

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
185 111514	KONICA MINOLTA BUSINESS SOLUTI	9002492698	OFFICE SUPPLIES	06/30/16	27020006200	OFFICE SUPPLIES & POSTAGE	186.21 186.21*
186 180060	R.C. SYSTEMS, INC	16848	RECPRO SUPPORT RENEW	06/21/16	27020006215	CONTRACTUAL SERVICE	1,500.00 1,500.00*
187 031510	COMMONWEALTH EDISON	JUN 6 2016	JAY WOODS	06/21/16	27020006351	ELECTRIC	29.82
188 031510	COMMONWEALTH EDISON	JUN 15 2016	BAKER WOODS	06/21/16	27020006351	ELECTRIC	19.51 49.33*
Total FOREST PRESERVE EXPENDITURE							1,735.54*
189 060304	FIRST NATIONAL BANK OMAHA	16 JUNE	MISC	06/30/16	27021007077	OFFICE SUPPLIES & POSTAGE	70.00 *** 70.00*
190 060304	FIRST NATIONAL BANK OMAHA	16 JUNE	SUPPLIES	06/30/16	27021007080	GROUPS & MAINT - ELLIS H	35.72 ***
191 071254	GOLDEN SEAL HEATING & AIR COND	80981	AIR CONDITN CHECK	06/21/16	27021007080	GROUPS & MAINT - ELLIS H	329.00
192 110530	KENDALL PLUMBING & HEATING	PICK UP	TRION AIR FILTERS	06/21/16	27021007080	GROUPS & MAINT - ELLIS H	75.60
193 130506	MENARDS	48731	BRACKETS	06/21/16	27021007080	GROUPS & MAINT - ELLIS H	6.44
194 130506	MENARDS	48883	DOOR SWEEP, BULB	06/21/16	27021007080	GROUPS & MAINT - ELLIS H	24.45
195 191510	SOMMERS CARPET CARE, INC	13926	WATER-FLOORS & CARPE	06/21/16	27021007080	GROUPS & MAINT - ELLIS H	555.00

FOREST PRESERVE EXPENDITURE

ELLIS HOUSE

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
ELLIS BARN							
196 130506	MENARDS	47976	BARN SUPPLIES	06/21/16	27021017080	GROUPS & MAINT - ELLIS B	167.46
197 130506	MENARDS	48731	2X6-8' STUD/#2 BTR	06/21/16	27021017080	GROUPS & MAINT - ELLIS B	6.58
198 130506	MENARDS	48902	BARN SUPPLIES	06/21/16	27021017080	GROUPS & MAINT - ELLIS B	60.92
Total ELLIS HOUSE							234.96*
ELLIS GROUNDS							
199 061819	FRED WAYNE & SON TRUCKING INC	MAY 6 2016	GROUNDS MAINT.	06/21/16	27021027080	GROUPS & MAINT - ELLIS G	105.00
200 081370	HOLLY SEPTIC SERVICE	5167-5168	TANK DISPOSAL-ELLIS	06/21/16	27021027080	GROUPS & MAINT - ELLIS G	250.00
201 130506	MENARDS	48669	RAKE, LIGHT BULB	06/21/16	27021027080	GROUPS & MAINT - ELLIS G	45.38
Total ELLIS GROUNDS							400.38*
ELLIS RIDING LESSONS							
202 021905	BROTHERS COUNTY SUPPLY	001556	WOOD SHAVINGS	06/21/16	27021117082	ANIMAL CARE & SUPPLIES -	298.05
203 101297	JOHN DEERE FINANCIAL	06/01/16	HORSE SUPPLIES	06/21/16	27021117082	ANIMAL CARE & SUPPLIES -	64.71
Total ELLIS RIDING LESSONS							362.76*
ELLIS WEDDINGS							
204 161817	MIKE & KYLIE PUTRICH	JUN 11 2016	WEDDING SEC DEP RET	06/21/16	27021207088	ELLIS SECURITY DEPOSIT RE	1,000.00
Total ELLIS WEDDINGS							1,000.00*
HOOVER							
205 140937	NICOR	06/09/16	MOONSEED	06/21/16	27022006860	HOOVER - GAS	31.26
206 140937	NICOR	06/09/16-2	ROOKERY	06/21/16	27022006860	HOOVER - GAS	33.80
207 140937	NICOR	06/09/16-3	BLAZING STAR	06/21/16	27022006860	HOOVER - GAS	23.11
208 140937	NICOR	06/09/16-4	HO BASE	06/21/16	27022006860	HOOVER - GAS	19.76
209 140937	NICOR	06/09/16-5	KINGFISHER	06/21/16	27022006860	HOOVER - GAS	39.69
210 140937	NICOR	06/07/16	MEADOWHAWK	06/21/16	27022006860	HOOVER - GAS	27.64
211 140937	NICOR	06/07/16-2	HO HOUSE	06/21/16	27022006860	HOOVER - GAS	17.13
212 140937	NICOR	06/07/16-3	HO MAINT BLDG	06/21/16	27022006860	HOOVER - GAS	26.15
Total HOVER							218.54*
213 180925	RIEMENSCHNEIDER ELECTRIC	11689	CABLE CHECK-HO	06/21/16	27022006862	HOOVER - OTHER UTILITIES	90.00
214 231020	WIRE WIZARD OF ILLINOIS INC	24721	BUNKHOUSE WIRE CK	06/21/16	27022006862	HOOVER - OTHER UTILITIES	375.00
Total HOVER UTILITIES							465.00*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
215 040620	BARBARA DETIMER	16-00173	ML SEC DEP RETURN	06/21/16	27022007088	HOOVER SECURITY DEPOSIT R	146.25
216 190411	BRIAN SCHWEIHS	16-00185	BUNKHOUSE SEC DEP RE	06/21/16	27022007088	HOOVER SECURITY DEPOSIT R	100.00
217 265359	STEPHANIE GIBB	16-00154	SHELTER REFUND	06/21/16	27022007088	HOOVER SECURITY DEPOSIT R	150.00
218 265360	ALLAN MCFADDEN	16-00061	SHELTER REFUND	06/21/16	27022007088	HOOVER SECURITY DEPOSIT R	50.00
							446.25*
	ENV ED SCHOOL						1,129.79*
219 060304	FIRST NATIONAL BANK OMAHA	JUNE 16	MISC SUPPLIES	06/30/16	27023016849	ENV EDUC - SCHOOL PROG EX	47.60 *****
							47.60*
	ENV ED CAMPS						47.60*
220 265358	SARA KUBIN	JUNE 13 2016	CAMP REFUNDS-CANCEL	06/21/16	27023026849	ENV EDUC - CAMPS EXPENSE	240.00
							240.00*
	ENV ED NATURAL BEGINNINGS						240.00*
221 060304	FIRST NATIONAL BANK OMAHA	JUNE	KEYS	06/30/16	27023036849	ENV EDUC - NATURAL BEGINN	4.33 ***
222 070789	MEGAN GESSLER	6-1-16	NB TABLE & CHAIRS	06/21/16	27023036849	ENV EDUC - NATURAL BEGINN	20.00
223 230034	JESSICA VOSBURGH	06-01-2016	NB BACKPACKS	06/21/16	27023036849	ENV EDUC - NATURAL BEGINN	22.08
224 231009	STEPHANIE WIENKE	6-8-16	NB PHOTOS	06/21/16	27023036849	ENV EDUC - NATURAL BEGINN	15.56
							61.97*
	ENV ED LAWS OF NATURE						61.97*
225 011204	ALBERTSON'S	06/03/16	PET SUPPLIES	06/21/16	27023056849	ENV EDUC - LAWS OF NATURE	2.53
226 060304	FIRST NATIONAL BANK OMAHA	JUNE 16	PET SUPPLETS	06/30/16	27023056849	ENV EDUC - LAWS OF NATURE	7.46 *****
							9.99*
	GROUND & NATURAL RESOURCES						9.99*
227 030540	CENTRAL LIMESTONE CO INC	6752-6755	GRAVEL-PRESERVES	06/21/16	27025006837	PRESERVE IMPROV - GR & NA	95.52
							95.52*
228 081370	HOLLY SEPTIC SERVICE	5167-5168	TANK DISPOSAL-PRESER	06/21/16	27025006847	REFUSE PICKUP - GROUNDS &	1,150.00
229 190563	SERVICE SANITATION, INC	7176980-982	PORTABLE RESTROOMS	06/21/16	27025006847	REFUSE PICKUP - GROUNDS &	260.00
							1,410.00*
230 140937	NICOR	06/10/16	HARRIS	06/21/16	27025006848	GAS - GROUNDS & NATURAL R	53.95
							53.95*

Total Grounds & Natural Resources
\$1,559.57

Vendor# Name Invoice # Description Date Budget # Account Description Dist Amount

FP BOND PROCEEDS 2007

283 032045	CUSTOM MANUFACTURING, INC	4036,3980	HA BRIDGE CHANGE-OVE	06/21/16	95020006850	PROJECT FUND EXPENSES	1,800.00
284 032045	CUSTOM MANUFACTURING, INC	4036,3980	BRIDGE INSTALLATION-	06/21/16	95020006850	PROJECT FUND EXPENSES	17,000.00
							18,800.00*

Total FP BOND PROCEEDS 2007 18,800.00*
GRAND TOTAL \$26,678.67

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

JUNE 21, 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 Davidson made a motion to approve the agenda as presented. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Motion passed unanimously.

VI. Citizens to be Heard

No public comments were offered by individuals attending the meeting.

VII. Approval of Claims in an Amount Not-to-Exceed \$29,060.70

Commissioner Gryder made a motion to approve the claims list in the amount of \$29,060.70. Seconded by Commissioner Prochaska.

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

VIII. Approval of Minutes

- a. Kendall County Forest Preserve District Commission Meeting – June 7, 2016
- b. Kendall County Forest Preserve District Finance Committee Meeting – June 15, 2016
- c. Kendall County Forest Preserve District Committee of the Whole Meeting – June 15, 2016

Commissioner Cullick made a motion to approve the minutes of the Commission Meeting held on June 7, 2016; the Finance Committee meeting held on June 15, 2016, and the Committee of the Whole meeting held on June 15, 2016 as presented. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Motion passed unanimously.

IX. Review of Public Comments from the June 15, 2016 Public Hearing on the District's Proposed IDNR-Land and Water Conservation Grant Application to Acquire Stream Corridor Property along Little Rock Creek in Plano, Illinois.

Commissioner Flowers arrived to the meeting at 9:04 am.

Commission reviewed the public comments received from the June 15, 2016 public hearing.

Director Guritz reported that all comments received supported District efforts to acquire properties within the acquisition area. Director Guritz reported that five individuals attended the public hearing.

X. Motion to Approve a State of Illinois – Illinois Department of Natural Resources Resolution of Authorization to Apply for a 2016 OSLAD/LWCF Project Grant and Funding Request in the Amount of \$750,000.00 to Support the Acquisition of 135 +/- Acres of Stream Corridor Property along Little Rock Creek in Plano, Illinois

Commissioner Cullick made a motion to approve a State of Illinois – Illinois Department of Natural Resources Resolution of Authorization to apply for a 2016 OSLAD/LWCF project grant and funding request in the amount of \$750,000.00 to support the acquisition of 135 +/- acres of stream corridor property along Little Rock Creek in Plano, Illinois. Seconded by Commissioner Flowers.

Roll call: Commissioners Cullick, Flowers, Gryder, Koukol, Prochaska, Purcell, Shaw, and Wehrli, aye. Opposed, Commissioners Davidson and Gilmour. Motion carried by a vote of 8 to 2.

XI. Motion to Approve the US Fish and Wildlife Service – Partners for Fish and Wildlife Program Landowner Agreement No. RIFO-16-08 and Funding Award in the Amount of \$5,000.00, Including a District Match Requirement of \$5,000.00, for the Contracted Removal of 14.5 Acres of Non-Native Invasive Species from Maramech Forest Preserve

Commissioner Cullick made a motion to approve the US Fish and Wildlife Service – Partners for Fish and Wildlife Program Landowner Agreement No. RIFO-16-08 and funding award in the amount of \$5,000.00, including a District match requirement of \$5,000.00, for the contracted removal of 14.5 acres of non-native invasive species from Maramech Forest Preserve. Seconded by Commissioner Prochaska.

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

XII. Motion to Approve a Revised Organizational Chart for the Kendall County Forest Preserve District

Commissioner Cullick made a motion to approve a revised organizational chart for the Kendall County Forest Preserve District. Seconded by Commissioner Koukol.

Director Guritz reported that the organizational chart was updated based on Commission direction showing the joint supervision of the Natural Beginnings Program Manager by the Executive Director and Hoover Grounds Supervisor and Resident. The Facilities and Events Attendant positions were also added to the chart, with the understanding that this role is fulfilled with existing staff members.

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

XIII. Motion to Approve the District Fees and Charges Schedule Effective July 1, 2016

Commissioner Cullick made a motion to approve the District fees and charges schedule effective July 1, 2016. Seconded by Commissioner Flowers.

Commissioner Purcell requested an update on changes to the fees and charges since first presented to the Programming and Events Committee.

President Wehrli stated that the fees and charges have been updated based on input provided, with additional fees added based on an email sent to Commission from Director Guritz. President Wehrli stated that Commission can revisit the fees and charges as part of the budget review process.

Commissioner Gilmour asked what additional charges were added. Director Guritz stated that based on review of charges for shelters and Hoover facilities, the District has historically charged a \$25 fee for shelter rentals for group sizes of 100 or more, and a

charge of \$40.00 to respond to after hour calls from individuals staying overnight at either the campground or bunkhouse facilities.

Commissioner Purcell inquired into when the updated fee schedule will go into effect. President Wehrli reported that the effective date is included within the motion for approval.

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

XIV. Executive Session

None.

XV. Other Items of Business

None.

XVI. Citizens to Be Heard

Dariusz Kozinski of SEIU Local 1 from Chicago encouraged the Commission to insure that contractual janitorial service provider laborers are paid living wages and benefits, submitting a letter for the public record reportedly sent to all Commissioners.

XVII. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 9:19 am.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District

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

JUNE 30, 2016

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:54 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gryder, 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.

V. Approval to Forward Claims in an Amount Not-to-Exceed \$28,678.67.

Commissioner Wehrli made a motion to forward claims to Commission for approval in the amount of \$28,678.67. Seconded by Commissioner Gryder.

Commissioner Gryder inquired into claims related to the cleanup of Ellis House following a pipe breakage in the Ellis House kitchen.

Director Guritz reported that Marty Vick responded quickly to the cleanup and repair needs.

Commissioner Gryder inquired into claim number 186 for \$1,500.00 Rec Pro software licensing. Director Guritz reported that the District anticipated payment of the annual license fee within the current fiscal year budget.

Commissioner Koukol inquired into claim number 200 for septic pumping at Ellis House and Equestrian Center. Director Guritz reported this was a portion of a larger invoice for cleaning out of all District washroom vaults.

Commissioner Wehrli inquired into supply claim numbers 222, 223, and 224 for the Natural Beginnings program. Director Guritz responded that he was not sure what the specific purchases were for, but were minor supply purchases, likely for the added class portfolios. Photo purchases are made to include within student portfolios.

Director Guritz reported that recent communications with a ComEd engineer identified a \$250.00 monthly transformer rental is included as part of the District's monthly billing statements.

Director Guritz reported on a company that attempted to switch the District's assigned energy cooperative service for District NICOR contracts. This was addressed with support from Progressive Energy Consulting and Champion Energy.

Director Guritz reported that the Forest Foundation will be reimbursing the District for a portion of the USIC private utility locate invoice and the Riemenschneider Electric billing that are part of the current construction phase for the Hoover Nature Play Space.

Director Guritz reported that the phone cable running between The Rookery and Blazing Star Bunkhouse is too severely damaged to adequately maintain fire alarm monitoring. Installation a new line from Kingfisher to Blazing Star, tying into unused pairs in the cable line servicing Kingfisher, will be explored as the most cost effective approach.

Director Guritz reported that the Finance Committee will begin to see additional charges for water testing due to changes in IEPA regulations and testing requirements for potable public water supplies.

Director Guritz reported that the District has received a credit for just under \$2,000.00 from Grainco FS, Inc. representing a savings on pre-paid contract expense for propane based on actual usage which was down over this past winter.

Finance Committee Chair Cullick called the question. Aye, all. Opposed, none. The motion was unanimously approved.

VI. Ellis Farm Manager – Discussion of Supervisory Roles

Director Guritz requested that the Finance Committee consider amendment of the supervisory roles for Marty Vick, Farm Manager at Ellis House and Equestrian Center.

Director Guritz reported that Mr. Vick has been doing an exemplary job of supporting grounds and building maintenance, and insuring that all operational areas including event rentals and equestrian programming runs smoothly. Mr. Vick has been extending coaching to equestrian center staff, and coordinating staffing for facility rental events. Director Guritz requested that an organizational chart change and amendment to the position description, along with a promotional salary increase, be considered at the upcoming Commission meeting.

The Finance Committee discussed the employee roster for Ellis House and Equestrian Center.

The Finance Committee discussed the proposed changes to the position description.

The Finance Committee discussed a proposed salary increase based on the increased responsibilities, recommending continued discussion during executive session.

VII. Grainco FS, Inc. Propane Supply Contract Review

Director Guritz reported that the proposed 2016-2017 propane contract cost will be slightly lower due to reduced fuel costs.

Director Guritz reported that the gallons estimate is based on a 4-year consumption average for both Ellis House and Harris Forest Preserve.

Commissioner Koukol made a motion to forward the Grainco FS, Inc. propane supply contract to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VIII. Kendall County Fair Association – Request for Tree Removals

The Finance Committee discussed a request received from the Kendall County Fair Association to remove two dead ash trees located near a new livestock wash stall.

Director Guritz reported that the wash stall has now been completed, which will complicate the tree removals. The Finance Committee reviewed a report showing that the trees in question are located on Fair Association property.

The Finance Committee provided direction to send the report to the Fair Association, and inform them that the District will not be removing the trees which are located on Fair Association property.

IX. HLR Engineering Proposal – Millbrook Bridge Phase I Permitting

Director Guritz presented a proposal received from HLR Engineering to complete permitting for the removal or restoration of Millbrook Bridge. The proposed approach to complete repairs, or removal requires the installation of a causeway in the Fox River to support heavy construction equipment. Stone used to establish the temporary causeway can be reused for shoreline erosion protection and to improve shoreline fishing opportunities at the Shuh-Shuh-Gah canoe launch area.

Use of explosives is not recommended, which would first require the District to abate, or encapsulate lead paint prior to demolition.

Construction of the causeway from the canoe launch bank provides the shortest approach for construction equipment. Construction of the causeway from the other bank could require Village of Millbrook and/or Fox Township approval for construction a temporary road through Millbrook North Forest Preserve, which would likely increase cost for the project.

The Finance Committee discussed the proposal, recommending that a representative from HLR Engineering attend the July Committee of the Whole meeting to discuss their proposal.

X. 2016 Hay Contract – Inventory Updates and Proposed Reduction of Licensee Purchase Cost for District Surplus Hay

Director Guritz reported that Ellis hay storage areas have been filled to capacity with first-cutting grass hay. This includes a significant surplus that has been approved for sale at \$4.50 per bale per Commission direction. Kyle Connell is helping to promote the availability of the District's surplus hay for sale to his clients at \$4.50. In discussions with Kyle Connell and Marty Vick, Mr. Connell expressed confidence that he would be able to sell all of the District's surplus over the course of the remainder of the growing season, but requested consideration that the buy-back provisions within the current contract be reduced from \$4.00 per bale to \$3.50 per bale. Director Guritz stated that the alternative involves use of staff time to store, promote, and assist with loading of surplus hay to potential customers. Because of the labor cost and time required, Director Guritz recommended that the most cost effective approach for selling surplus hay is to work directly with Mr. Connell to store and sell surplus hay harvested in the current year. As part of this, Mr. Connell will help store a portion of the surplus hay to restock the District's inventory during over the winter months.

The Finance Committee discussed the current hay contract, and impacts to staff hours.

Commissioner Gryder made a motion to forward an amendment to the 2016 hay contract reducing the cost for purchase of District surplus hay from \$4.00 per small bale to \$3.50 per small bale for Commission approval. Seconded by Commissioner Wehrli. Aye, all. Opposed, none.

XI. Executive Session

Commissioner Koukol 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 Wehrli, Gryder, Koukol, and Cullick, aye. Opposed, none. Executive session called to order at 7:36 pm.

Commissioner Koukol made a motion to adjourn from executive session. Seconded by Commissioner Wehrli. All, aye. Opposed, none.

Regular meeting reconvened at 7:54 pm.

XII. Other Items of Business

Commissioner Koukol inquired into the reasons for increased use of facilities at Hoover Forest Preserve in the current year. Director Guritz reported that the District has been marketing the facilities more using social media. Increased use and visitation is providing greater exposure as well. As the facilities have only been opened for four years, increased use is anticipated as more individuals attend events at the preserve.

Commissioner Koukol suggested that Director Guritz represent the District as part of the Oswego TIF District Joint Review Board.

Director Guritz stated that a motion appointing Director Guritz to represent the District is included on the upcoming Commission agenda. Director Guritz reported that at an average CPI 2% increase year-after-year, impact to the District's tax proceeds will be approximately \$10,000.00

Director Guritz reported that Standard and Poor's have removed the District's negative outlook from the District's bond rating.

XIII. Citizens to be Heard

None.

XIV. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 8:00 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District



Propane GRAINCO FS, Inc., Propane Dept.

2295 Illinois 47 Morris IL, 60450 Phone: (866) 990-FSLP (3757) Fax: (815)942-1805

Kendall Forest-Ellis
110 W. Madison Street
Yorkville, IL 60560

Account# 1341197
Contract Number PP062017

It is time to start planning for the 2016-17 home heating season. GRAINCO FS, Inc. offers a price protection program designed to guarantee your price for a specified number of gallons or until May 31st, 2017, whichever comes first. Please review the program listed below and the **Terms & Conditions** listed on page 3 and return your response by **June 25, 2016**. We now have the ability to email your propane invoices after a delivery. If you would like to take advantage of this service, include your email address below. If you have any questions regarding these programs or other propane related issues, you may call the Morris Propane office at 1-866-990-FSLP (3757). Thank you for your business; it is a pleasure to serve you!

PLAN 2: PREPAY CONTRACTING

For those of you who would like additional savings, we offer a Prepay Plan which saves you an additional .10¢ per gallon. To participate in this program, your estimated gallons must be paid in full when you return the signature slip. Once enrolled in PLAN 2 you are locked into this program until all your contracted gallons have been delivered (or May 31st, 2017 whichever comes first). Any additional gallons you may need will be delivered according to your normal non-contract account terms, and the price will be at the current market rate. Your contract gallons will be delivered between September 1st and May 31st, **unless you choose to take delivery of contract gallons during the summer instead of the SUMMER FILL program**. Your Prepay Plan payment will include your estimated sales tax, and will be shown on your monthly statement. **Any remaining balance due on your May 2016 statement must be paid in full in order to be eligible for the 2016-2017 contract.**

- Your estimated use is 3391 gallons.
 - Your total payment due is \$4179 Your total payment due with credit card is \$4361
 - Your discounted SUMMER FILL price per gallon is \$.999 (Summer fill pricing ends 8/31/16)
 - Your guaranteed PrePay price is \$1.149
 - Your guaranteed PrePay price with credit card is \$1.199 (please call with credit card information)
- Please cut below the line and return the signature portion with your full contract payment in the enclosed envelope.

By signing below you agree to comply with the Terms & Conditions on Page 3.

PLAN 2 - I would like to be included in the Prepay Plan. (P076)

SUMMER FILL – Yes, fill my tank at the SUMMER FILL price and invoice me separately.

No, I do not want my tank filled at the SUMMER FILL price and prefer all of my deliveries to be on my contract.

YOUR ESTIMATED GALLONS 3391

Your payment must be included with your signed contract.

Name: Kendall Forest-Ellis

Account #: 1341197

Signed: _____

Date: _____

Email: _____

Contract Number PP062017

TERMS & CONDITIONS:

The GRAINCO FS, Inc. Budget Billing Plan (BBP) and Prepay Plan (PP) contract plans are administered under the following terms & conditions:

1. Contract gallons when combined with the SUMMER FILL program will be delivered between September 1st, 2016 and May 31st, 2017. **Propane delivered between June 1st, 2016, and August 30th, 2016 (Summer Fill) is not part of your contract, and must be paid separately according to your normal non-contract account terms, unless you choose not to participate in the SUMMER FILL program and elect to take delivery of contract gallons in the summer.**
2. These programs are only offered to active accounts with approved credit and no past-due balance. Contracts will become effective upon receipt of the signed return slip.
3. The Budget Billing Plan allows you to budget expected heating costs by making 11 equal monthly payments. **Missed payments will be subject to a finance charge of 1.8% monthly (21.6% annual percentage rate).** A final payment may be due in June if there is any balance remaining after your May payment. Any credit balance remaining on your account at the end of the contract term will be used to lower your monthly payments or your pre-payment amount for the following year. A current contract can only be cancelled at the discretion of GRAINCO FS, Inc., and will remain in effect until all contract terms have been met.
4. If **two** payments are missed, we reserve the right to cancel this agreement. Unpaid balances will be due immediately and are subject to a **finance charge of 1.8% monthly (21.6% annual percentage rate)**. If canceled, deliveries for the remainder of the contract term will be billed at the current market price, but **not** less than the contracted price, and will be due according to your normal non-contract account terms.
5. In order to receive the guaranteed price protection, patron's entire account balance must be within the payment terms as established by the GRAINCO FS, Inc. Board of Directors.
6. The number of gallons used to calculate your usage is an **estimate** based on your purchase history. There is a minimum purchase requirement of 500 gallons. The Budget Billing Plan monthly payment is: fixed price per gallon x estimated gallons + estimated tax = Total cost divided by 11 months = monthly payment. The PrePay Plan payment is: fixed price per gallon x estimated gallons + estimated tax = Total cost. Weather conditions and changes in your heating habits or needs, will cause your usage to increase or decrease. **We cannot guarantee that our estimate will reflect your actual usage.** Any gallons delivered over and above your contracted gallons must be paid according to your normal non-contract account terms. **Gallons above and beyond the contracted amount will be billed in the Regular account at the current market price.**
7. All Guaranteed Price programs for the 2016-17 heating season expire on May 31st, 2017 or when the contracted gallons have been delivered, whichever comes first. **Additional gallons will be billed at the current market price at the time of delivery, and payment is due according to your normal non-contract account terms.**
8. At the beginning of the contract season, patrons do have the right to adjust their contracted gallons with reasonable limitations. GRAINCO FS, Inc. is only giving an estimation of gallons. If you choose to alter your contract gallons your payment amount will be adjusted accordingly, and a new contract will be issued.
9. The Budget Billing Plan and the Prepay Plan programs are product pricing programs only; they are not delivery guarantee programs. GRAINCO FS, Inc. reserves the right to allocate product in the case of shortages or pipeline allocations, and we cannot guarantee the availability of product when outside forces such as natural disasters, shortages or other circumstances beyond our control affect product availability.
10. A statement of your account(s) will be sent each month. **If you have chosen the Budget Billing Plan, your statement will show your monthly payment amount as your payment due.** Additionally, you may provide us with your email address if you would like your individual LP invoices emailed to you.
11. These programs are offered as a convenience program for the benefit of our patrons. Prepayments and credit balances do not earn interest.

FARM LICENSE AGREEMENT

Baker Woods Forest Preserve - Hay

This Agreement is made this 17th day of November, 2015 (“Date of Execution”), between the Kendall County Forest Preserve, a Body Corporate and Politic, 110 West Madison Street, Yorkville, Illinois, 60560, (“Licensor”), and Kyle Connell, located at 7485 Nettle Creek Road, Morris, Illinois, 60450, (“Licensee”), including all heirs and assignees, collectively referred to as the “Parties.”

WHEREAS, the Licensor is the owner of certain lands situated in Baker Woods Forest Preserve, in the County of Kendall, Township of Fox and State of Illinois described as:

Portions of PIN#s: 09-09-400-004, 09-16-200-013, identified in the map of the subject fields, attached as Exhibit 1.

WHEREAS, Licensee desires to use the above-described real estate solely for farming purposes and Licensor desires to have the real estate farmed; and

WHEREAS, both Licensee and Licensor hereby agree that there are three fields, Field A with 14.25 acres, Field B with 2.5 acres, and Field C with 6 acres on the above referenced parcels, these acres are hereinafter collectively referred to as the “Subject Property,” identified in Exhibit 1; and that the Licensor hereby grants to the Licensee a farm License in exchange for the following goods, services, and considerations, for a term beginning on the Date of Execution, and ending on December 31, 2016, subject to the conditions and limitations in this Agreement; and

NOW, THEREFORE, in consideration of the grants, covenants, and conditions of this Agreement, IT IS HEREBY AGREED AS FOLLOWS:

1. The proceeding introductory language is made a part hereof and incorporated herein.
2. **Prior Agreements:** All previous agreements between the Parties, whether oral or in writing, are hereby revoked. Neither party will seek to enforce any previous oral or written agreement between the Parties, regarding the lease or use of the Subject Property.
3. **Term:** This lease is for a term of one year, ending December 31, 2016.
4. **Product:** Licensee will seed and maintain Field A and Field B with straight grass hay and Field C 50/50 grass and alfalfa hay. Licensee and Licensor shall split evenly the bales of hay produced from the Subject Property. Further, Licensee, with prior approval by the Licensor, shall have the option of purchasing hay bales from the Licensor’s portion of hay produced at a rate of ~~\$4.00~~ \$3.50 per bale.
5. **Expenses and Inputs:** Licensee and Licensor shall split evenly the expenses, fertilizer, and other agreed upon inputs to the Subject Property. All of the expenses, however, must be approved by Licensor before they are incurred.

6. **Limited License:** This Agreement grants only a contractual license to use the Subject Property under the terms and conditions state above. Further, the rights granted by Licensor herein shall vest only in Licensee and no such rights shall vest in any of Licensee's employees, agents, subcontractors or partners, if any. Nothing in this Agreement shall be construed to convey to Licensee any legal or equitable interest in the Subject Property.
7. **Delivery to Ellis Equestrian Center:** Licensee will communicate with Ellis Equestrian Center staff on timeliness and delivery of hay. Licensee will be responsible for delivery of hay bales to Ellis Equestrian Center, and Ellis Equestrian Center staff will be responsible for unloading of hay bales.
8. **Taxes:** Licensor makes no claims as to the tax status of the Subject Property. As required by section 15-15 of the Illinois Property Tax Code, the Licensor will file a copy of the Agreement and a complete description of the premises with the assessment officer. 35 ILCS 200/15-15. In the event the Subject Property should be assessed and taxed pursuant to the process outlined in 35 ILCS 200/15, at any time during the term of this License, it shall be the obligation of the Licensee to pay such taxes as are incurred during that term. At the termination of this Agreement, Licensee shall pay all taxes incurred, though not yet due and owing. Any such taxes shall be prorated to parallel the lease term. Licensee's obligations under this paragraph extend beyond the lease year, and until all incurred taxes are paid.
9. **Erodible Soils:** The Licensor agrees that the Licensee may, without further license on the part of the Licensor, use the Subject Property for the purpose of farming the land. If there are highly erodible soils on the Subject Property, the Licensee is responsible for maintaining the soil according to the methods adopted in Licensee's farming plan approved by the Kendall County Soil and Water Conservation District. Said report must be submitted to the Licensor on or before ground breaking on the first year covered by this License. Failure to submit this report by this date may terminate this License.
10. **"As is" Property:** The Licensee has inspected the Subject Property prior to signing this Agreement and accepts the condition of the Subject Property "as is."
11. **Records Requirements:** Licensee shall keep and provide to the Licensor the following records at the end of the Lease term:
- A. Soil Samples – The Licensee shall conduct annual soil testing (2.5 acre grid), with such costs split evenly with the Licensor. Soil test results shall be due to the Licensor by December 30, 2014. The Licensee shall apply the minimum amount of fertilizer required to maintain the elemental P (phosphorus) at 80 pounds per acre and elemental K (potassium) at 50 pounds per acre.
 - B. Fertilizers and rates applied.
 - C. Pesticide applications, including dates of applications, types and amounts of pesticide used, fields treated, and the identity of the applicator for each application.
 - D. Number and dates of bales harvested from the Subject Property.
 - E. Number and dates of bales delivered to Ellis Equestrian Center.
12. **Pesticide Use:**
- A. Licensee shall, and shall cause all other persons working on the Subject Property, to follow all label instructions of any pesticides used on the Subject Property. Upon signing

this Agreement, Licensee shall supply Licensor with a copy of a valid State of Illinois pesticide applicator's license for each person who will be applying pesticide on the Subject Property during the term of this Agreement. If any licenses expire during the term of this Agreement, Licensee shall be responsible for obtaining a renewal or new license to replace the expired license and shall promptly provide Licensor with a copy thereof.

- B. No pesticides shall be stored on the Subject Property unless they are in original, labeled containers, and then only for the period during which the pesticides are applied, which shall not exceed ten (10) days.
- C. Licensee shall provide Licensor with a record of pesticide applications, including dates of applications, types and amounts of pesticide used, fields treated, and the identity of the applicator for each application.
- D. Licensee is responsible, at the Licensee's sole expense, to repair any damage done to native vegetation due to pesticide drift and to repair rutting caused by farm equipment in areas owned by the Licensor.
- E. Licensee agrees to indemnify, defend with counsel, and hold harmless the Licensor for all claims, demands, damage, judgments, fees (including attorneys' fees) and costs that may arise out of Licensee's application of pesticides on the Subject Property. Pursuant to 55 ILCS 5/3-9005, any attorney representing the Licensor pursuant to this paragraph must first be approved by the Kendall County State's Attorney and shall be appointed as a Special Assistant State's Attorney.

13. **Hazardous Materials:** Licensee shall comply with all federal, state, and local laws, ordinances, rules, and regulations that regulate, restrict, or prohibit any material defined therein as a hazardous, radioactive, toxic or carcinogenic material, substance, pollutant, or contaminant when using such materials on the Subject Property.

14. **Duty of Care:** The Licensee agrees to take care of the Subject Property, not to alter or change the physical landscape of the Subject Property and to farm in a careful and prudent manner.

15. **Right of Entry:** Licensor reserves the right to enter upon said land to inspect, make improvements thereon, and for any and all lawful purposes arising from the ownership of the land.

16. **Termination:** The Licensee agrees that this License is purely a personal license to use the Subject Property for farming purposes. The Licensor may terminate this Agreement at any time and for any reason by giving thirty (30) days notice in writing to the Licensee. In the event of any termination, Licensor shall pay the Licensee for planted but unharvested crops on the Subject Property based on available Kendall County data for the average yield and unit price within Kendall County. Licensor will also reimburse Licensee for reasonable fertilizer and pesticide costs for planted but unharvested crops on the Subject Property, provided the Licensee presents fertilizer and pesticide receipts for these costs. Licensee hereby waives its rights to seek any other amounts from Licensor in the event the License is terminated.

17. **Insurance & Liability:**

- A. Licensee shall obtain and continue in force, during the term of this Agreement, all insurance as set forth below. Each insurance policy shall not be cancelled or changed

without thirty (30) days' prior written notice, given by the insurance carrier to Licensor. On the Date of Execution, Licensee shall deposit with Licensor certificates evidencing the insurance it is to provide hereunder: (a) Comprehensive business automobile liability insurance in the minimum amount of \$250,000 per person and \$500,000 per occurrence for bodily injury and \$100,000 for property damage; (b) general liability insurance with a combined minimum single limit of \$125,000 for each occurrence for medical, with a \$500,000 general liability aggregate; (c) Worker's Compensation and Occupational Disease Disability insurance, in compliance with the laws of the jurisdiction where the work is being performed (only if Licensee employs any individuals to perform work on or related to the Subject Property); and (d) employer's comprehensive general liability insurance for both personal injury and property damage in the minimum amount of \$1,000,000 for each accident, (only if Licensee employs any individuals to perform work on or related to the Subject Property). Licensor shall be named as Additional Insured on a Primary and Non-Contributory basis with respect to the general liability, business auto liability and excess liability insurance. Further a waiver of subrogation with respect to the general liability and workers' compensation shall be issued in favor of Licensor. Also, Licensor shall be designated as the certificate holder. Failure to submit such proof by this date may terminate this License at the sole discretion of the Licensor. All of the above insurance policies must cover all contractors hired by the Licensee to apply soil amendments, pesticides, or for other purposes, or the contractor must provide proof of insurance for the above referenced amount.

- B. Licensee agrees to defend with counsel of the Licensor's own choosing, indemnify and hold harmless the Licensor, its past, present and future board members, elected officials, insurers, employees and agents against any and all liability, loss, costs, damages, judgments, liens and expenses (including attorney's fees) which the Licensor, its past, present and future board members, elected officials, insurers, employees and agents may hereafter sustain, incur, or be required to pay arising out of the Licensee's negligence, or performance of or failure to adequately perform its obligations pursuant to this Agreement. The provisions of this section shall be in addition to, and shall not be limited by, the amounts of any insurance provided by Licensee pursuant to this Agreement.

18. **Illinois Prevailing Wage Act:** The Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. ("the Act") requires employers to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.html>. To the extent that this Agreement results in Licensee performing covered work under the Act, Licensee shall comply with all requirements of the Act, including, but not limited to, all wage, notice, and record-keeping duties.

19. **Anti-Discrimination Compliance:** Licensee, his officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

20. **Assignment:** This License is not assignable or transferable to any person, company, or corporation, in whole or in part. Any attempt to assign or so transfer shall be void and without legal effect and shall constitute grounds for immediate termination of the license.
21. **Independent Contractor:** It is mutually agreed that the Licensee is an independent contractor, not subject to the control of the Licensor and is not an employee of the Licensor.
22. **Liens:** Licensee shall, and without any charge to Licensor, keep the Subject Property free of any and all liens against the Subject Property in favor of any person whatsoever for or by reason of any equipment, material, supplies or other item furnished, labor performed or anything done in connection with Licensee's use or occupancy of the Subject Property (a "Lien"). If the Subject Property becomes encumbered with any Lien, Licensor may, at Licensor's option, terminate this Agreement or direct Licensee to remove any such lien from the subject property. Licensee shall remove such Lien promptly and, in any event, not later than five (5) days after being directed to do so in writing by Licensor. Licensor shall have the right to remove or satisfy any Lien upon the Subject Property at any time with or without notice to Licensee, and shall be reimbursed by Licensee within ten (10) days after such amount is incurred, any amount that Licensor incurs to remove or satisfy the Lien, including the costs, expenses, attorneys' fees, and administrative expenses incurred by Licensor in connection therewith or by reason thereof.
23. **Legal Compliance:** Licensee shall give all notices, pay all fees, and take all other action that may be necessary to ensure that all activities on the Subject Property are provided, performed, and completed in accordance with all applicable laws, statutes, rules, regulations, ordinances, and requirements, and obtain all required governmental permits, licenses or other approvals and authorizations that may be required in connection with providing, performing, and completing such activities.
24. **Venue:** This Agreement shall be interpreted and enforced under the laws of the State of Illinois, and the parties agree that the venue for any legal proceeding between them shall be Kendall County, Twenty-Third Judicial Circuit, State of Illinois.
25. **Legal Remedies:** In any action with respect to this Agreement, the parties are free to pursue any legal remedies at law or in equity. The prevailing party by 75% or more of damages sought, in any action brought pursuant to this Agreement shall be entitled to reasonable attorneys' fees and court costs arising out of any action or claim to enforce the provisions of this Agreement.
26. **Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
27. **Waiver:** The waiver of one breach of any term, condition, covenant or obligation of this Agreement shall not be considered to be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

28. **Notice:** Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by certified mail or personal service and received. Notice should be sent to the following parties:

Licensors, send to:

Jeff Wehrli, President
Kendall County Forest Preserve District
110 W. Madison Street
Yorkville, Illinois 60560

with a copy to:

Kendall County State's Attorney
Kendall County Courthouse
807 John Street
Yorkville, Illinois 60560

Licensee send to:

Kyle Connell
7485 Nettle Creek Road
Morris, Illinois 60450

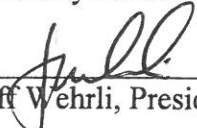
29. **Entire Agreement:** This Agreement represents the entire agreement between the parties, and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

30. **Authority:** Each party represents and warrants that their representative, whose signature appears below, has the power and authority to enter into this agreement and to obligate the party to the terms of this agreement.

Licensors:

Kendall County Forest Preserve District

By: _____


Jeff Wehrli, President

Date: _____

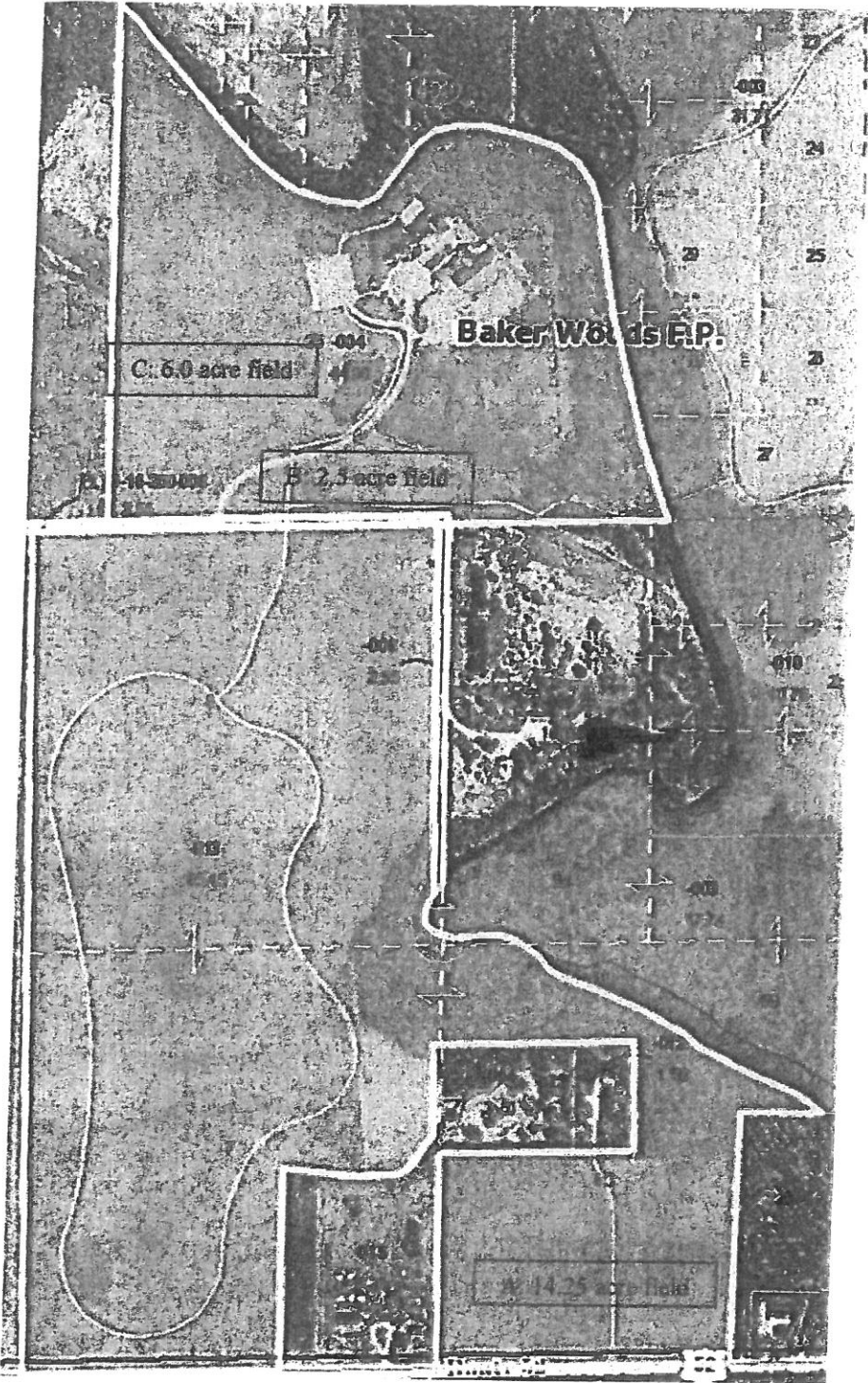
Licensee:

By: _____


Kyle Connell, Farm Operator

Date: 1/12/16

Subject Property - Exhibit 1 - Hay Fields and Acreage



To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Executive Director

RE: Oswego TIF District Joint Review Board Appointment

Date: July 5, 2016

The Finance Committee discussed the appointment of the District's Executive Director to the Oswego TIF District Joint Review Board at the June 30, 2016 meeting.

An excerpt showing the current proposed TIF District EAV is attached to this report.

Assuming straight-line EAV growth of the area at 2% CPI added to the current EAV of the TIF area for each year over the 23 year period (without factoring in year-after-year incremental EAV growth within the TIF area over that 23 year period), the TIF will reduce gains in District tax revenues by just over \$10,000 in the period.

Stated another way, year 1 impact is 32 dollars of lost tax revenue, compounded by an additional \$32 dollar reduced gain year after year.

Recommendation:

Following discussion of TIF District impacts, consider a motion to appoint the Executive Director of the Kendall County Forest Preserve District to Represent the District on the Proposed Oswego TIF District Joint Review Board.

Lacking until recently has been effective and sustained economic development plans and strategies intended to address the coordinated redevelopment of the entire RPA. This is not to say that improvements did not take place over the years, but that they were implemented without the guidance of a master plan directed toward long-term benefit for the RPA. A lack of such efforts has contributed to the evolution of blighted factors currently present within the RPA.

The lack of coordinated development has left parcels that are inadequate in size and shape for contemporary development. This is evidenced by the narrow lots that the area's buildings sit on, the lack of parking for the area's businesses, the lack of adequate exterior access and the lack of buffering between uses.

- 3) Lagging or Declining EAV. This factor is present if the total equalized assessed value (EAV) of the proposed Redevelopment Project Area has declined for three (3) of the last five (5) calendar years prior to the year in which the Redevelopment Project Area is designated, or is increasing at an annual rate that is less than the balance of the municipality for three (3) of the last five (5) calendar years, for which information is available or increasing at an annual rate that is less than the Consumer Price Index for All Urban Consumers published by the United States Department of Labor or successor agency for three (3) of the last five (5) calendar years prior to the year in which the Redevelopment Project Area is designated. The EAV has declined for three (3) out of the last five (5) calendar years and has lagged Consumer Price Index (CPI) for four (4) of the last five (5) years. Please refer to Exhibit 3 below.

Exhibit 3
EAV Trends for Proposed TIF District

	2015	2014	2013	2012	2011	2010
Total EAV for TIF District	7,571,485	\$7,168,214	\$7,397,632	\$7,710,027	\$7,534,858	\$7,958,662
EAV Annual % Change:	5.63%	-1.95%	-4.05%	2.32%	-5.33%	Base Year
Village Wide EAV: (Excluding the TIF)	782,841,868	\$746,521,305	\$744,930,605	\$779,490,106	\$836,708,892	\$889,906,116
Balance of Village EAV EAV	775,270,383	\$739,267,741	\$737,532,973	\$771,780,079	\$829,174,034	\$881,947,454
Annual% of Change:	4.86%	0.24%	-4.44%	-6.92%	-5.98%	Base Year
CPI-Urban Consumers	0.10%	1.60%	1.50%	2.10%	3.20%	1.60%

Source: Kendall County and U.S. Bureau of Labor Statistics

To: Kendall County Forest Preserve District Board of Commissioners
From: David Guritz, Executive Director
RE: Ellis House and Equestrian Center Farm Manager Promotion and Hoover
Grounds Supervisor and Resident Salary Considerations
Date: July 5, 2016

Attachments: Amended Farm Manager Position Description
Updated Organizational Chart Draft for the District

Ellis House and Equestrian Center Farm Manager Promotion

The Finance Committee discussed expanding the supervisory responsibilities and promotion of the Ellis House and Equestrian Center Farm Manager at the June 30, 2016 meeting.

Discussion highlights included the following:

1. The Executive Director for the District is not present on-site at Ellis to manage day-to-day operations.
2. Marty Vick, Farm Manager has extended support to all phases of operations, including support for coordinating and staffing rental events, and support of equestrian center operations and programming.
3. Marty Vick has provided assistance with coordinating Sunrise Center North facility usage and needs.
4. Expansion of supervisory responsibilities warrants consideration of a promotional salary increase.

The State's Attorney's Office has reviewed the proposed amendments to the current Farm Manager position description.

Recommendations:

1. Consider a motion to approve the amended position description.
2. Consider a motion increasing the per hour salary for Marty Vick from \$14.00 per hour to \$15.50 per hour.

Grounds Supervisor and Resident Salary Increase

The Finance Committee discussed changes in federal law and minimum salary threshold requirements for FLSA exempt employees effective December 1, 2016 at the June 30, 2016 meeting.

The State's Attorney's Office has provided assistance with determining that the market value benefit of use of the residence at Hoover Forest Preserve cannot be counted towards the minimum salary threshold for exempt employees. The District can renegotiate the terms of the residence lease agreement rent payment in order to offset a portion of the increased salary cost, so long as the rent payment offset does not effectively reduce the employee's salary below their current wages at the time the changes go into effect.

Discussion highlights included the following:

1. Due to staffing shortages over the past 12-month period, Jay Teckenbrock has dedicated a significant amount of time over and above a 37.5 hour work week in order to keep up with demands on grounds and operations in the current year.
2. Jay Teckenbrock's current salary is \$33,000.00. In order to continue to classify this position as FLSA exempt under federal law, the District is required to increase Jay Teckenbrock's salary to \$47,476.00 no later than December 1, 2016.
3. The proposed \$2,000.00 annual salary increase is requested to provide incentive for continued employment with the District, and to open discussions on FY 2016-2017 changes to the terms of the lease agreement.

Recommendation:

Approve a \$2,000.00 increase to the annualized gross salary of the current Hoover Resident and Supervisor, Jay Teckenbrock, effective July 9, 2016, towards fulfillment of District obligations to conform with changes in federal law requirements for minimum salary thresholds for FLSA exempt positions.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: ~~Farm~~ Ellis House and Equestrian Center Manager

WAGE CATEGORY: Non-Exempt

REPORTS TO: Executive Director

EFFECTIVE DATE: ~~November 17, 2015~~ July 5, 2016

SUMMARY:

This position is primarily responsible for ~~maintaining the buildings and grounds~~ oversight of operations at Ellis House and Equestrian Center, including participation in natural area restoration and forest preserve improvement projects at Baker Woods Forest Preserve. This position reports to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Primary duties are to manage and supervise, coordinate, and perform grounds and building improvement projects including maintenance and natural area restoration projects at Ellis House and Equestrian Center and Baker Woods Forest Preserve.
- Provides grounds maintenance and support of equestrian center operations and hosted facility events including, but not limited to building rentals and weddings at Ellis House and Equestrian Center.
- Customarily and regularly directs the work of equestrian center, event support, and seasonal grounds maintenance employees at Ellis House and Equestrian Center and Baker Woods Forest Preserve.
- Customarily and regularly performs management duties at Ellis House and Equestrian Center including, but not limited to the following:
 - Interviewing, selecting and training grounds maintenance and custodial services staff;
 - Setting and adjusting employees' hours of work;
 - Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
 - Maintaining production and operations records for use in supervision and control of the District's repair and maintenance services;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling employee complaints and grievances;
 - Provides recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
 - Apportioning the work among grounds maintenance employees and volunteers at Ellis House and Equestrian Center;
 - Providing for the safety and security of the employees, volunteers, visitors, and District property;
 - Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of District buildings and preserve areas.
- Develops preventative maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Prepares, maintains and oversees maintenance and repair records for all of the District's equipment to ensure such records are accurate, complete and properly preserved pursuant to District policies and procedures.
- Determines the materials, supplies, machinery, equipment or tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings and public use areas.

DRAFT for COMMISSION APPROVAL - 7-5-16

- Oversees project management for the District's grounds maintenance, capital projects, and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
- Assists with the preparation of the annual budget for Ellis House and Equestrian Center operations.
- Prepares monthly reports on activities for presentation to the District's Board of Commissioners.
- Safely and effectively operates, maintains and repairs District vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, air sprayers, power washers, chainsaws, and other mechanical tools.
- Oversees grounds maintenance and custodial services performed at District locations including, but not limited to the following:
 - Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing both snow plow and manual methods;
 - Splitting, loading and hauling firewood;
 - Gathering, loading and hauling refuse and vegetation from grounds and user areas;
 - Removal of snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods;
 - The use, maintenance and repair of tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools;
 - General road repairs including, but not limited to, concrete and asphalt patching and gravel road maintenance.
 - The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
 - The repair of plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
 - The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal;
 - Preparing building and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions;
- Directs and oversees controlled burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
- Participates in emergency preparedness and response activities as needed.
- Communicates District rules and regulations to the public, staff and volunteers.
- Must be available to perform duties before, during and after the District's regular business hours.
- Responds to off-hour emergency issues at Ellis House and Equestrian Center.
- Performs any other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:

- This position supervises the Equestrian Program Coordinator, Events Coordinator, Office Assistant, Facilities and Events Attendant(s), and seasonal Grounds Maintenance employees. This position assists with supervision of District volunteers.

QUALIFICATIONS:

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

DRAFT for COMMISSION APPROVAL - 7-5-16

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) required.
- A preferred minimum of four (4) years experience in a grounds and/or building maintenance or similar role, with one to two (1-2) years experience within a supervisory role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.

B. LANGUAGE SKILLS:

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

C. MATHEMATICAL SKILLS:

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

D. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is frequently loud due to equipment operational noise.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee will be exposed to live animals such as horses on-site.

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- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

Kendall County Forest Preserve District

KCFPD COMMISSION APPROVAL
 DATE: 7/21/15
 PROPOSED REVISION: 6-30-16

