KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE

AGENDA

WEDNESDAY
JUNE 11, 2014

5:30 P.M.
KENDALL COUNTY BOARD ROOM

I. Call to Order

II. Roll Call

III. Citizens to be Heard

IV. Operation Reports
   A. Ellis House & Equestrian Center
   B. Environmental Education
   C. Grounds & Natural Resources
   D. Volunteer Program
   E. Reservation Report
   F. Director’s Report

V. Wrigley Tax Abatement Agreement

VI. Master Plan Discussion

VII. Executive Session

VIII. Other Items of Business

IX. Adjournment
Board Updates – May, 2014

House Bookings:

- May 17, 2014 – Wedding
- June 8, 2014 – Wedding
- June 14, 2014 – Wedding
- June 21, 2014 – Wedding
- June 28, 2014 – Wedding
- July 12, 2014 – Wedding
- July 19, 2014 – Wedding
- July 26, 2014 – Wedding
- August 2, 2014 – Wedding
- August 9, 2014 – Wedding
- August 30, 2014 – Wedding
- August 31, 2014 – Wedding
- September 7, 2014 - Wedding
- September 13, 2014 – Wedding
- September 20, 2014 – Wedding
- September 27, 2014 – Wedding
- October 4, 2014 – Wedding
- June 20, 2015 – Wedding
- September 12, 2015 – Wedding
- January 16, 2016 – Birthday Party

Ongoing Programs:

✓ Family Fun Night first Friday of every month – Friday, May 2nd, attendance = 118

Meetings/Training/Expos/Annual Events:

📍 Sunday, May 4th – Chocolate, Truffles, and Cupcakes
📍 Sunday, May 18th – Kendall County 4H Clinic
📍 Wednesday, May 28th – EHEC Staff Meeting
📍 Friday, May 30th – 2015 Capital Projects Meeting
📍 Friday, May 30th – Volunteer Orientation

House/Property Tours:

- 8 – EHEC
- 0 - Meadowhawk
Group Tours/Birthday/Girl/Boy Scout Parties:

- 11 parties/groups with 164 guests

Riding Lessons:

71

Community Service hours:

52

Volunteer Hours:

93

Total Deposits:

$12,006.80
Kendall County Forest Preserve: Education Department
May 2014

Programs and Community Involvement:

- The spring finished strong with a full month of programs.
- The Harris Forest Preserve Ecology and Ecosystems field trip for fifth grade completed the year with the last five schools from the Oswego School District visiting for the program. Students experienced a very cool spring, but were still able to find evidence of food chains in action at three different habitats.
- Owen School, from Naperville, visited Hoover for their third year to participate in activities related to their science and social studies units. Students dipped in the stream, stepped back in time in the Native American village, tried to survive the food chain and hiked the trails.
- The Forest Preserve participated in three days of the Natural Resource Tour, sponsored by the Kendall County Soil and Water Conservation District. This program is designed to highlight the cultural and natural history of Kendall County and 625 students attended this event. Surveys from the event gave rave reviews of each of the activities that were presented. The Forest Preserve led three stations- Composting with Worms, Sustainably Tour of Meadowhawk, and a Historical Artifact Uses at the Native American Village.
- Bugs, Bugs, and More Bugs at Bugfest! All thirteen schools from the Oswego School District sent their first graders on an entomology adventure. The Forest Preserve offered this half day field trip to coordinate with the schools’ Butterfly Hands on Science Kit. The focus is on insect life cycles and ties to the Next Generation Science Standards. Students rotate through four stations, including a Beekeeper from Belfry Bees.
- Spring finally bloomed and a Wildflower Walk was given at Harris Forest Preserve on May 3rd and was the first opportunity to enjoy the spring ephemerals after our cold winter and start of spring.
- May 3rd also allowed us to celebrate spring a bit more with a work day at Hoover to prepare the Three Sisters’ Garden. A planting day was held on May 18th and the beans, squash, and corn were planted.
- The Over 21 Club was inspired to go native after an informative presentation from Kyle Lambert from the Growing Place.
- The little kids got outside to play. Babes in the Woods partnered with the Oswegoland Library and the staff from their children’s area came out to read stories about nature and then participate in hike about native animals and the Toddlng Naturist Program squirmed with the worms (all of the kids and adults personally meet some of the red wigglers who live in the worm bin).

Natural Beginnings:

- The year ended with a party at the Ellis Equestrian Center. Students and their families celebrated a successful year. Many students will be returning next year and we wish our outgoing kindergartens a wonderful school year next year. The 3-4 section is full for next year and the 4-5 program is filling.

Nature Exploration Station and Stephanie’s Garden Grand Opening- May 17, 2014
Hoover Forest Preserve

Over 100 families came to celebrate, play, and explore the new garden space as they tried the hands on stations, enjoyed performances by local groups, and get their hands dirty as they planted the garden area.

The Kendall County Forest Preserve District along with the Children’s Nature Initiative would like to express our sincere thanks to the many people and businesses that have donated or worked on Stephanie’s Garden. Whole Child Pediatrics for cash donations; Yorkville Performing Arts Center for stage materials; Bill Piechowski for creating a mud kitchen, cement tables, sensory table, scale, and chute kit; Fox River Academy of Music and Art for a plexi art wall, rain barrel and instruments; Garden Faire for soil and trees; Harvey’s Home Improvements for the entrance sign and raised garden beds; the Rohr Family for herbs and play blocks; Plano Building Community and Tommy’s Gift for labor on the stage and
extra materials; Yorkville Junior Women's Club for materials needed for benches in front of stage; Indian Valley Vocational Center for labor on those benches; the Keane Family for labor on the compost bins; Home Depot Oswego for the materials for the compost bins and cement for the sensory tables; Dick Smith for the garden bench and the xylophone; Amy Hamilton for securing native flowers for the butterfly garden bed and the beans for the tunnel entrance; Forest Foundation of Kendall County for a cash donation; Fox Valley Winery for a wine barrel used as sensory bins; Yorkville Girl Scout Troop 1441 for the fairy garden materials and for the pet rock craft; Oswego Girl Scout Troop 1204 for the worm tubes and ladybug houses. We could not have had the grand opening without any of you.

A special thanks in advance to H. Linden and Sons for volunteering to excavate for piping to the new mud play space and to Yorkville Hill Landscaping for volunteering to take care of the landscaping needed for the upcoming mud play space. We can't wait to see the finished product.

Thank you to the following groups that came out to perform or volunteer for the event: Yorkville Garden Club, Yorkville High School Music Department, Yorkville High School Art Department, Kendall Arts Guild and Yorkville High School S.A.F.E. club. Your assistance was immeasurable.
MAY ACTIVITIES - FULL TIME STAFF

- We spent time at Ellis helping to get the grounds perfect for the new wedding season.
- We are in full spraying, mulching, grooming and mowing season, continuing to make the Kendall County Forest Preserves the most beautiful in the entire State! Seriously...they truly are!
- We did garlic mustard control at the Schessler property.
- The spraying of all our limestone screen trails in the spring and early summer is priority to get a jump on the weed explosion. We use an herbicide that kills existing weeds and also prevents weed seeds from germinating.
- We delivered the stage to the Yorkville for their Memorial Day celebration. We then picked it up the following week.
- Craig rough mowed several prairie areas for mechanical weed control (thistle, sweet clover, etc) as burning has been hard to achieve the last few years.
- Everyone working on my team continues to do an outstanding job for the Kendall County Forest Preserves.

MAY ACTIVITIES - KIM OLSON

- I am a “hands on” Superintendent...so always...all of the above alongside the guys! Along with......
- I picked up and dispersed seed gifted to us by the DNR.
- I assisted Ron in re-doing the landscaping at Ellis House! I purchased and picked up plants, then planted and re-mulched all around the house. I installed a soaker hose system and have been tending to the progress of getting the new plantings established. Looks very nice.
- I have organized several meetings to brainstorm with Ellis staff and also the Education Department to ensure we all are on the same page and to achieve the utmost of efficiency and production by working as a team.
- I arranged to have the gravel road at Hoover graded due to the gracious offer from Little Rock Township with their road grader. A big thank you for that donation of time and equipment.

MAY ACTIVITIES - MIKE PIERSON-HOOVER

- Mike successfully achieved his certificate from the State of Illinois for his Level 4 Wastewater Treatment license. This was a great accomplishment and we applaud Mike for his hard work.
- Mike has still been busy working on the new Nature Play area and garden. He has installed new fencing, built a rebar hide a way for the kids, mowed a path down to the River and built a platform for their new shed.
- Mike and his crew eternally split wood! The reservations keep the demand a constant.
- Mike replaced old bulbs with LEDs as they burn out.
- Mike Prinos has been doing weed/invasive management of all the native plant beds and rain gardens at Hoover. They are coming into maturity quite nicely.
- Mike is in full spraying, mulching, grooming and mowing season.
- Mike and his crew continue to do an outstanding job for the Kendall County Forest Preserve District.

MAY ACTIVITIES - RON SMRZ-ELLIS

- Ron has had his hands full with all the new improvements and projects happening at Ellis.
- Ron removed old vegetation and shrubbery surrounding the Ellis house to allow for the new landscaping.
- Ron has been hauling mulch, mulching, landscaping and is in full mowing season also.
- Ron has been repairing some damage to the turf areas due to various guest vehicles.
- Ron had to jockey trailers and mowers around for a couple weeks due to his mower breaking down.
- Ron continues to do an outstanding job for the Kendall County Forest Preserve District.

**ROUTINE DUTIES-FULL 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:
  - Electrical, plumbing, carpentry, equipment operation, mechanical/equipment repairs, painting, herbicide application, prescribed burns, logging records of all restoration efforts, tree removal, demolition/building of structures, snow removal, testing of water supplies, cleaning of all buildings, Forest/Prairie restoration, road, parking lots and trail maintenance, education, various Ranger duties and mowing.

**ROUTINE DUTIES-KIM OLSON**
- Anything that Jason may direct me to do.
- Stepping in and assisting wherever needed due to any absences in any department.
- Obtaining quotes and meeting with contractors when projects are pending.
- Managing and scheduling all staff, including Mike at Hoover, and Ron at Ellis.
- Troubleshooting and taking preventative measures at all times to ensure a safe and enjoyable experience for our all guests.
- Educating, informing and communicating with the public.
- Prioritizing and dispatching staff for maximum efficiency and production.
- Opening and closing of preserves as needed to assist on days off and Holidays.
- 24/7/365 on call for staff and Sheriff’s Department for any issues that may arise (and I do get them at all hours!)
- Scheduling/on call for deputy details/patrols.

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

**ROUTINE DUTIES-RON SMRZ: same as** Mike Pierson and Kim Olson and crew.
- Ron is responsible for all the many duties in maintaining the Ellis House & grounds, including Baker Woods.
MONTHLY REPORT TO THE
KENDALL COUNTY FOREST PRESERVE DISTRICT COMMISSION

May 2014

Jody Strohm; Natural Areas Volunteer Coordinator, Accounts Payable

NATURAL AREAS VOLUNTEER (NAV) PROGRAM

Total Volunteer Hours: 200.25
Breakdown of Volunteer Hours:
  Restoration – 129.75
  Trail Monitor - 46.75
  Other - 23.75

The May Saturday Workday was at Millbrook South FP. Garlic mustard is dominating parts of the woodland floor of an old savanna. This workday was the first step on the road to re-claiming it.

Arranged class on the Basics of Botany for the Forest Keepers.

Attended Chicago Wilderness Natural Areas Team meeting that was hosted at the Fermi National Accelerator Laboratory.

The most important of my tasks in May is Plants of Concern. This research is part of a regional study conducted by the Chicago Botanic Garden. Our purpose at Kendall County is to protect and try to maintain those populations that still exist. Ask me for the latest report for details.

Wrote and educational article for the summer newsletter Stepping Stones.

Arranged a workday for scouts. Steve W., one of our volunteers, brought his boy scout troop at the volunteer base. They removed garlic mustard, honeysuckle, and helped to prepare a bed for a future native plant nursery.

ACCOUNTS PAYABLE

Prepped receipts and statements, input data and assembled vouchers for 5/8/14 and 5/22/14 voucher runs.
Boy Scout Troop 31 at The Eupatorium.

More scenes from the Workday at Millbrook South FP.
KENDALL COUNTY FOREST PRESERVE

MONTHLY REPORT – MAY 2014

RESERVATIONS / RESPONSIBILITIES

Harris Forest Preserve

0 Internal Event - 0 guests
26 External Event - 955 guests

Guests:
Family Birthday Parties
4H Practices
Graduation Parties

Jay Woods, Richard Young and Subat Forest Preserves

4 Events - 210 guests
Guests:
Family Birthday Parties
Scout Meetings

Hoover Forest Preserve  (includes Meadowhawk Lodge)

3 Internal events: 45 guests: Babes in the Woods – Oswegoland Library Creatures
36 External events: - 3,348 guests

KC Outdoor Education Center: Various schools & coordination of programs with Forest Preserve.

Guests:
Yorkville Fury Baseball Team Practices & Games
Scout Troops – Three Fires Council & Girl Scouts
Family Birthday Celebrations
KC Soil & Water
Fantasy Revolution Reenactments

Historic Courthouse

Internal: 3 event – 33 guests
External: 16 events – 340 guests

Guests:
Kendall County Animal Control Volunteer Orientations
ROE – Bus Driver Training & Computer Giveaways
Bridal Showers
Forest Foundation Meeting
Art Class & Over 21 Program – Native Landscaping
KENDALL COUNTY FOREST PRESERVE
MONTHLY REPORT – MAY 2014
RESERVATIONS / Responsibilities

Responsibilities:

→ Summer Camp: Received phone calls and e-mails regarding summer camp. Entered camp registrations into Access Database and entered all deposits onto spreadsheet. Summer Camp forms were filed into binders. The first week of camp letters were sent to parents and e-mail reminders sent for those that have not sent in their forms.

→ 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. Proof-read the Summer Newsletter in regards to education program information. Printed registration roster pages from Access Database for each program and gave to education department for attendance.

→ Field Trips: Received checks and invoices for field trips. Entered onto deposit spreadsheet and updated invoices to reflect payment received.

→ Accounts Receivable: Entered all checks and cash received onto individual department spreadsheet. Started weekly deposits – May 1st. Keeping track of education program deposits for all programs, field trips, summer camp and Natural Beginnings.

→ 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.

Becky Antrim
Reservation Coordinator
Forest Preserve Director Report
May 2014

- Continue to work on the District’s Master Plan. The initial drafting is complete and I have begun to put early sections into its final format and adding pictures and graphics. Assuming all goes well, the final version will be complete and ready for formal approval in August.

- Preparing land acquisition grant applications. We are almost complete with the application for the Illinois Department of Natural Resources grant. Letters of inquiry for grants from the Illinois Clean Energy Community Foundation and the Grand Victoria Foundation will be completed by the end of June.

- Completed the summer edition of ‘Stepping Stones’.

- Preparing presentation and documents for the Illinois Benedictine University class next week.

- Continue to work on finance restructure with staff and Latreese Caldwell.

- HR duties - pay vouchers, track employee vacation and S/P time, track PT employee hours, etc.

- Meeting agendas, packets, minutes.

- Staff meetings, discussions, delegation & supervision.

- Attended volunteer restoration workday, Nature Exploration Station open house, and Forest Foundation of Kendall County meeting.
Kendall County Forest Preserve District
Master Plan
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A. Organization

i. Overview
The Downstate Forest Preserve District Act provides the statutory authority and legal requirements for the formation and operations of all Forest Preserve Districts in Illinois outside of Cook County. The Kendall County Forest Preserve District is governed by a 10-member Board of Commissioners. The Board of Commissioners elects a President, Vice-President, and Secretary, each of which serves a two year term. The Forest Preserve Director reports to the President and the Board of Commissioners.

The Board of Commissioners is responsible for understanding and meeting the open space needs of Kendall County residents as they pertain to the Forest Preserve District. Through its actions and policies, the Board of Commissioners preserves natural areas and open space, manages natural resources, offers environmental education programming, and provides recreational facilities to the public.

To conduct the business of the Forest Preserve District, the Board of Commissioners has several meetings and committees, each with certain functions.

- Forest Preserve District Board of Commissioners – These meetings are held twice monthly, consist of all ten commissioners, and are chaired by the President. Final approval for ordinances, claims, land acquisition, policies, budgets, levies, and contracts is granted at the Forest Preserve District Board of Commissioners meeting.

- Forest Preserve Committee of the Whole – This committee meets once per month, consists of all ten commissioners, and is chaired by the President. Typically, most items of business are discussed and vetted at the Forest Preserve Committee of the Whole meeting before being forwarded to the Board of Commissioners meeting.

- Forest Preserve Finance Committee – This committee meets twice monthly, consists of five commissioners appointed by the President, and is chaired by a commissioner selected by the President. All claims are vetted by this committee and forwarded to the Board of Commissioners for final payment approval. The Finance Committee also oversees preparation of the annual budget and tax levy ordinances.

- Programming & Events Committee – This committee meets once per month, consists of 5 commissioners appointed by the President, and is chaired by a commissioner selected by the President. The Special Facilities Committee oversees items pertaining to Ellis House and to Meadowhawk Lodge.
• Planning Advisory Committee – This committee meets annually or as needed, consists of a combination of 3 commissioners appointed by the President, and 5 members of the public appointed by the President. The Planning Committee provides input on long-term projects, reviews the Forest Preserve District’s Master Plan on an annual basis and reviews the District’s annual report.

Along with the Downstate Forest Preserve act, several ordinances and policies approved by the Board of Commissioners guide many of the activities that occur on District lands. These include the General Use Regulation Ordinance, Easement & License Ordinance, facility rental policies, and programming policies.

The Forest Preserve Director is responsible for overseeing the day-to-day operations of the District, and to implement the actions and policies of the Board of Commissioners.

The main offices of the Kendall County Forest Preserve District are located in the Kendall County Historic Courthouse, 110 West Madison Street, Yorkville, Il 60560

ii. Commission Organizational Chart – complete

iii. Staff Organization Chart – complete

B. Administration

i. Overview
The District performs a wide variety of administrative duties typical of a governmental open space agency. Many of these tasks are internal including human resource duties, staff coordination and project administration. Other administrative duties involve the public and the Board of Commissioners.

Many administrative duties are performed by the Forest Preserve Director, but many staff members also have significant administrative responsibilities.

ii. Activities
a. Coordinate District operations, programming, and facilities.
b. Manage land acquisition and capital projects.
c. Collect all employee timesheets and process pay vouchers for part-time employees.
d. Calculate and track employee vacation, sick-personal, banked sick and compensatory time. Provide this information to employees on a regular basis.
e. Schedule and track mandatory employee trainings.
f. Conduct annual employee evaluations.
g. Maintain employee files.
h. Provide information as needed to Kendall County Treasurer’s Office and Kendall County Administrative Services regarding human resource issues.
i. Create and post meeting agendas, packets, and minutes.
j. Process accounts payable and accounts receivable.
k. Process facility rental permits and program registration forms.
m. Coordinate with county departments, outside organizations and the public as needed.

iii. Goals & Objectives
   a. Update, create, and administer ordinances and policies that promote efficient operations and adhere to legal requirements.
b. Develop, review and update job descriptions as needed.
c. Update Employee Handbook as needed.
d. Provide training and equipment that promotes a safe working environment for District staff.
e. Encourage public input, participation, and feedback.
f. Create and distribute an annual report for the District.
g. Review the District’s Master Plan on an annual basis.

C. Marketing and Outreach

i. Overview
   Communicating with the public is a critical component of the operations of the Kendall County Forest Preserve District. As the District is a public agency, it is paramount to produce and disseminate information about the District to residents.

   The Kendall County Forest Preserve District utilizes a variety of print and electronic platforms to provide information about the facilities, programs and accomplishments of the District. While there is more to be done, in recent years the District has greatly expanded its ability to communicate with the public. Traditional sources such as a newsletter, flyers and press releases have been combined with electronic communications to distribute information in ways that are relevant to the public.

ii. Activities
   a. Produce and distribute quarterly newsletter via mail and email.
b. Produce and distribute press releases promoting District programs and events.
c. Produce and distribute maps, brochures, and flyers promoting District programs and facilities.
d. Maintain Facebook pages that promote District programs and facilities.
e. Maintain email lists to provide the public with information on specific programs of the District.
f. Respond to resident inquiries via phone, email, and in person.

iii. Goals & Objectives
a. Continuously promote District sites, programs, and accomplishments.
b. Produce and update appropriate newsletters, brochures, flyers, maps, and electronic platforms.
c. Encourage public input, participation and feedback.
d. Utilize media to promote District facilities, programs and accomplishments.
e. Provide public presentations and informational sessions as needed.
f. Evaluate the potential of an online facility reservation system.
g. Continue to evaluate and utilize new electronic platforms of communicating information.
h. Partner with applicable groups and organizations to promote District sites, programs and accomplishments.
7. Finances & Budget

a. Overview
The Kendall County Forest Preserve District seeks to maintain and enhance sound fiscal practices and policies regarding collection of revenues, purchasing, contracts, payroll, auditing, insurance, investments and reporting.

District staff, in conjunction with Kendall County offices, processes payroll, accounts receivable and accounts payable. The Kendall County Treasurer is appointed every two years to serve as the Treasurer of the District.

The District maintains a general operating fund, capital funds, and special projects funds. The District’s Investment Policy guides how and where these funds are invested.

The Kendall County Forest Preserve District utilizes a variety of sources for funding operating expenses, land acquisition, capital projects, and programming. Many funding sources have restrictions on how they can be allocated or are sporadic in their availability.

Property Tax Levy
The yearly operating expenses of the District are funded predominately by a property tax levy. Expenses typically paid with property tax revenue include salaries, utilities, preserve maintenance, public programming, small equipment purchases, equipment maintenance, office supplies and insurance. The Downstate Forest Preserve Act prohibits property tax revenue collected for operating expenses from being used for the outright purchase of property. Property taxes collected that are to be used for operating expenses are deposited in the general fund budget.

The Property Tax Extension Limitation Law (PTELL) determines the amount of revenue that can be generated by the property tax levy for operating expenses.

Land-Cash Ordinance
The Kendall County Land-Cash Ordinance requires that new residential developments provide for the open space needs of residents through either a dedication of property to the District or cash in lieu of land. Revenue generated through the Land-Cash Ordinance can be used for land acquisition and preserve development.

The Kendall County Land-Cash Ordinance applies only to new residences and housing developments that occur in unincorporated Kendall County. Residential developments within municipal boundaries are governed by the ordinances of that municipality and do not generate revenues for the District.

Revenues collected from the Land-Cash Ordinance are deposited by the Treasurer into a Land-Cash account.

Bonding Authority
The District possesses two types of bonding authority, non-referendum and referendum, which can generate revenue for land acquisition, preserve improvements and capital equipment purchases. Both types of bonds are repaid through property tax revenue.

Non-referendum bonding authority allows the District to issue a limited number of bonds determined by outstanding bond debt and interest rates. The Forest Preserve District Commission controls non-referendum bonding authority.

Referendum bonding authority allows the District to issue bonds for an amount not to exceed the statutory debt limit of the District. County residents control referendum bonding authority by voting to approve or disapprove of a referendum that is placed on the ballot by the District.

Grants
The District has been awarded a number of grants from a variety of state agencies, federal agencies and private foundations in recent years. While the vast majority of grants have been secured for land acquisition and capital improvements, grants have been utilized for staffing, programming and natural areas management. The District contracts with a grant administrator who assists with grant planning and prepares grant proposals.

Applicable grant programs include, but are not limited to:
Open Space Land Acquisition & Development – This Illinois Department of Natural Resources (IDNR) program provides matching funds for land acquisition (up to $750,000) and development projects (up to $400,000). Applicants must provide a minimum of 50% of the total project cost. Applications are typically due in July of each year.

Recreational Trails Program – This federal program is administered by IDNR and provides matching funds for trail construction and trail rehabilitation (up to $200,000), and land acquisition for trails (no limit). Applicants must provide a minimum of 20% of the total project cost. Applications are typically due in March of each year.

Illinois Bicycle Path Grant Program – This IDNR program provides matching funds for bike trail construction and trail rehabilitation (up to $200,000), and land acquisition for trails (no limit). Applicants must provide a minimum of 50% of the total project cost. Applications are typically due in March of each year.

Park & Recreational Facility Construction Program – This IDNR program provides matching funds for park and recreation unit construction projects, and land acquisition for such projects. Applications are typically due in January of each year.

Public Museum Capital Grant Program – This program is jointly administered by IDNR and the Illinois State Museum and provides funds to public museums to develop or update exhibits and facilities (up to 100%).
Illinois Clean Energy Community Foundation – This organization was established in 1999 as an independent foundation with a $225 million endowment provided by Commonwealth Edison and whose mission is to improve energy efficiency, advance the development of renewable energy resources and protect natural areas in communities all across Illinois. Their land acquisition grant program provides up to 80% of projects costs, with the applicant supplying the remaining 20%. Letters of Inquiries are due in January and July.

Grand Victoria Foundation – This organization was established in 1996 by the Grand Victoria Casino in Elgin, which voluntarily donates 20 percent of its annual net operating income to fund initiatives that help turn local communities into vibrant civic hubs. This organization provides funding for land acquisition through its Vital Lands Illinois program. Applications can be submitted anytime during the year.

Kendall County Transportation Alternatives Program – This program is administered by Kendall County and provides matching funds for trail and sidewalk construction and rehabilitation along federal, state and county roads (up to $50,000). Applicants must provide a minimum of 50% of the total project costs. Applications are due in April of each year.

Program and Facility Rental Fees
The District charges fees for certain programming and rental facilities. These fees help to offset the operational costs to provide the programming and to maintain the facilities. Program and facility rental fees are deposited into the District’s general operating fund budget. These fees are reviewed by the Forest Preserve Commission annually.

Farm License Revenue
The District has farm licenses agreements for several properties that have been acquired in recent years. Such licenses are authorized by the Downstate Forest Preserve Act and the revenues are deposited in the District’s general operating fund budget. These licenses are reviewed and approved by the Forest Preserve Commission annually.

b. Activities
1. Collect, track and deposit program and facility rental fees.
2. Collect, track and deposit farm license revenue.
3. Collect, track and deposit grant revenue.
4. Receive and process accounts payable.
5. Develop annual general fund budget, annual capital budget and tax levy.
6. Obtain quotes for goods, services and projects as needed.
7. Request proposals for professional services as needed.
8. Provide local, state, and federal agencies with necessary financial reports.

c. Goals & Objectives
1. Continue to review and improve the process and format of the annual general fund budget, capital budget and tax levies.
2. Continue to review and improve multi-year budgeting for operations and capital expenditures.
3. Review and improve the District’s investment policy as necessary.
4. Develop and institute new ways to gather and review pertinent financial information from District operations.
5. Maintain and improve standards for obtaining quotes and bids for goods, services, and projects.
6. Review District insurance purchased through Kendall County for value and cost.
   Determine the financial and operational effects of the District purchasing insurance coverage separate from Kendall County.
7. Review and implement recommendations of auditor as warranted.
8. Analyze the need, cost and benefit to hire financial staff.
10. Investigate and evaluate alternate revenue streams.
11. Investigate potential for an open space bond referendum.
12. Investigate potential for creating tax levies specific to employee retirement, Medicare and insurance.
13. Partner with applicable government agencies, non-profit organizations, and businesses on cost saving and increased revenue initiatives.