I. Call to Order

President Wehrli called the meeting to order at 6:00 p.m. in the Kendall County Board Room.

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

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

V. Approval of Agenda

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

VI. Citizens to be Heard including Public Comments on a Preliminary Site Plan for Henneberry Woods Forest Preserve

Michelle Kelly of Upland Design, Inc. presented an overview of the preliminary site plan for Henneberry Woods Forest Preserve. Michelle Kelly presented a poster of conservative bird species that have been documented within the preserve’s habitat areas. The site plan includes conservation of forested areas, restoration of prairie and shrub land habitats, and areas to remain in agricultural production. The plan proposed a 24-car parking lot leading from the Cherry Road right-of-way into the eastern boundary of the preserve. The plan proposed a bird observation pavilion, an east-west limestone screenings trail, a north-south limestone screenings trail, and to mowed trail loops.

Cost estimates included $94,000 for parking, trail head and way finding signage; $87,000 for the bird observation overlook and pavilion, interpretive signage, and trail spur; $62,000 for the woodland trail loop and northern trail connection; and $400,000 for the prairie trail, which includes a 47-acre prairie restoration estimated at $307,000.
The Cherry Road right-of-way access connection is an additional $90,000, which would not be funded within the OSLAD proposal, bringing total proposed project costs to $808,000.

Commissioner Koukol inquired about the baseline development needed to satisfy the grant requirement for development. Michelle Kelly stated that in order to be accessible in accordance with State and Federal guidelines, the preserve will need ADA accessible parking, a trail system, and restored habitat areas included in the preliminary plan.

Commission discussed capital funding available for preserve improvements.

Director Guritz stated that at this point in the process, the District is collecting public feedback on the preliminary site plan. Once the site development plan is finalized and approved, Commission will need to approve a resolution supporting submission of an OSLAD grant application, which will include the approved site plan, to the Illinois Department of Natural Resources. The OSLAD grant, if funded, will cover 50% of total project development costs up to a maximum amount of $400,000.

Commission discussed the ADA requirements for the project. Michelle Kelly reported that so long as the trails are stable, firm and slip resistant, and provide access to the preserve’s types of spaces, the improvements are ADA compliant. The parking lot can be gravel so long as there is an ADA paved parking stall. Trails are compliant so long as they fall below a 1 foot rise to 20 foot running slope, and the site does not exceed 1 foot rise to 50 foot slope.

Commission discussed the costs for restoration. Michelle Kelly stated that costs were confirmed by firms specializing in ecological restoration, with estimates ranging between $4,000 and $8,300 per acre within a two-year restoration and management program.

Andy Clements, of Oswego, Illinois and President of the Henneberry Woods Home Owner’s Association expressed concerns over the construction of a parking lot included as part of the preliminary site plan for Henneberry Woods Forest Preserve, and the additional traffic, citing concerns for safety of the residents’ children.

Lisa Kittilson of Oswego, Illinois expressed concerns over teenagers, delinquent behavior, and other publics visiting the preserve increasing traffic on subdivision roads, and trespassing on private property, suggesting that trail connections could be explored that would not require construction of a parking lot.

David Kittilson of Oswego, Illinois expressed support for the enhancement of natural areas, but expressed concerns over speeding on Cherry Road, safety, and increased traffic into the
subdivision, asking the District to explore trail connections to the Oswegoland Park District’s park areas located northwest of the preserve.

Todd Alonzo of Oswego, Illinois expressed concerns over the costs of the project and potential for a tax increase, notification of the residents, and how quickly this decision was being reached. Mr. Alonzo shared history of misuse of a structure that once existed in the preserve that has since been demolished, and expressed similar concerns over resident safety and increased traffic within the subdivision that would result from extension of Cherry Road access into the preserve’s parking lot.

Lisa Alonzo of Oswego, Illinois expressed concerns over the lack of sidewalks within the subdivision, and because of this, safety of children using the subdivision roads for travel and play from increased traffic within the preserve.

Michele Ali of Oswego, Illinois expressed concerns over increased traffic in the subdivision, and reductions in property values that will occur if the road is extended to preserve parking and opened to the public, which has already been impacted by subdivision improvements that did not get completed including a clubhouse, pool, and other improvements within the subdivision.

David Byrdo of Oswego, Illinois, a newer resident of the Henneberry Woods subdivision, expressed concerns over public access to the area, and inability to monitor the parking area if it were constructed, citing existing concerns of use of private areas within the subdivision by individuals outside the subdivision. Mr. Byrdo asked about the timeline for development. Director Guritz responded that typically, preserve areas purchased with OSLAD support are opened to the public within three years.

Matt Cooper of Oswego, Illinois expressed concerns over safety of subdivision children on subdivision streets without sidewalks. Mr. Cooper also expressed concerns over monitoring of the parking area, expressing concerns of existing issues with individuals dumping trash currently at the end of Cherry Road.

Bill Wilson of Oswego, Illinois expressed interest in having the District consider trail connection to the Oswegoland Park District’s existing park area, suggesting an intergovernmental partnership would be a good approach and solution.

VII. Approval of Minutes for the May 19, 2015 Commission Meeting; May 14 and May 28, 2015 Finance Committee Meetings; and May 13, 2015 Committee of the Whole Meeting.
Commissioner Flowers made a motion to approve the meeting minutes for the Commission meeting held on May 19, 2015; the Finance Committee meetings held on May 14 and May 28, 2015; and the Committee of the Whole meeting held on May 13, 2015. Seconded by Commissioner Cullick. All, aye. Opposed, none. Motion passed unanimously.

VIII. Approval of Claims in an amount not-to-exceed $29,117.13

Commissioner Cullick made a motion to approve the claims list in the amount of $29,117.13. Seconded by Commissioner Flowers.

Commissioner Cullick inquired into the status of research into utility billings discussed at the Finance Committee. Director Guritz stated that staff has begun to explore the issue, but has not completed its audit at this time.

Commissioner Koukol stated that this issue had been brought up to Alliance Energy with a representative present at the meeting who will support completion of an audit.

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

IX. Approval of an Updated Rental Fees and Charges Schedule for District Facilities

Director Guritz presented a proposed rental fees and charges schedule to Commission. Commissioner Cullick stated that this agenda item is scheduled for review by the Committee of the Whole for discussion.

Commissioner Cullick made a motion to table discussion to the upcoming Committee of the Whole meeting. Seconded by Commissioner Davidson.

Commissioner Purcell requested that a column be added to the spreadsheet showing current fees and charges for the Committee of the Whole meeting.

Aye, all. Opposed, none.

X. Motion to Approve a Contingency Transfer for Conference Registration and Lodging Expenditures for an Amount Not-to-Exceed $875.00 for Megan Gessler, Natural Beginnings Program Manager to attend the 2015 Nature-Based Preschool National Conference on August 19-22, 2015 in Gainesville, GA.
Commissioner Flowers made a motion to approve a contingency transfer for conference registration and lodging expenditures for an amount not-to-exceed $875.00 for Megan Gessler, Natural Beginnings Program Manager to attend the 2015 Nature-Based Preschool National Conference on August 19-22, 2015 in Gainesville, Georgia. Seconded by Commissioner Shaw.

Director Guritz stated that this item is proposed for consideration because the District is currently over budget for the year for conference expenses. Megan Gessler was asked to participate in this conference as a keynote speaker, and had discussed attendance with the District’s previous director, receiving approval to participate.

Director Guritz stated that the District’s budget is running a deficit for the year, and at his request, Megan Gessler had worked to reduce the cost to a minimum by requesting waiving of fees from the conference organizers, and looking into options for reducing travel costs to attend. Director Guritz stated that cost for attendance will include payment of Megan Gessler’s salary during travel to and from, and participation within the conference.

Commissioner Davidson inquired into whether attendance was included in the conference budget for the year. President Wehrli stated that at this point, the available budget has been expended, and a transfer is needed in order to pay the costs for Megan Gessler to attend.

Commissioner Gryder expressed concerns over year-to-date expenditures currently over budgeted appropriations, and asked Director Guritz if this cost was the best use of District funding. Director Guritz stated that it was not the best use when looking at the District’s current financial outlook for the year.

Commissioner Gilmour inquired into whether the conference planning team would consider offsetting fees for her participation. Director Guritz stated that this had been explored, but the registration fee was not waived by the planning committee.

Roll call: Commissioners Shaw, Flowers, Gilmour, and Wehrli, aye. Opposed, Commissioners Gryder, Koukol, Prochaska, Purcell, Cullick, and Davidson. Motion denied by a vote of 6-4.

Commissioner Shaw offered to assist with Megan Gessler’s costs for attending.
XI. Executive Session

Commissioner Koukol made a motion to enter into executive session under 2(c)1 and 2(c)5 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; and to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Flowers.

Roll call: Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Cullick, Wehrli, aye. Commissioner Shaw, present.

Executive session called to order at 7:02 p.m.

Commissioner Prochaska made a motion to adjourn the executive session and reconvene the regular meeting. Seconded by Commissioner Flowers. Aye, all. Opposed, none.

Regular meeting reconvened at 7:12 pm.

XII. Other Items of Business

None.

XIII. Citizens to Be Heard

None.

XIV. Adjournment

Commissioner Shaw made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 7:13 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order
Commissioner Flowers called the meeting to order at 6:02 p.m. in the Kendall County Board Room.

II. Roll Call
Commissioners Purcell, Prochaska, and Flowers all were present. Director Guritz and Ellis Events Coordinator Villarreal and Barn Manager Clever also were present.

III. Approval of Agenda
Commissioner Prochaska made a motion to approve the agenda. Seconded by Commissioner Purcell. All, aye. Opposed, none.

IV. Citizens to be Heard
No public comments were offered.

V. Discussion of the Ellis Wedding and Special Events Program Budget and Venue for 2016
Commissioner Gilmour arrived at 6:04 pm.

The Programming and Events Committee reviewed the 2015 working budget allocations, focusing on Ellis cost center 120 for event rentals. Based on current projections, event rentals will generate revenues approximately $43,525 (14 events at $3,300 per event), with expenditures of $16,333 in salary costs ($13,877 full time and $2,456 part time), benefits cost of $3,427, contractual costs of $19,100 ($17,400 tent rental and $1,700 trash pickup), and $1,100 for promotion and staff uniforms, for a net gain from program of $3,236.

The Programming and Events Committee discussed the report presented, including an increased in the number of similar and competing venues hosting wedding events in the county.

Events Coordinator Villarreal reported that Uncle Bub’s has offered to purchase a sponsored ad in The Wedding Guide, and has offered to purchase a horse wagon or cart for promoting Ellis that would be installed along Route 52.
Commissioner Flowers expressed concerns over the declining events, stating that board discussions of Ellis operations were likely a contributing factor to the decline, and requested review of rental activity for the past four years.

The Programming and Events Committee suggested further discussion to develop a clearer picture of Ellis operations in 2016 before committing to partnering with Uncle Bub’s for promoting event services.

Committee directions included completion of a competitive analysis and comparison of nearby venues and costs, expressing interest in pursuing marketing opportunities offered by Uncle Bub’s and further discussion on the 2016 event venue based on trends.

The Committee discussed the timing for making decisions on continuation of hosting larger events at Ellis, with concerns over insuring ample lead time is provided to scheduled parties should their events need to be relocated to other venues.

Director Guritz stated that completion of a preliminary budget for 2015-2016 should help to inform discussions of how much support is available to offset District operational costs at Ellis, and the District as a whole.

VI. Ellis House and Equestrian Center Fundraiser Discussion

The Programming and Events Committee discussed the Breyer Horse fundraising opportunity suggested by Janie Johnston. Breyer is a well-known and established model horse manufacturing company that produces replicas of horses and other farm life models and accessories.

The Programming and Events Committee provided direction to move forward with work to secure lodging and dining sponsors for a weekend package in Galena that would include a visit to Green Valley Farm to visit GVF Sjokolade, or “Hershey,” a Breyer model horse.

Amy Clever provided background on the opportunity, and suggested that the package would need to be pulled together soon in order to promote the opportunity at Family Fun Night in July, and to the larger Ellis community.

The Programming and Events Committee discussed the cost for raffle tickets, suggesting that tickets be offered for $20-$25, packaged appropriately to encourage sales, and include runner-up prizes as part of the overall raffle.
VII. ACTHA Event Evaluation Discussion

The Committee discussed the ACTHA event, which was cancelled due to the HEV virus outbreak, and poor weather outlook.

Challenges for the event included the limited time available to pull together and market the event; contract provision limitations; recruitment of staffing, volunteers and judges; and limited registrations from the market pool. Overall the partnership was positive with good communications and resources in preparing for the event.

An event budget and actuals was reviewed by the committee. While we had a good number of individuals register, many of the registrations were from lower-cost classes.

Director Guritz stated that the contract would need to be renewed in order to validate the change in dates. Commissioner Gilmour expressed restated concerns with the existing contract.

Amy Clever stated that the overall cost for the weekend is a contributing factor. More engaged ACTHA competitors are accustomed to the full cost of registration and travel, but those new to the program may be deterred. Director Guritz cautioned that for these reasons, and the distribution of lower-cost program registration fees for certain classes, there is not a high likelihood that a rescheduled event will achieve the budget projections initially presented. Approximately 2/3 of the registrants were local, with 1/3 of the enrollments from active ACTHA members.

The Committee discussed the liability provisions. Director Guritz stated that our gap coverage may be in place by the August event.

Direction was received by the Committee to forward a revised contract with updated dates for the event to Commission for approval.

VIII. 5K Reindeer Run/Walk Program Budget

The Programming and Events Committee discussed the program budget for the 5K run. Last year, the event attracted 107 runners generating $4,290 ($1,400 in event sponsors). Based on review of the program budget, the Committee directed staff to move forward with planning for the event.

IX. Program Capacity and Marketing Priorities Discussion

Director Guritz presented areas of program where the District is not filling to capacity for discussion. This includes environmental and equestrian program summer camps, use of
Meadowhawk Lodge and Ellis Events Rentals (rental fees currently under review), and enrollment in horsemanship lessons.

The Committee discussed current program capacity, highlighting the following areas for further research and direction including:

1. Examine target marketing opportunities for Ellis equestrian programs (within 10-mile radius).
2. Survey parents of current summer program participant to determine if camp schedules meet parent needs (work schedule, cost, and enrichment value).
3. Examine and revise policies for facility rentals to create more customer-friendly practices (fee-based staff-supported set-up and cleanup services, insurance to allow non-catered service of alcohol, and allowance for clients to bring in/prepare their own food).

X. General Discussions and Updates

The Committee discussed the possibility of hosting Barrel Racing equestrian events at Ellis, with the first step needed to examine the insurance coverage for the event. Amy Clever felt this would be a good fit for Ellis, and generate revenue to support operations. Director Guritz directed Amy Clever to prepare an event budget for review by the Committee in July.

XI. Executive Session

None.

XII. Adjournment

Commissioner Prochaska made a motion to adjourn. Seconded by Commissioner Purcell. All, aye. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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Total FOREST PRESERVE EXPENDITURE: $1,152,610.89
June 8, 2015

David Guritz  
Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, Illinois 60560

RE: Survey Proposal  
Hoover Drive Road Dedication, Hoover Forest Preserve, Yorkville, IL

Mr. Guritz:

Per my previous e-mails with you and Kendall County Engineer Fran Klaas, I am submitting this proposal for land surveying work at the Hoover Forest Preserve.

**Hoover Drive Road Dedication** – We will locate the asphalt pavement from Fox Road to the railroad tracks and use the centerline of the pavement, or perhaps the design centerline if they are similar, as the centerline of the 70-foot road dedication. We staked the road for paving August 9, 2012, but were not asked to do an “as-built” survey of the work after paving was completed. The road centerline used at that time was from plans by Wight & Company of Darien, Illinois, and I would like to continue to use that centerline if possible. We would stake the boundary of the dedication and produce a Plat of Dedication. The fee for this work would be **$1500.00**.

We would be able to begin this work within five days of your authorization to proceed (weather permitting), and the Plat would be completed 10 business days from the date of commencement.

Please contact me if you have any questions regarding this proposal. Thank you for considering our firm for this work.

Sincerely,

Phil Young
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Environmental Education Coordinator
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Director of the Kendall County Forest Preserve District
EFFECTIVE DATE: June 16, 2015

SUMMARY:
Oversee the development and day-to-day management of Environmental Education programming including school and scout programs, teacher education, and other public program offerings (collectively “Public Programs”), for the Kendall County Forest Preserve District (“District”). This position assists with the development and delivery of summer programs for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Develop curriculum and themed programs that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County.
• Assist with the development and management of the District’s annual budget.
• Establish program policies, performance goals, and objectives for school, scout and teacher education programs.
• Coordinate program reservations and registrations with the District’s Administrative Assistant.
• Coordinate staff schedules and hours of employment.
• Train support staff in curricular program goals, objectives, and instructional methods.
• Address staff disciplinary issues in consultation with the Director of the District.
• Provide supervision to part-time instructors and volunteers in the District’s educational programs.
• Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
• Support marketing and public outreach efforts to promote the District and program services.
• Develop and maintain handbooks, brochures, packets, press releases, newsletters, and social media postings.
• Create and purchase supplies and materials needed for school, scout and teacher education programs.
• Work with, and provide program support and assistance to the Natural Beginnings Preschool Program Manager.
• Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
• Communicate effectively with District staff and the public.
• Manage District policies and processes to identify safety issues; reduce risk and liability exposure within school, scout, teacher education, and other public program offerings.
• Assist with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
• Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
• Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
• This position supervises part-time instructors and volunteers in the District’s school, scout, teacher education, and other public programs.

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:
• Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education, environmental sciences, or related field.
• Knowledge of education principals and practices.
• Experience in administration of an educational program preferred.
• Experience with instructing children in an educational setting preferred.
• Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
• Ability to effectively and appropriately use the Internet and social media.
• Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:
• Ability to draft and present District curriculum.
• Ability to write routine reports and correspondence.
• Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
• 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 draw and interpret bar graphs.

D. REASONING ABILITY:
• Ability to employ safe work practices and use sound judgment while leading educational programs.
• Ability to complete projects from beginning to end with minimal supervision.
• Possess positive conservation ethic and respect towards living things and the natural environment.
• 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:
• Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing a education related degree or certification.
• Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
• Current CPR/First Aid certification.
• All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
• Employee must be able to sit, kneel, stand and bend.
• Employee must be able to walk on uneven terrain for extended periods of time.
• Employee must be able to provide instruction while walking outside and in varying weather conditions.
• Employee must be comfortable being outside in various types of weather for extended periods of time.
• Employee must occasionally lift and/or move up to 40 pounds.
• Employee must be able to use hands to 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:
• Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
• The noise level in the work environment will vary from moderately quiet to loud.
• 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 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
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Natural Beginnings Program Manager
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Director, Kendall County Forest Preserve District
EFFECTIVE DATE: June 15, 2015

SUMMARY:
Oversee development and day-to-day management of the Natural Beginnings Early Learning Program (“Program”) for the Kendall County Forest Preserve District (“District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Develop curriculum and theme planning for the Program that is developmentally appropriate for all relevant age groups and ability levels and reflects the natural and cultural history of Kendall County.
• Create and purchase materials needed for curriculum and manage a corresponding budget.
• Coordinate staff hours and weekly schedules.
• Manage and direct Natural Beginnings staff meetings.
• Establish performance goals and objectives for the Program.
• Develop and maintain handbooks, brochures, packets, press releases and newsletters for the Program.
• Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
• Develop materials for parent-teacher conferences.
• Manage parent inquiries, communication, and parent-teacher conferences.
• Oversee social media marketing and correspondences.
• Coordinate student sign-up and registration with the District’s Administrative Assistant.
• Lead and/or assist with teaching Program classes.
• Maintain order in both the classroom and outdoor setting while implementing constructive disciplinary procedures.
• Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
• Maintain professional collaboration with other nature-based administrators, community organizations, and environmental educators.
• Assist with basic animal care and upkeep including feeding and tank/cage cleaning.
• Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
• Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
• This position provides direct supervision and management of the Program’s Lead Instructors, Instructional Aides, and Program support 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:
• Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education or the environmental sciences field.
• Knowledge of education principals and practices.
• Prior experience working with preschool aged children preferred.
• Experience in administration of an educational program preferred.
• Knowledge of Microsoft Office programs including, but not limited to Excel, Word and PowerPoint.
• Ability to effectively and appropriately use the internet and social media.
• Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
B. LANGUAGE SKILLS:
- Ability to draft and present District curriculum.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
- 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 draw and interpret bar graphs.

D. REASONING ABILITY:
- Ability to employ safe work practices and use sound judgment while leading educational programs.
- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- 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:
- Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing a certificate in an environmentally related field.
- Current First Aid/CPR certification.
- All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to 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:
- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- 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 may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

By signing my name below, I hereby affirm that I received a copy of this job description.

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

Kendall County Forest Preserve District
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Natural Beginnings Program Lead Teacher
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Natural Beginnings Program Manager
EFFECTIVE DATE: June 16, 2015

SUMMARY:
Implement instruction and creation of Natural Beginnings Early Learning Program (“Program”) curriculum for the Kendall County Forest Preserve District (“District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Create and provide developmentally appropriate curriculum for the Program.
• Create and implement lessons plans that reflect the natural and cultural history of Kendall County.
• Guide and supervise classroom aide.
• Manage and maintain order in both a classroom and outdoor setting, while implementing constructive disciplinary procedures.
• Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
• Deliver student assessment including, but not limited to, parent-teacher conferences, student portfolios, and Powerful Interactions.
• Maintain parent communication though email, phone calls, direct conversation, and notifications.
• Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
• Assist with social media and promotions.
• Ensure classroom readiness, including purchase of materials and preparation of supplies.
• Assist with upkeep and maintenance of education materials, supplies and facilities.
• Assist with basic animal care and upkeep including feeding and tank/cage cleaning.
• Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
• Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
• No supervisory responsibilities at this time. May assist with the supervision of 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:
• Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education or environmental science field.
• Knowledge of education principals and practices.
• Prior experience working with children and/or in education is preferred.
• Knowledge of Microsoft Office programs including, but not limited to Excel, Word and PowerPoint.
• Ability to effectively and appropriately use the internet and social media.
• Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
B. LANGUAGE SKILLS:
   • Ability to draft and present District curriculum.
   • Ability to speak effectively with the public, including individuals of all ages and
     ability levels, and employees of the District.
   • Ability to write routine reports and correspondence.
   • Requires good knowledge of the English language, spelling and grammar.

C. REASONING ABILITY:
   • Ability to employ safe work practices and use sound judgment while leading
     educational programs.
   • Ability to complete projects from beginning to end with minimal supervision.
   • Possess positive conservation ethic and respect towards living things and the natural
     environment.
   • 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.

D. CERTIFICATES, LICENSES, REGISTRATIONS:
   • Certificated teacher, substitute teacher or other teaching certification preferred. May
     be actively pursuing an education related degree or certification.
   • Master Naturalist, Certified Interpretive Guide, or other environmental certification
     preferred. May be actively pursuing an environmentally related certification.
   • Current CPR/First Aid certification.
   • All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
   • Employee must be able to sit, kneel, stand and bend.
   • Employee must be able to walk on uneven terrain for extended periods of time.
   • Employee must be able to provide instruction while walking outside and in varying weather
     conditions.
   • Employee must be comfortable being outside in various types of weather for extended periods
     of time.
   • Employee must occasionally lift and/or move up to 40 pounds.
   • Employee must be able to use hands to 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:
   • Teaching will be held outside. The weather and temperature will not be consistent during the
     course of employment.
   • The noise level in the work environment will vary from moderately quiet to loud.
   • 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 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
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Natural Beginnings Instructional Aide

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Natural Beginnings Program Manager

EFFECTIVE DATE: June 16, 2015

SUMMARY:
Assists with the Natural Beginnings Early Learning Program (“Program”) and additional educational programs, as needed, for the Kendall County Forest Preserve District (“District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Assist with operations and management of the Program.
- Assist with teaching, creating, and preparing curriculum that reflects the natural history and natural resources of Kendall County.
- Assist with student assessment.
- Assist with upkeep and maintenance of education materials, supplies, and facilities.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Maintain order in both a classroom and outdoor setting while implementing constructive disciplinary procedures.
- Demonstrate knowledge of education principals and practices.
- Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
- Complete projects from beginning to end with minimal supervision.
- Assist with basic animal care and upkeep, including feeding and cleaning of cages/tanks.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
- No direct staff supervisory responsibilities at this time. This position may assist with volunteer supervision.

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:
- Bachelor’s Degree or Associates Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education or environmental field.
- Knowledge of education principals and practices.
- Prior experience working with children and/or in education is preferred.
- Knowledge of Microsoft Office programs including, but not limited to Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the internet and social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:
- Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
- Requires good knowledge of the English language, spelling and grammar.
C. REASONING ABILITY:
- Ability to employ safe work practices and use sound judgment while leading educational programs.
- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- 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.

D. CERTIFICATES, LICENSES, REGISTRATIONS:
- Certificated teacher, substitute teacher or other teaching certification preferred or may be actively pursuing a education related degree or certification.
- Master Naturalist, Certified Interpretive Guide, or other environmental certificate preferred or may be actively pursuing an environmentally related certification.
- Current CPR/First Aid certification.
- All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:
- Employee must be able to sit, kneel, stand and bend.
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- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to 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:
- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- 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 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