To: KCFPD Board of Commissioners

From: David Guritz, Director

RE: June Director’s Report

Date: July 15, 2015

Meetings, Events, and Programs
5/26 Meeting with the Village of Millbrook and Fox Township – Millbrook Bridge
5/27 Meeting with Sheriff Baird
5/26 Meeting with Sal Calmachi
5/26 Ellis Staff Meeting
5/28 Anti-harassment Training (Supervisory)
5/29 Anti-harassment Training (Non-supervisory)
6/4 Forest Foundation Trustee Recruitment Event
6/8 Environmental Education Department Transition Meeting
6/9 Meeting with Oswegoland Park District – Henneberry Woods FP
6/10 Kendall County Retired Teachers’ Association
6/15 Millbrook Bridge Site Meeting
6/19 Stefanie’s Garden Site Meeting
6/20 Bird Conservation Network Survey – Maramech FP
6/23 Sheriff’s Office – General Use Ordinance Training
6/25 Sheriff’s Office – General Use Ordinance Training
6/25 Upland Design Henneberry Woods FP Site Meeting
6/26 Pizzo and Associates Annual Conservation Conference
6/30 Meeting with The Conservation Foundation – Property Tour
7/1 Meeting with Possibility Place Nursery

Priority Project Updates

➢ Henneberry FP Site Development Plan

Upland Design has completed revisions to the site development plan and projected costs for completion. The revised plan will be presented to the Finance Committee for discussion. The first phase of the revised plan focuses on construction of a north-south trail connecting the Nau-Au-Say Woods and Whitetail Ridge Subdivisions, and prairie restoration within the acres acquired with a $750,000 OSLAD grant.

Work is underway to identify possible funding sources for construction of the trail in consultation with Laura Stuart, Charles Schrader & Associates.

➢ FY 15-16 Budgeting and Program Reviews

District staff is nearing completion on a 2-year review of equestrian program reservations, and a 1-year review of utility charges to help inform the FY 15-16 budget. Both reports will be presented to the Finance Committee later this month.

Latreeese Caldwell consulted WIPFLI LLP regarding implementation of the budget recoding project. Based on this consultation, budget recoding to the new cost centers will be implemented at the beginning of FY 15-16. Latreeese will continue to provide spreadsheet reports on current budget year performance based on the cost center relocations.
• Facility Rental Fees and Charges

The proposed fees and charges spreadsheet has been updated to include a $15 per hour set-up and clean-up fee for Meadowhawk Lodge and Ellis House events to provide flexibility for use of these spaces, with a 3-hour event minimum for discussion.

• Position Descriptions, Postings, and Interviews

Two seasonal Horsemanship Instructor and Barn Hand positions have been filled to support the equestrian program and operations through the end of November. Amy Clever is coordinating training of the two new hires to replace Rebecca Brigel and Kaitlyn Wendling towards the end of July and early August.

Interviews are underway for the Environmental Education Coordinator positions. An updated organizational chart has been completed for Commission review and discussion.

A position description has been completed and reviewed by the SAO for the Grounds and Maintenance Worker. Draft position descriptions have been completed for the Environmental Education Instructor and Office Assistant positions that will be forwarded to the SAO for review and Commission approval. Two part time Environmental Education Instructors are needed to support programming this fall.

• IDOT Rail Safety Crossing Grant

President Wehrli presented a request from the District to establish Hoover Drive as a public road under the jurisdiction of the City of Yorkville to the City’s Economic Development Committee on July 7, 2015. A letter was sent prior to the meeting, and is attached to this report. 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 an intergovernmental agreement. Phillip Young and Associates is moving forward on work to complete a plat of dedication for Hoover Road. Our next steps include drafting of the intergovernmental agreement and ICC petition on behalf of the City of Yorkville for review and approval by the SAO and Commission.

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

• Property Damage and Vandalism

Kim Olson has been working with grounds maintenance staff to remove graffiti from District lavatories at Maramech and other preserve areas. On July 14, the closure signs at Millbrook Bridge, welded to the crossbars, were forcibly removed by five teenagers. Photos from an eyewitness submitted to the District have been forwarded to the Sherriff’s Office for review. The signs were discarded into the Fox River. New, sturdier signs will be designed and welded into place.

• RecPro Software

Rebecca Antrim is completing training in set-up and operation of the RecPro software. As part of this project, the software will be programmed using the new cost center revenue codes to track program performance and participation. Use of the new system will significantly enhance marketing capabilities. The goal is to transition reservation processing to the new system on December 1, 2015.
Ellis Raffle

The District is running a raffle to raise funds for the Ellis House and Equestrian Center. First prize is a weekend stay at Chestnut Mountain and Resort in Galena, and includes a tour of Green Valley Farm to visit “Hershey,” a Belgian Fjord and Breyer Horse model. Tickets are on sale for $5 per ticket, or 5 tickets for $20. Janie Johnston, a former Forest Foundation Trustee, has volunteered to assist with ticket sales at area events. The raffle ticket drawing will take place at the September 9 Committee of the Whole meeting.

ComEd Green Region Grant

The District has received notification of award and funding for a $10,000 ComEd Green Region grant proposal to support restoration projects at Tucker-Millington Fen and Maramech Forest Preserve. Restoration efforts will focus on removal of exotic species within core preserve areas. The District will be using grant funds to purchase natural area management supplies in the current fiscal year to support ongoing restoration efforts, and matching these funds with an additional $10,000 in the upcoming fiscal year for contractual support of restoration efforts.

Fox River Bluffs Master Plan Updates

Upland Design has provided cost estimates for the completion of proposed improvements for Fox River Bluffs Forest Preserve. This project would be a good candidate for receiving OSLAD grant funding for development if this program is funded later this year, or in future years. Other grant opportunities will be explored to support development of this preserve. A project update report and exhibit has been developed as part of the process to receive the LWCF grant reimbursement.

Stefanie’s Garden and Nature Playscape

Upland Design has been contacted to request a proposal for leading the District through a planning and design process including cost estimates for phased improvements to Stefanie’s Garden and Nature Playscape. A planning committee with representation from Commission, Forest Foundation Trustees, District staff and the Stefanie’s Garden Volunteer Committee will be asked to participate in the planning effort, with final plans submitted to Commission for approval. The goal of the project is to raise funds to support the development of an interactive nature playscape for the public at Hoover Forest Preserve.
Millbrook Bridge Updates

Parcel boundaries and/or legal descriptions on file have been submitted to Attorney Kramer and Kendall County GIS for review per request from the Village of Millbrook to confirm property ownership within the Dobson Lane ROW. Once confirmed, a GIS exhibit and correspondence with Attorney Kramer will be submitted to the Village of Millbrook for review. The documentation should confirm the following:

1. The District was granted an easement to the Dobson Lane ROW by Fox Township from the bridge abutment to the existing road barrier.
2. The property title for parcel #04-09-300-006 (Roberts) extends property ownership to the centerline of the Dobson Lane ROW.
3. The property title for parcel #04-09-352-003 (Heim) extends property ownership up to the Dobson Lane ROW.
4. The property title for Millbrook North FP parcel #04-09-100-008 extends District property ownership to the centerline of the Dobson Lane ROW.

Once confirmed, a formal request will be submitted to the Village of Millbrook to enter into an intergovernmental agreement to extend easement rights to the District to construct a multipurpose trail from the bridge abutment to Millbrook North FP, with proposed trail improvements subject to approval by the Village of Millbrook prior to construction.

Respectfully submitted,

[Signature]
David Guritz, Director
Mr. Bart Olson, City Administrator  
United City of Yorkville City Hall  
800 Game Farm Road  
Yorkville, Illinois 60560  

RE: Economic Development Committee Meeting Letter of Request  
Railway Safety Gates Construction at Hoover Forest Preserve  

Hoover Drive @ Illinois Railway, LLC Tracks  
AAR DOT #065 039J, RR Milepost 51.45 (updated AAR DOT TBA)  
Kendall County Forest Preserve District  
Kendall County  
Job. No. C-93-036-14  
Secion 13-F3001-00-SP  
Fed. Project RRP-00-3 (015)  
Project to Install FLS & Gates w/ CWT circuitry  

July 2, 2015  

Attachment: CMAP Transportation Improvement Program Grant Project Details  

Dear Mr. Olson and Yorkville Economic Development Committee Members:  

Earlier this year, the Kendall County Forest Preserve District received notification of funding appropriated through the Federal Highway Administration’s Rail Line Relocation Improvement Program for the construction of rail crossing safety gates at Hoover Forest Preserve. This program is administered by the Illinois Department of Transportation, and I have attached a copy of the CMAP Transportation Improvement Grant - Project Details page for your records.  

As part of this program, the Kendall County Forest Preserve District was informed by Jason Johnson, Rail Safety and Project Engineer with the Illinois Department of Transportation, that in order for this project to proceed, Hoover Drive needs to be dedicated as a public road from the preserve entry along Fox Road to a point just north of the railway easement. In consultation with IDOT, and in review of the IDOT Highway Jurisdiction Guidelines, jurisdiction of this public road should be held by the City of Yorkville. Hoover Drive, beginning at the Fox Road entrance, and extending north to the railroad’s easement corridor, is currently located within the corporate boundaries of the City of Yorkville.
In order to construct this needed safety crossing, the Kendall County Forest Preserve District is requesting City of Yorkville support of an intergovernmental agreement with the District to establish Hoover Drive as a public road owned by the City of Yorkville and maintained by the Kendall County Forest Preserve District, with all direct costs associated with this project paid by the Kendall County Forest Preserve District to facilitate completion of this project.

As part of this project, and with support and approval from the City of Yorkville, the Kendall County Forest Preserve District is committed to the following:

1. The District will complete a survey and legal description for the Hoover Drive right-of-way extending from Fox Road to a point just north of the railroad’s easement corridor.
2. The District will draft an intergovernmental agreement conveying jurisdiction of the Hoover Drive right-of-way to the City of Yorkville, with a commitment from the District to maintain the road improvements in perpetuity.
3. The City of Yorkville will dedicate Hoover Road as a public road, and support the filing of a petition with the Illinois Commerce Commission’s Rail Safety Program requesting an Order to change the classification of the rail grade crossing from private to public. This is required in order for the IDOT to administer the project, with their costs fully reimbursed through the Federal appropriations. The District will complete a draft of the petition for review and approval by the City of Yorkville.

As part of this project, City of Yorkville jurisdiction over the Hoover Road right-of-way will be extended beyond the City’s current corporate boundaries. However, IDOT informs us that this is allowable per 65 ILCS 5/11-91.2-1, 605 ILCS5/2-104 and 605 ILCS5/7-202.3.

Either myself or Jeff Wehrli will plan to attend the Economic Development Committee meeting on Tuesday, July 7 to answer any question you or the committee may have regarding the project. I am also providing Jason Johnson's contact information below:

Jason L. Johnson, P.E.
Rail Safety & Project Engineer
Illinois Department of Transportation
Bureau of Local Roads & Streets
2300 S. Dirksen Pkwy., Room 204
Springfield, IL 62764
Phone (217) 557-1399
Email: Jason.Johnson@illinois.gov
Thank you for your consideration of support of this project. The rail crossing will provide an important safety enhancement for the visiting families and school groups that attend Hoover Forest Preserve events each and every year.

Please contact me if I can be of any further assistance. The District will complete the road dedication survey and begin to draft the agreement and petition once the City of Yorkville indicates support of this project.

Sincerely,

David Guritz, Director
(630) 5532-4131
dguritz@co.kendall.il.us

Cc: Jeff Wehrli, President
KCFPD Board of Commissioners
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – JUNE 2015

RESERVATIONS / Responsibilities

Harris Forest Preserve

32 External Event - 1,785 guests

Guests: Birthday Party
       Graduation Party
       Dressage Clinic
       Horse Show – Fun Show
       Barn & Beyond Rodeo
       Church Picnic
       Family Reunion
       KC Transit Luncheon

Jay Woods, Richard Young and Subat Forest Preserves

3 External - 125 guests

Guests: Troop Bridging Ceremony
        Company Picnic

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

0 Internal event: 0 guests:

35 External events: 2,598 guests

Guests: Girl Scout Overnight Outing
        Fantasy Reenactment Event
        Family Outings
        Yorkville Fury

Meadowhawk Lodge:
        Retired Teacher’s Meeting

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.
Total Guests: 2,100

Historic Courthouse

Internal: 0 events – 0 guests

Guests:  

External: 9 events – 130 guests

Guests: ROE: Training Workshops
        Mayors & Managers Meeting
        Forest Foundation Meeting
        Ergonomics Workshop
        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. Reviewed & corrected the electric & gas bills that were coded to the incorrect line item.

**ReCPro Start Up:** Worked with the Training Administrator on setting up dates for on-line training of the new software. Several days in July are set for training and there will be the need to do “homework” in between these sessions to be get prepared.

Worked with Kim Olson on time sheets and turning in the Payroll vouchers for the two pay periods in June. 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 June. 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 and Badge Bonanza.

→ **Field Trips:** Outstanding payments were received from two schools for field trips conducted in March and April.

→ **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 were 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 volunteers and part-time employees at Ellis.

→ **Summer Camp 2015:** Notifications were sent to those registered that have not sent in payment and camp forms. Camp letters were sent out for camps in June to the parents. Camp letters and notifications will be sent on a weekly basis from June 1st thru the middle of August.

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*Becky Antrim*

**Administrative Assistant / Reservation Coordinator**
JUNE ACTIVITIES—KIM OLSON, PATRICK HIGGINS AND RON SMRZ

- June 2015 has claimed the record from June 2014, for the wettest on record! 2 years back to back of being slammed! Mowing and Herbicide spraying will continue throughout the summer season, especially with the favorable weed weather!
- 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.
- Summer reservations are in full swing! Family reunions, graduations, birthday and JUST “get together picnics!”
- Gravel is still being replaced, pot holes filled and grading at all locations.
- With each large rain event, the culverts, drains and ditches need to be cleaned/cleared.
- Trail maintenance for overgrowth is ongoing, to keep them pleasant and safe for our visitors
- As always, our entire field team always does a SUPERB job in the care of the KCFPD.

JUNE 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. She does a remarkable job...we are lucky to have her in the office!
- I continue assist Dave with the absorption of the Natural Areas Volunteer program duties.
- Dave and I conducted four informative sessions/power point presentation with the Sheriff Deputies to familiarize them with our ordinances.
- Due to medical leave for Jeannie Leland, we all have stepped up to take the closing shifts. I will be taking it 5 nights a week. I currently due Monday nights. Jeannie does the other six days. The grounds staff members are used more efficiently in the field during the day, however they are also assisting with one night each on the weekends.
- It is an incredibly BUSY and challenging year.
- I wrote this report.

JUNE ACTIVITIES—MIKE PRIERSON and crew—HOOVER

- Mike chiseled out an area on a boulder to fit the Memorial plaque of Renetta Michelson’s son, Jason.
- Mike then cleared the area and spread mulch at the Memorial site.
- Mike continues to fill pot holes and grading the roads at Hoover, a never ending task.
- Mike continues to clean drain/culverts after every large rain event.
- Mike is teaching his part timers to use the equipment, and their required maintenance.
- Mike replaced an alternator in one of the mowers.
- Mike Prinos continues to be very busy spraying herbicide for invasive/weed control to keep the gardens/grounds at Hoover beautiful.
- Mike Prinos keeps the Buildings/Bunkhouses/Meadowhawk clean and inviting for all our guests comfort.
- And as always, The Hoover staff continues to do a SUPERB job in representing the KCFPD.
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 PIERSO

- 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:

- June 6, 2015 – Wedding – Joliet - From the Internet and cutting edge catering site. Booked: 1/9/15
- July 18, 2015 – Wedding – Oswego - I heard about Ellis House through my cousin who was in a wedding there. She said it was absolutely beautiful and I trusted her taste after being at her wedding which was actually in southern Illinois. Booked: 10/6/14
- July 25, 2015 – Wedding – Leland – We found it online just look for a place to have the wedding. We were in such a crunch we looked for a lot online. Booked: 5/11/15
- 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


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


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

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

Weddings booked from January – June for the past 3 years

- June, 2013 – 4
- June, 2014 – 7
- June, 2015 – 14

**Special Events:**

Sunday, June 28, 2015 – Schooling Show for Volunteers and Riding Students

**Meetings/Training/Expos/Annual Events:**
Wednesday, June 3, 2015 — Events & Programs Meeting

**House/Property Tours:**

- 10 – EHEC
- 0 – Meadowhawk

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

- 7 summer camps – 47 participants
- 7 parties – 190 guests

**Riding Lessons:**

▷ 112

**Community Service hours:**

≡ 161

**Volunteer Hours:**

☐ 164

**Total Deposits:**

$10494.03

Letters of Compliments –

Tina, Awesome

Yes I will send photos to you with the photographer credit. Everything was amazing considering.
We will keep in touch and will send photos of the new baby. Thanks again you guys were amazing.

Hi Tina,

Lilah and I participated in the June 4 parent/tot camp. I wanted to send you a quick note to let you know how pleased I was with the program.

Lilah was beyond excited for the program for weeks. The joy just shone through her face during the entire 2 hours at Ellis house. Christina and the other girls did a great job working with the young ones
(and the parents/grandparents!). Christina was knowledgable, good with children, good with parents, and in clear and gentle command of everyone, with an eye to fun and safety always. We had such a good time and Lilah now has some of her favorite memories. I have already recommended Ellis house to two other families (coincidentally, they both had very bad experiences at the same place in Mokena and had not explored horses again further - I hope they give Ellis a try!).

Thanks for making these programs available.
Maggie

Maggie Capettini Poplawski
Maggie Capettini Fine Art
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Grounds Maintenance

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Superintendent of Grounds and Resources

EFFECTIVE DATE: July 7, 2015

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

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

• Performs a variety of horticultural tasks including, but not limited to, mowing, edging, aerating, trimming, fertilizing, weed control, seeding and maintenance of turf areas, tree and shrub trimming, planting, and pruning, removal of damaged sod, and installation of new sod.
• Splits, loads and hauls firewood.
• Gathers, loads and hauls refuse and vegetation from grounds and user areas.
• Removes snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods.
• Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools.
• Hauls and moves materials, supplies, furnishings and machinery, as needed, for District and public use.
• Safely and effectively operates, maintains and repairs District vehicles and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, and forklifts.
• Repairs and maintains District trails by performing duties including, but not limited to, removal of fallen trees and limbs; repair any damage caused by erosion or other factors; and installation of wood chips, limestone screenings and other trail surfaces.
• Assists with general road repairs including, but not limited to, asphalt patching and gravel road maintenance.
• Constructs, installs and repairs District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
• Repairs plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
• Inspects, maintains, and repairs District restrooms including daily cleaning and trash removal.
• Prepares picnic shelters, bunkhouses, and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions.
• Locates and removes refuse from District property.
• Performs controlled burns, brush removal, seed collecting and other natural area management tasks.
• Participates in emergency preparedness and response activities as assigned.
• Communicates District rules and regulations to the public.
• Must be available to perform duties during the District’s regular business hours as well as evenings and weekends including overtime schedule extensions.
• Performs other duties as directed by supervisor, the Director and/or Director’s designee.
SUPERVISORY RESPONSIBILITIES:
• No supervisory responsibilities at this time.

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

A. EDUCATION and/or EXPERIENCE:
• High school diploma or general education degree (GED).
• A preferred minimum of two (2) years experience in a grounds and/or building maintenance or similar role, or equivalent combination of training and experience.
• Requires knowledge of grounds maintenance tools and equipment use.
• Completion of all assigned equipment and natural areas management training.

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

C. 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 Illinois Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
• A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
• All other training, certificates and registrations required for the specific duties performed.

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

WORK ENVIRONMENT:
• The noise level in the work environment is usually loud due to equipment operational noise.
DRAFT FOR COMMISSION REVIEW

- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

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

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

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Prepare curricula and present themed program instruction and activities that are developmentally appropriate for all relevant age groups and ability levels, including young children and individuals with disabilities, and reflects the natural and cultural history of Kendall County.
• Provides assistance with preparation of program materials and activities including set-up and clean up prior to, and following the program.
• Provides instruction to teachers, parents, and chaperones to assist with program activities.
• Provide supervision to volunteers supporting the District’s educational programs.
• Maintains a safe and clean environment at all times and enforce all District safety rules and policies.
• Assembles supplies and materials needed for school, scout, and teacher education programs.
• Works with, and provides program support and assistance to the Natural Beginnings Preschool Program Manager.
• Communicate effectively with District staff, general public, and program participants.
• Supports District policies and procedures to address safety issues; reduces risk and liability exposure within school, scout, teacher education, and other public program offerings.
• Assists with basic animal care including feeding and tank/enclosure cleaning and Laws of Nature visitor center upkeep.
• Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
• Performs other duties as assigned.

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

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

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

B. LANGUAGE SKILLS:
• Ability to present District curriculum.
• Ability to write routine reports and correspondence.
• Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
• Good knowledge of the English language, spelling and grammar.

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

D. REASONING ABILITY:
• Ability to employ safe work practices and use sound judgment while leading educational programs.
• Ability to complete projects from beginning to end with minimal supervision.
• Possess positive conservation ethic and respect towards living things and the natural environment.
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
• Ability to deal with problems involving several concrete variables in standardized situations.

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

PHYSICAL DEMANDS:
• Employee must be able to sit, kneel, stand and bend.
• Employee must be able to walk on uneven terrain for extended periods of time.
• Employee must be able to provide instruction while walking outside and in varying weather conditions.
• Employee must be comfortable being outside in various types of weather for extended periods of time.
• Employee must occasionally lift and/or move up to 40 pounds.
• Employee must be able to use hands to handle or feel.
• Employee must be able to reach, push and pull with hands and arms.
• Employee must be able to talk and hear in person and via use of telephone.
• Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
• Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
• The noise level in the work environment will vary from moderately quiet to loud.
• Employee 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: Office Assistant
WAGE CATEGORY: Non-Exempt
REPORTS TO: Director
EFFECTIVE DATE: July 21, 2015

SUMMARY:
Provides clerical support to the Kendall County Forest Preserve District (“the District”) 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.
• 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.
• Perform other duties as assigned.

SUPERVISING 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 four (2) years experience in an administrative or secretarial role, including lead worker or supervisory experience; 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: July 21, 2015

SUMMARY:
Provides management and oversight of equestrian center operations, grounds maintenance support, and equestrian horsemanship and public programming at Ellis House and Equestrian Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Establishes and implements horse care policies and procedures including, but not limited to, feeding schedule, grooming, veterinarian care, farrier care, and horse training.
• Provides input and support for the planning, marketing, execution, and evaluation of revenue-producing programs such as equestrian programs, lectures, group tour programs, and special events suitable to the facility.
• Coordinates, trains, and provides supervision to equestrian center staff and volunteers. Communicates policies and procedures to volunteers.
• 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.
• Follows 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 tack-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.
• 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, 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.
• 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 Illinois 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.
• 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 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
<table>
<thead>
<tr>
<th>Kendall County Forest Preserve District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Rental Fees and Charges</td>
</tr>
<tr>
<td>2-Sep-15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Historic Courthouse Meeting Room and Courthouse Rentals</th>
<th>Type</th>
<th>Security Deposit</th>
<th>Proposed Rates Schedule</th>
<th>Current Rate (Blank - No Changes Proposed)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Conference Room</td>
<td>Meeting room</td>
<td>$100</td>
<td>$20/hr resident, $30/hr non-resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Conference Room</td>
<td>Meeting room</td>
<td>$100</td>
<td>$20/hr resident, $30/hr non-resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historic Courtyard</td>
<td>Courtyard</td>
<td>$100</td>
<td>$40/hr resident, $60/hr non-resident</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forest Preserve Shelter, Bunkhouse, and Campsite Rental</th>
<th>Type</th>
<th>Security Deposit</th>
<th>Proposed Rates Schedule</th>
<th>Current Rate (Blank - No Changes Proposed)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Young FP</td>
<td>Shelter</td>
<td>$0</td>
<td>$50/resident, $75/non-resident</td>
<td></td>
<td>9 am to dusk</td>
</tr>
<tr>
<td>Jay Woods FP</td>
<td>Shelter</td>
<td>$0</td>
<td>$50/resident, $75/non-resident</td>
<td></td>
<td>9 am to dusk</td>
</tr>
<tr>
<td>Subat FP</td>
<td>Shelter</td>
<td>$0</td>
<td>$50/resident, $75/non-resident</td>
<td></td>
<td>9 am to dusk</td>
</tr>
<tr>
<td>Hovert FP</td>
<td>Bunkhouse</td>
<td>$100 per Bunkhouse Rental</td>
<td>$150/resident, $195/non-resident</td>
<td></td>
<td>Check in: 3-8 pm / Check-out: Noon</td>
</tr>
<tr>
<td>Hoover FP</td>
<td>Group campsite</td>
<td>$0</td>
<td>$50/resident, $75/non-resident</td>
<td></td>
<td>Capacity for 30 individuals</td>
</tr>
<tr>
<td>Hoover FP</td>
<td>Family campsite</td>
<td>$0</td>
<td>$15/resident, $25/non-resident</td>
<td></td>
<td>Capacity for 4 individuals</td>
</tr>
<tr>
<td>Harris FP</td>
<td>Shelter</td>
<td>$0</td>
<td>$50/resident, $75/non-resident</td>
<td></td>
<td>Additional $25 for groups over 100</td>
</tr>
<tr>
<td>Harris FP</td>
<td>Shelter 5-day</td>
<td>$0</td>
<td>$500 for week day rental</td>
<td></td>
<td>9 am to dusk</td>
</tr>
<tr>
<td>Harris FP</td>
<td>Horse Arena</td>
<td>$0</td>
<td>$60 per day</td>
<td></td>
<td>Rental includes use of Shelter 7</td>
</tr>
<tr>
<td>Firewood Bundles</td>
<td>Firewood</td>
<td>$0</td>
<td>$50</td>
<td></td>
<td>$15</td>
</tr>
<tr>
<td>Special Event Permit Fee</td>
<td>Permit Fee</td>
<td>$0</td>
<td>$10 / $150 / $250</td>
<td>Assigned Fee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hoover Meadowlark Lodge Rental</th>
<th>Type</th>
<th>Security Deposit</th>
<th>Proposed Rates Schedule</th>
<th>Current Rate (Blank - No Changes Proposed)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday &amp; Sunday (wedding)</td>
<td>Meadowlark Lodge</td>
<td>50% of total cost</td>
<td>$1,200 (8 am - 10 pm)</td>
<td>$1,800</td>
<td>Incl. tables &amp; chairs, projector screen &amp; podium</td>
</tr>
<tr>
<td>Saturday (wedding)</td>
<td>Meadowlark Lodge</td>
<td>50% of total cost</td>
<td>$1,500 (8 am - 10 pm)</td>
<td>$1,800</td>
<td>Incl. tables &amp; chairs, projector screen &amp; podium</td>
</tr>
<tr>
<td>Weekend - other events</td>
<td>Meadowlark Lodge</td>
<td>50% of contracted time</td>
<td>$75/hr resident, $100/hr non-resident</td>
<td>$75/hour</td>
<td>Incl. tables &amp; chairs, projector screen &amp; podium</td>
</tr>
<tr>
<td>Meadowlark Lodge Package (weekdays only)</td>
<td>Meadowlark Lodge</td>
<td>50% of contracted time</td>
<td>$150/resident, $210/non-resident</td>
<td>$75/hour</td>
<td>Incl. tables &amp; chairs, projector screen &amp; podium</td>
</tr>
<tr>
<td>Meadowlark Lodge Package (weekdays only)</td>
<td>Meadowlark Lodge</td>
<td>50% of contracted time</td>
<td>$150/resident, $210/non-resident</td>
<td>$75/hour</td>
<td>Incl. tables &amp; chairs, projector screen &amp; podium</td>
</tr>
<tr>
<td>Meadowlark Lodge Package (weekdays only)</td>
<td>Meadowlark Lodge</td>
<td>50% of contracted time</td>
<td>$150/resident, $210/non-resident</td>
<td>$75/hour</td>
<td>Incl. tables &amp; chairs, projector screen &amp; podium</td>
</tr>
<tr>
<td>Not-for-Profit and Government Rate</td>
<td>Meadowlark Lodge</td>
<td>50% of contracted time</td>
<td>$20 (May- Oct) 50% (Nov- Apr) discount</td>
<td>$75/hour</td>
<td>Minimum 2 bunkhouse rental plus a $250 fee for use of Meadowlark Lodge full day use</td>
</tr>
<tr>
<td>Corporate Rate</td>
<td>Meadowlark Lodge</td>
<td>50% of contracted time</td>
<td>$20 (May- Oct) 10% (Nov- Apr) upcharge</td>
<td>$75/hour</td>
<td>Minimum 2 bunkhouse rental plus a $250 fee for use of Meadowlark Lodge full day use</td>
</tr>
<tr>
<td>Set-up / Clean-up (staff supported - optional)</td>
<td>Meadowlark Lodge</td>
<td>NA</td>
<td>$10 set up or clean up / $75 set up and clean up</td>
<td>$75/hour</td>
<td>Set-up, clean-up, or both</td>
</tr>
<tr>
<td>Set-up / Clean-up (pre and post-event - optional)</td>
<td>Meadowlark Lodge</td>
<td>NA</td>
<td>$15 per additional hour</td>
<td></td>
<td>Set-up, clean-up, or both</td>
</tr>
<tr>
<td>Coffee Service</td>
<td>Meadowlark Lodge</td>
<td>NA</td>
<td>$600/00 cups</td>
<td></td>
<td>Incl. cups, stir sticks, cream, sugar</td>
</tr>
<tr>
<td>Sound System</td>
<td>Meadowlark Lodge</td>
<td>NA</td>
<td>$25 per rental event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firewood</td>
<td>Firewood</td>
<td>NA</td>
<td>$20 per bundle</td>
<td>$15</td>
<td>Approx. 30 places</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ellis House Rental</th>
<th>Type</th>
<th>Security Deposit</th>
<th>Proposed Rates Schedule</th>
<th>Current Rate (Blank - No Changes Proposed)</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday and Sunday (wedding)</td>
<td>Ellis House/Tent</td>
<td>$1,000</td>
<td>$3,300</td>
<td></td>
<td>Grounds, house, tent, tables &amp; chairs</td>
</tr>
<tr>
<td>Saturday (wedding)</td>
<td>Ellis House/Tent</td>
<td>$1,000</td>
<td>$3,600</td>
<td>$3,300</td>
<td>Grounds, house, tent, tables &amp; chairs</td>
</tr>
<tr>
<td>Weekend &amp; Weekends other events (House and Tent)</td>
<td>Ellis House/Tent</td>
<td>50% of contracted time</td>
<td>$15/hr</td>
<td></td>
<td>Grounds, house, tent, tables &amp; chairs</td>
</tr>
<tr>
<td>Weekend &amp; Weekends other events (House)</td>
<td>Ellis House</td>
<td>50% of contracted time</td>
<td>$146/hr</td>
<td></td>
<td>Grounds, house, tables &amp; chairs</td>
</tr>
<tr>
<td>Weekly &amp; Weekends Classroom</td>
<td>Ellis Classroom</td>
<td>50% of contracted time</td>
<td>$146/hr</td>
<td></td>
<td>Grounds, classroom, tables &amp; chairs</td>
</tr>
<tr>
<td>Set-up / Clean-up (pre and post-event - optional)</td>
<td>Meadowlark Lodge</td>
<td>NA</td>
<td>$15 per additional hour</td>
<td></td>
<td>Set-up, clean-up, or both</td>
</tr>
<tr>
<td>Not-for-Profit and Government Rate</td>
<td>Ellis House</td>
<td>50% of contracted time</td>
<td>$20 (May-Oct) 50% (Nov- Apr) discount</td>
<td>$75/hour</td>
<td>Grounds, house, tent, tables &amp; chairs</td>
</tr>
<tr>
<td>Corporate Rate</td>
<td>Ellis House</td>
<td>50% of contracted time</td>
<td>$20 (May-Oct) 10% (Nov- Apr) upcharge</td>
<td>$75/hour</td>
<td>Grounds, house, tent, tables &amp; chairs</td>
</tr>
<tr>
<td>Set-up / Clean-up (optional)</td>
<td>Ellis House/Tent</td>
<td>NA</td>
<td>$100 set up or clean up / $500 set up and clean up</td>
<td></td>
<td>Set-up OR Clean-up / both</td>
</tr>
<tr>
<td>Firewood</td>
<td>Ellis House</td>
<td>NA</td>
<td>$50</td>
<td></td>
<td>Approx. 15 pieces</td>
</tr>
</tbody>
</table>

Note: All rates and fees are subject to change without notice.
<table>
<thead>
<tr>
<th>Coverage</th>
<th>Insurance Co.</th>
<th>Chubb Quote Option 1</th>
<th>Chubb Quote Option 2</th>
<th>Gerber Life Quote Option 1</th>
<th>ACE Quote Option 1</th>
<th>ACE Quote Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity: Horseback Riding Lessons</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>and Summer Day Camps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Sum / Accident Maximum</td>
<td></td>
<td>$10,000</td>
<td>$25,000</td>
<td>$42,156</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Deductible</td>
<td></td>
<td>$Nil</td>
<td>$Nil</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Aggregate Limit of Insurance-applics</td>
<td></td>
<td>$200,000</td>
<td>$500,000</td>
<td>$10,000</td>
<td>$50,000</td>
<td>$125,000</td>
</tr>
<tr>
<td>Accidental Death</td>
<td></td>
<td>$10,000</td>
<td>$25,000</td>
<td>$10,000</td>
<td>$10,000</td>
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</tr>
<tr>
<td>Single Dismemberment</td>
<td></td>
<td>$10,000</td>
<td>$25,000</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Double Dismemberment</td>
<td></td>
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<td>$25,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$25,000</td>
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<tr>
<td>Loss of Hands (Both), Loss of Feet (Both), Loss of Sight or a combination of any two of Loss of</td>
<td></td>
<td>$10,000</td>
<td>$25,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Loss of Hand, Loss of Foot or Loss of Sight of One Eye (Any one of each)</td>
<td></td>
<td>$5,000</td>
<td>$12,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$12,500</td>
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<tr>
<td>Loss of Speech or Loss of Hearing</td>
<td></td>
<td>$5,000</td>
<td>$12,500</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$12,500</td>
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<tr>
<td>Loss of Thumb and Index Finger of the same Hand</td>
<td></td>
<td>$2,500</td>
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<td>$2,500</td>
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<tr>
<td>Outpatient Physical Therapy-Reasonable Expenses</td>
<td></td>
<td>$2,500</td>
<td>$2,500</td>
<td>100% Usual &amp; Customary</td>
<td>$2,500</td>
<td>$2,500</td>
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<tr>
<td>Outpatient Orthopedic Appliance-Reasonable Expenses</td>
<td></td>
<td>$1,000</td>
<td>$1,000</td>
<td>100% Usual &amp; Customary</td>
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<td>$1,000</td>
</tr>
<tr>
<td>Dental-Reasonable Expenses</td>
<td></td>
<td>$1,000</td>
<td>$1,000</td>
<td>100% Usual &amp; Customary</td>
<td>$250</td>
<td>$250</td>
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<tr>
<td>Annual Premium</td>
<td></td>
<td>$1,009.00</td>
<td>$1,689.00</td>
<td>$2,165.46</td>
<td>$3,647.00</td>
<td>$6,804.00</td>
</tr>
</tbody>
</table>

Wine Sergl Company
June 2015
Special Risk

Chubb Accident & Health Insurance*

Special Risk Proposal

Created for:
KENDALL COUNTY FOREST PRESERVE DISTRICT

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

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

CHUBB'S HISTORY

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

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

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

CHUBB FOR ACCIDENT & HEALTH

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

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

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

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

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

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

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

QUOTE OPTION 1

Annual Premium $1,009

OR

QUOTE OPTION 2

Annual Premium $1,689

ELIGIBILITY

Class
1 All participants of the Policyholder.

PRINCIPAL SUM

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

Class
  1  Covered Activities – see specimen policy

AGGREGATE LIMIT OF INSURANCE

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

ACCIDENTAL DEATH AND DISMEMBERMENT

Class: All

Accidental: Benefit Amounts (Percentage of Principal Sum)

Loss of Life 100%
Loss of Speech and Loss of Hearing 100%
Loss of Speech and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye 100%
Loss of Hearing and one of Loss of Hand, Loss of Foot or Loss of Sight of One Eye 100%
Loss of Hands (Both), Loss of Feet (Both), Loss of Sight or a combination of any two of Loss of Hand, Loss of Foot or Loss of Sight of One Eye 100%
Loss of Hand, Loss of Foot or Loss of Sight of One Eye (Any one of each) 50%
Loss of Speech or Loss of Hearing 50%
Loss of Thumb and Index Finger of the same Hand 25%

ADDITIONAL BENEFITS

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

EXCLUSIONS

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

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

Please reference the Specimen Contract for complete information on exclusions.

EXTENSIONS OF INSURANCE

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

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

EASE OF ADMINISTRATION

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

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

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

Signature: ____________________________________________________________

Title: ________________________________________________________________

Company: ____________________________________________________________

Date: __________________________________________________________________

Effective Date of Coverage: ____________________________________________

Premium Option Selected: ______________________________________________

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

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

Chubb refers to the insurers of the Chubb Group of Insurance Companies. This literature is descriptive only.
To: KCFPD Board of Commissioners

From: David Guritz, Director
Amy Clever, Equestrian Program Manager

RE: Barrel Racing Programming at Ellis House and Equestrian Center

Date: July 15, 2015

At the June 25, 2015 Finance Committee meeting, the committee discussed establishing Barrel Racing events at Ellis House and Equestrian Center.

As part of this discussion, a revised proposal has been received from Wine-Sergi to provide gap liability insurance coverage for participants in events such as the upcoming ACTHA competition and the proposed Barrel Racing competition events.

Barrel Racing is a rodeo event in which a horse and rider attempt to complete a cloverleaf pattern around preset barrels in the fastest time. Though both boys and girls compete at the youth level and men compete in some amateur venues and jackpots, in collegiate and professional ranks, it is primarily a rodeo event for women. It combines the horse’s athletic ability and the horsemanship skills of a rider in order to safely and successfully maneuver a horse in a pattern around three barrels (typically three fifty-five gallon metal or plastic drums) placed in a triangle in the center of an arena.

For each Barrel Race competition date, competitors will fall into two age classes (Youth and Open), with three divisions within each age class. Additional revenue is generated through exhibition runs, which are timed practices.

For initial Barrel Race event dates, the following revenues, payouts and net proceeds would be anticipated:

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

**Total Net Proceeds** $462

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

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

Youth: 1st Prize: $20 – 2nd Prize: $15 – 3rd Prize $10 $45 X 3 divisions = $135
Open: 1st Prize: $75 – 2nd Prize $50 – 3rd Prize $35 $155 X 3 divisions=$480

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

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

District staff is requesting Committee of the Whole discussion and direction for this proposed program for Ellis House and Equestrian Center.
Advertise with us!

Recognized as the authority on weddings, more than 1 million brides have relied on Wedding Guide Chicago as their primary planning resource. Over the past 25 years, the ever-evolving WGC brand has engaged with brides through the magazine, website, bridal events, social networking channels and more.

We continue to reconfirm our role as the premier wedding resource of the Chicagoland area, guiding couples through every stage of the planning process. Couples repeatedly reference Wedding Guide Chicago as they dream, plan and prep for their prefect wedding day. Make sure your message greets them every step along the way.

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locations

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Independent
Bridal Shows
Industry
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Events
Seasonal
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our Database
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53% From
Chicago Suburbs
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Outside
Chicagoland

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Rate
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years the
average
client has been
with us
250+ Clients

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Grove, Geneva, St. Charles, Glen Ellyn, Wheaton, Chicago Heights, Elgin, Southern Wisconsin, Crystal Lake, Oak Lawn,
Orland Park, DeKalb, Waukegan, Chicago suburbs and more.

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http://www.weddingguidechicago.com/the-magazine/advertise 7/15/2015
THE GREAT GALENA - GREEN VALLEY FARM
GIDDY-UP & GO GETAWAY GIVEAWAY

RAFFLE PRIZES

$5 PER TICKET

A MAXIMUM OF 1,000 TICKETS WILL BE SOLD

$20 FOR 5

DRAWING ON SEPTEMBER 9, 2015

2 Night Stay on October 2 & 3 at Chestnut Mountain Resort (Sleeps 4-6)*
Includes complimentary continental breakfasts
Green Valley Farm Tour and Breyer Horse Model "Hershey" Meet & Greet
Breyer GVF Sjokolade Model Horse (Owner's Signature Optional)
Autographed Picture of "Hershey" (AKA GVF Sjokolade)
(*) Reservation dates cannot be changed

Ellis Equestrian Center Lessons Package for Two - or - Birthday Party for 10
Breyer GVF Sjokolade Model Horse (Owner's Signature Optional)
Autographed Picture of "Hershey" AKA GVF Sjokolade

Breyer GVF Sjokolade Model Horse (Owner's Signature Optional)
Autographed Picture of "Hershey" AKA GVF Sjokolade
Hershey's Kisses Gift Basket & Ellis Horses Meet & Greet

ALL PROCEEDS TO BENEFIT THE
ELLIS HOUSE AND EQUESTRIAN CENTER
Please note that a 2.5% surcharge will be added to your total purchase amount for credit card payments.

Thank you for your purchase of raffle tickets and support of Ellis House and Equestrian Center. This form and receipt will provide you with confirmation of your ticket numbers and payment, and provide the Kendall County Forest Preserve District – Ellis House and Equestrian Center with the information needed in order to process credit card payments.

The raffle drawing will take place at the Kendall County Forest Preserve District’s Committee of the Whole Meeting on September 9, 2015 at 5:30 PM in the Kendall County Administration Building – Second Floor Board Room located at 111 West Fox Street in Yorkville, Illinois 60560. Winners need not be present. Good luck!

First prize (Prize Value - $525):
1. 2 Night Stay on October 2 & 3 at Chestnut Mountain Resort (Sleeps 4-6)*
   Includes complimentary continental breakfasts
2. Green Valley Farm Tour and Breyer Horse Model "Hershey" Meet & Greet
3. Breyer GVF Sjokolade Model Horse (Owner's Signature Optional)
4. Autographed Picture of “Hershey” (AKA GVF Sjokolade)
   (*) Reservation dates cannot be changed.

Second and Third Prizes (Prize Value - $365):
1. Ellis Equestrian Center Lessons Package for Two - or - Birthday Party for 10*
2. Breyer GVF Sjokolade Model Horse (Owner's Signature Optional)
3. Autographed Picture of “Hershey” AKA GVF Sjokolade
   (*) Lessons or Birthday Party must be redeemed by Nov. 30, 2015.

Fourth, Fifth and Sixth Prizes (Prize Value - $100)
1. Breyer GVF Sjokolade Model Horse (Owner's Signature Optional)
2. Autographed Picture of “Hershey” AKA GVF Sjokolade
3. Hershey's Kisses Gift Basket & Ellis Horses Meet & Greet

Name: ____________________________________________________________

Address: __________________________________________________________

E-Mail: __________________________________________________________________________________________

Phone (optional): _______________________________________________________

Payment method:  □ Cash  □ Check  □ Credit Card*  

(*) Credit Card Type:  □ Visa  □ Mastercard

Number: __________________________ CVV: _______ Expiration date: __________

Amount paid: ______________ (a 2.5% surcharge will be added to the total amount for credit card payments.)

Ticket numbers: ____________________________