To: Kendall County Forest Preserve District Board of Commissioners
From: David Guritz, Director
RE: November Director’s Report
Date: December 9, 2015

Meetings, Events, and Programs
11/5  Forest Foundation Meeting
11/12 Audit Coordination Meeting – WIPFLi
11/13 Meeting with Michael Klimavicius – Yorkville Fury Baseball Use Agreement
11/18 Meeting with Junior Collins – Henneberry Farm Operator
11/19 Attorney Coffey Conference Call – Review of Schessler Fen Easement Documents
11/23 Hoover Nature Play Space Stakeholder’s Design Review Meeting
11/24 Maramech Forest Preserve Restoration Project Planning Meeting
12/4  Family Fun Night at Ellis

Priority Project Updates

➢ FY 15-16 Budget Updates

The open enrollment period for health plan coverage closed on December 8. The estimated budget savings for FY 15-16 is $18,402. The report included with Commission packets was reviewed by Latreese Caldwell, Kendall County Budget Coordinator.

➢ Farm License Renewals and Yield Payments

Crop sale market data has been sent to all farm licensees to assist with yield payment calculations. A meeting is scheduled for this Friday with Tom Mathre to review his 2015 yield data for Millbrook North, Millbrook South, and Millington Forest Preserves. An addendum to the recently approved license agreement with Mark and Tom Mathre has been drafted for review by the Finance Committee to include a usage fee for the grain dryers at Millbrook South for Commission approval that was inadvertently left out of the initial contract.

District staff is working to contact Don Young to review yield data for the license agreement for the Bristol-Galena parcels. All remaining yield data has been received from licensed farm operators, with no yield payments owed due to low grain prices in 2015.

Development of a call for proposals for a three-year license agreement for farming of 61 acres at Baker Woods Forest Preserve is under development, with the goal of opening the period for acceptance of proposal by the end of next week, with bid opening at the end of the first week of January.

➢ IDOT Rail Safety Crossing Grant

The City of Yorkville approved the proposed intergovernmental agreement at their November 24, 2015 City Council meeting. Don Ernat, IDOT Local Roads Engineer for District 3 will be assisting with completion of the jurisdictional transfer.
Stephanie’s Garden and Nature Playscape at Hoover Forest Preserve

The design review meeting for Stephanie’s Garden was held on November 23, 2015. Upland Design prepared initial concept drawings based on information received from the stakeholder’s group. Feedback was overwhelmingly positive. Revised concept plans that will include first phase drawings and cost estimates for completion will be presented to Commission in January for approval of the plan, with the goal of securing outside funding and material donations to support completion of the first phase of the project.

OSLAD / LWCF Grant Reimbursement

Charles Schrader & Associates is working with District staff to develop the final billing statement for reimbursement in anticipation of receiving the formal grant agreement.

Attorney Lisa Coffey has been contacted to request a cost for securing a title insurance policy for the full value of the Fox River Bluffs which is a requirement that must be submitted in order to receive the $750,000 grant fund reimbursement.

Performance Reviews

All District supervisory staff members have received the new performance review form. I have requested that performance reviews be completed no later than January 15, 2016. As part of the performance review process, annual reviews will be completed for those staff members that have contributed one full year of service prior to receiving notification of Commission approved salary increases for the period. Performance reviews will be scheduled for all remaining staff members on or around the date of their first year employment anniversary with the District.

FY 15-16 Audit

A review meeting with WIPFLi’s auditors is scheduled for this week to provide requested information on fixed assets, employee benefit time balances, and documentation for grants received or pending. A copy of the recently approved fund balance policy will be provided and noted in the final audit report.

Transition to RecPro Reservations and Payment Tracking

Administrative Assistant, Rebecca Antrim, is in process of completing the internal accounting programming for the RecPro system that will include Ellis House and Equestrian Center program reservations and tracking. RecPro data will be included in monthly reports to Commission beginning in January 2016.

Respectfully submitted,

David Guritz, Director
KENDALL COUNTY FOREST PRESERVE
MONTHLY REPORT – NOVEMBER 2015

RESERVATIONS / Responsibilities

Harris Forest Preserve

3 External - 120 guests

Guests: Birthday Party
       Family Reunion

Jay Woods, Richard Young and Subat Forest Preserves

1 External - 40 guests
Guests: Birthday Party

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

0 Internal events: 0 guests:

9 External events: 274 guests

Guests: Family Outings
        Scout Troops: T41, T99, P138, T1373, P712

Meadowhawk Lodge: 1 External events: 35 Guests
       60th Birthday Party

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.
       Total Guests: 1,021

Historic Courthouse

Internal: 0 events – 0 guests

Guests:

External: 11 events – 177 guests

Guests: ROE: Training Workshops, Truancy Hearing & Bus Driver Training
       Weight Control Meetings 4H Meeting
       KCHSA Monthly Meeting
       KC Administrative – Open Enrollment
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. Sent out updated line item code numbers to Environmental Education and Harris staff.

**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 November. 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 November. 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 work with Emily Dombrowski in updating information for public programs and field trip information.

→ **Field Trips:** I have booked field trips during the month of November. 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*
Board Updates – November, 2015

House Bookings:

- 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 2, 2016 – Wedding – Oswego – I think I found it on the knot or rustic weddings site and Mark from Uncle Bubs brought it up later. Booked: 11/22/2015
- 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:**

2017 –
Weddings = 1

2016 –
Birthday Parties = 1
Weddings = 16 / $57,600.00

2015 –
Birthday Parties = 1
Bridal Showers = 2
Graduation Parties = 1
Weddings = 14 / $46,200.00

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

Wednesday, November 4th – Events/Planning Meeting
Tuesday, November 10th – Event Coordinator Meeting

House/Property Tours:

- 8 – EHEC
- 1 - Meadowhawk

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

- 6 parties / 83 guests

Riding Lessons:

► 51

Community Service hours:

≈ 40

Volunteer Hours:

☐ 48

Deposits:

- Birthday Parties - $1204.00
- Riding Lessons - $3957.00
- FFN - $580.00
- Wedding Deposits - $1000.00
- 5k - $925.00
To: Kendall County Board of Commissioners

From: Emily Dombrowski, Environmental Education Coordinator

RE: Education Department Monthly Report

Date: December 9, 2015

Our big event for December, Pictures with Santa, was held on December 8th. We had around 75 people in attendance at the Historic Courthouse. We had snacks, a craft, music from the Yorkville 6th grade alternative strings and pictures with Santa. This event was free and was a great way to show people what the Forest Preserve District has to offer. We had our nature center open as well as our program fliers for people to take.

The winter months are slower in terms of school programs. Since we have more time in the office we have been working to improve the programs according to the teacher’s feedback that we have received. We have also been planning ahead for our major school programs in the spring such as Bug Fest for first graders, and Ecology and Ecosystems for fifth graders. We currently have 10 schools signed up for Bug Fest in the month of May.

We have also been working on planning spring break and summer camps. We will start promoting these camps following Commission approval of the proposed budget.
### Spring Break and Summer Camps 2016

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<tr>
<th>Program</th>
<th>Contact Hours</th>
<th># of Counselors</th>
<th># Offered</th>
<th>Min Enrollment</th>
<th>Total Possible Enrollment per Camp</th>
<th>2015 Fees</th>
<th>2016 Fees (Proposed)</th>
<th>Min Revenue</th>
<th>Total Possible Revenue</th>
<th>Staff Time per Camp (Includes setup and cleanup)</th>
<th>Staff Pay (minimum)</th>
<th>Staff Pay (maximum)</th>
<th>Revenues (minimum)</th>
<th>Revenues (maximum)</th>
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<td>Waking up Winter</td>
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<td>Environmental Education - &quot;Other Programs Cost Center&quot; - Nature Quest Camp (Kendall-Grundee ROE Partnership Program)</td>
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<td>ROE Distribution (50% of Gross Revenues-Supply Costs) $1,000.00</td>
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<td><strong>Total Net Gain</strong> $451.54</td>
<td>$451.54</td>
<td>$903.08</td>
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</tbody>
</table>
BILL OF SALE

Property: "Raven" (Bay Quarter Horse Mare)

Condition: As is, with no known medical issues. Approximate age: 18

Seller: Michele Crecy
4683 East Boy Scout Road
St. Anne, IL 60964

Purchaser: Kendall County Forest Preserve District
110 West Madison Street
Yorkville, Illinois 60560

Date of Commission Approval: December 15, 2015

Conditions of Acceptance/No Warranty: For one-thousand two hundred dollars ($1,200.00) consideration to be paid in hand following a seven day trial period, the Seller, Michele Crecy, hereby transfers, assigns and delivers any and all right, title and interest to the Kendall County Forest Preserve District, and the Purchaser, Kendall County Forest Preserve District, hereby accepts all right, title and interest in the Property subject to the following terms and conditions:

1. Seller agrees to transport “Raven” at the seller’s cost and expense to the Ellis House and Equestrian Center located at 13986 McKanna Road in Minooka, Illinois 60447 for a seven-day trial period that shall commence on the first day following delivery to the equestrian center on or around December 16, 2015.

2. Upon successful conclusion of the seven-day trial period, Seller, Michele Crecy, is entitled to either receive payment in hand of $1,200.00 representing payment in full for “Raven”, an 18-year old quarter horse mare, and the Purchaser, Kendall County Forest Preserve District, shall accept full and complete responsibility for property from the date the Property is accepted by the Kendall County Forest Preserve District, or will reclaim “Raven” from the Kendall County Forest Preserve District’s Ellis House and Equestrian Center.

3. The Seller is not a seller of horses and disclaims to the fullest extent authorized by law any and all warranties, promises, whether express or implied, including warranties of merchantability and or fitness for a particular use and makes no promises, warranties or other representations regarding the horse’s conditions at the time of transfer, and by accepting the Property after a seven-day trial period, the Purchaser accepts the Property “as is”.

4. The Seller on behalf of itself, its successors and assigns hereby forever waives and releases the Kendall County Forest Preserve District, its elected officials, employees, agents, volunteers and assigns from any and all known and unknown claims, actions, causes of action, damages, injuries, costs and fees related in any manner to acceptance of this transfer or the condition of the Property at the time of the transfer.

Kendall County Forest Preserve District, Illinois

Michele Crecy, St. Anne, Illinois:

Jeff Wehrli, President

Michele Crecy
To: Kendall County Forest Preserve District Board of Commissioners

From: David Guritz, Director

Date: December 9, 2015

RE: FY 15-16 Health Care Plan Enrollment Costs and

Below, please find calculations confirmed by the Kendall County Budget Coordinator for savings in health insurance plan costs over budget for FY 15-16.

| Medical Insurance | $ 80,458.00 |
| Contingency       | $ 8,840.00 |
| **Total budgeted** | $ 89,298.00 |

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<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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<td></td>
<td>$ 1,500.00</td>
<td>$ 3,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total per Plan</td>
<td>$</td>
<td>$ 15,691.40</td>
<td>$ 34,895.28</td>
<td>$ 16,143.52</td>
<td>$ 1,750.56</td>
<td>$ 2,414.76</td>
</tr>
</tbody>
</table>

**Total Cost** $ 70,895.52

**Budget savings** $ 18,402.48