

To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: September 2016 Director's Report

Date: October 12, 2016

Meetings, Events, and Programs

Sept. 9	Meeting with Morton Arboretum – Canopy Cover 2050
Sept. 10 & 11	Hoover Nature Play Space Work Days
Sept. 14	Hoover Nature Play Space – Butterfly Garden Prep
Sept. 15	IDNR – Post Acquisition Inspections
Sept. 16	Meeting with AquaScapes
Sept. 17 & 18	Hoover Nature Play Space Work Days
Sept. 22	Hoover Nature Play Space Work Day
Sept. 28	Hoover Nature Play Space Meeting
October 5	Hoover Nature Play Space Work Day / Fall Fest Prep
October 8	Forest Foundation of Kendall County Fall Fest
October 11	Ellis Farm Manager – Budget Review Meeting

Priority Project Updates

Forest Foundation Updates

Fall Fest was a resounding success. Over 800 individuals attended. Highlights included presentations from Tony the Bug Whisperer, Hoo Haven Wildlife Rehabilitation, and planting the Hoover Nature Play Space butterfly garden. The Foundation plans to take a break from offering Fall Fest in 2017.

Prescription Burns

The District is partnering with the NRCS to support a prescribed burn at Millbrook North Forest Preserve within the NRCS easement area. The burn will take place, weather permitting, sometime in late October – mid-November.

The District also plans to assist Bedrock Landscaping with a controlled burn of Schessler's Fen, and Bryon Walters, Illinois Natural Areas Improvements with a controlled burn of Tucker-Millington Fen. Additional training burns will be scheduled and completed weather permitting.

Sunrise Center North – 5K and Family Fun Day

Efforts are underway to plan and secure additional sponsors for the 5K and Family Fun Day at Ellis House and Equestrian Center scheduled for Saturday, October 29, 2016. \$1,200 in sponsorships has been secured to date from partnering agency efforts.

Stephanie's Garden / Hoover Nature Play Space Updates

Phase 1a is now complete. Project expenses are in line with the budget thanks to additional support received from past fundraising efforts of Natural Beginnings parents. A donor's opening will be held at Hoover Forest Preserve this Saturday, October 15, 2016 from noon to 1pm, followed by a volunteer appreciation picnic at the home of Foundation Trustee Scott Parkhurst.

The District's initial meeting with AquaScapes was well received. As part of the outcomes from the meeting, the District needs to determine water pressure and flow volume from the extended service line in order to move forward with the project design work for the next phase of the project.

The Hoover Nature Play Space received recertification through <https://natureexplore.org/>, a collaborative program of the Arbor Day Foundation and Dimensions Educational Research Foundation.

Preliminary Operating and Capital Budgets

Development of the FY 16-17 operating and capital budgets have been completed.

Highlights include an increase in the projected operating surplus for the year, and consideration of a new part time position to assist with natural areas management activities in all preserve areas.

Capital project implementation schedules will continue to be impacted pending State of Illinois reimbursement of LWCF grant funds for the Fox River Bluffs acquisition, with current funding availability limited to completion of the proposed expansion of Maramech Forest Preserve lands, and the repair or demolition of Millbrook Bridge.

OSLAD/LWCF Project Presentation

The IDNR has scheduled acquisition grant project presentations for Monday, October 24, 2016. Two District representatives are invited to attend. Seven grant project requests were submitted requesting a total of \$4.2 million in LWCF assistance.

Cliff Oleson Retirement & New Hires

The District has received notice that Cliff Oleson will be retiring from District service effective November 1, 2016. A Grounds Maintenance position opening will be posted by next week.

The Environmental Education department has hired three new part time Environmental Education Instructors including Rebecca Warren, Melinda McGraw-Carpenter, and Kimberly Adams.

Respectfully submitted,

David Guritz, Director

KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – SEPTEMBER 2016

RESERVATIONS / Responsibilities

Harris Forest Preserve

11 External - 834 guests

Guests: Family Reunions Church Picnic
Company Picnics Birthday Party
Field Trip – Brokow Early Childhood Center – Oswego School District

Jay Woods, Richard Young and Subat Forest Preserves

2 External - 100 guests

Guests: Family Reunions

Hoover Forest Preserve (includes Meadowhawk Lodge & KC Outdoor Education Center)

0 Internal events: 0 guests

11 External events: 360 guests

Guests: HSS-USA Volunteer Retreat Family Camping
Girls Night Out Family Reunion
Scout Troops: T597, T101, T53

Meadowhawk Lodge: 4 External events: 275 Guests
Kendall County Employee Picnic DNR Public Meeting
Forest Foundation HSS-USA Volunteer Retreat

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.
Total Guests: 1,569

Historic Courthouse

Internal: 0 events – 0 guests
Guests:

External: 9 events – 300 guests

Guests: ROE: Training Workshop, Bus Driver Training
Weight Control Meetings 4H, KCHSA Meetings
KC Animal Control – Orientation Meeting
KC Republican Committee
Mary Kay Meeting
Mayors/Manager Meeting

KENDALL COUNTY FOREST PRESERVE
MONTHLY REPORT – SEPTEMBER 2016

RESERVATIONS / Responsibilities

Responsibilities:

→ Director Assistance: I assist David Guritz on the Forest Preserve's meeting agendas, meeting packets and the posting of these items on the website and building bulletin boards. I also assist in any Human Resource activities such as Background Reports, gathering New Hire paperwork & sending to Payroll.

ReCPro Start Up: I have entered all of Ellis programs, house events and weddings thru August into ReCPro.

I review all time sheets, correcting any addition errors on hours worked & obtaining the Director's signature on the Payroll vouchers for the pay periods in September. Updated the part time hour's monthly report and sent to Glenn Campos. I created Personnel Action Notice forms for new hires & all payroll increases.

Kim Olson & I worked together on Accounts Payables for the voucher periods in September. We reviewed all invoices and entered the vendor number and line item that was to be charged. All vouchers were entered into the system and printed out claims listing.

→ Education Program Registration: Received phone calls and e-mails regarding education programs.

→ Field Trips: Updated the invoices and ReCPro with the new fee updates on our field trips.

→ Accounts Receivable: Entered all checks and cash received onto individual department spreadsheet. Keeping track of education program deposits for all programs, field trips, shelters and bunkhouse rentals. Credit Card transactions & checks were completed and deposited. All Ellis receipts for deposits are entered onto spreadsheet and deposit form and given to David Guritz for his signature.

→ Site Trak: (shelter & bunkhouse reservations): Reservations are still being entered into Site Trak in addition to ReCPro for scheduling purposes, but permits are being generated from ReCPro and sent out.

Becky Antrim
Administrative Assistant / Reservation Coordinator

Facility Revenue - Summary Report

Receipt Dates: 9/1/2016 - 9/30/2016

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Facility Category Forest Preserve

Facility	Room	Use Type	Revenue	Refund	Total
Hoover Forest Preserve	Blazing Star	Department Training	\$300.00		\$300.00
Hoover Forest Preserve	Blazing Star	Scout Outing	\$945.00		\$945.00
Hoover Forest Preserve	Kingfisher	Family Outing	\$510.00		\$510.00
Hoover Forest Preserve	Kingfisher	Scout Outing	\$610.00		\$610.00
Hoover Forest Preserve	Moonseed	Birthday Party	\$200.00		\$200.00
Hoover Forest Preserve	Moonseed	Department Training	\$300.00		\$300.00
Hoover Forest Preserve	Moonseed	Scout Outing	\$350.00		\$350.00
Hoover Forest Preserve	Group Campsite A	Scout Outing	\$175.00		\$175.00
Hoover Forest Preserve	Group Campsite B	Scout Outing	\$275.00		\$275.00
Hoover Forest Preserve	Group Campsite C	Scout Outing	\$350.00		\$350.00
Hoover Forest Preserve	Meadowhawk Lodge	Other	\$950.00		\$950.00
Harris Forest Preserve	Shelter 1	Family Outing	\$50.00		\$50.00
Harris Forest Preserve	Shelter 1	Family Reunion	\$100.00		\$100.00
Harris Forest Preserve	Shelter 2	Family Reunion	\$50.00		\$50.00
Harris Forest Preserve	Shelter 2	Other	\$50.00		\$50.00
Harris Forest Preserve	Shelter 4	Family Outing	\$75.00		\$75.00
Harris Forest Preserve	Shelter 4	Family Reunion	\$50.00		\$50.00
Jay Woods Forest Preserve	Jay Woods	Birthday Party	\$75.00		\$75.00
Richard Young Forest Preserve	Richard Young Forest Preserve	Birthday Party	\$75.00		\$75.00
Totals For Forest Preserve			\$5,490.00		\$5,490.00
Room Rental Totals			\$5,490.00		\$5,490.00



Facility Revenue - Summary Report

Receipt Dates: 9/1/2016 - 9/30/2016

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Package	Revenue	Refund	Total
Shelter 1 & 4 - Harris Forest Preserve	\$350.00		\$350.00
Package Rental Totals	\$350.00		\$350.00
Grand Totals	\$5,840.00	\$0.00	\$5,840.00



Course Revenue - Summary Report

Fall 2016

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Environmental Education

Public Programs

Course#	Course Title	Revenue	Actual Enroll	Max Enroll	% Full	Revenue Not Realized
1	Toddling Naturalist: Nature Exploration Day	\$10.00	4	12	33%	\$40.00
2	Babes in the Woods: Seeds on the Go!	\$10.00	6	12	50%	\$30.00
3	Toddling Naturalist - Animals of the Night	\$5.00	6	12	50%	\$25.00
4	Babes in the Woods: Batty about Bats!	\$5.00	5	12	42%	\$35.00
42	Birthday - Winter Wonderland	\$0.00	0	30	0%	\$4,500.00
5	Toddling Naturalist: Turkey Talk!	\$5.00	6	12	50%	\$25.00
6	Babes in the Woods: Turkey Talk!	\$5.00	5	12	42%	\$35.00
7	Take a Hike Day	\$0.00	8	12	67%	\$20.00
Totals For Public Programs		\$40.00	40	114	35%	\$4,710.00
Totals For Environmental Education		\$40.00	40	114	35%	\$4,710.00
Grand Totals		\$40.00	40	114	35%	\$4,710.00

Merchandise Revenue - Summary

Receipt Dates: 9/1/2016 - 9/30/2016

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Birthday Party

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Birthday Party - County	2	\$290.00	0		2	\$290.00
Birthday Party - Non-County	4	\$400.00	0		4	\$400.00
Birthday Party		\$690.00				\$690.00

Ellis - Credit Card Revenue

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Credit Card Revenue	11	\$58.40	0		11	\$58.40
Ellis - Credit Card Revenue		\$58.40				\$58.40

Ellis House

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Miscellaneous Events (Showers, B'day Parties, etc)	3	\$625.00	0		3	\$625.00
Ellis House		\$625.00				\$625.00

Riding Lessons

Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Riding Lessons - Package - County	5	\$800.00	0		5	\$800.00
Riding Lessons - Package - Non-County	4	\$720.00	0		4	\$720.00
Riding Lessons		\$1,520.00				\$1,520.00

Weddings



Merchandise Revenue - Summary

Receipt Dates: 9/1/2016 - 9/30/2016

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Item	Qty Sold	Amount Sold	Qty Refunded	Amount Refund	Net Quantity	Total
Weddings	3	\$1,893.75	0		3	\$1,893.75
Weddings		\$1,893.75				\$1,893.75
Grand Totals		\$4,787.15				\$4,787.15



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

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

Forest Preserve Liability and WC insurance deductible analysis - 10/01/2016

Deductible Details							
Claim #	Status	Date Of Loss	Coverage Code	Department	County Paid	FP Paid	Total Paid
1203010008	Closed Out	2/28/2012	Workers' Compensation	Parks Department	\$61,773.16	\$0.00	\$61,773.16
120716W002	Closed Out	4/1/2012	General Liability	Forest Preserve	\$10,000.00	\$0.00	\$116,937.24
120716W005	Re-Opened	6/30/2012	Workers' Compensation	Forest Preserve	\$97,292.57	\$0.00	\$71,441.44
130107W019	Closed Out	12/23/2012	Workers' Compensation	Forest Preserve	\$1,146.78	\$0.00	\$1,146.78
130419W015	Closed Out	4/18/2013	Property - Flood	Forest Preserve	\$0.00	\$25,000.00	\$74,205.05
130626W018	Closed Out	6/26/2013	Workers' Compensation	Forest Preserve	\$150.43	\$0.00	\$150.43
140114W011	Closed Out	1/10/2014	Workers' Compensation	Forest Preserve	\$4,796.06	\$0.00	\$4,796.06
151217W012	Closed	12/14/2015	Workers' Compensation	Forest Preserve	\$132.88	\$0.00	\$132.88
160119W004	Open	12/23/2015	Workers' Compensation	Forest Preserve	\$4,746.86	\$0.00	\$4,689.78
160411W042	Open	4/10/2016	Workers' Compensation	Forest Preserve	\$5,156.88	\$0.00	\$0.00
					\$185,195.62	\$25,000.00	\$335,272.82
Reimbursement by Forest Preserve Nov. 2013					-\$76,688.93		
Reimbursement by Forest Preserve Nov. 2015					-\$44,352.08		
Outstanding Deductible owed by Forest Preserve					\$64,154.61		

Annual Premium Details			
Forest Preserve Premium	Premium Year	Payable	Paid
\$51,780.00	FY11	Nov-12	\$51,780.00
\$59,300.00	FY12	Nov-13	\$59,300.00
\$44,312.44	FY13	Nov-14	\$44,312.44
\$47,076.91	FY14	Nov-15	\$47,076.91
\$40,979.66	FY15	Nov-16	

Outstanding Deductible Reimbursements owed by FP
 WC, Property & Liability Premium Due Nov 2016

\$64,154.61
 \$40,979.66
\$105,134.27



*Stephanie's Garden &
Nature Play Space Opening*

Because of you, this is happening!

** Please join us
October 15, 2016,
12:00—1:00*

Hoover Forest Preserve

Come see what is new & what is coming!





The Hoover Nature Play Space Project

Connecting Children to Nature

It is important for kids to spend time in nature:

- It builds confidence.
- It promotes creativity and imagination.
- It promotes responsibility.
- It stimulates sensory development and creativity.
- It gets kids moving.
- It helps children think.
- It reduces stress and fatigue.

<https://childmind.org/article/why-kids-need-to-spend-time-in-nature/>

“We do not inherit the earth from our children, we borrow it from our ancestors.”
-Author Unknown

Phase 1A was made possible by:



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L U M B E R

Your next project starts here.

Natural Beginnings
Parents' Fundraising
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A donor-matched contribution from Caterpillar, Inc.



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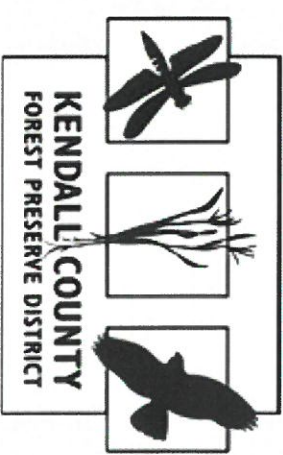
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Harvey's Home Improvements

Jeff Wehrli Excavating, Inc.

Kendall County Forest Preserve District



Hoover Forest Preserve

Future Plans

Stephanie's Garden
&
Hoover Nature Play
Space Project



Forest Foundation of
KENDALL COUNTY

HOOVER OUTDOOR EXPLORATION PLAY SPACE

Phase 1A:
Completed 10/16

Water & Sand Play

Water Channel with Movable Parts

Elevated Water Play

Butterfly Garden

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Amphitheater

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Phase 1B:
Proposed to begin once the design is finalized, budget is approved, and fundraising complete.

Water & Sand Play

Water Channel with Movable Parts

Elevated Water Play

Butterfly Garden

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Amphitheater

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Future Project Phases

Phase 1B:

Water & Sand Play

Water Channel with Movable Parts

Elevated Water Play

Butterfly Garden

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Amphitheater

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

Art & Music

Discover Hoover Forest Preserve

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Discover Hoover Forest Preserve

Amphitheater

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Discover Hoover Forest Preserve

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564 W Randolph St, Chicago, Illinois 60606
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