To: Kendall County Forest Preserve District Board of Commissioners

From: Dave Guritz, Director

RE: January 2015 Director’s Report

Date: February 2, 2015

Primary focus work was completed on the following items in January:

1. Fox River Bluffs property acquisition project review and priority communications.
2. Initial review of farm lease agreements and correspondence.
3. Preparation for Commission, Special Call, Committee of the Whole, and Finance Committee meetings.
4. FY 2015 basic budget review.
5. Coordination of communications with the IDNR, IDOT and The Conservation Foundation.
6. Coordination of development of a draft horse boarding agreement for Ellis Equestrian Center.
7. Review of Millbrook / Valley Drive steel truss bridge engineering report.
8. Completion of Open Meetings Act compliance officer certification.
9. Correspondence with Speer Financial, Inc. regarding a proposal to refund/refinance a portion of the 2007 bond series long-term debt.

**Meetings and Events Attended**

1. OSLAD grant announcements press conference in Oak Park on January 3.
2. Fox River Bluffs meeting with Jeff Wehrli, Attorney Coffey and The Conservation Foundation to discuss timeline for closing on January 7.
4. Fox River Ecosystem Partnership meeting on January 21.
5. CWD monitoring and management meeting with Jeff Wehrli, Tom Gargrave, IDNR Regional Forester, and Joe Rogus, IDNR Regional Wildlife Biologist on January 22.
6. Kendall County Economic Development Committee meeting and presentation on January 23.
7. OSLAD/LWCF grant program management meeting with Jeff Wehrli and Laura Stuart on January 23.
8. GIS meeting with Don Clayton – Kendall County GIS to develop an updated exhibit for the Fox River Bluffs acquisition project on January 26.
11. Volunteer Open House to discuss the proposed IDNR-CWD management program on January 28.

Correspondence

1. Filing of tax-exempt certificates for all District land parcels
2. Filing of the certified list of individuals required to file economic disclosure statements in accordance with the Illinois Governmental Ethics Act
3. Renewal of the IDPH Campground Permit for Hoover
4. Letter to Kyle Connell to close out the 2014 hay production contract for Baker Woods – Ellis Equestrian Center (contract is renewable for 2015)
5. Letter of correspondence to Don and Beth Young to close out the 2014 Bristol Township – Galena Road property farm license agreement (12 acres). Note – need to resolve issue regarding actual tillable acres due to stormwater impacts.
6. Letter of correspondence to Dan Roberts to close out the 2014 Baker Woods Forest Preserve farm lease agreement (41 acres). Note – need to resolve actual 2014 base-rent payment(s) for review in mid-February.
7. FOIA request response to Todd Milliron.
8. FOIA request response to Bill Kunke, Creekside Natural Farm.

February Priorities

- Review and development of 2015 KCFPD farm lease agreements.
- Completion of the FY 2015 personnel budget analysis.
- Completion of a cropland management / cropland conversion spreadsheet based on current grant agreements.
- County Board petition for release of Land-Cash funds pending KCFPD approval.
- Finalizing closing documents for the Fox River Bluffs acquisition project.
- Presentation of a tree removal contract for removal of standing ash trees near structures impacted by the Emerald Ash Borer.
- Constant contact subscription enrollment and preparation of the KCFPD e-newsletter.
- Review of Hoover FP wireless internet needs and solutions.
- February 1, 2015 plowing vehicle repairs.

Respectfully submitted,

[Signature]

Dave Guritz
Director, Kendall County Forest Preserve District
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – JANUARY 2015

RESERVATIONS / Responsibilities

Harris Forest Preserve

0 Internal Event - 0 guests
2 External Event - 50 guests

Guests: Troop 464 Winter Outing
First Birthday Party

Jay Woods, Richard Young and Subat Forest Preserves

0 Internal - 0 guests
0 Events - 0 guests

Guests:

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

2 Internal events: 66 guests:

12 External events: 393 guests

Guests: New Year’s Day Hike
Scout Outings: T3, T41, T83, T849, T45, T35, T699, T507, T3894, T17
Church Retreat

Meadowhawk Lodge:
PLT Workshop
Toddling Naturalist – Cure for Cabin Fever

KC Outdoor Education Center: Plano, Sandwich, Yorkville & outside groups.
Total Guests: 426

Historic Courthouse

Internal: 1 event – 30 guests

Guests: Chronic Wasting Disease Discussion

External: 17 events – 470 guests

Guests: ROE: Bus Driver
Training
4H Meeting – Homeschool Group
KC Probation Behavior Classes
Mary Kay District Meeting
KC Animal Volunteer Appreciation
Weight Control Meetings

Forest Foundation Meeting
Yorkville High Art Show
Wedding Ceremony
Responsibilities:

→ New Director: I have been assisting our new Director, David Guritz on the Forest Preserve’s meeting agenda’s, meeting packets and the posting of these items. In addition, I have been assisting him with several other pertinent contracts and agreements to help him get current with these items that needed attention due to the absence of a Director. Per his request, I completed on-line training for the Freedom of Information Act and received the Certificate of Completion. I met with Latreese Caldwell and David Guritz to review the fiscal year 2015 budget and the proposed new line item coding for the Forest Preserve.

Worked with Mike Pierson on time sheets and turning in the Payroll vouchers for the two pay periods in January. Worked on the calculation of vacation and sick hours for all employees and advised them of their balance thru 1-23-15. Copies of time sheets for part time employees were copied and given to Glenn Campos.

→ Education Program Registration: Received phone calls and e-mails regarding education programs. All program registrations received were entered into Access Database and all deposits onto spreadsheet. Printed registration roster pages from Access Database for each program and gave to education department for attendance. Updated report showing attendance and revenue for each area (Public Programs, Field Trips, Summer Camp, Natural Beginnings) for Education Department. Updated Access Database with new programs for the Winter Programs. Created list of registrants for the upcoming 2015-2016 Natural Beginnings & gave to the Lead Teacher.

→ Field Trips: Continue to work on Oswego Field Trips: updated reservation invoice and available dates. Received e-mails regarding dates wanted to reserve.

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

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

→ Background Reports: Sent in background reports with assistance from Glenn Campos for volunteers.

→ Summer Camp 2015: Updated the Summer Camp Registration forms and made copies to be placed on my desk for people stopping in to register. Placed the Summer Camp Schedule on the website. Registration for Summer Camps begins February 2, 2015.

Becky Antrim
Reservation Coordinator
KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION

January 2015

Jody Strohm; Natural Areas Volunteer Coordinator, Accounts Payable

Natural Areas Volunteer Hours for  2014 = 1762.25 Hours

$39,738.74

Available for Matching Grant Funds from 2014 NAV Volunteer Services

Total Volunteer Hours for January 2015:  107.75

Breakdown of Volunteer Hours:

  Restoration –  57.25
  Trail Monitor - 17.5
  Other - 33.0

Two seed processing workdays were held in preparation for the seed distribution public workday.

The public workday was held at Jay Woods Forest Preserve. We spread 10 pounds of prairie seed collected late 2014 to shore up the prairie lands. The prairie restoration project began in 2009 and has been doing very well. Intensive control measures, including mowing and herbicide application of thistle and clover has occurred over the previous two-three years. Re-seeding now will help invigorate native plant growth this year and years to come. The seed mixes were comprised of 8 prairie plant species.

The woodland side of Jay Woods was also seeded, this with 8 woodland plant species that bloom later in the summer into fall. The incredible spring display of Virginia Bluebells is glorious, but once these spring ephemerals have completed their life cycle there are few native forbs around the area south of the overlook deck. We hope to see results of seeding this year, however, it can take some years for seed to become successfully established.
We were able to accomplish much more at the workday by having the F150 to expedite the workload.

I met with two more folks interested in joining the NAV Program. One you may know from Silver Spring’s Hunting and Fishing Days, the other from the long-standing local family of Hageman’s.

I have begun preparation for the two-part Orientation series that I run for new NAV volunteers. This Orientation series is a requirement for all who wish to take on more responsibility volunteering with us and FP land. Once the entire application process is complete, these individuals become one of the KCFPD group called the Forest Keepers.

I attended the DuPage Area Volunteer Administrators monthly meeting. This organization provides continuing education and training for professional Volunteer Administrators.

I finalized and sent out Forest Keeper Calendar for February.

Now commencing volunteer awards preparation.

I performed a home visit in response to a request for information on managing private land restoration. More and more homeowners are discovering the value in using native plants in their yards. I am happy to be able to provide education for landowners who align with the KCFPD mission.

I met with Scott Parkhurst, one of our volunteers and Forest Foundation member to discuss possible fund-raising for natural areas projects.

Dave Guritz had his first “official” meeting with the Natural Areas Volunteers to share his information and his knowledge about Chronic Wasting Disease. Our volunteers are ambassadors for the forest preserves, and keeping them apprised and knowledgeable about the Forest Preserve District’s views and activities helps them provide accurate responses to others concerns. Thank you Dave for making time to address this issue for this influential group of citizens.

**Accounts Payable**

Updated utility account data to accommodate changes in our third party electric provider.

Exploring the status of research made in 2014 regarding internet at Meadowhawk Lodge.
Kendall County Forest Preserve
Education Department

January 2015 Staff Report

Public Programs and School Programs:
- Totting Naturalist and Babes in the Woods combined days in an effort to pilot a new structure for offering the program. The January program “Cure for Cabin Fever,” invited ages 1-3 in the morning and ages 3-6 in the afternoon. The morning class ran with a wonderful group, but the afternoon class was canceled due to low enrollment. This class will need to be reevaluated.
- Next Generation Science Standard School programs began again after the school break—
  - Animals in Winter- four schools, 28 Kindergarten classes
  - Biomimicry- One school, five First Grade classes

Natural Beginnings:
- Open House held on January 9. The classes for next year are full and a waitlist has been started.
- Winter themes have worked on the inclusion of more STEM concepts- Science, Technology, Engineering, Mathematics.

Professional Development:
- Kendall County Forest Preserve hosted Project Learning Tree Early Learning Program on January 10th at Meadowhawk Lodge. Project Learning Tree is a national set of curriculum that highlights a variety of plant related ecology concepts. Megan, Tina and Stefanie attended the workshop.
- The Chicago Biological Gardens hosted a workshop on Nature Play and the Next Generation Science Standards (NGSS). Laura spoke on impact of NGSS on non-formal educators and how to implement the standards in programs. Megan, Laura and Tina attended the workshop.
- Opening Minds Early Education Conference is held annually in Chicago. Tina, Stefanie and Megan attended and have brought back many ideas to use in the Natural Beginnings program.
- Chicago Wilderness hosted the Wild Things Conference. Laura attended and presented on NGSS and Project Learning Tree.

Upcoming Program Preparation:
- Summer camp agendas, parent letters and outlines are created and developed.
- Bugfest, first grade NGSS program, has been organized and scheduled for fifteen schools. All schools have been contacted to confirm dates and activities.
- The Natural Resource Tour, a partnership of Kendall County Educational Institutions, has been scheduled and organized. The program impacts 750 students each year.

Employment:
- A new part-time Environmental Educator has been hired to fill one of the two open positions. She will be starting in early February.
- Summer camp counselor staff positions will be posted in February. Most of the camp staff will be returning from last summer.
Board Updates – January, 2015

House Bookings:

- July 18, 2015 – Wedding – Oswego - I heard about Ellis House through my cousin who was in a wedding there. She said it was absolutely beautiful and I trusted her taste after being at her wedding which was actually in southern Illinois. Booked: 10/6/14
- August 1, 2015 – Wedding – Plainfield I heard about the Ellis house from Barb and Joanne's wedding there. Booked: 12/11/14
- August 29, 2015 – Wedding – Morris We knew about Ellis through our fire department but did not know about the weddings till we came to family fun night. Booked: 10/26/14
- September 5, 2015 – Wedding – Naperville – One of worlds best volunteers and supporters of Ellis. Booked: 12/16/14
- September 12, 2015 – Wedding – Shorewood - I heard of the Ellis House through a friend, and also a bride who will be getting married there this year, Kari Kezele. Booked: 9/25/13
- September 18, 2015 – Wedding – Joliet – We actually found it online just searching country wedding venues in Illinois. However, Mitch had talked to an employee from Dollinger farm inquiring weddings and they suggested you. Booked: 10/19/14
- September 26, 2015 – Wedding – Morris - Ellis came up on a web search for wedding venues. We are both thrilled to be having our reception there. Booked: 10/4/14
- October 2, 2015 – Wedding – Elwood I heard about it from Amanda millers wedding and also got info from Tarissa Philips, who got married there as well. Booked: 12/14/14
- 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

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

**Special Events:**

Saturday, January 17, 2015 – Murder Mystery Dinner at Meadowhawk. 60 registered guests

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

Saturday, January 10, 2015 – New Volunteer Training
Tuesday, January 13, 2015 – Trail Meeting
Thursday, January 15, 2015 – FP Staff Meeting at HCH
Wednesday, January 28, 2015 – EHEC Staff Meeting

**House/Property Tours:**

- 12 – EHEC
- 0 – Meadowhawk

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

- 3 parties/groups with 24 guests

**Riding Lessons:**

- 33

**Community Service hours:**

- 145

**Volunteer Hours:**

- 90

**Total Deposits:**

- $4808.87
**Feedback from Customers:**

Saturday, January 17, 2015 – Murder Mystery Dinner

Hi Tina,
Just wanted to let you know, my husband and I had a great time that Saturday. Everything was VERY nice. Food was delicious!
Marianne

**September 27th Ceremony**

No problem at all. I can do that for you. No, thank you so much for letting me have my dream wedding ceremony at the Ellis house. It was perfect. :)

When I got engaged to the man of my dreams we sat down and thought, what our dream wedding would consist of. We are both outdoorsy, country, a rustic kind of couple and wanted a barn to get married in. So I started to search around and heard about the Ellis house. I ended up emailing Tina, who is amazing at her job, and explained what I was looking for. She proceeded to tell me they have never had anyone get married in the barn, but if I came in to talk to her she can try her best to help me out. As I drove down the driveway, I just fell in love with the scenery. It was perfect. So my husband and I booked the barn for our upcoming wedding. Tina was there every step of the way, asking us questions on what we needed. They had volunteers come in the day before to clean up the barn and get it ready for my big day. On my wedding day, the weather was perfect. We got great pictures with the amazing backgrounds. Everyone loved our ceremony. It was simple, it was exactly who we are. I just wanted to give a big thanks to Tina and the Ellis house for letting me have my dream wedding. I couldn't be happier.
STAFF REPORT
Mike Pierson
JAN 2015
Patrick Higgins, Mike Prinos and Marty Vick - Maintain all KCFPD properties.
Mike Pierson - maintain Hoover

JANUARY ACTIVITIES – PATRICK HIGGINS, RON SMRZ, MIKE PRINOS AND MARTY VICK

- SNOW REMOVAL!!! Record snow...ALL STAFF INVOLVED!
- Kim has returned...and is catching up. In the Historic Courthouse and the field!
- Patrick and Ron have spent several days working to clear dangerous Ash trees that were killed by the Emerald Ash Borer. This is a huge on-going project as literally hundreds of trees were infected.
- Patrick and Ron also spent a significant amount of time splitting logs that were cut as a result of all the tree clearing to be used as firewood.
- Patrick and Ron burned brush piles from restoration days.
- The maintenance and cleaning of the sledding hill is a daily task.

JANUARY ACTIVITIES—MIKE PIERSON
- Stepped in for Kim in her medical absence.
- SNOW REMOVAL ALSO!!!
- Replaced Bobcat battery.
- Salt spreader chain replaced.
- Looked for Eagles nest on the Oswego Islands 3 times total, twice at dawn and once at dusk.

ROUTINE DUTIES—FULL AND PART TIME STAFF

The full time staff is responsible for ALL maintenance required to successfully run the Kendall County Forest Preserve District properties. This includes but is not limited to the following:
- Opening/closing, electrical, plumbing, carpentry, equipment operation, mechanical / equipment repairs, painting, herbicide application, prescribed burns, logging records of all restoration/herbicide efforts, tree removal, demolition/building of structures, snow removal, testing of water supplies, cleaning of all buildings, Forest/Prairie restoration, road, parking lots and trail maintenance, education, various Ranger duties and mowing.

ROUTINE DUTIES—MIKE PIERSON

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

For

BRIDGE SAFETY INSPECTION

Mr. David Guritz, Director
Kendall County Forest Preserve District
110 West Madison Street
Yorkville, IL 60560
630-553-4131

Robert G. Davies, SE PE, Sr. Structural Engineer
HR Green
420 N. Front Street (Suite 100)
McHenry, IL 60050
86150043

February 3, 2015

Revised (10-2014)
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8.0 TERMS AND CONDITIONS
THIS AGREEMENT is between KENDALL COUNTY FOREST PRESERVE DISTRICT (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

1.0 Project Understanding

1.1 General Understanding

COMPANY will perform a field inspection of the existing Valley Drive Bridge over the Fox River (just upstream of Whitfield Road over the Fox River). We understand drawings and original construction information are not available.

1.2 Design Criteria/Assumptions

It is understood that the recommended repairs or modifications provided are only those required to bring the structure up to current safe load capacity for a bicycle path. COMPANY understands the bridge is not currently used, and will not be used in the future by motorized vehicles.

2.0 Scope of Services

The CLIENT agrees to employ COMPANY to perform the following services:

a) Bridge Inspection: The professional services included under this contract include visual observation of elements accessible with the use of ladders, waders, and a canoe/boat. Additionally, more detailed inspection procedures or material testing may be recommended once the structure condition has been observed. These additional inspection procedures are not included in this contract. COMPANY reserves the right to delay completion of the field work based on the water level of the Fox River and weather conditions that might endanger inspection staff.

b) Letter Report: The inspection is not required by the Illinois Department of Transportation (IDOT); therefore, the results will be reported in a short letter report. COMPANY will update the information provided in the letter report previously submitted to the Kendall County Forest Preserve District (by COMPANY) dated August 21, 2009. The letter report will update the condition description and repair recommendations. The letter report will also prioritize the repair recommendations and will provide budgetary opinions of cost for the repairs. The letter will contain budgetary costs for recommended repairs. CLIENT understands these budgetary costs are difficult to estimate due to the unique nature of the existing bridge and site. The budgetary costs are an opinion of cost and are subject to paragraph 8.11.

3.0 Deliverables and Schedules Included in this Agreement

Letter Report: COMPANY will provide a letter report to the Kendall County Forest Preserve District as described above. Deliverables generated under this agreement are not intended to be used for bidding or as construction documents.

Revised (10-2014)
This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

4.0 Items not included in Agreement/Supplemental Services

The following items are not included as part of this agreement:

1. Review of the original design, construction, and any comparison of the design and construction to the current standards for a pedestrian bridge.

2. Meetings with the Kendall County Forest Preserve District

3. Obtaining permits from regulatory agencies

4. Underwater inspection of piers or abutments. COMPANY may recommend an underwater inspection (performed by others) after completing the inspection work noted above.

Supplemental services not included in the agreement can be provided by COMPANY under separate agreement, if desired.

5.0 Services by Others

None

6.0 Client Responsibilities

Arrange access to site.

7.0 Professional Services Fee

7.1 Fees

The fee for services will be based on COMPANY standard hourly rates current at the time the agreement is signed.

7.2 Invoices

Invoices for COMPANY’s services shall be submitted, on a monthly basis. Invoices shall be due and payable within 30 days of receipt.

7.3 Extra Services

Any service required but not included as part of this contract shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

Revised (10-2014)
7.5 Payment

The CLIENT AGREES to pay COMPANY on the following basis:

Time and material basis with a Not to Exceed fee of $6,200.00.

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<th>DIRECT COST</th>
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Contract Total: $6,164.10

Direct Costs:

Mileage: 1 trips x 134 miles/trip x $0.575 /mile = $77.05
8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

8.2 Entire Agreement

This Agreement, and its attachments, constitutes the entire understanding between CLIENT and COMPANY relating to professional engineering services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this Agreement shall be in writing and signed by the parties to this Agreement. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this Agreement, CLIENT will pay for the additional services even though an additional written Agreement is not issued or signed.

8.3 Time Limit and Commencement of Services

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced immediately upon receipt of this signed Agreement.

8.4 Book of Account

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.5 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY's employees of the functions and services required under this Agreement.

8.6 Termination or Abandonment

Either party has the option to terminate this Agreement. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this Agreement may be terminated upon seven days written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

8.7 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.8 Severability

If any provision of this Agreement is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this Agreement shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.9 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this Agreement shall be made without written consent of the parties to this Agreement.

Revised (10-2014)
8.10 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Illinois without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Illinois.

8.11 Opinion of Probable Construction Cost

COMPANY shall submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY's rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of his or her opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY's opinion of probable construction cost.

8.12 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed $50,000.00, or the COMPANY'S total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

8.13 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.
This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN, INC.

[Signature]
Robert G. Davies, SE

Approved by: [Signature]
Printed/Typed Name: Akram Chaudhry, PE
Title: Vice President Date: 02/03/2015

KENDALL COUNTY FOREST PRESERVE DISTRICT

Accepted by: [Signature]
Printed/Typed Name: 
Title: Date: 

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Revised (10-2014)
ACTHA TRAIL CHALLENGE

Anticipate 50-60 ACTHA Member / Competitors

Two competitions available:
  Competitive Trail Challenge (CTC) – 6-8 obstacles spread out over a 6 mile trail
  Arena Obstacle Challenge (AOC) – 6-8 obstacles in an arena or field area

Saturday would hold one CTC and one AOC.
Sunday would hold one CTC.
Total of 3 events for each weekend hosted.

INCOME ESTIMATES:
Anticipated host-site income:

  $2,000 each CTC (Assumes 50 riders at $40 each)
  $1,200 each AOC (Assumes 40 riders at $30 each)
  $5,200 each weekend, $10,400 for hosting two trail challenge events

Additional revenue generating opportunities per weekend:
Overnight Trailer Parking/Camping Permits:
  $25/trailer x 40 trailers = $1,000 (no entertainment)
  $40/trailer x 40 trailers = $1,600 (bonfire and band)

Volunteer Run Concessions $500
Photographer $500

EXPENSE ESTIMATES:
Preparation:
40 man hours to prepare CTC= $800
15 man hours to prepare AOC= $300
  Staff expenses will decrease with second event.

Event staffing:
10 hours x 4 employees x 2 days= $1,000 plus additional post-event maintenance
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Allen Financial Insurance Group
The Equestrian Group
12424 N. 32nd St., Suite 101
Phoenix AZ 85032

INSURED

American Competitive Trail Horse Assn
ACTHA
637 Soda Creek Rd.
Spicewood TX 78669

CERTIFICATE NUMBER: CL1442925226

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)</td>
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<td>DESCRIPTION OF OPERATIONS below</td>
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</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is additional insured as premises owner with respect to the operations of the insured for coverages afforded under this policy.

CERTIFICATE HOLDER

Owner of Premises Rented to ACTHA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Leighann Reed/LAP

ACORD 25 (2010/05)

© 1988-2010 ACORD CORPORATION. All rights reserved.
This Promise Letter consists of our promises to you and yours to ACTHA. And that is exactly what this is - a promise. ACTHA has no intention to tie you into any contractual obligation. This is an effort from the heart, pure and simple. We want your help and in return we will help you. Together we are making huge progress "everyday" in employing and improving the lives of our noble friends, the horse. It all starts with your event.

ACTHA IS NOW A NON PROFIT COMPANY.
What does that mean for you? It means the highest pay outs we can give and still keep our doors open to help more and more horses. It also means if there is any money left in the kitty at the end of the year ACTHA must and will donate the funds to other nonprofit organizations...perhaps yours or one you elect !*

Here are our Promises to you:

1. ACTHA will provide legendary professional training, marketing, and operational support for your events.
2. ACTHA and you will advertise your event to our in-house distribution list of riders in your area. This usually includes several thousand potential riders. You will be given the names and phone numbers of all of the trail riders in your area that have given us permission to notify them when an ACTHA event is in their area, and you are expected to communicate with them, especially the ones closest to your event. All these potential riders will be listed for you showing their distances from your event,
3. ACTHA will provide liability insurance for the event in the amount of $500,000 to $1,000,000 at no upfront charge to you.
4. ACTHA will tabulate award points.
5. ACTHA will accept all entries for you via ACTHA's proprietary website and allow credit card payments.
6. ACTHA will help you procure and train volunteers.
7. The current below table shows you the current pay out to you per rider.

For our 6 mile events (CTCs)... you receive between $40 for the average entry ranging down to $12 for kids.

Division

<table>
<thead>
<tr>
<th>Division</th>
<th>Pay Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>$40</td>
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<tr>
<td>Pleasure</td>
<td>$40</td>
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<td>Scout</td>
<td>$22</td>
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<td>Scout Non-Member</td>
<td>$22</td>
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<tr>
<td>Buddy</td>
<td>$12</td>
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<tr>
<td>Buddy Non-Member</td>
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<tr>
<td>Junior</td>
<td>$12</td>
</tr>
<tr>
<td>Mentor</td>
<td>$15</td>
</tr>
</tbody>
</table>
On our Obstacle Challenge Events (AOCs) payments to you are as follows...these events are much easier to hold.

**Division**

- Open: $30
- Pleasure: $30
- Scout: $20
- Scout: $15
- Non Member:
  - Junior: $12
  - Mentor: $10

ACTHA STAFF AND VIP’S ride for no charge in all events if present. They provide a rich resource for your ride.

An Administrative Fee of $6 per rider on the above fees payable to you for the first 40 riders, with a minimum of $50 and a maximum of $250 to be deducted from your ride proceeds. (Check with Robin for proper #’s) This covers all advance funds paid for by ACTHA such as ribbons, insurance, shipping etc.

8. ACTHA and/or you as host will have the right to have up to 4 “free” riders in each of your events. These spots are meant to be used for anyone you or ACTHA believes can be useful in promoting what we are doing. VIP’s and Staff MUST register on the site for the event (sign release). No registration fee is collected; neither the ride host nor ACTHA receives any payment for these riders. These spots have been used for anything from local journalists to national celebrities.

The spots are also available to be filled by winners of various prizes or promotions in which a free ride is given. **Note: only ACTHA member/riders being judged on your ride will be eligible for any prizes. Small gifts of appreciation are recommended for any visiting VIP.**

9. ACTHA will donate, from ACTHA’s share of your member rider proceeds, 20% to nonprofit equine rescues and charities **you select**. This is done for every single event ACTHA sanctions as has been the case for many years.

**You only have a few promises:**

1. You will have as much fun as possible and pat yourself on the back often for being an extremely important part of the solution to a very big problem. Regardless if you are hosting this event for help with your hay bill, a charity or club, money is flowing into places where it is desperately needed but most importantly horses are being employed and that is their best protection of all!

2. Run the event in a responsible and safe manner per ACTHA's rules and guidelines in the Ride Host Manual and on the website. Keep all contact information provided by ACTHA.
confidential. You may only use the given contact information appropriately for communication regarding your ACTHA events.

3. Title your event with the proper CTC/AOC acronym (Woodrock Ranch CTC / Woodrock Ranch AOC).

4. You agree to take advantage of the resources that are available to you such as The Ride Host Manual, the materials on the website, the ACTHA Ride Host Network on Facebook, and your call in center (844-554-0212) staffed by live fellow ride hosts 13 hours per day. These are the crème de la crème especially selected to help you with every single question you can come up with...and you can expect calls from them as well!

5. You (or your volunteers) will be expected to invest at least 10 hours in the local marketing of your event. This will be in the form of calling potential riders, sending emails, and promoting your event. Your personal network should be employed to the fullest. Friends will rally and help you by spreading the word...all you got to do is ask. There’s no substitute for warm human contact when filling rides. If you are absolutely phobic about speaking on the phone for 10-15 minutes per day this may not be for you. In 7 years we have never heard of a phone call recipient being anything other than sincerely interested...especially when they learning of your selected charity and about our cause.

6. If you need to cancel your event for any reason CALL US FIRST!

7. Conform to and abide by the ACTHA rules for judging by making sure your judges complete the video & information in the JUDGES AREA for their individually assigned obstacle(s). Listening to the advice on the 24/7 judges hot line is an easy, convenient & enjoyable way to honor their commitment to you. The number is 855-JUDGE-99. Give it a listen! Judges can listen to a quick 2 minute review of their specific obstacle.

8. Provide at least six (6) judges, six (6) obstacles, and six (6) miles of trail for each CTC. No more than 6 each on your first ride and no more than 9 each on any subsequent ride. All obstacles must be spread out over the course of the 6 ride in a manner your terrain and “temo” call for. Use only the trail obstacles listed in the ACTHA Ride Host Manual/website, unless otherwise approved by ACTHA in advance. This is very important for insurance reasons.

9. Provide 8 obstacles and at least 2 judges for each AOC. Obstacles must be set up in a course design to flow clockwise or counter clockwise so that horses entering the arena or field have a logical traffic pattern. If room permits a straight line is also acceptable. No more than 1-2 acres of land is recommended for the course. This makes it easier for the judges to see the competitors.

10. Collect signed ACTHA liability and photography waivers for all juniors and volunteers at the event (note - **all adults sign an electronic waiver upon registering for your ride**). ACTHA reserves the right to use any video or pictures from your event for promotional purposes and to increase awareness of our mission.

11. Require and check all required health papers (i.e., "Coggins", health certificate) for every horse entering the property, **as required in your state**.

ACTHA maintains the copyright of the Competitive Trail Challenge, the ACTHA Obstacle Challenge as well as Gambler’s Choice, Double Down and all materials contained within the website. Reproduction for uses other than an ACTHA sanctioned CTC or AOC are not permitted.
The ACTHA host is incredibly special and ACTHA Inc. and every single one of our thousands of members thanks you from the bottom of our hearts.

* Naturally as with any company an operating reserve after all expenses are paid is withheld before donating any remaining funds and this applies to ACTHA Inc. as well.
THE RECREATION SOFTWARE SOLUTION!

Bid# 2513-A
February 11, 2015

Prepared by: Dale Geiger
(586) 469-4200 ext. 103
dgeiger@recprosoftware.com
February 11, 2015

Kendall County Forest Preserve District
Attn: Becky Antrim
110 West Madison Street
Yorkville, IL 60560

Dear Becky,

I would like to express my appreciation for the opportunity you have given R.C. Systems to demonstrate our Parks & Recreation Management System called ReCPro™ Software and to provide this proposal.

ReCPro™ Software is scalable so you can choose features based on your organization’s current needs and add features in the future as those needs expand. We have prepared this proposal based on our understanding of your current needs. CLICK HERE to review all of our product features on our website.

R.C. Systems was founded in 1985 (30 Years) and has been offering products and services to the recreation market since 1995 (20 Years). We offer user-friendly products that are proven and reliable. We offer friendly, knowledgable and patient customer support that is second to none.

Our goal is to build strong partnerships with our customers and continually improve our products to meet the expanding needs of those customers.

We look forward to a continued long and mutually rewarding relationship between our two organizations. Please do not hesitate to call if you have any more questions regarding our system or the services we can provide.

Regards,

Dale R. Geiger
Vice President
R.C. Systems, Inc.
CUSTOMER MANAGEMENT— Improve customer service and satisfaction by using all of the ReCPro™ Customer Account Management features

- Setup customers as families with a shared address to minimize data entry
- Track demographic information (age, gender, race, grade and school)
- Manage participant notes for medical information or special needs
- Track emergency contacts (name, relationship, phone numbers)
- Identify residents or non-residents
- Prevent duplicate customer records and merge customer accounts if necessary
- Customer alert option for staff notifications during registration
- Set account properties to identify customers that have written NSF checks
- Manage activity history & payment history (with ability to reprint receipts)
- Track open balances and account credits
- Process payments, refunds and recurring collections
- Print or e-mail receipts, contracts, invoices and statements
- Send out e-mail notifications or print address labels for mailings
- Online account features allow for reviewing activity history and payment history along with reprinting receipts and paying open balances, plus MORE!
**Online Registration** – Eliminate long lines using ReCPro™ Online Reg.

- Improve customer service with access 24 hours per day; 7 days per week
- Dynamic website designs that can mirror your organization’s website
- Content Management System (CMS) website for easy updating by staff
- Rotating photos section to highlight events, programs or facilities
- Highlight social media accounts (Facebook, Twitter, Pinterest, Youtube, etc.) for easy customer accessibility
- Site communicates to main database in real time; No double entry or batch updating
- Online customer accounts accessed using email address and password
- Option to retrieve forgotten account password
- Options for customer account creation and updating
- Option for customers to reprint receipts from previous payments
- Online bill pay available for customers to pay any outstanding balances
- Option for instructors to print rosters and update contact information
- Option for coaches to print rosters, schedules and update scores
- Advanced search options for customers to find items for purchase
- Option for customers to share activities with friends using Facebook, Twitter or Email
- Secure and PCI Compliant payment processing
- NO additional per transaction fees besides typical merchant processing fees

**Sample ReCPro™ Registration Websites**

- Chesterfield Township, MI – [http://parks.chesterfieldtwp.org](http://parks.chesterfieldtwp.org)
- Dewitt Area Recreation Authority, MI – [http://www.dewittrecreation.org](http://www.dewittrecreation.org)
- Lake Orion Community Education, MI – [http://www.lakeorion.k12.mi.us](http://www.lakeorion.k12.mi.us)
- Town of Belleair, FL – [http://www.belleairparksandrecreation.com](http://www.belleairparksandrecreation.com)
- Romeo-Washington-Bruce, MI – [http://registration.rwbparksrec.org](http://registration.rwbparksrec.org)
- Citrus County, FL – [http://citruscountyparks.com](http://citruscountyparks.com)
- City of Chamblee, GA – [http://recreation.chambleega.com](http://recreation.chambleega.com)
- City of Port Orange, FL – [http://registration.port-orange.org](http://registration.port-orange.org)

R.C. Systems, Inc.
35807 Moravian Drive
Clinton Township, MI 48035

http://ReCProSoftware.com
(586) 469-4200

CONFIDENTIAL INFORMATION – Prices Good for 90 Days
MEMBERSHIPS – Increase member retention using ReCPro™ Membership Management

- Customize an unlimited number of membership types & plans
- Seasonal passes for beaches, parks, outdoor pools, etc.
- Capture, save and display member photos
- Create & Print Photo ID cards with printed bar code
- Pre-printed cards or key tags along with proximity cards are also supported
- Single ID Card for multiple memberships or locations is supported
- Monthly recurring payment options with credit card or EFT/ACH
- Option to suspend memberships for any negative incidents that occur
- Option to put recurring payment on hold for members that are ill, injured or out of town
- Member check in to validate arriving members and track attendance
- Electronic visit pass options – for daily visits or multi-visit punch cards
- Option to play greetings or alert sounds during check in
- Option to alert member or staff of approaching expiration of membership or visit pass
- Expiration report allows staff to predict expiring memberships & send alerts via e-mail
- Option for member discounts through activity registration or facility rentals
- Supports corporate memberships where company agrees to pay member fees
- Demographic report shows breakdown of age, gender, residency, municipality, etc.
- Send e-mail blasts to existing members for purposes of marketing or alerts
ReCPro™ Software Features Overview

LEAGUE SCHEDULING – Save time by using ReCPro™ League Scheduling tools for auto-drafting and game scheduling

- Scheduler will assign equal number of home & away games for each team
- Option to define team scheduling exceptions
- Option to automatically schedule doubleheaders
- Registrations can be accepted for team, player or both
- Options to enter game scores in-house or via website
- Option to display standings on website
- Option to schedule and assign officials and scorekeepers for each game
- Option for global rainout to cancel/postpone all games on the schedule for a date and alert coaches, players and officials
- Auto Draft feature for youth leagues to automatically & evenly assign players to teams
- Auto Draft feature will automatically place child on parent’s team
- Auto Draft feature will automatically place siblings on same team
- Ranking scale of skill level of players to be use for auto drafting
- Option to build teams by age, grade, ranking or school
- Manually assign players to teams to satisfy player requests
- Information for volunteer parent coaches obtained during registration
- Determine league schedule (dates, times, locations) and book to facility calendar using integrated facility scheduler
- Print league rosters, coach’s rosters and schedules
- Option for Coaches to pull rosters and schedules from website
ReCPro™ Software Features Overview

**LOCKER RENTALS** – Generate additional revenue by using ReCPro™ Locker Rental Management

- Setup unlimited number of locker rooms & lockers
- Separate locker rooms for male & female
- Rent lockers for different time periods (Daily, Monthly, Annually)
- Create invoices & statements and collect payments
- Setup recurring payment options with credit card or EFT/ACH
- Manage locker rental expirations and renewals
- Locker search function allows user to find available lockers
- Locker rentals management grid displays customers that are in each Locker
- Manage waiting List that chronologically lists customers waiting for lockers
- Setup and manage security & damage deposits
- Track locks and combinations to locks
**EMAIL MARKETING** – Increase public awareness by using ReCPro™ Email Marketing tools

- Options for mailing lists to be created based on purchase history
- Filters allow user to focus marketing efforts on different segments of your business
- Target to certain age groups, genders, grades or geographic areas
- System will query all applicable email addresses and automatically list them in (BCC) email box
- Create your own custom message you would like sent out
- Attach any documents or forms to the email being sent out
- Options to print address labels or a report listing all qualified customers that don’t have email address on file
ReCPro™ Implementation Plan

The implementation of ReCPro™ will go through many steps and shall be coordinated with the schedule of the Organization’s Implementation Project Manager (IPM). Implementation shall commence immediately following contract signature and down payment.

- **Step 1:** Secure agreement with the Organization and Process Down Payment.
- **Step 2:** Identify the Organization’s Implementation Project Manager (IPM).
- **Step 3:** Provide the Organization’s IPM with Startup Documents.
- **Step 4:** Verify list of any ordered POS or Membership equipment.
- **Step 5:** Identify the Organization’s Information Technology (IT) Director / Manager.
- **Step 6:** Perform installation and configuration of ReCPro™ SQL Database and Website.
- **Step 7:** Welcome Call.
- **Step 8:** Admin Setup Training.
- **Step 9:** Create Training Database.
- **Step 10:** End User Training.
- **Step 11:** Data Entry by the Organization.
- **Step 12:** Implementation Complete.

Detailed explanation for each step of the Implementation.

**Step 1: Secure agreement with the Organization.**

A purchase order from the Organization is optional and not required. RCS will provide contracts that will need to be reviewed, signed and returned. Payment as described in the Payment section of the contract is also required prior to installation.

**Step 2: Identify the Organization’s Implementation Project Manager (IPM).**

The Organization will need to identify their Implementation Project Manager (IPM) which will be a person that:

- Works within the Parks & Recreation Department.
- Has knowledge of all internal business operations, policies & procedures.
- Has computer skills that can be described as an advanced or intermediate user and not a beginner.
- Has authority to make decisions in regards to any changes that may have to be made to any internal business operations, policies & procedures to take advantage of the functionality offered by the new software.
ReCPro™ Implementation Plan

Step 6: Perform installation and configuration of Database and Website.

RCS Support Team will schedule an appointment with the Organization’s IT Department and complete installation and configuration of Database and Website. RCS Support Team will provide the Organization’s IT Department with the installation files and instructions for the Client Installation with the expectation the Organization’s IT Department will complete the Client Installation on all User’s PC’s.

Step 7: Welcome Call.

RCS will schedule and complete a Welcome Call with the Organization’s IPM. The purpose of this 15 minute phone conference is to introduce the Organization’s IPM to the ReCPro™ Software Trainer and to also establish a Training Schedule.

Step 8: Admin Setup Training.

“Admin Setup” Training will be performed ‘On-Line’ and will typically span a couple of days. RCS uses TeamViewer or GoTo Meeting webinar software to perform ‘On-Line’ Training. The Admin Setup Training will include the Organization’s IPM and at the most 1 to 2 other Power Users(*) that will take ownership over setting up and maintaining the system. Data Entry by these Power Users(*) will be required prior to End User Training.

Step 9: Create Training Database.

Upon completion of the Admin Setup Training and all applicable data entry, RCS Support will create a Training Database that includes all of the Organization’s setup information so the End User training is more meaningful.

Step 10: End User Training.

“End User” Training can be performed either ‘On-Line’ or ‘On-Site’. RCS professional recommendation is to include only the Power Users(*) in the appropriate training sessions and then allow those Power Users(*) to train the rest of the staff within their department.

Step 11: Data Entry by the Organization.

During and after End User Training, the Users will be responsible to get all Data Entry completed (ie: Activities, Facilities, Memberships, Customers, etc.).
ReCPro™ Hardware / Operating System Requirements

ReCPro™ is a Client/Server Application. It is a requirement for your department to supply a Windows Server and Windows Workstations that meet the requirements below. ReCPro™ SQL Server Database MUST be installed on a Windows Server on your local area network. The selected server CANNOT be running Microsoft Exchange Server as SQL Server and Exchange Server cannot be installed on the same server. ReCPro™ comes bundled with a SQL Server Express Edition Database so it is NOT a requirement for your department to purchase SQL Server unless you plan to purchase more than 25 Concurrent User Licenses.

In order to utilize ReCPro™ Online Registration, you are required to either host the website on a local server (preferably on the same server ReCPro™ is installed) or host with one of our recommended 3rd Party web host partners.

IMPORTANT:

- **Hosting on your Internal Server** will require you to open **BOTH** port 80 (HTTP) **AND** port 443 (SSL). The website will not function properly without both of these ports.

- **Hosting at Third Party** will require you to open a **SECURE** port on your network so the website can communicate with and pass data to the internal Microsoft SQL Server Database – EXAMPLE: Port 443 (SSL)

Hardware Requirements:

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<tr>
<th><strong>Type</strong></th>
<th><strong>Recommended</strong></th>
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<tbody>
<tr>
<td>Processor</td>
<td>Dual or Quad Core 2+ GHz</td>
</tr>
<tr>
<td>Ram</td>
<td>4 GB (minimum)</td>
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<tr>
<td>Display</td>
<td>1024 x 768 (16-bit Color)</td>
</tr>
</tbody>
</table>

Required Software:

- Microsoft.Net Framework 4.0 Full Profile
- Microsoft SQL Server 2008 or 2012 (ReCPro™ comes bundled with the Express Edition)
- Windows Based Operating System

Supported Client Operating Systems:

- Windows XP Professional (SP3 and above)
- Vista (SP2 and above) 32bit/64bit
- Windows 7 32bit/64bit
- Windows 8 32bit/64bit
ReCPro™ References

- Village of Algonquin Events & Recreation
  Kevin Crook – IT Director
  kevincrook@algonquin.org
  Algonquin, IL
  http://rec.algonquin.org
  Phone: (847) 658-2700 x23

- Fon Du Lac Park District
  Ginny Friederick – Business Manager
  ginny@fondulacpark.com
  East Peoria, IL
  http://www.fondulacpark.com
  Phone: (309) 699-3923

- Crete Park District
  Pat Polzin – Executive Director
  ppolzin@creteparks.com
  Crete, IL
  http://www.creteparks.com
  Phone: (708) 672-6969

- Hollis Park District
  Kelley Brandenburg – Business Mgr
  kbrandenburg@hollispark.org
  Mapleton, IL
  http://www.hollispark.org
  Phone: (309) 697-2944

- Village of Elmwood Park Parks & Recreation
  Ted Gruber – IT Director
  tgruber@elmwoodpark.org
  Elmwood Park, IL
  Phone: (708) 452-3918

- Town of Dyer Parks & Recreation
  Mark Heintz – Director
  mheintz@townofdyer.com
  Dyer, IN
  www.townofdyer.org
  Phone: (219) 865-2505 x3124
3 Year Lease Payment Plan

In the event your department does not have the Capital Funds to pay for ReCPro™ in 1 Fiscal Period in the amount of $12,550.00 as listed above, we offer a 3 Year Payment Plan as follows.

<table>
<thead>
<tr>
<th>3 Year Contract</th>
<th>Software License</th>
<th>Annual Support</th>
<th>SSL Cert</th>
<th>Website Hosting</th>
<th>On-Line Training</th>
<th>On-Line Install</th>
<th>Trans Fees</th>
<th>Annual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$4,500.00</td>
<td>$3,000.00</td>
<td>$250.00</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,050.00</td>
</tr>
<tr>
<td>Year 2</td>
<td>$4,500.00</td>
<td>$3,000.00</td>
<td>$250.00</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,050.00</td>
</tr>
<tr>
<td>Year 3</td>
<td>$4,500.00</td>
<td>$3,000.00</td>
<td>$250.00</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,050.00</td>
</tr>
</tbody>
</table>

** If you choose the payment plan, we will need to charge 1st year of support. Online Training is still FREE.

** Starting in Year 4, the Software will be paid in full so your only obligation from that point forward will be the Annual Support, SSL Cert and Website Hosting fees.

ReCPro™ Training (On-Line / On-Site) Comparison

Professional Training is included in the total fees on the previous pages. We give you the choice of either On-Line Training or On-Site Training. On-Line Training has become the preferred method because it costs less than On-Site training and also because we can limit the training to 2-3 hour sessions instead of forcing your staff sit through 3-5 consecutive, full days of training. Please review the fees for both options to decide which method works best for your department.

<table>
<thead>
<tr>
<th>Professional On-Line Training</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training On-Line using GoTo Meeting®</td>
<td>25.00</td>
<td>$100.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Incentive Discount</td>
<td></td>
<td>-$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Grand Total for On-Line Training</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional On-Site Training</th>
<th>Quantity</th>
<th>Type</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training On-Line – Admin Setup</td>
<td>7.00</td>
<td>Hours</td>
<td>$100.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Training On-Site – 3 days – 6 hours / day</td>
<td>18.00</td>
<td>Hours</td>
<td>$100.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Travel Day(s)</td>
<td>2.00</td>
<td>Days</td>
<td>$350.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Travel Expenses (Hotel, Car, Meals)</td>
<td>3.00</td>
<td>Days</td>
<td>$350.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Roundtrip Airfare from Detroit (DTW)</td>
<td>1.00</td>
<td>Ticket</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

R.C. Systems, Inc.
35807 Moravian Drive
Clinton Township, MI 48035

http://ReCProSoftware.com
(586) 469-4200
CONFIDENTIAL INFORMATION – Prices Good for 90 Days
Other Fees Associated with Electronic Payment Processing (Credit Card & ACH)

The purpose of this section is to bring to your attention ‘Other Fees’ you may incur by utilizing integrated Electronic Payment Processing (Credit Cards or ACH). The fees listed here are not part of the contract with R.C. Systems, Inc. There are 3 layers to process payments through software like ReCPro™ Software.

1. Layer 1 is the Software Application which in this case is ReCPro™ Software.

2. Layer 2 is the Payment Gateway paymentsgateway.net provided by {forte}™

3. Layer 3 is the Payment Processor which can be either {forte}™ or a processor of your choosing as long as that processor will communicate with the paymentsgateway.net gateway provided by {forte}™.

In order to maintain PCI Compliance, you are required to use {forte}™ for ‘Payment Gateway’ services. You will then have the choice to also use {forte}™ as the Payment Processor or selecting a different 3rd Party vendor. There are typically ‘Gateway Service Fees’ that apply, but {forte}™ will waive these fees if you are also using them as your Payment Processor.

Below are some ‘Estimated’ fees for the Gateway and Credit Card Processing. All fees are estimates and can be negotiated with {forte}™.

**Gateway Service Fees: (waived if you use {forte}™ as the Payment Processor – Layer 3)**

These fees represent the use of the Payment Gateway paymentsgateway.net (Layer 2)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateway Monthly Fee</td>
<td>$19.95</td>
<td>Monthly</td>
</tr>
<tr>
<td>Gateway Per Item Fee</td>
<td>$0.10</td>
<td>Per Item</td>
</tr>
<tr>
<td>Each Additional SITE (2-5)</td>
<td>$14.95</td>
<td>Monthly</td>
</tr>
<tr>
<td>Each Additional SITE (6-10)</td>
<td>$9.95</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

R.C. Systems, Inc.
35807 Moravian Drive
Clinton Township, MI 48035

http://ReCProSoftware.com
(586) 469-4200

CONFIDENTIAL INFORMATION – Prices Good for 90 Days
# Point of Sale Equipment

<table>
<thead>
<tr>
<th>Optional POS Equipment</th>
<th>Price Each</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Card Reader (MagTek IPAD)</strong> – This PCI Compliant Reader is a multi-functional handheld POS terminal with keypad input, graphics display output on a 128x64 pixel screen, and magnetic card stripe reading with the included Magnesafe SCRA peripheral. The MagTek IPAD is the most comprehensive, end-to-end security solution available.</td>
<td>$285.00</td>
<td><img src="image" alt="Credit Card Reader" /></td>
</tr>
<tr>
<td><strong>Cash Drawer (POS-X ION-C16)</strong> - This 16&quot; Cash Drawer will sit on top of the counter and allow you to have a secure place to keep all cash, check and credit card receipts. The Cash Drawer connects to Receipt Printer and opens when a receipt prints. <strong>Included:</strong> USB Cable (EVO-CD-USB)</td>
<td>$175.00</td>
<td><img src="image" alt="Cash Drawer" /></td>
</tr>
<tr>
<td><strong>Mounting Brackets (EVO-CD16B)</strong> - If you would like to Mount your Cash Drawer under a counter, these brackets will be necessary.</td>
<td>$25.00</td>
<td><img src="image" alt="Mounting Brackets" /></td>
</tr>
<tr>
<td><strong>Receipt Printer (POS-X EVO-PT3-1HU)</strong> - This EVO HiSpeed Receipt Printer will print quality thermal receipts and connects to the Cash Drawer.</td>
<td>$285.00</td>
<td><img src="image" alt="Receipt Printer" /></td>
</tr>
<tr>
<td><strong>Thermal Receipt Paper (XWP-T220)</strong> – 1 Case (50 Rolls) Thermal Receipt Paper.</td>
<td>$100.00</td>
<td><img src="image" alt="Thermal Receipt Paper" /></td>
</tr>
</tbody>
</table>

**ReCPro™ reserves the right to change at any time the Make, Model & Pricing of Equipment. Please verify latest information with ReCPro™ prior to placing an order.**
Real people, ready to answer your questions. Just a phone call away.

Prices you'll like.

Email Marketing

Send and track beautiful, professional-looking emails.

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 500</td>
<td>$15/mo</td>
</tr>
<tr>
<td>501 - 2500</td>
<td>$35/mo</td>
</tr>
<tr>
<td>2501 - 5000</td>
<td>$55/mo</td>
</tr>
<tr>
<td>5001 - 10000</td>
<td>$85/mo</td>
</tr>
<tr>
<td>10000+</td>
<td>(866) 876-8464</td>
</tr>
</tbody>
</table>

Unlimited sends. No matter how many contacts are on your list.

Nonprofit and pre-pay discounts

Save 10% - 30%

Try it FREE for 60 days

- Test drive Email Marketing: explore templates, upload your contacts, and more.
- Award-winning free support

Try it Free

Or buy now. Includes our 100% money-back guarantee. Cancel anytime.

Affordable expert services. Save time with services to help you get started.
Learn more.
Real Results Start with Email Marketing
Reach customers where they go most: their inbox.

Email address

Try it Free

or Buy Now »

Email Marketing just plain works.
Email connects you to people; email marketing software helps you understand your audience's response, so you can plan your next marketing move. Our email marketing is easy, affordable, and proven to get results; that's why we're ranked number 1 in Website Magazine's list of the top 50 email marketing solutions.

Getting started is simple.

Create
Design professional-looking emails in minutes with customizable templates and drag-and-drop editing.

Grow
No list? No problem. We make it easy to grow your email list and manage contacts.

Go Social
Get ready to extend your reach and build your business with powerful social media integration.

Track

Track your success with real-time reporting that makes it easy to plan your next move.

Start FREE today!

Email address

Try it Free

or Buy Now »

Powerful, easy-to-use features.

List-building tools.
Add email addresses to your list from your Facebook page, company website, or a text-to-join message.

Contact management.
Store, organize, and maintain your email address lists and information. Segment lists so the right people get the right message.

Mobile-friendly templates.
Make sure your audience can easily access your message everywhere they go, on any device.

Image and file storage.
Easily store and access the content you need for your emails right in your Constant Contact account.

Social media tools.
Share your emails to your social media networks right from Toolkit, and make it easy for your audience to share on theirs, too.

Free, award-winning support.
### BUSINESS SERVICE ORDER AGREEMENT

**Account Name:** Kendall County Forest Preserve District

**Address 1:** 11285 FOX RD

**City:** Yorkville

**Address 2:**

**State:** IL

**Primary Contact Name:** Jason Pettit

**ZIP Code:** 60560

**Business Phone:** (630) 553-4131

**County:**

**Cell Phone:** (630) 553-4026

**Email Address:**

**Pager Number:**

**Primary Fax Number:**

**Technical Contact Name:**

**Tech Contact On-Site?** No

**Technical Contact Business Phone:**

**Property Manager Contact Name:**

**Property Mgr. Phone:**

### COMCAST BUSINESS SERVICES

<table>
<thead>
<tr>
<th>Selection</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Voice</td>
<td></td>
</tr>
<tr>
<td>Business Internet</td>
<td>X</td>
</tr>
<tr>
<td>Business TV</td>
<td></td>
</tr>
</tbody>
</table>

### SERVICE TERM (MONTHS)

36

### COMCAST BUSINESS SERVICES DETAILS

#### Business Voice

<table>
<thead>
<tr>
<th>VOICE SELECTIONS</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Feature Voice Lines</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adt. F.F. Voice Lines w/ pkg.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4+ Lines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Lines</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Lines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toll Free Numbers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PACKAGE DESCRIPTION

- **Package Name:** Can/SP_D60-$10

- **10 MRC Discount off Business Internet D60 ($109.95) for discounted rate of $99.95. MRC Discount rolls to rate card end of original term. Min 2yr term required. Taxes, Usage, Fees, Equip are extra.**

#### Business Internet

<table>
<thead>
<tr>
<th>INTERNET SELECTIONS</th>
<th>Selection (X)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starter</td>
<td></td>
<td>$109.95</td>
</tr>
<tr>
<td>Preferred</td>
<td></td>
<td>$12.95</td>
</tr>
</tbody>
</table>

**INTERNET OPTIONS**

**Microsoft Outlook Office Email**

**Web Hosting - Starter**

**Static IP**

**Dynamic IPVS**

**Wi-Fi**

### Comcast Business Packages

<table>
<thead>
<tr>
<th>Package Name</th>
<th>Selection</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information &amp; Entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Choice Standalone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TV OUTLETS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>mini mDTA/mDTA</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Outlets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MRC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Internet selections & options not available in all markets.

*Business Internet speed bars are not available in all markets. With the exception of Basic Comcast, all Business Internet speed bars from Comcast include ten(10) Microsoft Office 365 email boxes for no additional charge. The Basic Comcast speed bar does not include each email box. Additional email boxes may be purchased separately. Comcast reserves the right to charge the Microsoft Office 365 service offering at any time, at its sole discretion, upon written notice to Customer.

*Not available in home offices or public view establishments. TV selections & options not available in all markets. Customer acknowledges and understands Customer may be responsible for additional music licensing or copyright fees for music contained in any or all of the Services, including, but not limited to Video and/or Public View Video.

**Available for Standard & Preferred TV offers only.
## COMCAST BUSINESS TOTAL SERVICE CHARGES

<table>
<thead>
<tr>
<th>Comcast Business</th>
<th>Selection</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Total Monthly Service Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Fee</td>
<td>X</td>
<td></td>
<td>$49.00</td>
<td>$49.00</td>
<td>$122.90</td>
</tr>
<tr>
<td>Voice Activation Fee*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto-Attendant Setup Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voice Jack Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toll Free Activation Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directory Listing Suppression Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Per the activation fee, up to four (4) the maximum charge.

**Total Installation Charges:** $49.00  
**Total Recurring Monthly Bill:** $112.90

---

## GENERAL SPECIAL INSTRUCTIONS

* Does not include Custom Installation Fees.  
* Applicable federal, state, and local taxes and fees may apply.
**COMCAST BUSINESS INTERNET CONFIGURATION DETAILS**

<table>
<thead>
<tr>
<th>Transfer Existing Comcast.net Email</th>
<th>Equipment Selection</th>
<th>D3.0 IP Gateway</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Business Web Hosting</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*If 2 or more Static IPs are requested a STATIC IP JUSTIFICATION FORM is required.

**COMCAST BUSINESS TV CONFIGURATION DETAILS**

<table>
<thead>
<tr>
<th>Outlet Details</th>
<th>Location</th>
<th>Outlet Type</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet 1 - Primary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 2 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 3 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 4 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 5 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 6 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 7 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet 8 - Additional</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMCAST BUSINESS VOICE CONFIGURATION DETAILS**

<table>
<thead>
<tr>
<th>Phone #</th>
<th>Type</th>
<th>Voicemail</th>
<th>Customer Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone System Type (Key System, PBX, Other)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone System Manufacturer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax Machine Manufacturer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alarm System Vendor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Point of Sale Device</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Telco Closet Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hunt Group Configuration Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hunt Group Features Requested (Yes/No)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hunt Group Configuration Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hunt Group Pilot Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Toll Free #</th>
<th>Calling Origination Area</th>
<th>Associated TN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Directory Listing Details**

<table>
<thead>
<tr>
<th>Directory Listing (Published, Non-Published, Unlisted)</th>
<th>Additional Voice Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory Listing Phone Number</td>
<td>Caller ID (Yes/No)</td>
</tr>
<tr>
<td>Directory Listing Display Name</td>
<td>Caller ID Display Name (max 16 char.)</td>
</tr>
<tr>
<td>DA/ML Header Text Information</td>
<td>International Dialing (Yes/No)</td>
</tr>
<tr>
<td>DA/ML Header Code Information</td>
<td>Call Blocking (Yes/No)</td>
</tr>
<tr>
<td>Standard Industry Code Information</td>
<td>Auto-Attendant (Yes/No)</td>
</tr>
</tbody>
</table>
AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliate ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments"), collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions (http://business.comcast.com/terms-conditions/index.aspx). All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at http://business.comcast.com/terms-conditions/index.aspx (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at http://business.comcast.com/terms-conditions/index.aspx (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, subject to installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed $500.00.

If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.

3. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS VOICE SERVICE, I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THE E911 NOTICE:

E911 NOTICE

Comcast Business Voice service ("Voice") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using Voice, Comcast must have the correct service address for the Voice Customer. If Voice is moved to a different location without Comcast's approval, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or Voice (including 911) may fail altogether.

- Voice uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if the battery back-up in the associated multimedia terminal adapter is not installed, fails, or is exhausted after several hours.

- Voice calls, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.

- Comcast will need several business days to update a Customer service address in the E911 system. All change requests and questions should be directed to 1-800-391-3600. USE OF VOICE AFTER DELIVERY OF THIS DOCUMENT CONSTITUTES CUSTOMER ACKNOWLEDGEMENT OF THE E911 NOTICE ABOVE.

4. To complete a Voice order, Customer must execute a Comcast Letter of Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

5. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE

By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx.

Signature: __________________________
Print: Jason Pettit
Title: __________________________
Date: 10/16/2014

FOR COMCAST USE ONLY

Sales Representative: Allah McCullough
Sales Representative Code: __________________________
Sales Manager/Director Name: Jessica Jimenez
Sales Manager/Director Approval: __________________________
Division: Central
Lead ID: 81965640
The ComEd Green Region Program

2015 PROGRAM GUIDELINES

Purpose
The Chicago metropolitan region is rich in diversity – both in the landscape that includes native prairies, wetlands, woodlands, Lake Michigan and a vast network of streams and rivers as well as the 10 million people who call this region home. Recognizing that open space in our communities is crucial to the quality of our lives, ComEd has committed to supporting municipalities, townships, park districts, and other local governments in northern Illinois with their ongoing efforts to protect or improve public spaces for the benefit of all. ComEd designed the ComEd Green Region Program to assist local communities in these efforts by providing funding for some expenses towards these goals. Underlying the program is ComEd’s endorsement of deliberate planning for open space protection as a means to encourage the wisest use of scarce resources.

Application Deadline: March 6, 2015

Eligible Applicants
Municipalities, townships, counties, park districts, conservation districts and forest preserve districts within ComEd’s service territory (please see map) in the following counties: Boone, Bureau, Carroll, Cook, DeKalb, DuPage, Ford, Grundy, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Lake, LaSalle, Lee, Livingston, Marshall, McHenry, Ogle, Rock Island, Stephenson, Whiteside, Will, Winnebago and Woodford.

Applicants must be in good standing with ComEd related to provision of utilities.

Eligible Activities
- Developing or updating open space plans. Expenses may include consultant fees, costs associated with obtaining public input (hall rental, advertising, etc.), and publication costs;
- Improving applicant-owned open spaces, including planning costs. Funds may be used for habitat improvements such as installing or improving meadows, woodlands, wetlands, and associated buffers. The plans also may include the installation of capital improvements for passive recreation, such as trails, boardwalks, kiosks and observation platforms, but not parking lots. Such expenses may include consultant fees for landscape architects, park designers, botanists, restoration specialists, engineers, etc.;
- Acquisition (by purchase or donation) of parcels of land to be used for open space. Expenses may include land cost, legal or consultant fees, survey, environmental assessments, appraisals, etc.; and
- Acquisition (by purchase or donation) of conservation easements (also known as “development rights”). Eligible expenses include legal or costs to purchase development rights, consultant fees, survey, environmental assessments, appraisals, etc.
- Priority is given to projects that demonstrate significant impact on the surrounding community by increasing the public’s access to open space and encouraging their engagement with the project. Additionally, priority is given to projects that demonstrate active partnerships.
Ineligible Expenses

- Staff time for applicant’s employees or interns for any aspect of the project;
- Relocation of owner/tenant, condemnation, or building repair/demolition; and
- Expenses not directly related to the use of land for open space and/or passive recreation. (For example, construction of a parking lot or a public works garage on municipal parkland would not be considered an eligible expense.)
- Active recreation amenities such as ball fields, golf courses, tennis courts, playgrounds, etc.
- Any activities that are required in connection with regulatory compliance.

Grant Amounts and Timing

- Grants will be for amounts up to $10,000 and may be used to pay for up to 50% of eligible activities.
- The grantee must have a source of funds (or have submitted an application for funds) to match the ComEd Green Region Program grant. Those matching funds shall be in cash, not in-kind services. The status of matching funds (secured or pending) must be indicated on the application.
- Grants will be awarded once a year.
- Openlands’ online application system will close at 5:00 p.m. Central Time on March 6, 2015. Incomplete or late applications will not be considered.
- Any recipient will be expected to fully expend the grant award within 18 months of its receipt of the funds. A final grant report is due within two months of full expenditure of funds.
- Retroactive reimbursement for costs accrued between the application deadline and the grant award may be allowed, on a case-by-case basis. All requests for such reimbursement shall be made in writing to the program administrator.
- At this time, previous grantees are ineligible to apply for additional funding. It is encouraged that previous grantees partner with new Eligible Applicants on joint projects to apply for funding. Also, check back during the next grant cycle as the guidelines may change.
- A project that has received an award is eligible for funding the following year, provided there is a new Eligible Applicant who has not received grant funds from the ComEd Green Region Program in the past.

Grant Conditions

- The facility/property must be open to the general public on a regular basis.
- If grant funds are used for acquisition of an interest in land, the applicant must demonstrate that a restrictive covenant, deed restriction or similar instrument will be recorded against the property which states that the property must be held in perpetuity for open space purposes. If the property is diverted from open space use, the grant recipient shall return all Green Region funds received to ComEd.
Within two months of the final expenditure of grant funds, the applicant will submit a final report summarizing the work accomplished with the grant. Accompanying the final report will be an explanation of accounting justifying the use of the grant funds, backed by documentation of invoices, cancelled checks, recorded deeds, settlement sheets, etc., as necessary for the particular project.

During the grant period, award recipients will agree to participate in press conferences or events, to be quoted in ComEd literature describing the ComEd Green Region Program, and to identify ComEd as a funder in any materials produced to explain or promote the funded project.

Recipients will agree to acknowledge the use of ComEd Green Region Program funds for the project, either through signage for capital projects or written acknowledgment in documents. Both will be supplied by ComEd.

**Applications**

ComEd Green Region Program guidelines are available as PDF and Word files on the Openlands website (www.openlands.org/greenregion). Applications are accepted on-line via http://openlands.submittable.com/submit. You will be asked to create a profile to begin the submission process. For additional information regarding the submission process, please reference the Frequently Asked Questions document, available at www.openlands.org/greenregion. Upon submission of your application, all applicants will receive a receipt confirming that your application has been successfully submitted.

If you prefer to submit your application via email or mail, please contact the Green Region Administrator at greenregion@openlands.org to receive pre-approval and instructions on how to submit.

**Review Committee**

Completed and eligible applications will be reviewed and prioritized by a geographically-diverse committee composed of county government officials, members of the region’s non-profit land conservation community and ComEd representatives. Final decisions on recipients and amounts will remain at the discretion of ComEd.

**Time for Decisions**

Decisions on grant awards will be announced by mid-June. All communication, including notification and distribution of grant funds, will be directed to the contact person listed on your application.

**Administrator**

Openlands, a non-profit conservation land trust with a 50-year history of protecting open space in the greater Chicago region, is the administrator of the ComEd Green Region Program. Questions about eligibility, timing, documentation, etc. should be addressed to:

ComEd Green Region Program Administrator  
c/o Openlands  
25 E. Washington Street, Suite 1650  
Chicago, IL 60602  
312-863-6250  
email: greenregion@openlands.org
KENDALL COUNTY FOREST PRESERVE DISTRICT
Recommended Bond Sale Savings Parameter

In order to undertake the refinancing of a portion of the District’s 2007 Bonds, the District must approve a bond ordinance which sets forth certain bond sale parameters that must be met by the bond sale.

Lewis Greenbaum of Katten Muchin Rosenman LLP is currently drafting the bond ordinance which should be available in draft form shortly for the District’s review.

However, prior to the bond ordinance being distributed, the District must decide on a minimum level of savings that they will accept from the refinancing. Speer’s recommendation would be for the District to use a 3% net present value savings as its minimum savings parameter. The percent present value savings is calculated by dividing the total present value savings by the amount of bonds that are being refunded. A three percent savings threshold is commonly used by issuers when deciding whether or not to move forward on a refinancing transaction and was the minimum savings threshold used by the District when executing its refinancing transaction in 2012.

Assuming the District issue the full $10 million as allowed under bank qualification limits, 3% net present value savings would equate to approximately $25,000 annual savings or total gross savings of approximately $300,000. Given the current estimated savings levels, we would hope that actual savings from the refunding would come in higher than this level.
February 4, 2015

Mr. David Guritz
Director
Kendall County Forest Preserve District
110 West Madison Street
Yorkville, Illinois 60560

Re: Kendall County Forest Preserve District, Illinois
Issuance of General Obligation Bonds Refund all or a portion of the District’s Outstanding
General Obligation Bonds, Series 2007

Dear David:

Speer Financial, Inc. (“Speer”) is pleased to provide this Engagement Letter to the Kendall County Forest Preserve District, Illinois (the “Client”) for our services as Municipal Advisor in connection with the issuance of the securities referenced above (the “Bonds”). The purpose of the issuance of the Bonds, briefly stated, is to provide for the refunding of all or a portion of the Client’s outstanding General Obligation Bonds, Series 2007 (the “Project”).

Speer has an existing agreement with the Client (the “Contract”). Speer is providing this Engagement Letter to you to memorialize the terms of our engagement (the “Engagement”) as your Municipal Advisor with respect to the issuance of the Bonds. This Engagement Letter is required under current Federal securities law and serves to provide certain additional information to the Client, such as conflict disclosures and specification of services, but does not change any of the business terms in the Contract.

Services. Speer agrees to provide to the Client the municipal advisory services (the “Services”) set forth in the attached Exhibit A. Certain limitations to Speer’s Services are set forth in the attached Exhibit B. The Client, as an issuer of municipal securities, is also subject to certain other terms as it relates to the issuance of securities and Speer’s Engagement. These terms are detailed in the attached Exhibit C.

Term and Termination. Speer’s Engagement shall remain in effect until terminated by the Client or Speer upon at least thirty (30) days written notice to the other party, as indicated in the Contract. If the Client terminates the Engagement prior to the issuance of the Bonds, Speer expects to negotiate with the Client a mutually agreeable compensation for the Services provided by Speer prior to such termination.
Compensation. The Speer compensation set forth below is the same as previously provided in the Contract. As compensation for Speer’s provision of the Services, Speer shall receive a fee based upon the par amount of the Bonds issued, calculated as follows:

Financial Advisory Services: $4,500 plus 1/4 of 1% of the municipal securities issued up to $10,000,000 plus 0.15% of municipal securities issued in excess of $10,000,000 with a not to exceed amount of $20,000 per sale.

This fee is the same regardless of the method of sale of the Bonds and is contingent on the sale of the Bonds. This fee does not include the payment of Speer’s out-of-pocket costs as further described in Exhibit B. See the attached Exhibit D for a description of the conflicts of interest in connection with each form of compensation.

Representations of Client. The factual representations contained in the documents which are prepared by Speer in the course of its Engagement, and the factual representations which may also be contained in any other documents that are furnished to Speer by the Client, are essential for and provide the basis for Speer’s municipal advice. Accordingly, it is important for the Client to read and understand the documents Speer provides to the Client because the Client will be confirming the truth, accuracy and completeness of matters contained in those documents. Speer’s Engagement does not include the verification of the truth or accuracy of such factual representations, as further described in the attached Exhibit C.

Disclosure of Conflicts of Interest. Set forth in the attached Exhibit D is a disclosure by Speer of its conflicts of interest, if any. Should the Client have any questions or concerns with this disclosure, the Client should promptly contact Speer.

We sincerely appreciate this opportunity to be of service, and look forward to working with you.

Sincerely,

SPEER FINANCIAL, INC.

By: [Signature]

Its: [Title]
EXHIBIT A

SPEER FINANCIAL, INC. MUNICIPAL ADVISOR SERVICES FOR THE KENDALL COUNTY FOREST PRESERVE DISTRICT

Financial Planning Services

1. Orientation: Reviewing the Client’s current financial position, statutory authority, and financing capabilities, including whether a refunding or defeasance of any outstanding debt is appropriate.

2. Coordination: Coordinating financial planning and issuance details with the Client’s staff, bond counsel, paying agents, rating agencies and other transaction participants.

3. Consultation: Consulting with the elected and key appointed officials and staff regarding the various phases of the development and implementation of a financing plan.

4. Public Relations: Responding to inquiries from the general public or news media relating to municipal issuance related matters.

5. Planning: Developing a debt financing plan that includes all or some of the following:

   a. Maturity Schedules - Alternative maturity schedules relating to the financing. These schedules may “wrap” around existing debt to provide stable tax rates, level debt service payments, or meet other policy or cash flow requirements as may be requested by the Client.

   b. Market Receptivity - An evaluation of potential market receptivity for each debt issuance and recommend the most suitable sale option.

   c. Tax Law - Consultation with bond counsel as to the ramifications of Federal tax law on the financing plan.

   d. Credit Rating and/or Insurance - A costs and benefits analysis regarding whether to obtain any available credit enhancements and/or a credit ratings.

   e. Competitive and Negotiated Sale of Debt Securities - An analysis and corresponding recommendation regarding the method of sale to be used in connection with the financing plan.

   f. Financing Timeline - A tentative financing timeline to guide officials regarding the timing of various aspects of the financing plan.
Competitive Sale Services

1. **Authorizing Resolutions/Ordinances** - Assist the Client's attorney and/or bond counsel with regard to the financial provisions to be included within the Client’s authorizing resolutions/ordinances relative to the securities issuance.

2. **Credit Rating and/or Insurance** - When applying for a credit rating and/or bond insurance, Speer will submit the necessary data and documents to the selected rating agency(ies) and/or insurance company(ies).

3. **Disclosure Document, Notice of Sale and Bid Form:**
   
a. **Preparation of Documents** - Prepare a preliminary Official Statement, Term Sheet, Statement of Facts or Limited Offering Memorandum (each a “Disclosure Document”), Notice of Sale and Bid Form. Following the award of the securities, Speer shall prepare the final Disclosure Document corresponding to the Project. The Disclosure Document will describe the securities being issued and will contain detailed information provided by the Client and bond counsel.

b. **Notice of Sale Publication** - Notify certain prospective purchasers of the sale and prepare, as necessary, a Notice of Sale.

c. **Encouragement to Bidders** - Circulate the preliminary Disclosure Document to certain potential purchasers, including as appropriate, investment institutions, banks and underwriters, to solicit bids from such firms for the Client’s securities. Provide copies of the preliminary Disclosure Document and Official Bid Forms, as applicable, for each sale to the Client for distribution to local banks and elected officials.

d. **Bid Opening, Analysis and Recommendations** - Conduct each sale, examine the bids submitted for completeness and compliance with the applicable bidding requirements, evaluate the bids for accuracy, and recommend a proposed course of action relative thereto.

4. **Preparation, Registration and Delivery of Securities** - Conduct all necessary undertakings in order to complete the financing, including monitoring the preparation, registration and delivery of the securities being issued.

5. **Debt Service Schedule** - Provide the Client with a final debt service schedule and other financial materials pertinent to the securities sale.

Negotiated Sale Services

1. **Authorizing Resolutions/Ordinances** - Assist the Client's attorney and/or bond counsel with regard to the financial provisions to be included within the Client’s authorizing resolutions/ordinances relative to the securities issuance.
2. *Credit Rating and/or Insurance* - When applying for a credit rating and/or bond insurance, Speer will submit the necessary data and documents to the selected credit rating agency(ies) and/or insurance company(ies).

   a. **Preparation of Documents** - Prepare or assist in the preparation of a preliminary Disclosure Document, Request for Proposals (RFP) or Request for Qualifications (RFQ) if requested by the Client, and, following the award of the securities, the final Disclosure Document.
   
   b. **Proposal Analysis and Recommendations** - Review and examine any proposals submitted for completeness and compliance with the applicable RFP/RFQ requirements, evaluate the proposals for accuracy, and recommend a proposed course of action relative to the proposals received.

4. *Negotiation of Terms* - Negotiate with the selected underwriter(s)/purchaser(s) relative to interest rates, terms and conditions of the securities issuance.

5. *Preparation, Registration and Delivery of Securities* - Conduct all necessary undertakings in order to complete the financing, including, monitoring the preparation, registration and delivery of the securities being issued.

6. *Debt Service Schedule* - Provide the Client with a final debt service schedule and other financial materials pertinent to the securities sale.
EXHIBIT B

LIMITATIONS TO SPEER’S MUNICIPAL ADVISOR SERVICES

Speer’s duties as Municipal Advisor are limited to the Services detailed in Exhibit A. Among other things, Speer’s Engagement does not include:

1. Giving any advice, opinion or representation as to the fiscal prudence or policy priority of issuing the securities or any other aspect of the securities transaction, including, without limitation, the undertaking of any project to be financed with the proceeds of the securities, as those are the Client’s policy decisions.

2. Giving any opinion or advice on the legality of the securities or the tax status of the securities.

3. Preparing any of the following: requests for tax rulings from the Internal Revenue Service, blue sky or investment surveys with respect to the securities, state legislative amendments, or pursuing test cases or other litigation.

4. Undertaking rebate calculations for the securities or anything related to monitoring investments of securities proceeds or expenditure of securities proceeds, as that is a specialty service provided by others when appropriate.

5. Participating in the underwriting of the debt, as prohibited by Federal securities law.

6. Monitoring the actual use of proceeds, the timely expenditure of proceeds and the project completion status.

7. Verifying the accuracy of audited and unaudited financial statements.

8. Giving advice on the investment of securities proceeds.

9. Monitoring ongoing obligations and covenants entered into by the Client with respect to the securities, as these tasks are performed by the Client.

10. The Services do not include the payment by Speer of its “out of pocket” expenses, including but not limited to, the utilization of a bidding platform (SpeerAuction or SpeerBids), verification services as requested by the Client, mailing, overnight and messenger delivery and copying costs.

11. Filing material events notices or otherwise assisting the Client with its continuing disclosure obligations, as such assistance is to be provided under a separate written agreement. Nothing in this Engagement Letter obligates Speer to provide, or the Client to pay for, any such continuing disclosure services.
EXHIBIT C

OTHER TERMS OF THE SPEER ENGAGEMENT

Please note the following with respect to the Client’s role in connection with each issuance of securities.

1. It is important for the Client to read and understand the documents Speer provides to the Client because the Client will be confirming the truth, accuracy and completeness of matters contained in those documents at the issuance of the securities. If the documents contain incorrect or incomplete factual statements, the Client must call those to Speer’s attention. Speer will not perform an independent investigation or verification to determine the accuracy, completeness or sufficiency of any such document or render any advice, view or comfort that the Disclosure Document or other disclosure document does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading. Any information in such documents does not constitute a review, audit or certified forecast of future events and any such financial information may not conform to accounting principles applicable to compilations of financial information. Any untruth, inaccuracy or incompleteness may have adverse consequences affecting either the tax exemption of interest paid on the securities or the adequacy of disclosures made in the Disclosure Document under State and Federal securities laws, with resulting potential liability for the Client. During the course of its Engagement, Speer will assume and rely on the Client to provide Speer with complete and timely information on all developments pertaining to any aspect of the securities and their security. Speer understands that the Client will cooperate with Speer in this regard.

2. To the extent that during the course of Speer’s advising the Client a relevant matter comes to Speer’s attention which appears to be contrary to what is contained in the transaction documents including any representations in the transaction documents or in the Disclosure Document, Speer may ask the Client about such apparent divergence of the facts; but to the extent that the facts and representations stated in the documents Speer provides to the Client, and are not corrected by the Client, Speer is then relying upon the Client’s signed certifications for their truth, accuracy and completeness.

3. Issuing the securities as “securities” under State and Federal securities laws and on a tax-exempt basis is a serious undertaking. As the issuer of the securities, the Client is obligated under that State and Federal securities laws and the Federal tax laws to disclose all material facts. The Client has a duty to exercise “due diligence” in determining the accuracy and completeness of the information used in the Disclosure Document and the information upon which legal opinions related to the securities are based. The Client’s lawyers, accountants and advisors can assist the Client in fulfilling these duties, but the Client in its corporate capacity, including the Client’s knowledge, has the collective knowledge of the facts pertinent to the transaction and the ultimate responsibility for the presentation and disclosure of the relevant information.

4. Requirements of issuing debt include that the Client is current in its annual continuing disclosure obligations, including material events notices, and current in its arbitrage rebate obligations. These requirements are the obligation of the Client and not of Speer or bond counsel.
EXHIBIT D

DISCLOSURE OF CONFLICTS OF INTEREST

VARIOUS FORMS OF COMPENSATION

The Municipal Securities Rulemaking Board (MSRB) requires Speer, as a Municipal Advisor, to provide written disclosure to the Client about the actual or potential conflicts of interest presented by various forms of compensation. Speer must provide this disclosure unless the Client has required that a particular form of compensation be used.

The forms of compensation for Municipal Advisors vary according to the nature of the engagement and requirements of the Client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for a Municipal Advisor to recommend one course of action over another if it is more beneficial to the Municipal Advisor to do so. This exhibit discusses various forms of compensation and the timing of payments to a Municipal Advisor.

**Fixed Fee.** Under a fixed fee form of compensation, the Municipal Advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the Client and the Municipal Advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the Municipal Advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Municipal Advisor may suffer a loss. Thus, the Municipal Advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the Municipal Advisor’s fee is contingent upon the successful completion of a financing, as described below.

**Hourly Fee.** Under an hourly fee form of compensation, the Municipal Advisor is paid an amount equal to the number of hours worked by the Municipal Advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the Client and the Municipal Advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the Municipal Advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

**Fee Contingent upon the Completion of a Financing or Other Transaction.** Under a contingent fee form of compensation, payment of a Municipal Advisor’s fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the Client, it presents a conflict because the Municipal Advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, a Municipal Advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.
**Fee Paid under a Retainer Agreement.** Under a retainer agreement, fees are paid to a Municipal Advisor periodically (e.g., monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (e.g., a fixed fee per month regardless of the number of hours worked) or an hourly basis (e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

**Fee Based upon Principal or Notional Amount and Term of Transaction.** Under this form of compensation, the Municipal Advisor’s fee is based upon a percentage of the principal amount of an issue of securities (e.g., bonds) or, in the case of a derivative, the present value of or notional amount and term of the derivative. This form of compensation presents a conflict of interest because the Municipal Advisor may have an incentive to advise the Client to increase the size of the securities issue or modify the derivative for the purpose of increasing the Municipal Advisor’s compensation.

**OTHER MATERIAL CONFLICTS OF INTEREST**

The MSRB requires Speer, as a Municipal Advisor, to provide written disclosure to the Client about material conflicts of interest, if any. As of the date of this Engagement Letter, Speer is unaware of any material conflicts of interest.
### Kendall County Forest Preserve District, Illinois
### General Obligation Refunding Bonds, Series 2015

#### ESTIMATED COSTS OF ISSUANCE

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**Estimated Total Costs of Issuance:** $140,500.00

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*SPEER FINANCIAL, INC.*
Emerald ash borer impact hits peak in Chicago area

By Greg Tipton, Chicago Tribune
February 12, 2015

The tiny green beetle known as the emerald ash borer might have its greatest impact in Illinois in 2015, killing thousands of ash trees and spreading to more rural communities in Illinois.

The insect that's ravaged ash-tree populations throughout Minnesota was first detected in Illinois in 2006, spread quickly and is now found throughout much of the state. Extreme cold temperatures in recent years reduced the impact this year, allowing some communities to tackle large-scale removals ahead of schedule, according to state officials and municipal leaders.

"I think it's a perfect storm," said Scott Schmer, emerald ash borer program manager for the state Department of Agriculture. "We're going on our eighth of EAB in Illinois, ... we've heard of a lot of places that have had to ramp up efforts."

Some municipalities, like Chicago and Naperville, have opted for aggressive treatment programs, hoping to slow the pace of infestation and spread out costs while preserving the benefits of a mature tree canopy and replacing a great diversity of trees, officials say.
Signs and Symptoms of the Emerald Ash Borer

Mary Wilson, MSU Extension. Eric Rebek, Michigan State University Dept. of Entomology

**Adult**
- Bright, metallic green (Figs. A, B).
- 1/2 inch long, flattened back (Figs. A, B).
- Purple abdominal segments beneath wing covers.

**Larva**
- Creamy white, legless (Fig. C).
- Flattened, bell-shaped body segments (Fig. C).
- Terminal segment bears a pair of small appendages.

**Canopy Dieback**
- Begins in top one-third of canopy (Fig. D).
- Progresses until tree is bare (Fig. E).

**Epicormic Shoots**
- Sprouts grow from roots and trunk (Figs. F, G).
- Leaves often larger than normal.