I. Call to Order

President Wehrli called the meeting to order at 9:00 a.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, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli all were present.

V. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda as presented. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

VII. Approval of Minutes

b. Forest Preserve Finance – July 30, 2015
c. Forest Preserve Committee of the Whole (revised) – July 15, 2015

President Wehrli informed Commission that the Commission minutes from July 21, 2015 had been approved at a previous meeting.

Commissioner Gryder made a motion to approve the meeting minutes for the Commission meeting of August 4, 2015; the Finance Committee meeting of July 30, 2015; and the
Committee of the Whole (revised) meeting on July 15, 2015 as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none. Motion passed unanimously.

**VIII. Approval of Claims in an Amount Not-to-Exceed $11,349.49.**

Commissioner Gryder made a motion to approve the claims list in the amount of $11,349.49. Seconded by Commissioner Prochaska.

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

**IX. Motion to Approve a Proposal from K&K Well Drilling of Yorkville, Illinois in the Amount of $1,350 for a Groundwater Well Cap and Kendall County Health Department Permit Fee at Richard Young Forest Preserve.**

Commissioner Gryder made a motion to approve a proposal from K&K Well Drilling of Yorkville, Illinois in the Amount of $1,350 for a groundwater well cap and Kendall County Health Department permit fee at Richard Young Forest Preserve. Seconded by Commissioner Prochaska.

Commission reviewed the proposal, and determined that the health department permit fee should be waived by the Kendall County Health Department, reducing total cost for the work to be completed to $1,250. Director Guritz stated that the proposal can be approved as presented, with follow-up with the Kendall County Health Department to request that the inspection fee be waived for the project.

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

**X. Motion to Approve the 2015 Fall Public Programs and Fee Schedule**

Commissioner Gryder made a motion to approve the 2015 fall public programs and fee schedule. Seconded by Commissioner Gilmour.

Director Guritz stated that the fee for the Fall Family Paddle had been increased to $75 per canoe to insure that the program revenues meets or exceeds anticipated costs for the program.

Roll call: Commissioners Davidson, Gilmour, Gryder, Koukol, Prochaska, Shaw, and Wehrli, aye. Opposed, none.
XI. Citizens to Be Heard

No public comments were offered by those in attendance.

XII. Other Items of Business

None.

XIII. Executive Session

None.

XIV. Adjournment


Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order

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

II. Pledge of Allegiance

All present recited the Pledge of Allegiance.

III. Invocation

Commissioner Prochaska offered an invocation for the meeting.

IV. Roll Call

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

V. Approval of Agenda

Commissioner Cullick made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

VI. Citizens to Be Heard

No public comments were offered by those in attendance.

VII. Approval of Minutes

a. Forest Preserve Programming and Events Committee – August 5, 2015
b. Forest Preserve Finance – August 12, 2015
c. Forest Preserve Committee of the Whole – August 12, 2015

Commissioner Cullick made a motion to approve the meeting minutes for the Programming and Events Committee meeting of August 5, 2015; the Finance Committee meeting of August 12, 2015; and the Committee of the Whole meeting of August 12, 2015 as presented. Seconded by Commissioner Gryder. All, aye. Opposed, none. Motion passed unanimously.
VIII. Approval of Claims in an Amount Not-to-Exceed $12,067.56.

Commissioner Cullick made a motion to approve the claims list in the amount of $12,067.56. Seconded by Commissioner Shaw.

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

IX. Approval of a Proposal from Busted Knuckles, Inc. for a Tree Removal from Hoover Forest Preserve in the Amount of $200.00.

Commissioner Cullick made a motion to approve a proposal from Busted Knuckles, Inc. for a tree removal from Hoover Forest Preserve in the amount of $200.00. Seconded by Commissioner Koukol.

President Wehrli stated that this proposal was discussed at the Finance Committee. As part of the discussion, it was suggested that the Commission extend authority to the District’s Director to approve expenses up to a certain dollar threshold. Commission instructed Director Guritz to include for discussion an item on the upcoming Committee of the Whole meeting agenda to extend authority to the Director position to approve budgeted expenditures up to an approved threshold.

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

X. Approval of Fees and Charges for Preschool Field Trip Programs

Commissioner Cullick made a motion to approve the fees and charges for preschool field trip programs. Seconded by Commissioner Gryder.

Director Guritz stated that the fees and charges for the new preschool offerings proposed will exceed salary staff costs for program delivery and supplies. Approval is requested so the Environmental Education Coordinators can begin to market the new programs to area preschools.

Commissioner Purcell inquired into the duration of the proposed programs. Director Guritz stated that these are day field trips 1-hour in length.

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

No public comments were offered by those in attendance.

XII. Executive Session

Commissioner Purcell made a motion to enter into executive session for the purpose of 2(c)1 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Prochaska. Roll call: Commissioners Cullick, Davidson, Flowers, Gilmour, Gryder, Koukol, Prochaska, Purcell, Shaw and Wehrli, aye. Opposed, none. Executive Session called to order at 6:10 pm.

Commissioner Flowers made a motion to adjourn from executive session. Seconded by Commissioner Gryder. All, aye. Regular meeting reconvened at 6:30 pm.

XIII. Other Items of Business

President Wehrli reported on a meeting held at Hoover Forest Preserve with the stakeholders for Stephanie’s Garden. The meeting was very positive, and will provide exciting new directions for this project.

XIV. Adjournment

Commissioner Cullick made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 6:32 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES
AUGUST 27, 2015

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:40 pm in the Kendall County Board Room.

II. Roll Call

Commissioner Davidson left the meeting at 6:41 pm.

Commissioners Koukol, Wehrli, and Cullick all were present.

Commissioner Davidson returned to the meeting at 6:44 pm.

III. Approval of Agenda

Chairman Koukol made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

IV. Citizens to be Heard

No public comments were offered.

V. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $12,067.56.

Commissioner Wehrli made a motion to forward claims for approval in the amount of $12,067.56 for Commission approval. Seconded by Commissioner Davidson.

The Finance Committee discussed the claims listings.

Commission reviewed claim numbers 171, 172, 179 and 180 for Champion Energy, noting the charges presented appear more in line than those from the previous month.

Commissioner Wehrli inquired into fuel reimbursements for $20 for both Amy Clever and Kellen Hultbert as presented in claim numbers 167 and 168. Director Guritz stated that these reimbursements were necessary, as both staff members travelled across county to secure supplies needed to address the emergent health condition of the Ellis horse, Faline.

Commissioner Cullick adjourned from the meeting at 6:46 pm.

Commissioner Wehrli presided over the review of claims as acting committee chair.
Commissioner Koukol inquired into the return of deposits presented in claim numbers 210 and 211. These charges represented the return of security deposits for recently completed events.

Commissioner Davidson inquired into whether the District’s year-to-date budget and expenditures can be included with future packets.

Commissioner Wehrli inquired into claim 161 for RecPro. Director Guritz stated that this amount listed is the balance owed on the $6,000 software purchase.

Commissioner Wehrli called the question. All, aye. Opposed, none. Motion passed unanimously.

**VI. Busted Knuckles Landscaping, LLC Tree Removal Proposal**

Commissioner Koukol made a motion to forward the proposal from Busted Knuckles Landscaping to Commission for approval. Seconded by Commissioner Davidson.

Director Guritz stated this was for removal of a tree on District property leaning over adjacent private property which will cause damage to a fence and house if not addressed.

The Finance Committee discussed setting a threshold for the District’s Director to approve expenditures up to a certain amount, and asked that this be placed on the agenda for discussion at the next Committee of the Whole meeting.

Aye, all. Opposed, none.

**VII. Preschool Education Programs Fees and Charges**

Commissioner Koukol made a motion to forward the proposed preschool education programs fees and charges to Commission for approval. Seconded by Commissioner Davidson.

Director Guritz stated that the District’s Environmental Education Coordinators, Emily Dombrowski and Elise Worthel, have prepared new preschool field trip program offerings for consideration. Following approval, the new programs will be marketed to area preschools. All preschool programs presented will generate revenue that will exceed program costs.

Aye, all. Opposed, none.

**VIII. First Aid / CPR Training Expenses**

Director Guritz informed Commission that 16 District staff participated in First Aid / CPR training classes in order to renew staff certifications. Training was offered by the Bristol-Kendall Fire Department at a cost of $40 per staff member, or $640 total.
Director Guritz stated that certification is for two years. The Finance Committee instructed District staff to research free or low-cost opportunities for recertification when the time comes.

IX. FY 15-16 Capital Fund Budget Discussion

Director Guritz presented a report of capital fund expense projections through FY 17-18. The report detailed an initial fund balance of $4,418,367 once reimbursement of the $750,000 Land and Water Conservation Fund / OSLAD grant is received; year-to-date expenditures for FY 14-15 totaling ($2,350,669); anticipated expenditures for the remaining fiscal year 15-16 ($173,273) which includes completion of road improvement projects at Hoover and other forest preserves, and replacement of Ellis House windows; remaining capital project priorities appropriated within the current fiscal year ($28,250); a transfer of interest earnings to the District’s general fund ($80,000); and future projects including the restoration or demolition of Millbrook Bridge ($300,000); Forest Preserve Improvement Projects for Fox River Bluffs and Henneberry ($701,599) and Cropland Conversion for Fox River Bluffs and Henneberry ($1,027,033) based on estimates received from Upland Design. Within the report presented, capital project costs exceed funding available by $253,525.

Commissioner Cullick reentered the meeting at 7:10 pm, presiding as chair over the remainder of the meeting.

The Finance Committee discussed the status of Millbrook Bridge, and the possibility of reducing cropland conversion costs by extending an offer to native-plant nurseries to grow prairie plants within the conversion area footprints, manage these areas for selective species for seed harvest, and over seed with a diverse mix at the end of the production cycle as part of a farm lease agreement.

Director Guritz reported on an initial conversation with Applied Ecological Services to explore a model for cropland conversion through extension of a farm lease agreement.

Director Guritz stated that the Finance Committee and Commission should consider transfer of a greater portion of interest earnings into the operating fund in order to improve the District’s declining bond rating, and retain these funds within the District’s fund balance temporarily if needed to address capital project obligations, or permanently under an adopted policy if capital project cost savings can be found to reduce overall capital budget expenses.

Latreese Caldwell stated that the County adopted a similar fund balance policy.

The Finance Committee suggested that discussion of this concept be carried to the Committee of the Whole for discussion.

Latreese Caldwell stated that one of the consequences of establishing a fund balance policy is that it would require the board to make tough decisions to balance a budget within any
given operating year should projections fall below expectations that would require use of the fund balance to continue operations.

The Finance Committee instructed Director Guritz to prepare a balanced operating budget for the upcoming year, and develop a fund balance policy for consideration by the Finance Committee for presentation to the Committee of the Whole.

The Finance Committee discussed the revenues, and expenditures for credit card fees.

Director Guritz inquired into the budget review process and timeframes. Latreese Caldwell stated that there are firm dates for the approval of the budget, and approval of the fund levies, and this information will be provided to the Committee for review.

The Finance Committee discussed the Rob Roy Drainage District. Commissioner Davidson stated that the board is now up and running, with an assessment of $5 per acre within the District. Commissioner Davidson stated that inclusion of the District’s preserve holdings within the boundaries of the drainage district could be a positive move for the District to address any issues that might impact Rob Roy Creek at Subat Forest Preserve.

Director Guritz stated that the benefit to the District depends largely on the approach taken by the drainage district. If the drainage district’s goal is to move water off the land as quickly as possible, this will impact downstream landholders by increasing flood water volumes and velocities. If the approach of the drainage district is to improve floodwater control along the Rob Roy Creek, it could benefit the Forest Preserve District to be included within the Drainage District’s boundaries in order to enhance floodplain areas.

X. Executive Session

Commissioner Wehrli made a motion to enter into executive session under 2(c)1 and 2(c)5 of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Seconded by Commissioner Koukol.

Roll call: Commissioners Davidson, Koukol, Wehrli, and Cullick, aye. All, aye. Opposed, none. Executive session called to order at 7:26 pm.

Commissioner Wehrli made a motion to enter out of executive session. Seconded by Commissioner Davidson. Regular meeting reconvened at 8:08 pm.

XI. Other Items of Business

The Finance Committee instructed Director Guritz to perform an inventory of Ellis tack and equipment.
The Finance Committee discussed the Ellis herd count. Director Guritz stated that additional lesson horses will be needed in order to support the program. The Committee felt that purchasing prior to the spring program season would be more economical.

Commissioner Wehrli offered to secure mulch for the Ellis grounds.

Commissioner Wehrli reported on the outcomes from the tour of Stephanie’s Garden at Hoover Forest Preserve.

Director Guritz thanked Commissioner Wehrli and Commissioner Cullick for their participation in the site meeting and tour.

Director Guritz discussed examining the possibility of opening hunting within remote preserves, and offered to look into similar programs taking place within other forest preserve districts.

XII. Citizens to be Heard

None.

XIII. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 8:20 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
I. Call to Order
Commissioner Flowers called the meeting to order at 6:00 p.m. in the Kendall County Board Room.

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

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

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

V. Environmental Education Program Development Directions
Director Guritz introduced Elise Worthel, Environmental Education Coordinator to the Committee. Elise presented a report on directions for environmental education programming for the District. Program development directions presented included establishing:

   1. Preschool education programs;
   2. A “Meet the Preserves” program series for families;
   3. Scout programs for badge work;
   4. Birthday party programs at the Historic Courthouse and Hoover FP;
   5. Maple Syrup programs late February through March;

Other focus areas presented included examination of camp costs and fees, increasing social media presence on Facebook, Instagram and Twitter, and conducting an on-line photo contest and scavenger hunt where participants correctly identifying photo spots within the preserves are entered into a drawing for District program discounts.

Elise Worthel and Emily Dombrowski will be attending a Boy Scout leader’s open house in November of this year to promote the District’s new scout program offerings.

The Committee discussed the proposed directions.

Commissioner Prochaska suggested that Elise contact Brian LeClercq with the Three Fires Council to discuss program needs and interests.
Commissioner Prochaska suggested that initial badge offerings include those required to attain Eagle Scout including merit badge program offerings in Environmental Science and Sustainability.

Commissioner Purcell entered the meeting at 6:10 pm.

The Committee discussed the District’s summer camp offerings. Elise stated that the summer program schedule and structure will be examined for 2016 to meet the department’s budget goals and schedules for working parents.

The Committee discussed expanding birthday party program opportunities. Commissioner Purcell stated that in order to accommodate these programs, staff will need to extend their schedules into weekday evenings and weekends.

The Committee discussed the proposed spring break camp. Commissioner Prochaska noted that the school calendars for Yorkville and Oswego elementary schools may not overlap, allowing for an additional week for camp enrollments.

Director Guritz stated that the program development areas are sound, but cautioned against taking on too much at once due to department coordinator time constraints.

Director Guritz stated that in order to begin to promote scout programs, the Commission will need to first approve the proposed fees and charges.

VI. Ellis Equestrian Center Program Dashboard Updates

Director Guritz stated that he sent the dashboard report to Latreese Caldwell to see how the dashboard model matches up with actual year-to-date program revenues. The report provides end-of-year revenue projections for lessons packages of approximately $26,000, $15,000 for birthday party programs, and $12,500 for summer camp programs.

The Committee discussed the updated dashboard report, noting that the report does not provide actual year-to-date program revenues and expenses for the year for the program. Latreese Caldwell is working on this report, which will determine the accuracy of the dashboard projections.

The Committee discussed the year-to-date participation figures, noting that the FY 13-14 projections are based on the current year’s fee structure, and may not accurately represent actual revenues earned in the prior fiscal year.

The Committee discussed the birthday party projections for the year, and questioned why projections were higher when fewer programs have been offered year-to-date. Director Guritz stated that the model calculates the additional revenue received for parties serving more than 10 children, where an additional $19-$20 charge is added for each additional child.
Director Guritz stated that one of the purposes of the dashboard is to show trends in participation. For all three program areas, it appears participation is remained steady compared to participation in FY 13-14.

Director Guritz stated that based on the dashboard report, and the report that will be presented on year-to-date actual revenues, the District will be able to budget appropriately for the program in order to break even with direct costs.

Commissioner Purcell stated that this may not go far enough with assuming the total costs for operations and capital improvements at Ellis House and Equestrian Center, further stating that he is not convinced that the programs can cover these costs.

The Committee discussed the total operating costs of the Ellis House and Equestrian Center, which includes maintenance of all preserve improvements at Baker Woods Forest Preserve.

Committee Chair Flowers instructed that a report for discussion of Ellis House and Equestrian Center operational costs be prepared and presented to the Committee of the Whole as an agenda item for discussion.

VII. Event Evaluation Discussion – ACTHA Trail Challenge
The Committee determined that the event evaluation discussion should be postponed until Equestrian Program Manager Clever could participate in the discussion. Director Guritz stated that in talking with Amy, we would not be pursuing another trail challenge event unless Ellis was involved in a trail challenge series with other local or regional stables.

VIII. Event Evaluation Discussion – Ellis Barrel Racing
The Committee determined that the event evaluation discussion should be postponed until Equestrian Program Manager Clever could participate in the discussion. Director Guritz stated that the event did not meet the goals for participation, but shared Amy’s view that the event was impacted by equestrian community horse health concerns related to the death of the lesson horse, Faline.

Commissioner Gilmour suggested that in the future, it might be more cost effective for Amy Clever to simply provide a written report to the Committee.

IX. Criteria for Waiver of Fees Discussion
Director Guritz presented an updated draft of the criteria for waiver of fees.

The Committee discussed the revised draft, and eliminated the provision stating that rental fee waivers will be considered for not-for-profit organizations’ fundraising events. Director Guritz stated that this should not impact use of District facilities, as a discount is already provided for not-for-profits renting District facilities. Additional amendments were noted to the draft, and the Committee discussed different scenarios for waiving fees for different groups.
The Committee requested periodic updates on different groups utilizing District facilities. Director Guritz stated RecPro should be able to generate these reports.

Commissioner Purcell made a motion to forward the amended criteria for waiver of fees policy to Commission for approval. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

X. General Discussions and Updates
Director Guritz stated that the registration and tuition fees and charges, and program policies for Natural Beginnings is ready for presentation. The Committee discussed a recent cancellation of enrollment for the program. Absent a policy, the registrant will be extended a full refund.

The District will be exhibiting at the 2015 Yorkville Hometown Days.

The District’s fall newsletter will be sent out soon. The District is seeing an increase in the number of subscribers, and has launched new social media accounts to help promote District news and programs.

District staff members working with the Forest Foundation of Kendall County to prepare for the 2015 Fall Fest at Hoover Forest Preserve.

The Committee discussed the prospect of opening hunting in remote preserve areas. Other forest preserve district permitted hunting programs will be explored.

XI. Executive Session
None.

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

XIII. Adjournment
Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Prochaska. All, aye. Meeting adjourned at 7:56 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District
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**Total FOREST PRESERVE EXPENDITURE**

7,546.88*
To: Kendall County Forest Preserve District  
   Board of Commissioners

From: David Guritz, Director

RE: Approval of a Policy Extending Signature Authority to the Executive Director of the District to Secure Goods and Services within Budgeted Appropriations for Amounts Not-to-Exceed $1,000

Date: September 14, 2015

During the Committee of the Whole meeting on August 27, 2015, the Board of Commissioners discussed extending signature authority to the Executive Director of the District to secure goods and services for purchases within budget appropriations for amounts not-to-exceed $1,000.

The following policy is presented for consideration and approval:

Policy Extending Signature Authority to the Executive Director of the District to Secure Goods and Services within Budgeted Appropriations for Amounts Not-to-Exceed $1,000

1. The Executive Director has the authority to approve purchases for goods and services for amounts not-to-exceed $1,000 without prior approval from the Board of Commissioners.

2. Purchases may only be made within appropriated budget limits.

3. Purchases of goods and services beyond budget appropriations require prior approval from the Board of Commissioners. This includes pre-approval of all expenditures for goods and services that require a transfer of contingency funding to the line item for which the approved purchases will be charged.

4. All contracts, regardless of the amount, will be presented to the Board of Commissioners for approval.
To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director
       Megan Gessler, Natural Beginnings Program Manager

RE: Policy and Tuition Proposals for the 2016-2017 School Year

Date: September 14, 2015

The following tuition changes are recommended for the 2016-2017 Natural Beginnings School Year:

1. Registration Fee Increase

   Increase the non-refundable registration fee from $50 to $150. This change in fees will not only increase our NB revenue, but it may also decrease the amount of registration withdrawals.

2. Program Tuition Increase

   Increase the Natural Beginnings yearly tuition by $100 for both two-day and three-day programs. Current tuition is $1,325 for the two-day program and $1,625 for the three-day program. The 2016-2017 tuition would be $1,425 for the two-day program and $1,725 for the three-day program.

The following policy changes are recommended for the 2016-2017 Natural Beginnings School Year:

1. Registration opens December 1 for the 2016-2017 school year for families with students currently (or previously) enrolled in Natural Beginnings, and January 4 for families with students new to the program that have participated within a scheduled classroom visit. Registration opens following the January 15 open house event for all remaining applicants.

2. In order for a student to be placed on the waitlist for the following school year, families must have another student currently (or previously) enrolled in Natural Beginnings, or participated within a scheduled classroom visit.

3. Once registration has been opened, families must complete the registration form and payment, and submit the payment agreement form, enrollment form, and health form in order to secure enrollment for the coming year.
4. Registration fees will only be refunded if the registered child is not subsequently enrolled in a Natural Beginnings program session for that year.

5. Quarterly tuition payments are non-refundable. The first quarterly tuition payment is due July 31 for the following school year. If a yearly tuition has been paid, and the student is withdrawn from the program, refunds (excluding the first quarter) will be refunded on a prorated basis for the number of remaining quarters within the school year.
To:  Kendall County Forest Preserve District  
      Board of Commissioners

From:  David Guritz, Director

Date:  September 14, 2015

RE:  Approval of a Policy Establishing Criteria for the Waiver of Fees and Charges for  
      the Use of District Facilities

During the Programming and Events Committee meeting on September 2, 2015, the Committee  
approved a final version of a policy that establishes the criteria for waiving fees and charges  
for use of District facilities, with a recommendation for approval of the policy by the Board of  
Commissioners.

The Kendall County Forest Preserve District also processes reservations for the use of  
the Kendall County Historic Courthouse, with requests to waive fees for use of this facility  
presented to the Kendall County Forest Preserve District’s Programming and Events Committee  
for consideration and approval.

Below, please find the proposed policy establishing the criteria for evaluating requests  
for the waiver of fees and charges for the use of District facilities.

Kendall County Forest Preserve District  
A Policy Establishing Criteria for the Waiver of Fees and Charges for the  
Use of District Facilities

The Kendall County Forest Preserve District will waive rental fees and charges for the  
following requests with approval from the Programming and Events Committee:

1. Meetings and events of the Forest Foundation of Kendall County, a 501(c)3 organization  
dedicated to the support of the mission of the Kendall County Forest Preserve District, is  
allowed use of District facilities, upon request, for business meetings, public events, programs,  
and other related functions.

2. Special requests from Kendall County government offices requiring use of District  
facilities.

3. Events, programs, and workshops conducted in cooperation and partnership  
between the District and other local, state, and federal government and not-for-profit agencies  
directly supporting the District’s mission of conservation of natural resources in Kendall County  
and the region.
4. Requests from other not-for-profit groups for events that directly support the District through contributions that support the maintenance and care of District facilities and preserves.
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 15, 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:
  o Interviewing, selecting and training Horsemanship Instructor and Barn Hand positions, and other seasonal support positions;
  o Preparing and maintaining confidential personnel records;
  o Setting and adjusting employees’ hours of work;
  o 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;
  o Maintaining production and operations records for use in supervision and control of the District’s equestrian program services;
  o Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status;
  o Handling complaints and grievances received from staff, volunteers and members of the public related to Ellis House and Equestrian Center; and
  o 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 to provide instruction from a walking or horse-mounted position for extended periods of time.
- Employee must be able to ride and care for a horse.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

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

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

Kendall County Forest Preserve District
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 15, 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 email 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:
  - Preparing requisitions for invoicing;
  - Providing administrative support in budget preparation;
  - Issuing purchase requisitions;
  - Recording District expenses;
  - Monitoring the District’s budget and reporting the same to the Director or his designee;
  - Balancing the cash register; and
  - 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:
  - Ordering, issuing and tracking District permits;
  - Developing and maintaining the District’s reservation system; and
  - 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 frequently lift and/or move up to 25 pounds, and occasionally 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.
• 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