To: KCFPD Board of Commissioners

From: David Guritz, Director

RE: July Director’s Report

Date: August 12, 2015

Meetings, Events, and Programs
7/7 PBZ Meeting
7/7 Mark Link, Uncle Bub’s
7/7 United City of Yorkville – Economic Development Committee
7/9 Eagle Scout Project Meeting – Neshnab’ek Restoration
7/10 Family Fun Night
7/22 Ellis Staff Meeting
7/28 Archives & Equipment Storage Relocation
8/6 Forest Foundation Meeting
8/11 Whitetail Ridge HOA Meeting

Priority Project Updates

➢ Henneberry FP Site Development Plan
A revised site plan was presented to the Whitetail Ridge Homeowners’ Association board on August 11. The board expressed several concerns about the proposed trail and restoration project, but will review the request and provide a formal response.

➢ Millbrook Bridge Updates
Consultation with Laura Stuart of Charles Schrader and Associates confirms that there are no state or federal grant funding sources available to support the restoration of Millbrook Bridge without establishing trail connectivity to Millbrook North Forest Preserve as part of the District’s long-term regional trail plans. Research has been completed on property ownership within the Dobson Road easement. The initial request for easement access to Dobson Road was presented to the Village of Millbrook Board of Trustees in July and voted down.

➢ Position Descriptions, Postings, and Interviews
Interviews and hiring for part time Environmental Education Instructors and Natural Beginnings Instructional Aides are nearing completion. Depending on outcome from interviews, some instructional support from part-time naturalists and coordinators may be needed to support Natural Beginnings until the second afternoon aide position is filled.

Position descriptions for the District’s Grounds Supervisor and Resident and Office Assistant positions have been drafted for Commission and SAO review. A lease agreement has also been drafted for the residence at Hoover Forest Preserve. This document will be amended as needed based on Commission and attorney feedback prior to formal presentation.
IDOT Rail Safety Crossing Grant

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 has completed a plat of dedication for Hoover Road. The intergovernmental agreement and ICC petition have been drafted for review by the SAO and Commission.

Stefanie’s Garden and Nature Playscape

The stakeholder’s meeting initially scheduled for August 10 will be rescheduled for the week of August 17. Invited stakeholders will include President Wehrli, Vice-President Cullick, Foundation President Pam Parr, Jeff, Jackie, Zach and Jessica Harvey, Dr. Natalie Drummond, and District staff members Megan Gessler, and Mike Pierson.

Fall Newsletter

The fall electronic newsletter will be completed by August 21. The newsletter will feature a brief history of the District as part of our 50th year of operation, fall program opportunities, schedule for volunteer work days, and continued promotion of rental opportunities.

Respectfully submitted,

David Guritz, Director
To: KCFPD Board of Commissioners

From: Emily Dombrowski, Environmental Education Coordinator
       Megan Gessler, Natural Beginnings Manager

RE: July Director’s Report

Date: August 12, 2015

**Education Department Updates**

Summer camps were enjoyed by all that attended. Education worked with children ranging from age 1 to teens that entering high school. There were 2-3 camps run each week. The camps were around 60% full. Next year, our goal is to increase the publicity of our programs so that the number of campers increases.

Currently, the education department is working on school programs and public programs for the fall. Education staff will be sending out the program guide for field trips to schools within the next week. I have been working on compiling a list of schools and teachers to contact about the school programs. This list includes schools that have come to our programs before and also schools from around the area that would be new this year.

There will be a variety of public programs offered this fall. Programs will include:

- A Canoe Trip
- A Fall Color Hike and Pumpkin Program
- Nature Yoga Program

Our biggest challenge will be spreading the word about programs since everything has become electronic. We will be printing handouts to put in the bulletin boards at the forest preserves. We are looking forward to a busy fall filled with fantastic programs!
Natural Beginnings Updates

Megan is attending a national nature-based early childhood education conference in Atlanta from August 19th-August 22nd. She will be speaking about the history of the Northern Illinois Nature Preschool Association, the benefits of a regional association, and how to start one up in different regions across the country. As an organizer of the event as well as a speaker, Megan will be facilitating a few different sessions for 70+ attendees from across the country. Megan is covering the cost for her attendance, but the KCFPD will have prominent recognition at the event.

NB registration has come to a close. A total of 31 students have enrolled, and program net revenues should exceed $3,925. Several students cancelled their enrollment late in the summer due to moving or not being potty trained. We were unable to fill those last 5 spots, however, a policy change will be proposed in the near future to address this issue for the 2016-2017 school year by charging higher registration fees, along with moving up the first quarterly payment to June rather than July. NB has made great progress in growing in size and popularity as well as increasing revenue which we anticipate will continue in following years.

Below, please find the 2015-2016 enrollment figures for Natural Beginnings:

1. M/W/F AM class (3-day program) – 12 students
2. T/H AM class (2-day program) – 11 students
3. M/W/F PM class (3-day program) – 8 students
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – JULY 2015

RESERVATIONS / Responsibilities

Harris Forest Preserve

31 External Event - 2,110 guests

Guests: Birthday Party  
        4H Rockin KC Practice  
        Dressage Clinic  
        KCOED Survivor Camp  
        Horse Show – Speed, Pleasure Show  
        Family Reunion

Jay Woods, Richard Young and Subat Forest Preserves

0 External - 0 guests

Guests:

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

2 Internal event: 32 guests: Education Department Summer Camp - Overnight

16 External events: 905 guests

Guests:  
        Girl Scout Overnight Outing  
        HSS-USA Volunteer Retreat  
        Family Outings  
        Yorkville Fury

Meadowhawk Lodge:  
        Baby Shower

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.

Total Guests: No information received from KC Outdoor Education Center

Historic Courthouse

Internal: 0 events – 0 guests

Guests:

External: 11 events – 200 guests

Guests: ROE: Training Workshops & Bus Driver Training  
        Weight Control Meetings  
        Kendall Area Transit Department Meeting
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. Created the comparison worksheet for Gas & Electric payments for the past 12 months.

→ **ReCPro Start Up:** Conducted two on-line training sessions for the new registration software. There is a lot of data to be entered into the system over the next several weeks. Two training sessions are scheduled for August.

→ Worked with Kim Olson on time sheets and turning in the Payroll vouchers for the two pay periods in July. 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 July. 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:** Worked with Emily Dombrowski and Dave Guritz in reviewing available dates for upcoming field trips in the Fall. Updated the invoice to reflect the fee changes for school field trips.

→ **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 for the Education Department.

→ **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 July to the parents. Camp letters and notifications will be sent on a weekly basis from June 1st thru the middle of August.

→ **Meadowhawk Lodge:** Conducted one tour for a birthday party which is scheduled for September 2015.

→ **Rental Fee Updates:** All paperwork for rental fee information being reviewed and updated to reflect the fee changes for firewood and Meadowhawk Lodge. These forms will be placed on our website once completed.

*Becky Antrim*
*Administrative Assistant / Reservation Coordinator*
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

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


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

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

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

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


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

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

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

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

Total Bookings:
2016 –
  Birthday Parties = 1
  Weddings = 12

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

2014 –
  Baby Showers = 1
  Bridal Showers = 1
  Weddings = 15

2013 –
  Baby Showers = 1
  Bridal Showers = 2
  Church Retreats = 1
  Weddings = 21

2012 –
  Anniversary Parties = 1
  Baby Showers = 3
  Church Retreats = 1
  Graduation Parties = 2
  Weddings = 9

**Special Events:**

Tuesday, July 7, 2015 – Kendall County Sheriff’s Auxiliary Officers Meeting

Friday, July 10, 2015 – Family Fun Night

Wednesday, July 15, 2015 – Grundy County Chamber of Commerce Luncheon

Monday, July 27, 2015 – New Volunteer Orientation

**Meetings/Training/Expos/Annual Events:**

Wednesday, July 22, 2015 – EHEC Staff Meeting

**House/Property Tours:**

- 14 – EHEC
- 0 - Meadowhawk

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

- 6 summer camps – 49 participants
6 parties – 64 guests

Riding Lessons:

△ 92

Community Service hours:

≈ 84

Volunteer Hours:

☐ 114

Total Deposits:

$18932.00

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.
JULY ACTIVITIES — KIM OLSON, PATRICK HIGGINS AND RON SMRZ

- 2015 has claimed the record from 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.
- Gravel is still being replaced, pot holes filled and grading at all locations.
- Again, due to extensive rains, Trail maintenance for overgrowth is ongoing, to keep them pleasant and safe for our visitors.
- We assisted Dave in removing/relocating the storage room items that we vacated in the HCH.
- As always, our entire field team always does a SUPERB job in the care of the KCFPD.

JULY ACTIVITIES — KIM OLSON

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

JULY ACTIVITIES — MIKE PIERSON and crew—HOOVER

With Prinos off for medical reasons and Mike Stone responsible for camps I was pretty much on my own all month.

- Mowed turf areas
- Mowed around the lagoon
- weedwacked
- checked in campers
- sprayed around the entrance monument
- filled potholes
- Replaced left rear tire on mower
- Replaced 3 ceiling fans in Kingfisher
- Repaired drivers door lock in F-250
- Repaired Meadowhawk Lodge portico
- Performed wastewater sample testing
- Replaced thermostat in Kubota
- Brought 4 loads of mulch to KCOED Center
- Pressure washed Eagles Nest Pavilion and all 8 Bunkhouse outbuildings
- Cleaned rust stains off of all 16 outbuilding mattresses
- Replaced window shade in Blazingstar
- Gave two tours of the bunkhouses and Meadowhawk
- Trained Mike Stone on how to sharpen mower blades
- 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 PIERSON**

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

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

SUMMARY:
Responsible for supervising permitted activities and programs, and 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 grounds and natural areas repairs, preservation, and management. This position receives instructions and direction from the Forest Preserve Superintendent, and serves as a year-round resident at Hoover Forest Preserve.

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

- Plans, organizes, and supervises the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of District buildings and preserve areas.
- Ensures that preventative maintenance procedures are carried out on a scheduled basis and completes maintenance records for all equipment.
- Recommends replacement of equipment whenever necessary to and evaluates new equipment for durability and values.
- Obtains cost estimates for supplies, parts and equipment repair; orders and purchases supplies for projects.
- Assists with the preparation of the annual budget for Hoover Forest Preserve operations.
- Recommends hires and promotions, directs, evaluates, and appeals of employment decisions for all assigned positions.
- Prepares reports and activities.
- Coordinates Illinois Department of Public Health campground inspection reporting and Illinois Environmental Protection Agency water quality testing for waste treatment lagoon compliance.
- Responds to off-hour emergency issues from lodge, campground, and bunkhouse users.
- Operates machinery and equipment, and maintains and repairs tools of the trade including, but not limited to welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, an other mechanical tools.
- Performs a variety of horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing both snow plow and manual methods.
- 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.
DRAFT FOR COMMISSION AND ATTORNEY REVIEW

- 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.
- 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 weekend schedule extensions.
- Performs other duties as directed by supervisor, the Director and/or Director’s designee.

SUPERVISORY RESPONSIBILITIES:
- This position supervises one full time and three to five part time staff.

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 (4) 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.
- Ability to attain an Illinois Environmental Protection Agency wastewater operator certificate within one-year of hire.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

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

CLASS TITLE: Office Assistant

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Director or Events Coordinator

EFFECTIVE DATE: September __, 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.
- Responds to 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.
- 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.
- Perform 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 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 Lease Agreement

THIS AGREEMENT (hereinafter referred to as the "Lease Agreement") is made and entered into this ____ day of September 2015, by and between the Kendall County Forest Preserve District (hereinafter referred to as "District") and Mike Pierson (hereinafter referred to as "Employee-Tenant") for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

PURPOSE.
This Lease Agreement and use of the residence at Hoover Forest Preserve is integrated within and part of the total compensation package for the Grounds Supervisor and Resident position of the District.

PROPERTY.
District owns certain real property and improvements located at Hoover Forest Preserve 11285 W. Fox Road, Yorkville, Illinois, 60560 (hereinafter referred to as the "Residence"). District desires to lease the Premises to Employee-Tenant upon the terms and conditions contained herein. Employee-Tenant desires to lease the Premises from District on the terms and conditions as contained herein.

TERM.
This Illinois Lease Agreement shall commence on September __, 2015 and shall continue as a lease for term. The termination date shall be on September __, 2016 at 11:59 PM. Upon termination date, Employee-Tenant shall be required to vacate the Premises unless one of the following circumstances occur:

(i) District and Employee-Tenant formally extend this Illinois Lease Agreement in writing or create and execute a new, written, and signed Lease Agreement; or

(ii) District willingly accepts new Rent from Employee-Tenant, which does not constitute past due Rent.

In the event that District accepts new rent from Employee-Tenant after the termination date, a month-to-month tenancy shall be created. If at any time either party desires to terminate the month-to-month tenancy, such party may do so by providing to the other party written notice of intention to terminate at least 30 days prior to the desired date of termination of the month-to-month tenancy. Notices to terminate may be given on any calendar day, irrespective of Commencement Date. Rent shall continue at the rate specified in this Illinois Lease Agreement, or as allowed by law. All other terms and conditions as outlined in this Illinois Lease Agreement shall remain in full force and effect. Time is of the essence for providing notice of termination (strict compliance with dates by which notice must be provided is required).

If at any time the District or Employee-Tenant resigns or is terminated from District employment, any remaining term of this Lease Agreement is forfeit, and Employee-Tenant shall have no more than (15) calendar days to vacate the property.
RENT.
Employee-Tenant shall pay to District the sum of $0.00 per month as Rent for the Term of the Agreement. Due date for Rent payment shall be the 1st day of each calendar month and shall be considered advance payment for that month. Weekends and holidays do not delay or excuse Employee-Tenant’s obligation to timely pay rent.

A. Delinquent Rent.
If not paid on the 1st, Rent shall be considered overdue and delinquent on the 2nd day of each calendar month. If Employee-Tenant fails to timely pay any month’s rent, Employee-Tenant will pay District a late charge of $0.00 per day until rent is paid in full. If District receives the monthly rent by the 3rd day of the month, District will waive the late charges for that month. Any waiver of late charges under this paragraph will not affect or diminish any other right or remedy District may exercise for Employee-Tenant’s failure to timely pay rent.

B. Prorated Rent.
In the event that the Commencement Date is not the 1st of the calendar month, Rent payment remitted on the Commencement Date shall be prorated based on a 30-day period.

C. Returned Checks.
In the event that any payment by Employee-Tenant is returned for insufficient funds ("NSF") or if Employee-Tenant stops payment, Employee-Tenant will pay $25.00 to District for each such check, plus late charges, as described above, until District has received payment. Furthermore, District may require in writing that Employee-Tenant pay all future Rent payments by cash, money order, or cashier’s check.

D. Order in which funds are applied.
District will apply all funds received from Employee-Tenant first to any non-rent obligations of Employee-Tenant including late charges, returned check charges, charge-backs for repairs, brokerage fees, and periodic utilities, then to rent, regardless of any notations on a check.

E. Rent Increases.
There will be no rent increases through the Termination Date. If this lease is renewed automatically on a month to month basis, District may increase the rent during the renewal period by providing written notice to Employee-Tenant that becomes effective the month following the 30th day after the notice is provided.

SECURITY DEPOSIT.
Upon execution of this Illinois Lease Agreement, Employee-Tenant shall deposit with District the sum of $500.00 (which amount is not in excess of two months periodic rent) receipt of which is hereby acknowledged by District, as security for any damage caused to the Premises during the term hereof. District may place the security deposit in an interest bearing account and any interest earned will be paid to District or District’s representative.

A. REFUND.
Upon termination of the tenancy, all funds held by the District as security deposit may be applied to the payment of accrued rent and the amount of damages that the District has suffered by reason of the Employee-Tenant’s noncompliance with the terms of this
Lease Agreement or with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

B. DEDUCTIONS.
District may deduct reasonable charges from the security deposit for:
1. Unpaid or accelerated rent;
2. Late charges;
3. Unpaid utilities;
4. Costs of cleaning, deodorizing, and repairing the Property and its contents for which Employee-Tenant is responsible;
5. Pet violation charges;
6. Replacing unreturned keys, garage door openers, or other security devices;
7. The removal of unauthorized locks or fixtures installed by Employee-Tenant;
8. Insufficient light bulbs;
9. Packing, removing, and storing abandoned property;
10. Removing abandoned or illegally parked vehicles;
11. Costs of reletting, if Employee-Tenant is in default;
12. Attorney fees and costs of court incurred in any proceeding against Employee-Tenant;
13. Any fee due for early of removal of an authorized keybox;
14. Other items Employee-Tenant is responsible to pay under this Lease.

If deductions exceed the security deposit, Employee-Tenant will pay to District the excess within ten days after District makes written demand. The security deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, brokerage fees, and periodic utilities, then to any unpaid rent.

USE OF PREMISES.
The Premises shall be used and occupied solely by Employee-Tenant and Employee-Tenant’s immediate family, consisting of the Grounds Supervisor and Resident house, fenced yard, and storage shed, exclusively, as a private single family dwelling, and no part of the Premises shall be used at any time during the term of this Lease Agreement by Employee-Tenant for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single family dwelling. Employee-Tenant shall not allow any other person, other than Employee-Tenant’s immediate family or transient relatives and friends who are guests of Employee-Tenant, to use or occupy the Premises without first obtaining District’s written consent to such use. Employee-Tenant shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

CONDITION OF PREMISES.
Employee-Tenant stipulates, represents and warrants that Employee-Tenant has examined the Premises, and that they are at the time of this Lease in good order, repair, and in a safe, clean and Employee-Tenantable condition.

ASSIGNMENT AND SUB-LETTING.
Employee-Tenant shall not assign this Lease Agreement, or sub-let or grant any license to use the Premises or any part thereof without the prior written consent of District. A consent by District to one such assignment, sub-letting or license shall not be deemed to be a consent to
any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of District or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at District's option, terminate this Lease Agreement.

ALTERATIONS AND IMPROVEMENTS.
Employee-Tenant shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises without the prior written consent of District. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Employee-Tenant shall, unless otherwise provided by written agreement between District and Employee-Tenant, be and become the property of District and remain on the Premises at the expiration or earlier termination of this Lease Agreement.

NON-DELIVERY OF POSSESSION.
In the event District cannot deliver possession of the Premises to Employee-Tenant upon the commencement of the Lease term, through no fault of District or its agents, then District or its agents shall have no liability, but the rental herein provided shall abate until possession is given. District or its agents shall have thirty (30) days in which to give possession, and if possession is tendered within such time, Employee-Tenant agrees to accept the demised Premises and pay the rental herein provided from that date. In the event possession cannot be delivered within such time, through no fault of District or its agents, then this Lease Agreement and all rights hereunder shall terminate.

HAZARDOUS MATERIALS.
Employee-Tenant shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

UTILITIES.
District shall be responsible for arranging for and paying for all utility services required on the Premises.

MAINTENANCE, REPAIR, AND RULES.
Employee-Tenant will, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Lease Agreement and any renewal thereof. Without limiting the generality of the foregoing, Employee-Tenant shall:

A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;

B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;

C. Not obstruct or cover the windows or doors;

D. Not leave windows or doors in an open position during any inclement weather;
E. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;

F. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of District;

G. Keep all air conditioning filters clean and free from dirt;

H. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Employee-Tenant shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Employee-Tenant;

I. Employee-Tenant's family and guests shall at all times maintain order in the Premises and at all places on the Premises, and shall not make or permit any loud or improper noises, or otherwise disturb other visitors and preserve users;

J. Keep all radios, television sets, stereos, phonographs, etc., turned down to a level of sound that does not annoy or interfere with other preserve users;

K. Deposit all trash, garbage, rubbish or refuse in the locations provided and shall not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within the common elements;

L. Abide by and be bound by any and all rules and regulations affecting the Premises or Hoover Forest Preserve appurtenant thereto which may be adopted or promulgated by the District’s Board of Commissioners having control over them.

DAMAGE TO PREMISES.
In the event the Premises are destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Employee-Tenant, this Lease Agreement shall terminate from such time except for the purpose of enforcing rights that may have then accrued hereunder. The rental provided for herein shall then be accounted for by and between District and Employee-Tenant up to the time of such injury or destruction of the Premises, Employee-Tenant paying rentals up to such date and District refunding rentals collected beyond such date. Should a portion of the Premises thereby be rendered uninhabitable, the District shall have the option of either repairing such injured or damaged portion or terminating this Lease Agreement. In the event that District exercises its right to repair such uninhabitable portion, the rental shall abate in the proportion that the injured parts bears to the whole Premises, and such part so injured shall be restored by District as speedily as practicable, after which the full rent shall recommence and the Illinois Lease Agreement continue according to its terms.

ACCESS BY DISTRICT.
District and District's agents shall have the right at all reasonable times, and by all reasonable means, without notice, during the term of this Illinois Lease Agreement and any renewal thereof to enter the Premises for the following purposes:
A. Inspect the Property for condition;

B. Make repairs;

C. Show the Property to prospective Employee-Tenants, inspectors, fire marshals, appraisers, or insurance agents;

D. Exercise a contractual or statutory lien;

E. Leave written notice;

F. Seize nonexempt property after default.

If Employee-Tenant fails to permit reasonable access under this Paragraph, Employee-Tenant will be in default.

RENTERS' INSURANCE
Employee-Tenant will maintain renters' insurance during all times the property is occupied under the terms of this Lease Agreement.

SUBORDINATION OF LEASE.
This Lease Agreement and Employee-Tenant's interest hereunder are and shall be subordinate, junior and inferior to any and all mortgages, liens or encumbrances now or hereafter placed on the Premises by District, all advances made under any such mortgages, liens or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.

EMPLOYEE-TENANT’S HOLD OVER.
If Employee-Tenant remains in possession of the Premises with the consent of District after the natural expiration of this Lease Agreement, a new tenancy from month-to-month shall be created between District and Employee-Tenant which shall be subject to all of the terms and conditions hereof except that rent shall then be due and owing at $1,700.00 per month and except that such tenancy shall be terminable upon fifteen (15) days written notice served by either party.

SURRENDER OF PREMISES.
Upon the expiration of the term hereof, Employee-Tenant shall surrender the Premises in as good a state and condition as they were at the commencement of this Lease Agreement, reasonable use and wear and tear thereof and damages by the elements excepted.

ANIMALS.
THERE WILL BE NO ANIMALS, unless authorized by a separate written Pet Addendum to this Lease Agreement. Employee-Tenant shall not permit any animal, including mammals, reptiles, birds, fish, rodents, or insects on the property, even temporarily, unless otherwise agreed by a separate written Pet Agreement. If Employee-Tenant violates the pet restrictions of this Lease, Employee-Tenant will pay to District a fee of $10.00 per day per animal for each day Employee-Tenant violates the animal restrictions as additional rent for any unauthorized animal. District may remove or cause to be removed any unauthorized animal and deliver it to appropriate local authorities by providing at least 24-hour written notice to
Employee-Tenant of District’s intention to remove the unauthorized animal. District will not be liable for any harm, injury, death, or sickness to any unauthorized animal. Employee-Tenant is responsible and liable for any damage or required cleaning to the Property caused by any unauthorized animal and for all costs District may incur in removing or causing any unauthorized animal to be removed.

WATERBEDS.
THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Residential Lease Agreement.

QUIET ENJOYMENT.
Employee-Tenant, upon payment of all of the sums referred to herein as being payable by Employee-Tenant and Employee-Tenant's performance of all Employee-Tenant's agreements contained herein and Employee-Tenant's observance of all rules and regulations, shall and may peacefully and quietly have, hold and enjoy said Premises for the term hereof.

INDEMNIFICATION.
District shall not be liable for any damage or injury of or to the Employee-Tenant, Employee-Tenant's family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and Employee-Tenant hereby agrees to indemnify, defend and hold District harmless from any and all claims or assertions of every kind and nature.

DEFAULT.
If District breaches this Lease, Employee-Tenant may seek any relief provided by law. If Employee-Tenant fails to comply with any of the material provisions of this Lease Agreement, other than the covenant to pay rent, or of any present rules and regulations or any that may be hereafter prescribed by District, or materially fails to comply with any duties imposed on Employee-Tenant by statute, within seven (7) days after delivery of written notice by District specifying the non-compliance and indicating the intention of District to terminate the Lease by reason thereof, District may terminate this Lease Agreement. If Employee-Tenant fails to pay rent when due and the default continues for seven (7) days thereafter, District may, at District's option, declare the entire balance of rent payable hereunder to be immediately due and payable and may exercise any and all rights and remedies available to District at law or in equity or may immediately terminate this Lease Agreement.

ABANDONMENT.
If at any time during the term of this Lease Agreement Employee-Tenant abandons the Premises or any part thereof, District may, at District's option, obtain possession of the Premises in the manner provided by law, and without becoming liable to Employee-Tenant for damages or for any payment of any kind whatever. District may, at District's discretion, as agent for Employee-Tenant, relet the Premises, or any part thereof, for the whole or any part thereof, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such reletting, and, at District's option, hold Employee-Tenant liable for any difference between the rent that would have been payable under this Lease Agreement during the balance of the unexpired term, if this Lease Agreement had continued in force, and the net rent for such period realized by District by means of such reletting. If District's right of reentry is exercised following abandonment of the Premises by Employee-
Tenant, then District shall consider any personal property belonging to Employee-Tenant and left on the Premises to also have been abandoned, in which case District may dispose of all such personal property in any manner District shall deem proper and District is hereby relieved of all liability for doing so.

ATTORNEYS' FEES.
Should it become necessary for District to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Premises, Employee-Tenant agrees to pay all expenses so incurred, including a reasonable attorneys' fee.

RECORDING OF LEASE AGREEMENT.
Employee-Tenant shall not record this Lease Agreement on the Public Records of any public office. In the event that Employee-Tenant shall record this Lease Agreement, this Lease Agreement shall, at District's option, terminate immediately and District shall be entitled to all rights and remedies that it has at law or in equity.

GOVERNING LAW.
This Lease Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Illinois.

SEVERABILITY.
If any provision of this Lease Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

BINDING EFFECT.
The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

DESCRIPTIVE HEADINGS.
The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the District or Employee-Tenant.

CONSTRUCTION.
The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

NON-WAIVER.
No delay, indulgence, waiver, non-enforcement, election or non-election by District under this Lease Agreement will be deemed to be a waiver of any other breach by Employee-Tenant, nor shall it affect Employee-Tenant's duties, obligations, and liabilities hereunder.

MODIFICATION.
The parties hereby agree that this document contains the entire agreement between the parties and this Lease Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.
NOTICE.
Any notice required or permitted under this Lease or under state law shall be delivered to Employee-Tenant at the Property address, and to District at the following address:

____________________________________

LEAD-BASED PAINT DISCLOSURE.
If the premises were constructed prior to 1978, Employee-Tenant acknowledges receipt of the form entitled “LEAD-BASED PAINT DISCLOSURE” which contains disclosure of information on lead-based paint and/or lead-based paint hazards.

As to District this _____ day of September, 2015.

DISTRICT:

Sign: ________________________________

Print: ________________________________ Date: __________

As to Employee-Tenant, this _____ day of September, 2015.

EMPLOYEE-TENANT

Sign: ________________________________

Print: ________________________________ Date: __________
Kendall County Forest Preserve District
Proposed Fall 2015 Programs

September:
September 9th - Creek Exploration
Ages: 6-12
Location: Hoover
Time: 4:15-6
Price: $5
Minimum number of participants: 5

September 18th - Sunset Adventures
Ages: All Ages
Location: Hoover
Time: 6-8 pm
Price: $10 for a family up to 4- Each additional child is $2
Minimum number of participants: 4 families

September 19th - ENTICE workshop

September 22nd - Nature Yoga - Animals
Ages: 4-6 with caregiver
Location: Hoover
Time: 9-10 am
Price: $5
Minimum number of participants: 5

September 26th and 27th - Hunting and Fishing Days

October:
October 3rd - Fall Family Paddle
Ages: 8+ with an adult
Location: Meet at Kendall County Historic Courthouse, put in at the Old Post Office and take out at Silver Springs
Time: 10 am-2 pm
Price: $50 per canoe, Snacks Provided
Minimum number of participants: 6
October 6th – Toddling Naturalist: Fall Colors
Ages: 1-3 with caregiver
Time: 9-10 am
Price: $5
Minimum number of Participants: 5

October 7th - All Things Autumn
Ages: 4-6
Location: Hoover
Time: 9-10 am
Price: $5
Minimum number of participants: 5

October 10th - Forest Foundation Fall Festival

October 16th - Family Fun Night at Ellis

October 24th - Fall Fun - Fall Color Hike and Pumpkin Program
Ages: All Ages
Location: Hoover
Time: 10-11:30 am
Price: $10 for a family up to 4 - Each additional child is $2
Minimum number of participants: 4 Families

November:
November 5th - Fabulous Forest Forts
Ages: 6-12
Location: Hoover
Time: 4-5:30 pm
Price: $5
Minimum number of participants: 5

November 10th - Nature's Hitchhikers
Ages: 4-6
Time: 9-10:30 am
Price: $5
Minimum number of Participants: 5
Fall 2015 Educational Programs

September 9th - Creek Exploration
Ages: 6-12
Location: Hoover
Time: 4:15-6 pm
Price: $5
What kinds of animals live in and around the creek? We will hike to the creek and explore. Please come prepared to get dirty. Closed-toe shoes are a must. Nets and buckets will be provided.

September 18th - Sunset Adventures
Ages: All Ages
Location: Hoover
Time: 6-8 pm
Price: $10 for a family up to 4
Each additional child is $2
Come and see what happens at the forest preserve around sunset. We will go on a sensory hike, do activities, and roast marshmallows.

September 22nd - Nature Yoga - Animals
Ages: 4-6 with caregiver
Location: Hoover
Time: 9-10 am
Price: $5
Explore nature in a different way by doing yoga in the forest preserve. We will practice poses, go on a short hike, and create a craft. Each session will focus on a different forest animal. Please bring your own yoga mat.

October 3rd - Fall Family Paddle
Ages: 8+ with an adult
Location: Meet at Kendall County Historic Courthouse
Time: 10 am-2 pm
Price: $50 per canoe
Come enjoy the fall weather by paddling down the Fox River. Please bring a sack lunch as we will stop and enjoy lunch on the river. Snacks will be provided!

For Additional Information:
Email: edombrowski@co.kendall.il.us

To Register for a Program:
Call: 630-553-4025
or
Email: rantrim@co.kendall.il.us

October 6th - Toddlers’ Naturalist: Fall Colors
Ages: 1-3 with caregiver
Time: 9-10 am
Price: $5
Why do leaves turn red and yellow in the fall? Learn about this and much more while we take a hike, do activities, and complete a craft. Please dress appropriately for the weather.

October 7th - All Things Autumn
Ages: 4-6
Location: Hoover
Time: 9-10 am
Price: $5
The Fall season is here! Let’s explore nature’s colors via animal homes and the surrounding flora. Please dress appropriately for the weather.

October 24th - Fall Fun - Fall Color Hike and Pumpkin Program
Ages: All Ages
Location: Hoover
Time: 10-11:30 am
Price: $10 for a family up to 4
Each additional child is $2
Come and see the colors that the forest preserve has to offer! We will go on a hike and then decorate a pumpkin to take home.

November 5th - Fabulous Forest Forts
Ages: 6-12
Location: Hoover
Time: 4-5:30 pm
Price: $5
Many animals call the forest their home. We will explore the different ways animals survive and then build our own fort in the woods! Please dress appropriately for the weather.

November 10th - Nature’s Hitchhikers
Ages: 4-6
Time: 9-10:30 am
Price: $5
Plants were busy growing all summer. Many plants get some help from animals to move their seeds. We’ll explore the woods to look for these fall travelers. Please dress appropriately for the weather.
PROPOSAL

K & K WELL DRILLING

Pump Sales & Service - Call For Estimates
P.O. BOX 430
YORKVILLE, IL 60560
630-553-5111

TO: KENDALL COUNTY FOREST PRESERVE
110 W. MADISON
YORKVILLE, IL 60560
630.774.0520 630.553.4023 FAX

RESPOND TO: K & K WELL DRILLING, INC.
P.O. BOX 430
YORKVILLE, IL 60560
630-553-5111 630-553-7494

THE UNDERSIGNED PROPOSES TO FURNISH ALL MATERIALS AND PERFORM ALL LABOR NECESSARY TO COMPLETE THE FOLLOWING:

JOB LOCATION: YOUNGS FOREST PRESERVE 8225 RT. 71 YORKVILLE, IL.

LEGAL DESCRIPTION: ____________________________________________

SCOPE OF WORK: PERMANENTLY ABANDON EXISTING WATER WELL

PERMANENTLY ABANDON EXISTING 5" STEEL CASING WATER WELL $650.00

EQUIPMENT / LABOR TO BUST UP CONCRETE SLAB AND HAUL AWAY - $600

KC & KROP TO BREAK UP SLAB AROUND WELL HEAD PRIOR TO SEALING OTHERWISE

KENDALL COUNTY HEALTH DEPT WELL ABANDONMENT PERMIT FEE (if applicable) 100.00

PRICE INCLUSIVE OF: *** Disposal of all pump materials, securing necessary permits & coordination of all village/city inspections.

Total Proposed Cost $ 750.00

TERMS: ___________________ 0% DOWN PAYMENT UPON ACCEPTANCE, BALANCE TO BE PAID UPON COMPLETION OF WORK. PROPOSAL PRICE GOOD FOR 30 DAYS.

RESPECTFULLY SUBMITTED, K & K WELL DRILLING, INC.

DATE ____________ JULY 21, 2015 ____________ SIGNATURE ____________________

Keni Knierim

Acceptance

It is the property owner's responsibility to provide right of way access to the well location. It should be understood that the nature of drilling means heavy machinery moving into and on your yard. A certain amount of noise in the form of low rumble, flow of water, drill mud, and rock chips from the drilling operation should be expected. If the pump installation requires trenching, this will affect the yard's appearance as well. K & K is not responsible for impairing any excess dirt or dirt spills as the result of the installation as a whole. K & K is neither responsible for any repairs or replacement to your property, landscaping, underground private utilities or services not located by JU.LIE, Inc., or driveway as the result of work performed or requiring access onto your property. K & K is not responsible for retaining work is guaranteed for 30 days. A finance charge of 1.5% per month, an annual percentage rate of 18%, will be added to delinquent accounts. K & K is hereby advised to furnish all materials and labor required to complete the work mentioned in the above proposal, for which the undersigned assumes a personal guarantee to pay the amount mentioned in said proposal, and according to the terms thereof. Should contractor bring suit in court to enforce any terms of the contract, owner or the contractor shall pay the costs, expenses, and reasonable attorney fees. The parties consent to the acts and exclusive jurisdiction in the State of Illinois, County of Kendall, for any claims or disputes between parties. The parties further agree that any claims or disputes shall be governed by the laws of the State of Illinois. In the event K & K is found to have liability to Customer in connection with this agreement, the parties agree K & K's liability to Customer shall not exceed the amount Customer has paid pursuant to this contract. Upon signature, this document becomes a binding contract upon both parties.

Signature: ______________________________________________________

Date Accepted: ___________________________ Print Name: ___________________________
EXHIBIT A

KCFPD Resolution No. 15-07
KCFPD Intergovernmental Agreement No. 15-07
Hoover Road Dedication

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE KENDALL COUNTY FOREST PRESERVE DISTRICT AND THE
UNITED CITY OF YORKVILLE, ILLINOIS

This Agreement is made this __th day of September, 2015 by and between the Kendall County Forest Preserve District (hereinafter the “District”) and the United City of Yorkville (hereinafter the ‘City’).

WITNESSETH:
WHEREAS, the District is a body corporate and politic and a unit of local government within the State of Illinois; and

WHEREAS, the City is a municipal corporation and a unit of local government within the State of Illinois; and

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

WHEREAS, the City’s municipal boundaries currently include a portion of Hoover Road at the intersection of W. Fox Road; and

WHEREAS, the District wishes to have Hoover Road dedicated as a public road by the City in order to support the construction of warning devices and railroad crossing safety gates by Illinois Railway, LLC coordinated by the Illinois Department of Transportation with support from federal transportation grant funding; and

WHEREAS, the District is aware that Hoover Road has not been formally dedicated as a public roadway from the District or previous owners; and

WHEREAS, intergovernmental agreements between units of local government are authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. and Section 10, Article VII of the 1970 Illinois Constitution; and

WHEREAS, transfers of property between municipalities is authorized by the Local Government Transfer Act 50 ILCS 605/1 et. seq.; and

WHEREAS, the District is willing to dedicate a portion of the Subject Property to the City for Hoover Road, drawn and legally described in Exhibit B (“Dedication Area”); and

WHEREAS, the District understands in conjunction with the dedication of a portion of Hoover Road, the City is requesting that the District fully maintain the road, and indemnify and hold harmless the City in perpetuity; and
NOW THEREFORE, in consideration of the foregoing premises and in further consideration of the mutual covenants, conditions and agreements herein contained, the parties hereby agree as follows:

1. **Incorporation of Preambles.** The recitals contained in the Preamble hereto are material and are hereby incorporated as part of this Agreement. The parties shall fully cooperate with each other in carrying out the terms of this Agreement. All parties represent that they have full authority to enter into this Agreement pursuant to law.

2. **Dedication.** The District shall execute the Plat of Dedication, a copy of which is attached hereto and incorporated herein as Exhibit B.

3. **Consideration for Dedication.** Based on the use of the Dedication Area for a public road way and public infrastructure and the safety issues related to this roadway dedication, the District agrees to waive any compensation it would normally be due for the dedication of its property.

4. **Miscellaneous.**

   A. **Governing Law.** The laws, cases and statutes of the State of Illinois shall govern the validity, performance and enforcement of this Agreement.

   B. **Notices.** All notices or other writings which any party hereto is required or permitted to give in connection with this Agreement shall be in writing and shall be served by personal delivery, which service shall be effective as of the date of such delivery, or mailed by registered or certified mail, return receipt requested, with proper postage prepaid, which service shall be effective two (2) business days after the date of such mailing, and addressed as follows or to such other person or address as either party may designate from time to time by written notice given to the other party pursuant hereto:

   - **If to City:**
     United City of Yorkville
     800 Game Farm Road
     Yorkville, IL 60560

   - **with a copy to:**
     Bart Olson, City Administrator
     800 Game Farm Road
     Yorkville, IL 60560

   - **If to District:**
     Kendall County Forest Preserve District
     Attn: David Guritz, Director
     110 West Madison Street
     Yorkville, IL 60560

   - **with a copy to:**
     Eric Weis
     State’s Attorney
     807 John Street
     Yorkville, IL 60560

   C. **Severability.** If any provisions of this Agreement are held to be invalid, such provisions shall be deemed to be excised therefrom, and the invalidity thereof shall not affect any of the other provisions contained herein, which provisions shall be enforceable to the fullest extent possible.
D. Amendments. The parties agree that this Agreement and all Exhibits attached hereto may be amended only by the mutual consent of the parties by means of the same procedures used to adopt this Agreement and authorize its execution in the first instance.

E. Headings. The headings of the paragraphs of this Agreement are for convenience and reference only and do not form a part hereof and do not modify, interpret or construe the understandings of the parties hereto.

F. Counterparts. This Agreement may be signed upon any number of counterparts with the same effect as if the signatures to each were upon the same Agreement.

G. Originals. This Agreement may be reproduced by means of carbons, photocopy process or otherwise. Each such reproduction, if manually executed by the parties, shall for all purposes be deemed, and the same is hereby declared, to be a duplicate original of this Agreement.

H. Singular and Plural. Terms used in this Agreement shall be read in the singular or the plural as may be appropriate to the context in which they are used.

I. Waiver. No waiver by either party of any breach of any term or condition hereof shall be deemed a waiver of the same or any subsequent breach of the same or any other term or condition hereof. No term or condition of this Agreement shall be deemed waived by either party unless waived in writing.

J. Entire Agreement. Except as hereinafter expressly provided, this Agreement supersedes all prior agreements, negotiations and representations and is a full integration of the entire Agreement of the parties.

K. Remedies.

i. The parties may, at law or in equity, by suit, action, mandamus, specific performance or other proceeding, enforce or compel the performance of this Agreement, with the prevailing party being entitled to all costs and expenses. No action taken by either party hereto pursuant to the provisions of this section or pursuant to the provisions of any other section of this Agreement shall be deemed to constitute an election of remedies and all remedies set forth in this Agreement shall be cumulative and non-exclusive of any other remedy either set forth herein or available to either party at law or in equity.

ii. In the event of any breach of or default under this Agreement, the parties shall give prompt written notice of such alleged breach or default and the party receiving such notice shall have thirty (30) days after receipt of such notice to cure such alleged breach or default, prior to the seeking of any remedy provided for herein, provided, however, that said thirty (30) day period shall be reasonably extended if the defaulting party has initiated the cure of said breach of default and is diligently proceeding therewith.

iii. This Intergovernmental Agreement shall remain in full force and effect regardless of a breach or default by any party.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed all as of the day and year first above written.

KENDALL COUNTY FOREST PRESERVE DISTRICT

By: ________________________________

Jeff Wehrli, President

UNITED CITY OF YORKVILLE

By: ________________________________

Mayor Jim Golinski, President

ATTEST: ________________________________

City Clerk

Board of Commissioners

Aye: __________
Nay: __________
Abstain: ________
LEGAL DESCRIPTION OF TRACT TO BE DEDICATED:

That Part of the Southeast Quarter of Section 31, Township 37 North, Range 7 East of the Third Principal Meridian and that Part of the Northeast Quarter of Section 6, Township 36 North, Range 7 East of the Third Principal Meridian, being a 70.0-foot wide tract lying 35.0 feet each side of and adjoining a centerline described as follows:
Commencing at the Northeast Corner of "Fox Glen, Kendall Township, Kendall County, Illinois" according to the Plat thereof recorded November 22, 1989 as Document No. 896802; thence South 21°41′02″ East, along the East Line of said Fox Glen, 785.41 feet to the centerline of Fox Road; thence North 62°59′08″ East, along said centerline, 605.82 feet; thence North 27°00′52″ West, 35.0 feet to the Northerly Line of said Fox Road for the point of beginning of the centerline of said 70.0-foot wide tract; thence North 27°00′52″ West, 34.98 feet; thence Northerly along a tangential curve to the right with a radius of 750.0 feet and a chord bearing of North 19°34′52″ West, an arc distance of 194.61 feet; thence North 12°08′51″ West, 210.66 feet; thence Northwesterly along a tangential curve to the left with a radius of 125.0 feet and a chord bearing of North 30°10′50″ West, an arc distance of 78.68 feet; thence North 48°12′50″ West, 115.80 feet; thence Northwesterly along a tangential curve to the right with a radius of 300.0 feet and a chord bearing North 37°49′01″ West, an arc distance of 108.88 feet; thence North 27°25′13″ West, 41.64 feet to the Southerly Right-of-Way of Illinois Railway, Inc. (formerly the Burlington Northern and Santa Fe Railroad) for the terminus of said centerline (the Southerly extremity of said 70.0-foot wide tract being the North Line of Fox Road and the Northerly extremity of said 70.0-foot wide tract being the Southerly Right-of-Way of Illinois Railway, Inc.); all in Kendall Township, Kendall County, Illinois.
STATE OF ILLINOIS
ILLINOIS COMMERCE COMMISSION

UNITED CITY OF YORKVILLE, ILLINOIS
Petitioner.

v.

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

and

ILLINOIS DEPARTMENT OF TRANSPORTATION

and

OmniTRAX
252 Clayton Street
Fourth Floor
Denver, Colorado 80206

Respondents.

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

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

Petitioner submits the following in support of this Petition:

1. The City is an Illinois municipal corporation created pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1, et. seq.

2. As here pertinent, the City holds jurisdiction over the Hoover Road public right-of-way, containing ____ acres, more or less, and extending from Fox Road to the Illinois Railway, LLC tracks easement. Property adjacent to and including the public right-of-way is owned by the Kendall County Forest Preserve District (District) that operates the Hoover Woods Forest Preserve.
3. IL Railway is a rail carrier operating track within the State of Illinois. As here pertinent, IL Railway owns and operates the track in a generally northeast-southwest direction a short distance north of Fox Road in Yorkville, Illinois.

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

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

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

7. Hoover Road crosses at grade one railroad track owned and operated by IL Railway that extends in a northeast-southwest direction approximately 1,055 feet north of W. Fox Road to the southern boundary of the IL Railway easement where there is an existing at-grade public crossing.

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

9. The proposed Hoover Road at-grade crossing safety gates will be constructed, and thereafter will be maintained, in all respects consistent with the requirements of 92 Ill. Code 1535.203 through 1535.207.

10. General plans showing with reasonable certainty the nature, location, and construction of the safety gates will be filed with the Commission and will be served on all parties as required by 92 Ill. Adm., Code 1535.002 when they become available in the near future.

11. Public convenience and necessity requires the proposed crossing in order to provide safe and efficient access to the Hoover Forest Preserve.

12. The criteria for improving the at grade crossing to include safety gates set forth in 92 Ill. Adm. Code 1536.40(a) are satisfied for the proposed crossing:
   a. For the reasons stated in Paragraph 11 above, there are not practical means to provide alternative vehicular access to the area to be improved by the crossing gates.
   b. The location of the grade crossing and proposed location of safety gates would not interfere with IL Railway operational activities, such as switching and usage of track, that might result in substantial delay or hazard to motor vehicles.
   c. The existing grade crossing does not pose risks to train crews, or motorists beyond those typically associated with at-grade crossings.

13. The following information is responsive to factors specified in 625 ILCS 5/18c-7401:
   a. No passenger trains are operated on the track.
   b. There is no accident history at the existing crossing.
The current average estimated daily vehicular traffic on Hoover Road north of West Fox Road is less than 1,000 per day. The speed limit is posted at 10 mph.

There are sporadic movements of locomotive and railcars at a speed of 30 mph or less at the point of proposed crossing.

There are currently no active warning devices present at the existing at-grade crossing.

The existing Hoover Road at grade crossing is made at a 90-degree angle, resulting in maximum sight lines for vehicles and train personnel;

It is possible that the existing crossing would be used on very rare occasions by trucks carrying hazardous materials.

It is possible that the proposed crossing would be used by emergency vehicles on rare occasions.

The existing crossing has Crossbuck warning signs with YIELD signs, both on the same posts, at the existing crossing, which will be replaced with completion of the new active crossing gates.

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

WHEREFORE, Petitioner requests that the Commission enter an order authorizing the allowance for construction of active safety gates and warning devices at the Hoover Road at-grade crossing to be constructed by the Illinois Department of Transportation with support of federal transportation grant funding.

Respectfully submitted,

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

By: ___________________________
    Signature, Village Attorney

DATE FILED: ____________________
CERTIFICATE OF SERVICE

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

ANDY C. ENGEMAN  
General Counsel  
OmniTRAX  
252 Clayton Street  
Fourth Floor  
Denver, Colorado 80206

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

ILLINOIS DEPARTMENT OF TRANSPORTATION  
Director, Division of Highways  
2300 South Dirksen Parkway  
Springfield, IL 62703

MICHAEL E. STEAD  
Rail Safety Program Administrator  
Illinois Commerce Commission  
527 East Capitol  
Springfield, IL 62701

DAVID GURITZ  
Director  
Kendall County Forest Preserve District  
110 West Madison Street  
Yorkville, IL 60560

By: __________________________

United City of Yorkville  
800 Game Farm Road  
Yorkville, IL 60560
UNITED CITY OF YORKVILLE
RESOLUTION #15-__

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the United City of Yorkville, an Illinois municipal corporation and home rule unit of government situated in Kendall County, Illinois, as follows:

Section 1. That the recitals herein are incorporated as findings of the Board of Trustees.

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

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

Section 4. The provisions hereof shall be in full force and effect immediately.
READ AND PRESENTED:

ENACTED AND ADOPTED:

ROLL CALL VOTE:

Approved: ____________

____________________
Mayor Golinski

ATTEST:

____________________
City Clerk
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Total Program Cost:
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Net Profit/Loss:
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Total Tuition Revenue:
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Total Program Cost:
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Major: Morning 2016 Z-adr

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Number of days:
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