	-	-100.0%
270-2-121-7081 Promotion/Publicity - Ellis Other Rentals	-	-	-	-	400	-
270-2-130-7081 Promotion/Publicity - Ellis 5k	295	300	-	-	300	0.0%
Animal Care & Supplies - Ellis						
270-2-110-7082 Animal Care & Supplies - Ellis Camps	565	1,000	325	354	400	-60.0%
270-2-111-7082 Animal Care & Supplies - Ellis Riding Lessons	4,581	2,000	6,445	7,031	7,000	250.0%
270-2-112-7082 Animal Care & Supplies - Ellis Birthday Parties	863	500	191	209	250	-50.0%
270-2-114-7082 Animal Care & Supplies - Sunrise Center North	1,825	4,500	1,095	1,195	1,200	-73.3%
Horses Acquisition & Tack - Ellis						
270-2-110-7083 Horses Acquisition & Tack - Ellis Camps	188	540	-	-	540	0.0%
270-2-111-7083 Horses Acquisition & Tack - Ellis Riding Lessons	750	1,000	-	-	1,080	0.0%
270-2-112-7083 Horses Acquisition & Tack - Ellis Birthday Parties	375	540	-	-	540	0.0%
270-2-113-7083 Horses Acquisition & Tack - Ellis Public Programs	188	-	-	-	-	-
Uniforms - Ellis						
270-2-110-7086 Uniforms - Ellis Camps	36	75	-	-	75	0.0%
270-2-111-7086 Uniforms - Ellis Riding Lessons	219	135	-	-	135	0.0%
270-2-112-7086 Uniforms - Ellis Birthday Parties	55	60	-	-	60	0.0%
270-2-113-7086 Uniforms - Ellis Public Programs	-	-	-	-	-	-
270-2-120-7086 Uniforms - Ellis Weddings	-	50	-	-	50	0.0%
Program Supplies - Ellis						
270-2-110-7087 Program Supplies - Ellis Camps	482	600	568	588	600	0.0%
270-2-112-7087 Program Supplies - Ellis Birthday Parties	657	700	806	806	700	0.0%
270-2-113-7087 Program Supplies - Ellis Public Programs	-	-	-	-	-	-
270-2-130-7087 Program Supplies - Ellis 5K	-	250	101	101	250	0.0%
270-2-500-7089 Supplies: Shop - Grounds	6,607	5,000	5,136	5,296	5,000	0.0%
270-2-600-7089 Supplies: Shop - Pickerill Pigott	1,816	500	14	500	500	0.0%

### Kendall County Forest Preserve District Operating Fund

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	ACTUAL 10/31/2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Total Commodities</b>	<b>127,607</b>	<b>128,285</b>	<b>117,495</b>	<b>125,165</b>	<b>127,630</b>	<b>-0.5%</b>
<b>OTHER</b>						
270-2-000-3913 Contingency	-	-	-	-	-	
270-2-000-6216 Equipment - Administration	-	-	-	-	-	
270-2-500-6216 Equipment - Grounds & Natural Resources	17,693	12,000	15,962	21,000	15,000	25.0%
270-2-600-6216 Equipment - Pickercill Piggott	-	-	-	-	-	
270-2-000-6853 Preserve Improvements	975	-	-	-	-	
270-2-500-6837 Preserve Improvements - Grounds & Natural Resources	8,110	5,500	8,948	12,295	5,500	0.0%
270-2-500-6853 Preserve Improvements - Grounds & Natural Resources	-	-	-	-	-	
270-2-000-6854 Contributions	882	-	2,411	2,411	-	
<b>Grounds &amp; Maintenance Equipment - Ellis</b>						
270-2-100-7080 Grounds & Maint. - Ellis House	5,397	5,500	3,280	3,477	4,000	-27.3%
270-2-101-7080 Grounds & Maint. - Ellis Barn	2,798	2,000	1,914	2,195	2,000	0.0%
270-2-102-7080 Grounds & Maint. - Ellis Grounds	3,213	5,500	4,139	4,250	4,000	-27.3%
<b>Security Deposit Refunds</b>						
270-2-000-7088 Security Deposit Refunds - Ellis Weddings	13,280	4,000	6,960	6,960	1,000	-75.0%
270-2-121-7088 Security Deposit Refunds - Other Rentals	-	600	1,615	1,615	600	0.0%
270-2-200-7088 Security Deposit Refunds - Hoover	15,395	19,000	12,324	13,300	13,000	0.0%
<b>Credit Card Fee Expense - Ellis</b>						
270-2-100-7090 Credit Card Fee Expense - Ellis Camps	90	-	-	-	-	
270-2-111-7090 Credit Card Fee Expense - Ellis Riding Lessons	-	-	-	-	-	
270-2-112-7090 Credit Card Fee Expense - Ellis Birthday Parties	-	-	-	-	-	
270-2-113-7090 Credit Card Fee Expense - Ellis Public Programs	-	-	-	-	-	
270-2-120-7090 Credit Card Fee Expense - Ellis Weddings	-	-	-	-	-	
<b>Total Other</b>	<b>67,762</b>	<b>48,100</b>	<b>53,623</b>	<b>67,504</b>	<b>45,100</b>	<b>-6.2%</b>
<b>Total Expenditures</b>	<b>1,091,667</b>	<b>1,149,374</b>	<b>929,904</b>	<b>1,123,003</b>	<b>1,154,930</b>	<b>1.3%</b>
<b>Operating Surplus / (Deficit)</b>	<b>34,519</b>	<b>7,035</b>	<b>198,687</b>	<b>40,427</b>	<b>845</b>	<b>-88.1%</b>
<b>Ending Balance</b>	<b>344,356</b>	<b>338,079</b>	<b>543,044</b>	<b>384,783</b>	<b>385,628</b>	<b>14.1%</b>
<b>Summary</b>						
Beginning Balance	309,839	330,994	344,356	344,356	384,733	16.3%
Total Revenue	1,123,505	1,155,359	1,123,491	1,163,490	1,163,428	0.8%
Total Personnel	630,946	672,098	561,206	626,949	685,421	2.0%
Total Employee Benefits	208,442	243,086	133,992	241,541	261,579	6.7%
Total Contractual	55,409	55,705	39,082	61,843	44,830	-19.3%
Total Commodities	127,607	128,285	117,495	125,165	127,630	-0.5%
Total Other	67,762	48,100	58,028	67,504	45,100	-6.2%
Total Expenditure	1,091,667	1,149,374	929,904	1,123,003	1,154,930	1.3%
Surplus / (Deficit)	34,519	7,085	198,687	40,427	845	-88.1%
Ending Balance	344,356	338,079	543,044	384,783	385,628	14.1%

# KCFP Endowment Fund

## KCFP Endowment Fund

<b>ACCOUNT &amp; DESCRIPTION</b>	<b>ACTUAL 2017</b>	<b>ACTUAL 2018</b>	<b>BUDGET 2019</b>	<b>Est. Year End 11/30/2019</b>	<b>BUDGET 2020</b>	<b>% CHANGE IN BUDGET</b>
<b>Beginning Balance</b>	842,469	845,209	857,974	860,060	878,660	2.4%
<b>REVENUE</b>						
280-1-000-1135 Interest Income	2,740	14,851	10,000	18,600	10,000	
280-1-000-1320 Project Fund Revenue - Subat FP						
<b>Total Revenue</b>	2,740	14,851	10,000	18,600	10,000	0.0%
<b>EXPENDITURE</b>						
280-2-000-6850 Project Fund Expense - Subat FP						
<b>Total Expenditure</b>	0	0	0	0	0	
<b>Revenue over/(under) Expenditure</b>	2,740	14,851	10,000	18,600	10,000	
<b>Ending Balance</b>	845,209	860,060	867,974	878,660	888,660	2.4%



# Forest Preserve Debt Service Fund - Series 2003/2012

## FOREST PRESERVE DEBT SERVICE - SERIES 2003/2012

ACCOUNT & DESCRIPTION	ACTUAL 2017	ACTUAL 2018	BUDGET 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>	883,431	894,490	906,054	906,054	909,698	0.4%
<b>REVENUE</b>						
320-1-000-1100    Current Tax	397,918	401,784	412,550	412,550	421,600	
320-1-000-1135    Interest Income	667	2,630	500	3,000	2,000	
<b>Total Revenue</b>	<b>398,584</b>	<b>404,414</b>	<b>413,050</b>	<b>415,550</b>	<b>423,600</b>	<b>2.6%</b>
<b>EXPENDITURE</b>						
320-2-000-6650    Other Expenditure				14,181		
320-2-000-6865    Debt Service - Interest 2003						
320-2-000-6870    Debt Service - Principal 2003						
320-2-000-6875    Debt Service - Interest 2012	72,525	62,850	52,725	52,725	42,075	
320-2-000-6880    Debt Service - Principal 2012	315,000	330,000	345,000	345,000	365,000	
<b>Total Expenditure</b>	<b>387,525</b>	<b>392,850</b>	<b>397,725</b>	<b>411,906</b>	<b>407,075</b>	<b>2.4%</b>
<b>Revenue over/(under) Expenditures</b>	<b>11,059</b>	<b>11,564</b>	<b>15,325</b>	<b>3,644</b>	<b>16,525</b>	
<b>Ending Balance</b>	<b>894,490</b>	<b>906,054</b>	<b>921,379</b>	<b>909,698</b>	<b>926,223</b>	<b>0.5%</b>

# Forest Preserve Capital Projects - Series 2007

## FOREST PRESERVE CAPITAL PROJECTS - SERIES 2007

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>	1,536,962	1,386,715	1,378,736	837,823	-39.6%
<b>REVENUE</b>					
950-1-000-1135 Interest Income	2,661	1,500	3,000	1,500	
950-1-000-1335 Donations		32,000			
950-1-000-1515 Project Fund Deposit	671,031		15,000		
950-1-000-1515 Land Acquisition Grant - TCF					
950-1-000-1515 Project Fund Deposit - Pollinator Grant NFWF					
950-1-000-1515 Project Fund Deposit - Manasch Restoration F&W					
950-1-000-1515 Project Fund Deposit - FEMA					
950-1-000-1515 Land Acquisition Grant - Grand Victoria					
950-1-000-1516 Project Fund Deposit - RTP		177,100			
950-1-000-1517 Land Acquisition Grant - OSLAD		316,500	158,250		
950-1-000-1518 KC Hwy Mitigation		157,500			
950-1-000-1519 Hoover Easements		42,000			
950-1-000-1520 Preserve Improvements - ICECF		36,000	35,598	8,520	
950-1-000-1521 Project Fund Deposit - Habitat Grant					
950-1-000-1521 Project Fund Deposit - The Morton Arb. - USFS		30,000		25,000	
950-1-000-1521 Project Fund Deposit - FY20 BAAD Grant				200,000	
950-1-000-1521 Project Fund Deposit - IDNR PARC Grant				525,000	
950-1-000-1522 Trail Improvement Escrow Account		23,177		23,177	
950-1-000-XXXX Transfer In from FRB Cropland Conversion #954				103,900	
950-1-000-XXXX Transfer In from Project Improvement Fund #951				375,227	
950-1-000-XXXX Transfer In from Land Cash Fund #956				127,983	
<b>Total Revenue</b>	<b>673,692</b>	<b>815,777</b>	<b>211,848</b>	<b>1,390,307</b>	<b>70.4%</b>
<b>EXPENDITURE</b>					
950-2-000-6101 Salaries		2,500			
950-2-100-6200 Bond Disclosure Fee		1,900		3,500	
950-2-000-6850 Project Fund Expense	831,919	420,865	328,166	1,493,747	
950-2-000-6851 Equipment Replacement Contingency		70,000		60,000	
950-2-200-6851 Equipment Replacement - Hoover		11,950			
950-2-400-6855 Natural Areas Management		73,000		66,000	
950-2-000-6857 Land Acquisition				130,008	
950-2-000-6858 Preserve Improvements/Master Planning		1,380,052			
950-2-200-6858 Preserve Improvements/Master Planning - Hoover		31,500		49,000	
950-2-000-6859 Building Improvements/Demolition		124,470		5,000	
950-2-100-6859 Building Improvements/Demolition - Ellis		60,000		60,000	
950-2-200-6859 Building Improvements/Demolition - Hoover		19,000			
95-02-000-6324 Transfer Out to Improvement Fund #951			329,065		
95-02-XXX-XXX Transfer Out to OSLAD P&P #952				316,500	
95-02-XXX-XXX Transfer Out to FRB RTP Project Fund #953				44,375	
<b>Total Expenditure</b>	<b>831,919</b>	<b>2,195,237</b>	<b>657,231</b>	<b>2,228,130</b>	<b>1.5%</b>
<b>Revenue over/(under) Expenditure</b>	<b>(158,227)</b>	<b>(1,379,460)</b>	<b>(445,383)</b>	<b>(837,823)</b>	
<b>Ending Balance</b>	<b>1,378,736</b>	<b>7,255</b>	<b>933,352</b>	<b>0</b>	<b>-100.0%</b>

## FP Project Improvement (Project Reserve) Fund

ACCOUNT & DESCRIPTION	ACTUAL 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>			375,228	
<b>REVENUE</b>				
951-1-000-1135 Interest Income				
951-1-000-1325 Other Revenues				
951-1-000-1331 Transfer from FP Debt Service 2012	14,181	14,181		
951-1-000-1332 Transfer from FP Debt Service 2015/16	31,981	31,981		
951-1-000-1332 Transfer from Bond Proceeds #950	329,065	329,065	202,494	
<b>Total Revenue</b>	<b>375,228</b>	<b>375,228</b>	<b>202,494</b>	<b>-46.0%</b>
<b>EXPENDITURE</b>				
951-2-000-6323 Transfer to Forest Preserve Fund				
951-2-000-6324 Transfer to FP Bond Proceeds 2007 Fund 950			375,228	
951-2-000-6650 Project Improvement Contingency				
951-2-000-6650 Other Expenses				
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>375,228</b>	
<b>Revenue over/(under) Expenditure</b>	<b>375,228</b>	<b>375,228</b>	<b>(172,734)</b>	
<b>Ending Balance</b>	<b>375,228</b>	<b>375,228</b>	<b>202,494</b>	<b>-46.0%</b>

# FP Grant Fund - OSLAD

## FP Grant Fund - OSLAD

ACCOUNT & DESCRIPTION	ACTUAL 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>			136,401	
<b>REVENUE</b>				
952-1-000-1135 Interest Income				
952-1-000-1320 Grant Award	158,250	158,250	158,250	
952-1-000-1325 Other Revenues				
952-1-000-1336 Transfer fom Bond Proceeds #950			316,500	
<b>Total Revenue</b>	<b>158,250</b>	<b>158,250</b>	<b>474,750</b>	<b>200.0%</b>
<b>EXPENDITURE</b>				
952-2-000-6650 Other Expenditures	21,849	21,849	611,151	
952-2-000-6851 Equipment				
952-2-000-6858 Preserve Improvements/Master Plan				
952-2-000-6859 Building Improvements				
<b>Total Expenditure</b>	<b>21,849</b>	<b>21,849</b>	<b>611,151</b>	
<b>Revenue over/(under) Expenditure</b>	<b>136,401</b>	<b>136,401</b>	<b>(136,401)</b>	
<b>Ending Balance</b>	<b>136,401</b>	<b>136,401</b>	<b>0</b>	<b>-100.0%</b>

# FP Fox River Bluffs Public Access RTP Grant Fund

## FP Fox River Bluffs Public Access RTP Grant Fund

ACCOUNT & DESCRIPTION	ACTUAL 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>		0	0	
<b>REVENUE</b>				
953-1-000-1135 <i>Interest Income</i>				
953-1-000-1320 <i>Grant Award</i>			177,100	
953-1-000-1325 <i>Other Revenues</i>				
953-1-000-1336 <i>Transfer In from Bond Proceeds Fund # 950</i>			44,375	
<i>Total Revenue</i>	0	0	221,475	
<b>EXPENDITURE</b>				
953-2-000-6650 <i>Other Expenditures</i>			221,475	
953-2-000-6858 <i>Preserve Improvements/Master Plan</i>				
<i>Total Expenditure</i>	0	0	221,475	
<i>Revenue over/(under) Expenditure</i>	0	0	0	
<b>Ending Balance</b>	0	0	0	

# FP Fox River Bluffs Cropland Conversion Fund

## FP Fox River Bluffs Public Cropland Conversion Fund

ACCOUNT & DESCRIPTION	ACTUAL 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>		0	0	
<b>REVENUE</b>				
954-1-000-1135 <i>Interest Income</i>				
954-1-000-1320 <i>Grant Award</i>			30,000	
954-1-000-1325 <i>Other Revenues</i>				
954-1-000-1336 <i>Transfer In from KC Highway</i>			150,000	
<i>Total Revenue</i>	0	0	180,000	
<b>EXPENDITURE</b>				
954-2-000-6858 <i>Preserve Improvements/Master Plan</i>				
954-2-000-6650 <i>Other Expenditures</i>			76,100	
954-2-000-XXXX <i>Transfer to Bond Proceeds #950</i>			103,900	
<i>Total Expenditure</i>	0	0	180,000	
<b>Revenue over/(under) Expenditure</b>	0	0	0	
<b>Ending Balance</b>	0	0	0	

# KCFP Insurance Fund

## KCFP Liability Insurance Fund

ACCOUNT & DESCRIPTION	ACTUAL 2018	BUDGET 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>			0	50,000	
<b>REVENUE</b>					
955-1-000-1135 Interest Income					
955-1-000-1320 Other Revenues					
955-1-000-1336 Transfer from FP Operation Fund			50,000		
<b>Total Revenue</b>	0	0	50,000	0	
<b>EXPENDITURE</b>					
955-2-000-6650 Claims/Deductibles				25,000	
<b>Total Expenditure</b>	0	0	0	25,000	
<b>Revenue over/(under) Expenditure</b>	0	0	50,000	(25,000)	
<b>Ending Balance</b>	0	0	50,000	25,000	

# FP Land Cash

## FP Land Cash

<b>ACCOUNT &amp; DESCRIPTION</b>	<b>ACTUAL 2019</b>	<b>Est. Year End 11/30/2019</b>	<b>BUDGET 2020</b>	<b>% CHANGE IN BUDGET</b>
<i>Beginning Balance</i>	127,983	127,983	127,983	
<b>REVENUE</b>				
956-1-000-1135 <i>Interest Income</i>				
956-1-000-1325 <i>Other Revenues</i>			40,000	
<i>Total Revenue</i>	0	0	40,000	
<b>EXPENDITURE</b>				
956-2-000-6650 <i>Other Expenditures</i>				
956-2-000-6851 <i>Transfer Out to FP Bond Proceeds Fund 950</i>			127,983	
<i>Total Expenditure</i>	0	0	127,983	
<i>Revenue over/(under) Expenditure</i>	0	0	(87,983)	
<i>Ending Balance</i>	127,983	127,983	40,000	-68.7%



# Forest Preserve Debt Service Fund - Series 2007/2015/2016/2017

## FOREST PRESERVE DEBT SERVICE - SERIES 2007/2015/2016/2017

ACCOUNT & DESCRIPTION	ACTUAL 2017	ACTUAL 2018	BUDGET 2019	Est. Year End 11/30/2019	BUDGET 2020	% CHANGE IN BUDGET
<b>Beginning Balance</b>	3,678,868	4,153,241	4,182,164	4,212,023	4,060,319	-2.9%
<b>REVENUE</b>						
960-1-000-1100 Current Tax	4,023,390	4,325,082	3,846,068	3,846,068	4,258,473	
960-1-000-1135 Interest Income	936	4,762	500	3,500	2,500	
960-1-000-1621 Refunding Bond Issue						
960-1-000-1622 Refunding Cost of Issuance						
<b>Total Revenue</b>	4,024,326	4,329,844	3,846,568	3,849,568	4,260,973	10.8%
<b>EXPENDITURE</b>						
960-2-000-6650 Other Expenditure				31,981		
960-2-000-6865 Debt Service - Interest 2007	658,944	52,500				
960-2-000-6870 Debt Service - Principal 2007	1,700,000	2,100,000				
960-2-000-6875 Debt Service - Interest 2015	358,355	357,676	356,953	356,953	356,053	
960-2-000-6880 Debt Service - Principal 2015	40,000	40,000	45,000	45,000	45,000	
960-2-000-6885 Debt Service - Interest 2016	340,639	305,787	302,088	302,088	298,188	
960-2-000-6890 Debt Service - Principal 2016	280,000	90,000	95,000	95,000	100,000	
960-2-000-6895 Debt Service - Interest 2017	172,015	945,100	880,250	880,250	759,875	
960-2-000-6900 Debt Service - Principal 2017		380,000	2,290,000	2,290,000	2,525,000	
<b>Total Expenditure</b>	3,549,953	4,271,063	3,969,291	4,001,272	4,084,116	2.9%
<b>Revenue over/(under) Expenditure</b>	474,373	58,781	(122,723)	(151,704)	176,857	-244.1%
<b>Ending Balance</b>	4,153,241	4,212,023	4,059,441	4,060,319	4,237,175	4.4%

**ORDINANCE #11-19-001  
COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE SETTING FORTH THE ANNUAL BUDGET OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE FISCAL YEAR BEGINNING DECEMBER 1, 2019 AND ENDING NOVEMBER 30, 2020

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, 2019 AND ENDING NOVEMBER 30, 2020

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, 2019.

	Fund 270	Fund 280	Fund 320	Fund 950	Fund 951	Fund 952	Fund 953	Fund 954	Fund 955	Fund 956	Fund 960	Total Est. Balances
	Operating Fund	Endowment Fund	Debt Series 2009/2012	Capital Projects	FP Project Reserve Fund	Pickerill-Pigott Phase I OSLAD Project Fund	Fox River Bluffs RTP Project Fund	Fox River Bluffs Cropland Conversion Project Fund	Liability Fund	Land Cash Fund	Debt Series 2007/2015/2016/2017	
Estimated Beginning Balance December 1, 2019	\$ 384,783	\$ 878,680	\$ 909,698	\$ 837,823	\$ 375,228	\$ 136,401	\$ -	\$ -	\$ 50,000	\$ 127,983	\$ 4,060,319	\$ 7,760,895
Estimated Revenue & Transfers In	1,165,425	10,000	423,600	1,390,307	202,494	474,750	221,475	180,000	40,000	40,000	4,260,973	8,369,024
Estimated Expenditure & Transfers Out	1,164,580	-	407,075	2,228,130	375,228	611,151	221,475	180,000	25,000	127,983	4,084,116	9,424,738
Estimated Ending Balance November 30, 2020	\$ 385,628	\$ 888,660	\$ 926,223	\$ -	\$ 202,494	\$ -	\$ -	\$ -	\$ 25,000	\$ 40,000	\$ 4,237,176	\$ 6,705,181

Estimated Receipts:

270-1-000-XXXX	FY 19-20 Operating Revenue	\$ 1,165,425
280-1-000-XXXX	FY19-20 Endowment Fund Interest Income	\$ 10,000
320-1-000-1100	Current Tax - FP Debt 2012 Refunding	\$ 423,600
950-1-000-XXXX	FY 19-20 FP Capital Series 2007	\$ 1,390,307
951-1-000-XXXX	FP Project Reserve Fund	\$ 202,494
952-1-000-XXXX	Pickerill-Pigott Phase I OSLAD Project Fund	\$ 474,750
953-1-000-XXXX	Fox River Bluffs RTP Project Fund	\$ 221,475
954-1-000-XXXX	Fox River Bluffs Cropland Conversion Project Fund	\$ 180,000
955-1-000-XXXX	Liability Fund	\$ -
956-1-000-XXXX	Land Cash Fund	\$ 40,000
960-1-000-1100	Current Tax - FP Debt 2007/2015/2016/2017	\$ 4,260,973
	<b>Total Receipts</b>	<b>\$ 8,369,024</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, 2019 and ending November 30, 2020 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

270-2-000-XXXX	FY 19-20 Operating Expenses	\$ 1,164,580
280-2-000-XXXX	FY 19-20 Endowment Fund Expenditures	\$ -
320-2-000-1100	Current Tax - FP Debt Service 2012 Refunding Bonds	\$ 407,075
950-2-000-XXXX	FY 19-20 FP Capital Series 2007 Expenditures	\$ 2,228,130
951-2-000-XXXX	FP Project Reserve Fund Expenditures	\$ 375,228
952-2-000-XXXX	Pickering-Piggott Phase I OSRAD Project Fund Expenditures	\$ 611,151
953-2-000-XXXX	Fox River Bluffs RTP Project Fund Expenditures	\$ 231,475
954-2-000-XXXX	Fox River Bluffs Cropland Conversion Project Fund Expenditures	\$ 180,000
955-2-000-XXXX	Liability Fund Expenditures	\$ 25,000
956-2-000-XXXX	Land Cash Fund Expenditures	\$ 127,983
960-2-000-1100	Current Tax - FP Debt 2007/2015/2016/2017 Refunding Bond Exp.	\$ 4,084,116
	<b>Total Receipts</b>	<b>\$ 9,424,738</b>

Approved this 25th Day of November, 2019.

Signed:

\_\_\_\_\_  
Judy Gilmour, President

\_\_\_\_\_  
Matt Kellogg, Secretary

**ORDINANCE #11-19-002**  
**GENERAL FUND TAX LEVY ORDINANCE**  
**OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT FOR THE**  
**FISCAL YEAR BEGINNING DECEMBER 1, 2019 AND ENDING**  
**NOVEMBER 30, 2020**

**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, 2019 and ending November 30, 2020, the total sum of SIX HUNDRED FIFTEEN THOUSAND dollars (\$615,000) as is provided:

Salaries - Full-Time	\$216,483
Salaries - Part-Time	\$188,753
Equipment	\$10,000
Fuel - Gas & Oil	\$10,000
Telephone	\$10,890
Electric	\$2,200
Gas	\$2,000
Publicity & Promotion	\$3,000
Newsletter	\$200
Supplies - Shop	\$3,000
Conferences	\$1,000
Audit	\$7,500
Refuse Pickup	\$5,000
Insurance	\$42,079
Medical Insurance	\$50,000
Preserve Improvements	\$5,500
Legal Publications	\$200
IMRF & SS	\$57,195
<b>TOTAL</b>	<b><u>\$615,000</u></b>

**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 25TH Day of November, 2019.

Signed:

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Judy Gilmour, President

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Matt Kellogg, Secretary

Kendall County Forest Preserve District  
 Schedule for Annual Meetings - Calendar Year 2020  
 DRAFT for COMMISSION REVIEW

19-Nov-19

Preliminary Calendar for Commission Approval on

25-Nov-19

All meetings of the Kendall County Forest Preserve District Board of Commissioners and  
 Committee meetings are held in the Kendall County Board Room located at  
 111 W. Fox Street - Second Floor Board Room - Yorkville, IL 60560.

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

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

14-Jan-20	4:30 PM	14-Jul-20	4:30 PM
11-Feb-20	4:30 PM	11-Aug-20	4:30 PM
10-Mar-20	4:30 PM	8-Sep-20	4:30 PM
14-Apr-20	4:30 PM	13-Oct-20	4:30 PM
12-May-20	4:30 PM	10-Nov-20	4:30 PM
9-Jun-20	4:30 PM	8-Dec-20	4:30 PM

November 11 - Veteran's Day Holiday

The regular meeting dates for the Kendall County Forest Preserve District Finance

Committee meetings are the first Thursday in the week following the second County Board meeting.

23-Jan-20	6:00 PM	23-Jul-20	6:00 PM
27-Feb-20	6:00 PM	27-Aug-20	6:00 PM
26-Mar-20	6:00 PM	24-Sep-20	6:00 PM
23-Apr-20	6:00 PM	29-Oct-20	6:00 PM
28-May-20	6:00 PM	No mtg.	6:00 PM
25-Jun-20	6:00 PM	No mtg.	6:00 PM

Thanksgiving Day Holiday (Alt. Tues. 11/24/20)  
 Christmas Eve Day Holiday

The regular meeting date for the Kendall County Forest Preserve District Operations

Committee is the first Wednesday of each calendar month.

No mtg.	6:00 PM	1-Jul-20	6:00 PM
5-Feb-20	6:00 PM	5-Aug-20	6:00 PM
4-Mar-20	6:00 PM	2-Sep-20	6:00 PM
1-Apr-20	6:00 PM	7-Oct-20	6:00 PM
6-May-20	6:00 PM	4-Nov-20	6:00 PM
3-Jun-20	6:00 PM	2-Dec-20	6:00 PM

New Year's Day Holiday (Alt. Wed. 01/08/20)

Kendall County Forest Preserve District 2020 Holiday Schedule		
New Year's Day	Wed.	1-Jan-20
Marin Luther King, Jr. Day	Monday	20-Jan-20
Lincoln's Birthday	Wed.	12-Feb-20
Washington's Birthday	Monday	17-Feb-20
Spring Holiday	Friday	10-Apr-20
Memorial Day	Monday	25-May-20
Independence Day	Friday	3-Jul-20
Labor Day	Monday	7-Sep-20
Columbus Day (Observed)	Monday	12-Oct-20
Veteran's Day	Wed.	11-Nov-20
Thanksgiving Day	Thursday	26-Nov-20
Day Following Thanksgiving	Friday	27-Nov-20
Christmas Eve (Close at 12:00 pm)	Thursday	24-Dec-20
Christmas Day	Friday	25-Dec-20

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Human Resources, Accounting and Reservations Manager

**WAGE CATEGORY:** Non-Exempt

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:** December 1, 2019

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**SUMMARY:**

Provides administrative support to the Kendall County Forest Preserve District ("the District") using independent judgment to carry out assigned projects. 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:**

- Organizes and coordinates the District's administrative projects.
- Communicates and implements administrative policies, procedures, and processes.
- Administers the District's Human Resources functions:
  - Assists the Executive Director in updating employee job descriptions.
  - Works with Executive Director in receiving and screening job applications and setting up job interviews.
  - Compiles and reviews all new hire employee paperwork and sends all necessary paperwork 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.
  - 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; and submits all required payroll records to the Treasurer's Office for payment.
  - Compiles and tracks all part-time employee hours and submits monthly reports of the same to the Treasurer's Office.
- Administers the District's billing and accounts payable processes. Duties include, but are not limited to the following:
  - Compiling accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, budget balances, and cost-center accounting;
  - Ensuring accurate and prompt invoicing is completed, including tracking payments received;
  - Providing administrative support for fiscal year budget preparation;
  - Serves as contact person for outside vendors, and works with District staff in scheduling contracted work performed by outside vendors.
  - Preparing vouchers and the District's claims list;
  - Recording District expenses;
  - Monitoring the District's budget and reporting the same to the Director or his designee;
  - Balancing the petty cash drawers; and
  - Preparing and making bi-weekly deposits.
- Manages the District's licensing/permitting process by performing tasks such as:
  - Communicating directly with clients and potential clients;
  - Organizes all Event Venues, Bunkhouses, Campsites and Shelters, and Conference Room rentals, and communicates scheduling and maintenance needs with District staff;
- Develops and maintains the District's reservation system for all reservations including, but not limited to, Event Venues, Bunkhouses, Campsites, Shelters, all Environmental Education and Ellis House and Equestrian Center services, Public Programs registrations, and Scout and Birthday party programs:
  - Compiling, issuing and tracking District licenses/permits and associated payments within the reservation systems;
  - Ensuring that certificates of insurance are received and maintained for those applicable permits;
  - Directs full and part-time staff in scheduling tours at Event Venues, and conducts tours as needed.

- Recommends changes to administrative and office policy and procedures to the Executive Director.
- Ensures projects comply with District policy guidelines and obtains approval from the Executive Director for any exceptions;
- 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;
- Ensures the District's compliance with the Illinois Open Meetings Act:
  - Assisting the Executive Director in coordinating and scheduling meetings;
  - Preparing and posting meeting agendas;
  - Preparing and distributing meeting packets;
  - Updating the District's website to post agendas, minutes, and Commission packets;
  - Assisting the Executive Director in preparing and distributing materials required for the meetings;
  - Notifying Commissioners, media, and Kendall County Administration staff about meeting updates and/or cancellations;
  - Serving as a FOIA officer for the District including completion of annual training;
  - Preparing and filing reports related to the meetings;
  - Maintaining all meeting records pursuant to applicable state and federal law;
- Utilizes word processing, database, spreadsheet, and communication software packages to create and maintain a variety of administrative functions for the District.
- Composes and edits routine correspondence and reports.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes, and other documents to District staff.
- Oversees retention and destruction of records prepared and maintained by the District and ensures compliance with the Illinois Local Records Act and all other applicable laws.
- Assists the Executive Director in implementing District ordinances and policies.
- Answers general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District policies, practices, procedures, and programs and serves as the District's liaison to County offices/departments and the public.
- Answers incoming telephone calls; screens the calls, and determines where to direct the calls and telephone messages for staff.
- Greets and screens visitors to the District office.
- Files and maintains original copies of contracts, agreements, resolutions and any other records approved by the Board of Commissioners.
- Performs other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- Provides oversight of the District's Facility Attendant(s) and Communications Marketing, and Public Programs Specialist position.

**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 necessary for the position.

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

- High school diploma or general education degree (GED) required.
- Word processing and personal computer training required.
- A minimum of four (4) years experience in an administrative or secretarial role, including lead worker or supervisory experience; or equivalent combination of training and experience required.
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintenance of filing systems.
- Requires knowledge of accounting and reservation software and all Microsoft Office programs including, but not limited to Excel, Word and Power Point.
- Knowledge in all human resources procedures preferred.
- Ability to pass a typing skills test with a minimum net speed of fifty (50) words per minute.
- Prior experience supervising administrative and clerical employees, preferred.



**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, government officials, vendors, service providers, and employees of the organization.
- 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 draw and interpret bar graphs.

**D. REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to recommend and implement goals, objectives, and practice for providing effective human resources, business management, and executive assistant operations.
- Ability to work independently without need for direct supervision.
- Ability to interpret and apply District policies and directives and local, State and Federal laws and regulations.

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

- All certificates and registrations required for the specific secretarial duties performed.
- Completion of annual OMA and FOIA training.
- Valid Driver's license.

**PHYSICAL DEMANDS:**

- Employee must occasionally stand and bend.
- Employee must occasionally be able to walk to other offices in the building.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderately quiet.
- 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

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

**From: Emily Dombrowski, Environmental Education Programs Manager**

**Stefanie Wiencke, Natural Beginnings Program Manager**

**RE: Proposed Tuition and Fees and Charges for the Natural Beginnings 20-21 Program Year**

**Date: November 18, 2019**

After completing and reviewing a market study (see attached study) on nearby early learning programs earlier this year we found that Natural Beginnings is on the mid to higher range of market price. In order to keep us within market range we propose that the fee for Natural Beginnings tuition has a moderate increase of \$40 for both the 3-day sessions and the 2 day sessions for the 2020-2021 program year. This would bring the 3 day tuition fee from \$1880 to \$1920 and the 2 day tuition fee from \$1580 to \$1620. Revenue figures can be seen below.

	<b>Tuition Cost</b>	<b>Revenue</b>
<b>3-day 19-20 Q3 and Q4</b>	<b>\$1,880.00</b>	<b>\$33,840.00</b>
<b>2-day 19-20 Q3 and Q4</b>	<b>\$1,580.00</b>	<b>\$18,960.00</b>
		<b>\$52,800.00</b>
<b>3-day 20-21 Q3 and Q4 (36 students)</b>	<b>\$1,920.00</b>	<b>\$34,560.00</b>
<b>2-day 20-21 Q3 and Q4 (24 students)</b>	<b>\$1,620.00</b>	<b>\$19,440.00</b>
<b>20-21 Registration Revenue (\$150)</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>
		<b>\$115,800.00</b>

To: Kendall County Board of Commissioners– Operations Committee  
 From: Emily Dombrowski, Environmental Education Programs Manager  
 Stefanie Wiencke, Natural Beginnings Program Manager  
 RE: Early Learning Program Market Study  
 Date: August 7, 2019

Below you will find the market study on nearby nature based and traditional early learning programs.

<b>Name of School (Nature-Based) 3-Day</b>	<b>Annual Tuition</b>	<b>Monthly Tuition</b>	<b>Location</b>
Natural Beginnings	\$ 1,880.00	\$ 208.88	Yorkville
Red Oak	\$ 1,413.00	\$ 157.00	Aurora
Hidden Oaks	\$ 1,827.00	\$ 203.00	Bolingbrook
Oswegoland PD	\$ 2,070.00	\$ 230.00	Oswego
Prairie School of DuPage **	\$ 3,665.20	\$ 406.74	Wheaton
Morton Arboretum	\$ 4,125.00	\$ 458.33	Lisle
<b>Name of School (Traditional) 3-Day</b>	<b>Annual Tuition</b>	<b>Monthly Tuition</b>	<b>Location</b>
Yorkville Park District	\$ 1,620.00	\$ 180.00	Yorkville
The Heartland School **	\$ 1,800.00	\$ 200.00	Yorkville
Little Hands Preschool	\$ 1,998.00	\$ 222.00	Yorkville
<b>Name of School (Nature-Based) 2-Day</b>	<b>Annual Tuition</b>	<b>Monthly Tuition</b>	<b>Location</b>
Natural Beginnings	\$ 1,580.00	\$ 175.55	Yorkville
Red Oak	\$ 1,089.00	\$ 121.00	Aurora
Hidden Oaks	\$ 1,224.00	\$ 136.00	Bolingbrook
Prairie School of DuPage	\$ 2,496.00	\$ 277.33	Wheaton
<b>Name of School (Traditional) 2-Day</b>	<b>Annual Tuition</b>	<b>Monthly Tuition</b>	<b>Location</b>
Yorkville Park District	\$ 1,125.00	\$ 125.00	Yorkville
Little Hands Preschool	\$ 1,440.00	\$ 160.00	Yorkville
Oswegoland PD	\$ 1,494.00	\$ 166.00	Oswego

\*\* The Heartland School has a four hour school day (\$2,880) and the Prairie School of DuPage has a three hour school day (\$4400.) The above chart shows every program scaled to a 2.5 hour school day.



# Kendall County Forest Preserve District Winter Children's Program Series

## Toddling Naturalist

Toddling Naturalist is a program geared for 1-3 year olds. We will explore the natural world through a variety of activities. Each monthly program includes a combination of nature hikes, stories, songs, games, or crafts.

**Ages:** 1-3 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 10-11 am

**Price:** \$5 per child

**December 11**

## Fun at the Nature Center

Register by December 9

\*This program will be held at the Laws of Nature Museum (110 W. Madison St. in Yorkville)\*

**January 15- Animals in Winter**

Register by January 13

**February 5- Love Birds**

Register by February 3

## Babes in the Woods

Babes in the Woods is a hour-long program for 4-6 year olds. Children will discover the wonders of nature through stories, nature hikes, crafts, songs, or games. Every month we will explore a different theme.

**Ages:** 4-6 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 1-2 pm

**Price:** \$5 per child

**December 13-**

## Fun at the Nature Center

Register by December 11

\*This program will be held at the Laws of Nature Museum (110 W. Madison St. in Yorkville)\*

**January 17- Animals in Winter**

Register by January 15

**February 14- Love Birds**

Register by February 12

## Outdoor Explorers

Outdoor Explorers is a program geared for 6-10 year olds. Each month we will explore a different theme as we hike, create crafts, meet animals, play games, and make new friends!

**Ages:** 6-10 years old plus caregiver

**Location:** Hoover Forest Preserve  
Meadowhawk Lodge

**Time:** 4:30-5:30 pm

**Price:** \$5 per child

**December 10-**

## Fun at the Nature Center

Register by December 6

\*This program will be held at the Laws of Nature Museum (110 W. Madison St. in Yorkville)\*

**January 14- Animals in Winter**

Register by January 10

**February 11- Love Birds**

Register by February 7

**To register and pay\* for a program:**

Call Emily at 630-553-2292  
or email  
edombrowski@co.kendall.il.us

\*If a class does not meet its minimum enrollment, it will be cancelled at least two days prior to the event.

Early registration prevents cancelled classes!





# Kendall County Forest Preserve District Winter Programs

## Family Programs

### January 18– Wonderful Winter Hike

The perfect cure for cabin fever! Get some fresh air and stretch your legs with our morning winter hike. We will hike to look for evidence of animals and talk about what animals do in the winter.

**Ages:** All Ages

**Location:** Hoover Forest Preserve  
Eagle's Nest Pavilion

**Time:** 10-12 pm

**Price:** \$5 per person

**Register by January 16**

### Winter Break Mini-Camp

Join Anna, Elsa, Kristoff, and even Olaf as we explore the wonders of snow and ice! This minicamp will let you freeze, thaw and have fun as you jump into the science of winter. Please come prepared to head outside for part of the camp, so dress warm. **\*Additional forms are required, please visit [kendallforest.com](http://kendallforest.com) for registration forms.**

**Dates:** January 2 and 3, 2020

**Time:** 9:00 am-2:00 pm

**Ages:** K-4th Grade

**Cost:** \$75 per camper

**To register and pay\* for a program:**

Call Emily at 630-553-2292  
or email  
[edombrowski@co.kendall.il.us](mailto:edombrowski@co.kendall.il.us)

\*If a class does not meet its minimum enrollment, it will be cancelled at least two days prior to the event.

Early registration prevents cancelled classes!



To stay up to date with everything happening in your local preserves  
visit [kendallforest.com](http://kendallforest.com)

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

**From:** David Guritz, Director

**RE:** IDNR-PARC Grant Application – Proposal for Final Construction Estimates and Architect's Rendering for \$4,950.00

**Date:** November 19, 2019

A follow-up proposal was requested from Kluber Architects + Engineers for further defining construction cost estimates for the proposed Pickerill estate house improvements in support of the District's IDNR-PARC grant application due mid-January, 2020.

In order to program towards the combined estate house and patio full occupancy of 150 individuals, a sheltered patio structure is needed. The construction estimate will also include installation of solar panels and interior ceiling fans to reduce operating costs.

The following scope of work is proposed:

**Sheltered patio; Solar Panels, and Interior Ceiling Fans:**

1. The patio surfacing will be extended to accommodate the shelter form. The roof will not be connected to the existing house. The underside of the roof structure to be exposed 1x cedar planking similar to what you might see at other park shelters.
2. A curvilinear stack stone type seat wall will be added to the perimeter of the patio area that has a stack stone look with additional seating on the wall "cap". The wall height will be approximately 24" high. This will better define the perimeter of the patio. The patio area surfacing will be concrete pavers similar to a Unilock product that compliments the house.
3. The proposed solar panels will be added to the construction estimate and rendering atop the proposed roof structure and over the patio. The roof will slope to the south to gain the most advantage to capture solar orientation.

**Rendering:**

1. A single exterior rendering will be prepared that shows a freestanding, single slope pitch roof form over the proposed south patio area.
2. The rendering will include people at tall standing tables, sitting atop the garden wall, etc. to give the rendering "life".
3. Foundation plantings to be shown in front of the garden wall.
4. The rendering image setting will be dusk, with nighttime lighting added. Accent landscape lighting will be added to foundation plantings, and to accent the architecture of the canopy.
5. The existing house siding will be rendered to show new fiber cement with a vertical board and batten look. The actual color of the siding will be determined at a later date. The existing brick will be rendered to match the existing color.

**Kluber will prepare budget figures for the added shelter, garden wall, canopy lighting, solar panels, and interior ceiling fans in support of the District's grant application.**

**The previous Pickerill Study presentation slides will be updated to include the revised patio plan to match what is shown in the rendering, and will include the rendering as a formal slide.**

**The total cost of the above work will be \$4,950.00 and will include two meetings with your team/board to review the final rendering and cost figures.**

**Recommendation:**

**Consider a motion to approve the Kluber Architects + Engineers construction estimating and artist's rendering services for a total cost not to exceed \$4,950.00.**





# AIA® Document G802™ – 2017

## Amendment to the Professional Services Agreement

**PROJECT: (name and address)**  
1250 - Kendall County Forest Preserve  
District - Ken Pickerill Estate House

**AGREEMENT INFORMATION:**  
Date: February 25, 2019

**AMENDMENT INFORMATION:**  
Amendment Number: 001

Date: November 18, 2019

**OWNER: (name and address)**  
Kendall County Forest Preserve  
110 W. Madison Street  
Yorkville, Illinois 60560

**ARCHITECT: (name and address)**  
Kluber, Inc.  
10 S. Shumway Avenue  
Batavia, Illinois 60510

The Owner and Architect amend the Agreement as follows:

Provide Basic and Additional Services for grant assistance, as defined in the attached Exhibit 'A', for the Ken Pickerill Estate House.

The Architect's compensation and schedule shall be adjusted as follows:

**Compensation Adjustment:**  
See attached Exhibit 'A'.

**Schedule Adjustment:**  
See attached Exhibit 'A'.

### SIGNATURES:

Kluber, Inc.

**ARCHITECT (Firm name)**

**SIGNATURE**

Michael T. Kluber,  
President

**PRINTED NAME AND TITLE**

November 18, 2019

**DATE**

Kendall County Forest Preserve

**OWNER (Firm name)**

**SIGNATURE**

David Guritz, Director

**PRINTED NAME AND TITLE**

**DATE**

### OVERVIEW OF PROJECT SCOPE

It is our understanding that the Kendall County Forest Preserve would like to have Kluber Inc. assist them with applying for a public grant for the renovations to the Ken Pickerill Estate House, located at 6350A Minkler Road in Yorkville, Illinois.

The Project consists of assisting the Kendall County Forest Preserve District with limited public grant application assistance as follows:

- Preparation of a single exterior 3-D rendering that shows a freestanding, single slope pitch sun-shade roof structure over the proposed south patio area. The roof will not be connected to the existing house. We will identify the development cost for the proposed sun-shade structure for the grant application.
- We will update the original "study" floor plan to include a curvilinear stack stone type seat wall to the perimeter of the patio area that has a stack stone look with additional seating on the wall "cap". The wall height will be approximately 24" high. The floor plan will also show the location of the proposed sun-shade roof structure over the patio.
- We will indicate adding a solar array on the project site and identify the development costs for the grant application. We will update the "study" site plan to show the proposed location of the solar array.
- We will indicate adding ceiling fans to the interior public accessed spaces of the existing Pickerill House and identify the development cost for the grant application. We will update the "study" floor plans to indicate the proposed location for the added interior ceiling fans.
- We include two (2) project meetings to review the grant application information.

### INITIAL INFORMATION

- The Owner's budget for the Cost of the Work is to be determined as noted above. The Cost of the Work is the total cost to construct all elements of the Project designed or specified by Kluber, Inc.; it does not include A/E fees, land acquisition costs, permit fees, utility service connection or activation fees, financing costs, contingencies for changes in the Work, or other soft costs that are the responsibility of the Owner.
- The anticipated Project schedule is to complete the above work 30 days after contract execution.
- The Owner's representative for the Project will be Dave Gurtz.
- Kluber, Inc.'s representative for the Project will be Bill Baumann.

The foregoing is based on our emails with you over the last two weeks.

### BASIC SERVICES

#### Grant Assistance:

- Grant assistance scope of services as noted in the "Overview of Project Scope" above.

### ADDITIONAL SERVICES

Additional Services are not included in the Basic Services described above, but may be required for the Project or specifically requested by the Kendall County Forest Preserve District.

### COMPENSATION

Kluber, Inc. proposes to provide the Basic Services described above for a lump sum fee of \$4,950.00.

Kluber, Inc. proposes to provide the Additional Services described above for the fees scheduled below.

Compensation for Basic and Additional Services does not include the services of other independent professionals, associates, or other consultants. If they are required, our fee will be increased by the direct costs of those services multiplied by a factor of 1.15 for overhead, coordination and management of the delivery of those services.

Our billing for Services will be based on progress of the work performed and is outlined as follows:

Basic Services:

Grant Assistance Phase: ..... \$4,950.00

Total Basic Services Fee:..... \$4,950.00

Additional Services:

As requested ..... At Hourly Rates listed below

Reimbursable Expenses incurred in connection with our services will be charged on the basis of cost, without additional markup. Anticipated reimbursable expenses for this project include expedited courier services, printing and plotting, document reproduction, premiums for professional liability insurance in excess of usual and customary coverage and models, renderings or professional photography, and are anticipated not to exceed \$150.00.

**TIMING**

All services contemplated within this proposal shall be completed within 2 months after the acceptance date. Services performed after closure of that window will be billed hourly in accordance with the rates set forth above.

**Confidentiality Notice:**

The contents of this proposal are confidential and may not be distributed to persons other than the Kendall County Forest Preserve.



**Kendall County Forest Preserve District  
Hoover Grounds Supervisor and Resident House  
Lease Agreement**

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 19TH day of November, 2019 by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Jay Teckenbrock (referred to as "Tenant"), an individual currently residing at the Hoover Forest Preserve Residence, 11285 W. Fox Road, Yorkville, IL 60560, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. PURPOSE.**

This Lease Agreement provides for the Tenants' possession and use of the Grounds Supervisor and Resident House, the surrounding fenced yard, and the storage shed, located at Hoover Forest Preserve --11285 W. Fox Road, Yorkville, Illinois, 60560 (hereinafter referred to as the "Residence"), an image of which is attached as Exhibit A, during the Employee-Tenant's employment as a Grounds Supervisor-Resident by the District. By signing this Lease Agreement, the parties affirm their agreement that Employee-Tenant is required to live at the Residence as a condition of his continued employment by the District as the Grounds Supervisor and Resident; the Residence is located on District property; and the Residence is provided for the convenience of the District by allowing Employee-Tenant to promptly respond to District needs at Hoover Forest Preserve outside of regular business hours. Also, this Lease Agreement confirms the parties' understanding and agreement that the Tenants' possession and use of the Residence is part of the Employee-Tenant's total wage and benefits compensation package as Grounds Supervisor and Resident for the District. *Nothing in this Lease Agreement is intended to and/or does create a contract of employment, express or implied. Employee-Tenant's employment with the District is "at-will", which means Employee-Tenant's employment relationship may be terminated at any time, with or without cause.*

**2. PROPERTY.**

**2.1 Leased Property.** District owns certain real property and improvements consisting of the Residence. District desires to lease the Residence to Tenants upon the terms and conditions contained herein. Tenants desire to lease the Residence from District on the terms and conditions contained herein.

**2.2 Personal Property.** The District and Tenants each agree that any personal property, such as equipment, furniture, or other non-fixtured items, purchased by either the Tenants or the District, either prior to or during the term of this Lease Agreement shall remain the personal property of the party who furnished the funds to purchase the personal property. All personal property of the Tenants shall be removed from the Premise at the termination of this Lease Agreement, unless otherwise agreed to in writing by the parties. Tenants specifically waive any claim of damage against the District for any personal property damaged as a result of an act of nature, including, but not limited to lightning strikes and floods. District is not responsible for providing any personal property, equipment, furniture or other non-fixtured items to the Tenants.

**3. TERM.**

3.1 Term. The term of this Lease Agreement commences on December 1, 2019 with both parties' execution of this Lease Agreement, and shall terminate immediately upon (a) the Employee-Tenant's separation of employment from the District, or (b) one (1) year from the Lease Agreement commencement date of December 1, 2019 following both parties' execution of this Lease Agreement, whichever occurs first.

3.2 Upon termination of the Lease Agreement, Tenants shall immediately vacate the Residence and shall have seven (7) calendar days to remove all personal property from the Residence, unless otherwise authorized and agreed to in writing by both parties. All obligations outstanding at the time of termination shall survive the Lease Agreement.

3.3 Early Termination. Either party may terminate this Lease Agreement upon providing thirty (30) calendar days written notice to the other party. Except that both parties may agree, in writing, to terminate the Lease Agreement at anytime and waive the thirty (30) days written notice.

**4. RENT.**

4.1 Rent. The rent for the Residence shall be four hundred sixty-four dollars and thirty-one cents (\$464.31) per week. This amount includes the cost of Utilities as discussed in section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of two hundred and fifty dollars (\$250.00) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Grounds Supervisor and Resident. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

4.2 Delinquent Rent. Rent is due no later than the first day of each month. If not paid by the due date, rent shall be considered overdue and delinquent. If Tenant fails to timely pay any monthly rent payment, Tenant will pay District a late charge of \$25.00 per day until rent is paid in full. If the District receives the rent within two (2) calendar days of the Due Date, the District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy the District may exercise for Tenants' failure to timely pay rent.

4.3. Returned Checks. In the event any payment by Tenant is returned for insufficient funds ("NSF") or if Tenant stops payment, Tenant will pay \$25.00 to District for each such check, plus late charges, as described above, which will accrue until District has received payment. Furthermore, District may require in writing that Tenants pay all future Rent payments by cash, money order, or cashier's check.

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

**5. SECURITY DEPOSIT.**

5.1 Amount. Tenant has previously deposited with the District the sum of one-thousand dollars and no cents (\$1,000.00), receipt of which is hereby acknowledged by the District, as security for any damage caused to the Residence during the term hereof.

5.2 Refund. Upon termination of the Lease Agreement, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Tenants' noncompliance with the terms of this Lease Agreement or with any and all federal, State, or local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence.

**A. Deductions.**

District may deduct reasonable charges from the security deposit for:

- (1) Unpaid or accelerated rent;
- (2) Late charges;
- (3) Unpaid utilities;
- (4) Costs of cleaning, deodorizing, and repairing the Residence and its contents for which Tenants are responsible;
- (5) Pet violation charges;
- (6) Replacing unreturned keys, garage door openers, or other security devices;
- (7) The removal of unauthorized locks or fixtures installed by Tenants;
- (8) Insufficient light bulbs;
- (9) Packing, removing, and storing abandoned property;
- (10) Removing abandoned or illegally parked vehicles;
- (11) Attorney fees and costs of court incurred in any proceeding against Tenants;
- (12) Any fee due for early removal of an authorized keybox; or
- (13) Other amounts Tenants are responsible to pay under this Lease Agreement.

B. If deductions exceed the security deposit, Tenants will pay to District the excess within ten (10) calendar days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and brokerage fees, then to any unpaid rent.

**6. USE OF RESIDENCE.**

The Residence shall be used and occupied solely by Tenants and Tenants' immediate family. It shall be used exclusively as a private, single-family dwelling, and no part of the Residence shall be used at any time during the term of this Lease Agreement by Tenants or Tenants' immediate family for the purpose of carrying on any business (other than District business), profession, or trade of any kind, or for any purpose other than as a private, single-family dwelling. Tenants shall not allow any other person, other than Tenants' immediate family or transient relatives and friends who are guests of Tenants, to use or occupy the Residence without first obtaining District's written consent to such use or occupation. Tenants shall comply with any and all federal, State, and local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence. Tenants understand and agree that all residents and visitors of the Residence shall comply with the District's General Use Ordinance while on District property.

**7. CONDITION OF RESIDENCE.**

7.1 Original Condition. Tenants stipulate, represent, and warrant that Tenants have examined the Residence, and it is, at the time of execution of this Lease Agreement, in good order, in good repair, and in a safe, clean and habitable condition.

7.2 Surrender Condition. Upon termination of this Lease Agreement, Tenants shall surrender the Residence to District in good and broom-clean condition, excepting ordinary wear and tear. Tenants shall remove all of their personal property and any improvements installed by Tenants and required to be removed by the District. Tenants shall return all keys and property belonging to the District.

**8. DEFAULTS & REMEDIES,**

8.1 Tenants' Default. Tenants shall be in default in the event of any of the following: (a) if Tenants fails to perform any obligation to be performed by Tenants hereunder and such failure shall continue for thirty (30) calendar days after written notice by District; provided, however, if the nature of such default is such that the same cannot reasonably be cured within a thirty (30) calendar day period, then Tenants shall not be deemed to be in default if it shall commence such cure within such thirty (30) calendar day period, and, thereafter, rectify and cure such default with due diligence; or (b) if Tenants abandon or vacate the Residence or ceases to use the Residence for the stated purpose as set forth in this Lease Agreement.

8.2 Remedies in Default. In the event of a default by Tenants, District may pursue any remedies available to it at law or in equity, including injunction, at its option, without further notice or demand of any kind to Tenants or any other person. In the event of a default, the District may also immediately terminate this Lease Agreement and Tenants' right to possession of the Residence and recover possession of the Residence and remove all persons therefrom.

**9. ASSIGNMENT AND SUB-LETTING.**

Tenants shall not assign this Lease Agreement, or sub-let or grant any license to use the Residence or any part thereof without the District's prior written consent. An assignment, sub-letting, or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

**10. ALTERATIONS AND IMPROVEMENTS.**

Tenants shall make no structural repairs, alterations, or improvements of the Residence or construct any building or make any other improvements of the Residence without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed, or placed on the Residence by Tenants shall, unless otherwise provided for by written agreement between District and Tenants, be at the Tenants' sole expense and shall become the sole property of the District and remain on the Residence at the termination of this Lease Agreement. At anytime during the term of this Lease Agreement, the District shall have the authority to make modifications, alterations, repairs, and improvements as it deems necessary and upon reasonable notice to Tenants.

**11. HAZARDOUS MATERIALS.**

Tenants shall not keep at the Residence any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion at the Residence or that might be considered hazardous or extra hazardous by any responsible insurance company.

**12. UTILITIES.**

12.1 Costs. District shall be responsible for arranging and paying for the following utility services: internet, electricity, gas, and land-line telephone ("Utilities"). Tenants are responsible for all other desired services.

12.2 Failure, Stoppage, or Interruptions. District shall not be liable for, and Tenants shall not be entitled to, any damages, abatement, or reduction in rent value by reason of any interruption or failure in the supply of utilities, including, but not limited to interruptions or failures caused by lightning strikes and floods. No failure, stoppage, or interruption of any utility or service, including but not limited to lightning strikes and floods, shall be construed as an eviction of Tenants, nor shall it relieve Tenants from any obligation to perform any covenant or agreement under this Lease Agreement. In the event of any failure, stoppage, or interruption of utilities or services, District's shall use its reasonable efforts to attempt to restore all services promptly.

12.3 Installation of Equipment. Tenants agree that they shall not install any equipment that exceeds or overloads the capacity of the utility facilities serving the Residence, and that if equipment installed by Tenants requires additional utility facilities, installation of the same shall be at Tenants' expense, but only after District's written approval of same.

12.4 Compliance & Modifications. District shall be entitled to cooperate with the energy and water conservation efforts of governmental agencies or utility suppliers. District reserves the right from time to time to make modifications to the utility systems serving the Residence.

**13. MAINTENANCE, REPAIR, AND RULES.**

13.1 Maintenance Obligations. Tenants will, at their sole expense, keep and maintain the Residence and appurtenances in good and sanitary condition and repair during the term of this Lease Agreement and any renewal thereof. These obligations include, but are not limited to the following requirements:

- A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- C. Maintain the grounds and lawn area of the Residence, including regularly mowing the lawn.
- D. Not obstruct or cover the windows or doors;
- E. Not leave windows or doors in an open position during any inclement weather;
- F. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- G. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;



- H. Keep all air conditioning filters clean and free from dirt;
- I. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;
- J. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- K. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- L. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- M. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

13.2 Mechanics Liens. Tenants shall keep the Residence free and clear of all encumbrances, mechanics liens, stop notices, demands, and claims arising from work done by or for Tenants or for persons claiming under Tenants, and Tenants shall defend District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, with counsel of District's choosing, indemnify and save District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, free and harmless from and against any claims arising from or relating to the same.

**14. DAMAGE TO RESIDENCE.**

In the event the Residence is destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenants, the District may terminate this Lease Agreement from such time except for the purpose of enforcing rights that may have then accrued hereunder. Should a portion of the Residence thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, such part so injured shall be restored by District as speedily as practicable.

**15. ACCESS BY DISTRICT.**

District and District's agents shall have the right at all reasonable times, and by all reasonable means, without notice, during the term of this Lease Agreement to enter the Residence for the following purposes:

- A. Inspect the Property for condition;

- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;
- D. Exercise a contractual or statutory lien;
- E. Leave written notice; or
- F. Seize nonexempt property after default.

However, absent emergency circumstances, District will make reasonable attempts to give Tenants at least three (3) hours-notice, prior to entering the Residence. If Tenant(s) fail to permit reasonable access under this Paragraph, Tenants will be in default.

**16. RENTERS' INSURANCE**

Tenants will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement. Tenants will provide District with proof of renter's insurance within thirty (30) calendar days of the execution of this Lease Agreement. Tenants will promptly notify District of any modification or termination of Tenants' renter's insurance,

**17. SUBORDINATION OF LEASE AGREEMENT.**

This Lease Agreement and Tenants' interest hereunder are and shall be subordinate, junior, and inferior to any and all mortgages, liens, or encumbrances now or hereafter placed on the Residence by the District, all advances made under any such mortgages, liens, or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

**18. ANIMALS.**

**THERE WILL BE NO ANIMALS PERMITTED AT THE RESIDENCE.** Tenants shall not permit any animal, domesticated or maintained as pets, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, except as otherwise agreed to by a separate written Pet Addendum to the Lease Agreement which is attached as exhibit B, and incorporated as if fully set forth herein. If Tenants violate the pet restrictions of this Lease Agreement, Tenants will pay to District a fee of \$10.00 per calendar day, per animal for each calendar day Tenants violate the animal restrictions. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to Tenants of District's intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants agree to indemnify and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants are responsible and liable for any damage or required cleaning to the Residence caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.

**19. WATERBEDS.**

THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Lease Agreement.

**20. QUIET ENJOYMENT.**

Tenants, upon payment of all of the sums referred to herein as being payable by Tenants and Tenants' performance of all Tenants' agreements contained herein and Tenants' observance of all rules and regulations, shall and may peacefully and quietly have, hold, and enjoy said Residence for the term hereof.

**21. INDEMNIFICATION.**

District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury of or to the Tenants, the Tenants' family, guests, invitees, agents or employees, to any person entering the Residence, to the Residence itself, or to goods or equipment at the Residence. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature, including claims pertaining to tax liability or obligations. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

**22. FORCE MAJEURE.**

Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

**23. EXPENSES AND COSTS.**

Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Residence, Tenants agree to pay all expenses and costs incurred by the District, including, but not limited to the District's reasonable attorneys' fees.

**24. RECORDING OF LEASE AGREEMENT.**

Tenants shall not record this Lease Agreement on the Public Records of any public office. In the event that Tenants shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

**25. GOVERNING LAW.**

This Lease Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

**26. SEVERABILITY.**

If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**27. BINDING EFFECT.**

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

**28. DESCRIPTIVE HEADINGS.**

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Tenants.

**29. NON-WAIVER.**

No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Tenants, nor shall it affect Tenants' duties, obligations, and liabilities hereunder.

**30. MODIFICATION.**

The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto. The parties further agree that the previous agreement dated December 2, 2015 is hereby rescinded in its entirety.

**31. NOTICE.**

Any notice required or permitted to be given pursuant to this Lease Agreement shall be duly given if sent by fax, certified mail, or courier service and received. In the case of District, notice shall be given to David Guritz, Director of the Kendall County Forest Preserve, 110 West Madison Street, Yorkville, Illinois, 60560, fax (630) 553-4023, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Tenants, notice shall be given to Jay Teckenbrock at the Residence.

**32. APPROVAL.**

This Lease Agreement is contingent on, and subject to approval by a majority of the Kendall County Forest Preserve District Board of Commissioners.

**As to District this 19th day of November, 2019.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

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

Attest: \_\_\_\_\_  
David Guritz, Executive Director

**As to Tenant, this 19th day of November, 2019.**

TENANT:

Sign: \_\_\_\_\_  
Jay Teckenbrock, Grounds Supervisor and Resident

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

Sign: \_\_\_\_\_

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

**Kendall County Forest Preserve District  
Ellis House Caretaker  
Lease Agreement**

**THIS AGREEMENT** ("Lease Agreement") is made and entered into this 19TH day of November, 2019, by and between the Kendall County Forest Preserve District ("District"), a unit of local government, ("Employee-Tenant") and Shannon Prette (referred to as "Tenant"), an individual currently residing at the Ellis House, 13986 McKanna Rd, Minooka, IL 60447, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

**1. PURPOSE.**

This Lease Agreement provides for the Tenants' possession and use of the Ellis House apartment and access to the Ellis House maintenance support areas including the first-level reception area and utility room, and the basement storage area, located at Baker Woods Forest Preserve – Ellis House and Equestrian Center 13986 McKanna Rd, Minooka, IL 60447 (hereinafter referred to as the "Residence"), an image of which is attached as Exhibit A, during the Employee-Tenant's employment as the Ellis House Caretaker by the District. By signing this Lease Agreement, the parties affirm their agreement that Employee-Tenant is required to live at the Residence as a condition of their continued employment by the District as the Ellis House Caretaker; the Residence is located on District property; and the Residence is provided for the convenience of the District by allowing Employee-Tenant to promptly respond to District needs at Ellis House and Equestrian Center outside of regular business hours. Also, this Lease Agreement confirms the parties' understanding and agreement that the Tenants' possession and use of the Residence is part of the Employee-Tenant's total wage and benefits compensation package as Ellis House Caretaker for the District. *Nothing in this Lease Agreement is intended to and/or does create a contract of employment, express or implied. Employee-Tenant's employment with the District is "at-will", which means Employee-Tenant's employment relationship may be terminated at any time, with or without cause.*

**2. PROPERTY.**

**2.1 Leased Property.** District owns certain real property and improvements consisting of the Residence. District desires to lease the Residence to Tenants upon the terms and conditions contained herein. Tenants desire to lease the Residence from District on the terms and conditions contained herein.

**2.2 Personal Property.** The District and Tenants each agree that any personal property, such as equipment, furniture, or other non-fixtured items, purchased by either the Tenants or the District, either prior to or during the term of this Lease Agreement shall remain the personal property of the party who furnished the funds to purchase the personal property. All personal property of the Tenants shall be removed from the Premise at the termination of this Lease Agreement, unless otherwise agreed to in writing by the parties. Tenants specifically waive any claim of damage against the District for any personal property damaged as a result of an act of nature, including, but not limited to lightning strikes and floods. District is not responsible for providing any personal property, equipment, furniture or other non-fixtured items to the Tenants.

**3. TERM.**

3.1 Term. The term of this Lease Agreement commences on December 1, 2019 and shall terminate immediately upon (a) the Employee-Tenant's separation of employment from the District; (b) the Employee-Tenant's reassignment to a different position at the District; or (c) one (1) year after the date of commencement of December 1, 2019 following both parties' execution of this Lease Agreement, whichever occurs first.

3.2 Upon termination of the Lease Agreement, Tenants shall immediately vacate the Residence and shall have seven (7) calendar days to remove all personal property from the Residence, unless otherwise authorized and agreed to in writing by both parties. All obligations outstanding at the time of termination shall survive the Lease Agreement.

3.3 Early Termination. Either party may terminate this Lease Agreement upon providing thirty (30) calendar days written notice to the other party. Except that both parties may agree, in writing, to terminate the Lease Agreement at anytime and waive the thirty (30) days written notice.

**4. RENT.**

4.1 Rent. The rent for the Residence shall be eighty (\$85.00) per week. This amount includes the cost of Utilities as discussed in Section 12 of this Lease Agreement. The weekly rent payment shall be due and owing on the Saturday immediately following the conclusion of the weekly rental period. For purposes of this Agreement, a week shall be Saturday through Friday. The parties agree that only a single monthly rent payment of three hundred fifty dollars and zero cents (\$350.00) shall be due and owing from Tenants to the District in any month that Employee-Tenant is employed by the District. The balance of the weekly rent value shall be considered a part of the Employee-Tenant's total compensation package during his or her employment with the District as Ellis House Caretaker. Weekends and holidays do not delay or excuse Tenants' obligation to timely pay rent.

4.2 Delinquent Rent. Rent is due no later than the first day of each month. If not paid by the due date, rent shall be considered overdue and delinquent. If Tenant fails to timely pay any monthly rent payment, Tenant will pay District a late charge of \$25.00 per day until rent is paid in full. If the District receives the rent within two (2) calendar days of the Due Date, the District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy the District may exercise for Tenants' failure to timely pay rent.

4.3. Returned Checks. In the event any payment by Tenant is returned for insufficient funds ("NSF") or if Tenant stops payment, Tenant will pay \$25.00 to District for each such check, plus late charges, as described above, which will accrue until District has received payment. Furthermore, District may require in writing that Tenants pay all future Rent payments by cash, money order, or cashier's check.

4.4. Order in which funds are applied. The District will apply all funds received from Tenant first to any non-rent obligations of Tenant including late charges, returned check charges, charge-backs for repairs, and brokerage fees, then to rent, regardless of any notations on a check.

**5. SECURITY DEPOSIT.**

5.1 Amount. Tenant has deposited with the District the required sum of two-hundred fifty dollars and no cents (\$250.00), as security for any damage caused to the Residence during the term hereof.

5.2 Refund. Upon termination of the Lease Agreement, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Tenants' noncompliance with the terms of this Lease Agreement or with any and all federal, State, or local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence.

**A. Deductions.**

District may deduct reasonable charges from the security deposit for:

- (1) Unpaid or accelerated rent;
- (2) Late charges;
- (3) Unpaid utilities;
- (4) Costs of cleaning, deodorizing, and repairing the Residence and its contents for which Tenants are responsible;
- (5) Pet violation charges;
- (6) Replacing unreturned keys, garage door openers, or other security devices;
- (7) The removal of unauthorized locks or fixtures installed by Tenants;
- (8) Insufficient light bulbs;
- (9) Packing, removing, and storing abandoned property;
- (10) Removing abandoned or illegally parked vehicles;
- (11) Attorney fees and costs of court incurred in any proceeding against Tenants;
- (12) Any fee due for early removal of an authorized keybox; or
- (13) Other amounts Tenants are responsible to pay under this Lease Agreement.

B. If deductions exceed the security deposit, Tenants will pay to District the excess within ten (10) calendar days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and brokerage fees, then to any unpaid rent.

**6. USE OF RESIDENCE.**

The Residence shall be used and occupied solely by Tenants and Tenants' immediate family. It shall be used exclusively as a private, single-family dwelling, and no part of the Residence shall be used at any time during the term of this Lease Agreement by Tenants or Tenants' immediate family for the purpose of carrying on any business (other than District business), profession, or trade of any kind, or for any purpose other than as a private, single-family dwelling. Tenants shall not allow any other person, other than Tenants' immediate family or transient relatives and friends who are guests of Tenants, to use or occupy the Residence without first obtaining District's written consent to such use or occupation. Tenants shall comply with any and all federal, State, and local laws, ordinances, rules, regulations, and orders affecting the cleanliness, use, occupancy and preservation of the Residence. Tenants understand and agree that all residents and visitors of the Residence shall comply with the District's General Use Ordinance while on District property.



**7. CONDITION OF RESIDENCE.**

7.1 Original Condition. Tenants stipulate, represent, and warrant that Tenants have examined the Residence, and it is, at the time of execution of this Lease Agreement, in good order, in good repair, and in a safe, clean and habitable condition.

7.2 Surrender Condition. Upon termination of this Lease Agreement, Tenants shall surrender the Residence to District in good and broom-clean condition, excepting ordinary wear and tear. Tenants shall remove all of their personal property and any improvements installed by Tenants and required to be removed by the District. Tenants shall return all keys and property belonging to the District.

**8. DEFAULTS & REMEDIES,**

8.1 Tenants' Default. Tenants shall be in default in the event of any of the following: (a) if Tenants fails to perform any obligation to be performed by Tenants hereunder and such failure shall continue for thirty (30) calendar days after written notice by District; provided, however, if the nature of such default is such that the same cannot reasonably be cured within a thirty (30) calendar day period, then Tenants shall not be deemed to be in default if it shall commence such cure within such thirty (30) calendar day period, and, thereafter, rectify and cure such default with due diligence; or (b) if Tenants abandon or vacate the Residence or ceases to use the Residence for the stated purpose as set forth in this Lease Agreement.

8.2 Remedies in Default. In the event of a default by Tenants, District may pursue any remedies available to it at law or in equity, including injunction, at its option, without further notice or demand of any kind to Tenants or any other person. In the event of a default, the District may also immediately terminate this Lease Agreement and Tenants' right to possession of the Residence and recover possession of the Residence and remove all persons therefrom.

**9. ASSIGNMENT AND SUB-LETTING.**

Tenants shall not assign this Lease Agreement, or sub-let or grant any license to use the Residence or any part thereof without the District's prior written consent. An assignment, sub-letting, or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

**10. ALTERATIONS AND IMPROVEMENTS.**

Tenants shall make no structural repairs, alterations, or improvements of the Residence or construct any building or make any other improvements of the Residence without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed, or placed on the Residence by Tenants shall, unless otherwise provided for by written agreement between District and Tenants, be at the Tenants' sole expense and shall become the sole property of the District and remain on the Residence at the termination of this Lease Agreement. At anytime during the term of this Lease Agreement, the District shall have the authority to make modifications, alterations, repairs, and improvements as it deems necessary and upon reasonable notice to Tenants.

**11. HAZARDOUS MATERIALS.**

Tenants shall not keep at the Residence any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion at the Residence or that might be considered hazardous or extra hazardous by any responsible insurance company.

**12. UTILITIES.**

12.1 Costs. District shall be responsible for arranging and paying for the following utility services: internet, electricity, phone and natural gas (“Utilities”). Tenants are responsible for all other desired services.

12.2 Failure, Stoppage, or Interruptions. District shall not be liable for, and Tenants shall not be entitled to, any damages, abatement, or reduction in rent value by reason of any interruption or failure in the supply of utilities, including, but not limited to interruptions or failures caused by lightning strikes and floods. No failure, stoppage, or interruption of any utility or service, including but not limited to lightning strikes and floods, shall be construed as an eviction of Tenants, nor shall it relieve Tenants from any obligation to perform any covenant or agreement under this Lease Agreement. In the event of any failure, stoppage, or interruption of utilities or services, District’s shall use its reasonable efforts to attempt to restore all services promptly.

12.3 Installation of Equipment. Tenants agree that they shall not install any equipment that exceeds or overloads the capacity of the utility facilities serving the Residence, and that if equipment installed by Tenants requires additional utility facilities, installation of the same shall be at Tenants’ expense, but only after District’s written approval of same.

12.4 Compliance & Modifications. District shall be entitled to cooperate with the energy and water conservation efforts of governmental agencies or utility suppliers. District reserves the right from time to time to make modifications to the utility systems serving the Residence.

**13. MAINTENANCE, REPAIR, AND RULES.**

13.1 Maintenance Obligations. Tenants will, at their sole expense, keep and maintain the Residence and appurtenances in good and sanitary condition and repair during the term of this Lease Agreement and any renewal thereof. These obligations include, but are not limited to the following requirements:

- A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- C. Not obstruct or cover the windows or doors;
- D. Not leave windows or doors in an open position during any inclement weather;
- E. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
- F. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;
- G. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenants shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such

apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenants;

- H. Ensure Tenants' family and guests at all times maintain order in the Residence and at all places on the Residence, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and District users;
- I. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other District users;
- J. Deposit all trash, garbage, rubbish or refuse in the locations provided at the Residence and not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of the Residence;
- K. Abide by and be bound by any and all rules and regulations affecting the Residence or Tenants which may be adopted or promulgated by the District's Board of Commissioners.

13.2 Mechanics Liens. Tenants shall keep the Residence free and clear of all encumbrances, mechanics liens, stop notices, demands, and claims arising from work done by or for Tenants or for persons claiming under Tenants, and Tenants shall defend District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, with counsel of District's choosing, indemnify and save District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials, and agents, free and harmless from and against any claims arising from or relating to the same.

**14. DAMAGE TO RESIDENCE.**

In the event the Residence is destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenants, the District may terminate this Lease Agreement from such time except for the purpose of enforcing rights that may have then accrued hereunder. Should a portion of the Residence thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, such part so injured shall be restored by District as speedily as practicable.

**15. ACCESS BY DISTRICT.**

District and District's agents shall have the right at all reasonable times, and by all reasonable means, without notice, during the term of this Lease Agreement to enter the Residence for the following purposes:

- A. Inspect the Property for condition;
- B. Make repairs;
- C. Show the Property to prospective Tenants, inspectors, fire marshals, appraisers, or insurance agents;

D. Exercise a contractual or statutory lien;

E. Leave written notice; or

F. Seize non-exempt property after default.

However, absent emergency circumstances, District will make reasonable attempts to give Tenants at least three (3) hours-notice prior to entering the Residence. If Tenant(s) fail to permit reasonable access under this Paragraph, Tenants will be in default.

#### **16. RENTERS' INSURANCE**

Tenants will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement. Tenants will provide District with proof of renter's insurance within thirty (30) calendar days of the execution of this Lease Agreement. Tenants will promptly notify District of any modification or termination of Tenants' renter's insurance.

#### **17. SUBORDINATION OF LEASE AGREEMENT.**

This Lease Agreement and Tenants' interest hereunder are and shall be subordinate, junior, and inferior to any and all mortgages, liens, or encumbrances now or hereafter placed on the Residence by the District, all advances made under any such mortgages, liens, or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

#### **18. ANIMALS.**

THERE WILL BE NO ANIMALS PERMITTED AT THE RESIDENCE. Tenants shall not permit any animal, domesticated or maintained as pets, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, except as otherwise agreed to by a separate written Pet Addendum to the Lease Agreement which is attached as exhibit B, and incorporated as if fully set forth herein. If Tenants violate the pet restrictions of this Lease Agreement, Tenants will pay to District a fee of \$10.00 per calendar day, per animal for each calendar day Tenants violate the animal restrictions. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to Tenants of District's intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants agree to indemnify and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, for any harm, injury, death, or sickness to any unauthorized animal or any person as a result of the unauthorized animal. Tenants are responsible and liable for any damage or required cleaning to the Residence caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.

#### **19. WATERBEDS.**

THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Lease Agreement.

**20. QUIET ENJOYMENT.**

Tenants, upon payment of all of the sums referred to herein as being payable by Tenants and Tenants' performance of all Tenants' agreements contained herein and Tenants' observance of all rules and regulations, shall and may peacefully and quietly have, hold, and enjoy said Residence for the term hereof.

**21. INDEMNIFICATION.**

District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, shall not be liable for any damage or injury of or to the Tenants, the Tenants' family, guests, invitees, agents or employees, to any person entering the Residence, to the Residence itself, or to goods or equipment at the Residence. Tenants hereby agree to indemnify, defend and hold harmless District, its officers, directors, employee, and agents, including its past, present and future commissioners, elected officials and agents, from any and all claims or assertions of every kind and nature, including claims pertaining to tax liability or obligations. Any attorney representing the District, under this paragraph, shall be approved by the Kendall County State's Attorney, and shall be appointed a Special Assistant State's Attorney. The District's participation in its defense shall not remove District's duty to indemnify, defend, and hold the District harmless.

**22. FORCE MAJEURE.**

Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

**23. EXPENSES AND COSTS.**

Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Residence, Tenants agree to pay all expenses and costs incurred by the District, including, but not limited to the District's reasonable attorneys' fees.

**24. RECORDING OF LEASE AGREEMENT.**

Tenants shall not record this Lease Agreement on the Public Records of any public office. In the event that Tenants shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

**25. GOVERNING LAW.**

This Lease Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

**26. SEVERABILITY.**

If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

**27. BINDING EFFECT.**

The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

**28. DESCRIPTIVE HEADINGS.**

The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Tenants.

**29. NON-WAIVER.**

No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Tenants, nor shall it affect Tenants' duties, obligations, and liabilities hereunder.

**30. MODIFICATION.**

The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto. The parties further agree that the previous agreement dated December 2, 2015 is hereby rescinded in its entirety.

**31. NOTICE.**

Any notice required or permitted to be given pursuant to this Lease Agreement shall be duly given if sent by fax, certified mail, or courier service and received. In the case of District, notice shall be given to David Guritz, Director of the Kendall County Forest Preserve, 110 West Madison Street, Yorkville, Illinois, 60560, fax (630) 553-4023, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Tenants, notice shall be given to Shannon Prette at the Residence.

**32. APPROVAL.**

This Lease Agreement is contingent on, and subject to approval by a majority of the Kendall County Forest Preserve District Board of Commissioners.

**As to District this 19TH day of November, 2019.**

DISTRICT:

Sign: \_\_\_\_\_  
Judy Gilmour, President

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

Attest: \_\_\_\_\_  
David Guritz, Executive Director

**As to Tenant, this 19TH day of November, 2019.**

TENANT:

Sign: \_\_\_\_\_  
Shannon Prette

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

Sign: \_\_\_\_\_  
Attest

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

**EXHIBIT A:**



Location of 2<sup>nd</sup> Floor Studio Apartment at Ellis House and Equestrian Center



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

**From: David Guritz, Director**

**RE: FY19 Insurance Premium Payment to Kendall County including  
Repayment for Claims Incurred**

**Date: November 19, 2019**

The Kendall County Administration Office researched the District's premium repayment schedule, reporting a scrivener's error on the date of the premium repayment spreadsheet schedule dating back to 2012-2013. The result is that the District only owes the FY19 share of the premium payment, or \$40,979.66, not the two prior years as previously reported.

Separately, the District incurred Workers' Compensation claims totaling \$1,948.00 in FY19.

**Recommendation:**

Consider a motion to approve the FY19 insurance premium reimbursement to Kendall County totaling \$40,979.66, plus Workers' Compensation claims reimbursements totaling \$1,948.00 for a total amount of \$49,927.66.

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

**From: David Guritz, Director**

**RE: FY19 Operating Fund Transfer to Establish an Insurance Liability Fund.**

**Date: November 19, 2019**

The District has generated sufficient surplus in FY19 to establish an insurance liability fund. The recommended transfer and starting fund balance is \$50,000, with \$25,000 appropriated for expense in FY20 to cover insurance claim deductibles.

The purpose of establishing the fund is to eliminate Operating Fund contingencies for addressing potential claim deductibles in order to balance the FY20 budget. The liability fund balance can be supplemented year-to-year, as needed, through future surplus or interest-earning transfers.

**Recommendation:**

Consider a motion to approve a transfer of \$50,000 from the District's Operating Fund (Fund 270) to the District's Insurance Liability Fund (Fund 955) for coverage of insurance claim deductible payments.



116 E. Washington Street  
Suite One  
Morris, Illinois 60450

Phone: (815) 942-3306  
Fax: (815) 942-9430  
www.mackcpas.com

TAWNIA R. MACK, CPA  
LAURI POPE, CPA  
ERICA BLUMBERG, CPA  
TREVOR DEBELAK, CPA  
CHRIS CHRISTENSEN  
STEPHANIE HEISNER  
SONDRA RANKIN, MBA

CERTIFIED PUBLIC ACCOUNTANTS

October 25, 2019

To the Chairman and Members  
Of the Board  
County of Kendall, Illinois Forest Preserve District

We are pleased to confirm our understanding of the services we are to provide the County of Kendall, Illinois Forest Preserve District for the year ended November 30, 2019. We will audit the financial statements of the governmental activities, each major fund, the business-type activities, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the County of Kendall, Illinois Forest Preserve District as of and for the year ended November 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement County of Kendall, Illinois Forest Preserve District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County of Kendall, Illinois Forest Preserve District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) General Fund Budgetary Comparison Schedule
- 3) IMRF Pension Data Schedules
- 4) Notes to RSI

We have also been engaged to report on other information that accompanies the County of Kendall, Illinois Forest Preserve District financial statements. We will subject the following information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

- 1) Combining and individual fund financial statements

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the U.S. generally accepted accounting principles and to report on the fairness of the other information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the County of Kendall, Illinois Forest Preserve District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the County of Kendall, Illinois Forest Preserve District financial statements. Our report will be addressed to the Chairman and Members of the Board of the County

of Kendall, Illinois Forest Preserve District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the County of Kendall, Illinois Forest Preserve District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in

scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County of Kendall, Illinois Forest Preserve District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will assist in preparing the financial statements and related notes of the County of Kendall, Illinois Forest Preserve District in conformity with the U.S. generally accepted accounting principles used by the District based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on in conformity with the U.S. generally accepted accounting principles. You agree to include our report on the other information in any document that contains and indicates that we have reported on the other information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter

that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the other information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the other information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will locate any documents selected by us request for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mack & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mack & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant or grantor agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$7,750. However, any fees for third party verification of deposit authorizations that may be required will be billed separately. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered upon completion. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the County of Kendall, Illinois Forest Preserve District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

*Mack & Associates, P.C.*

Mack & Associates, P.C.  
Certified Public Accountants

**RESPONSE:**

This letter correctly sets forth the understanding of the County of Kendall, Illinois Forest Preserve District.

Forest Preserve Admin signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Board Member signature: \_\_\_\_\_

Title: \_\_\_\_\_

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