I. Call to Order

Vice-Chair Cullick 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 Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw, and Cullick all were present.

V. Approval of Agenda

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

VI. Citizens to Be Heard

Barry Lauwers presented on behalf of the Kendall County Horse Show Association stating that the Association had placed eight loads of sand in the horse arena at Harris. Barry Lauwers stated that the District had taken over maintenance of this area, and requested consideration of reimbursement for the costs of the materials brought into the site. Director Guritz stated he would reach out to the President of the Horse Show Association to discuss the work completed, and discuss a possible license agreement with the association.

Commissioner Purcell asked whether Mr. Lauwers had reached out to Director Guritz to discuss his interests in continuing to mow trails at Hoover Forest Preserve. Barry Lauwers stated that he had, and Director Guritz added that he had requested that Mr. Lauwers meet out at the site with Mike Pierson in order to review his interests in expanding the trail system.
VII. Approval of Minutes

c. Forest Preserve Committee of the Whole – June 10, 2015

Commissioner Shaw made a motion to approve the meeting minutes for the Commission meetings minutes as presented. Seconded by Commissioner Koukol. All, aye. Opposed, none. Motion passed unanimously.

VIII. Approval of Claims in an Amount Not-to-Exceed $887,237.32

Commissioner Flowers made a motion to approve the claims list in the amount of $887,237.32. Seconded by Commissioner Prochaska.

Commissioner Koukol stated that the claims list includes a debt service payment.

Director Guritz stated that a spreadsheet was presented at the last Finance Committee meeting to examine the schedule for principal and interest payments within the District’s debt service funds.

Commissioner Koukol stated that as part of the Finance Committee discussions, different options were discussed for reducing interest and overall debt service payments that will be presented at a future Committee of the Whole meeting.

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

IX. Approval of 2015-2016 School Program Fees and Charges

Commissioner Gryder made a motion to approve the 2015-2016 School Program Fees and Charges. Seconded by Commissioner Flowers.

Director Guritz stated that it had been some time since fees and charges for school programs were considered for increases. The proposed fees are consistent with the marketplace for similar field trip fees from other agencies, and will help establish a neutral budget for the Environmental Education department.

Commissioner Purcell inquired into the fees for the Natural Beginnings Preschool program. Director Guritz stated that these fees and charges had been examined and approved.
Commissioner Purcell inquired into whether the budget figures projected a decrease of student participation for the coming year. Director Guritz stated that projections anticipate that the same number of students will participate in the coming year.

Commissioner Gilmour inquired into whether the classes typically fill up with 25 students per class. Director Guritz stated that 25 per class is an average. Classroom enrollment can vary, but most classrooms have 25 students or more at the primary levels in our local schools.

Commissioner Purcell inquired into the level of staffing for the department for this fall. Director Guritz stated that only part-time staff will be hired to assist with department coordination and program instruction.

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

X. Approval of Contract Number PP062015 with GRAINCO FS, Inc. of Morris, Illinois for Prepayment of Propane Fuel for Ellis House and Equestrian Center and Harris Forest Preserve through May 31, 2016 in the Amount of $4,487.00.

Commissioner Flowers made a motion to approve contract number PP062015 with GRAINCO FS, Inc. of Morris, Illinois for Prepayment of Propane Fuel for Ellis House and Equestrian Center and Harris Forest Preserve through May 31, 2016 in the Amount of $4,487.00. Seconded by Commissioner Prochaska.

Commissioner Purcell pointed out an error in the amount of the contract. The contract approval amount should read $4,847.00. Director Guritz stated that this will be correctly posted to an upcoming agenda for approval. The proposed contract was tabled for consideration at the next Commission meeting.

XI. Approval of an Updated Grounds Maintenance Worker Position Description

Commissioner Flowers made a motion to approve an updated Grounds Maintenance Worker position description. Seconded by Commissioner Cullick.

Director Guritz stated that the position description presented is part of continuing efforts to update all position descriptions for the District. In formulating this description, Director Guritz stated he had worked with the State's Attorney's Office and Superintendent Kim
Olson to define the qualifications, requirements, duties and responsibilities for the Grounds Maintenance Worker classification.

Commissioner Gryder expressed interest in reviewing this description further at the upcoming Committee of the Whole meeting.

Director Guritz stated that an updated organizational chart is scheduled for review and discussion at the upcoming Committee of the Whole meeting, and that there were some pressing issues that require having the Grounds Maintenance Worker position approved.

Commissioner Gilmour asked if Commission was approving a position. Director Guritz stated that the District has several Grounds Maintenance Workers employed, and that the approval of the position description does not approve establishing a new position at the District.

State's Attorney Eric Weis stated that his office had reviewed the description and recommends approval at this time, stating that his office had been working with Director Guritz to get this description to the Board of Commissioners as quickly as possible.

Commissioner Gilmour stated that she would be more comfortable reviewing the position description at the upcoming Committee of the Whole meeting.

Commissioner Gryder made a motion to table consideration of the Grounds Maintenance Worker position description for discussion at the upcoming Committee of the Whole meeting. Seconded by Commissioner Shaw.

Roll call: Commissioners Koukol, Prochaska, Shaw, Davidson, Flowers, Gilmour, and Gryder, aye. Opposed, Commissioners Purcell and Cullick.

XII. Executive Session

None.

XIII. Other Items of Business

None.

XIV. Citizens to Be Heard

None.

XV. Adjournment
Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Prochaska. Aye, all. Opposed, none. Meeting adjourned at 6:20 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order
Commissioner Flowers called the meeting to order at 5:33 p.m. in the Kendall County Board Room.

II. Roll Call
Commissioners Flowers, Gilmour, Purcell, Shaw, and Prochaska all were present.

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

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

V. Waiver of Rental Fee Request – 4H Outdoor Skills End of Season Event – August 21, 2015

Commissioner Prochaska exited from the meeting at 5:57 pm.

Director Guritz stated that the District has received a request to waive all fees associated with a 4H Outdoor Skills end of season event on August 21, 2015 from Mike Quill. Mike has stepped up to provide assistance with supporting instruction within the District’s summer camp programs, and has held this event at Hoover Forest Preserve free of charge in past years. The request is for a waiver of fees for use of a bunkhouse at this event.

The Programming and Events Committee discussed the request, and other requests for waiver of fees from outside groups and not-for-profits. Ellis Equestrian Program Manager Clever stated that fees have typically been waived for 4H events at Ellis in the past as well.

The Programming and Events Committee requested that a set of criteria for waiving fees be developed for committee review.

Director Guritz stated that he would bring back a set of criteria, as well as a list of agencies that have typically received free or reduced cost rates for use of District facilities and the meeting rooms at the Kendall County Historic Courthouse.
The Programming and Events Committee discussed criteria for waiving fees for not-for-profit and county group fundraising events.

Commissioner Shaw made a motion to approve the request from Mike Quill and 4H to waive the reservation fees for use of the bunkhouse at Hoover Forest Preserve on August 21, 2015. Seconded by Commissioner Purcell. Roll call: Commissioners Shaw, Gilmour, Flowers, and Purcell, aye. Opposed, none.

VI. Equestrian Barrel Racing Program Budget and Insurance Updates

The Programming and Events Committee meeting discussed the proposal to host barrel racing events at Ellis House and Equestrian Center. As part of discussion, a report was presented indicating that District net revenues per event would be around $400. As part of the event, the host site retains approximately 25% of registration fees, with the remainder used to pay out cash prizes to competitors. Additional revenues are earned from exhibition or practice runs and concessions.

The Programming and Events Committee reviewed the proposed gap insurance for equestrian programming at Ellis, providing direction to first confirm that barrel racing event competitors would be covered under the proposed policy, and if so, to move forward with the gap insurance policy for presentation to Commission for approval.

Commissioner Prochaska returned to the meeting at 6:43 pm.

VII. Native Tree and Shrub Sale

The Programming and Events Committee discussed proposed Native Tree and Shrub sale in the fall as a District program. Director Guritz stated that as part of the sale, Possibility Place Nursery of Monee, Illinois has offered to extend an inventory of trees and shrubs on consignment, with the only caveat being that any items not picked up from the presale would be purchased by the District. All other materials offered for sale during the public event could be returned to the nursery if unsold.

The committee expressed concerns that a District sale would compete with the fall tree and plant sale held by the Soil and Water Conservation District. Discussion of the proposed sale was tabled pending opening a dialog with the Soil and Water Conservation District.

VIII. General Program Discussions and Updates

Director Guritz stated that the District will need to post the part time naturalist positions soon in order to hire and train staffing needed for fall school programs.
Director Guritz provided an overview of staffing structure changes for the environmental education department.

Director Guritz stated that he and Tina Villarreal had met with Mark Link of Uncle Bub's to discuss his sponsorship proposal, including placement of a fully sponsored ad in the Chicago Area Wedding Guide, and purchase and loan of a farm box wagon for street side promotion of Ellis programs along Route 52.

The Programming and Events Committee discussed the proposed sponsorship, and provided direction to move the proposal forward to the Committee of the Whole for discussion so long as staff is upfront with Mark Link in communicating that Ellis may not host wedding events in 2016.

Director Guritz provided an update on the proposed raffle. Janie Johnston assisted with pulling together the packages of prizes offered, and tickets will go on sale at the upcoming Family Fun Night at Ellis. The Programming and Events Committee provided direction to pull the winning tickets at the September Commission meeting, and to brief the Committee of the Whole on the raffle details.

IX. Executive Session
None.

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

XI. Adjournment
Commissioner Purcell made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 6:56 p.m.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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453 Poplar Drive  
River's Edge Subdivision
It is time to start planning for the 2015-16 home heating season. GRAINCO FS, Inc. offers a program designed to guarantee your price protection for a specified number of gallons or until May 31st, 2016, whichever comes first. Please review the program listed below and the Terms & Conditions listed on page 3 and return your response by June 25, 2015. 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!

PLEASE READ YOUR CONTRACT CAREFULLY, AS OUR PROGRAMS HAVE CHANGED!

---

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, 2016 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. Any propane delivered between June 1st and August 31st is not part of your contract and must be paid according to your normal non-contract account terms. 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 2015 statement must be paid in full in order to be eligible for a 2015-2016 contract.

- Your estimated use is 3618 gallons.
- Your total payment due is $4847
- Your discounted Summer Fill price per gallon is $0.899 (Summer fill pricing ends 9/1/15)
- Your guaranteed PrePay price is $1.249

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)

REQUESTED CONTRACT GALLONS

YOUR ESTIMATED GALLONS

3618

Your payment must be included with your signed contract.

Name: KENDALL FOREST-ELLIS

Signed: ________________________________

Account #: 1341197

Email: ________________________________

Date: ________________________________
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 will be delivered between September 1st, 2015 and May 31st, 2016. Propane delivered between June 1st, 2015, and August 30th, 2015 (Summer Fill) is not part of your contract, and must be paid according to your normal non-contract account terms.

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. A current contract cannot be cancelled, 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. 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 2015-16 heating season expire on May 31st, 2016 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. We are not using the payment booklets this year. 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.
<table>
<thead>
<tr>
<th>Coverage</th>
<th>Insurance Co.</th>
<th>Chubb</th>
<th>Chubb</th>
<th>Gerber Life</th>
<th>ACE</th>
<th>ACE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quote Option 1</td>
<td>Quote Option 2</td>
<td>Quote Option 1</td>
<td>Quote Option 1</td>
<td>Quote Option 2</td>
<td></td>
</tr>
<tr>
<td>Principal Sum / Accident Maximum</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Deductible</td>
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<td>$42,156</td>
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<td>$Nil</td>
<td></td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
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<td>Accidental Death</td>
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<td>$10,000</td>
<td>$50,000</td>
<td>$125,000</td>
</tr>
<tr>
<td>Single Dismemberment</td>
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<td>$25,000</td>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Double Dismemberment</td>
<td>$10,000</td>
<td>$25,000</td>
<td></td>
<td>$10,000</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Loss of Hands (Both), Loss of Feet (Both), Loss of Sight or a combination of any two of Loss of</td>
<td>$10,000</td>
<td>$25,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Loss of Hand, Loss of Foot or Loss of Sight of One Eye (Any one of each)</td>
<td>$5,000</td>
<td>$12,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$12,500</td>
<td></td>
</tr>
<tr>
<td>Loss of Speech or Loss of Hearing</td>
<td>$5,000</td>
<td>$12,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$12,500</td>
<td></td>
</tr>
<tr>
<td>Loss of Thumb and Index Finger of the same Hand</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Outpatient Physical Therapy-Reasonable Expenses</td>
<td>$2,500</td>
<td>$2,500</td>
<td>100% Usual &amp; Customary</td>
<td>$2,500</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Outpatient Orthopedic Appliance-Reasonable Expenses</td>
<td>$1,000</td>
<td>$1,000</td>
<td>100% Usual &amp; Customary</td>
<td>$1,000</td>
<td>$1,000</td>
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</tr>
<tr>
<td>Dental-Reasonable Expenses</td>
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<td>100% Usual &amp; Customary</td>
<td>$250</td>
<td>$250</td>
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<tr>
<td>Annual Premium</td>
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<td>$1,689.00</td>
<td>$2,165.46</td>
<td>$3,647.00</td>
<td>$6,804.00</td>
<td></td>
</tr>
</tbody>
</table>

Wine Sergi Company
June 2015
Special Risk

Chubb Accident & Health Insurance*

Special Risk Proposal

Created for:
KENDALL COUNTY FOREST PRESERVE DISTRICT

Presented by:
CHUBB & SON, A DIVISION OF FEDERAL INSURANCE CO.

*Underwritten by Federal Insurance Company, a member insurer of Chubb Group of Insurance Companies.
ABOUT CHUBB A&H

CHUBB'S HISTORY

Chubb has provided insurance products to individuals and businesses for nearly 130 years and receives consistently high ratings for financial strength from A.M. Best, Moody's and Standard & Poor's, the leading independent analysts of the insurance industry.

We are the 12th largest property and casualty insurer in the United States and have a worldwide network of some 120 offices in 26 countries staffed by 10,100 employees. The Chubb Corporation reported $50 billion in assets and $13 billion in revenues.

We are a leader in the insurance industry not only on the basis of our size but our longevity. We consistently strive to build lasting relationships with our customers and 8,500 independent agents and brokers, and we aim to be the best at what we do by delivering unparalleled service and innovative, scalable and specialized products backed by financial strength and third-party endorsements.

CHUBB FOR ACCIDENT & HEALTH

When you choose Chubb you're relying on one of the strongest carriers in the market: a specialty Accident & Health carrier with the experience, and financial strength to offer rich options, broad coverages and higher limits at affordable rates.

For more than 50 years, Chubb has offered accident and health solutions to a wide range of markets including large and small businesses, professional practices, schools and colleges, financial institutions, membership associations, civic, church and nonprofit organizations. Chubb Accident & Health has consistently demonstrated an exceptional ability for creative collaboration with policyholders, through our flexible and innovative approach to products and services.

Wherever your business is focused, Chubb A&H offers you opportunities to sell flexible and competitive products to your current customers, backed by the Chubb Advantage - financial strength, reliability, high standard of service and swift, fair claims practices.
PROPOSAL TERMS & CONDITIONS

This proposal provides a brief description of the important features of the policy. Please reference the Specimen Contract for complete policy details.

Name of Policyholder: KENDALL COUNTY FOREST PRESERVE DISTRICT
Address: 110 WEST MADISON STREET
City: YORKVILLE  State: IL  Zip Code: 60560
Quote Date of Issuance: June 14, 2015

This proposal is valid for 90 days from the quote date of issuance. This insurance policy is only for the listed Policy Type(s) and is based upon the information submitted and rates in effect on this date. If any of the information submitted for this quotation is altered, we reserve the right to change this quotation accordingly. Actual coverage afforded is subject to the terms and conditions of the policy as issued.

This proposal does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from offering or providing insurance. To the extent any such prohibitions apply, this proposal is void from the beginning.

QUOTE OPTION 1
Annual Premium $1,009

OR

QUOTE OPTION 2
Annual Premium $1,689

ELIGIBILITY

Class
1 All participants of the Policyholder.

PRINCIPAL SUM

Class
1 $10,000 (option 1) or $25,000 (option 2)
HAZARD/WHEN COVERAGE APPLIES

Class
   1  Covered Activities – see specimen policy

AGGREGATE LIMIT OF INSURANCE

A maximum limit of insurance of $200,000 (option 1) or $500,000 (option 2) applies per Accident.

ACCIDENTAL DEATH AND DISMEMBERMENT

Class: All

Accidental:  

<table>
<thead>
<tr>
<th>Benefit Amounts (Percentage of Principal Sum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of Life</td>
</tr>
<tr>
<td>Loss of Speech and Loss of Hearing</td>
</tr>
<tr>
<td>Loss of Speech and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye</td>
</tr>
<tr>
<td>Loss of Hearing and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye</td>
</tr>
<tr>
<td>Loss of Hands (Both), Loss of Feet (Both), Loss of Sight or a combination of any two of Loss of Hand, Loss of Foot or Loss of Sight of One Eye</td>
</tr>
<tr>
<td>Loss of Hand, Loss of Foot or Loss of Sight of One Eye (Any one of each)</td>
</tr>
<tr>
<td>Loss of Speech or Loss of Hearing</td>
</tr>
<tr>
<td>Loss of Thumb and Index Finger of the same Hand</td>
</tr>
</tbody>
</table>

ADDITIONAL BENEFITS

Accident Medical Expense:
Maximum Benefit Amount: $10,000 (option 1) or $25,000 (option 2)
Deductible: $0  
Dental Benefit Amount: $1,000  
Physical Therapy Benefit Amount: $2,500  
Orthopedic Appliance Benefit Amount: $1,000

EXCLUSIONS

There are certain situations not covered in this policy. These policy exclusions include:

Disease or Illness  
Suicide or Intentional Injury  
Incarceration  
War  
Service in the Armed Forces  
Specialized Aviation  
Owned Aircraft, Leased Aircraft or Operated Aircraft  
Aircraft Pilot or Crew  
Narcotic  
Intoxication  
Trade Sanctions

Please reference the Specimen Contract for complete information on exclusions.

EXTENSIONS OF INSURANCE

Disappearance  
If an insured person has not been found within one (1) year of the disappearance, stranding, sinking or wrecking of any conveyance in which an insured was an occupant at the time of the accident, then it will be assumed, subject to all other terms and conditions of the policy, that an insured has suffered a loss of life under the policy.

Exposure  
If as the result of an accident causes an insured to be unavoidably exposed to the elements and as a result of the exposure there is a loss, then such loss will be covered under the policy.

EASE OF ADMINISTRATION

As a way to make doing business with Chubb effortless, we provide the following features:
- Direct Bill - an option for your agency and Chubb policyholders. Benefits include:
  - Potentially decrease in workload and expenses with Chubb handling the collection of premium collection
  - Multiple policies can be combined into a single direct bill account
  - Payment plan options are available
  - Knowledgeable Service Center Representatives available from 8AM to 6PM Eastern Standard Time
  - Direct bill is not mandatory

- Summary Plan Documents (SPD) - created for new cases to help the policyholder meet its ERISA requirements
- Paperless Policies - can be sent online to produce policies quickly
- Efficient Administration - staffed by experienced underwriters and claim specialists
- Flexibility - over 30 benefits available
LETTER OF INTENT

It is our intention to accept the proposal of the Special Risk Insurance Policy offered by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies.

Signature: __________________________________________________________

Title: ______________________________________________________________

Company: ___________________________________________________________

Date: ________________________________________________________________

Effective Date of Coverage: __________________________________________

Premium Option Selected: _____________________________________________

Please Send Completed form to Agent: Richard Ryan richr@winesergi.com

Chubb Group of Insurance Companies
Warren, New Jersey 07059
www.chubb.com

Chubb refers to the insurers of the Chubb Group of Insurance Companies. This literature is descriptive only.
| **Kendall County Forest Preserve District**  
| **Proposed Rental Fees and Charges**  
| **3/7/11**  

| **Historic Courthouse Meeting Room and Courtroom Rentals**  
| **Type** | **Security Deposit** | **Proposed Rates Schedule** | **Current Rate (Blank - No Changes Proposed)** | **Additional Information**  
| --- | --- | --- | --- | ---  
| East Conference Room | Meeting room | $100 | $20/hr. resident, $30/hr. non-resident |  
| Upper Conference Room | Meeting room | $100 | $20/hr. resident, $30/hr. non-resident |  
| Historic Courthouse | Courtroom | $100 | $40/hr. resident, $60/hr. non-resident |  

| **Forest Preserve Shelter, Bunkhouse, and Composite Rental**  
| **Richard Young** | **Shelter** | $0 | $50/resident, $75/non-resident |  
| **Jay Woods FP** | **Shelter** | $0 | $50/resident, $75/non-resident |  
| **Sublet FP** | **Shelter** | $0 | $50/resident, $75/non-resident |  
| **Hoover FP** | **Bunkhouse** | $100 per Bunkhouse Rental | $150/resident, $210/non-resident | Check-in: 3 - 8 pm / Check-out: Noon  
| **Hoover FP** | **Group campsites** | $0 | $50/resident, $75/non-resident | Capacity for 30 individuals  
| **Hoover FP** | **Family campsites** | $0 | $15/resident, $25/non-resident | Capacity for 6 individuals  
| **Harris FP** | **Shelter** | $0 | $50/resident, $75/non-resident |  
| **Harris FP** | **Shelter 5-day** | $0 | $500 for weekday rental |  
| **Firewood Bundles** | **Firewood** | $0 | $65 per day | Rental includes use of Shelter 7  
| **Special Event Permit Fees** | **Permit Fee** | $0 | $50 / $150 / $250 Assigned Fee | Permit fees assigned based on event  

| **Hoover Meadowhawk Lodge Rental**  
| **Friday & Sunday (wedding)** | **Meadowhawk Lodge** | 50% of total cost | $1,200 (8 a.m. - 10 p.m.) | $1,800 | Incl. tables & chairs, projector screen and podium  
| **Saturday (wedding)** | **Meadowhawk Lodge** | 50% of total cost | $1,500 (8 a.m. - 10 p.m.) | $1,800 | Incl. tables & chairs, projector screen and podium  
| **Weekend - other events** | **Meadowhawk Lodge** | 50% of contracted time | $75/hr. resident - $100/hr non-resident | $75/hr | Incl. tables & chairs, projector screen and podium  
| **Weekday - other events** | **Meadowhawk Lodge** | 50% of contracted time | $25/hr. resident - $50/hr non-resident | $25/hr | Incl. tables & chairs, projector screen and podium  
| **Meadowhawk Lodge Package (weekdays only)** | **Meadowhawk Lodge & Bunkhouse** | $100 per Bunkhouse Rental | $150/resident, $210/non-resident | $75/hr | Minimum 2 bunkhouse rental plus a $150 fee for use of Meadowhawk lodge full day use  
| **Not-for-Profit and Government Rate** | **Meadowhawk Lodge** | 50% of contracted time | 20% (May-Oct) 50% (Nov.-Apr) discount | $75/hr |  
| **Corporate Rate** | **Meadowhawk Lodge** | 50% of contracted time | 20% (May-Oct) 10% (Nov.-Apr) surcharge | $75/hr |  
| **Set-up / Clean-up (staff supported - optional)** | **Meadowhawk Lodge** | NA | $50 set-up or clean-up / $75 set-up and clean-up | Set-up, clean-up, or both  
| **Set-up / Clean-up (pre- and post-event - optional)** | **Meadowhawk Lodge** | NA | $15 per additional hour | Set-up, clean-up, or both  
| **Coffee Service** | **Meadowhawk Lodge** | NA | $600/30 cups | Incl. cups, stir sticks, cream, sugar  
| **Sound System** | **Meadowhawk Lodge** | NA | $25 per rental event |  
| **Firewood** | **Firewood** | NA | $20 per bundle | $15 | Approx. 30 pieces  

| **Ellis House Rental**  
| **Friday and Sunday (wedding)** | **Ellis House/Tent** | $1,000 | $3,300 | Grounds, house, tent, tables & chairs  
| **Saturday (wedding)** | **Ellis House/Tent** | $1,000 | $3,300 | Grounds, house, tent, tables & chairs  
| **Weekday & Weekend other events (House and Tent)** | **Ellis House** | 50% of contracted time | $12/hr | Grounds, house, tent, tables & chairs  
| **Weekday & Weekend other events (House)** | **Ellis House** | 50% of contracted time | $50/hr | Grounds, house, tent, tables & chairs  
| **Weekday & Weekend Classroom** | **Ellis Classroom** | 50% of contracted time | $40/hr | Grounds, classroom, tables & chairs  
| **Set-up / Clean-up (pre- and post-event - optional)** | **Meadowhawk Lodge** | NA | $15 per additional hour | Set-up, clean-up, or both  
| **Not-for-Profit and Government Rate** | **Ellis House** | 50% of contracted time | 20% (May-Oct) 50% (Nov.-Apr) discount |  
| **Corporate Rate** | **Ellis House** | 50% of contracted time | 20% (May-Oct) 10% (Nov.-Apr) surcharge |  
| **Set-up / Clean-up (optional)** | **Ellis House/Tent** | NA | $300 set-up or clean-up / $500 set-up and clean-up | Set-up or Clean-up / Both  
| **Flower** | **Ellis House** | NA | $20 | Approx. 30 pieces
To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

RE: Uncle Bub’s Promotional Sponsorship

Date: July 20, 2015

Uncle Bub’s, Inc., has offered a promotional sponsorship of Ellis House and Equestrian Center including a quarter-page add in the Wedding Guide Chicago magazine and website, and temporary loan of a Farm Box Wagon for mounting banners to promote Ellis House and Equestrian Center rental venues and programs along Route 52.

Following last week’s Committee of the Whole meeting, a follow-up communication was sent to Mark Link, Owner of Uncle Bub’s, confirming that the Farm Box Wagon on loan to the District will be considered Uncle Bub’s property. Should the wagon be damaged or stolen while in the District’s possession, the District will not compensate Uncle Bub’s for the loss.

Separately, Mark Link was informed that the District’s current financial position may impact Ellis operations in the coming year fiscal year, including the District’s ability to host weddings and larger events at Ellis.

Mark Link confirmed his commitment to the sponsorship following this communication.

The District will take steps to secure the wagon while on location including anchoring the wagon to the ground.

Recommendation:

Staff recommends approval of a motion to accept the promotional sponsorship of Ellis House and Equestrian Center offered by Uncle Bub’s Inc.
To: KCFPD Board of Commissioners
From: David Guritz, Director
Amy Clever, Equestrian Program Manager
RE: Barrel Racing Programming at Ellis House and Equestrian Center
Date: July 21, 2015

At the July 15, 2015 Committee of the Whole meeting, the committee discussed establishing Barrel Racing events at Ellis House and Equestrian Center.

As part of this discussion, a revised proposal has been received from Wine-Sergi to provide gap liability insurance coverage for participants in events such as the upcoming ACTHA competition and the proposed Barrel Racing competition events. The gap insurance proposal is on the agenda for consideration at the July 16, 2015 Commission meeting.

For each Barrel Race competition date, competitors will register within two age classes (Youth and Open), with three divisions within each age class.

Additional revenue is generated through exhibition runs, which are timed practices.

A sample budget is provided below based on registration of 15 Youth and 30 Open competitors. Based on achieving this number of participants, the following revenues, payouts, and net proceeds would be anticipated:

<table>
<thead>
<tr>
<th>Division</th>
<th>Number of Participants</th>
<th>Registration fee</th>
<th>Total Registration</th>
<th>Payouts (Approx. 75% of Youth and Open Registrations)</th>
<th>Net Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth</td>
<td>15</td>
<td>$15</td>
<td>$225</td>
<td>$146</td>
<td>$79</td>
</tr>
<tr>
<td>Open</td>
<td>30</td>
<td>$25</td>
<td>$750</td>
<td>$487</td>
<td>$263</td>
</tr>
<tr>
<td>Exhibition Runs</td>
<td>40</td>
<td>$3</td>
<td>$120</td>
<td>N/A</td>
<td>$120</td>
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</table>

**Total Net Proceeds After Payouts** $462

**Staff salaries would approximate $144** (2 staff X $12 per hour X 6 hours).

Payouts would be approximately $633, with cash prizes for first, second and third places. Actual cash prizes are based on a percentage of the total registrations, customarily 75% (or more) of the registration fee.
To provide an understanding of payouts, an example is provided below:

Youth: 1<sup>st</sup> Prize: $20 – 2<sup>nd</sup> Prize: $15 – 3<sup>rd</sup> Prize $10   $45 X 3 divisions = $135

Open: 1<sup>st</sup> Prize: $75 – 2<sup>nd</sup> Prize $50 – 3<sup>rd</sup> Prize $35   $155 X 3 divisions=$480

Within the open division, payouts are generally higher for the more experienced divisions, and lower for amateur divisions. Participants select their competitive division at the time of registration.

Revenue also would be generated from concessions service, with additional net revenues estimated at $75, bringing total net proceeds to $393 per event date based on this example. This amount could be higher or lower based on actual registrations.

Recommendation

District staff recommends Commission approval for moving forward with Barrel Racing competitive events at Ellis House and Equestrian Center, with the first pilot events scheduled for Fall 2015.
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Grounds Maintenance
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Superintendent of Grounds and Resources
EFFECTIVE DATE: July 21, 2015

SUMMARY:
Responsible for performing a variety of grounds maintenance duties including, but not limited to, the maintenance and upkeep of the District’s grounds, buildings and public use areas and assist with the District’s natural areas repair, preservation and management. This position receives daily instructions and direction from the Forest Preserve Superintendent.

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

- Performs a variety of horticultural tasks including, but not limited to, mowing, edging, aerating, trimming, fertilizing, weed control, seeding, and maintenance of turf areas, tree and shrub trimming, planting, and pruning, removal of damaged sod, and installation of new sod.
- Splits, loads and hauls firewood.
- Gathers, loads and hauls refuse and vegetation from grounds and user areas.
- Removes snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods.
- Regularly uses, maintains and repairs 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.
- Hauls and moves materials, supplies, furnishings and machinery, as needed, for District and public use.
- Safely and effectively operates, maintains and repairs District vehicles 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, and forklifts.
- Repairs and maintains District trails by performing duties including, but not limited to, removal of fallen trees and limbs; repair any damage caused by erosion or other factors; and installation of wood chips, limestone screenings and other trail surfaces.
- Assists with general road repairs including, but not limited to, asphalt patching and gravel road maintenance.
- Constructs, installs and repairs District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
- Repairs plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
- Inspects, maintains, and repairs District restrooms including daily cleaning and trash removal.
- Prepares picnic shelters, bunkhouses, 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.
- Locates and removes refuse from District property.
- Performs controlled burns, brush removal, seed collecting and other natural area management tasks.
- Participates in emergency preparedness and response activities as assigned.
- Communicates District rules and regulations to the public.
- Must be available to perform duties during the District’s regular business hours as well as evenings and weekends including overtime schedule extensions.
- Performs other duties as directed by supervisor, the Director and/or Director’s designee.
SUPERVISORY RESPONSIBILITIES:
- No supervisory responsibilities at this time.

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:
- High school diploma or general education degree (GED).
- A preferred minimum of two (2) years experience in a grounds and/or building maintenance or similar 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 and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATIC 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 Illinois 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.
DRAFT FOR COMMISSION APPROVAL

WORK ENVIRONMENT:

- The noise level in the work environment is usually 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 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
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Environmental Education Instructor
WAGE CATEGORY: FLSA Non-Exempt
REPORTS TO: Director of the Kendall County Forest Preserve District
EFFECTIVE DATE: July 21, 2015

SUMMARY:
Provides instruction for Environmental Education programming including school and scout programs, teacher education, public program offerings, and special events (collectively “Public Programs”), for the Kendall County Forest Preserve District (“District”). This position may also assist with the development and delivery of summer programs for children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Prepare curricula and present themed instruction and activities for Public 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.
- Prepare program materials and activities including set-up and clean up prior to, and following the program.
- Provides instruction to teachers, parents, and chaperones to assist with program activities.
- Works directly with volunteers supporting the District’s Public Programs.
- Maintains a safe and clean environment at all times and enforce all District safety rules and policies.
- Assembles supplies and materials needed for Public Programs.
- Works with, and provides program support and assistance to the Natural Beginnings Preschool Program Manager.
- Communicate effectively with District staff, general public, and Public Programs’ participants.
- Supports District policies and processes to address safety issues; reduces risk and liability exposure within school, scout, teacher education, public program offerings, and special events.
- Assists with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
- There are no supervisory responsibilities assigned to this position.

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:
- Associate’s Degree or 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 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, and principles of modern record keeping.

B. LANGUAGE SKILLS:
- Ability to prepare 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 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 will be required to have frequent contact with animals, nature, Public Programs participants, volunteers and other members of the general public.
• 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