

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES**

OCTOBER 4, 2016

I. Call to Order

President Wehrli 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

Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

Commissioner Purcell entered the meeting at 6:03 pm.

VII. Approval of Claims in an Amount Not-to-Exceed \$3,616.61.

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$3,616.61. Seconded by Commissioner Gryder.

President Wehrli stated that the claims list had been sent out for review in light of the cancelled Finance Committee meeting. President Wehrli and Commissioner Cullick both stated they had reviewed the claims with no questions.

Director Guritz stated that the Commission will begin to see claims for purchases for the Hoover Nature Play Space project that will be reimbursed by grants from the Forest Foundation of Kendall County and the parents of Natural Beginnings.

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Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none.

VIII. Approval of Minutes

Kendall County Forest Preserve Commission Meeting – September 20, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on September 20, 2016. Seconded by Commissioner Koukol.

All, aye. Opposed, none. Motion unanimously approved.

IX. Executive Session

Commissioner Cullick made a motion to enter into executive session under 2(c)11 of the Open Meetings Act for the purposes of discussing litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Seconded by Commissioner Purcell.

Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, none. Executive session called to order at 6:03 pm.

Commissioner Cullick made a motion to adjourn from executive session. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

Regular meeting reconvened at 6:27 pm.

X. Other Items of Business

Director Guritz stated that the final order from the Illinois Commerce Commission is included in the Commission meeting packets for the construction of crossing gates and warning lights at Hoover Forest Preserve.

Director Guritz stated that the financial statements through September 30, 2016 also were included in Commission packets for review.

President Wehrli reminded the Board that the Forest Foundation's Fall Fest will be taking place this Saturday, October 8, 2016 from 11 am to 5 pm at Hoover Forest Preserve.

XI. Citizens to Be Heard

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No public comments were offered by those in attendance.

XII. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Gryder. Aye, all. Opposed, none. Meeting adjourned at 6:29 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

OCTOBER 12, 2016

I. Call to Order

President Wehrli called the meeting to order at 5:33 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Flowers, Gilmour, Koukol, Purcell, Shaw, and Wehrli all were present.

III. Approval of Agenda

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Motion passed unanimously.

IV. Citizens to be Heard

No public comments were offered by those present at the meeting.

V. Director's Report

Commissioners Prochaska, and Gryder entered the meeting at 5:40 pm.

Director Guritz reported that the 2016 Forest Foundation Fall Fest was a successful event with over 800 attendees. The public enjoyed the event and special presentations, and assisted with planting the District's butterfly garden at the Hoover Nature Play Space. Director Guritz stated that the Forest Foundation is deliberating whether or not to offer the event in the upcoming year.

President Wehrli stated that Fall Fest was initially conceived to bring the public into Hoover Forest Preserve.

Director Guritz reported that prescribed burn planning is underway.

Efforts are underway to plan for the Monster Dash and Family Fun Day at Ellis House and Equestrian Center.

Work on the Hoover Nature Play Space phase 1a is nearing completion, and a donors' opening is scheduled from noon to 1 pm this coming Saturday, October 15, 2016.

The District will be presenting the Maramech Forest Preserve Expansion Project to the IDNR on Monday, October 24, 2016.

Director Guritz reported that Cliff Oleson will be retiring from the District effective November 1. The District has recently hired part time Environmental Education instructors, and is looking to hire a part time Events Coordinator and part time Grounds Maintenance Worker to replace Mr. Oleson.

VI. Review of FY 16-17 Preliminary Operating and Capital Fund Budgets

Budget Coordinator Latreese Caldwell presented a cost center breakdown of the September 30, 2016 Financial Statements. Revenues for the period just over \$1M, with expenditures for the period totaling \$750,000 leaving a surplus for the fiscal year of \$252,000, and total fund balance for the District of \$502,583.

For the Administration cost center, the District is 20% over revenues and 16% under budgeted expenditures through the end of September.

For the Ellis House and Equestrian Center cost center, revenues are exceeding budget projections by 18%, with the Equestrian Center up \$1,200 for lessons, and the Weddings cost center up \$9,800, with expenditures over projections by 8% (\$8,000 total), particularly under utilities. Director Guritz reminded Commission about the costs incurred for replacing electric utility poles earlier in the year.

For the Hoover Forest Preserve cost center, revenues are exceeding budget projections by 11%, with revenues for Meadowhawk Lodge rentals exceeding budget projections by \$5,000 and Campsites by \$1,400, with total expenditures below projections by 22%. Of this amount, personnel costs including benefits are below projections by 50%.

For the Environmental Education cost center, revenues are trailing projections by 8%, with school programs at 50% of projections. Camps brought in 60% of projected revenues. Expenditures are below projections by 9%, and includes Natural Beginnings revenues and expenses.

For the Grounds and Resources cost center, revenues are exceeding budget projections by over 30%, and includes \$940 for preserve improvement grants, with expenditures in line with budget projections for the year.

Director Guritz presented the FY 16-17 operating budget. The budget is positive, with an increased surplus projection from \$6,700 to just over \$11,000 for the upcoming year.

Director Guritz presented an overview of the cost center structure.

For the Ellis House and Equestrian Center cost center, program budgets exceed costs generating a collective surplus \$18,000 partially offsetting the projected operational deficit of \$66,000.

For the Administration cost center, a surplus of \$155,000 is projected that will cover operating deficits within the remaining cost centers. Grounds and Resources is budget neutral, with all costs offset by revenue sources including extension of tax levy proceeds.

For the Hoover Forest Preserve cost center, the projected operational deficit is \$80,000, with a program deficit of \$30,000.

For the Environmental Education cost center, the overall projected surplus for the year is \$13,000, with Natural Beginnings generating income over expenditures for the year. The District is seeing an increase in the number of Scout program reservations, but has also seen a reduction in the number of school programs compared to budget, including a decrease in the number of Native American program reservations for this fall. Within the upcoming budget, revenues for school programs are adjusted down, with corresponding expenditures decreased.

The Committee of the Whole discussed the performance of school program budgets. Commissioner Gilmour inquired into whether programs are up or down from previous years. Director Guritz stated this is the first year program performance has been fully tracked. It is unclear whether the District is experiencing a drop in enrollment, or whether the projections based on previous year's data were overestimated.

The Committee of the Whole discussed the proposed FY 16-17 2007 series capital fund budget.

Director Guritz pointed out that within current funding limitations, sufficient resources are in place to address the potential closing of the Maramech Forest Preserve expansion land acquisition project, and Millbrook Bridge. The District anticipates eventual reimbursement of LWCF funding for the acquisition of Fox River Bluffs, but until this time, remaining projects scheduled will be necessarily delayed.

Director Guritz presented the revenues and expenses scheduled in the capital fund budget.

Commissioner Purcell expressed concerns over the District's capital fund cash flow which will need to be taken into consideration in determining whether or not to move forward on the proposed land acquisition project.

Revenue sources include two LWCF-OSLAD grant reimbursements, land acquisition matching funds from The Conservation Foundation, FEMA funds reimbursement for storm damage of Ellis House, a \$15,000 grant for restoration from the National Fish and Wildlife Foundation to support creation of monarch butterfly habitat, a \$5,000 matching grant from the US Fish and Wildlife Service to support natural area improvements, IDOT land sale proceeds for sale of less than 1 acre of land along Route 30, and proceeds for trail improvements held within an escrow account for incomplete trail work in Blackberry Creek Forest Preserve. The budget also includes projected revenues and related expenses for second phase improvements of the Hoover Nature Play Space project. The capital budget anticipates that FEMA reimbursement proceeds will partially offset roof replacement, painting and sealing of the Ellis House.

The Committee of the Whole reviewed the capital fund budget line items.

Commissioner Purcell inquired into the \$50,000 interest earnings transfer from the capital fund. Director Guritz stated that similar to last year, this is a placeholder. The Committee

of the Whole provided direction to remove this line item with the operating fund balance now in place.

Direction was received from the Committee of the Whole to include a motion to approve the preliminary budgets for public review at the upcoming Commission meeting.

VII. Insurance Premium and Workers' Compensation Claim Estimates for Discussion and Payment in November 2016

The Committee of the Whole reviewed the costs for the District's insurance premium and Workers' Compensation claim payments owed to Kendall County for the year.

Director Guritz stated that the insurance premium transfer of \$40,979 will be scheduled for approval on the upcoming Commission meeting agenda.

The District currently owes just over \$64,000 to Kendall County for Workers' Compensation claim payments paid by Kendall County on behalf of the District for the year.

Director Guritz stated that the full amount should be reimbursed in the current fiscal year if there is a sufficient surplus to cover the full cost in order to retain or improve the District's bond rating, and corresponding interest rates for the upcoming refunding, for the upcoming fiscal year. This decision will need to be determined at the November 15 Commission meeting after review of the October 31 financial statements.

Commissioner Prochaska requested that one of the claims listing "Parks Department" be checked in order to insure the cost was actually incurred by the District.

The Finance Committee discussed the end-of-year projections, with consensus received to hold off on determining the amount of Workers' Compensation claim repayment to Kendall County until November after the October 31 financial statements are reviewed.

VIII. Hoover Nature Play Space – Donors' Opening

Director Guritz informed Commission that a Donors' Opening for the Hoover Nature Play Space is scheduled for this coming Saturday, October 15, 2016 at noon. An invitation to attend was included within the Committee of the Whole meeting packets.

IX. Executive Session

None.

X. Other Items of Business

Commissioner Gryder inquired into the raise schedule within the FY 16-17 budget. Director Guritz stated that he and Budget Coordinator Caldwell are working to develop the FY 15-16 to FY 16-17 staff salary comparison spreadsheet, and will be presented to Commission in November.

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Commissioner Gryder asked whether the staff salary spreadsheet could be presented at the upcoming Commission meeting. Director Guritz stated that he would not have sufficient time to pull together this report by the next meeting, but overall, a 3.5% salary increase is scheduled within the FY 16-17 budget.

XI. Adjournment

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 6:30 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

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

OCTOBER 12, 2016

I. Call to Order

Finance Committee Chairman Cullick called the meeting to order at 4:30 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Koukol, Wehrli, and Cullick all were present.

III. Approval of Agenda

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

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Approval to Forward Claims in an Amount Not-to-Exceed \$14,877.37.

Commissioner Wehrli made a motion to forward claims to Commission in an amount not-to-exceed \$14,877.37. Seconded by Commissioner Koukol.

The Finance Committee reviewed the claims list.

Director Guritz reported that copies of the credit card statements and claim vouchers are available for review.

The Finance Committee reviewed claim numbers 203 to 211 for the Hoover Nature Play Space project. Director Guritz reported that sufficient funds are available from the Forest Foundation restricted fund, and additional contributions from Natural Beginnings parents totaling \$1,047 to cover project costs. Purchases have been coded to the Preserve Improvements – Grants expenditure GL code, offset by revenues that will be coded to the Preserve Improvements – Grants revenue GL code.

Commissioner Koukol complimented the project effort and results, and asked that the project be highlighted at the upcoming Commission meeting.

Commissioner Wehrli inquired into the claim from Amalgamated Bank coded to capital. Director Guritz stated that this is a fee incurred for management of the District's escrow account related to the District's bonded debt service payments.

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Commissioner Cullick called the question. All, aye. Opposed, none.

VI. Review of Financial Statements as of September 30, 2016

Budget Coordinator Latreese Caldwell presented a cost center breakdown of the September 30, 2016 Financial Statements. Revenues for the period just over \$1M, with expenditures for the period totaling \$750,000 leaving a surplus for the fiscal year of \$252,000.

For the Administration cost center, the District is 20% over revenues and 16% under budgeted expenditures through the end of September.

For the Ellis House and Equestrian Center cost center, revenues are exceeding budget projections by 18%, with the Equestrian Center up \$1,200 for lessons, and the Weddings cost center up \$9,800, with expenditures over projections by 8%, particularly under utilities. Director Guritz reminded Commission about the costs incurred for replacing electric utility poles earlier in the year.

For the Hoover Forest Preserve cost center, revenues are exceeding budget projections by 11%, with revenues for Meadowhawk Lodge rentals exceeding budget projections by \$5,000 and Campsites by \$1,400, with total expenditures below projections by 22%. Of this amount, personnel costs including benefits are below projections by 50%.

For the Environmental Education cost center, revenues are trailing projections by 8%, with school programs at 50% of projections. Camps brought in 60% of projected revenues. Expenditures are below projections by 9%, and includes Natural Beginnings revenues and expenses. Director Guritz pointed out that Natural Beginnings revenues include approximately \$10,000 for full tuition pre-payments for the year.

For the Grounds and Resources cost center, revenues are exceeding budget projections by 30%, and includes \$940 for preserve improvement grants, with expenditures in line with budget projections for the year.

Commissioner Davidson inquired into the insurance premium costs. Latreese Caldwell reported that those costs are assigned to the Administrative cost center, and will be discussed later on the agenda.

VII. Review of FY 16-17 Operating and Capital Fund Budgets

Director Guritz presented the FY 16-17 operating budget. The budget is positive, with an increased surplus projection from \$6,700 to just over \$11,000 for the upcoming year.

For the Administration cost center, a surplus of \$155,000 is projected that will cover operating deficits within the remaining cost centers. Grounds and Resources is budget neutral, with all costs offset by revenue sources including extension of tax levy proceeds.

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For the Ellis House and Equestrian Center cost center, program budgets exceed costs generating a collective surplus \$18,000 partially offsetting the projected operational deficit of \$66,000.

For the Hoover Forest Preserve cost center, the projected operational deficit is \$80,000, with a program deficit of \$30,000.

For the Environmental Education cost center, the overall projected surplus for the year is \$13,000, with Natural Beginnings generating income over expenditures for the year. The District is seeing an increase in the number of Scout program reservations, but has also seen a reduction in the number of school programs compared to budget, including a decrease in the number of Native American program reservations for this fall. Within the upcoming budget, revenues for school programs are adjusted down, with corresponding expenditures decreased.

Within the budget, the District is down a full-time headcount, with an increase to the Federal FLSA minimum salary threshold scheduled for the Hoover Resident and Supervisor position, partially offset by a house rent payment of \$250 per month, or \$3,000 for the year. The budget also includes \$15,000 for a part time Natural Resources Technician to assist with restoration projects within District preserve natural areas.

The District is experiencing high frequency of staff turnover of part-time staff that will likely continue into the future. This is requiring more significant extension of time for training by the District's Superintendent to address staff shortages, and new hire training.

The District will continue to experience challenges with maintaining high quality preserve areas.

Within the budget, the overall raise schedule included is 3.5%. Projected increases in insurance cost is included. The District anticipates a jump in total revenues, with corresponding staffing increases over last year's budget.

In order to exceed revenue projections next year, the District will need to do a better job with marketing of program opportunities operating below program capacity.

Review of the budget is scheduled for discussion on the upcoming Committee of the Whole meeting agenda.

The FY 16-17 budget includes a restructure of the Ellis Equestrian Center to include the reclassification of the Ellis Equestrian Center Manager position to a Coordinator position, including the hiring of a second Equestrian Program Coordinator. With the Farm Manager position now in place, the Equestrian Center Manager position description will be retitled, with a second coordinator hired to compliment the strengths of the current coordinator, and assist with equestrian center operations.

The Finance Committee discussed the proposed restructure.

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Director Guritz stated that sufficient resources are scheduled in the budget to cover program changes. This includes additional staff funding under the Sunrise Center cost center. This approach is working well for the Environmental Education program, and helps insure sufficient staffing coverage when staff turnover occurs. Both coordinators will be scheduled at \$1,000 hours for the year at approximately \$14 per hour. Initially, the District's seasonal will be promoted to a part time Horsemanship Instructor position at \$12 per hour.

Commissioner Davidson inquired into the number of hours scheduled for part time equestrian program support in the upcoming year compared to the current fiscal year. Director Guritz stated that generally, the total number of hours supporting the program remains unchanged with the exception of additional hours and part time salary projections for support of the Sunrise Center North license agreement.

Commissioner Davidson expressed concerns with interactions between the two staff members carrying the same title and role. Director Guritz stated that this is working well in the Environmental Education department. At Ellis, the two positions will not significantly overlap over the course of the work week. Additional program coordination is needed, and this will help to address coordination and communication gaps the District has seen over the past year.

The Finance Committee reviewed the proposed FY 16-17 capital budget.

Director Guritz pointed out that within current funding limitations, sufficient resources are in place to address the potential closing of the Maramech Forest Preserve expansion land acquisition project, and Millbrook Bridge. The District anticipates eventual reimbursement of LWCF funding for the acquisition of Fox River Bluffs, but until this time, remaining projects scheduled will be necessarily delayed.

Director Guritz presented the revenues and expenses scheduled in the capital fund budget.

Revenue sources include two LWCF-OSLAD grant reimbursements, land acquisition matching funds from The Conservation Foundation, FEMA funds reimbursement for storm damage of Ellis House, a \$15,000 grant for restoration from the National Fish and Wildlife Foundation to support creation of monarch butterfly habitat, a \$5,000 matching grant from the US Fish and Wildlife Service to support natural area improvements, IDOT land sale proceeds for sale of less than 1 acre of land along Route 30, and proceeds for trail improvements held within an escrow account for incomplete trail work in Blackberry Creek Forest Preserve. The budget also includes projected revenues and related expenses for second phase improvements of the Hoover Nature Play Space project. The capital budget anticipates that FEMA reimbursement proceeds will partially offset roof replacement, painting and sealing of the Ellis House.

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Ellis Farm Manager Marty Vick entered the meeting. Director Guritz introduced Mr. Vick to the Finance Committee.

Director Guritz reported that cropland conversion of 45 acres at Henneberry Forest Preserve is scheduled to take place at the end of the fiscal year, subject to receipt of reimbursement of the \$750,000 Fox River Bluffs acquisition grant.

VIII. Insurance Premium and Workers' Compensation Claims Payments Discussion

The Finance Committee reviewed the costs for the District's insurance premium and Workers' Compensation claim payments owed to Kendall County for the year.

Director Guritz stated that the insurance premium transfer of \$40,979 will be scheduled for approval on the upcoming Commission meeting agenda.

The District currently owes just over \$64,000 to Kendall County for Workers' Compensation claim payments made on behalf of the District for the year.

While the District is currently carrying a \$250,000 surplus for the year, this figure will go down in the two months remaining, and it is unclear at this point whether the final surplus for the year will be sufficient to cover the full cost of reimbursement of claims. Director Guritz stated that approximately \$40,000 of funding included within the financial statements represents crop rent and yield payments from the prior year, and has been accounted to the FY 14-15 fiscal year within the District's audit.

Director Guritz stated that the full amount should be reimbursed in the current fiscal year if there is a sufficient surplus to cover the full cost in order to retain or improve the District's bond rating, and corresponding interest rates for the upcoming refunding, for the upcoming fiscal year. This decision will need to be determined at the November 15 Commission meeting.

The Finance Committee discussed the end-of-year projections, with consensus to hold off on determining the amount of Workers' Compensation claim repayment to Kendall County until November after the October 31 financial statements are reviewed.

IX. Executive Session

None.

X. Citizens to be Heard

No public comments were offered by those in attendance.

XI. Other Items of Business

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Director Guritz reported that the District is discussing purchase of 9 canoes, life vests, trailer, and paddles for District programs for \$3,000. Freeman Sports is closing, and surplus equipment that the District has historically rented from Freeman Sports is being offered at a significant discount. Kendall County ROE has offered to purchase the canoes so long as they can be stored at Hoover Forest Preserve for both programs to access and use.

Director Guritz stated that the District's trash service contract will be sent out for quotes in November.

Director Guritz reported that \$2,000 of native savannah seed mix will be purchased for dispersal at Fox River Bluffs that will be reimbursed by the Illinois Clean Energy Community Foundation with the remaining funding in order to close out the grant.

Director Guritz stated that the District has received a request from ComEd to access their easement through Harris Forest Preserve. The Finance Committee provided direction to contact the new ComEd Government Relations manager for Kendall County to discuss development of an access agreement.

XII. Citizens to Be Heard

None.

XIII. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 5:32 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District

COMBINED Claims Listing

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
ENV ED CAMPS							
235 131567	APRIL MORRIS	OCT 2016	CAMP SUPPLIES	10/18/16	27023026849	ENV EDUC - CAMPS EXPENSE	127.45*
Total ENV ED SCHOOL							127.45*
ENV ED NATURAL BEGINNINGS							
236 060304	FIRST NATIONAL BANK OMAHA	09/26/16-2	PLAY-DOH, BATTERIES, D	10/18/16	27023036849	ENV EDUC - NATURAL BEGINN	110.72 110.72*
Total ENV ED NATURAL BEGINNINGS							110.72*
ENV ED LAWS OF NATURE							
237 060304	FIRST NATIONAL BANK OMAHA	09/26/16	PET SUPPLIES	10/18/16	27023056849	ENV EDUC - LAWS OF NATURE	77.08
238 131567	APRIL MORRIS	OCT 2016	PET SUPPLIES	10/18/16	27023056849	ENV EDUC - LAWS OF NATURE	1.99 79.07*
Total ENV ED LAWS OF NATURE							79.07*
NATURAL AREA VOLUNTEER							
239 060304	FIRST NATIONAL BANK OMAHA	09/26/16-5	VOLUNTEER LUNCH DAY	10/18/16	27024006835	NATURAL AREA VOLUNTEER SU	27.89 27.89*
Total NATURAL AREA VOLUNTEER							27.89*
GROUND & NATURAL RESOURCES							
240 220626	VERIZON (FOREST PRESERVE)	9772248011	CELL PHONES	10/18/16	27025006207	TELEPHONE - GROUNDS & NAT	688.79 688.79*
241 110531	KENDALL CO HIGHWAY DEPT	SEP 2016	GAS & DIESEL-SEPT	10/18/16	27025006217	FUEL - GAS & OIL	1,325.99 1,325.99*
242 151214	KIM OLSON	9/23/16	BOOT ALLOWANCE	10/18/16	27025006240	UNIFORMS	75.00 75.00*
243 060304	FIRST NATIONAL BANK OMAHA	09/26/16-4	TRASH PICKUP	10/18/16	27025006847	REFUSE PICKUP - GROUNDS &	450.85 450.85*
244 140937	NICOR	09/23/16	MILLBROOK SOUTH	10/18/16	27025006848	GAS - GROUNDS & NATURAL R	89.08 89.08*
Total GROUNDS & NATURAL RESOURCES							2,629.71*

frmPrtClaim

Kendall County

COMBINED Claims Listing

10/07/16

9:37:28 AM

Page 016

Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

FP BOND PROCEEDS 2007

298 011311 AMALGAMATED BANK OF CHICAGO

1854866002

SERIES 2012-ADMIN FE

10/18/16

95020006850

PROJECT FUND EXPENSES

450.00
450.00*

bantrim

Total FP BOND PROCEEDS 2007

450.00*

GRAND TOTAL

\$14,877.37

To: Kendall County Forest Preserve District Board of Commissioners
From: David Guritz, Executive Director
RE: Payment of the 2016-2017 Insurance Premium for General Liability, Property, and Workers' Compensation Insurance Coverage Premium
Date: October 18, 2016
Attachment: Kendall County Insurance Premium Invoice

The FY 2015-2016 budgeted appropriations includes \$47,079.00 (GL Code 2702-000-6838) for the following premium and claim contingency costs:

\$40,979	Wine Sergi Insurance Premium <i>General Liability</i> <i>Excess Liability Coverage</i> <i>Automobile Liability Coverage</i> <i>Public Officials Liability Coverage</i> <i>Property Coverage</i> <i>Equipment Breakdown</i> <i>Comprehensive Crime Coverage</i> <i>Workers' Compensation</i> <i>Employers' Liability</i>
\$1,009	Chubb Special Risk Insurance (Ellis Equestrian Center Participants and Volunteers)
\$5,000	Workers' Compensation Claims Contingency

The District has received notification that the premium payment of \$40,079.66 is due in November 2016 through transfer from the District's operating fund to Kendall County by the Kendall County Treasurer's Office.

Recommendation:

Approve a motion to transfer \$40,079.66 to Kendall County for payment of the District's share of the 2016-2017 insurance premium costs.

(Due in 2016)	KC Forest Preserve Dist.
Total for Property and Liability Insurance	\$ 23,162.36
Includes:	
Property, Bldgs & Contents Premium	
Equipment Schedules a.k.a. Inland Marine Premium	
Crime/ Employee Dishonesty Premium	
General Liability Premium	
Public Official Liability Premium	
Employment Practices Liability	
Sexual Misconduct	
Auto Liab.-Phys. Damage UM/UIM & Excess	
Workers Compensation/Employers Liability	\$ 16,184.49
Audit Premium Adjustment (2015)	
code 8810	\$8.62
code 0083	\$433.61
code 9102	\$1,190.58
Total - due by November 2016	\$ 40,979.66 **

**** Excludes deductibles owed to County by Forest Preserve District**

\$ 40,979.66

SHAW MEDIA
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CRYSTAL LAKE IL 60039-0250
(815)459-4040

ORDER CONFIRMATION

Salesperson: LORI PLESE

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Acct #: 10085118

Ad #: 1235045

Status: N

KENDALL COUNTY FOREST PRESERVE
110 W MADISON ST
YORKVILLE IL 60560-1465

Start: 10/18/2016 Stop: 10/20/2016
Times Ord: 1 Times Run: ***
LEG 1.00 X 20.00 Words: 84
Total LEG 20.00
Class: 8100 PUBLIC NOTICES
Rate: LEGAL Cost: 39.00
Affidavits: 1

Contact: DAVID GURITZ
Phone: (630)553-4131
Fax#:
Email: dguritz@co.kendall.il.us
Agency:

Ad Descrpt: NOTICE FY 2016 BUDGET
Given by: *
Created: lples 10/17/16 12:52
Last Changed: lples 10/17/16 13:06

Source: _____ Section: _____ Page: ____
Camera Ready: N Group: LEGALS AdType: _____
Misc: _____ Color: _____
Proof: _____ Pickup Date: _____ Ad#: _____
Delivery Instr: _____ Gang Ad #: _____
Changes: None ___ Copy ___ Art ___ Size ___ Copy Chg Every Run ___
Coupon: _____
Special Instr: _____

COMMENTS:
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PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFSS
KCR	CL	97	S	10/20			
WKR	CL	99	S	10/18			
APNW	CL	97	S	10/20			

PUBLIC NOTICE

The Kendall County Forest Preserve District's Board of Commissioners has approved publication of the preliminary FY 16-17 operating and capital fund budgets. District budget reports are available for public review at the Kendall County Clerk's Office, 111 W. Fox Street, Yorkville, IL 60560, and online at <http://www.co.kendall.il.us/forest-preserve/>. For more information, contact the District at 110 W. Madison St., Yorkville, IL 60560, or call (630) 553-4025 M-F 8:00 am to 4:30 pm.
(Published in the Kendall County Record on October 20, 2016)
1235045

Kendall County Forest Preserve District

PROPOSED FY 16-17 OPERATING BUDGET	PROPOSED FY 16-17 OPERATING BUDGET
ACCOUNT & DESCRIPTION	
Beginning Balance	-
REVENUE	
2701-000-1100 Current Tax	552,815
2701-000-1135 Interest Income	170
2701-000-1305 Bond Interest	-
2701-000-1325 Other Income	2,000
2701-000-1335 Donations - General	500
2701-100-1335 Donations - Ellis House	-
2701-110-1335 Donations - Ellis Center Camps	-
2701-111-1335 Donations - Ellis Equestrian Center	2,000
2701-200-1335 Donations - Hoover	-
2701-300-1335 Donations - Environmental Education	500
2701-303-1335 Donations - Env. Educ. Natural Beginnings	2,000
2701-400-1335 Donations - Natural Area Volunteers	2,000
2701-500-1500 Picnic & Shelter Rental	6,200
2701-500-1503 Preserve Improvements - Grants	1,000
2701-000-1506 Public Programs Support Grants	-
2701-300-1507 Environmental Education Revenue	-
2701-301-1507 Env. Educ. - School Programs	35,960
2701-302-1507 Env. Educ. - Camps	39,118
2701-303-1507 Env. Educ. - Natural Beginnings	83,460
2701-304-1507 Env. Educ. - Other Public Programs	4,000
2701-305-1507 Env. Educ. - Laws of Nature	-
2701-306-1507 Env. Educ. - Other Revenue	-
2701-200-1513 Hoover Revenue	5,000
2701-201-1513 Hoover Bunkhouse Rental Rev	33,525
2701-202-1513 Hoover Campsite Rental Rev	4,500
2701-203-1513 Hoover Meadowhawk Rental Rev	10,500
2701-000-1514 Farm License Revenue	161,030
2701-000-1518 Security Deposits	-
2701-100-1517 Security Deposit Rev - Ellis	-
2701-120-1517 Security Deposit Rev - Ellis Weddings	15,000
2701-121-1517 Security Deposit Rev - Ellis Other Rentals	600
2701-200-1518 Security Deposit Rev - Hoover	-
2701-201-1518 Security Deposit Rev - Hoover Bunkhouse	1,500
2701-202-1518 Security Deposit Rev - Hoover Campsite	-
2701-203-1518 Security Deposit Rev - Hoover Meadowhawk	5,000
2700-000-1519 Credit Card Processing Fee	3,300
2701-110-1570 Ellis Center Camps	13,000
2701-111-1570 Ellis Center Riding Lessons	24,905
2701-112-1570 Ellis Center Birthday Parties	9,500
2701-113-1570 Ellis Center Public Programs	2,100
2701-114-1570 Sunrise Center North License Agreement	19,200
2701-120-1570 Ellis Center Weddings	43,200
2701-121-1570 Ellis Center Other Rentals	4,500
2701-130-1570 Ellis Center 5K Event	4,000
Total Revenue	1,092,083
PERSONNEL	
2702-000-6101 Salary - Full Time Administration	123,714
2702-000-6102 Salary - Part Time Administration	4,000

PROPOSED FY 16-17 OPERATING BUDGET		PROPOSED FY 16-17 OPERATING BUDGET
ACCOUNT & DESCRIPTION		
2702-500-6101	Salary - Full Time Grounds & Natural Resources	137,028
2702-500-6102	Salary - Part Time Grounds & Natural Resources	21,369
	Salary Part Time: Env. Education	
2702-301-6128	Env. Educ. PT Salary - School Programs Expense	35,925
2702-302-6128	Env. Educ. PT Salary - Camps Expense	28,000
2702-303-6128	Env. Educ. PT Salary - Natural Beginnings Expense	53,112
2702-304-6128	Env. Educ. PT Salary - Other Public Programs Expense	3,500
2702-305-6128	Env. Educ. PT Salary - Laws of Nature	1,750
2702-306-6128	Env. Educ. PT Salary - Other Expense	
	Salary Part Time - Ellis	
2702-100-6122	Salary PT - Ellis House	8,080
2702-101-6122	Salary PT - Ellis Barn	8,080
2702-102-6122	Salary PT - Ellis Grounds	16,160
2702-110-6122	Salary PT - Ellis Center Camps Expense	8,000
2702-111-6122	Salary PT - Ellis Center Riding Lessons Expense	16,000
2702-112-6122	Salary PT - Ellis Center Birthday Parties Expense	8,000
2702-113-6122	Salary PT - Ellis Center Public Programs Expense	1,890
2702-114-6122	Salary PT - Ellis - Sunrise License Agreement	6,864
2702-120-6122	Salary PT - Ellis Center Weddings Expense	11,305
2702-121-6122	Salary PT - Ellis Center Other Rentals Expense	2,000
2702-130-6122	Salary PT - Ellis Center 5K Event Expense	
	Salary Full Time: Hoover	
2702-200-6126	Salary FY - Hoover Grounds	23,738
2702-201-6126	Salary FT - Hoover Bunkhouse	11,869
2702-202-6126	Salary FT - Hoover Campsite	5,935
2702-203-6126	Salary FT - Hoover Meadowhawk	5,935
	Salary Part Time: Hoover	
2702-200-6127	Salary PT - Hoover Grounds	20,663
2702-201-6127	Salary PT - Hoover Bunkhouse	10,332
2702-202-6127	Salary PT - Hoover Campsite	5,165
2702-203-6127	Salary PT - Hoover Meadowhawk	5,165
2702-000-6115	Board Per Diem	4,000
	Total Personnel	587,579
	EMPLOYEE BENEFITS	
2702-000-6300	IMRF/SS Expense - Administration (\$113k)	22,537
2702-200-6300	IMRF/SS Expense - Hoover Grounds	8,123
2702-201-6300	IMRF/SS Expense - Hoover Bunkhouse	4,061
2702-202-6300	IMRF/SS Expense - Hoover Campsite	2,031
2702-203-6300	IMRF/SS Expense - Hoover Meadowhawk	2,031
2702-300-6300	IMRF/SS Fund Expense - Env. Education	
2702-301-6300	IMRF/SS Fund Expense - Env. Education School Programs	5,171
2702-302-6300	IMRF/SS Fund Expense - Env. Education Camps	3,800
2702-303-6300	IMRF/SS Fund Expense - Env. Education Natural Beginnings	8,667
2702-304-6300	IMRF/SS Fund Expense - Env. Education Other Public Programs	655
2702-305-6300	IMRF/SS Fund Expense - Env. Education Laws of Nature	231
2702-306-6300	IMRF/SS Fund Expense - Env. Education Other Expenses	10
2702-500-6300	IMRF/SS Expense - Grounds & Nat. Resources	28,916
2702-100-6301	IMRF & SS Expense - Ellis House	1,359
2702-101-6301	IMRF & SS Expense - Ellis Barn	1,359
2702-102-6301	IMRF & SS Expense - Ellis Grounds	2,718
2702-110-6301	IMRF & SS Expense - Ellis Center Camps Expense	1,351
2702-111-6301	IMRF & SS Expense - Ellis Center Riding Lessons Expense	2,702
2702-112-6301	IMRF & SS Expense - Ellis Center Birthday Parties Expense	1,351
2702-113-6301	IMRF & SS Expense - Ellis Center Public Programs Expense	
2702-114-6301	IMRF & SS Expense - Sunrise Center North	1,284
2702-120-6301	IMRF & SS Expense - Ellis Center Weddings Expense	2,056
2702-121-6301	IMRF & SS Expense - Ellis Center Other Rentals Expense	227

PROPOSED FY 16-17 OPERATING BUDGET		PROPOSED FY 16-17 OPERATING BUDGET
ACCOUNT & DESCRIPTION		
2702-130-6301	IMRF & SS Expense - Ellis Center 5K Event Expense	100
2702-000-6839	Medical Insurance - Administration	19,775
	Medical Insurance - Hoover	
2702-200-6839	Medical Insurance - Hoover Grounds	5,117
2702-201-6839	Medical Insurance - Hoover Bunkhouse	2,559
2702-202-6839	Medical Insurance - Hoover Campsite	1,279
2702-203-6839	Medical Insurance - Hoover Meadowhawk	1,279
2702-500-6839	Medical Insurance - Grounds & Nat. Resources	39,348
2702-000-6838	Transfer to KC General Liability Insurance	42,079
2702-000-6838	Insurance Claim Deductible Repayment to KC	5,000
2702-000-6859	Insurance Deductible	10,000
	Total Employee Benefits	227,176
	<u>CONTRACTUAL</u>	
2702-000-6151	Contractual Recorder	
2702-000-6203	Dues/Memberships	1,600
2702-000-6204	Conferences	2,000
2702-500-6207	Telephone - Grounds & Natural Resources	10,890
2702-000-6209	Legal Publications	400
2702-000-6215	Contractual Services (RecPro Software)	3,550
2702-000-6549	Audit	7,500
2702-000-7090	Credit Card Fee (Swipe Fee)	3,300
2702-500-6847	Refuse Pickup - Grounds & Natural Resources	7,750
2702-000-6834	Farm Lease Contract Expense	500
2702-500-6853	Preserve Improvements	
2702-120-7078	Refuse Pickup - Ellis	1,700
2702-110-7084	Veterinarian & Farrier - Ellis Camps	1,375
2702-111-7084	Veterinarian & Farrier - Ellis Riding Lessons	2,750
2702-112-7084	Veterinarian & Farrier - Ellis Birthday Parties	1,375
2702-120-7089	Event Tent Lease - Ellis Weddings	17,400
2702-301-7079	Environmental Education Presenters	1,600
	Total Contractual	63,690
	<u>COMMODITIES</u>	
2702-000-6200	Office Supplies & Postage	12,000
2702-500-6217	Fuel -Gas & Oil	17,500
2702-500-7089	Supplies - Shop	5,500
2702-500-6240	Uniforms	1,500
2702-000-6351	Electric	2,700
2702-000-6801	Preserve Improvements - Grants	
2702-400-6835	Natural Area Volunteer Supplies	500
2702-000-6843	Promotion/Publicity	6,000
2702-000-6844	Newsletter	400
2702-000-6854	Contributions	
2702-000-7088	Security Deposit Refunds	
2702-500-6848	Gas - Grounds & Natural Resources	2,500
2702-300-6849	Environmental Education	
2702-301-6849	Env. Educ. - School Programs expense	950
2702-302-6849	Env. Educ. - Camps expense	3,000
2702-303-6849	Env. Educ. - Natural Beginnings expense	4,000

PROPOSED FY 16-17 OPERATING BUDGET		PROPOSED FY 16-17 OPERATING BUDGET
ACCOUNT & DESCRIPTION		
2702-304-6849	Env. Educ. - Other Public Programs expense	700
2702-305-6849	Env. Educ. - Laws of Nature expense	750
Utilities & Maintenance - Hoover		
2702-200-6860	Hoover - Gas	5,000
2702-200-6861	Hoover - Electric	18,000
2702-200-6862	Hoover - Other Utilities	6,500
2702-200-6863	Hoover - Shop Supplies	1,100
2702-200-6864	Hoover - Building Maintenance	9,800
2702-200-6865	Hoover - Grounds Maintenance	4,500
2702-200-6866	Hoover - Other Expenses	3,000
Utilities - Ellis		
2702-100-7076	Utilities - Ellis House	7,650
2702-101-7076	Utilities - Ellis Barn	7,650
2702-102-7076	Utilities - Ellis Grounds	
2702-100-7077	Office Supplies & Postage - Ellis House	1,300
2702-113-7079	Volunteer Expense - Ellis Public Programs	800
Promotion/Publicity - Ellis		
2702-110-7081	Promotion/Publicity - Ellis Camps	500
2702-111-7081	Promotion/Publicity - Ellis Riding Lessons	1,000
2702-112-7081	Promotion/Publicity - Ellis Birthday Parties	1,000
2702-113-7081	Promotion/Publicity - Ellis Public Programs	
2702-120-7081	Promotion/Publicity - Ellis Weddings	2,000
2702-121-7081	Promotion/Publicity - Ellis Other Rentals	
2702-130-7081	Promotion/Publicity - Ellis 5k	500
Animal Care & Supplies - Ellis		
2702-110-7082	Animal Care & Supplies - Ellis Camps	700
2702-111-7082	Animal Care & Supplies - Ellis Riding Lessons	700
2702-112-7082	Animal Care & Supplies - Ellis Birthday Parties	1,050
2702-113-7082	Animal Care & Supplies - Ellis Public Programs	
2702-114-7082	Animal Care & Supplies - Sunrise Center North	4,800
Horses Acquisition & Tack - Ellis		
2702-110-7083	Horses Acquisition & Tack - Ellis Camps	40
2702-111-7083	Horses Acquisition & Tack - Ellis Riding Lessons	40
2702-112-7083	Horses Acquisition & Tack - Ellis Birthday Parties	80
2702-113-7083	Horses Acquisition & Tack - Ellis Public Programs	
Uniforms - Ellis		
2702-110-7086	Uniforms - Ellis Camps	75
2702-111-7086	Uniforms - Ellis Riding Lessons	75
2702-112-7086	Uniforms - Ellis Birthdays Parties	75
2702-120-7086	Uniforms - Ellis Weddings	75
Program Supplies - Ellis		
2702-110-7087	Program Supplies - Ellis Camps	600
2702-112-7087	Program Supplies - Ellis Birthday Parties	1,200
2702-130-7087	Program Supplies - Ellis 5K	1,500
Total Commodities		139,310
<u>OTHER</u>		
2702-000-3913	Contingency	9,840
2702-500-6216	Equipment - Grounds & Natural Resources	12,000
2702-500-6837	Preserve Improvements - Grounds & Natural Resources	5,500
2702-500-6856	Natural Areas Management Supplies	
2702-500-6853	Preserve Improvements	1,200
Grounds & Maintenance Equipment - Ellis		
2702-100-7080	Grounds & Maint. - Ellis House	8,000
2702-101-7080	Grounds & Maint. - Ellis Barn	2,000
2702-102-7080	Grounds & Maint. - Ellis Grounds	2,320

PROPOSED FY 16-17 OPERATING BUDGET		PROPOSED FY 16-17 OPERATING BUDGET
ACCOUNT & DESCRIPTION		
2702-120-7088	Ellis Security Deposit Refunds (Weddings)	15,000
2702-121-7088	Ellis Security Deposit Refunds (House)	600
2702-200-7088	Hoover Security Deposit Refunds	6,500
	Total Other	62,960
	Total Expenditures	1,080,715
	Operating Fund Balance	11,369
BUDGET SUMMARY		
	Total Revenue	1,092,083
	Total Personnel	587,579
	Total Employee Benefits	227,176
	Total Contractual	63,690
	Total Commodities	139,310
	Total Other	62,960
	Total Expenditure	1,080,715
	Surplus / (Deficit)	11,369

Kendall County Forest Preserve District

PROPOSED FY 16-17 2007 Bond Fund Budget

ACCOUNT & DESCRIPTION	PROPOSED FY 16-17 2007 SERIES BOND FUND BUDGET
BEGINNING BALANCE	953,044
<u>REVENUE</u>	
95-01-000-1135 Interest Income	500
95-01-000-1305 Transfer in	
95-01-000-1515 Project Fund Deposit - OSLAD	1,500,000
95-01-000-1515 Project Fund Deposit - TCF Acquisition Grant	750,000
95-01-000-1515 Project Fund Deposit - ICECF	
95-01-000-1515 Project Fund Deposit - FEMA Disbursement	28,515
95-01-000-1515 Project Fund Deposit - Pollinator Grant - NFWF	15,000
95-01-000-1515 Project Fund Deposit - Maramech Restoration F&W	5,000
95-01-000-1515 Route 30 - IDOT Land Purchase Proceeds (< 1 acre)	15,000
95-01-000-1515 Insurance Claim Disbursement - Hoover Portico	
95-01-000-1515 Trail Improvement Escrow Account	23,177
95-01-000-1515 Project Fund Deposit	
95-01-000-1515 Donations	50,000
Total Revenue	2,387,192
<u>EXPENSES</u>	
95-02-000-6850 Natural Areas Management	60,000
95-02-000-6850 Natural Areas Supplies	5,000
95-02-000-6850 Equipment Replacement Contingency	50,000
95-02-000-6850 Land Acquisition	1,500,000
95-02-000-6850 Preserve Improvements	80,800
95-02-000-6850 Building Improvements	62,000
95-02-000-6850 Cropland Conversion	270,000
95-02-000-6850 Project Fund Expense	389,000
Total Expenditures	2,416,800
 Revenue over / (under) Expenditure	 (29,608)
ENDING BALANCE	923,436