To: Kendall County Forest Preserve District Board of Commissioners
From: David Guritz, Director
RE: October Director’s Report
Date: November 10, 2015

Meetings, Events, and Programs
10/13 Millbrook North Forest Preserve Grounds Inspection
10/15 Meeting with Taylor Creek Nursery - Applied Ecological Services
10/27 Meeting with Laura Stuart, Charles Schrader & Associates
10/27 IDNR Chronic Wasting Disease Public Information Meeting
10/28 Stephanie's Garden Design Planning Meeting
11/3 Schaeffer Wood South Flooding Property Impacts Meeting
11/4 Subat Woods - IDNR OSLAD Inspection
11/4 Kendall County 4H Supervisor Meeting
11/5 Forest Foundation Meeting

Priority Project Updates

➢ FY 15-16 Operating and Capital Fund Budgets

The preliminary budget has been amended for presentation at the Finance and Committee of the Whole meetings on November 10, 2015. Levy ordinances have been drafted in consultation with the Treasurer’s Office and Lateeese Caldwell, with final confirmation of debt service payments to be confirmed with the Kendall County Clerk’s Office.

➢ Farm License Renewals

Work to renew farm license agreements has continued in October. The District was notified that Eugene Homerding passed away suddenly last week. I have requested direction for assignment of the 61-acres farmed at Baker Woods.

Kyle Connell is working to provide his updated insurance information, but has expressed concerns recently over the $4.00 cost option for purchase of bales from the District’s share. This will be discussed at an upcoming Finance committee meeting to determine what, if any changes will be made to the terms approved by Commission.

District staff will be sending out crop sale market data to determine yield payment calculations.

➢ Position Descriptions, Postings, and Interviews

Interviews for the Equestrian Program Manager have been completed. Interviews have also been completed for the Grounds Supervisor and Resident position, and staff is completing due diligence before extending an offer for the position.
Position descriptions for the Events Coordinator and Farm Manager and Resident position have been drafted and sent for review by the State's Attorney’s Office for presentation to the board, with remaining descriptions completed by the end of the calendar year.

➢ *IDOT Rail Safety Crossing Grant*

The State’s Attorney’s Office, working with Yorkville’s Attorney, Kathleen Orr, has finalized the terms of the intergovernmental agreement and dedication of the Hoover Road right-of-way for highway purposes.

➢ *Stephanie’s Garden and Nature Playscape*

The first meeting for planning and design of Stephanie’s Garden is rescheduled to November 23, 2015. Within this meeting, Upland Design will prepare concept drawings for feedback from the stakeholder’s group. Feedback will be revised into a plan that will be presented to Commission for review and approval.

➢ *Schessler’s Fen Conservation Easement Amendment, Access Easement and Management Plan*

Attorney Coffey is working to complete negotiations on the final conservation easement amendment, access easement, and management plan. An ordinance had been drafted and submitted to Attorney Coffey for approval.

Respectfully submitted,

David Guritz, Director
OCT. - PATRICK HIGGINS AND RON SMRZ

- Patrick and Ron open all preserves each weekday by 8am.
- Patrick still closes on Friday night- Ron still closes on Sunday night, to assist while Jeanie Leland is on medical leave.
- Patrick and Ron have finished mowing for the season...hopefully! Gearing up for winter now.
- Patrick and Ron assisted in the preparation for Fall Fest at Hoover wherever Dave needed.
- Patrick and Ron have been splitting a lot of wood for Hoover as the demand for firewood is ever increasing.
- Patrick and Ron covered a broken window at The NAV Base Camp at Hoover.
- Patrick and Ron have been working at Hoover in Mike Prinos medical absence quite a bit. Clearing trees down, cleaning and preparing for reservations, making repairs wherever needed, and they are needed a lot!
- Patrick and Ron are still in all other preserves clearing trails of overgrowth, still cleaning bridges of fallen leaves until the last of Fall, still cutting fallen trees (mostly Ash), still hauling and spreading gravel to all lots and roads, still picking up and removing garbage-both from cans and along roadsides, and are now doing all the maintenance of equipment and everything else, including Hoover and some at Ellis.
- Mike Stone closes on Monday nights.

OCT. - KIM OLSON

- I am still closing on T-W-Th and Sat. nights in the medical absence of Jeannie Leland.
- I assisted Dave in interviews for the Hoover position. Brainstormed ideas, planning needs.
- I still assist in payroll, vouchers, planning of events, mail, etc.
- I have spent a great deal of time at Hoover overseeing all the needs and re-structuring the duties as needed until the new staff is hired.
- I assisted wherever needed for the Fall Fest preparations.
- I arranged ash tree removal for neighbors at Rivers Edge.
- I make the schedule and fill in where needed for all staff as needed to keep things running safe.
- I and fill in wherever, whenever and however it is needed.

HOOVER:

- Mike Stone assists weekdays part time and Chris Bazos assists on weekends with overnight guests, “check ins and outs”, camper needs and various duties to keep things running.
- Jared Anderson closes part time.

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.
Responsibilities:

→ Director Assistance: I assist David Guritz on the Forest Preserve’s meeting agenda’s, meeting packets and the posting of these items on the website and building bulletin boards. I have provided information on revenues, year-to-date Part Time Hours, etc., for Dave regarding budget information.

I have been working with the Director to ensure the new line item code numbers are ready to be implemented for deposits, payroll vouchers, etc.

ReCPro Start Up: Participated in on-line training sessions for the new registration software. Over the past several weeks, I have entered the new line item codes into the registration software along with school information for field trips, public programs and entered client (customer) information. I have started to enter reservations into the new software program, along with Site Trak, to make sure everything is correct in the system.

Worked with Kim Olson on time sheets and turning in the Payroll vouchers for the pay periods in October. 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 October. 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. I have worked with Emily Dombrowski in reviewing the new Scout and Birthday program information for brochures, created new invoices, etc.

→ Field Trips: I have booked field trips during the month of October. I have created the invoices for these field trips and mailed out to the schools. I have updated these invoices with payment information.

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

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

→ Background Reports: Sent in background checks for volunteers at Ellis.

Becky Antrim
Administrative Assistant / Reservation Coordinator
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – OCTOBER 2015

RESERVATIONS / Responsibilities

Harris Forest Preserve

11 External - 599 guests

Guests: Birthday Party  Engagement Party
        Family Reunion  Cipher Tech Employee Picnic

Jay Woods, Richard Young and Subat Forest Preserves

0 External - 0 guests

Guests:

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

0 Internal events: 0 guests:

11 External events: 301 guests

Guests: Fantasy Reenactment Group
        Family Outings
        Scout Troops: P3474, P82, T13, T4922
        Forest Foundation Fall Fest – estimated attendance: 700

Meadowhawk Lodge: 2 External events: 90 Guests

IDNR Open House
Forest Foundation

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

Total Guests: 1,503

Historic Courthouse

Internal: 0 events – 0 guests

Guests:

External: 16 events – 292 guests

Guests: ROE: Training Workshops, Truancy Hearing & Bus Driver Training
        Weight Control Meetings
        4H Meeting
Board Updates – October, 2015

House Bookings:

- 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
- July 9, 2016 – Wedding – Tinley Park – Dan found your venue from searching the internet. He thinks he saw it listed on rustic bride. Booked: 6/6/2015
- August 27, 2016 – Wedding – Morris – Dollinger Pumpkin Farm referred me after I had contacted them on a possible venue with them. Booked: 8/19/15
- September 3, 2016 – Wedding – Channahon – I think it was the knot online! Booked: 6/4/15
- Saturday, September 10, 2016 – Wedding - Channahon – A friend’s sister is getting married there this spring. Booked: 10/14/2015
- 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
- Saturday, May 13, 2017 – Wedding - Channahon – From Kaytee (I have work with her sister Melissa) Booked: 10/14/2015

**Total Bookings:**

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<th>Events</th>
<th>Cost</th>
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<td></td>
<td>Weddings = 9</td>
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Special Events:

Friday, October 16, 2015 – Family Fun Night

Meetings/Training/Expos/Annual Events:

Wednesday, October 7th – Events/Planning Meeting

Wednesday, October 28th – EHEC Staff Meeting

House/Property Tours:

- 16 – EHEC
- 0 - Meadowhawk

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

6 parties / 79 guests

Riding Lessons:

38

Community Service hours:

50

Volunteer Hours:

110

Deposits:

Birthday Parties - $1235.00
Riding Lessons - $1307.00
House - $2.80
Hay - $672.00
FFN - $158.00
Credit Card Fees - $49.00
Wedding Deposits - $2000.00
Group Adventure Tour - $100.00
Education Department Monthly Report- November

On October 30th we finished our Native American school programs for the year. We saw 12 different schools this year. Our total revenue for the program was $7,116. After paying Sal our revenue was $4,366. This program had four different stations that the students rotated through. The four stations were a visit to Neshnabe’k to hear Redhawk speak, a natural uses hike, learning how to make fire using a bow drill, and a game station. We taught this program to around 1,186 students and received great feedback from the teachers!

November is a slower month in terms of school programs but we still have several days of presentations. We will be going out to schools and presenting our teeth, wetland study and zoochory programs to around 5 different schools. We will be planning our winter programs and working more heavily on our scouts and birthday programs. We are also working on our marketing skills to increase the number of people that attend public programs.

On November 14th we will be attending the Boy Scout leader’s jamboree as a vendor. This event is free and will be a very good opportunity to promote our new programs. We will be promoting our Boy Scout programs and the overnight opportunities at Hoover. We have already had interest in our Boy Scout offerings and are holding our first program, Webelo Walkabout, on November 21st.

On December 8th we will have our annual Pictures with Santa at the Kendall County Historic Courthouse. There will be pictures with Santa, music, cookies and punch, and a craft. Spread the word and bring your families!
<p>| Coverage, Limits and Current Deductibles or Self-Insured Retention | KCFPD Current Deductibles when included w County 12-1-2015 / 2016 | KCFPD Option A stand-alone/ deductibles as shown below 12-1-2015 / 2016 | KCFPD Option B stand-alone/ deductible same as Option A except Property Deductible increased to $25,000 12-1-2015 / 2016 |
|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Property, Equipment, Computer, Crime and Boiler and Machinery |                                                               |                                                               |                                                               |
| Total Building and Contents/ $10,000 Deductible               | $10,000 Deductible                                             | $ 61,789                                                      | 53,788                                                               |
| including $10,000,000 Flood                                  |                                                               |                                                               |                                                               |
| $10,000,000 Earthquake                                       |                                                               |                                                               |                                                               |
| Boiler Machinery and Inland Marine/Equipment                 | Total Building and Contents-Per Statement of Values on file w Carrier | Total Building and Contents-Per Statement of Values on file w Carrier | Total Building and Contents-Per Statement of Values on file w Carrier |
| Crime/Employee Dishonesty                                     | included                                                      | included                                                      | included                                                             |
| Liability, Including/ Public Officials/ Law Enforcement-Physical and Sexual Abuse sublimit is $100,000 |                                                               |                                                               |                                                               |
| $10,000,000* GL/POL/Law                                      | included                                                      | included                                                      | included                                                             |
| Deductibles:                                                  |                                                               |                                                               |                                                               |
| $10,000 General Liability                                    | $ 10,000                                                      | $ 5,000                                                       | $ 5,000                                                             |
| $25,000 Law Enforcement                                       | N/A                                                          | N/A                                                          | N/A                                                                 |
| Business Auto                                                 |                                                               |                                                               |                                                               |
| Liability Deductible: $10,000                                 | $ 10,000                                                      | None                                                          | None                                                                 |
| Comprehensive &amp; Collision                                     | 10,000/$10,000                                                | $1,000/$1,000                                                 | $1,000/$1,000                                                        |
| Excess Liability*                                             | included                                                      | included                                                      | included                                                             |
| Workers’ Compensation &amp; Employers Liability                  | Self Insured Retention $100,000                               | $None - First Dollar WC                                       | $None - First Dollar WC                                              |
| Self-Insured Retention: $100,000                              | $ 30,038                                                      | $ 30,038                                                      | $ 30,038                                                             |
| Total Property, Liability and Workers Compensation             | $ 91,827                                                      |                                                               | $ 83,826                                                             |</p>
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<th>Month</th>
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<th>Wiencke</th>
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<td>$720.00</td>
<td>$266.00</td>
</tr>
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</table>

|                | 37 Total salary | $16,162.50 | $12,210.00 | $4,218.00 | $6,660.00 | $2,460.50 |
| IMRF            | $1,769.79       | $1,337.00  | $1,144.00  | $1,144.00  | $1,144.00  | $1,144.00  |
| FICA            | $1,236.43       | $934.07     | $322.68    | $322.68    | $322.68    | $322.68    |
| Total salary w/IMRF | $19,188.73 | $14,481.06 | $4,540.68 | $7,169.49 | $2,648.73 | $2,460.50 |
| Total staffing  | $48,088.68      |            |            |            |            |            |

| Total staffing:       | $48,088.68 |
| Total materials:      | $3,000.00  |
| Total program cost:   | $51,088.68 |

| Jan. 2016 (3Q)       | $11,362.50 |
| Apr. 2016 (4Q)       | $11,362.50 |
| Jun. 2016 (1Q)       | $13,762.50 |
| Aug. 2016 registration| $4,650.00  |
| Sept. 2016 (2Q)      | $13,762.50 |
| Total revenue, FY 2016| $54,900.00 |

| Total program cost    | $51,088.68 |
| Total tuition revenue | $54,900.00 |
| Donations             | $0.00       |
| Net Profit/Loss       | $3,811.32   |

| 3-day 2015     | $1,625.00 |
| 2-day 2015     | $1,325.00 |
| 3-day 2016     | $1,725.00 |
| 2-day 2016     | $1,425.00 |
| 3-day, morning 2015 | 12 |
| 3-day, afternoon 2015 | 7 |
| 2-day, morning 2015 | 11 |
| 3-day, morning 2016 | 12 |
| 3-day, afternoon 2016 | 10 |
| 2-day, morning 2016 | 12 |
Kendall County Forest Preserve District
Analysis of Potential Budget Savings for Medical Insurance Coverage
10-Nov-15

District staff is currently enrolled in the following medical plans with associated costs:

<table>
<thead>
<tr>
<th>Number of Staff Enrolled</th>
<th>HMO (Single)</th>
<th>HMO (Family)</th>
<th>PPO (Single)</th>
<th>PPO (Family)</th>
<th>PPO-HSA (Single)</th>
<th>PPO-HSA (Family)</th>
<th>Dental (Single)</th>
<th>Dental (Family)</th>
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<tbody>
<tr>
<td>2015-2016 Cost</td>
<td>$ 8,335.54</td>
<td>$ 15,744.65</td>
<td>$ 10,958.21</td>
<td>$ 20,061.32</td>
<td>$ 7,248.43</td>
<td>$ 16,188.08</td>
<td>$ 437.59</td>
<td>$ 804.81</td>
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<td>Total per Plan</td>
<td>$ -</td>
<td>$ 15,744.65</td>
<td>$ 32,874.63</td>
<td>$ 20,061.32</td>
<td>$ -</td>
<td>$ 19,188.08</td>
<td>$ 1,312.77</td>
<td>$ 3,219.24</td>
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</table>

**Total Cost** $ 92,400.69

The preliminary budget includes the following:

| Medical Insurance | $ 80,458.00  |
| Contingency       | $ 8,940.00   |
| **Total scheduled** | $ 89,398.00 |

*(Transferred from Medical Insurance within the updated preliminary budget)*

There is a potential cost savings that would result from the offering of the PPO-HSA Program as the only PPO coverage option:

<table>
<thead>
<tr>
<th>Number of Staff Enrolled</th>
<th>HMO (Single)</th>
<th>HMO (Family)</th>
<th>PPO-HSA (Single)</th>
<th>PPO-HSA (Family)</th>
<th>Dental (Single)</th>
<th>Dental (Family)</th>
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</thead>
<tbody>
<tr>
<td>2015-2016 Cost</td>
<td>$ 8,335.54</td>
<td>$ 15,744.65</td>
<td>$ 7,248.43</td>
<td>$ 16,188.08</td>
<td>$ 437.59</td>
<td>$ 804.81</td>
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<td>$ 15,744.65</td>
<td>$ 26,245.29</td>
<td>$ 38,376.16</td>
<td>$ 1,312.77</td>
<td>$ 3,219.24</td>
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**Total Cost** $ 84,898.11

**Budget savings** $ 4,499.89
KENDALL COUNTY FOREST PRESERVE DISTRICT

Resolution No. 15-07

Resolution to dedicate a right-of-way for highway purposes to the United City of Yorkville over Hoover Drive in order to support the construction of warning devices and railroad crossing safety gates

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

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

WHEREAS, the District is aware that Hoover Drive has not been formally dedicated as a right-of-way for highway purposes by either the District or its previous owners; and

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

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

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

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

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

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

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

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

ADOPTED and APPROVED this ______ day of November, 2015.

______________________________
Jeff Wehrli, Kendall County Forest Preserve Commission President

Board of Commissioners

Aye: ____________
Nay: ____________
Abstain: ____________

ATTEST: _______________________
Secretary
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 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, Kendall County, Illinois (the “City”) a municipal corporation of the State of Illinois, is as follows:

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 Drive in the Hoover Forest Preserve 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 Drive at the intersection of W. Fox Road; and

WHEREAS, the District wishes to dedicate a right-of-way for highway purposes over Hoover Drive to 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 Drive has not been formally dedicated as a public roadway for use by the public for vehicular travel by 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., Section 10, Article VII of the 1970 Illinois Constitution, and under 605 ILCS 5/9-101; and

WHEREAS, pursuant to 70 ILCS 805/6, a Forest Preserve District has the power to grant licenses, easements and rights-of-way for construction, operation and maintenance upon or across any property of such District of facilities for public service, subject to such terms and conditions as may be determined by such District; and
WHEREAS, Pursuant to 70 ILCS 805/5, The District may enter into contracts with local governmental entities for the District to pay any or all costs of improving and maintaining any roadway lying outside the district property but providing public access to the lands and facilities of the district; and

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

WHEREAS, the District understands that in conjunction with the dedication of a right-of-way for highway purposes over a portion of Hoover Road, the City is requesting that the District fully maintain the road, and indemnify and hold harmless the City in regard to said maintenance; and

WHEREAS, the City understands and agrees that the District shall retain fee simple title to the Dedication Area, and that should the City no longer utilize the right-of-way, the City shall have no right to sell or transfer itsr interests.

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 as if fully restated herein. The parties shall fully cooperate with each other in carrying out the terms of this Agreement.

2. Dedication. The District shall upon passage of a Resolution approved by 2/3 of the members of the Kendall County Forest Preserve Commission execute the Plat of Dedication, which shall dedicate a right-of-way for highway purposes to the City over the Dedication Area, a copy of which is attached hereto and incorporated herein as Exhibit B.

3. Consideration for Dedication. The City shall file the necessary documentation and cooperate in seeking the approval and installation of active crossing safety gates across the Hoover Road (currently Hoover Drive) railroad tracks of Illinois Railway, LLC as consideration for the use of the Dedication Area as a public right-of-way for highway purposes. Further, in consideration of the safety improvements for the public at large related to this right-of-way dedication, the District agrees to waive any compensation it would normally seek for the dedication of said roadway.

4. Maintenance. Pursuant to 70 ILCS 805/5, the District and City hereby agree that the dedicated right-of-way shall hereinafter be repaired and maintained by the District for such time as the roadway continues to provide public access to the lands and facilities of the District.

5. Hours of Entry. The City and District agree that the District shall have the right to close the Hoover Forest Preserve gates that cross the subject dedicated right-of-way between dusk and dawn of each day, and in doing so may effectively cordon off the end of the roadway that lies within the Forest Preserve. Further, it is agreed that the Kendall County Sheriff’s Office shall patrol the closed roadway and Forest Preserve during the time period described above.
6. Miscellaneous.

A. **Choice of Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions which can be given effect without the invalid provision. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

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:

i. If to City: United City of Yorkville
   Bart Olson, City Administrator
   800 Game Farm Road
   Yorkville, IL 60560

ii. with a copy to: Kathleen Field Orr
    Yorkville City Attorney
    800 Game Farm Road
    Yorkville, IL 60560

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

iv. with a copy to: Eric Weis
    Kendall County 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 executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.

G. **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.

H. **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.

I. **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.

J. **Assignment.** Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without the prior written consent of the other.

K. **Termination.** This Agreement may be terminated only by mutual consent of all of the parties acknowledged in writing.

L. **Relationship.** Nothing contained in this Agreement, nor any act of the District or the City pursuant to this Agreement, shall be deemed or construed by any of the parties hereto or by third persons, to create any relationship of third party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the District or the City.

M. **Authority to Execute Agreement.** The District and the City each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate governmental action to execute this Agreement.

N. **Indemnity.** To the fullest extent authorized by law, the District shall indemnify and hold harmless the City and its respective past, present and future Council members, elected officials, insurers, agents, officers, and employees against any and all liabilities, claims, demands, suits, damages, charges, judgments, costs and expenses that may arise from any loss, damage, injury, death, or loss or damage to property (collectively, the “Claims”), to the extent such Claims are due to any negligent or willful acts of the District in its performance under this Agreement or in their performance of the road maintenance on Hoover (Drive) Road, Yorkville, Illinois.

O. **Remedies.** In any action with respect to this Agreement, the Parties are free to pursue any legal remedies at law or in equity. The prevailing party by 75% or more of damages sought, in any action brought pursuant to this Agreement, shall be entitled to reasonable attorneys’ fees and court costs arising out of any action or claim to enforce
the provisions of this Agreement. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

P. Breach. 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. Notwithstanding the above, should the City fail to perform its obligations as listed in Paragraph 3 above, this agreement shall be rendered void and all further obligations upon the District herein shall cease.

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

Board of Commissioners

Aye: ___________
Nay: ___________
Abstain: ___________

ATTEST: ____________________________
    Elizabeth Flowers, Secretary

UNITED CITY OF YORIVILLE

By: ____________________________
    Gary Golinski, Mayor

ATTEST: ____________________________
    Beth Warren, City Clerk
KENDALL COUNTY FOREST PRESERVE DISTRICT

Ordinance No. 15-08

_An Ordinance Amending a Conservation Easement, Access Easement and Management Plan for Schessler’s Fen_

WHEREAS, the Kendall County Forest Preserve District (the “District”) received a donation of 3.14 acres of property in 2004 known as Schessler’s Fen (Parcel Number 02-20-276-014) located along Cannonball Trail in Bristol Township; and

WHEREAS, The Conservation Foundation (the "Foundation") is the successor agency to the Fox Valley Land Foundation, holding a conservation easement over Schessler’s Fen; and

WHEREAS, the Foundation received a donation of property adjacent to Schessler’s Fen from the estate of Harold A. Scheelser, Jr. (Parcel Number 02-20-276-013); and

WHEREAS, the Foundation is requesting District support with the approval of an amendment of the conservation easement, which includes extending an access easement to the District to allow vehicular access to Schessler’s Fen in perpetuity from the adjacent parcel’s driveway prior to the Foundation’s sale of this parcel on the open market; and

WHEREAS, the Foundation is also requesting District support, approval, and participation within an amended Management Plan in order to support the conservation of the flora and fauna present in Schessler’s Fen; and

WHEREAS, it is in the District’s best interest to support the amendment of the conservation easement, establishment of an access easement, and the management plan in order to continue to access, preserve, and protect Schessler’s Fen; and

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

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

2. That the District hereby approves the document titled “Second Amendment and Restatement of Conservation Right and Servitude” attached to this Ordinance; and,

3. That the Kendall County Forest Preserve Commission authorizes the Kendall County Forest Preserve Commission President, Secretary and Attorneys for the District to execute any and all necessary documentation to allow for the execution of the “Second Amendment and Restatement of Conservation Right and Servitude.”

Page 1 of 2
DRAFT FOR COMMITTEE OF THE WHOLE REVIEW

ADOPTED and APPROVED this ______ day of November, 2015.

Jeff Wehrli, Kendall County Forest Preserve
Commission President

Board of Commissioners

Aye: __________
Nay: __________
Abstain: ________

ATTEST: __________________________
Secretary
RESOLUTION ESTABLISHING A GENERAL FUND BALANCE RESERVE POLICY

WHEREAS, the Kendall County Forest Preserve District’s Board of Commissioners desires to achieve a level of financial reserves to fund current and future operations and capital needs as well as cash flow requirements; and

WHEREAS, it is the intention of the Kendall County Forest Preserve District to establish an unrestricted Fund Balance Reserve for the General Fund and the method to calculate the Fund Balance Reserve; and

WHEREAS, the Kendall County Forest Preserve District will document the procedure the Kendall County Forest Preserve District’s Board of Commissioners will follow in order to maintain the approved level of unrestricted Fund Balance Reserve.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL COUNTY FOREST PRESERVE DISTRICT, AS FOLLOWS:

    The Kendall County Forest Preserve District’s Board of Commissioners hereby adopts the General Fund- Fund Balance Reserve Policy, attached hereto as “Exhibit A”

Approved and adopted by the Board of Commissioners of the Kendall County Forest Preserve District of Kendall County, Illinois, this ___th day of November, 2015.

Attest:

__________________________  __________________________
Jeff Wherli, President        Elizabeth Flowers
Kendall County Forest Preserve District        Secretary
EXHIBIT A

KENDALL COUNTY FOREST PRESERVE DISTRICT FINANCIAL POLICY
General Fund - Fund Balance Reserve Policy

Purpose

The Kendall County Forest Preserve District’s Board of Commissioners desires to maintain a sufficient level of financial resources to fund current and future operations and capital needs as well as annual cash flow requirements. This policy is intended to establish a policy for attaining an unrestricted Fund Balance Reserve for the General Fund and the method to calculate the Fund Balance Reserve. This policy is also intended to document the procedure the Kendall County Forest Preserve District’s Board of Commissioners will follow in order to achieve a sufficient unrestricted Fund Balance Reserve.

Appropriate Level of Unrestricted Fund Balance Reserve for General Fund

The Kendall County Forest Preserve District has established that the appropriate level of unrestricted Fund Balance Reserve for the General Fund shall be sufficient to cover approximately two to three (2-3) months of each subsequent fiscal year’s appropriated expenditures for operations and continued growth of reserve funds until such time as the sufficient fund balance is achieved. The initial fund balance reserve target range is $168,000 to $252,000.

Procedure to Achieve a Sufficient Level of Unrestricted Fund Balance Reserve for General Fund

During the annual budget appropriation process between June and November, the projected ending unrestricted Fund Balance Reserve for the General Fund for the current fiscal year and the expenditure projections for subsequent fiscal year will be calculated. If the projected unrestricted Fund Balance Reserve is below $168,000 within the General Fund, the Kendall County Forest Preserve District’s Board of Commissioners will reduce expenditures and appropriations and/or request revenue transfers-in from other funds to support continued growth of the unrestricted Fund Balance Reserve of the General Fund to achieve a balance of approximately two (2) months or 16.6% of appropriated expenditures.

Annually in November, a year-end report projection will be presented for the unrestricted Fund Balance Reserve for the General Fund. At the last Commission meeting in November of each fiscal year, the Board of Commissioners will approve a budget that anticipates growth of the Fund Balance Reserve until such time as a three (3) month operating reserve balance representing 25% of appropriated expenditures for each subsequent fiscal year is achieved.
To: Kendall County Forest Preserve District Board of Commissioners  
From: David Guritz, Director  
RE: Grant Towing, Inc. Relocation Towing Agreement  
Date: November 10, 2015  

Jake Simmons, Manager for Grant Towing, Inc. provided the following information on towing rates:

1. Standard vehicles: $140.00  
2. Oversize vehicles (12,001 pounds and over): $375.00  
3. Storage after 24 hours is $40.00 per day ($0.00 within the first 24-hours)  

Grant Towing is not registered with the ICC, but this is not currently a requirement within Kendall County, and Grant Towing is an approved and recommended service provider by the KC Sheriff's Office.  

Staff recommendation:

Consider a motion to forward the Grant Towing, Inc. relocation towing agreement (attached) to the November 17, 2015 Commission meeting for approval.
RELOCATOR
GRANT TOWING, INC.
181 Commercial Dr. Unit D, Yorkville, IL 60560
(630) 844-1909

PROPERTY OWNER OR AGENT
Jeff Wehrli
Name of Signatory (please print)
Kendall County Forest Preserve
Name of Company (please print)
110 W. Madison Street, Yorkville, IL
Company Mailing Address
630-553-4025
Company Telephone
60560

RELOCATOR and PROPERTY OWNER OR AGENT, for good and valuable consideration, including the promises contained herein, the receipt and sufficiency of which is hereby acknowledged, agree to the following terms and conditions.

1. Type of contract: Call ☑️ Patrol ☐ Other ☐

2. PROPERTY OWNER OR AGENT hereby authorizes and directs RELOCATOR to relocate or tow all unauthorized or trespassing vehicles from the following private property(s):

   All Kendall County Forest Preserve properties.

3. The parking limits for these property(s) are as follows, and all vehicles parked in violation of these limits are unauthorized or trespassing vehicles:

   8:00am until Sunset

4. PROPERTY OWNER OR AGENT authorizes the following person(s) to make calls and issue orders to RELOCATOR to relocate or tow unauthorized or trespassing vehicles from said property(s).

   Kim Olson, Jeannie Leland, Ron Smrz, Patrick Higgins,
   David Guritz, Mike Prinos, Mike Stone,

5. PROPERTY OWNER OR AGENT shall be responsible for correct and proper identification of vehicles to be relocated or towed.

6. PROPERTY OWNER OR AGENT understands that any temporary orders to not relocate or tow a particular vehicle(s), or to not relocate or tow from particular property(s), cannot exceed fourteen (14) days in duration, and that it is the responsibility of the property owner or agent to renew temporary orders when necessary.

7. ☐ signs warning that unauthorized or trespassing vehicles will be relocated or towed from the above described property(s) shall be provided by relocator to property owner or agent for the duration of this agreement, and installed at such address(es) by relocator.
8. Said warning and all accessories will remain the property of the relocator. RELOCATOR shall periodically clean each sign installed under the agreement, repair any such signs which are damaged, and replace any such signs which are stolen or unusable.

9. RELOCATOR shall have the absolute right to enter the property(s) to install, clean, maintain, replace or remove warning signs.

10. RELOCATOR shall charge all fees for relocation or towing under this agreement to the owner or operator of the relocated or towed vehicle.

11. PROPERTY OWNER OR AGENT assigns any and all rights, claims, liens and causes of action it may have concerning vehicle relocated or towed under this agreement, or their owners or operators, in law or equity, directly or by counterclaim, for such damages or other relief as may be allowed by applicable law.

12. PROPERTY OWNER OR AGENT shall pay to RELOCATOR the following fees;

   a. A one-time sign installation fee of $0.00 per sign.

   b. An annual sign maintenance fee of $0.00 for each calendar year or portion thereof during which this Agreement is in effect.

   c. An annual contract fee of $0.00 for each calendar year or portion thereof during which this Agreement is in effect.

13. RELOCATOR will indemnify and hold PROPERTY OWNER OR AGENT, its employees and agents, harmless from and against any and all claims, demands, causes of action, proceedings reasonable expenses (including without limitation attorney’s fees and court cost) and other liabilities to the extent arising out of the negligent or unlawful acts or omissions of PROPERTY OWNER OR AGENT, its employees or agents.

14. PROPERTY OWNER OR AGENT will indemnify and hold RELOCATOR, its employees and agents, harmless from and against any and all claims, demands, causes of action, proceedings reasonable expenses (including without limitation attorney’s fees and court cost) and other liabilities to the extent arising out of the negligent or unlawful acts or omissions of RELOCATOR, its employees or agents.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of ____________, ______.

[Signature]

RELOCATOR

[Signature]

PROPERTY OWNER OR AGENT

Jeff Wehrli

(Print Name)

(Page 2 of 2)
Kendall County Forest Preserve District Winter Programs

December 8th - Pictures with Santa
Ages: All Ages
Location: Kendall County Historic Courthouse
Time: 6-8 pm
Price: Free
Come to The Kendall County Historic Courthouse for an evening of holiday cheer! Bring your cameras to take pictures of your child with Santa. Enjoy refreshments and a holiday craft.

December 9th - Babes in the Woods - Animals in Winter
Ages: 4-6
Location: Meadowhawk Lodge
Time: 10-11 am
Price: $5
Where do animals go in the winter? We will learn about the different ways animals survive through a story, craft and hike.

December 18th - Winter Night Hike
Ages: All Ages
Location: Eagles Nest Pavilion
Time: 5:30-6:30 pm
Price: $10 for a family up to 4, each additional child is $2
Spend the evening hiking Hoover Forest Preserve’s trails and learning about all that happens and lives in the forests at nighttime. Come dressed for the weather with a flashlight.

January 6th - Babes in the Woods - Everything Frozen!
Ages: 4-6
Location: Meadowhawk Lodge
Time: 10-11 am
Price: $5
Come and learn about all things Frozen! We will spend the morning doing Frozen inspired crafts and experiments based on the popular movie.

January 9th - Meet the Preserves: Richard Young
Ages: All
Location: Richard Young Picnic Shelter
Time: 10-11:00 am
Price: $5
Spend an hour or so a month exploring a different preserve in Kendall County with an informative and fun hike, a snack, and the chance to learn about local environments.
January 16th - Campfire and Pie  
Ages: All  
Location: Meadow Hawk Lodge  
Time: 4:30-5:30 pm  
Price: $10 for a family up to 4, each additional child is $2  
Join us at Hoover Forest Preserve to enjoy a short hike, spend time around a campfire, and make pies over the fire. Come dressed for the weather and bring a can of your favorite fruit pie filling.

January 26th - Toddling Naturalist- Furs of Winter  
Ages: 1-3  
Location: Kendall County Historic Courthouse  
Time: 10-11 am  
Price: $5  
Join us at the Historic Courthouse for a cozy morning to learn all about how animals adapt to colder weather. We will read stories and make a craft.

February 11th - Babes in the Woods- Love the Earth  
Ages: 4-6  
Location: Meadowhawk Lodge  
Time: 10-11 am  
Price: $5  
Show your love for the earth just in time for Valentine’s Day! We will learn how to care for our Earth and make a Valentine’s Day inspired craft.

February 13th - Meet the Preserves- Hoover Forest Preserve  
Ages: All  
Location: Eagles Nest Pavilion  
Time: 10-11:00 am  
Price: $5  
Spend an hour or so a month exploring a different preserve in Kendall County with an informative and fun hike, a snack, and the chance to learn about local environments.

February 22nd - Toddling Naturalists- All about Owls  
Ages: 1-3  
Location: Meadowhawk Lodge  
Time: 10-11am  
Price: $5  
Whooo is that calling in the woods? Come and learn all about these mysterious animals with a story, game and craft!
<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date</th>
<th>Location</th>
<th>Age</th>
<th>Fee</th>
<th>Reg. Min</th>
<th>Reg. Max</th>
<th>Est. Sal.</th>
<th>Est. Supp</th>
<th>Net Gain (Range)</th>
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<td>KCHC</td>
<td>All Ages</td>
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<td>6</td>
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<td>Dec. 18th</td>
<td>Eagles Nest</td>
<td>All Ages</td>
<td>$10 per family</td>
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<td>Four-Six</td>
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<td>All Ages</td>
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<td>$2-547</td>
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</table>
Kendall County
Forest Preserve District

Digital Ad Campaign

E-mail Blast
$500 per email blast (4-dates - $2,000)
- Design, send email to 10,000+ Kendall County residents
- Email will come from Kendall County Forest Preserve
- Drive traffic to new website links and build e-newsletter subscribers

Sponsored Content
$349 per month (12-months - $4,188)
- 1x article a month written on topic of your choice
- Article posted on KendallCountyNow.com and printed in 4 local newspapers
- 1x 30-second video, shoot the video, post on YouTube

Website
$1,099 - one time fee
$60 per month (12-months - $720)
- Build and host a 10-page website
- Up to 25 changes per month

Pencil Pushdown
$125 per week (4-weeks - $500)
- Large digital ad on KendallCountyNow.com
- Promote special events

Total Investment - $8,507

Kristin Hawkins - Senior Multi-Media Account Executive
khawkins@shawmedia.com - 630-385-4404
Kendalll County Record
### Shaw Media Website Examples

<table>
<thead>
<tr>
<th>Company Name</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delano's Home Decorating</td>
<td><a href="http://delanos.net/">http://delanos.net/</a></td>
</tr>
<tr>
<td>Fox Valley Repertory</td>
<td><a href="http://foxvalleyrepacecademy.org/">http://foxvalleyrepacecademy.org/</a></td>
</tr>
<tr>
<td>Harms Farm and Garden Center</td>
<td><a href="http://www.harmsfarmandgardencenter.com/">http://www.harmsfarmandgardencenter.com/</a></td>
</tr>
<tr>
<td>Judy Powell Realty</td>
<td><a href="http://judypowellrealty.com/">http://judypowellrealty.com/</a></td>
</tr>
<tr>
<td>La Grange Business Association</td>
<td><a href="http://lgba.com/">http://lgba.com/</a></td>
</tr>
<tr>
<td>McHenry County Fair Association</td>
<td><a href="http://mchenrycountyfair.com/">http://mchenrycountyfair.com/</a></td>
</tr>
<tr>
<td>Morris Retail Association</td>
<td><a href="http://www.shopmorrisil.com/">http://www.shopmorrisil.com/</a></td>
</tr>
<tr>
<td>Old Market Street LLC</td>
<td><a href="http://www.oldmarketstreetliving.com/">http://www.oldmarketstreetliving.com/</a></td>
</tr>
<tr>
<td>Pro Sound Productions</td>
<td><a href="http://prosoundproductions.org/">http://prosoundproductions.org/</a></td>
</tr>
<tr>
<td>Rosati's</td>
<td><a href="http://rosatispizzastcharles.com/">http://rosatispizzastcharles.com/</a></td>
</tr>
<tr>
<td>Select Health Chiropractic</td>
<td><a href="http://selecthealthchiropractic.com/">http://selecthealthchiropractic.com/</a></td>
</tr>
<tr>
<td>Sheltered Village</td>
<td><a href="http://shelteredvillageil.com/">http://shelteredvillageil.com/</a></td>
</tr>
<tr>
<td>Terrill Consulting</td>
<td><a href="http://terrillconsulting.com/">http://terrillconsulting.com/</a></td>
</tr>
<tr>
<td>The Raue Center</td>
<td><a href="http://rauecenter.org/">http://rauecenter.org/</a></td>
</tr>
<tr>
<td>Thomas Izzo &amp; Associates</td>
<td><a href="http://www.taizzoassociates.com/">http://www.taizzoassociates.com/</a></td>
</tr>
<tr>
<td>TLS Veterans</td>
<td><a href="http://tlsveterans.org/">http://tlsveterans.org/</a></td>
</tr>
</tbody>
</table>
Frequently Asked Questions

**Why use Shaw Media Digital custom websites?**
Your business will be easily found online, building credibility with your potential customers. You own and control your internet presence with your very own domain name. Your professionally designed website will be search engine friendly and you can connect your advertisements to your website!

**Why do I need a mobile website?** Today more than ever, people are using their phones and tablets to go online. Over 50% of all internet searches come from a mobile device. Mobile searches have grown by 400% since 2010. So if your website isn’t optimized for the mobile web, you’re missing out.

**What can I expect after my order has been processed?** Once your order is processed, we will have one of our website experts call you and perform a detailed interview. We will then take the information from the call and create a layout and design. Once you have agreed to the layout and design, we will then create all the other pages and write the industry and company-specific content for you.

**Can I use a domain name that I already own?** Yes, you can. One of our website experts will walk you through the process of pointing your domain name to the new website.

**Can I change or make edits to my website once it's created?** Yes, you are able to make your own edits and changes to your website, or we will do them for you at no cost. Simply email or call our office and we will be happy to help you.

we create all of the content, and changes are free...all for a competitive low price.

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**Website Features**

- Personalized company email accounts
- 24 hour/365 day-a-year hosting included
- Free customer service support
- We provide the content for your website
- You can make changes or we'll do them for you!
- Competitive pricing
- Use your photos, or we will provide them from our extensive library
Available Website Packages

5-page Responsive Website: Includes a 5-page responsive website with primary navigation to include these pages: Home, About Us, Products and/or Services, Map & Directions, Contact Us, and a Thank You page (to appear after an inquiry is submitted). We will work with you to customize the colors, photos, logos, and other artwork on your website.

- Professionally managed website
- Keyword inclusion for all pages
- SEO-friendly URL structure
- Site builder - edits & updates
- Initial content creation
- XML site map
- Up to 10 branded email accounts
- Hosting & domain registration
- Tracking, reporting, & analytics
- Unlimited tech support
- Social media links
- Google Maps integration
- Optional blog
- Photo & image uploads (includes up to 25)
- Meta keywords & description
- Product uploads (includes up to 25)
- Unlimited text changes
- 25 image changes monthly
- 25 product changes monthly

$59.99 per month
5-page $599 setup
$100 each additional page

$59.99 per month
10-page Premier Responsive Website

Includes a 10-page responsive website with primary navigation features as well as additional pages to be developed based on your input.

- Search engine-friendly custom website
- High resolution photos & graphics
- Custom logo design & “call to action”
- SEO copywriting & content creation
- Unlimited changes & updates
- Keyword research & analysis
- SEO-friendly site architecture
- XML site map
- Local search engine submissions
- Internal linking throughout website
- Unlimited branded email accounts
- Unlimited tech support
- Hosting & domain registration
- Online contact form management
- User-friendly e-commerce integration
  (includes up to 25 products)
- Tracking, reporting, & analytics
- Social Media links
- Google Maps integration
- Optional blog
- Photo & image uploads (includes up to 25)
- Unlimited text changes
- 25 image changes monthly
- 25 product changes monthly
24-48 hours

Initial Consultation Call During the initial consultation call, we will:
- Discuss desired color scheme and logo
- Discuss domain name preferences
- Go over sample sites that we recommend
- Review your provided marketing materials (Attached brochure, print ads, Content Collection Forms, etc.)
- Home Page Layout Requirements, Tabs and Pages, Features, Images and Graphics Ideas

7 to 10 business days

Mock Up Based on the information provided during the consultation call, our developers will design a home page mock up, which includes your chosen color scheme and logo, home page images, interior page names, call to action, and additional features.

7 to 10 business days

Build Out Pages Once the mock up is approved, we will build out the interior pages and populate them with industry specific content. We will also provide industry specific images if none are supplied.

Website Completion and Optimization We will complete the look and feel of the website with these optimization tasks:
- Perform Keyword Research on your best products and services
- Discuss domain name preferences
- Insert relevant keywords on title pages and throughout content
- Optimize the home page and all interior pages
- Search Engine Submission Service
- HTML / XML Site Map Creation

You are Now Live and on the World Wide Web! You will receive a confirmation email with a link to your website and contact information of your local digital team and developers for changes and updates.
- Email Set Up
- You will have back-end access to your website
- Reporting / Analytics
- Unlimited support and changes
Lewis University
Email Campaign Results

Bachelors Degree Programs

Target

20-Mile Radius of 60446
24-50 Year Olds

Date    November 6, 2014
Sent    46,789 emails
Returned/Unsent  2,885 emails
Delivered  43,904 emails

Confirmed Opened: 853
Unique Clicks: 62 (7%)
KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION

CLASS TITLE: Farm Manager and Resident
WAGE CATEGORY: Non-Exempt
REPORTS TO: Executive Director
EFFECTIVE DATE: November 17, 2015

SUMMARY:
This position is primarily responsible for maintaining the buildings and grounds at Ellis House and Equestrian Center, including participation in natural area restoration and forest preserve improvement projects at Baker Woods Forest Preserve. This position reports to the Executive Director, and serves as a year-round on-site resident at Ellis House and Equestrian Center.

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

- Primary duties are to manage and supervise, coordinate, and perform grounds and building improvement projects including maintenance and natural area restoration projects at Ellis House and Equestrian Center and Baker Woods Forest Preserve.
- Provides grounds maintenance and support of equestrian center operations and hosted facility events including building rentals and weddings.
- Customarily and regularly directs the work of seasonal employees.
- Customarily and regularly performs management duties at Ellis House and Equestrian Center including, but not limited to the following:
  - Interviewing, selecting and training grounds maintenance and custodial services staff;
  - Setting and adjusting employees’ hours of work;
  - Providing recommendations regarding the setting and adjusting of employees’ rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
  - Maintaining production and operations records for use in supervision and control of the District’s repair, maintenance and custodial services;
  - Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling employee complaints and grievances;
  - Provides recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
  - Apportioning the work among grounds maintenance and custodial service employees and volunteers at Ellis House and Equestrian Center;
  - Providing for the safety and security of the employees, volunteers, visitors, and District property;
  - Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of District buildings and preserve areas.
- Develops preventative maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Prepares, maintains and oversees maintenance and repair records for all of the District’s equipment to ensure such records are accurate, complete and properly preserved pursuant to District policies and procedures.
- Determines the materials, supplies, machinery, equipment or tools to be used or purchased in order to properly repair, maintain and improve the District’s grounds, buildings and public use areas.
- Oversees project management for the District’s ground maintenance and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
- Assists with the preparation of the annual budget for Ellis House and Equestrian Center operations.
- Prepares monthly reports on activities for presentation to the District’s Board of Commissioners.
- Safely and effectively operates, maintains and repairs District vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, air sprayers, power washers, chainsaws, and other mechanical tools.
- Oversees grounds maintenance and custodial services performed at District locations including, but not limited to the following:
  - Horticultural and maintenance tasks including, but not limited to mowing, edging, aeration, 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;
  - Splitting, loading and hauling firewood;
  - Gathering, loading and hauling refuse and vegetation from grounds and user areas;
  - Removal of snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods;
  - The use, maintenance and repair of tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools;
  - General road repairs including, but not limited to, concrete and asphalt patching and gravel road maintenance.
  - The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
  - The repair of plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
  - The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal;
  - Preparing building, and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions;
- Directs and oversees controlled burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
- Participates in emergency preparedness and response activities as needed.
- Communicates District rules and regulations to the public, staff and volunteers.
- Serves as the year-round on-site resident at Ellis House and Equestrian Center and must be available to perform duties before, during and after the District’s regular business hours.
- Performs any other duties as required or assigned.

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

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

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

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

E. CERTIFICATES, LICENSES, REGISTRATIONS:
   - A valid Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
   - A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
   - 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 frequently 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
CLASS TITLE: Events Coordinator

WAGE CATEGORY: Non-Exempt

REPORTS TO: Executive Director

EFFECTIVE DATE: November 17, 2015

SUMMARY:
This position coordinates the Ellis House and Equestrian Center facility rentals, weddings, and related special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Organizes, coordinates and assists with the promotion of the District’s facility rentals program at Ellis House and Equestrian Center including weddings, conferences, parties, trade shows, business meetings and athletic events.
- Supervises and coordinates activities of related contracted business activities including but not limited to catering firms, entertainers, decorators, and florists.
- Provides pre-scheduled tours of the Ellis House buildings and grounds for perspective renters.
- Oversees, and ensures adequate staffing for all rental events including coordination of support staff and volunteers.
- Assists with the preparation of event contracts, including coordination of event logistics and communication of District policies.
- Assists with coordinating the facility use calendar with equestrian center manager.
- Ensures procedures and projects comply with District policy guidelines and seek approval for any exceptions.
- Recommends changes to rental policies and procedures. Such recommendations shall be provided significant weight when reviewed by the District’s Executive Director.
- Utilizes word processing, database, spreadsheet, and communication software packages to create and modify a variety of promotional materials and communication tools 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.
- Oversees 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.
- Responds to general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District policies, practices, procedures and programs.
- Performs office 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 deposits.
- Performs purchasing tasks for the District by contacting vendors, preparing and typing requisitions, approving invoices for payment, preparing and submitting vouchers for payment, and maintaining records of purchases and inventory of equipment/supplies.
- Provides administrative support for the District’s permitting process by performing tasks such as:
  - Ordering, issuing and tracking District permits;
  - Creating entries within the District’s reservation system; and
  - Ensuring that certificates of insurance are received and maintained event contractors.
- 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 two (2) years experience in special event coordination; 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, Publisher, and Power Point.

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 position.

PHYSICAL DEMANDS:
- Employee must frequently stand and bend.
- Employee must frequently be able to walk on forest preserve grounds and between buildings.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must frequently lift and/or move up to 50 pounds. Employee must occasionally lift up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:
- The noise level in the work environment is usually moderately quiet, and occasionally 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