



169 031216 ELLIS HOUSE

CLEAN-TECH OF IL INC.

21533

05/26/16

27021007080

GROUND & MAINT - ELLIS H

532.00

532.00\*

bantrim

**Total FOREST PRESERVE EXPENDITURE**

**129.64\***

170 130506 MENARDS

ELLIS BARN

44789

05/26/16

27021017080

GROUND & MAINT - ELLIS B

18.34

bantrim

44484

05/26/16

27021017080

GROUND & MAINT - ELLIS B

34.58

bantrim

44294

05/26/16

27021017080

GROUND & MAINT - ELLIS B

23.20

bantrim

76.12\*

**Total ELLIS HOUSE**

**532.00\***

**76.12\***

173 101297 JOHN DEERE FINANCIAL

ELLIS GROUNDS

05/01/16

27021027080

GROUND & MAINT - ELLIS G

7.96

bantrim

174 130506 MENARDS

ELLIS GROUNDS

05/26/16

27021027080

GROUND & MAINT - ELLIS G

52.63

bantrim

60.59\*

**Total ELLIS GROUNDS**

**60.59\***

**7.96**

175 101297 JOHN DEERE FINANCIAL

ELLIS RIDING LESSONS

05/26/16

27021117082

ANIMAL CARE & SUPPLIES -

174.49

bantrim

176 130240 AMY MARTIN

ELLIS RIDING LESSONS

05/26/16

27021117082

ANIMAL CARE & SUPPLIES -

271.75

bantrim

446.24\*

**Total ELLIS RIDING LESSONS**

**446.24\***

**174.49**

177 070930 ANNA MARIE GIVENS

ELLIS WEDDINGS

5-7-16

27021207088

ELLIS SECURITY DEPOSIT RE

100.00

bantrim

100.00\*

**Total ELLIS WEDDINGS**

**100.00\***

178 140937 NICOR

HOOVER

05/09/16

27022006860

HOOVER - GAS

46.76

bantrim

179 140937 NICOR

HOOVER

05/26/16

27022006860

HOOVER - GAS

42.67

bantrim

180 140937 NICOR

HOOVER

05/26/16

27022006860

HOOVER - GAS

31.24

bantrim

181 140937 NICOR

HOOVER

05/26/16

27022006860

HOOVER - GAS

57.78

bantrim

182 140937 NICOR

ROOKERY BUILDING

05/26/16

27022006860

HOOVER - GAS

57.37

bantrim

183 140937 NICOR

HO MAINT. BLDG

05/26/16

27022006860

HOOVER - GAS

43.54

bantrim

184 140937 NICOR

MEADOWHAWK

05/26/16

27022006860

HOOVER - GAS

33.14

bantrim

185 140937 NICOR

HO HOUSE

05/06/16-3

27022006860

HOOVER - GAS

34.29

bantrim

346.79\*



frmPrtClaim

Kendall County

COMBINED Supplemental Claims Listing

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Vendor #	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
203 190563	SERVICE SANITATION, INC	5/6/16-6/2/16	PORTABLE RESTROOMS	05/26/16	27025006847	REFUSE PICKUP - GROUNDS &	260.00 260.00*
204 140937	NICOR	05/11/16	HARRIS	05/26/16	27025006848	GAS - GROUNDS & NATURAL R	63.66 63.66*

Total GROUNDS & NATURAL RESOURCES 2,591.28\*



frmPrtClaim

Kendall County

COMBINED Supplemental Claims Listing

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Vendor# Name

Invoice #

Description

Date

Budget #

Account Description

Dist Amount

**FP BOND PROCEEDS 2007**

253 061580 FOX LABELS & T SHIRTS / ACTION 1009

MILLBROOK SIGN-BRIDG

05/26/16 95020006850 PROJECT FUND EXPENSES

banttim

169.00

169.00\*

**Total FP BOND PROCEEDS 2007**

**169.00\***

**GRAND TOTAL**

**\$6,785.10**

KENDALL COUNTY TREASURER  
 FUND BALANCES  
 Balances as of: 05/31/16

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	Budget	MTD	YTD	%Budget	
*****					
FOREST PRESERVE					
*****					
Beginning Balance 12/01/15			249,694.83		
ADMINISTRATION					
Receipts:					
27010001100	CURRENT TAX	544,343.00	63,358.22	63,358.22	11.64
27010001135	INTEREST INCOME	134.00	15.66	78.34	58.46
27010001305	BOND INTEREST	.00	.00	.00	.00
27010001325	OTHER	.00	725.00	4,224.40	.00
27010001330	TRFR - COUNTY GENERAL FUND	.00	.00	.00	.00
27010001335	DONATIONS	.00	.00	.00	.00
27010001500	PICNIC FEES & SHELTER RENTAL	.00	.00	.00	.00
27010001501	HISTORIC COURTHOUSE RENTAL FEES	.00	.00	.00	.00
27010001502	LAND CASH	.00	.00	.00	.00
27010001503	PRESERVE IMPROVEMENTS-GRANTS	.00	.00	400.00	.00
27010001505	GRANTS - LAND ACQUISITION	.00	.00	.00	.00
27010001506	PUBLIC PROGRAMS SUPPORT GRANTS	.00	.00	.00	.00
27010001507	PROGRAM REVENUE	.00	.00	.00	.00
27010001508	JIM PHILLIPS MEMORIAL DONATIONS	.00	.00	.00	.00
27010001511	LAW ENFORCEMENT	.00	.00	.00	.00
27010001512	CAPITAL FUND	.00	.00	.00	.00
27010001513	HOOVER REVENUE	.00	.00	.00	.00
27010001514	FARM LICENSE REVENUE	154,710.00	144,770.81	186,716.57	120.69
27010001518	SECURITY DEPOSITS	.00	-1,000.00	.00	.00
27010001519	CREDIT CARD FEE	.00	547.06	550.19	.00
27010001570	ELLIS CENTER REV	.00	-1,167.50	.00	.00
		699,187.00*	207,249.25*	255,327.72*	36.52*
Expenditures:					
27020003913	CONTINGENCY	9,840.00	.00	.00	.00
27020006101	SALARY - FULL TIME	117,800.00	12,971.39	65,968.62	56.00
27020006102	SALARY - PART-TIME	4,000.00	-1,962.98	2,407.02	60.18
27020006103	SALARY - FULL TIME ENVIRONMENTAL ED	.00	.00	.00	.00
27020006105	SALARIES - FULL TIME - ELLIS	.00	-1,069.08	.00	.00
27020006115	BOARD PER DIEM	3,500.00	490.00	2,450.00	70.00
27020006121	SALARIES - LAW ENFORCEMENT	.00	.00	.00	.00
27020006122	SALARIES - PART TIME - ELLIS	.00	-2,539.92	.00	.00
27020006126	SALARIES - FULL TIME - HOOVER	.00	.00	.00	.00
27020006127	SALARIES - PART TIME - HOOVER	.00	-1,409.54	.00	.00
27020006128	SALRIES - PART-TIME - ENVIRONMENTAL	.00	-3,357.48	.00	.00
27020006151	CONTRACTUAL RECORDER	.00	.00	.00	.00
27020006200	OFFICE SUPPLIES & POSTAGE	12,000.00	316.80	3,520.36	29.34
27020006203	DUES/MEMBERSHIPS	1,600.00	400.00	485.00	30.31
27020006204	CONFERENCES	1,858.00	.00	1,676.53	90.23
27020006207	TELEPHONE	.00	-809.80	.00	.00
27020006209	LEGAL PUBLICATIONS	400.00	.00	.00	.00
27020006215	CONTRACTUAL SERVICE	3,550.00	.00	.00	.00
27020006216	EQUIPMENT	.00	.00	.00	.00
27020006217	FUEL - GAS & OIL	.00	-194.40	.00	.00
27020006237	SUPPLIES - SHOP	.00	-525.92	.00	.00
27020006240	UNIFORMS	.00	.00	.00	.00
27020006300	TRANSFER TO IMRF/SS FUND	21,734.00	1,936.57	11,368.13	52.31
27020006301	IMRF & SS - ELLIS	.00	.00	.00	.00
27020006351	ELECTRIC	3,450.00	191.05	1,336.38	38.74
27020006549	AUDIT FUND	7,500.00	.00	7,500.00	100.00
27020006831	SOFTWARE LICENSE FEE (RECPRO)	.00	.00	.00	.00
27020006834	FARM LEASE CONTRACT EXPENSES	500.00	.00	.00	.00
27020006835	NATURAL AREA VOLUNTEER SUPPLIES	.00	.00	.00	.00
27020006836	HISTORIC COURTHOUSE EXPENSES	.00	.00	.00	.00
27020006837	PRESERVE IMPROVEMENTS	.00	-50.32	.00	.00
27020006838	INSURANCE REIMB	47,079.00	.00	.00	.00
27020006839	MEDICAL INSURANCE REIMB	17,430.00	1,483.85	8,730.38	50.09

KENDALL COUNTY TREASURER  
 FUND BALANCES  
 Balances as of: 05/31/16

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	Budget	MTD	YTD	%Budget
27021017075 MEDICAL INS - ELLIS BARN	.00	.00	.00	.00
27021017076 UTILITIES - ELLIS BARN	7,650.00	.00	689.00	9.01
27021017080 GROUNDS & MAINT - ELLIS BARN	2,590.00	76.12	463.10	17.88
27021017085 MEMBERSHIPS - ELLIS BARN	.00	.00	.00	.00
	18,735.00*	723.42*	4,106.42*	21.92*
*****				
ELLIS GROUNDS				
Receipts:				
27011021570 ELLIS CENTER GROUNDS	.00	.00	.00	.00
	.00*	.00*	.00*	.00*
Expenditures:				
27021026122 SALARY PT - ELLIS GROUNDS	14,800.00	995.31	3,406.81	23.02
27021026301 IMRF & SS EXP - ELLIS GROUNDS	2,191.00	162.18	656.60	29.97
27021027075 MEDICAL INS - ELLIS GROUNDS	.00	.00	.00	.00
27021027076 UTILITIES - ELLIS GROUNDS	.00	.00	.00	.00
27021027080 GROUNDS & MAINT - ELLIS GROUNDS	2,320.00	422.82	3,664.27	157.94
27021027085 MEMBERSHIPS - ELLIS GROUNDS	.00	.00	.00	.00
	19,311.00*	1,580.31*	7,727.68*	40.02*
*****				
ELLIS CAMPS				
Receipts:				
27011101135 DONATIONS - ELLIS CENTER CAMPS	.00	.00	.00	.00
27011101570 ELLIS CENTER CAMPS	13,000.00	470.00	1,210.00	9.31
	13,000.00*	470.00*	1,210.00*	9.31*
Expenditures:				
27021106122 SALARY PT - ELLIS CENTER CAMPS	6,625.00	55.25	893.46	13.49
27021106301 IMRF & SS EXP - ELLIS CENTER CAMPS	1,222.00	10.28	198.26	16.22
27021107075 MEDICAL INS - ELLIS CENTER CAMPS EX	.00	.00	.00	.00
27021107081 PROMO/PUBLICITY - ELLIS CAMPS	500.00	.00	.00	.00
27021107082 ANIMAL CARE & SUPPLIES - ELLIS CAMP	700.00	.00	14.08	2.01
27021107083 HORSES ACQUISITION & TACK - ELLIS C	40.00	.00	.00	.00
27021107084 VET & FARRIER - ELLIS CAMPS	1,375.00	.00	429.50	31.24
27021107086 UNIFORMS - ELLIS CAMPS	75.00	.00	.00	.00
27021107087 PROG SUPPLIES - ELLIS CAMPS	600.00	.00	.00	.00
27021107090 CREDIT CARD FEE EXP - ELLIS CAMPS	300.00	.00	.00	.00
	11,437.00*	65.53*	1,535.30*	13.42*
*****				
ELLIS RIDING LESSONS				
Receipts:				
27011111335 DONATIONS - ELLIS EQUESTRIAN CENTER	2,000.00	.00	257.00	12.85
27011111570 ELLIS CENTER RIDING LESSONS	23,000.00	2,190.00	10,426.13	45.33
	25,000.00*	2,190.00*	10,683.13*	42.73*
Expenditures:				
27021116122 SALARY PT - ELLIS CENTER RIDING LES	13,250.00	2,825.90	8,925.90	67.37
27021116301 IMRF & SS EXP - ELLIS RIDING LESSON	2,445.00	282.35	1,484.48	60.71
27021117075 MEDICAL INS - ELLIS CENTER RIDING L	.00	.00	.00	.00
27021117081 PROMO/PUBLICITY - ELLIS RIDING LESS	1,000.00	.00	.00	.00
27021117082 ANIMAL CARE & SUPPLIES - ELLIS RIDI	700.00	446.24	632.86	90.41
27021117083 HORSES ACQ & TACK - ELLIS RIDING LE	40.00	.00	1,300.00	3250.00
27021117084 VET & FARRIER - ELLIS RIDING LESSON	2,750.00	175.00	1,174.00	42.69
27021117086 UNIFORMS - ELLIS RIDING LESSONS	75.00	.00	.00	.00
27021117090 CREDIT CARD FEE EXP - ELLIS RIDING	750.00	.00	.00	.00
	21,010.00*	3,729.49*	13,517.24*	64.34*

KENDALL COUNTY TREASURER  
 FUND BALANCES  
 Balances as of: 05/31/16

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	Budget	MTD	YTD	%Budget
27021216301 IMRF & SS EXP - ELLIS OTHER RENTALS	.00	.00	.00	.00
27021217075 MEDICAL INS - ELLIS CENTER OTHER RE	.00	.00	.00	.00
27021217081 PROMO/PUBLICITY - ELLIS OTHER RENTA	.00	.00	.00	.00
27021217088 SECURITY DEPOSIT REFUND	.00	.00	.00	.00
27021217090 CREDIT CARD FEE EXP - ELLIS OTHER R	60.00	.00	.00	.00
	60.00*	.00*	.00*	.00*

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 ELLIS 5K

Receipts:

27011301570 ELLIS CENTER 5K EVENT	4,000.00	125.00	1,765.00	44.13
	4,000.00*	125.00*	1,765.00*	44.13*

Expenditures:

27021306122 SALARY PT - ELLIS CENTER 5K EVENT	.00	.00	.00	.00
27021306301 IMRF & SS EXP - ELLIS 5K EVENT EXP	206.00	.00	64.80	31.46
27021307075 MEDICAL INS - ELLIS CENTER 5K EVENT	.00	.00	.00	.00
27021307081 PROMO/PUBLICITY - ELLIS 5K	.00	.00	.00	.00
27021307087 PROG SUPPLIES - ELLIS 5K	600.00	.00	1,223.68	203.95
27021307090 CREDIT CARD FEE EXP - ELLIS 5K	.00	.00	.00	.00
	806.00*	.00*	1,288.48*	159.86*

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 HOOVER FOREST PRESERVE  
 HOOVER

Receipts:

27012001335 DONATIONS - HOOVER	.00	.00	.00	.00
27012001513 HOOVER REVENUE	.00	.00	.00	.00
27012001518 SECURITY DEPOSIT REV - HOOVER	.00	.00	.00	.00
27012001519 HOOVER CREDIT CARD REVENUE	1,250.00	-390.33	40.38	3.23
	1,250.00*	-390.33*	40.38*	3.23*

Expenditures:

27022006126 SALARY FT - HOOVER GROUNDS	30,473.00	7,488.50	7,488.50	24.57
27022006127 SALARY PT - HOOVER GROUNDS	9,085.00	-4,873.95	4,864.47	53.54
27022006300 IMRF/SS EXP - HOOVER GROUNDS	7,169.00	337.96	2,128.90	29.70
27022006839 MEDICAL INS - HOOVER GROUNDS	17,552.00	1,070.18	5,939.30	33.84
27022006860 HOOVER - GAS	8,450.00	346.79	2,536.51	30.02
27022006861 HOOVER - ELECTRIC	21,464.00	784.34	9,137.24	42.57
27022006862 HOOVER - OTHER UTILITIES	12,000.00	.00	2,837.60	23.65
27022006863 HOOVER - SHOP SUPPLIES	1,100.00	.00	612.06	55.64
27022006864 HOOVER - BUILDING MAINTENANCE	6,800.00	902.96	4,873.76	71.67
27022006865 HOOVER - GROUNDS MAINTENANCE	1,100.00	13.50	1,669.85	151.80
27022006866 HOOVER - OTHER EXPENSES	2,100.00	.00	2,011.19	95.77
27022007088 HOOVER SECURITY DEPOSIT REFUND	5,500.00	390.00	2,952.38	53.68
27022007090 HOOVER CREDIT CARD FEE EXPENSE	1,250.00	.00	.00	.00
	124,043.00*	6,460.28*	47,051.76*	37.93*

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 HOOVER BUNKHOUSE

Receipts:

27012011513 HOOVER BUNKHOUSE RENTAL REVENUE	33,525.00	4,685.00	16,287.50	48.58
27012011518 SECURITY DEPOSIT REV - HOOVER BUNKH	4,125.00	100.00	900.00	21.82
	37,650.00*	4,785.00*	17,187.50*	45.65*

Expenditures:

27022016126 SALARY FT - HOOVER BUNKHOUSE	15,236.00	3,744.25	3,744.25	24.58
27022016127 SALARY PT - HOOVER BUNKHOUSE	4,542.00	-2,436.88	2,498.33	55.01
27022016300 IMRF/SS EXP - HOOVER BUNKHOUSE	3,584.00	169.00	1,025.32	28.61
27022016839 MEDICAL INS - HOOVER BUNKHOUSE	8,776.00	535.09	2,969.65	33.84
	32,138.00*	2,011.46*	10,237.55*	31.85*

KENDALL COUNTY TREASURER  
 FUND BALANCES  
 Balances as of: 05/31/16

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	Budget	MTD	YTD	%Budget
27023026300 IMRF/SS FUND EXP - ENV EDUC CAMPS	4,111.00	48.83	353.42	8.60
27023026839 MEDICAL INSURANCE - ENV EDUCATION C	.00	.00	.00	.00
27023026849 ENV EDUC - CAMPS EXPENSE	4,200.00	.00	.00	.00
	32,963.00*	311.33*	2,405.42*	7.30*

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 ENV ED NATURAL BEGINNINGS

Receipts:

27013031335 DONATIONS - ENV. EDUC. NATURAL BEGI	2,000.00	.00	.00	.00
27013031507 ENV. EDUC. - NATURAL BEGINNINGS	52,900.00	636.25	28,088.75	53.10
	54,900.00*	636.25*	28,088.75*	51.16*

Expenditures:

27023036103 ENV. EDUC. FT SALARY - NATURAL BEGI	.00	.00	.00	.00
27023036128 ENV. EDUC. PT SALARY - NATURAL BEGI	41,711.00	5,892.05	24,420.91	58.55
27023036300 IMRF/SS FUND EXP - ENV EDUC NATURAL	6,298.00	639.12	3,999.44	63.50
27023036839 MEDICAL INS. - ENV EDUC. NATURAL BE	.00	.00	.00	.00
27023036849 ENV EDUC - NATURAL BEGINNINGS EXP	3,000.00	248.46	897.87	29.93
	51,009.00*	6,779.63*	29,318.22*	57.48*

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 ENV ED OTHER PUBLIC PROGRAMS

Receipts:

27013041507 ENV. EDUC. - OTHER PUBLIC PROGRAMS	6,000.00	75.00	740.00	12.33
	6,000.00*	75.00*	740.00*	12.33*

Expenditures:

27023046103 ENV. EDUC. FT SALARY - OTHER PUBLIC	.00	.00	.00	.00
27023046128 ENV. EDUC. PT SALARY - OTHER PUBLIC	3,244.00	215.00	2,155.88	66.46
27023046300 IMRF/SS FUND EXP - ENV EDUC OTHER P	641.00	34.08	352.90	55.05
27023046839 MEDICAL INS - ENV EDUC OTHER PUBLIC	.00	.00	.00	.00
27023046849 ENV EDUC - OTHER PUBLIC PROG EXPENS	1,000.00	62.72	290.50	29.05
	4,885.00*	311.80*	2,799.28*	57.30*

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 ENV ED LAWS OF NATURE

Receipts:

27013051507 ENV. EDUC. - LAWS OF NATURE	.00	.00	.00	.00
	.00*	.00*	.00*	.00*

Expenditures:

27023056103 ENV. EDUC. FT SALARY - LAWS OF NATU	.00	.00	.00	.00
27023056128 ENV. EDUC. PT SALARY - LAWS OF NATU	1,040.00	15.50	1,006.75	96.80
27023056300 IMRF/SS FUND EXP - ENV EDUC LAWS OF	80.00	2.88	107.47	134.34
27023056839 MEDICAL INS - ENV EDUC LAWS OF NATU	.00	.00	.00	.00
27023056849 ENV EDUC - LAWS OF NATURE EXPENSE	1,000.00	73.46	413.42	41.34
	2,120.00*	91.84*	1,527.64*	72.06*

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 ENV ED OTHER

Receipts:

27013061507 ENV. EDUC. - OTHER REVENUE	.00	.00	.00	.00
	.00*	.00*	.00*	.00*

Expenditures:

27023066103 ENV. EDUC. FT SALARY - OTHER EXP.	.00	.00	.00	.00
27023066128 ENV. EDUC. PT SALARY - OTHER EXP.	.00	.00	.00	.00
27023066300 IMRF/SS FUND EXP - ENV EDUC OTHER E	.00	.00	.00	.00
27023066839 MEDICAL INS - ENV EDUC OTHER EXPENS	.00	.00	.00	.00
27023066849 ENV EDUC - OTHER EXP (CONTRACTUAL I	7,900.00	1,000.00	1,250.00	15.82
	7,900.00*	1,000.00*	1,250.00*	15.82*

FY16 OPERATING BUDGET  
5/31/2016

ACCOUNT & DESCRIPTION

	Budget	Total Forest Preserve Actual	Balance	Actual % of Budget
Total Revenue	1,014,267	392,341	621,926	38.68%
Total Personnel	518,973	241,472	277,501	46.53%
Total Employee Benefits	227,628	74,508	153,120	32.73%
Total Contractual	55,498	26,339	29,159	47.46%
Total Commodities	144,324	53,526	90,798	37.09%
Total Other	61,150	28,679	32,471	46.90%
Total Expenditure	1,007,573	424,523	583,049	42.13%
Surplus / (Deficit)	6,694	(32,182)	38,876	

**FY16 OPERATING BUDGET  
5/31/2016**

**ACCOUNT & DESCRIPTION**

	Budget	Admin - 000 Actual	Balance	Actual % of Budget
Total Revenue	699,187	255,328	443,859	36.52%
Total Personnel	125,300	70,826	54,474	56.52%
Total Employee Benefits	96,243	20,099	76,144	20.88%
Total Contractual	15,408	9,662	5,746	62.70%
Total Commodities	19,350	7,234	12,116	37.39%
Total Other	9,840	1,410	8,461	14.33%
Total Expenditure	266,141	109,230	156,942	41.04%
Surplus / (Deficit)	433,046	146,098	286,917	

FY16 OPERATING BUDGET  
5/31/2016

ACCOUNT & DESCRIPTION

	Budget	Total Ellis H&E Actual	Balance	Actual % of Budget
Total Revenue	115,350	42,720	72,846	37.03%
Total Personnel	65,850	26,922	38,928	40.88%
Total Employee Benefits	11,274	4,946	6,328	43.87%
Total Contractual	24,600	8,486	16,114	34.50%
Total Commodities	26,910	9,022	17,888	33.53%
Total Other	30,060	9,759	20,002	32.47%
Total Expenditure	158,694	59,136	99,259	37.26%
Surplus / (Deficit)	(43,344)	(16,417)	(26,412)	



FY16 OPERATING BUDGET  
5/31/2016

ACCOUNT & DESCRIPTION

	Total Hoover Forest Preserve		Actual % of Budget	
	Budget	Actual	Balance	
Total Revenue	53,525	26,852	26,673	50.17%
Total Personnel	79,114	24,560	54,554	31.04%
Total Employee Benefits	49,441	16,365	33,076	33.10%
Total Contractual	-	-	-	
Total Commodities	53,014	23,678	29,336	44.66%
Total Other	6,750	2,952	3,798	43.74%
Total Expenditure	188,319	67,555	120,764	35.87%
Surplus / (Deficit)	(134,794)	(40,703)	(94,091)	

FY16 OPERATING BUDGET  
5/31/2016

ACCOUNT & DESCRIPTION

	Total Environmental Education		Actual % of Budget
	Budget	Actual	Balance
Total Revenue	138,370	63,862	74,508
Total Personnel	102,684	47,241	55,443
Total Employee Benefits	15,806	7,238	8,568
Total Contractual	-	-	-
Total Commodities	18,050	2,952	15,098
Total Other	-	-	-
Total Expenditure	136,540	57,430	79,110
Surplus / (Deficit)	1,830	6,432	(4,602)
			46.15%
			46.01%
			45.79%
			16.35%
			42.06%

**FY16 OPERATING BUDGET  
5/31/2016**

**ACCOUNT & DESCRIPTION**

Budget	Nat. Area Volunteers - 400	Actual	Balance	Actual % of Budget
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Total Revenue	2,000	-	2,000	0.00%
Total Personnel	-	-	-	
Total Employees Benefits	-	-	-	
Total Contractual	-	-	-	
Total Commodities	500	-	500	0.00%
Total Other	-	-	-	
Total Expenditure	500	-	500	0.00%
Surplus / (Deficit)	1,500	-	1,500	

FY16 OPERATING BUDGET  
5/31/2016

ACCOUNT & DESCRIPTION

	Budget	Actual	Balance	Actual % of Budget
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Grounds & Natural Resources - 500

Total Revenue	5,835	3,580	2,595	61.38%
Total Personnel	146,025	71,923	74,102	49.25%
Total Employee Benefits	54,865	25,861	29,004	47.14%
Total Contractual	15,490	8,191	7,299	52.88%
Total Commodities	26,500	10,639	15,861	40.15%
Total Other	14,500	14,558	(58)	100.40%
Total Expenditure	257,380	131,172	126,208	50.96%
Surplus / (Deficit)	(251,545)	(127,592)	(123,613)	

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

**MAY 17, 2016**

**I. Call to Order**

President Wehrli called the meeting to order at 9:00 am 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, Gilmour, Gryder, Koukol, Prochaska, Purcell, 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**

Todd Milliron of Yorkville, Illinois offered public comment a recent "This Place Matters" photo event that took place at the Shuh-Shuh Gah canoe launch supporting the restoration of Millbrook Bridge. Mr. Milliron also offered public comment on the potential donation of property within the Cotswold Fen subdivision, requesting that Commission provide additional information on the potential donation including the District's intended use of the property in order to help inform the residents' decision on whether or not to exclude the parcel from Planned Unit Development covenants. Mr. Milliron reported that an email had been sent to Board of Commissioners on May 10, 2016 posing several questions on the potential acquisition. Mr. Milliron expressed concerns about the loss of tax revenues should the property be removed from the tax rolls. Mr. Milliron also recounted outcomes from land acquisition deliberations concerning the Yorkville Estates property. Mr. Milliron also inquired into whether there were any District plans to acquire this property. Mr. Milliron also inquired into voting procedures for the planned unit development residential owners, observing that releasing covenants of the parcel requires a 75% approval.

Louise Cernekee of Yorkville, Illinois offered public comment on the potential donation of property within the Cotswold Fen subdivision, requesting that Commission provide additional information on the potential donation including the District's intended use of the property in order to help inform the residents' decision on whether or not to exclude the parcel from Planned Unit Development covenants. Louise Cernekee presented several questions posed in an email to Attorney Lisa Coffee, and requested responses to her questions prior to voting on whether or not to approve a release of the lot from the PUD covenants. Louise Cernekee expressed concerns about property development, and any public access to the property.

Director Guritz reported that he did receive the questions posed. A draft response has been prepared for Commission review and comment prior to sending this out to the residents.

Commission discussed the potential donation, reaching consensus to further examine the questions posed during the Committee of the Whole meeting in June.

#### **VII. Approval of Claims in an Amount Not-to-Exceed \$14,735.91.**

Commissioner Cullick made a motion to approve claims in an amount not-to-exceed \$14,735.91. Seconded by Commissioner Gryder.

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

#### **VIII. Approval of Minutes**

- a. Kendall County Forest Preserve Commission Meeting – May 3, 2016
- b. Forest Preserve Finance Committee Meeting – May 11, 2016
- c. Committee of the Whole Meeting – May 11, 2016

Commissioner Cullick made a motion to approve the meeting minutes for the Forest Preserve Commission meeting held on May 3, 2016; the Finance Committee meeting held on May 11, 2016, and the Committee of the Whole Meeting held on May 11, 2016. Seconded by Commissioner Gryder. All, aye. Opposed, none. Motion passed unanimously.

**IX. Motion to Approve a Proposal from Scott Kobal for Completion of a Floristic Quality Inventory (FQI) of Maramech Forest Preserve in the Amount of \$1,500.00.**

Commissioner Cullick made a motion to approve a proposal from Scott Kobal to complete a floristic quality inventory of Maramech Forest Preserve in the amount of \$1,500.00.

Seconded by Commissioner Gryder.

Commissioner Purcell inquired into whether the expense would be applied to the operations or capital fund.

Director Guritz responded that the expense would be coded to the capital fund as part of the District's matching funds to the ComEd Green Region grant.

Commissioner Flowers inquired into whether any additional funding would be expended on this project. Director Guritz reported that one final proposal will be forthcoming to address common reed (Phragmites) at Tucker-Millington Fen.

Commissioner Gilmour requested an explanation of the purpose of the floristic quality study. Director Guritz stated that this is a repeat study with three goals. The first goal is to assess whether there have been significant impacts to the number of different species within the plant communities at Maramech. The second goal is to identify significant threats from non-native exotic species to the preserve. The third goal is to identify potential candidate species to enhance plant species diversity as part of the development of an overall management plan. Director Guritz also stated that the study will serve to identify plants of concern, a monitoring program conducted in partnership with the Chicago Botanic Garden to identify and protect State threatened and endangered plant species.

Roll call: Commissioners Cullick, Flowers, Gilmour, Gryder, Koukol, Purcell, Prochaska, Shaw, and Wehrli, aye. Opposed, Commissioner Davidson. Motion carried by a vote of 9 to 1.

**X. Motion to Approve the Proposed Fee Schedule for the Summer 2016 Public Program Offerings**

Commissioner Cullick made a motion to approve the proposed fee schedule for the summer 2016 public program offerings as presented. Seconded by Commissioner Gryder.

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

## **XI. Executive Session**

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

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

Executive session called to order at 9:22 am.

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

Regular meeting reconvened at 9:25 am.

## **XII. Other Items of Business**

Commissioner Davidson requested confirmation that discussion of the Cotswold Fen donation will take place during the Committee of the Whole meeting on June 15, 2016.

President Wehrli stated that the discussion would be continued at this meeting.

Commissioner Purcell observed that discussion at the meeting centered on protection of fen areas, and requested clarification on the rarity of this ecotype. Director Guritz stated that fens are one of the rarest community types in northeastern Illinois, limited to a couple hundred acres within the Chicago Wilderness area.

## **XIII. Citizens to Be Heard**

Todd Milliron of Yorkville stated that the Cotswold Fen area serves as the headwaters of the middle fork of the Aux Sable Creek, with part of the lake draining to the Fox River.

Commissioner Shaw added that the name sake for High Point Road is taken from the fact that it is located on Kendall County's terminal moraine.

## **XIV. Adjournment**

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Koukol. Aye, all. Opposed, none. Meeting adjourned at 9:38 am.



DRAFT

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
PROGRAMMING AND EVENTS COMMITTEE MEETING MINUTES  
JUNE 1, 2016**

**I. Call to Order**

Chairman Flowers called the meeting to order at 6:03 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Prochaska, Gilmour, and Flowers all were present.

**III. Approval of Agenda**

Commissioner Prochaska made a motion to approve the agenda. Seconded by Commissioner Gilmour. All, aye. Opposed, none.

**IV. Citizens to be Heard**

No public comments were offered by those in attendance.

**V. General Discussions and Updates**

Director Guritz requested discussion of the status of summer camp enrollments, reporting that enrollment is down considerably from projections over last year. Director Guritz reported that he has been working with Environmental Education Coordinator Emily Dombrowski, and Equestrian Program Coordinator, Amy Martin, to promote summer program opportunities, but going into the summer season, the District is down \$20,000 in gross revenues for participation in environmental education camps, and down \$13,000 in gross revenues for participation in Ellis equestrian center camps.

Director Guritz recommended moving forward with placement of a Facebook summer camp ad in order to promote awareness of the District's summer camp offerings, and getting this underway immediately to boost enrollments, along with other zero-cost strategies to market the camps.

The Programming and Events Committee discussed the shortfall of enrollments and proposed Facebook marketing strategy.

For Environmental Education camps, lower enrollment is contributed to increased fees for offerings, although the District has not received complaints for the increased rates from parents, but this may be effecting sibling and multiple camp enrollments from individual families.

For Ellis camps, Family Fun Nights likely served to recruit families to participate in lessons, birthday parties and camps, although lessons and birthday parties are on better tracks for the year.

The District plans to send another direct mail to past program participants, contact The Conservation Foundation to request promotion of camp opportunities to local members, and continue to feature camps in the Constant Contact newsletter.

For the Facebook ad, an example was provided where the District would reach between 2,500 and 6,000 residents within 10-miles of Yorkville and Minooka for \$100 for a three day ad.

Commissioner Purcell entered the meeting at 6:12 pm.

Director Guritz stated that the campaign would likely raise awareness and potential sales of other District services based on the draw of residents to the District's website and social media pages.

Emily Dombrowski reported that targeted social media strategies has boosted enrollment recently in other public program services.

The Programming and Events Committee discussed Family Fun Nights at Ellis, and whether these should be offered in 2016.

Commissioner Gilmour observed that the fees are not out of line for similar camp services in the area.

Commissioner Purcell inquired into whether there were funds in the budget for the ad. Director Guritz stated that the District is already slightly over budget, and this would put us over for each additional dollar expended.

Commissioner Purcell expressed concerns over chasing this issue with additional expenditures, further stating that if this doesn't work to boost enrollments, whether additional expenditures will be requested for other strategies.

Director Guritz stated that at this point, we are at a critical juncture with camps starting in just two weeks' time. Promotional efforts and expenditures after the start of the summer camp season would likely fall short of boosting enrollments in this summer's camp sessions.

The Programming and Events Committee discussed competition from other summer activities.

Staff recommended expending \$500 towards a Facebook ad campaign over the next two weeks to boost enrollments by reaching approximately 24,000 residents within a 10-mile radius of Yorkville and Minooka.

Commissioner Purcell inquired into where the cost would be coded. Director Guritz stated that the issue isn't whether the costs could be coded to environmental education or Ellis equestrian center budgets, but rather whether additional expenditures will be incurred with the overall promotional budget for the year projected to exceed appropriations.

Commissioner Prochaska stated that he was very concerned about the status of enrollment. While the District should be concerned about not over expending, giving this new promotional approach by trying it for a week should be taken on if it has a chance of generating enrollments.

The Programming and Events Committee discussed whether or not to offer a promotional discount on camp tuition, determining that a discount would not be promoted as part of the ad campaign. As part of the discussion, concern was expressed over dissatisfaction of current parents that have enrolled their children if a discount is offered, further stating that typically, an early registration discount is typically offered as an incentive.

The Programming and Events Committee discussed the Facebook ad by reviewing the ad production online interface, reaching consensus to run a 7-day ad for \$100, targeting ages 18 to 65+ within a 10-mile radius of Yorkville and Minooka, with discussion of further investment posted to the Commission meeting for consideration with discussions informed by the initial results of the first week of the campaign.

## **VI. SKY 5K Run Event Evaluation**

Director Guritz presented an evaluation report on the recent SKY 5K run event sponsored by the Juvenile Justice Council.

District staff will be discussing the need for race finish line management at the Hoover main road crossing, and need for parking volunteers for next year's event with the planning committee in order to insure smooth traffic flow and safety for preserve visitors.

The Programming and Events Committee discussed the weather impacts to registration.

Commission Gilmour reported that Superintendent Kim Olson did a great job assisting with the event.

Director Guritz reported that typically, Jay Tecknenbrock or other Hoover support staff would normally assist. Due to staff shortages, both he and Kim Olson are working to fill important service gaps to make sure District programs and permits are running smoothly.

## **VII. Natural Resources Tours Reimbursement and Forest Foundation Grant**

Director Guritz presented a report received from Jenny Wold from Kendall County Soil & Water Conservation District requesting reimbursement of \$444.50 for purchases towards the recent Natural Resources Tours. The Forest Foundation will be reimbursing the District for the costs as part of an approved grant. 475 students participated from 3 school districts, with multiple agencies sending presenters to support instruction.

## **VIII. Storefront Website and “The Knot” Storefront Website Updates**

Director Guritz reported that the District’s new storefront website, <http://kendallforest.com> is now live, with some additional work requested for site improvements requested. Final changes should be completed over the next two weeks. Commission will be invited to offer suggestions for improvements after the final changes are in place.

Director Guritz reported that as part of the new website, the Forest Foundation PayPal account is posted to accept credit card donations.

“The Knot” storefront website has been completed, and the District is working to update the site with improved venue photos.

## **IX. KCFPD FY 16-17 Fees and Charges Discussion and Recommendations**

Director Guritz presented a draft of proposed fees and charges for all District program services and facilities for Programming and Events Committee review and discussion.

Proposed increases presented included a \$100 per event increase for tent and house rental events at Ellis, a \$5 per hour increase for Ellis House rentals, a \$2.00 optional per participant upcharge for the Ellis Birthday Party horseshoe craft option, Environmental Education school program fee increases to \$7 per student for Native American, Bug Fest, and the new Maple Syrup programs, and \$6 per student for the new Weather program. For school programming, this would take effect for the upcoming school year. School groups are continuing to schedule programs over the summer months.

The spreadsheet included proposed fee increases also included a \$5 increase for firewood bundles as well.

The Programming and Events Committee discussed the discount offered for Friday and Sunday events at Ellis. Commissioner Purcell asked Tina Villarreal, Events Coordinator whether the discount actually provides incentive for wedding bookings. Tina Villarreal responded that Saturday is the most popular day, so the discount is offered on the off days.

Commissioner Purcell suggested that the Friday and Sunday rates be increased by \$100 as well, suggesting that the discount is not what drives participation on these days, but rather lack of availability of Saturdays at the time of booking.

Tina Villarreal stated that other venues typically extend discounts on these days, so part of this recognizes that the discount is customary practice.

The Programming and Events Committee discussed the proposed linen use fee of \$10 per linen. Tina Villarreal stated that the Ellis House linens are not in good shape, and would just prefer discontinuing the practice of allowing renters to use these. Consensus was reached to eliminate use of linens in Ellis House events.

Commissioner Purcell inquired into the Natural Beginnings second sibling discount. Director Guritz stated that the discount is promoted in the Natural Beginnings handbook, and was therefore added to the spreadsheet so the discount could be discussed. Commissioner Purcell stated that the discount was not approved, and therefore should not be included in the handbook, and that staff does not have the authority to offer discounts on programs without approval from the Board. Director Guritz stated that the second sibling discount was in place when he started with the District, presumed it had been discussed and approved by the Board at some point, but was also not certain about whether this had been presented which is why it is now included on the spreadsheet.

Commissioner Purcell stated that program fees and charges for Natural Beginnings had been discussed several times in the past year, and at no point was a discount discussed or approved. As such, Commissioner Purcell stated that staff should receive disciplinary action for including the discount in the current handbook. Director Guritz stated that the presumption is that this had been reviewed and approved in the past, and acknowledged his oversight for not including the discount in previous discussions setting the registration and tuition charges for Natural Beginnings.

Commissioner Purcell stated that it is wrong that staff included and promoted the discount in the handbook for the upcoming year without being included and discussed by the board as part of the fees and charges discussion for the program.

Director Guritz agreed that this should not be the practice, apologized for the oversight, but presumed that this had been discussed and approved by the Board at some point prior to his starting with the District. Director Guritz stated he would be following up with Megan Gessler, Natural Beginnings Coordinator, to determine the level of participation within the second sibling discount, and would forward this information to the Committee once received.

Commissioner Purcell stated that is has been made and should be crystal clear that all rates are to be approved by the Board, and that any discounts offered without board oversight is wrong.

Director Guritz inquired into the history of the program. Commissioner Gilmour stated that the program has been in place for approximately 5 years, and was initiated by Jessica Pierson. Director Guritz stated that at some point in the program's history, the second sibling discount would have required approval to put the discount into practice, and that this has been promoted in each year's handbook for some time since then. Whether or not



Commission reviewed and approved the discount historically would require additional research.

Direction received from the Committee was to move forward with the presentation of the fees and charges to the Committee of the Whole per discussions.

## **X. Draft Bill of Sale for Ellis Horses and Equipment**

Director Guritz presented a draft bill of sale for the transfer of ownership of the Ellis miniature horse "Polly," including miniature horse driving equipment, and the Ellis lesson horse, "Madrid," to Lisa Hoekstra of Yorkville for a total purchase price of \$500.00.

Amy Martin is looking for a replacement horse needed to support lessons, and is looking into potential candidate horse from Homer Glen, Illinois for a potential purchase price of \$1,200 that may be brought before the board for consideration if it proves to be a good candidate for lessons.

Commissioner Purcell made a motion to forward the draft bill of sale to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

Amy Martin presented horse health updates. Shadow is doing well integrating into programs, and Missy has recovered from a hoof abscess.

## **XI. Grass and Alfalfa Hay Sales**

Director Guritz reported that the first hay cutting at Baker Woods Forest Preserve will be completed within the next two weeks, likely resulting in a grass hay and alfalfa-mixed hay surplus of over 400 small bales after topping up District storage and inventory in the main barn and storage barn.

The surplus can be stored on the ground floor of the storage barn, and offered for public sale. Kyle Connell has informed the District that he is not interested in purchasing back surplus bales from the District's share at \$4.50 per small bale, but would consider purchasing surplus hay if the buy-back price was lowered by amending the contract. Kyle Connell also has offered to store surplus hay until needed in the winter months for a small storage and delivery fee that can be considered later in the season.

District staff is recommending offering the surplus bales generated for public sale at a cost of \$4.50 for pickup and payment by appointment only. This could generate an additional \$1,800 in revenue from the first cutting, with additional surplus hay harvested over the course of the summer.

Commissioner Prochaska made a motion to forward approval of the public hay sale to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.



## **XII. General Use Ordinance Discussions**

The Programming and Events Committee reached consensus to postpone General Use Ordinance discussions to the July meeting.

## **XIII. Executive Session**

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

Roll call: Commissioners Purcell, Prochaska, Gilmour and Flowers, aye. Opposed, none. Executive session called to order at 7:55 pm.

Commissioner Prochaska made a motion to adjourn from executive session. Seconded by Commissioner Gilmour. Regular meeting reconvened at 8:22 pm.

## **XIV. Facility Rental Policies Discussion (Meadowhawk, Ellis, Harris Shelters)**

Director Guritz reported that a scheduled wedding event at Ellis recently cancelled with less than two weeks' notice. Current policy dictates that only the \$1,000 event security deposit is forfeit when an event cancels within the immediate six months prior to the event. This will impact the District's budget with a loss of revenue of approximately \$3,600, with the security deposit paid and accounted for in the previous fiscal year.

Director Guritz presented a revised policy and contract requiring payment of 50% of the rental amount, non-refundable in the event of a cancellation, with payment required six months prior to the scheduled date of the event. The change will allow the District to retain half of the event rental proceeds in the event of a cancellation. This will provide some measure of protection from budget impacts, as the likelihood of renting the venue is considerably reduced within the six months timeframe leading up to an event date.

Commissioner Prochaska asked whether this would apply in case of a closure of the venue due to flooding or other issue. Director Guritz stated that this would be examined on a case-by-case basis and presented to the Programming and Events Committee for consideration. Additional changes include updating the contract to include provisions for additional charges for District staff setup and cleanup of wedding events previously approved by the Board.

## **General Discussion and Updates - Continued**

Commissioner Gilmour inquired into process for hiring and firing of District staff.

Commissioner Gilmour asked for how Commission is informed of current staffing and staff changes.

Director Guritz stated that he works to keep the Board informed in the monthly Director's Report. The District's Organizational Chart is also in need of update and approval, and will be presented at an upcoming meeting.

Briefings on staffing issues have been historically reported during executive sessions.

## **XV. Adjournment**

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Gilmour. Aye, all. Meeting adjourned at 8:30 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: Grass and Alfalfa Hay Sales – Recommendation for Public Sale

Date: June 6, 2016

First hay cutting and baling will be completed this week. Estimated first cutting harvest is 1,200 small bales, with the District's share at 50%, or 600 bales.

Kyle Connell has informed the District that he will not purchase portions of the District's small bale hay production at \$4.50 per bale as provided within the contract. Mr. Connell would be willing to extend a price to store and deliver a portion of the District's share over the winter months when inventory will need to be replenished.

The District is able to receive and store 3 full racks of grass hay (approximately 600 small bales) from the initial cutting, anticipating that the Storage Barn and Main Barn hay lofts will be fully restocked with 1 rack (approximately 200 small bales).

We have the capacity to overstock approximately 400 bales on the ground level of the Storage Barn that will represent surplus for the year that could be made available for public sale. This additional store will be replenished over the second, third, and any subsequent cuttings over the course of the growing season.

Staff recommends offering small bales for sale, with pickup will be by appointment only, at a recommended cost of \$4.50 per small bale for grass hay and alfalfa mix.

The initial sale of 400 bales, if all bales are sold, would result in additional revenues of \$1,800.

If the District is unable to sell surplus bales, the Board should consider amending the hay contract by reducing the small bale buy-back price.

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Ellis House Refrigerator Purchase

Date: June 6, 2016

A recent repair estimate was received from inspection of the Ellis House kitchen refrigerator by Diamond Factory Service – Chicago, with repair costs estimated at \$1,841.41. The unit is estimated to be over 18 years old.

Quotes were researched for purchase of a non-custom, counter depth refrigerator-freezer unit that can be framed to fit the existing opening.

The following quotes were researched:

Frigidaire Gallery FGHC2331PF 22.1 cu. ft. - Stainless Steel Side-by-Side

Sears (Plano or Oswego) \$1,093.99

Home Depot (Oswego) \$1,096.20

Lowe's (Oswego) \$1,098.00

Staff recommends purchase of the refrigerator unit from Sears for \$1,093.99.

Purchase will include a connection hose for the ice maker and water dispenser for an additional \$10.98.

Because of timing issues, District staff may elect to pick the unit up directly from the Romeoville warehouse in order to have the unit operational for this upcoming weekend wedding event.

Like Comment Share

9,352 Post Reach



### Kendall County Forest Preserve District Education Department

Published by David Guritz [?] · June 3 at 4:10pm ·

Looking for summer fun? Sign up for our popular kids summer camps today! Visit <http://kendallforest.com> to download our catalog and registration forms, or call 630-553-4025 for current openings.

**2016 Summer Camps for Kids**  
 630-553-4025 <http://kendallforest.com>

448 Post Engagement

1 Website Click

0 of 0 Response Rate

10 hours Response Time

0 Check-ins

See Your Ad Here



Kendall County Forest Pre...  
Looking for something to do with your little one (ages 1-3) while spending time outside?

J... Like Page

7,534 people reached

Like Comment Share

Myrna G Parks, Amber Leigh and 52 others

16 shares

\$34.43 Left

Top Comments



# Overview

1 Ad Account

USD ▾ ⓘ

**Weekly**

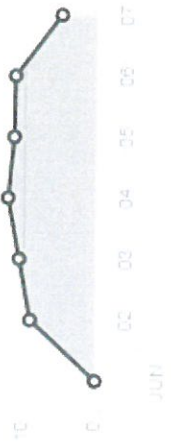
Monthly

Jun 1, 2016 - Jun 7, 2016 ▾

—

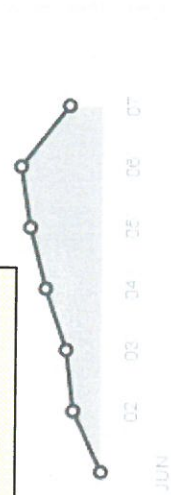
TOTAL SPEND ⓘ

**\$58.59** spent



TOTAL IMPRESSIONS ⓘ

**12,968** total impressions



Filters

Showing: 3 Results

View Account Summary

Search by name or ID

Role: **Admin** • Owned By: Kendall County Forest Preserve District



**101382420014074**

Account ID: 101382420014074

7 DAY SPEND



REACH **8,162** **+100%**  
IMPR. **13K** **+100%**

Create Ads

Role: **Admin** • Owned By: Kendall County Forest Preserve District



**Kendall County Forest Preserve District E**

Page ID: 379362485453099

NEW PAGE LIKES **59** **+1,375%**

POST REACH **9,351** **+40,556.5%**

ENGAGEMENT **448** **+4,380%**

4

Use Page

Account: 101382420014074  
**Campaign: Post: "Looking for summer fun? Sign up for our popular..."**

Performance
Demographics
Placement

**312 Results: Post Engagements**
\$0.15 Cost per Result
2.81% Result Rate

**7,541** People Reached  
**\$45.57** Amount Spent

**Custom**

Campaign: On  
 Delivery: Active  
 Objective: Page Post Engagement  
 Amount Spent Today: \$4.84 of \$11.24  
 Total Schedule: Jun 03, 2016 2:12pm - Jun 10, 2016 2:12pm

Ad Sets in this Campaign + Create Ad Set

Ad Set Name	Delivery	People T...	Post Likes	Post Co...	Post Sh...	Link Clicks	Page Likes
Post: "Looking for summer fun? Sign up for our popu..."	Active	326	55	6	16	125	32
Post: "Looking for summer fun? Sign up for our popu..."	Approved	288	55	6	16	125	32
<b>Results from 1 Ad Set</b>		<b>288</b> People	<b>55</b> Total	<b>6</b> Total	<b>16</b> Total	<b>125</b> Total	<b>32</b> Total

Role: Ad account admin • Owned By: Kendall County Forest Preserve District



**101382420014074**

Account ID: 101382420014074

7 DAY SPEND



REACH

8,162

↑100%

IMPR.

13K

↑100%



Create Ads

Role: Page admin • Owned By: Kendall County Forest Preserve District



**Kendall County Forest Preserve District E**

Page ID: 379362485453099

NEW PAGE LIKES

59

↑1,375%

POST REACH

9,351

↑40,556.5%

ENGAGEMENT

448

↑4,380%



Use Page



Account: 101382420014074  
**Campaign: Post: "Looking for summer fun? Sign up for our popular..."**

Search Filters Last 30 days

**Performance** Demographics Placement

**312** Results: Post Engagements **\$0.15** Cost per Result **2.81%** Result Rate

**7,541** People Reached  
**\$45.57** Amount Spent

**Custom**

Campaign: On

**Delivery** Active  
**Objective** Page Post Engagement See Post  
**Amount Spent Today** \$4.84 of \$11.24  
 \$45.57 total spent of \$80.00 budget  
**Total Schedule** Jun 03, 2016 2:12pm - Jun 10, 2016 2:12pm

Ad Sets in this Campaign + Create Ad Set

**Ad Set Name** Post: "Looking for summer fun? Sign up for our po...  
 Post: "Looking for summer fun? Sign up for our popular...

**Delivery** Active 1 Approved

Results from 1 Ad Set

Results	Reach	Cost	Budget	Amount...	Schedule
Post Engage...	7,541	\$0.15 Per Post	\$80.00 Lifetime	\$45.57	Jun 3, 2016 - Jun 10, 2016 5 days
Post Engage...	7,541 People	\$0.15 Per Post...		\$45.57 Total Spent	

Columns: Performance Breakdown Export

**Ad Set: Post: "Looking for summer fun? Sign up for our popular..."**

**Performance** **Demographics** **Placement**

312 Results: Post Engagements 7,541 Reach

**All Women**  
95% ( 296 )  
90% ( 6,779 )

**\$0.14**  
Cost per Result

**Ad Set** **On**

**Delivery**  
(1 Approved)  
Kendall County Forest Preserve District Education...

**Amount Spent Today**  
\$4.84 of \$11.24  
\$45.57 total spent of \$80.00 budget

**Schedule**  
Jun 03, 2016 2:12pm - Jun 10, 2016 2:12pm

**Bidding & Optimization**  
Ad delivery optimized for Post Engagement  
You'll get charged per impression (CPM)

Ads in this Ad Set + Create Ad

Ad Name	Delivery	Results	Reach	Cost	Amount Spent	Relev...
Post: /kcpdeducation/posts/1035714409817900 to ... Post: "Looking for summer fun? Sign up for our popular..."	Active	312 Post Engagements	7,541	\$0.15	\$45.57	8
Results from 1 Ad		312 Post Engagements	7,539 People	\$0.15	\$45.57 Total Spent	

Columns: Performance Breakdown Export

To: Kendall County Board of Commissioners

From: David Guritz, Director  
Latreese Caldwell, Budget Coordinator

RE: AlphaGraphics - Direct Mail Campaign Costs

Date: June 7, 2016

The Programming and Events Committee discussed marketing strategies earlier this year, suggesting a direct mail campaign could be a cost effective approach for marketing the District's summer camps.

This report is generated in follow-up to this discussion for consideration and discussion as part of District efforts to boost summer camp enrollments in the current year.

A proposal was requested by Latreese Caldwell from AlphaGraphics to determine costs for an "Every Door Direct Mail" (EDDM) postcard campaign where the District would be able to target specific mail routes based on favorable demographic considerations.

Estimated cost to design and deliver 5,000 direct mail postcards is \$1,585.

The District will exceed its promotional and marketing budget appropriations scheduled for this year, but expenses are down in other areas of the budget where these costs could be incurred and carried within appropriations for the year.

A motion was placed on the agenda to provide an opportunity for Commission to consider this target market approach.

District staff recommends continuing its Facebook ad campaign efforts to promote summer camp opportunities. A separate report on ad engagement is included within Commission packets.

# ESTIMATE



increase your reach

Alphagraphics Aurora  
 1585 Beverly Court, Suite 125  
 Aurora, IL 60502  
 Phone: 630-820-2200  
 Fax: 630-820-9155  
 Email: us492@alphagraphics.com

Latreese Caldwell  
 Kendall County Forest Preserve  
 110 W. Madison St  
 Yorkville IL 60560  
 Phone: 630-553-4839  
 Fax:  
 E-Mail: lcaldwell@kc.kendall.il.us

**Estimate: 27751**

**Date: 6/3/16 3:30 PM**

**P.O.:**

Quantity	Description	Unit Price	Price
5,000	Every Door Direct Mail (EDDM) Postcards: 6.5" x 9" full color, double sided. Includes postal prep and delivery to post office. Postage additional, shown below.	0.1480	\$740.00
5,000	USPS EDDM Postage through Alphagraphics	0.1550	\$775.00
10,000	Every Door Direct Mail (EDDM) Postcards: 6.5" x 9" full color, double sided. Includes postal prep and delivery to post office. Postage additional, shown below.	0.1252	\$1,252.50
10,000	USPS EDDM Postage through Alphagraphics	0.1550	\$1,550.00
15,000	Every Door Direct Mail (EDDM) Postcards: 6.5" x 9" full color, double sided. Includes postal prep and delivery to post office. Postage additional, shown below.	0.1410	\$2,115.00
15,000	USPS EDDM Postage through Alphagraphics	0.1550	\$2,325.00
1	Estimated design and layout of postcard.	80.0000	\$80.00
Sales Rep: House		Subtotal	
Account Type: Charge		Tax	
Special Instructions:		Shipping	
Proof: Wanted:		Total	
		Deposit (-)	
		Amount Due	

**THIS ESTIMATE IS VALID FOR 30 DAYS FROM ABOVE DATE.** This estimate is based upon information provided to AlphaGraphics for the above job by the client and is subject to change based on variation in quantity, paper, inks, due dates, etc. If changes do occur, or order placement is beyond 30 days from date of the estimate, please call AlphaGraphics, at the number listed above, for confirmation. Please refer to the Estimate number when placing order. All coupons must be addressed at the beginning of each project as coupons apply to retail prices. If you have any questions about the above information, or any of our services, please contact us and let us serve you.

Signature \_\_\_\_\_

Time \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_







Elburn Special  
*Dive into savings!*  
 Hall Quarry Beach  
 - Season Passes -  
**ON SALE NOW!**  
 Starting at just \$48!\*



Try before you buy!

Bring in this postcard for a "Buy-One-Get-One FREE Daily Admission".

Expires 8/14/16

Purchase an Elburn Household Membership and receive deeply discounted rates!



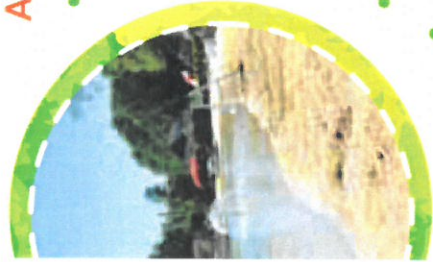


Hall Quarry Beach  
 400 S. Water St. Batavia, IL 60510  
 630.879.5235  
[www.bataviaparks.org](http://www.bataviaparks.org)

**Daily Rates: \$8 Resident • \$11 Non-Resident**

**Hours: Noon-6:00 pm Daily (7pm M,W,F)**

**Amenities:**



- Sandy beach & swimming area
- Zero-depth entry
- Thrilling drop slide
- Inflatables
- Kids flume
- Sand volleyball courts
- Large picnic area
- Concession stand

PRSRT STD  
 US Postage  
 PAID  
 Batavia, IL  
 Permit #238

**\*Elburn Household Rate**

Register for an annual Elburn Household Membership for \$320 to take advantage of Batavia Park District resident rates all year long! Quarry passes must be purchased in person at the Civic Center, 327 W. Wilson St., or the Eastside Community Center, 14 N. Van Buren St., Batavia. Prices increase May 28.

For more information, please visit [www.bataviaparks.org](http://www.bataviaparks.org)

**BILL OF SALE**

**Property:** Horses: "Madrid" (Warm-blood gelding) and "Polly" (Miniature horse mare)  
Equipment: Single pull cart, leather straps, harness, and bridle

**Condition:** As is for all property. Horse approximate ages: Polly - 22 and Madrid - 17

**Seller:** Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, Illinois 60560

**Purchaser:** Elizabeth (Lisa) Hoekstra  
13775 Brisbin Rd.  
Yorkville, IL 60560

**Date of Commission Approval:** June 7, 2016

**Conditions of Acceptance/ No Warranty:** For five hundred dollars (\$500.00) consideration, paid in hand, the Seller, Kendall County Forest Preserve District, hereby transfers, assigns and delivers any and all right, title and interest, in the horse known as "Madrid," a warm-blood gelding, and the horse known as "Polly," a miniature horse mare, and miniature horse driving and tack equipment.

Purchaser, Elizabeth Hoekstra, hereby accepts all rights, titles, and interest in the Property subject to the following terms and conditions:

1. The Purchaser, Elizabeth Hoekstra, or her representative, at her sole cost and expense shall be responsible for transporting the Horses "Madrid" and "Polly," and said equipment including a single pull cart, leather straps, harness, and bridle from Ellis House and Equestrian Center to the Purchaser's boarding facility on or around June 8th, 2016, and accepts full and complete responsibility for the Property from the date the Property is transferred to the Purchaser's property.
2. The Seller is not a seller of horses and disclaims to the fullest extent authorized by law any and all warranties, promises, whether express or implied, including warranties of merchantability and or fitness for a particular use and makes no promises, warranties or other representations regarding the horse's conditions at the time of transfer and by accepting the Property the Purchaser accepts the Property "as is".
3. The Purchaser on behalf of itself, its successors and assigns hereby forever waives and releases the Kendall County Forest Preserve District, its elected officials, employees, agents, volunteers and assigns from any and all known and unknown claims, actions, causes of action, damages, injuries, costs and fees related in any manner to acceptance of this transfer or the condition of the Property at the time of the transfer.

Kendall County Forest Preserve District, Illinois

Elizabeth (Lisa) Hoekstra of Yorkville, Illinois:

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Jeff Wehrli, President

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Elizabeth (Lisa) Hoekstra

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Ellis House Windows Project Change Order

Date: June 7, 2016

A change order totaling \$665.00 is pending Commission approval for work performed and completed.

Removal of the bridal suite window at the Ellis House revealed deterioration of the upper window framing caused in part by both water and pest (carpenter ant) infiltration.

Direction was given to complete the project work needed in order to insure that repairs were completed in time for the next scheduled wedding event at Ellis.

The contract establishes the hourly rate for change orders at \$45.00.

Backup for material purchases has been requested and will be filed prior to issuing final payment on the contract. Correspondence received from Barry Niles of Big Ben Builders is provided below.

Staff recommends approving the change order in the amount of \$665.00.

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*The final hourly and material extras for the West window, that was damaged by water infiltration and Carpenter Ants is a total of 12 hours at \$45/hour and materials totaling \$125.00. This adds up to a total of \$665.00 to complete the restoration of that interior and exterior installation.*

*I have not seen any additional damage to the framing structure at any of the other window replacement locations, with only the East window remaining to be replaced.*

*Barry J. Niles*



To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Custom Manufacturing – Proposed Change Order for Existing Bridge Removal

Date: June 6, 2016

Attachment: Custom Manufacturing Proposal for Removal of the Lyon Creek Bridge at Richard Young Forest Preserve

On April 5, 2016, the Board of Commissioners approved Contract #16-04-002 with Custom Manufacturing in the amount of \$17,000.00 to construct and install a new bridge to replace the existing dilapidated bridge at the Lyon Creek crossing in Richard Young Forest Preserve.

During the meeting, District staff reported that removal of the existing bridge would be accomplished by the Grounds and Natural Resources department.

Due to staffing shortages, the current peak season demand for basic preserve maintenance activities (mowing, trash removal, and facility cleaning) and other priority projects impacting staff availability, removal of the existing structure has not been accomplished. Recently, a deck and rail overlook at Lyon Forest Preserve was severely vandalized, and also requires Grounds and Natural Resources staffing to address.

The bridge section of main loop trail has been temporarily closed to protect public safety. Custom Manufacturing has extended a quote of \$1,800.00 to remove the existing structure, bringing total contract costs, if approved, to \$18,800.00.

Staff recommends approving the \$1,800.00 change order in order to schedule the bridge for removal and replacement.



**Custom Manufacturing, Inc.**  
 606 Delco Drive, P.O. Box 279  
 Clinton, WI 53525  
 608-676-2282 Fax: 608-676-2283  
 custom@inwave.com

# Quotation

**4036**

Please Indicate The Above Number When Ordering

Date: May 25, 2016	Salesperson: Tina Forrest
Inquiry Date:	Inquiry Number

To: Kendall County Forest Preserve District  
 100 West Madison  
 York, IL 60560

Estimated Ship Date	Shipped VIA Advise best way	F.O.B Clinton, WI	Terms NET 30 days	
Quantity	Description		Price	Total
1	Harris Forest Preserve  Prevailing Wage - Removal and Disposal of the Existing Bridge Skidster Time for Site Prep.  Additional Labor to Quote #3980			\$ 1,800.00

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice.

BY: Tina Forrest ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Event Rental Agreement Policy Changes Discussion

Date: June 7, 2016

On May 17, 2016, the District received notice of a May 28, 2016 wedding event cancellation, prompting review of financial impact and District policies regarding pre-payment and refunding of security deposit and rental event charges.

Currently, venue renters lose 50% of their security deposit for cancellation of events greater than six months prior to the event date, and 100% of their security deposit for cancellation of events within six months prior to the event date.

The District has limited opportunities for rebooking open event dates resulting from a cancellation. Cancellations within six months prior to an event results in the significant loss of anticipated revenue of \$3,600 for an event scheduled at Ellis, and \$1,500 for an event scheduled at Meadowhawk.

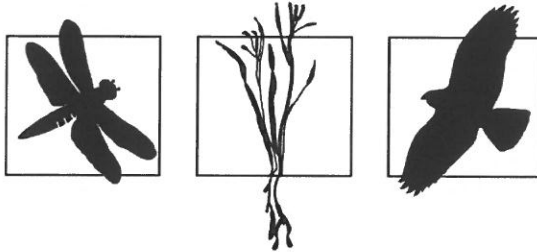
The following policy changes are recommended for approval:

1. Require payment of the security deposit on the reservation date, and 50% of the non-refundable rental venue fees six months prior the scheduled event.
2. Require payment of remaining amounts owed thirty days prior to the event.
3. In the event of a cancellation within the six month timeframe prior to the event, venue renters by contract will only receive a refund of balances paid over the 50% non-refundable rental venue fees.

Changes to the language of the rental agreement will be made as part of implementation of the approved policy changes.

Staff recommends approving the policy changes and rental agreement changes as presented.

KCFPD PROGRAMMING AND EVENTS COMMITTEE – DRAFT POLICY AND EVENT AGREEMENT  
CONTRACT CHANGES



*Ellis House & Equestrian Center  
Baker Woods Forest Preserve*

*Meadowhawk Lodge  
Hoover Forest Preserve*

**EVENT AGREEMENT**

**AGREEMENT DATE:**

**NATURE OF EVENT:**

**LOCATION:**

**EVENT DATE:**

**NAME:**

**TIME REQUESTED (8 hours):**  
Set up time:

**ADDRESS:**

Event start time:  
Event end time:

**PHONE:**

Clean up:

**E-MAIL:**

**SECURITY DEPOSIT: \$**  
**PAYMENT IN FULL \$**  
Due:  
Additional hours at a rate of \$125.00 per hour

**# Of guests:**

**APPROVED CATERERS**

Companies on our list of approved Caterers have received an annual permit to cater events at Kendall County Forest Preserve District Facilities. Please indicate which of these caterers you have selected.

CATERER: \_\_\_\_\_

**The Kendall County Forest Preserve District reserves the right to approve any caterer not listed**

**NOTE:** Caterers not on the approved list may be used if they consent to the following conditions. Any caterer selected must provide a Certificate of Insurance for (a) commercial general liability insurance for \$2 million, (b) motor vehicle liability for \$1 million, (c) workers compensation for \$500,000, and (d) dram shop insurance for \$1 million dollars and (e) excess liability for \$2 million. Evidence of a current Health Department Permit and a copy of the most recent Food Service Establishment Inspection Report are required. Kendall County requires a license for the serving of liquor. Self-service of alcohol is not allowed. The Kendall County Forest Preserve District must be named on the certificate.

KCFPD PROGRAMMING AND EVENTS COMMITTEE – DRAFT POLICY AND EVENT AGREEMENT  
CONTRACT CHANGES

**ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT WITH THE KENDALL COUNTY  
FOREST PRESERVE DISTRICT (KCFPD)**

1. Security Deposit and Payment:
  - a. The Security Deposit shall be made prior to, or shall accompany the return of the signed contract to the Kendall County Forest Preserve District. Security deposit shall be cash, credit card (2.5% processing fee) or check made payable to the Kendall County Forest Preserve District.
  - b. Payment of fifty percent (50%) of the event rental fee is due six (6) months prior to the event date, with the remaining balance due thirty (30) days prior to the event.
  - b.c. Requests to change an event date will be accommodated up to 6 months prior to the original event date based on availability without penalty. In the event of a cancellation 6 months prior to the scheduled event, the KCFPD will retain one hundred percent (100%) 60% of the security deposit. In cases where cancellation is less than 6 months prior to the scheduled event, the KCFPD will retain the entire security deposit plus fifty percent (50%) of the event rental fee.
  - c.d. The Security Deposit will be refunded within 30 business days following the event provided we do not need to withhold any of it for items damaged, broken, where excessive cleaning is needed or any outstanding balance is due.
  - d.e. Payment in full is due 30 days prior to event date.
2. The individuals hosting the party will be responsible for the conduct of their guests. Damage to or theft of Kendall County Forest Preserve District property caused by the group event will be billed to or deducted from the security deposit of the individual signing this contract.
3. The Kendall County Forest Preserve District will not assume any responsibility of the damage or loss of merchandise, personal articles, or any property of any nature left at the location prior to, during, or following the event.
4. Individuals are responsible for proper supervision of minors in their group. Persons under the age of 21 will not be served any alcoholic beverages. **Self-service of alcohol and consumption of alcohol is not allowed anywhere on the property grounds including the parking lots and the barn at the Ellis House & Equestrian Center. GLASS BOTTLES ARE NOT ALLOWED.**
5. Venue renters are responsible for the setup; take down, **AND CLEANUP** of the areas which they use during the contract period. Set up, take down and cleanup is included in the requested contract time period noted above. An additional fee of \$125.00 will be charged for each hour outside the agreed upon time that is required for these tasks and will be deducted from the security deposit. Ellis House and Equestrian Center venue renters may elect to pay an additional fee of three hundred dollars (\$300.00) for event setup or cleanup at, or five-hundred dollars (\$500.00) for setup and cleanup. Meadowhawk Lodge venue renters may elect to pay an additional fee of fifty dollars (\$50.00) for event setup or cleanup, or seventy five dollars (\$75.00) for setup and cleanup.
6. Pyrotechnics: Set off or attempt to set off or ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics is strictly prohibited as written in the General Use Regulation Ordinance.
7. Smoking inside Ellis House and Meadowhawk Lodge is prohibited and by law only allowed 15 feet from entrances. Smoking on the grounds is permitted in designated areas only. Nails, tacks, staples and tape are not allowed to secure items to any part of the Meadowhawk Lodge or inside Ellis House. Confetti, rice, and open flamed candles are also prohibited inside the Ellis House and Meadowhawk Lodge.

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KCFPD PROGRAMMING AND EVENTS COMMITTEE – DRAFT POLICY AND EVENT AGREEMENT  
CONTRACT CHANGES

8.

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**THE UNDERSIGNED HEREBY ORDERS FROM THE KENDALL COUNTY FOREST PRESERVE DISTRICT THE SERVICES LISTED ON THE REVERSE SIDE AND AGREES TO THE TERMS AND CONDITIONS LISTED ABOVE.**

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Responsible Party)

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**THE KENDALL COUNTY FOREST PRESERVE DISTRICT RESERVES THE RIGHT TO WITHDRAW THE OFFER OF THIS EVENT AGREEMENT IF NOT RETURNED WITH FULL DEPOSIT WITHIN 15 DAYS OF THE AGREEMENT DATE. THIS AGREEMENT IS NOT ASSIGNABLE.**

**Please read the terms and conditions of this event agreement before signing. Return one copy with the required deposit to the location address below where the event will take place.**

Ellis House & Equestrian Center  
13986 McKanna Road  
Minooka, IL 60447

Kendall County Forest Preserve District  
110 W. Madison Street  
Yorkville, IL 60560