To: KCFPD Board of Commissioners
From: David Guritz, Director
RE: August Director’s Report
Date: September 9, 2015

**Meetings, Events, and Programs**

8/28 Archival storage relocation
8/6 Forest Foundation Fall Fest Planning Meeting
8/17 Environmental Education Instructor Interview
8/18 Natural Beginnings Instructional Aide Interview
8/17 Stephanie’s Garden Stakeholders Meeting
8/25 Forest Foundation Fall Fest Planning Meeting
8/26 Taylor Creek Nursery (AES) Conference Call
8/27 Stephanie’s Garden Stakeholder’s Meeting
8/31 Environmental Education Budget Training
9/3 Meeting with Trenton Toftoy
9/3 Meeting with Kendall County Education Cooperative
9/3 Forest Foundation Board Meeting
9/4-9/6 Yorkville Hometown Days
9/9 Taylor Creek Nursery (AES) Conference Call

**Priority Project Updates**

- **Rules of Order**

  The State’s Attorney’s Office has completed a comprehensive review of the draft Rules of Order for the District. Comments received will be reviewed and revised into a final draft for Commission review in October.

- **USDA-NRCS Compatible Use Agreement – Millbrook North Easement Area**

  A compatible use agreement has been prepared by the NRCS for management of the Millbrook North Easement Area. NRCS purchased the easement from the District, with proceeds used to restore prairie within the easement footprint. As part of this exchange, NRCS requires approval of a Compatible Use Agreement which outlines District access rights and responsibilities for maintaining this area. Continued maintenance will begin this fall with harvesting saplings encroaching into prairie areas for use with the Neshnabe’k village restoration project.

- **Position Descriptions, Postings, and Interviews**

  Interviews for the Environmental Education Instructors and Natural Beginnings Instructional Aides have been completed. All Environmental Education and Natural
Beginning Instructor positions have been filled. The Natural Beginnings 2015-2016 school year is underway.

Position descriptions for the Grounds Supervisor and Resident, Equestrian Program Manager, and Office Assistant positions have been reviewed by the State’s Attorney’s Office. The State’s Attorney’s Office is working to complete the lease agreement for Hoover Forest Preserve.

➢ **IDOT Rail Safety Crossing Grant**

The State’s Attorney’s Office has completed review of the draft resolution, intergovernmental agreement, and Illinois Commerce Commission petition for KCFPD board review.

The City of Yorkville has expressed willingness to move forward, with the understanding that the District will assume all liability and maintenance costs in perpetuity as part of the intergovernmental agreement. Phillip Young and Associates has completed the plat of dedication for the Hoover Road right-of-way. Our next steps require coordination of the approval of the intergovernmental agreement with the City of Yorkville, and communicating steps required to complete the process for dedication of Hoover Road as a public road, assignment of a public crossing inventory number with the ICC, and IDOT coordination of the construction project with the federal funding available.

In consultation with IDOT, Illinois RailNet / Omnitrax will be responsible for maintaining the safety gates after installation.

➢ **Stefanie’s Garden and Nature Playscape**

Upland Design has offered a donation of their time, services, and expertise to complete design plans for Stephanie’s Garden with input from the stakeholder’s committee. Plans will be presented to Commission for approval as part of the process and scope of services.

➢ **School Program Brochures and Reservations**

The Environmental Education department has sent the newly designed school and preschool program brochures out to area teachers and preschools. Reservations for fall programs are underway.

➢ **Criteria for Waiving Fees and Charges**

The Programming and Events Committee has examined criteria for waiving of fees and charges for use of District facilities and preserves. Criteria will be presented at the upcoming Commission meeting for approval.
➢ LWCF / OSLAD Grant Reimbursement

The District has completed submission of materials needed to execute the LWCF grant agreement in order to receive reimbursement through the OSLAD program. I have requested an update from Charles Schrader & Associates on the anticipated timeframe for reimbursement, and will provide an update to the Finance Committee as information is received.

➢ September Schedule

Kim Olson and I will be working to cover phones, reservations, and front desk operations at the Historic Courthouse for the District over the next two weeks in additional to addressing our regular position responsibilities.

➢ Forest Foundation of Kendall County Fall Festival

The Forest Foundation's Fall Fest Committee is beginning to promote and advertise the October 10 Fall Fest at Hoover Forest Preserve. The event will run from 11 am to 5 pm. A flyer for the event is attached to this report.

Respectfully submitted,

David Guritz, Director
Fall Fest
Saturday, October 10, 2015
11:00am — 5:00pm
Spend a day with us enjoying indoor and outdoor activities
Hoover Forest Preserve - 11285 Fox Rd, Yorkville, IL

Champion Frisbee Dogs

Ark on Wheels Petting Zoo

Incredible Bats

Big Run Wolf Ranch

Music by Jeff LaMarre & Kurt Schoenfielder

ADDITIONAL ACTIVITIES:
Animal Encounters
Fire Making
Nature Crafts
Nature Hikes
Candle Dipping
Bounce Houses
Raffle @ Meadowhawk Lodge

Kids can enjoy a scavenger hunt & enter to win an Outdoor Explorer's Pack

2015 Premier Sponsor

Visit www.KendallFallFest.com for more details
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – AUGUST 2015

RESERVATIONS / Responsibilities

Harris Forest Preserve

21 External Event - 990 guests

Guests: Birthday Party
        4H Rockin KC Practice
        Bridal Shower
        KCHSA Speed Show
        BH Martial Arts Picnic
        Family Reunion

Jay Woods, Richard Young and Subat Forest Preserves

1 External - 80 guests
Guests: Family Reunion

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

1 Internal event: 16 guests: Education Department Summer Camp - Overnight
15 External events: 1,276 guests

Guests: Yorkville Cross Country Meet
        4H Outdoor Skills Events
        Family Outings
        Scout Troops: P317, P348
        Birthday Party

Meadowhawk Lodge:
        Forest Foundation
        Family Reunion

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.
Total Guests: No information received from KC Outdoor Education Center

Historic Courthouse

Internal: 0 events – 0 guests
Guests:

External: 7 events – 110 guests
Guests: ROE: Training Workshops & Bus Driver Training
        Weight Control Meetings
Responsibilities:

→ **Director Assistance:** I assist David Guritz on the Forest Preserve’s meeting agenda’s, meeting packets and the posting of these items on the website and building bulletin boards. I have provided information on revenues, salaries, gas & electric expenses, etc., for Dave regarding budget information. I have worked with Dave & Ronda regarding the two employees on medical leave to ensure payroll documentation is correct.

→ **ReCPro Start Up:** Participated in two on-line training sessions for the new registration software. Over the past several weeks, I have entered the new line item codes into the registration software along with school information for field trips, and entered client (customer) information.

→ **Worked with Kim Olson on time sheets and turning in the Payroll vouchers for the two pay periods in August. Updated the part time hour’s monthly report and sent to Glenn Campos.**

→ **Kim Olson & I worked together on Accounts Payables for the two voucher periods in August. We went through all invoices and entered the vendor number and line item that was to be charged. I entered all vouchers into the system and printed out claims listing. Gave to Julie Hanna for her review.**

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

→ **Field Trips:** I have booked twelve field trips over the last two weeks of August with several more inquiries asking for available dates. I have created the invoices for these field trips and mailed out to the schools.

→ **Accounts Receivable:** Entered all checks and cash received onto individual department spreadsheet. Keeping track of education program deposits for all programs, field trips, and Natural Beginnings and all shelter and bunkhouse rentals. Credit Card transaction deposit was completed and deposited.

→ **Site Trak (shelter & bunkhouse reservations):** Entered new reservations and printed out permits and sent out to registrants. Received phone calls and e-mails regarding reservations and answered any questions in a timely manner. Entered all education department programs into Site Trak and printed out permits. All permits received were entered into Site Trak and on deposit spreadsheet.

→ **Background Reports:** Sent in background checks for part-time employees for the Education Department.

→ **Summer Camp 2015:** Camp was completed the first week of August.

→ **Meadowhawk Lodge:** Conducted two tours for a birthday party which is scheduled for September 2015 and bridal shower scheduled for July 2016.

→ **Rental Fee Updates:** The brochure for Meadowhawk Lodge and new rental fee forms have been updated and placed on our website. I have sent out several brochures to possible clients for wedding receptions.

Becky Antrim  
Administrative Assistant / Reservation Coordinator
GROUND & MAINTENANCE
STAFF REPORT
Kim Olson
August 2015
Kim Olson, Patrick Higgins and Ron Smrz - Maintain all KCFPD properties.
Mike Pierson and Mike Prinos - maintain Hoover

ACTIVITIES – KIM OLSON, PATRICK HIGGINS AND RON SMRZ

• Everything is pretty redundant from the last two record wet months!
• Ron and Patrick rough mowed at Jay woods for ragweed control.
• Ron and Patrick assisted Marty in removing the pier at Ellis pond.
• We ALL attended CPR re-cert class.
• Mowing has slowed to “normal” and more time for Herbicide spraying - will try to continue throughout the summer season, wherever and whenever possible.
• Ash Trees continue to fall weekly/daily basis across trails and such, and we are addressing them as they occur as best we can. This will be an ongoing task for years to come.
• Gravel is still being replaced, pot holes filled and grading at all locations.
• Again...still due to extensive rains/humidity, Trail maintenance for overgrowth is ongoing, to keep them pleasant and safe for our visitors. Feels and looks like a Tropical location!
• We are all still sharing the closings in Jeannie’s absence...and GREATLY miss her! She is an integral part of the operations and FP team. Working in contingency with the Sunset requires a very FLEXIBLE schedule and person willing to do it 365 days a year. Weather/holidays are not a factor and she is diligent! It also involves one of the most unpleasant jobs...cleanings of the latrines after a long day of much use!
• As always, our entire field team always does a SUPERB job in the care of the KCFPD.

August ACTIVITIES – KIM OLSON

• *I am a “hands on” Superintendent...so always...all of the above alongside the guys! Along with...*
• I continue to assist Becky Antrim on various duties, including accounts payable, payroll and registration for the Education Dept.
• I continue to assist Dave with the absorption of the Natural Areas Volunteer program duties.
• I continue to do the closing 5 nights a week, due to medical leave for Jeannie Leland. Patrick and Ron are also assisting with one night each on the weekends. Mike Stone has taken Monday nights starting 8/17/15, taking me down to 4 nights a week.
• I continue to do PR with bordering neighbors regarding dead trees, and encroachment issues.
• I am still posting the NO GUN signs on all the DISTRICT structures...and we have a lot of structures now!
• I have been monitoring all Prairie and Woodlands to assess their progress/impacts/needs.
• I have been dealing with vandalism and some required police reports.
• The Millbrook Bridge has proven to be a challenge to keep signage/caution tape from being removed.
• It continues to be an incredibly BUSY and challenging year.
• I wrote this report.

August ACTIVITIES – MIKE PIERSON and crew-HOOVER

MIKE PIERSON:
Mowed twice for Mike Stone who was doing camps
• Mowed the Lagoon
- Rough mowed the overflow parking area for Cross-Country
- Graded the gravel parking lot
- Graded the road
- Wastewater sampling and testing
- Mounted two front tires on the mower
- Mounted two rear tires on the Kubota
- Repaired 4 gate valves at the Lagoon
- Replace 3 ceiling fans in Kingfisher
- Replace 1 set of blinds in Kingfisher
- Brought 8 loads of mulch to Outdoor Ed Center
- Painted "Danger Keep Out" on the manhole covers

**MIKE STONE:**
- Mows once per week
- Helps Prinos with Check-in on Fridays

**MIKE PRINOS:**
- Sprayed the Lagoon
- Waxed the floors in Kingfisher and Meadowhawk
- Mowed along the OSLAD path
- Got quotes on tires for the F-250
- Purchased tires for the mower and Kubota
- Replaced two sets of blinds in Moonseed
- Checks in Campers weekly
- Cleans all the Bunkhouses weekly

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Mowed twice for Mike Stone who was doing camps
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- Painted "Danger Keep Out" on the manhole covers
- Mike Stone: Mows once per week
- Helps Prinos with Check-in on Fridays

**ROUTINE DUTIES-FULL AND PART TIME STAFF**
- The full time staff is responsible for ALL maintenance required to successfully run the Kendall County Forest Preserve District properties. This includes but is not limited to the following: Opening/closing, electrical, plumbing, carpentry, equipment operation, mechanical / equipment repairs, painting, herbicide application, prescribed burns, logging records of all restoration/herbicide efforts, tree
removal, demolition/building of structures, snow removal, testing of water supplies, cleaning of all buildings, Forest/Prairie restoration, road, parking lots and trail maintenance, education, various Ranger duties and mowing.

**ROUTINE DUTIES-KIM OLSON**

- Inspection of all properties on a regular basis for quality and safety.
- Obtaining quotes and meeting with contractors when projects are pending.
- Managing and scheduling staff, including Mike at Hoover.
- Troubleshooting and taking preventative measures for the well being of the properties.
- Educating, informing and communicating with the public.
- Prioritizing and dispatching staff for maximum efficiency and production.
- Opening and closing of preserves as needed to assist on days off and Holidays.
- 24/7/365 on call for staff and Sheriff’s Department for any issues that may arise (and I do get them at all hours!)
- Scheduling/on call for deputy details/patrols.

**ROUTINE DUTIES-MIKE PIERSON**

- Mike is our on-site certified mechanic for the entire FP fleet.
- Mike is responsible for all the Hoover grounds, buildings, woodlands and trails, maintenance and repairs.
- Mike does care, testing, monitoring and maintenance of lagoon and water treatment systems, testing both daily and monthly.
- Mike supervises part-time staff and also court services individuals.
House Bookings:

- August 1, 2015 – Wedding – Plainfield I heard about the Ellis house from Barb and Joanne’s wedding there. Booked: 12/11/14
- August 29, 2015 – Wedding – Morris We knew about Ellis through our fire department but did not know about the weddings till we came to family fun night. Booked: 10/26/14
- September 5, 2015 – Wedding – Naperville – One of world’s best volunteers and supporters of Ellis. Booked: 12/16/14
- September 12, 2015 – Wedding – Shorewood - I heard of the Ellis House through a friend, and also a bride who will be getting married there this year, Kari Kezele. Booked: 9/25/13
- September 18, 2015 – Wedding – Joliet – We actually found it online just searching country wedding venues in Illinois. However, Mitch had talked to an employee from Dollinger farm inquiring weddings and they suggested you. Booked: 10/19/14
- September 19, 2015 – Wedding – Crest Hill – I am pretty sure it has something to do with looking at the big fish grill for catering then rich stumbled upon the Ellis house! Booked 2/15/2015
- September 26, 2015 – Wedding – Morris - Ellis came up on a web search for wedding venues. We are both thrilled to be having our reception there. Booked: 10/4/14
- October 3, 2015 – Wedding – Joliet - It was on “Rustic Bride.com”. Booked: 3/22/15
- October 10, 2015 – Minooka - I knew I wanted a rustic wedding, outside, with a big white tent...so I googled "rustic wedding venues in Illinois" and a website called popped up. After scrolling through a few places (alphabetical listing) I saw Ellis House...I visited your website and loved it...after that I emailed you to book the first tour and then Mark and Lilly came for the second tour and the rest is history :) Booked: 8/28/14
- January 16, 2016 – Birthday Party – Channahon - I did the Reindeer Run at Ellis House. After doing the run, and my daughters brownie troop had an afternoon with the horses I wanted to rent Ellis House for my husband’s party. Booked: 12/2/13
- May 21, 2016 – Wedding – Joliet. Well the first time we heard about it was my sister saying that her high school class was thinking about having their reunion there. But the we basically
googled outside wedding venues. When we saw that there was going to be a bridal expo there it was a no brainer that we should go and see! Booked: 4/10/15

- May 28, 2016 – Wedding – Minooka – I went to a wedding there for Kyle McKenna
  Booked: 6/26/15


- June 4, 2016 – Wedding – Minooka. We heard about Ellis House through weddingwire.com and theknot.com. After meeting with you and seeing how beautiful the property is, it was easy to decide Ellis is where we want to have our wedding. Booked: 4/11/2015

- June 11, 2016 – Wedding – Michael has been to two different wedding, and my future mother-in-law found a wedding expo flyer online. Shorewood – Booked: 5/24/15

- June 25, 2016 – Wedding – Plainfield. We went to the event that you held a little while ago and got information that way. It was the expo if I recall! Booked: 3/7/15

- July 9, 2016 – Wedding – Tinley Park – Dan found your venue from searching the internet. He thinks he saw it listed on rustic bride. Booked: 6/6/2015


- August 27, 2016 – Wedding – Morris – Booked: 8/19/15

- September 3, 2016 – Wedding – Channahon – I think it was the knot online! Booked: 6/4/15

- September 17, 2016 – Wedding – Plainfield – We found out about Ellis through a Google search! Booked: 10/27/14

- September 24, 2016 – Wedding – Chicago – We actually heard about it from Taryn Krippel and Darren Hancock, who will be having their wedding at the Ellis house in 2016 as well! Thanks! Booked: 7/22/15

- October 7, 2016 – Wedding – Elwood – I heard about the facility from Amanda Miller's wedding and also got info from Tarissa Phillips, who got married there as well. Booked: 12/14/14

**Total Bookings:**

2016 –
- Birthday Parties = 1
- Weddings = 13

2015 –
- Birthday Parties = 1
- Bridal Showers = 2
- Graduation Parties = 1
- Weddings = 11

2014 –
- Baby Showers = 1
- Bridal Showers = 1
- Weddings = 15
2013 –
   Baby Showers = 1
   Bridal Showers = 2
   Church Retreats = 1
   Weddings = 21
2012 –
   Anniversary Parties = 1
   Baby Showers = 3
   Church Retreats = 1
   Graduation Parties = 2
   Weddings = 9

Special Events:

   Sunday, August 9th Faline’s passing 😊

   Saturday, August 15th – ACTHA Trail Challenge

   Sunday, August 16th – ACTHA Trail Challenge

   Sunday, August 23rd – Barrel Race

Meetings/Training/Expos/Annual Events:

   Wednesday, August 5th Events/Planning Meeting, Yorkville

   Thursday, August 27th – CPR Training, Yorkville

House/Property Tours:

   ▪️ 14 – EHEC
   ▪️ 1 - Meadowhawk

Group Tours * Birthday * Girl/Boy Scout Parties * Summer Camps:

   ⭐️ 1 Group Tour – New Hope Baptist Church

Riding Lessons:

   ▶️ 84

Community Service Hours:

   🌐 21
Volunteer Hours:

☐ 146

Total Deposits:

$12593.00
To: Kendall County Board of Commissioners

From: Emily Dombrowski and Elise Worthel

RE: Environmental Education August Report

Date: September 9, 2015

The Environmental Education Department has been busy preparing for school programs. In mid-August we mailed and emailed our school brochures to schools in the area. We reached out to teachers and principals that had enrolled in programs with us before, and also sent information out to new schools. So far, we have had 21 schools register for September, October and November. Some schools have also started registering for our Spring programs.

We have eight public programs for the Fall ranging from a family canoe trip and Fall color hike to nature yoga and building forest forts. We are trying to increase our publicity about these programs in order to increase our number of attendees. Some ways that we have been doing that is by increasing our social media presence, handing out flyers to local businesses, sending out press releases to local newspapers and putting our information on Oswego and Yorkville School District’s virtual backpacks.

We have also begun to review and research next year’s budget for the department, and have begun training of Environmental Education part time instructors, and helped to create the exhibit and activities for Yorkville’s Hometown Days.

We are also working on the plan for family activity areas at the Eagle’s Nest pavilion including a children’s scavenger hunt for the Foundation’s Fall Fest.
July 7, 2015

Kendall County Forest Preserve District
Jeff Wehrli, President
110 West Madison St.
Yorkville, IL 60560

Dear Mr. Wehrli:

The Compatible Use Agreement and a map of the Forest Preserve District’s Floodplain Easement site are enclosed. Your signature and date as the landowner are needed on the second page of the Agreement. Then return it to me, and I will forward it on for signatures from our Natural Resources Conservation Service (NRCS) Biologist and Assistant State Conservationist – Easements. A copy of the complete document will be sent to you for your records.

Please contact me if you have any questions.

Sincerely,

[Signature]

Jen Hamer
District Conservationist – Grundy and Kendall Counties
# UNITED STATES DEPARTMENT OF AGRICULTURE
Natural Resources Conservation Service

## EWP-FPE COMPATIBLE USE AGREEMENT

<table>
<thead>
<tr>
<th>County: Kendall</th>
<th>Contract No: 75-5A12-09-00TPL</th>
<th>Expiration Date: August 1, 2020</th>
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<tbody>
<tr>
<td>Authorization No: (state office)</td>
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A. Person Responsible for Agreed-To Activities (Name, Address, & Tel. No.)
Kendall County Forest Preserve District
Jeff Wehrli, President
110 West Madison St.
Yorkville, IL 60560
(630) 553 - 4025 or (630) 851-8882

B. Is this authorization assignable to subsequent landowner(s)? YES X NO ___ (NRCS Initial Line)

C. Purpose
1. Prescribed burning.
2. Invasive and noxious species control.
3. Undesirable woody vegetative control.

D. Location Description (Attach a copy of map showing approximate area of compatible use):
A part of the southwest ¼ of Section 4 and a part of the west ½ of Section 9, all in T.36N. – R.6E. of the 3rd Principal Meridian.

E. Beginning Condition of Site:
Agricultural land

F. Statement of Affect & Compatibility:
1. Prescribed burning can be used as a management tool in the prairie. Burn no more than 1/3 of the area annually to promote a healthy prairie stand for high quality wildlife habitat and to control woody vegetation. If prescribed burning is used as a management tool, a prescribed burn plan will need to be developed for the site and approved by the USDA-Natural Resources Conservation Service. Prescribed burning is at the Landowner’s expense.

2. Invasive and noxious species control may be performed on the site, in the prairie and woodland, when such species are present. Controlling invasive and noxious species promotes a healthy, diverse population of native species, thereby preventing the site from becoming a monotypic stand of undesirable vegetation not useful for wildlife. Control of invasive and noxious species can be done by mechanical and chemical methods. Control methods along with a site assessment must be approved by the USDA-Natural Resources Conservation Service before employment of such methods. If herbicides are used follow label instructions. Control is at the Landowner’s expense.

3. Undesirable woody vegetative control refers to woody vegetation encroaching in the prairie area. There are currently cottonwoods and box elder trees becoming established in the prairie between the wooded riparian area and the wooded draw on the south portion of the property, see map for location. This stand is going on 5 years old and should be controlled to promote the prairie vegetation. Control may be performed by mechanical and chemical methods. Control methods along with a site assessment must be approved by the USDA-Natural Resources Conservation Service before employment of such methods. If herbicides are used follow label instructions.
NRCS retains the right to modify or cancel this compatible use authorization at any time if the NRCS determines that such activities do not further the protection and enhancement objectives of the easement, or that the landowner has failed to comply with specified terms and conditions. The landowner engages in such activities at his/her own risk. This authorization does not vest any right of any kind in the Landowner. This authorization is null and void after the expiration date specified above. By signing this document, the landowner agrees to the terms described.

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Recommended, Jen Hamer</td>
<td>Jen Hamer</td>
<td>7-7-15</td>
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<tr>
<td>District Conservationist</td>
<td></td>
<td></td>
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<tr>
<td>Recommended, Ellen Starr</td>
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<tr>
<td>NRCS Biologist, Area POC for Easements</td>
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<tr>
<td>Landowner Name,</td>
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<tr>
<td>Approved, Paula Hingson</td>
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<tr>
<td>Assistant State Conservationist-Easements</td>
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2
KENDALL COUNTY FOREST PRESERVE DISTRICT

Resolution No. 15-07

Resolution to grant a right-of-way to the United City of Yorkville over Hoover Drive so it can be dedicated as a public road in order to support the construction of warning devices and railroad crossing safety gates

WHEREAS, the Kendall County Forest Preserve District (the “District”) owns Hoover Drive in the Hoover Forest Preserve, which is located adjacent to pavement for Fox Road, located in Kendall Township as shown on Exhibit A (“the Subject Property”); and

WHEREAS, the United City of Yorkville’s (the “City”) municipal boundaries currently include a portion of Hoover Drive at the intersection of W. Fox Road; and

WHEREAS, the District is aware that Hoover Drive has not been formally dedicated as a public roadway for use by the public for vehicular travel by either the District or its previous owners; and

WHEREAS, the District is willing to dedicate a right-of-way on a portion of the Subject Property to the City for use as “Hoover Road”, drawn and legally described in Exhibit B (“Dedication Area”); while the District shall retain its fee simple ownership of said Dedication Area; and

WHEREAS, the District has determined that the public interest will be served by Hoover Drive being dedicated as a public road within the City in order to support the construction of warning devices and railroad crossing safety gates; and

WHEREAS, pursuant to ILCS 805/6 a Forest Preserve District shall have power to acquire lands and grounds to construct, lay out, improve and maintain public roads and also have the power to grant licenses, easements and rights-of-way to such lands; and

WHEREAS, in accordance with the provisions of the applicable Local Agency Agreement for Jurisdictional Transfer, the City is to assume jurisdiction of the identified portion of Hoover (Drive) Road upon execution of said Agreement by all parties.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Commissioners of the Kendall County Forest Preserve District as follows:

1. That the foregoing recitals are hereby incorporated into this section as if fully reinstated herein, and;

2. That the District hereby dedicates the aforementioned Dedication Area right-of-way to the City in accordance with the terms and conditions described and agreed to within the Kendall County Forest Preserve District’s Intergovernmental Agreement No. 15-07, and;
3. That the Kendall County Forest Preserve Commission, by no less than 2/3 member vote, authorizes the Kendall County Forest Preserve Commission President and Secretary to execute any and all necessary documentation to allow for the granting of said right-of-way to the City and the formal dedication of Hoover Drive as a public road, and;

4. That the Kendall County Forest Preserve Commission, authorizes the Kendall County Forest Preserve Commission President and Secretary to execute the necessary Local Agency Agreement for Jurisdictional Transfer as required by the Illinois Department of Transportation.

ADOPTED and APPROVED this ___ th Day of September, 2015.

______________________________
Jeff Wehrli, Kendall County Forest Preserve
Commission President

Board of Commissioners

Aye: __________
Nay: __________
Abstain: __________

ATTEST: ____________________________
Secretary
STATE OF ILLINOIS
ILLINOIS COMMERCE COMMISSION

UNITED CITY OF YORKVILLE, ILLINOIS

Petitioner.

v.

ILLINOIS RAILWAY, LLC
430 West Madison Street
Ottawa, Illinois 61350

and

ILIINOIS DEPARTMENT OF TRANSPORTATION

and

OmniTRAX
252 Clayton Street
Fourth Floor
Denver, Colorado 80206

Respondents.

PETITION FOR ASSIGNMENT OF AN ASSOCIATION OF AMERICAN RAILROADS (AAR) GRADE CROSSING INVENTORY NUMBER FOR HOOVER ROAD, A DEDICATED PUBLIC STREET, INCLUDING APPROVAL OF INSTALLING ACTIVE WARNING DEVICES ACROSS RAILROAD TRACK AT GRADE

Pursuant to 625 ILCS 5/18c-7401 and 92 Ill. Adm. Code 1536.30, Petitioner, the United City of Yorkville, Illinois ("the City"), hereby petitions for assignment of an AAR crossing number for Hoover Road, a dedicated public street, including permission to install active warning devices at grade across railroad tracks of Illinois Railway, LLC ("IL Railway") in Yorkville, Illinois, and in support thereof, Petitioner submits the following:

1. Pursuant to 625 ILCS 5/18c-1201 and 625 ILCS 5/18c-7401, the Illinois Commerce Commission has jurisdiction over this matter as it involves rail carriers, railroad track safety and the installation of crossing protection within the State of Illinois.


3. The City holds jurisdiction over the Hoover Road public right-of-way, containing 1.2619 acres, more or less, and extending from Fox Road to the Illinois Railway, LLC tracks easement.
Property adjacent to and including the public right-of-way is owned by the Kendall County Forest Preserve District ("District"), which operates the Hoover Woods Forest Preserve.

4. IL Railway is a rail carrier operating track within the State of Illinois. As here pertinent, IL Railway owns and operates the track in a generally northeast-southwest direction a short distance north of Fox Road in Yorkville, Illinois.

5. Attached to this Petition as Exhibit 1 is an overhead photograph of the District's Hoover Woods Forest Preserve, which includes Hoover Road, which is now a public road dedicated to the City of Yorkville, and the railroad track easement owned by IL Railway.

6. Attached to this Petition as Exhibit 2 is an exhibit titled “Planned Railroad Crossing,” which shows existing facilities, property lines and owners.

7. Also shown in Exhibit 1, Hoover Forest Preserve is located at 11285 W. Fox Road. Hoover Road forest preserve entrance begins at W. Fox Road in Yorkville.

8. Hoover Road crosses at grade one railroad track owned and operated by IL Railway that extends in a northeast-southwest direction approximately 1,055 feet north of W. Fox Road to the southern boundary of the IL Railway easement where there is an existing at-grade public crossing. Currently, the subject at grade crossing has an incorrect AAR DOT Inventory Number. As such the crossing for Hoover Road necessitates a new corrected AAR DOT Inventory Number to be assigned to it.

9. Hoover Road right-of-way is under the jurisdiction of the City of Yorkville, and maintained by the Kendall County Forest Preserve District under an intergovernmental agreement with the City of Yorkville pursuant to 70 ILCS 805/5. The intergovernmental agreement between the City of Yorkville and Kendall County Forest Preserve District is attached to this Petition as Exhibit 3.

10. The proposed Hoover Road at-grade active warning devices, will include automatic flashing light signals, bell and gates controlled by constant warning time circuitry, or other appropriate control circuitry as recommended by Illinois Commerce Commission Rail Safety Section staff; and will be constructed, and thereafter will be maintained, in all respects consistent with the requirements of 92 Ill. Code 1535.203 through 1535.207.

11. General plans showing with reasonable certainty the nature, location, and construction of the safety gates will be filed with the Commission and will be served on all parties as required by 92 Ill. Ad., Code 1535.202 when they become available in the near future.

12. Public convenience and necessity requires the proposed public crossing with active warning devices in order to provide safe and efficient access to the Hoover Forest Preserve.

13. The following criteria for improving the at grade crossing to include active warning devices set forth in 92 Ill. Adm. Code 1536.40(a) are satisfied for the proposed crossing:
   a. For the reasons stated in Paragraph 12 above, there are not practical means to provide alternative vehicular access to the area to be improved by the active warning devices.
   b. The location of the grade crossing and proposed location of active warning devices would not interfere with IL Railway operational activities, such as switching and usage of track, that might result in substantial delay or hazard to motor vehicles.
   c. The existing grade crossing does not pose risks to train crews, or motorists beyond those typically associated with at-grade crossings.
14. Further, in accordance with 625 ILCS 5/18c-7401, installation of active warning devices at the presently existing at grade crossing would be appropriate as the reconstruction, alteration or improvement is necessary to preserve or promote the safety or convenience of the public.

15. The following information is responsive to factors specified in 625 ILCS 5/18c-7401:
   a. No passenger trains are operated on the track.
   b. There is no accident history at the existing crossing.
   c. The current average estimated daily vehicular traffic on Hoover Road north of West Fox Road is less than 1,000 per day. The speed limit is posted at 10 mph.
   d. There are sporadic movements of freight locomotive and railcars at a speed of 30 mph or less at the point of proposed crossing.
   e. There are currently no active warning devices present at the existing at-grade crossing.
   f. The existing Hoover Road at grade crossing is made at a 90-degree angle, resulting in maximum sight lines for vehicles and train personnel;
   g. It is possible that the existing crossing would be used on very rare occasions by trucks carrying hazardous materials.
   h. It is possible that the proposed crossing would be used by emergency vehicles on rare occasions.

16. The existing crossing has Crossbuck warning signs with STOP signs, both on the same posts, at the existing crossing, which will be replaced with completion of the new active warning devices. The City accepts that as a condition of this, the City, in conjunction with federal funding, assumes the costs of the installation of the necessary safety devices if the Petition is approved.

17. The Illinois Department of Transportation has chosen this crossing's location to receive Federal highway-rail safety improvement funding through its Section 130 (23 USC 134) program once it is properly classified as public. The active warning device installation project has been assigned State Job Number C-93-036-14.

   WHEREFORE, Petitioner requests that the Commission enter an order declaring the subject at grade crossing to be public and also authorizing the assignment of a new AAR number designating a public crossing at Hoover Road in Yorkville; and

   WHEREFORE, Petitioner requests that the Commission enter a finding that the owner of the subject tracks, Illinois Railway, Inc. must file a request with the Federal Railroad Administration seeking a new inventory number; and

   WHEREFORE, Petitioner requests that the Commission enter an order authorizing the allowance for construction of active safety gates and warning devices at the Hoover Road at-grade crossing to be constructed by the Illinois Railway, LLC with support of the Illinois Department of Transportation's federal highway-rail safety improvement program funding.
Respectfully submitted,

UNITED CITY OF YORKVILLE, ILLINOIS
800 Game Farm Road
Yorkville, IL 60560

By: ________________________________
City Attorney

DATE FILED: ________________________

CERTIFICATE OF SERVICE

I hereby certify that on September ___, 2015 I served the foregoing document, “Petition for Assignment of an AAR Crossing Number for Hoover Road, a Dedicated Public Street, Including Approval of Installation of Active Crossing Safety Gates Across Railroad Track at Grade”, by first-class, U.S. mail, postage prepaid, on the following:

<table>
<thead>
<tr>
<th>ANDY C. ENGEMAN</th>
<th>ILLINOIS RAILWAY, LLC</th>
<th>ILLINOIS DEPARTMENT OF TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Counsel</td>
<td>430 West Madison Street</td>
<td>Director, Division of Highways</td>
</tr>
<tr>
<td>OmniTRAX</td>
<td>Ottawa, Illinois 61350</td>
<td>2300 South Dirksen Parkway</td>
</tr>
<tr>
<td>252 Clayton Street</td>
<td></td>
<td>Springfield, IL 62703</td>
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<tr>
<td>Fourth Floor</td>
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<tr>
<td>Denver, Colorado 80206</td>
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<tr>
<td>MICHAEL E. STEAD</td>
<td>DAVID GURITZ</td>
<td></td>
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<tr>
<td>Rail Safety Program</td>
<td>Administrator</td>
<td>Director</td>
</tr>
<tr>
<td>Illinois Commerce Commission</td>
<td>527 East Capitol</td>
<td>Kendall County Forest Preserve</td>
</tr>
<tr>
<td>527 East Capitol</td>
<td>110 West Madison Street</td>
<td>District</td>
</tr>
<tr>
<td>Springfield, IL 62701</td>
<td>Yorkville, IL 60560</td>
<td>Yorkville, IL 60560</td>
</tr>
</tbody>
</table>

By: ________________________________
United City of Yorkville
800 Game Farm Road
Yorkville, IL 60560
UNITED CITY OF YORKVILLE
RESOLUTION #15-___

RESOLUTION IN SUPPORT OF A HOOVER ROAD PUBLIC AT GRADE CROSSING AND ACTIVE SAFETY GATES CONSTRUCTION PROJECT AT THE ILLINOIS RAILWAY, LLC TRACKS IN HOOVER FOREST PRESERVE

WHEREAS, the City of Yorkville’s City Council has previously approved the right-of-way plat of dedication of Hoover Road prepared and presented by the Kendall County Forest Preserve District under an intergovernmental agreement; and,

WHEREAS, the right-of-way plan was conditioned upon Hoover Road crossing the railroad tracks of the Illinois Railway, LLC.; and,

WHEREAS, there is an existing at-grade crossing at Hoover Road in Hoover Woods Forest Preserve; and,

WHEREAS, a federal transportation grant has been secured to construct safety gates and warning devices at the Hoover Road crossing; and,

WHEREAS a “Petition for Assignment of an AAR Crossing Number for Hoover Road, a Dedicated Public Street, Including Approval of Installation of Active Crossing Safety Gates Across Railroad Track at Grade” is attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the United City of Yorkville, an Illinois municipal corporation situated in Kendall County, Illinois, as follows:

Section 1. That the above recitals are incorporated as if fully restated herein as findings of the City Council.

Section 2. That the Mayor and City Council hereby go on record in support of any and all efforts to construct active crossing safety gates and warning devices at Hoover Road in the Hoover Woods Forest Preserve as part of the intergovernmental agreement with the Kendall County Forest Preserve District.

Section 3. That the City Attorney is authorized to execute on behalf of the City the attached Petition which is marked as Exhibit A.

Section 4. The provisions hereof shall be in full force and effect immediately.

Passed by the City Council of the United City of Yorkville, Kendall County, Illinois this _______ Day of __________________, A.D. 2015.

______________________________
CITY CLERK

CARLO COLOSIMO
JACKIE MILSCHEWSKI
JOEL FRIEDERS
SEAVER TARULIS

KEN KOCH
LARRY KOT
CHRIS FUNKHouser
Diane Teeling
Approved by me, as Mayor of the United City of Yorkville, Kendall County, Illinois, this ______ Day of ___________________, A.D. 2015.

__________________________
MAYOR GARY J. GOLINSKI
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Office Assistant
WAGE CATEGORY: Non-Exempt
REPORTS TO: Kendall County Forest Preserve District Director
EFFECTIVE DATE: September ___, 2015

SUMMARY:
Provides clerical support to the Kendall County Forest Preserve District ("the District") at Ellis House and Equestrian Center, or the Kendall County Forest Preserve District’s main office using independent judgment to carry out assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Utilizes word processing, database, spreadsheet, and communication software packages to complete program reservations and schedules, payment vouchers, and deposit reports for the District.
• Composes and edits routine correspondence and reports.
• Prepares mailings, faxes and emails documents; and distributes mail, faxes and other documents to District staff.
• Assists with the retention and destruction of records prepared and maintained by the District and ensures compliance with the Illinois Local Records Act and all other applicable laws.
• Supports and communicates District ordinances and policies.
• Answers general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District programs and procedures.
• Performs office records filing and bookkeeping and compiles accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, budget balances, and costs charged to proper projects. Ensures that accurate and prompt billings are established and payments received. Examples of the employee’s financial administrative duties may include, but are not limited to the following:
  o Preparing requisitions for invoicing;
  o Providing administrative support in budget preparation;
  o Issuing purchase requisitions;
  o Recording District expenses;
  o Monitoring the District’s budget and reporting the same to the Director or his designee;
  o Balancing the cash register; and
  o Preparing and making daily deposits.
• Performs purchasing tasks for the District by contacting vendors, preparing and typing requisitions, preparing and submitting vouchers for payment, and maintaining records of purchases and inventory of equipment/supplies.
• Supports timesheet submissions and payroll.
• Answers telephone calls.
• Provides clerical support for the District’s permitting process by performing tasks such as:
  o Ordering, issuing and tracking District permits;
  o Developing and maintaining the District’s reservation system; and
  o Ensuring that certificates of insurance are received and maintained for permits.
• Performs other duties as assigned.

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).
• Word processing and personal computer training.
• A minimum of two (2) years experience in an administrative or secretarial role; or equivalent combination of training and experience.
• Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
• Requires knowledge of bookkeeping software and all Microsoft Office programs including, but not limited to Excel, Word and Power Point.
• Ability to pass a typing skills test with a minimum net speed of fifty (50) words per minute.

B. LANGUAGE SKILLS:
• Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
• Ability to write routine reports and correspondence.
• Ability to speak effectively with the public and employees of the organization.
• Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:
• Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
• Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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:
• All certificates and registrations required for the specific secretarial duties performed.

PHYSICAL DEMANDS:
• Employee must occasionally stand and bend.
• Employee must occasionally be able to walk to other offices in the building, and drive to District facilities.
• Employee must be able to sit at a desk for extended periods of time.
• Employee must occasionally lift and/or move up to 25 pounds.
• Employee must be able to use hands to finger, handle or feel.
• Employee must be able to reach, push and pull with hands and arms.
• Employee must be able to talk and hear in person and via use of telephone.
• Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
• The noise level in the work environment is usually moderately quiet.
• 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: Equestrian Program Manager

WAGE CATEGORY: Non-Exempt

REPORTS TO: Kendall County Forest Preserve District Director

EFFECTIVE DATE: September __, 2015

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Primary duty is to manage and oversee equestrian center operations, grounds maintenance support, equestrian horsemanship and public programming at Ellis House and Equestrian Center.
- Customarily and regularly schedules and directs the work of part time and seasonal employees assigned to perform work at Ellis House and Equestrian Center.
- Customarily and regularly performs management duties for the Equestrian Center including, but not limited to the following:
  - Interviewing, selecting and training Horsemanship Instructor and Barn Hand positions, and other seasonal support positions;
  - Preparing and maintaining confidential personnel records;
  - Setting and adjusting employees' hours of work;
  - Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
  - Maintaining production and operations records for use in supervision and control of the District's equestrian program services;
  - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling complaints and grievances received from staff, volunteers and members of the public related to Ellis House and Equestrian Center; and
  - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
- Establishes, implements and trains staff and volunteers on horse care policies and procedures including, but not limited to, feeding schedule, grooming, veterinarian care, farrier care, and horse training.
- Provides recommendations and support for the planning, marketing, execution, and evaluation of revenue-producing programs such as equestrian programs, camps, lectures, group tour programs, and special events suitable to the facility.
- Determines the types of materials, supplies, machinery, equipment and tools to be used or merchandise to be purchased to maintain and improve the Ellis House and Equestrian Center.
- Develops and conducts equestrian programming including, but not limited to, youth and adult riding lessons, school programs, summer camps, pony ride events, group programming, and other equestrian programs.
- Evaluates the overall operations at Ellis House and Equestrian Center and develops and recommends enhancements, which recommendations are given particular weight by the final decision-maker.
- Develops and coordinates a long-term strategic plan for equestrian programming and services at Ellis House and Equestrian Center.
- Develops and enforces appropriate procedures and recordkeeping in areas related to the care and well-being of horses and riding equipment.
• Performs basic and emergency care of horses including handling, grooming, nutrition, stall cleaning, hoof care, parasite control, wound/injury treatment, rehabilitation, and care of riding equipment.
• Provides first aid or takes other emergency measures when necessary as indicated on student, volunteer and staff emergency protocol and procedures.
• Performs duties such as answering public inquiries and collection of fees.
• Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
• Inspects tack and tacks-up horses in preparation for equestrian programs to ensure that all tack and equipment are clean, in good working condition and properly stored.
• Maintains a safe and clean work environment at all times and enforces all safety rules and barn policies.
• Manages relationships with outside vendors and contractors by performing duties including, but not limited to: obtaining quotes/bids; developing requests for proposals; negotiating services and contract terms; reviewing and recommending contracts for services, which recommendations are given particular weight by final decision-maker.
• Performs other duties as assigned, including the use of heavy equipment for basic maintenance of facility.

**SUPERVISORY RESPONSIBILITIES:**
• Provides supervision to the Ellis House and Equestrian Staff Horsemanship Instructors and Barn Hands, seasonal employees, and equestrian center volunteers.

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

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

**B. LANGUAGE SKILLS:**
• Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
• Ability to write routine reports and correspondence.
• Ability to speak effectively with the public and employees of the organization.
• Requires good knowledge of the English language, spelling and grammar.

**C. MATHEMATICAL SKILLS:**
• Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**D. REASONING ABILITY:**
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
• Ability to deal with problems involving several concrete variables in standardized situations.

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**
• Valid Driver’s License is required.
• All certificates and registrations required for the specific duties performed.
• Current certification in First Aid / CPR.
PHYSICAL DEMANDS:
- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
- Employee must be able provide instruction from a walking or horse-mounted position for extended periods of time.
- Employee must be able to ride and care for a horse.
- Employee must frequently lift and/or move up to 50 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

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

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

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

CLASS TITLE: Grounds Supervisor and Resident
WAGE CATEGORY: FLSA Exempt
REPORTS TO: Superintendent of Grounds and Resources
EFFECTIVE DATE: September __, 2015

SUMMARY:
This position is primarily responsible for the management and supervision of permitted activities and programs at Hoover Forest Preserve including bunkhouse, campground, and lodge rentals, permitted special events, oversight of the Natural Beginnings preschool program, and building and grounds maintenance projects including participation in natural area restoration and forest preserve improvement projects. This position reports to the Superintendent of Grounds and Resources, and serves as a year-round on-site resident at Hoover Forest Preserve.

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

- Primary duties are to manage and supervise the permitted activities and programs including bunkhouse, campground, and lodge rentals, and the Natural Beginnings preschool, and supervises, coordinates, and performs grounds and building improvement projects including maintenance and natural area restoration projects at Hoover Forest Preserve.
- Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent).
- Customarily and regularly performs management duties at Hoover Forest Preserve including, but not limited to the following:
  - Interviewing, selecting and training grounds maintenance and custodial services staff;
  - Prepare and maintain confidential personnel records;
  - Setting and adjusting employees’ hours of work;
  - Providing recommendations regarding the setting and adjusting of employees’ rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
  - Maintaining production and operations records for use in supervision and control of the District’s repair, maintenance and custodial services;
  - Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling employee complaints and grievances;
  - Provides recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
  - Apportioning the work among grounds maintenance and custodial service employees and volunteers at Hoover Forest Preserve;
  - Providing for the safety and security of the employees, volunteers, visitors, and District property;
  - Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of District buildings and preserve areas.
- Develops preventative maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Prepares, maintains and oversees maintenance and repair records for all of the District’s equipment to ensure such records are accurate, complete and properly preserved pursuant to District policies and procedures.
- Determines the materials, supplies, machinery, equipment or tools to be used or purchased in order to properly repair, maintain and improve the District’s grounds, buildings and public use areas.
• Oversees project management for the District’s ground maintenance and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.

• Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; ordering and purchasing supplies for projects; negotiating services and contract terms; and reviewing and recommending contracted services and equipment, which recommendations are given particular weight by the final decision-maker.

• Assists with the preparation of the annual budget for Hoover Forest Preserve operations.

• Prepares monthly reports on activities for presentation to the District’s Board of Commissioners.

• Coordinates Illinois Department of Public Health campground inspection reporting and Illinois Environmental Protection Agency water quality testing for waste treatment lagoon compliance.

• Responds to off-hour emergency issues from lodge, campground, and bunkhouse users at Hoover Forest Preserve.

• Safely and effectively operates, maintains and repairs District vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, cutting torches, air sprayers, power washers, chainsaws, and other mechanical tools.

• Oversees grounds maintenance and custodial services performed at District locations including, but not limited to the following:
  o Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing both snow plow and manual methods;
  o Splitting, loading and hauling firewood;
  o Gathering, loading and hauling refuse and vegetation from grounds and user areas;
  o Removal of snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods;
  o The use, maintenance and repair of tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools;
  o General road repairs including, but not limited to, asphalt patching and gravel road maintenance.
  o The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
  o The repair of plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
  o The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal;
  o Preparing 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;

• Directs and oversees controlled burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves.

• Participates in emergency preparedness and response activities as needed.

• Communicates District rules and regulations to the public, staff and volunteers.

• Serves as the year-round on-site resident at Hoover Forest Preserve and must be available to perform duties before, during and after the District’s regular business hours.

• Performs any other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:
• This position supervises Grounds Maintenance full and part time positions, and the Manager of Natural Beginnings 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:
   • High school diploma or general education degree (GED) required.
   • A preferred minimum of four (4) years experience in a grounds and/or building maintenance or similar role, with one to two (1-2) years experience within a supervisory role, or equivalent combination of training and experience.
   • Requires knowledge of grounds maintenance tools and equipment use.
   • Completion of all assigned equipment and natural areas management training.

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

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

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:
   • A valid Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
   • A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
   • Obtain an Illinois Environmental Protection Agency wastewater operator certificate within one year after the date of hire.
   • All other training, certificates and registrations required for the specific duties performed.

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