



Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
328 151930	OSWEGO CHAMBER OF COMMERCE	14698	MEMBERSHIP 2017	12/20/16	27020006203	DUES/MEMBERSHIPS	275.00 275.00*
329 190816	SHAW MEDIA	11/2016	ORDINANCE AD	12/20/16	27020006209	LEGAL PUBLICATIONS	63.00 63.00*
330 031510	COMMONWEALTH EDISON	NOV 30 2016	JAY WOODS	12/20/16	27020006351	ELECTRIC	29.70
331 031510	COMMONWEALTH EDISON	11/30/16	HARRIS ARENA	12/20/16	27020006351	ELECTRIC	22.29
332 031510	COMMONWEALTH EDISON	11/30/16-2	HARRIS	12/20/16	27020006351	ELECTRIC	39.89
333 031510	COMMONWEALTH EDISON	11/16/16	BAKER WOODS	12/20/16	27020006351	ELECTRIC	19.50 111.38*
334 190816	SHAW MEDIA	11/2016	WEBSITE AD	12/20/16	27020006843	PROMOTION/PUBLICITY	59.99
335 230300	WEDDING GUIDE CHICAGO	3304	WEDDINGPKG-JAN 2017	12/20/16	27020006843	PROMOTION/PUBLICITY	1,000.00 1,059.99*
<b>ELLIS HOUSE</b>							<b>1,729.57*</b>
336 031510	COMMONWEALTH EDISON	11/14/16	ELLIS HOUSE	12/20/16	27021007076	UTILITIES - ELLIS HOUSE	140.11 140.11*
337 060304	FIRST NATIONAL BANK OMAHA	12-27-16-4	LINEN CLEANING	12/20/16	27021007077	OFFICE SUPPLIES & POSTAGE	18.55 18.55*
338 020172	BARRETT'S FCOWATER	DEC 2016	DEC 2016 RENT	12/20/16	27021007080	GROUPS & MAINT - ELLIS H	25.00
339 031216	CLEAN-TECH OF IL INC.	23017	ELLIS CLEANING	12/20/16	27021007080	GROUPS & MAINT - ELLIS H	270.00 295.00*
<b>ELLIS BARN</b>							<b>453.66*</b>
340 101297	JOHN DEERE FINANCIAL	11113-41567	PET FOOD AND CLEANER	12/20/16	27021017080	GROUPS & MAINT - ELLIS B	24.46
341 130506	MENARDS	63629	BARN SUPPLIES	12/20/16	27021017080	GROUPS & MAINT - ELLIS B	10.74 35.20*
<b>ELLIS GROUNDS</b>							<b>35.20*</b>
342 040538	DEKANE EQUIPMENT CORP	12/01/16	IGNITION KEY	12/20/16	27021027080	GROUPS & MAINT - ELLIS G	9.12 9.12*
<b>ELLIS RIDING LESSONS</b>							<b>9.12*</b>
343 060304	FIRST NATIONAL BANK OMAHA	DEC 27 2016	WOOD SHAVINGS	12/20/16	27021117082	ANIMAL CARE & SUPPLIES -	156.57 156.57*

Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist	Amount
344 101300	JOHN RYAN HORSESHOEING	12/7/16	HORSE CARE	12/20/16	27021117084	VET & FARRIER - ELLIS RID		175.00 175.00*
<b>HOOPER</b>								
345 031510	COMMONWEALTH EDISON	12/1/16	HO BASE HOUSE	12/20/16	27022006861	HOOVER - ELECTRIC		16.65
346 031510	COMMONWEALTH EDISON	DEC 2 2016	HO MULTIPLE	12/20/16	27022006861	HOOVER - ELECTRIC		568.65
347 031510	COMMONWEALTH EDISON	DEC 2 2016-2	HO BATHHOUSE	12/20/16	27022006861	HOOVER - ELECTRIC		145.58 730.88*
348 231020	WIRE WIZARD OF ILLINOIS INC	25617/25618	HO: JAN - MAR 2017	12/20/16	27022006862	HOOVER - OTHER UTILITIES		105.00
349 231020	WIRE WIZARD OF ILLINOIS INC	25617/25618	ML: JAN - MAR 2017	12/20/16	27022006862	HOOVER - OTHER UTILITIES		180.00 285.00*
350 130506	MENARDS	64246	HO SHOP SUPPLIES	12/20/16	27022006863	HOOVER - SHOP SUPPLIES		135.46 135.46*
351 130506	MENARDS	64456	BUNKHOUSE REPAIRS	12/20/16	27022006864	HOOVER - BUILDING MAINTEN		28.43 28.43*
352 100170	DIANE JASKOWSKI	16-00367	HO SEC DEP RETURN	12/20/16	27022007088	HOOVER SECURITY DEPOSIT R		100.00
353 260610	CARI ZEPEDA	16-00354	ML SEC DEP RETURN	12/20/16	27022007088	HOOVER SECURITY DEPOSIT R		82.50 182.50*
<b>ENV ED SCHOOL</b>								
354 060304	FIRST NATIONAL BANK OMAHA	12-27-2016	PROGRAM SUPPLIES	12/20/16	27023016849	ENV EDUC - SCHOOL PROG EX		22.74 22.74*
<b>ENV ED NATURAL BEGINNINGS</b>								
355 060304	FIRST NATIONAL BANK OMAHA	12/27/16-3	PHOTOS,PET FOOD,BOOK	12/20/16	27023036849	ENV EDUC - NATURAL BEGINN		124.25
356 130506	MENARDS	62935	NB ANIMAL SUPPLIES	12/20/16	27023036849	ENV EDUC - NATURAL BEGINN		13.38
357 230034	JESSICA VOSBURGH	12/02/16	PET FOOD, PHOTOS,SNA	12/20/16	27023036849	ENV EDUC - NATURAL BEGINN		65.39 203.02*
<b>ENV ED LAWS OF NATURE</b>								
358 060304	FIRST NATIONAL BANK OMAHA	12-27-2016	PET FOOD	12/20/16	27023056849	ENV EDUC - LAWS OF NATURE		10.46 10.46*
<b>Total ELLIS RIDING LESSONS</b>								
								<b>331.57*</b>
<b>Total HOOPER</b>								
								<b>1,362.27*</b>
<b>Total ENV ED SCHOOL</b>								
								<b>22.74*</b>
<b>Total ENV ED NATURAL BEGINNINGS</b>								
								<b>203.02*</b>
<b>Total ENV ED LAWS OF NATURE</b>								
								<b>10.46*</b>

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Vendor#	Name	Invoice #	Description	Date	Budget #	Account Description	Dist Amount
359 060304	FIRST NATIONAL BANK OMAHA	DEC 27 2016	AT & T	12/20/16	27025006207	TELEPHONE - GROUNDS & NAT	435.72 ** bantrim
360 220626	VERIZON (FOREST PRESERVE)	9775585365	CELL PHONES	12/20/16	27025006207	TELEPHONE - GROUNDS & NAT	700.57 *** bantrim 1,136.29*
361 012290	AUTOMOTIVE SPECIALTIES INC	21940	F150 REPAIRS	12/20/16	27025006216	EQUIP - GROUNDS & NATURAL	172.86 bantrim
362 040538	DEKANE EQUIPMENT CORP	12/01/16	KUBOTA REPAIR/SERVIC	12/20/16	27025006216	EQUIP - GROUNDS & NATURAL	279.72 ** bantrim
363 061021	FLATSO'S TIRE SHOP	3370	F150 NEW TIRES	12/20/16	27025006216	EQUIP - GROUNDS & NATURAL	566.64 bantrim
364 251510	ELBURN NAPA INC	154498	OIL & FILTER	12/20/16	27025006216	EQUIP - GROUNDS & NATURAL	50.52 bantrim 1,069.74*
365 110531	KENDALL CO HIGHWAY DEPT	NOV 2016	GAS & DIESEL-NOV 201	12/20/16	27025006217	FUEL - GAS & OIL	992.32 bantrim 992.32*
366 150529	OFFWORLD DESIGNS	16110710,2313	UNIFORMS	12/20/16	27025006240	UNIFORMS	239.60 bantrim 239.60*
367 030540	CENTRAL LIMESTONE CO INC	8394,8559	HOOVER-GRAVEL	12/20/16	27025006837	PRESERVE IMPROV - GR & NA	794.34 bantrim 794.34*
368 190563	SERVICE SANITATION, INC	7265403	PORTABLE RESTROOMS	12/20/16	27025006847	REFUSE PICKUP - GROUNDS &	65.00 bantrim 65.00*
369 101297	JOHN DEERE FINANCIAL	11/27/16	CHAINS, SHOP SUPPLIE	12/20/16	27025007089	SUPPLIES - SHOP	97.24 bantrim 97.24*

**Total GROUNDS & NATURAL RESOURCES 4,394.53\***

COMBINED Claims Listing

Kendall County

frmPrtClaim

Dist Amount

Account Description

Budget #

Date

Description

Invoice #

Vendor# Name

FP BOND PROCEEDS 2007

420 060304 FIRST NATIONAL BANK OMAHA

DEC 27 2016

SEED-SHIPPIING

12/20/16

95020006850 PROJECT FUND EXPENSES

15.00  
15.00\*

\*\* bantrim

Total FP BOND PROCEEDS 2007 15.00\*

GRAND TOTAL \$8,567.14

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Equestrian Program Coordinator  
**WAGE CATEGORY:** FLSA Non-Exempt  
**REPORTS TO:** Ellis House and Equestrian Center Farm Manager  
**EFFECTIVE DATE:** December 20, 2016

**SUMMARY:**

This position is primarily responsible for the coordination and oversight of equestrian center operations, grounds maintenance support, and equestrian horsemanship and public programming at Ellis House and Equestrian Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Primarily coordinates and oversees equestrian center operations, grounds maintenance support, equestrian horsemanship and public programming at Ellis House and Equestrian Center.
- Customarily and regularly schedules and directs the work of part time and seasonal employees assigned to perform work at Ellis House and Equestrian Center.
- Assists with the coordination of the horse care responsibilities and facility usage guidelines as stated within the Sunrise Center North license agreement.
- Customarily and regularly performs management support duties for the Equestrian Center including, but not limited to the following:
  - Interviewing, selecting and training Horsemanship Instructor and Barn Hand positions, and other seasonal support positions;
  - 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 equestrian program services;
  - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling complaints and grievances received from staff, volunteers and members of the public related to Ellis House and Equestrian Center; and
  - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
- Establishes, implements and trains staff and volunteers on horse care policies and procedures including, but not limited to, feeding schedule, grooming, veterinarian care, farrier care, and horse training.
- Provides recommendations and support for the planning, marketing, execution, and evaluation of revenue-producing programs such as equestrian programs, camps, lectures, group tour programs, and special events suitable to the facility.
- Determines the types of materials, supplies, machinery, equipment, and tools to be used, or merchandise to be purchased to maintain and improve the Ellis House and Equestrian Center.
- Develops and conducts equestrian programming including, but not limited to, youth and adult riding lessons, school programs, summer camps, pony ride events, group programming, and other equestrian programs.
- Evaluates the overall operations at Ellis House and Equestrian Center and develops and recommends enhancements, which recommendations are given particular weight by the final decision-maker.
- Develops and coordinates a long-term strategic plan for equestrian programming and services at Ellis House and Equestrian Center.
- Develops and enforces appropriate procedures and recordkeeping in areas related to the care and well-being of horses and riding equipment.

- Performs basic and emergency care of horses including handling, grooming, nutrition, stall cleaning, hoof care, parasite control, wound/injury treatment, rehabilitation, and care of riding equipment.
- Provides first aid or takes other emergency measures when necessary as indicated on student, volunteer and staff emergency protocol and procedures.
- Performs duties such as answering public inquiries and collection of fees.
- Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Inspects tack and tacks-up horses in preparation for equestrian programs to ensure that all tack and equipment are clean, in good working condition and properly stored.
- Maintains a safe and clean work environment at all times and enforces all safety rules and barn policies.
- Manages relationships with outside vendors and contractors by performing duties including, but not limited to: obtaining quotes/bids; developing requests for proposals; negotiating services and contract terms; reviewing and recommending contracts for services, which recommendations are given particular weight by final decision-maker.
- Performs other duties as assigned, including the use of heavy equipment for basic maintenance of facility.

**SUPERVISORY RESPONSIBILITIES:**

- Provides direction to the Ellis House and Equestrian Staff Horsemanship Instructors and Barn Hands, and seasonal employees, and supervision of equestrian center volunteers.

**QUALIFICATIONS:**

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

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

- Associates Degree in Equestrian Science, Equine Industry and Business Degree, or related field.
- A minimum of two to four (2-4) years experience as a barn manager and riding instructor or equivalent experience, with one to two (1-2) years experience within a supervisory role.
- Requires knowledge of horsemanship, rider instructional methods, equestrian program policies and practices, principles of modern record keeping, and setup and maintaining filing systems.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- 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.

**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:**

- Valid Driver's License is required.
- All certificates and registrations required for the specific duties performed.
- Current certification in First Aid / CPR.

**PHYSICAL DEMANDS:**

- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
- Employee must be able provide instruction from a walking or horse-mounted position for extended periods of time.
- Employee must be able to ride and care for a horse.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

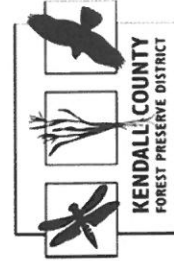
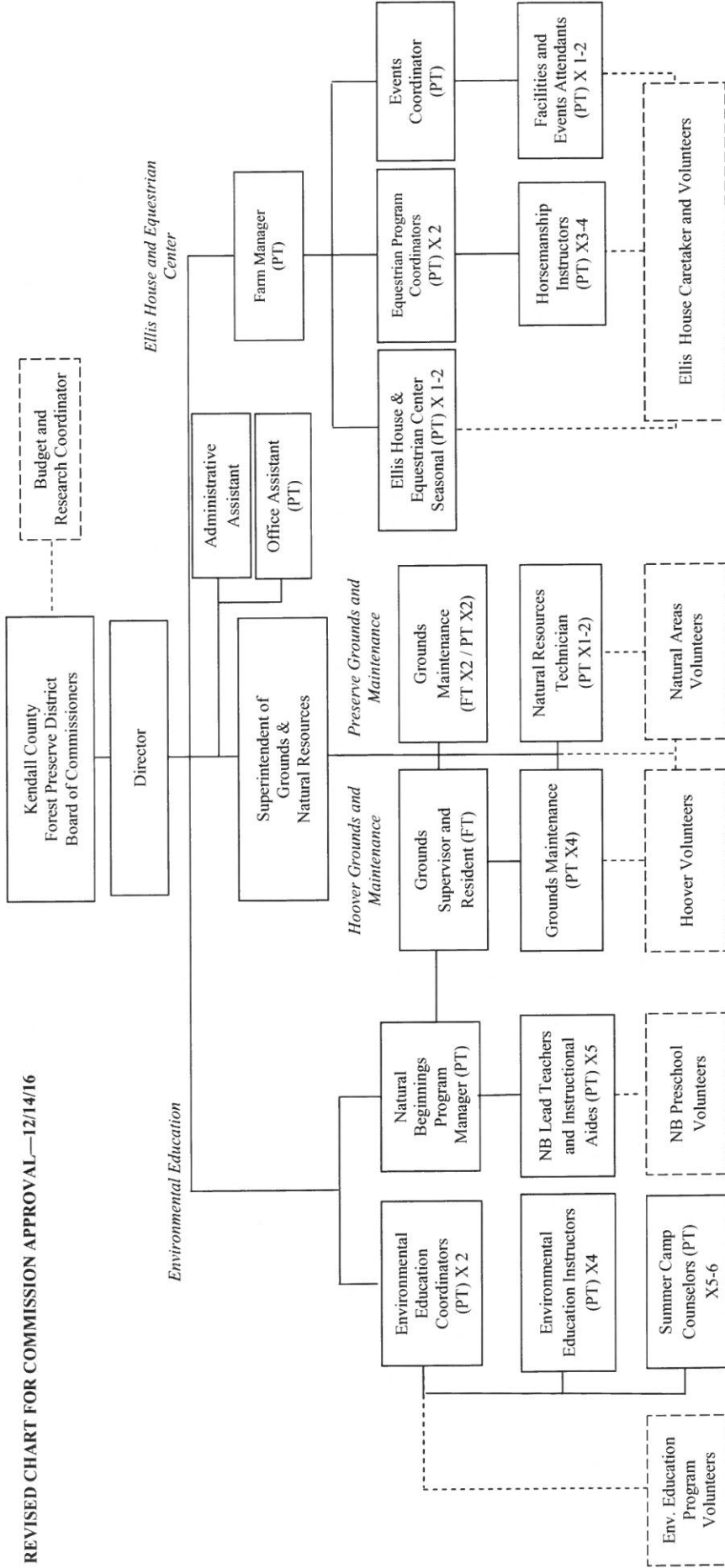
- The noise level in the work environment is usually moderately quiet, but varies when utilizing power tools and heavy equipment.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required for programming events.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

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



**KENDALL COUNTY FOREST PRESERVE DISTRICT  
ORGANIZATIONAL CHART**

REVISED CHART FOR COMMISSION APPROVAL—12/14/16



Kendall County Forest Preserve District  
 Schedule for Annual Meetings - Calendar Year 2017  
 14-Dec-16

**Final Calendar for Commission Approval on 12/20/16**

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

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

3-Jan-17	6:00 PM	5-Jul-17	6:00 PM	Wed. July 5, 2017 in Observance of the July 4 (Tu.) Holiday
17-Jan-17	9:00 AM	18-Jul-17	9:00 AM	
7-Feb-17	6:00 PM	1-Aug-17	6:00 PM	
21-Feb-17	9:00 AM	15-Aug-17	9:00 AM	
7-Mar-17	6:00 PM	5-Sep-17	6:00 PM	
21-Mar-17	9:00 AM	19-Sep-17	9:00 AM	
4-Apr-17	6:00 PM	3-Oct-17	6:00 PM	
18-Apr-17	9:00 AM	17-Oct-17	9:00 AM	
2-May-17	6:00 PM	7-Nov-17	6:00 PM	
16-May-17	9:00 AM	21-Nov-17	9:00 AM	
6-Jun-17	6:00 PM	5-Dec-17	6:00 PM	
20-Jun-17	9:00 AM	19-Dec-17	9:00 AM	

The regular meeting date for the Kendall County Forest Preserve District Committee of the Whole meeting is the first Wednesday following the first Commission meeting of each calendar month.

11-Jan-17	5:30 PM	12-Jul-17	5:30 PM
15-Feb-17	5:30 PM	9-Aug-17	5:30 PM
15-Mar-17	5:30 PM	13-Sep-17	5:30 PM
12-Apr-17	5:30 PM	11-Oct-17	5:30 PM
10-May-17	5:30 PM	15-Nov-17	5:30 PM
14-Jun-17	5:30 PM	13-Dec-17	5:30 PM

The regular meeting dates for the Kendall County Forest Preserve District Finance Committee meetings are the first Wednesday following the first Commission meeting and the first Thursday following the second Commission meeting.

11-Jan-17	4:30 PM	12-Jul-17	4:30 PM
26-Jan-17	6:30 PM	27-Jul-17	6:30 PM
15-Feb-17	4:30 PM	9-Aug-17	4:30 PM
2-Mar-17	6:30 PM	24-Aug-17	6:30 PM
15-Mar-17	4:30 PM	13-Sep-17	4:30 PM
30-Mar-17	6:30 PM	28-Sep-17	6:30 PM
12-Apr-17	4:30 PM	11-Oct-17	4:30 PM
27-Apr-17	6:30 PM	26-Oct-17	6:30 PM
10-May-17	4:30 PM	15-Nov-17	4:30 PM
25-May-17	6:30 PM	30-Nov-17	6:30 PM
14-Jun-17	4:30 PM	13-Dec-17	4:30 PM
29-Jun-17	6:30 PM	28-Dec-17	6:30 PM

The regular meeting date for the Kendall County Forest Preserve District Programming and Events Committee is the first Wednesday of each calendar month.

4-Jan-17	6:00 PM	No July Meeting	
1-Feb-17	6:00 PM	2-Aug-17	6:00 PM
1-Mar-17	6:00 PM	6-Sep-17	6:00 PM
5-Apr-17	6:00 PM	4-Oct-17	6:00 PM
3-May-17	6:00 PM	8-Nov-17	6:00 PM
7-Jun-17	6:00 PM	6-Dec-17	6:00 PM