

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
OPERATIONS COMMITTEE MEETING  
AGENDA**

**WEDNESDAY, OCTOBER 1, 2025  
5:30 PM**

**KENDALL COUNTY HISTORIC COURTHOUSE – THIRD FLOOR COURTROOM**

- I. Call to Order
- II. Roll Call: Dan Koukol, Chairman; Ruben Rodriguez, Vice-Chair; Zach Bachmann; Elizabeth Flowers, and Scott Gengler
- III. Approval of Agenda
- IV. Public Comments
- V. Review of Financial Statements and Cost Center Reports through September 30, 2025
- VI. Review of Tentative FY26 Budget
- VII. Employee Handbook – Chapter 7 – Section 4: Overtime
- VIII. Approval of Special Use Permits
  - A. <sup>(1)</sup> Kendall County Special Olympics – Harris Shelter 7 starting 10/18/25 each Thursday, ending 02/07/26 for a total of 14 uses and a discounted rate of 50% for total fees of \$455.00
- IX. Grounds and Natural Resources Reports
  - A. Grant Projects Report
  - B. ALPR Cameras – Hoover Forest Preserve
  - C. Fox River Waterfowl – IDNR Blind – Van Cleves Island
- X. Environmental Education and Ellis House and Equestrian Center Reports
  - A. Ellis Herd Update
  - B. Sunrise Agreement
- XI. Other Items of Business
  - A. KCFPD Proposed Regular Meeting and Holiday Calendar CY2026
  - B. Review of Updated Position Descriptions: Executive Director and Executive Assistant
- XII. Chairman’s Report
- XIII. Public Comments
- XIV. Executive Session
- XV. Adjournment

*(1) Requires affirmative vote of the majority of Committee members present (min. 2) for passage. (KCFPD Rules of Order Section III.C.2)*

Kendall County Historic Courthouse - Third Floor Courtroom - 109 W. Ridge Street - Yorkville, Illinois 60560  
If special accommodations or arrangements are needed to attend this District meeting, please contact the Administration Office at 630-553-4025 a minimum of 24-hours prior to the meeting time.

## **CHAPTER 7 COMPENSATION AND BENEFITS**

### **Section 7.4      OVERTIME**

~~For FLSA non-exempt employees, any work performed over 37.5 hour per week up to 40 hours per week will be paid out on a straight time hourly basis.~~

For non-exempt employees, overtime is defined as any time worked over 40 hours a workweek. For all overtime worked, eligible employees will be paid one and one-half (1.5) times their regular pay rate or may be credited with compensatory time off at the rate of one and one-half (1.5) hours of time off for each hour of overtime worked. See the Compensatory Time Policy set forth in Section 7.5 below for more information regarding compensatory time. FLSA exempt employees are not eligible for overtime pay or compensatory time off. Please contact the Designated HR Representative if you have questions regarding your overtime eligibility.

Overtime hours are provided on an as-needed basis by the Executive and are not guaranteed. An employee may not work overtime unless the overtime has been approved in advance in writing by the employee's Executive. Also, an employee must notify their Executive as soon as possible if the employee anticipates going over 40 hours of work in a work week.

The employee's Executive will try to provide reasonable notice to the employee if the employee is needed to work overtime. Advance notice is not always possible, however, based on the Employer's needs.

Failure to comply with this policy may result in disciplinary action up to and including termination.

ORDINANCE #26-09-001: FY25 AMENDING ORDINANCE - FY26 PRELIMINARY BUDGET

KCFPD OPERATING FUND (FUND #1900) - FY2026 PRELIMINARY BUDGET FOR COMMISSION APPROVAL

FY2026 - OPERATING FUND #1900 - PRELIMINARY BUDGET (PAGE 1 OF 1)

GL SERIES (BUDGET CATEGORIES)	FISCAL YEAR BUDGETS	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	BUDGET 2024	AMENDED BUDGET 2024	BUDGET (AMD) 2025	BUDGET (PRELIM) 2026
Revenues	Beginning Fund Balance	344,356	341,881	171,805	470,609	601,126	652,394	652,394	717,202	787,798
Expenditures	Total Revenue	1,147,684	1,062,126	1,373,272	1,260,474	1,317,254	1,569,627	1,569,627	1,676,870	1,588,996
19011 51090 TO 19001184 - 51160	Total Personnel	638,297	683,620	692,657	668,609	747,865	832,568	832,568	908,439	915,181
190011 61160 TO 19001183 63060	Total Employee Benefits	242,888	225,230	243,708	273,051	284,389	296,817	296,817	327,046	347,887
190011 62030 TO 19001184 63050	Total Contractual	62,981	51,798	56,610	69,015	69,219	219,983	192,307	215,037	85,983
190011 62000 TO 19001184 63100	Total Commodities	132,664	141,338	113,686	138,377	143,516	137,250	164,364	149,121	146,801
190011 62160 TO 19001184 63040	Total Other	73,327	105,201	86,902	81,104	70,557	83,009	83,571	77,228	93,145
	Total Expenditure	1,150,157	1,207,186	1,193,563	1,230,156	1,315,546	1,569,627	1,569,627	1,676,870	1,588,996
	Surplus / (Deficit)	(2,474)	(145,061)	179,710	30,318	1,708	0	-	(0)	(0)
	Ending Balance	341,883	196,820	351,514	500,927	602,834	652,394	652,394	717,202	787,797

The attached Kendall County Forest Preserve District Operating Fund (Fund #1900) budget spreadsheet provides a breakdown of the anticipated revenues and expenditures for the District's Amended FY2025 Operating Fund budget and appropriations as presented for approval. Revenues and expenditures will be tracked during the fiscal year within the MUNIS accounting software supported by the Kendall County Treasurer's Office. Total FY26 appropriations within each of the stated budget categories above shall not be exceeded without prior approval of an amending ordinance by the Kendall County Forest Preserve District's Board of Commissioners.

## Kendall County Forest Preserve District Operating Fund (Fund 1900)

FY26 PRELIMINARY BUDGET: OCTOBER 07, 2025	BUDGET	2025 YTD	Est. Year End	BUDGET	% Change
KCFPD Operating Fund #1900	2025	8/30/25	2025	2026	
<b>ACCOUNT &amp; DESCRIPTION</b>					
Beginning Balance (est.)	717,202	717,202	717,202	787,798	
<b>REVENUE</b>					
190011 41010 Current Tax	799,269	467,753	799,269	842,245	105.4%
190011 41350 Interest Income	17,532	5,769	6,000	6,620	37.8%
190011 42250 Other Income (Sponsorship Income)					
190011 42250 Other Income (Carbon Credits Sales - Fox River Bluffs & Res. Woods)	149,058	5,385	5,385	10,000	6.7%
19001162 42250 Ellis Center Grounds (Farm License Rev.)	32,000	20,000	32,000	32,000	100.0%
19001163 42250 Ellis Center Camps	13,750	17,670	17,670	17,670	128.5%
19001164 42250 Ellis Center Riding Lessons	63,800	42,115	58,000	60,000	94.0%
19001165 42250 Ellis Center Birthday Parties	6,000	4,756	5,000	6,000	100.0%
19001166 42250 Ellis Center Public Programs	3,000	2,015	3,000	3,000	100.0%
19001167 42250 Sunrise Center North License Agreement	13,760	10,801	13,760	14,000	101.7%
19001168 42250 Ellis Center Weddings	4,500	3,050	3,500	4,500	100.0%
19001169 42250 Ellis Center Other Rentals	3,400	5,005	5,500	5,500	161.8%
19001170 42250 Ellis Center 5K Event					
19001171 42250 Hoover Revenue (Yorkville Athletic Assoc. License)	2,400	4,025	4,025	4,025	167.7%
19001171 42250 Hoover Revenue (Residence Lease)	6,600	4,950	6,600	6,600	100.0%
19001172 42250 Hoover Bunkhouse Rental Rev	36,000	26,415	30,000	36,000	100.0%
19001173 42250 Hoover Campsite Rental Rev	7,000	4,960	4,500	4,500	64.3%
19001174 42250 Hoover Meadowhawk Rental Rev	44,600	39,834	40,000	42,000	94.2%
19001176 42250 Env. Educ. - School Programs	20,000	14,524	20,000	22,000	110.0%
19001177 42250 Env. Educ. - Camps	42,500	49,725	49,725	50,000	117.6%
19001178 42250 Env. Educ. - Natural Beginnings	160,000	155,803	155,803	160,000	100.0%
19001179 42250 Env. Educ. - Other Public Programs	20,000	15,993	15,993	12,000	60.0%
19001180 42250 Env. Educ. - Other Revenue					
19001183 42250 Other Income - Grounds & Natural Resources (Bowhunt App. Fees)	32,500	22,955	32,500	32,500	100.0%
19001183 42250 Other Income - Grounds & Nat. Res. (Millbrook North Trail Use Lic. Agreement)	2,500	2,500	2,500	2,500	100.0%
19001184 42250 Revenue - Pickerill-Pigott Estate House, Pavilion and Shelter	14,000	18,186	19,000	22,000	157.1%
19001183 42290 Revenue - Civilian Force Arms					
190011 42860 Donations - Administration (Forest Foundation Contributions)	5,000	3,100	3,100	5,000	100.0%
19001164 42860 Donations - Ellis Equestrian Center - Lessons	1			1	100.0%
19001175 42860 Donations - Environmental Education					
19001178 42860 Donations - Env. Educ. Natural Beginnings	1,500	(223)	1,500	1,500	100.0%
19001183 42860 Donations - Grounds & Natural Resources	2,500			2,500	100.0%
19001183 42900 Picnic & Shelter Rental - Grounds & Natural Resources	8,000	7,680	7,680	8,000	100.0%
19001184 42900 Picnic & Shelter Rental - Pickerill-Pigott	500	130	130	130	26.0%
19001183 42920 Preserve Improvements - Grants (K-12 Pollinator)					
19001183 42920 Preserve Improvements - Grants (Pollinator Meadows Pilot)					
190011 42930 Farm License Revenue	134,000	118,967	134,000	140,000	104.5%
190011 42940 Credit Card Revenue - All Preserves	6,000	7,616	10,155	10,155	169.3%
19001168 43450 Security Deposit Revenue - Ellis Weddings	5,000	1,000	1,200	2,000	40.0%
19001169 43450 Security Deposit Revenue - Ellis Other Rentals	1,000	875	1,000	1,500	150.0%
19001172 43450 Security Deposit Revenue - Hoover Bunkhouse	6,000	4,800	6,000	4,800	80.0%
19001174 43450 Security Deposit Revenue - Hoover Meadowhawk	8,200	9,518	9,000	11,000	134.1%
19001184 43450 Security Deposit Revenue - Pickerill-Pigott	5,000	4,720	5,200	5,000	100.0%
19001183 43450 Security Deposit Revenue - Shelters				1,750	
<b>Total Revenue</b>	<b>1,676,870</b>	<b>1,102,371</b>	<b>1,508,694</b>	<b>1,588,996</b>	<b>94.8%</b>

## Kendall County Forest Preserve District Operating Fund (Fund 1900)

FY26 PRELIMINARY BUDGET: OCTOBER 07, 2025	BUDGET	2025 YTD	Est. Year End	BUDGET	% Change
KCFPD Operating Fund #1900	2025	8/30/25	2025	2026	
<b>PERSONNEL</b>					
190011 51090 Board Per Diem	5,500	-	-	5,500	100.0%
190011 51160 Salary - Part Time Administration					
190011 51390 Salary - Full Time Administration	200,721	146,733	195,645	177,091	88.2%
190011 51470 Stipend - Full Time Administration (Executive Director)					
190011 51470 Stipend - Full Time Administration (Asst. County Admin.)	6,120	4,472	5,963	6,120	100.0%
190011 51470 Stipend - Administration (County HR)				40,000	
19001183 51160 Salary - Part Time Grounds & Natural Resources	49,370	21,103	28,138	51,220	103.7%
19001183 51390 Salary - Full Time Grounds & Natural Resources	168,179	121,942	162,589	105,756	62.9%
19001184 51160 Salary - Part Time Pickerill Pigott	4,350	2,939.97	3,920	7,219	165.9%
<b>Salary Full Time: Env. Education</b>					
19001176 51390 Env. Educ. FT Salary - School Programs Expense	1	-	1	1	100.0%
19001177 51390 Env. Educ. FT Salary - Camps Expense	7,479	5,467	7,290	18,261	244.2%
19001178 51390 Env. Educ. FT Salary - Natural Beginnings Expense	55,199	40,488	53,964	61,034	110.6%
19001179 51390 Env. Educ. FT Salary - Other Public Programs Expense	1	-	1	1	100.0%
19001180 51390 Env. Educ. FT Salary - Laws of Nature					
<b>Salary Part Time: Env. Education</b>					
19001176 51160 Env. Educ. PT Salary - School Programs Expense	12,485	14,880	19,839	17,497	140.1%
19001177 51160 Env. Educ. PT Salary - Camps Expense	33,965	30,390	33,965	36,242	106.7%
19001178 51160 Env. Educ. PT Salary - Natural Beginnings Expense	87,560	54,180	80,082	111,563	127.4%
19001179 51160 Env. Educ. PT Salary - Other Public Programs Expense	8,987	9,901	13,202	9,001	100.2%
19001180 51160 Env. Educ. PT Salary - Laws of Nature	3,495	3,851	5,134	2,295	65.7%
19001181 51160 Env. Educ. PT Salary - Other Expense					
<b>Salary Full Time: Ellis</b>					
19001160 51390 Salary FT - Ellis House	11,275	7,936	11,275	11,839	105.0%
19001161 51390 Salary FT - Ellis Barn	11,275	7,763	11,275	11,839	105.0%
19001162 51390 Salary FT - Ellis Grounds	22,551	15,525	22,551	23,678	105.0%
<b>Salary Part Time - Ellis</b>					
19001160 51160 Salary PT - Ellis House					
19001161 51160 Salary PT - Ellis Barn					
19001162 51160 Salary PT - Ellis Grounds					
19001163 51160 Salary PT - Ellis Center Camps Expense	6,201	6,139	8,185	6,212	100.2%
19001164 51160 Salary PT - Ellis Center Riding Lessons Expense	53,151	34,520	46,027	53,242	100.2%
19001165 51160 Salary PT - Ellis Center Birthday Parties Expense	4,429	4,756	6,341	4,437	100.2%
19001166 51160 Salary PT - Ellis Center Public Programs Expense	1,772	1,124	1,498	1,775	100.2%
19001167 51160 Salary PT - Ellis Sunrise License Agreement	23,782	14,629	19,506	23,071	97.0%
19001168 51160 Salary PT - Ellis Center Weddings Expense	383	256	341	1	0.3%
19001169 51160 Salary PT - Ellis Center Other Rentals Expense	383	256	341	1	0.3%
19001171 51160 Salary PT - Hoover Grounds	20,938	12,327	16,436	17,644	84.3%
19001172 51160 Salary PT - Hoover Bunkhouse	10,469	6,103	8,137	8,822	84.3%
19001173 51160 Salary PT - Hoover Campsite	5,234	3,052	4,069	4,411	84.3%
19001174 51160 Salary PT - Hoover Meadowhawk	9,584	5,992	7,989	11,630	121.3%
19001171 51390 Salary FT - Hoover Grounds	41,800	27,750	37,000	43,890	105.0%
19001172 51390 Salary FT - Hoover Bunkhouse	20,900	12,852	17,136	21,945	105.0%
19001173 51390 Salary FT - Hoover Campsite	10,450	6,426	8,568	10,973	105.0%
19001174 51390 Salary FT - Hoover Meadowhawk	10,450	6,426	8,568	10,973	105.0%
<b>Total Personnel</b>	<b>908,439</b>	<b>630,177</b>	<b>844,995</b>	<b>915,181</b>	<b>100.7%</b>
<b>EMPLOYEE BENEFITS</b>					
190011 61160 IMRF Expense - Administration	13,322	10,084	13,322	14,680	110.2%
190011 61170 SS Expense - Administration	15,825	12,090	15,825	15,427	97.5%
19001160 63050 IMRF/SS Expense - Ellis House	1,589	1,233	1,589	1,768	111.2%
19001161 63050 IMRF/SS Expense - Ellis Barn	1,589	1,209	1,589	1,768	111.2%
19001162 63050 IMRF/SS Expense - Ellis Grounds	3,178	2,418	3,178	3,535	111.2%
19001163 63050 IMRF/SS Expense - Ellis Center Camps Expense	743	383	743	9,274	1248.9%
19001164 63050 IMRF/SS Expense - Ellis Center Riding Lessons Expense	6,365	3,032	6,365	8,628	135.6%
19001165 63050 IMRF/SS Expense - Ellis Center Birthday Parties Expense	530	263	530	662	124.9%
19001166 63050 IMRF/SS Expense - Ellis Center Public Programs Expense	212	95	212	265	124.9%
19001167 63050 IMRF/SS Expense - Sunrise Center North	2,815	1,275	2,815	1	0.0%
19001168 63050 IMRF/SS Expense - Ellis Center Weddings Expense	29	-	29	1	3.4%
19001169 63050 IMRF/SS Expense - Ellis Center Other Rentals Expense	29	-	29	1	3.4%
19001171 63050 IMRF/SS Expense - Hoover Grounds	8,654	5,238	8,654	9,187	106.2%
19001172 63050 IMRF/SS Expense - Hoover Bunkhouse	4,327	2,480	4,327	4,594	106.2%
19001173 63050 IMRF/SS Expense - Hoover Campsite	2,164	1,240	2,164	2,297	106.2%
19001174 63050 IMRF/SS Expense - Hoover Meadowhawk	2,497	1,240	2,497	3,375	135.1%

## Kendall County Forest Preserve District Operating Fund (Fund 1900)

FY26 PRELIMINARY BUDGET: OCTOBER 07, 2025	BUDGET	2025 YTD	Est. Year End	BUDGET	% Change
KCFPD Operating Fund #1900	2025	8/30/25	2025	2026	
19001175 63050					
19001176 63050					
19001177 63050					
19001178 63050					
19001179 63050					
19001180 63050					
10001181 63050					
19001183 63050					
19001184 63050					
190011 61230					
19001171 63060					
19001172 63060					
19001173 63060					
19001174 63060					
19001175 63060					
19001178 63060					
19001168 63060					
19001183 63060					
190011 68000					
190011					
<b>Total Employee Benefits</b>					
<b>CONTRACTUAL</b>					
190011 62150					
190011 62150					
190011 62150					
190011 62150					
190011 62150					
190011 62150					
190011 62150					
190011 62150					
190011 62150					
190011 62030					
190011 62040					
190011 62090					
19001163 63020					
19001164 63020					
19001165 63020					
19001166 63020					
19001167 63020					
19001168 63070					
19001183 63070					
1901183					
19001183 63540					
190011 65460					
190011 65490					
190011 68340					
190011 68560					
<b>Total Contractual</b>					

## Kendall County Forest Preserve District Operating Fund (Fund 1900)

FY26 PRELIMINARY BUDGET: OCTOBER 07, 2025	BUDGET	2025 YTD	Est. Year End	BUDGET	% Change
KCFPD Operating Fund #1900	2025	8/30/25	2025	2026	
<b>COMMODITIES</b>					
190011 62000 Office Supplies & Postage - Administration	7,000	5,035	7,000	7,150	102.1%
190011 62000 CARES Act Purchases					
19001160 62000 Office Supplies & Postage - Ellis House	600	363	600	600	100.0%
19001183 62180 Fuel: Gas & Oil Grounds	20,500	9,497	12,663	17,000	82.9%
19001183 62400 Uniforms - Grounds	2,250	1,220	2,250	2,250	100.0%
Environmental Education					
19001176 63030 Env. Educ. - School Programs Expense	700	394	700	700	100.0%
19001177 63030 Env. Educ. - Camps Expense	1,500	1,301	1,500	1,500	100.0%
19001178 63030 Env. Educ. - Natural Beginnings Expense	4,000	2,131	4,000	4,000	100.0%
19001179 63030 Env. Educ. - Other Public Programs Expense	750	553	750	750	100.0%
19001180 63030 Env. Educ. - Laws of Nature Expense	600	274	600	600	100.0%
19001183 63090 Gas - Grounds & Natural Resources	4,500	4,331	5,775	5,500	122.2%
19001184 63100 Electric - Pickerill Pigott	9,185	4,485	5,980	6,000	65.3%
19001182 63130 Natural Area Volunteer Supplies				500	
Natural Area Management Supplies				700	
190011 63510 Electric - Administration	3,135	2,387	3,182	3,100	98.9%
190011 68500 Project Fund Expense (Forest Foundation Purchases)	5,000	5,328	5,328	5,000	100.0%
190011 68430 Promotion/Publicity	1,200	306	1,200	1,000	83.3%
190011 68440 Newsletter	450	-	-	450	100.0%
<b>Utilities - Ellis</b>					
19001160 62270 Utilities - Ellis House	6,350	6,455	8,607	6,500	102.4%
19001161 62270 Utilities - Ellis Barn	6,350	3,928	5,237	6,500	102.4%
<b>Utilities &amp; Maintenance - Hoover</b>					
19001171 62270 Hoover - Other Utilities	4,000	2,090	2,787	4,000	100.0%
19001171 63090 Hoover - Gas	9,500	5,530	7,373	9,500	100.0%
19001171 63100 Hoover - Electric	20,000	14,822	19,763	20,000	100.0%
19001171 63110 Hoover - Shop Supplies	4,000	2,719	4,000	4,000	100.0%
19001171 63120 Hoover - Building Maintenance	8,000	7,459	8,000	8,000	100.0%
19001171 66500 Hoover - Other Expenses	1,000	308	1,000	1,000	100.0%
19001171 68580 Hoover - Grounds Maintenance	4,000	1,625	4,000	4,000	100.0%
<b>Promotion/Publicity - Ellis</b>					
19001166 68570 Volunteer Expense - Ellis Public Programs	150	-	-	100	66.7%
<b>Animal Care &amp; Supplies - Ellis</b>					
19001163 63000 Animal Care & Supplies - Ellis Camps					
19001164 63000 Animal Care & Supplies - Ellis Riding Lessons	12,000	10,788	12,000	12,000	100.0%
19001165 63000 Animal Care & Supplies - Ellis Birthday Parties					
19001166 63000 Animal Care & Supplies - Ellis Public Programs					
19001167 63000 Animal Care & Supplies - Sunrise Center North	2,500	-	2,500	2,500	100.0%
<b>Horses Acquisition &amp; Tack - Ellis</b>					
19001163 63010 Horses Acquisition & Tack - Ellis Camps					
19001164 63010 Horses Acquisition & Tack - Ellis Riding Lessons	1	-	-	1	100.0%
19001165 63010 Horses Acquisition & Tack - Ellis Birthday Parties					
Horses Acquisition & Tack - Ellis Public Programs					
<b>Program Supplies - Ellis</b>					
19001163 63030 Program Supplies - Ellis Camps	450	88	450	450	100.0%
19001165 63030 Program Supplies - Ellis Birthday Parties	450	259	450	450	100.0%
19001170 63030 Program Supplies - Ellis 5K					
19001184 63030 Supplies: Shop - Pickerill Pigott				2,000	
19001183 63110 Supplies: Shop - Grounds	9,000	3,711	9,000	9,000	100.0%
<b>Total Commodities</b>	<b>149,121</b>	<b>97,387</b>	<b>136,695</b>	<b>146,801</b>	<b>98.4%</b>

## Kendall County Forest Preserve District Operating Fund (Fund 1900)

FY26 PRELIMINARY BUDGET: OCTOBER 07, 2025	BUDGET	2025 YTD	<i>Est. Year End</i>	BUDGET	% Change
KCFPD Operating Fund #1900	2025	8/30/25	2025	2026	
<b><u>OTHER</u></b>					
190011 62160 Equipment - Administration					
19001183 62160 Equipment - Grounds & Natural Resources	22,640	12,577	16,769	20,000	88.3%
190011 68530 Preserve Improvements - Administration				23,791	
19001183 68530 Preserve Improvements - Grounds & Natural Resources	10,274	5,232	6,975	7,000	68.1%
190011 68540 Contributions (Drainage District Tax Assessments & Carb. Cred. Fee)	2,600	2,000	2,667	2,600	100.0%
<b>Grounds &amp; Maintenance Equipment - Ellis</b>					
19001160 68580 Grounds & Maint. - Ellis House	4,250	4,355	5,807	4,000	94.1%
19001161 68580 Grounds & Maint. - Ellis Barn	3,200	440	586	2,000	62.5%
19001162 68580 Grounds & Maint. - Ellis Grounds	6,400	4,485	5,980	6,000	93.8%
<b>Security Deposit Refunds</b>					
Security Deposit Refunds					
19001163 63040 Security Deposit Refunds - Ellis Camps	1	-	-	1	100.0%
19001164 63040 Security Deposit Refunds - Ellis Riding Lessons	1	61	-	1	100.0%
19001166 63040 Security Deposit Refunds - Ellis Public Programs	1	-	-	1	100.0%
19001168 63040 Security Deposit Refunds - Ellis Weddings	5,000	-	1,000	2,000	40.0%
19001169 63040 Security Deposit Refunds - Ellis Other Rentals	1,000	1,090	1,090	1,000	100.0%
19001171 63040 Security Deposit Refunds - Hoover	13,500	11,403	13,500	14,800	109.6%
19001176 63040 Security Deposit Refunds - Env. Education School Programs	1	791	1	1	100.0%
19001177 63040 Security Deposit Refunds - Env. Education Camps	500	275	500	500	100.0%
19001178 63040 Security Deposit Refunds - Env. Education Natural Beginnings	2,200	-	2,200	2,200	100.0%
19001179 63040 Security Deposit Refunds - Env. Education Public Programs	500	12	500	500	100.0%
19001183 63040 Security Deposit Refunds - Grounds	160	65	160	1,750	1093.8%
19001184 63040 Security Deposit Refunds - Pickerill-Pigott	5,000	3,953	5,000	5,000	100.0%
190011 69790 Contingency	-			-	
<b>Total Other</b>	<b>77,228</b>	<b>46,738</b>	<b>62,736</b>	<b>93,145</b>	<b>120.6%</b>
<b>Total Expenditures</b>	<b>1,676,870</b>	<b>1,080,558</b>	<b>1,438,099</b>	<b>1,588,996</b>	<b>94.8%</b>
<b>Operating Surplus / (Deficit)</b>	<b>(0)</b>				<b>0.0%</b>
<b>Ending Balance Fund Balance</b>	<b>717,202</b>	<b>739,014</b>	<b>787,798</b>	<b>787,797</b>	<b>109.8%</b>

## Kendall County Forest Preserve District Operating Fund (Fund 1900)

FY26 PRELIMINARY BUDGET: OCTOBER 07, 2025	BUDGET	2025 YTD	<i>Est. Year End</i>	BUDGET	% Change
KCFPD Operating Fund #1900	2025	8/30/25	2025	2026	
<b>Beginning Balance</b>	717,202	717,202	717,202	787,798	109.8%
<b>Total Revenue</b>	1,676,870	1,102,371	1,508,694	1,588,996	94.8%
Total Personnel	908,439	630,177	844,995	915,181	100.7%
Total Employee Benefits	327,046	246,853	327,046	347,887	106.4%
Total Contractual	215,037	59,403	66,627	85,983	40.0%
Total Commodities	149,121	97,387	136,695	146,801	98.4%
Total Other	77,228	46,738	62,736	93,145	120.6%
<b>Total Expenditure</b>	1,676,870	1,080,558	1,438,099	1,588,996	94.8%
<b>Surplus / (Deficit)</b>	(0)	21,812	70,596	(0)	
<b>TRANSFER OUT TO FUND 1907 (CAPITAL)</b>	-				
<b>Ending Balance</b>	717,202	739,014	787,798	787,797	109.8%

**FOREST PRESERVE DEBT SERVICE - SERIES 2007/2015/2016/2017**  
**Fund 1903**

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	BUDGET (AMD) 2025	ACTUAL 8/31/2025	Est. Year End 2025	BUDGET 2026	% CHANGE IN BUDGET
<b>Beginning Balance</b>	4,635,395	5,057,675	5,849,640	6,310,248	6,310,248	6,310,248	6,589,864	
<b>REVENUE TRANSFERS IN</b>								
190311 40280 Transfer In from Fund 1902		288,742						
190311 41010 Current Tax	4,930,888	5,281,630	5,702,164	5,940,513	3,427,780	5,903,513	6,624,800	11.5%
190311 41350 Interest Income	14,882	63,906	79,091	66,500	33,215	66,500	66,500	0.0%
<b>Total Revenue &amp; Transfers In</b>	<b>4,945,770</b>	<b>5,634,278</b>	<b>5,781,255</b>	<b>6,007,013</b>	<b>3,460,995</b>	<b>5,970,013</b>	<b>6,691,300</b>	<b>111.4%</b>
<b>EXPENDITURE &amp; TRANSFERS OUT</b>								
190311 61380 Transfer to Debt Service Fund 1915			2,000					
190311 61420 Transfer Out to Capital Fund 1907			131,470	66,500		66,500	66,500	0.0%
190311 66500 Miscellaneous Expenditure	338		675	1,000	700	700	1,000	0.0%
190311 68640 Fiscal Agent Fee	1,900	1,425	1,650	2,000	317	317	2,000	-13.7%
190311 68710 Debt Service - Interest 2015	354,040	352,950	351,690	350,430	350,430	350,430	302,300	5177.8%
190311 68720 Debt Service - Principal 2015	40,000	45,000	45,000	45,000	45,000	45,000	2,375,000	-73.1%
190311 68730 Debt Service - Interest 2016	290,088	285,688	278,788	187,450	187,450	187,450	50,356	-38.2%
190311 68740 Debt Service - Principal 2016	105,000	115,000	230,000	5,040,000	5,040,000	5,040,000	3,115,000	
190311 68750 Debt Service - Interest 2017	477,125	302,250	104,375					
190311 68760 Debt Service - Principal 2017	3,255,000	3,740,000	4,175,000					
<b>Total Expenditure &amp; Transfers Out</b>	<b>4,523,490</b>	<b>4,842,313</b>	<b>5,320,647</b>	<b>5,692,380</b>	<b>5,623,897</b>	<b>5,690,397</b>	<b>5,912,156</b>	<b>3.9%</b>
<b>Revenue over/(under) Expenditure</b>	<b>422,280</b>	<b>791,965</b>	<b>460,608</b>	<b>314,633</b>	<b>(2,162,902)</b>	<b>279,616</b>	<b>779,144</b>	<b>147.6%</b>
<b>Ending Balance</b>	<b>5,057,675</b>	<b>5,849,640</b>	<b>6,310,248</b>	<b>6,624,881</b>	<b>4,147,346</b>	<b>6,589,864</b>	<b>7,369,008</b>	<b>11.2%</b>

## KCFPD Endowment Fund Fund 1904

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	BUDGET (AMD) 2025	ACTUAL 8/31/2025	Est. Year End 2025	BUDGET 2026	% CHANGE IN BUDGET
<b>Beginning Balance</b>	883,179	872,618	846,056	915,981	915,981	915,981	240,040	
<b>REVENUE &amp; TRANSFERS IN</b>								
190411 40500 Transfer in From 1913	11,601	44,455	300,000	8,000	22,550	31,679	10,000	125.0%
190411 41350 Interest Income			53,781	160,000	155,633	160,000	-	
190411 41720 Donation (Hughes Estate)			10,000	300,000		300,000	-	
190411 42970 Grant Award			300,000					
<b>Total Revenue &amp; Transfers In</b>	<b>11,601</b>	<b>44,455</b>	<b>663,781</b>	<b>468,000</b>	<b>178,183</b>	<b>491,679</b>	<b>10,000</b>	<b>2.1%</b>
<b>EXPENDITURE &amp; TRANSFERS OUT</b>								
190411 61390 Transfer Out to 1913			-	300,000		300,000		0.0%
190411 62150 Contractual Services	22,162	71,018	110,099	77,404	65,201	77,404	-	0.0%
190411 70330 Construction			483,756	790,216	659,757	790,216	-	0.0%
<b>Total Expenditure &amp; Transfers Out</b>	<b>22,162</b>	<b>71,018</b>	<b>593,856</b>	<b>1,167,620</b>	<b>724,957</b>	<b>1,167,620</b>	<b>-</b>	<b>0.0%</b>
<b>Revenue over/(under) Expenditure</b>	<b>(10,561)</b>	<b>(26,562)</b>	<b>69,925</b>	<b>(699,620)</b>	<b>(546,775)</b>	<b>(675,942)</b>	<b>10,000</b>	
<b>Ending Balance</b>	<b>872,618</b>	<b>846,056</b>	<b>915,981</b>	<b>216,361</b>	<b>369,206</b>	<b>240,040</b>	<b>250,040</b>	<b>115.6%</b>

**FP Capital Project Fund #1 (Section 319 Fund - LRC Dam Removal)  
Fund 1905**

ACCOUNT & DESCRIPTION	BUDGET 2024	ACTUAL 2024	BUDGET 2025	BUDGET (AMD) 2025	ACTUAL 8/31/2025	Est. YTD 2025	BUDGET 2026	% CHANGE IN BUDGET
<b>Beginning Balance</b>	0	0	0			0		
<b>REVENUE &amp; TRANSFERS IN</b>								
190511 40300 Transfer In from Fund 1907		2480						
190511 40500 Transfer In from Fund 1913	504,842		504,842	0	0	0		-100.0%
190511 41350 Interest Income								
190511 42970 USEPA Section 319 Grant Award	504,842		504,842	0	0	0		-100.0%
190511 43880 Kendall County Escrow LR Creek	336,562		336,562	0	0	0		-100.0%
Total Revenue & Transfers In	1,346,246	2,480	1,346,246	0	0	0		-100.0%
<b>EXPENDITURE &amp; TRANSFERS OUT</b>								
190511 61390 Transfer to FP Fund 1913	504,842							
190511 70060 Consultant - A&E Services	110,000	2,480	107,520	0	0	0		0
190511 70330 Construction	731,404		733,884	0	0	0		0
Total Expenditure & Transfers Out	1,346,246	2,480	841,404	0	0	0		0
<b>Revenue over/(under) Expenditure</b>	0	0	504,842	0	0	0		-100.0%
<b>Ending Balance</b>	0	0	504,842	0	0	0		-100.00%

**Fund 1907**

ACCOUNT & DESCRIPTION	BUDGET 2025	BUDGET (AMD) 2025	ACTUAL 8/31/25	Est. Year End 2025	BUDGET 2026	% CHANGE IN BUDGET	BUDGET NOTES
Beginning Balance	452,854		452,854	452,854	549,971		
<b>REVENUE</b>							
190711 40280 Transfer In fm 2003/12 Bonds (Interest Earnings + LUC) - Fund 1902							
190711 40290 Transfer In fm FP General Fund(Interest Earnings) - Fund 1900							
190711 40300 Transfer In from 2007/15/16/17 Bond Proceeds Fund #1903 (950)							
190711 40330 Transfer In from Land Cash Fund #1910 (956)							
190711 40340 Transfer In from FRB Cropland Conversion #1908 (954)							
190711 40350 Transfer In from Project Improvement Fund #1908 (951)							
190711 40370 Transfer In from OSLAD Fund #1905							
190711 40370 Transfer in from RTP Fund #1908							
190711 40400 Transfer in from 2021 Bond Proceeds Fund #1912							
190711 40510 Transfer from 2016/17 Bond 1903	66,500	66,500		66,500	66,500		Interest transfers from 1903
190711 41350 Interest Income	23,000	23,000	13,152	19,727	23,000		
190711 42490 Other Revenue	188,714	310,890	310,890	310,890			ANRTC Energy Easement
190711 43430 Grant Award - Morton Arboretum Landscape							
190711 43740 Grant Award - ICECF Reservation Woods							
190711 43760 Grant Award - IDNR Habitat Grant					30,000		
190711 43770 Grant Award - ICECF K-12 Pollinator							
190711 43780 Grant Award - ICECF Pilot Pollinator Meadows							
190711 43940 Grant Award - ComEd Open Spaces Green Region Grant		10,000		10,000			
<b>Total Revenue</b>	<b>278,214</b>	<b>410,390</b>	<b>324,042</b>	<b>407,117</b>	<b>119,500</b>	<b>73.4%</b>	
<b>EXPENDITURE</b>							
190711 61360 Transfer to Project Fund #1 (Fund 1905)	50,000	0					
190711 61370 Transfer to Project Fund #2 (Fund 1908)							
190711 61430 Transfer to Land Cash Fund - Reservation Woods							
190711 62160 Equipment Replacement Contingency	200,000	200,000	104,238	200,000	200,000		Equipment Replacement - 2 - ZD1211 Mowers
190711 66500 Project Fund Expense	30,000	60,000	29,782	30,000	60,000		Capital Project Contingency
190711 68500 Ellis House Roof Replacement and Envelope	25,000	36,000	22,692	25,000			Remaining Exterior Work
190711 68500 Hoover Forest Preserve Habitat Mitigation Project	30,000	30,000		30,000	63,131		RPBB Mitigation Project Balance (ComEd - \$2.8K; IDNR Habitat \$30.4K; KCFFD in-kind \$30,131)
190711 68500 Hoover Old Shop Roof Replacement and Envelope	25,000	25,000		25,000	25,000		Remaining Exterior Work
190711 68500 Maramech Forest Preserve Gate Replacement							
190711 68500 Project Fund Expense - Pickerill Estate House Roof							
190711 68510 Project Fund Expense - ICECF K-12 Pollinator							
190711 68520 Project Fund Expense - ICECF Pollinator Meadows							
190711 68610 Project Fund Expense - Morton Arboretum Landscape							
<b>Total Expenditure</b>	<b>360,000</b>	<b>351,000</b>	<b>156,713</b>	<b>310,000</b>	<b>348,131</b>	<b>-9.4%</b>	
<b>Revenue Over/(Under) Expenditure</b>	<b>(81,786)</b>	<b>9,390</b>	<b>167,329</b>	<b>97,117</b>	<b>(228,631)</b>		
<b>Ending Balance</b>	<b>371,068</b>	<b>462,244</b>	<b>620,183</b>	<b>549,971</b>	<b>321,340</b>	<b>47.9%</b>	

**FP Capital Project Fund #2 (Hoover - Fox River Bluffs Public RTP Grant Project Fund)  
Fund 1908**

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	BUDGET 2025	BUDGET (AMD) 2025	ACTUAL 8/31/2025	Est. Year End 2025	BUDGET 2026	% CHANGE IN BUDGET	Notes
<b>Beginning Balance</b>										
<b>REVENUE &amp; TRANSFERS IN</b>										
190811 40330 Transfer In from Land Cash Fund #1910	30,300	230,377	0	175,964	176,159	176,159	176,159	223,379	126.8%	
190811 40380 Transfer In from Capital Fund #1907	52,700									
190811 40380 Transfer In from Grant Reserve Fund #1913	143,023	0		50,000	324,666		324,666	0	#DIV/0!	
190811 41350 Interest Income			200,000		2,758	1,535	2,303	0	0.0%	
190811 42970 Grant Award	177,100	0	193	200,000	200,000		200,000	0	0.0%	
190811 43800 Transfer In from Series 2021 Bond Proceeds Fund #1912	100,941	0		189,000	272,000		272,000	103,000	37.9%	
190811 43920 Revenue - Kendall County TAP Program	0	0								
<b>Total Revenue &amp; Transfers In</b>	<b>473,764</b>	<b>0</b>	<b>200,193</b>	<b>439,000</b>	<b>849,424</b>	<b>1,535</b>	<b>794,969</b>	<b>103,000</b>	<b>12.1%</b>	
<b>EXPENDITURE &amp; TRANSFERS OUT</b>										
190811 61390 Transfer Out to Fund 1913 Grant Reserve Fund		230,377		200,000	200,000		200,000	324,666	162.3%	
190811 61420 Transfer Out to Fund 1907										
190811 66500 Other Expenditures										
190811 70330 Construction	244,292	0		386,704	495,178		495,178		0.0%	Assumes project completion by 11
190811 70650 Professional Services (Architect & Engineer)	29,395	0	24,036	28,260	57,026	30,262	57,026		0.0%	Assumes project completion by 11
<b>Total Expenditure &amp; Transfers Out</b>	<b>273,687</b>	<b>230,377</b>	<b>24,036</b>	<b>614,964</b>	<b>802,204</b>	<b>30,262</b>	<b>752,204</b>	<b>324,666</b>	<b>40.5%</b>	
<b>Revenue over/(under) Expenditure</b>	<b>200,077</b>	<b>(230,377)</b>	<b>176,157</b>	<b>(175,964)</b>	<b>47,220</b>	<b>(28,727)</b>	<b>46,765</b>	<b>(221,666)</b>	<b>-469.4%</b>	
<b>Ending Balance</b>	<b>230,377</b>	<b>0</b>	<b>176,158</b>	<b>0</b>	<b>223,379</b>	<b>147,432</b>	<b>222,924</b>	<b>1,713</b>	<b>0.8%</b>	

**FP Land Cash  
Fund 1910**

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	BUDGET 2024	ACTUAL 2024	BUDGET 2025	BUDGET (AMD) 2025	ACTUAL 8/31/2025	Est. Year End 2025	BUDGET 2026	% Change Budget
<b>Beginning Balance</b>	205,214	140,668	135,404	135,405	303,294	303,294	303,294	303,294	403,760	
REVENUE										
191011 40330 Transfer In From Land Cash	0		114,757	164,001	80,000	80,000		80,000	80,000	
191011 40380 Transfer in From Forest Preserve Capital Fund (1907)				3,888	8,000	13,842	10,311	15,466	15,000	
191011 41350 Interest Income	50									
191011 42490 Other Revenue										
191011 42910 Land Cash										
191011 42970 Grant Awards	124,271		75,000	0	150,000	5,000		5,000	165,000	
<b>Total Revenue</b>	<b>124,321</b>	<b>0</b>	<b>189,757</b>	<b>167,889</b>	<b>238,000</b>	<b>98,842</b>	<b>10,311</b>	<b>100,466</b>	<b>260,000</b>	<b>98.8%</b>
EXPENDITURES										
191011 61300 Transfer Out to Project Fund 1908	52,700									
191011 67410 Land Acquisition	136,167	5,264	0	0	539,676	402,136		0	662,136	
<b>Total Expenditure</b>	<b>188,867</b>	<b>5,264</b>	<b>0</b>	<b>0</b>	<b>539,676</b>	<b>402,136</b>	<b>0</b>	<b>0</b>	<b>662,136</b>	<b>166.0%</b>
<b>Revenue over/(under) Expenditure</b>	<b>-64,546</b>	<b>-5,264</b>	<b>189,757</b>	<b>167,889</b>	<b>-301,676</b>	<b>-303,294</b>	<b>10,311</b>	<b>100,466</b>	<b>-402,136</b>	
<b>Ending Balance</b>	<b>140,668</b>	<b>135,404</b>	<b>325,161</b>	<b>303,294</b>	<b>1,618</b>	<b>0</b>	<b>313,605</b>	<b>403,760</b>	<b>1,624</b>	

# KCFP Liability Insurance Fund

## Fund 1911

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	BUDGET (AMD) 2025	ACTUAL 8/31/2025	Est. Year End 2025	BUDGET 2026	% CHANGE IN BUDGET
<b>Beginning Balance</b>	46,300	46,300	46,300	44,699	44,699	44,699	46,978	-3.5%
<b>REVENUE &amp; TRANSFERS IN</b>								
191111 40320 Transfer from FP Operation Fund								
191111 41350 Interest Income			599	2,000	1,520	2,279	2,000	
191111 42120 Insurance Claim Reimbursements	0	0	0	0				
<b>Total Revenue &amp; Transfers In</b>	<b>0</b>	<b>0</b>	<b>599</b>	<b>2,000</b>	<b>1,520</b>	<b>2,279</b>	<b>2,000</b>	<b>900.0%</b>
<b>EXPENDITURE</b>								
191111 68990 Claims/Deductibles	0	0	2,200	25,000			25,000	
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,200</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0.0%</b>
<b>Revenue over/(under) Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,601)</b>	<b>(23,000)</b>	<b>1,520</b>	<b>2,279</b>	<b>(23,000)</b>	
<b>Ending Balance</b>	<b>46,300</b>	<b>46,300</b>	<b>44,699</b>	<b>21,699</b>	<b>46,219</b>	<b>46,978</b>	<b>23,978</b>	<b>0</b>

## KCFPD Grant Projects Reserve Fund Fund 1913

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	BUDGET (AMD) 2025	ACTUAL 8/31/25	Est. Year End 2025	BUDGET 2026	% Change Budget	Notes
<b>Beginning Balance</b>	1,062,110	1,040,348	828,200	336,793	336,793	336,793	529,301		
<b>REVENUE &amp; TRANSFERS IN</b>									
191311 40370 Transfer from FP Project Fund #1 (Fund 1905)				0					
191311 40390 ARPA Grant Award - Kendall County									
191311 40560 Transfer from FP Project Fund #2 (Fund 1908)				200,000		200,000	324,666	162.3%	RTP Grant - Return of GPRF's
191311 40570 Transfer from FP Endowment (Fund #1904)				300,000		300,000		0.0%	Subat Nature Center - Return of GPRF's
191311 41350 Interest Income			8,592	15,371	11,450	17,174	15,000	97.6%	
191311 42250 Revenue		3,931							
191311 42970 IDNR PARC Grant Award	368,999	459,201							
191311 43800 Transfer from Bond Proceeds #1912									
<b>Total Revenue &amp; Transfers In</b>	<b>368,999</b>	<b>463,132</b>	<b>8,592</b>	<b>515,371</b>	<b>11,450</b>	<b>517,174</b>	<b>339,666</b>	<b>65.9%</b>	
<b>EXPENDITURE &amp; TRANSFERS OUT</b>									
191311 61360 Transfer to FP Project Fund #1 (Fund #1905)			0	0		0			
191311 61370 Transfer to FP Project Fund #2 (Fund #1908)			200,000						
191311 61570 Transfer to FP #1904 Endowment (Subat)			300,000	324,666		324,666			
191311 66500 Other Expenditures									
191311 68530 Preserve Improvements/Master Plan									
191311 70040 Supplies									
191311 70050 Contractual Services									
191311 70060 Consultants									
191311 70330 Construction	370,247	666,621							
191311 70650 Professional Services - A&E Services	20,514	8,659							
<b>Total Expenditure &amp; Transfers Out</b>	<b>390,760</b>	<b>675,281</b>	<b>500,000</b>	<b>324,666</b>	<b>0</b>	<b>324,666</b>	<b>0</b>	<b>0.0%</b>	
<b>Revenue over/(under) Expenditure</b>		<b>(212,148)</b>	<b>(491,408)</b>	<b>190,705</b>	<b>11,450</b>	<b>192,508</b>	<b>339,666</b>	<b>178.1%</b>	
<b>Ending Balance</b>	<b>1,040,348</b>	<b>828,200</b>	<b>336,792</b>	<b>527,498</b>	<b>348,243</b>	<b>529,301</b>	<b>868,967</b>	<b>164.7%</b>	

**FOREST PRESERVE DEBT SERVICE - SERIES 2021**  
**Fund 1915**

ACCOUNT & DESCRIPTION	ACTUAL 2022	ACTUAL 2023	ACTUAL 2024	BUDGET (AMID) 2025	ACTUAL 8/31/2025	Est. Year End 2025	BUDGET 2026	% CHANGE IN BUDGET
<b>Beginning Balance</b>							66,107	
REVENUE								
191511 40510 Transfer from Debt Service Fund 1903		46,652	65,335	66,895	66,895	66,895		
191511 41010 Current Tax	81,818	84,244	1,937	81,544	47,261	81,544	84,544	3.7%
191511 41350 Interest Income	1	58	508	700	124	.187	100	-85.7%
<b>Total Revenue</b>	<b>81,818</b>	<b>84,302</b>	<b>84,614</b>	<b>82,244</b>	<b>47,385</b>	<b>81,731</b>	<b>84,644</b>	<b>-0.5%</b>
EXPENDITURE								
191511 66500 Miscellaneous Expenditure	338	0		475	475	475	475	0.0%
191511 68640 Fiscal Agent Fee	475	475	475	1,100			1,100	0.0%
191511 68790 Debt Service - Interest Series 2021	34,354	35,144	33,544	32,044	32,044	32,044	30,544	-4.7%
191511 68800 Debt Service - Principal Series 2021		30,000	50,000	50,000	50,000	50,000	50,000	0.0%
<b>Total Expenditure</b>	<b>35,166</b>	<b>65,619</b>	<b>84,019</b>	<b>83,619</b>	<b>82,519</b>	<b>82,519</b>	<b>82,119</b>	<b>-1.8%</b>
<b>Revenue over/(under) Expenditure</b>	<b>46,652</b>	<b>18,683</b>	<b>596</b>	<b>(1,375)</b>	<b>(35,134)</b>	<b>(788)</b>	<b>2,525</b>	<b>-283.7%</b>
<b>Ending Balance</b>	<b>46,652</b>	<b>65,335</b>	<b>65,931</b>	<b>65,520</b>	<b>31,761</b>	<b>66,107</b>	<b>68,632</b>	<b>4.7%</b>



## Rental Contract / Permit

Printed: 08/14/2025 11:21am

Booking Contract: 430

Status: Not invoiced

Booking Created:

First Event: 10/18/2025

08/14/2025

Booking Created by: Julia

Granholm

Kendall County Forest Preserve District - , hereby grants Kendall County Special Olympics (hereinafter called the "Licensee"), permission to use the facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this agreement

### A. Purpose of Use:

Shelter 7-Special Olympics-Snowshoe Practice

### B. Dates and Times of Use:

Starting: 10/18/2025 10:00am

Ending: 02/07/2026 12:00pm

Number of Events: 14

Expected Attendance:

### C. Rental Details:

Resource	Start Date	Start Time	End Time	Fee	Tax	Total
Shelter 7-Harris Forest Preserve	10/18/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	10/25/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest	11/01/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00

**D. Fee Summary:**

<b>Rental Fees</b>	<b>Tax</b>	<b>Deposit Amount</b>	<b>Rental Total</b>	<b>Paid</b>	<b>Balance</b>
\$910.00	\$0.00	\$0.00	\$910.00	\$0.00	\$0.00

**E. Explanation of Fees:**

<b>Product</b>	<b>Quantity</b>	<b>Fee</b>	<b>Tax</b>	<b>Total</b>
Picnic Shelter	14	\$910.00	\$0.00	\$910.00

**F. Payment Terms:**

**G. Notes:**

Kendall County Special Olympics  
c/o Marcy Stefaniak  
2420 Rock Creek Road  
Plano, IL 60545  
630-291-6381  
630-552-3226  
marcylite\_12@hotmail.com

Use of Shelter 7 for Snow Shoe practice-requesting reduced rate of \$32.50 per event date  
Full price=\$65 x 14=\$910.00  
Reduced rate requested =\$32.50 x 14=\$455.00  
Reduced amount requested = Discount of 50% (\$455.00)

Please submit a Certificate of Insurance listing the Kendall County Forest Preserve District as the Certificate holder

**H. Terms and Conditions**

**KENDALL COUNTY FOREST PRESERVE DISTRICT**

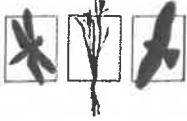
**GENERAL USE RULES AND REGULATIONS**

Kendall County Forest Preserves are open from **8:00 a.m. to sunset**. Visitors are asked to **exit preserves 30 minutes prior to closing time**.

**ALCOHOL IS STRICTLY PROHIBITED** in all Kendall County Forest Preserves.

**A PERMIT IS REQUIRED** for all gatherings and events for groups of 20 or more. Special use permits

<b>Resource</b>	<b>Start Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Fee</b>	<b>Tax</b>	<b>Total</b>
Preserve						
Shelter 7-Harris Forest Preserve	11/08/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	11/15/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	11/22/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	12/06/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	12/13/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	12/20/2025	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	01/03/2026	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	01/17/2026	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	01/24/2026	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	01/31/2026	10:00am	12:00pm	\$65.00	\$0.00	\$65.00
Shelter 7-Harris Forest Preserve	02/07/2026	10:00am	12:00pm	\$65.00	\$0.00	\$65.00



# Kendall County Forest Preserve District SHELTER LICENSE AGREEMENT REQUEST FORM

## Instructions

- This form is to be completed in its entirety and can be faxed to 630-553-4023 or sent by e-mail to: [kcforest@kendallcountyil.gov](mailto:kcforest@kendallcountyil.gov)
- Shelter are required thirty (30) days in advance of requested event date.
- The License Request form will be entered into our reservation calendar and copy of the License Agreement form is scanned to your e-mail for signature.
- **Kendall County Forest Preserve District must be in receipt of the signed License Agreement form for the reservation to be considered secure.**
- **Full License fee is required two weeks prior to your event date.**

\$ 32.50/date

**\* Requesting Reduced Rate**

## Licensee Information (Licensee must be 21 or older to enter into a License Agreement)

Name Marcy Stefaniak - Kendall County Special Olympics  
 Street Address 2420 Rock Creek Rd  
 City Plano State IL Zip 60545 Kendall Resident? Yes  No   
 Phone # (two numbers are required) Cell: 630-291-6381 Other: 630-552-3826  
 E-mail: marcylite-12@hotmail.com

## Requested Site

Harris Forest Preserve: Shelter 1\*  Capacity 100    Shelter 2  Capacity 60    Shelter 7  Capacity 60

Shelter 4\*  Capacity 50    **\*\*Reservations at Shelter 4 will include use of Shelter 1\*\***

\*Fireplace available at Shelters 1 and 4

Richard Young\*:  56 people    \*Fire pit available  
 Jay Woods:  80 people  
 Pickerill-Pigott:  80 people

**Requested Date** Saturdays Oct 18 - Feb 7 Preserves are available at 9:00 am  
 Event Date: Not 11/29, 12/27, Jan 10

Time Requested: 10am NOON Gates are closed at sunset; departure time required at least 30 minutes prior

Number of People: 20-30 athletes + coaches \$25.00 fee applied for 100+ people

**Type of Group:** please circle: Family Organization Church, School, Scout, etc.  
Non-family events require Certificate of Insurance

**Name of Event** (Scout troops: please indicate Pack or Troop Number & Council)  
Kendall County Special Olympics - Snow shoe

**Firewood:** Must be purchased from the Forest Preserve. (Collection from grounds or brought from outside is prohibited. Bundles contain approximately 30 pieces)

Number of bundles requested: \_\_\_\_\_ Firewood: \$25.00 / bundle

Fox River Bluffs – Hoover Trail Connection:





Subat Nature Center Project:





**Observations and Information:**

1. 9/6/25: Clearing mostly completed by Forest Preserve
2. 9/10/2025: Excavation, compaction and placement of stone – wooded areas. Subgrade is stable and there is no need for undercuts.
3. 9/15/2025: Section of path along corn field being constructed. Subgrade is stable and there is no need for undercuts.
4. 9/15/2025: At trail loop along the far west: Elevation of path will be raised to better match the surrounding grade. This adjustment varies with terrain. Cross slope that meets ADA will be maintained.
5. 9/17/2025: Wall footing framing meets the plan and is also oversized a few inches due to framing board sizes.
6. 9/18/2025: Stone placement, Wall Framing & Abutment layout – Wall rebar and drain holes meets the plan. Abutment has been adjusted angled wingwalls are now proposed at 10' and 3' with straight wingwalls to be 2' and 2' on uphill side. Change order has been discussed.





END OF REPORT

**LITE CONSTRUCTION**

711 South Lake Street  
P.O. Box 135  
MONTGOMERY, IL 60538

(630) 896-7220  
Fax (630) 896-1304

TO Kluber Architects + Engineers

41 W. Benton St

Aurora, IL 60506

**CHANGE ORDER**

8

Number \_\_\_\_\_

PHONE	DATE 9/24/25
JOB NAME/LOCATION Subat	
JOB NUMBER	JOB PHONE
EXISTING CONTRACT NO.	DATE OF EXISTING CONTRACT

We hereby agree to make the change(s) specified below:

Provide material and labor for bracing on CNC Panels

Omalley	\$1,850.00
Comed	\$1,543.07
Total	\$3,393.07

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price

\$ 3,393 07

DATE 9/24/25

PREVIOUS CONTRACT AMOUNT \$

AUTHORIZED SIGNATURE (CONTRACTOR)  
JC

REVISED CONTRACT TOTAL \$

**ACCEPTED** — The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance \_\_\_\_\_

Signature \_\_\_\_\_  
(OWNER)

O'Malley Welding and Fabricating, Inc.

1209 Badger St  
 Yorkville IL 60560  
 630-553-1604

# QUOTE

DATE	QUOTE NO.
9/24/2025	1549

<b>NAME / ADDRESS</b>
Lite Construction 711 S. Lake Montgomery, IL 60538

<b>Ship To</b>
Subat forest preserve

<b>TERMS</b>	<b>P.O. NO.</b>	<b>PROJECT</b>
Due on receipt		

DESCRIPTION	QTY	COST	TOTAL
change order request per John Campbell for adding upper and lower formed SST. channels approx 1" x 2" to tie the three hanging sign panels @ Subat. including material and labor to fabricate channels , sand blast and powder coat to match the signs, installation on existing threaded rod supports. supplying shop drawings for approval prior to installation			
Misc Fabrication: shear and form sst. channels , provide slotted holes at rod locations including material	2	230.00	460.00
Outside sourced labor: sand blast and powder coat channels		150.00	150.00
Portable welding & Installation 2 men 4 hours	8	155.00	1,240.00
		<b>Sales Tax (8.25%)</b>	\$0.00
		<b>TOTAL</b>	\$1,850.00

AURORA OFFICE  
2001 AUCUTT ROAD  
MONTGOMERY, ILLINOIS 60538  
779-231-0447



COUNTY OF KENDALL  
4845 ELDAMAIN RD  
PLANO, IL 60545

Date: 09/18/2025

For Electric Service To:  
4845 ELDAMAIN RD  
PLANO, IL 60545

Enclosed please find a copy of your Residential Underground Agreement.  
To ensure prompt processing of your agreement, please do the following:

Review, sign and date the Residential Underground Agreement.  
Return the signed copy of the agreement and payment of **\$1,543.07** in the enclosed envelope, to my attention.

Work cannot proceed until we have received the signed document with your remittance and a call to 1-866-NEW-ELEC (1-866-639-3532) letting us know your electrician has completed work and passed required municipal government inspections. Upon approval by our Company, one copy of the document will be returned to you for your records.

If this contract is not returned within 30 days, it will be cancelled.

You may make payments on the ComEd website or by phone.

By **Internet** go to: <https://www.comed.com/MyAccount/MyBillUsage/Pages/PayMyBill.aspx>

(for payments of \$5,000 or less for Credit/Debit)  
(for non-business payments of \$100,000 or less for eCheck)  
(for business payments of \$500,000 or less for eCheck)

Or

By **Customer Service Representatives** (English & Spanish)

1-800-334-7661 (for payments of \$5,000 or less for Credit/Debit)  
1-800-588-9477 (for non-business payments of \$100,000 or less for eCheck)  
1-877-426-6331 (for business payments of \$500,000 or less for eCheck)

If you have any questions concerning this contract please contact your Field Representative.

Enclosure

Sincerely,  
VERA JACKSON  
GENERAL SERVICE REPRESENTATIVE  
779-231-0447

# RESIDENTIAL UNDERGROUND AGREEMENT

PL#:

RUA#: **WE250170** R: 00

Agreement Date: 09/18/2025

1. Pursuant to the Company's "Schedule of Rates", ComEd ("Company") and COUNTY OF KENDALL (herein referred to as "Applicant") agree as follows with respect to the installation of underground electric service facilities for the residential dwelling unit(s) and corresponding lot(s) at **4845 ELDAMAIN RD** in **PLANO, IL**, as described below.

WORK DESCRIPTION:

**COMMERCIAL UNDERGROUND AGREEMENT CUSTOMER PAYS FOR INSTALLATION OF 189 FT OF 3/C 1/0AL OVERHEAD SECONARY WIRE**

MISCELLANEOUS SERVICES & DEADENDS	\$1,543.07
<b>TOTAL CUSTOMER CHARGE:</b>	<b>\$1,543.07</b>

2. Applicant agrees that installation of underground electric facilities will proceed as mutually agreed upon, and that in the case of new residential subdivisions, the Company shall not be required to install the facilities in segments smaller than considered economical by Company. Service connections shall be installed as required to serve residences on the lots or premises described in Paragraph 1 above.
3. Applicant agrees that before trenching operations are started by Company, (a) the utility easement strips shall be accessible to Company's equipment, (b) all obstructions shall be removed from such easement strips, (c) marker stakes for lot corners and grade purposes, where necessary, to indicate lot boundaries and final grade, shall be placed at intervals designated by Company, (d) grades in the easement strip shall not be above nor more than four inches below final grade, and (e) applicant shall be responsible for informing the Company of the location of any underground facilities, other than utility owned gas, telephone and electrical facilities, which would hamper or be exposed to damage by trenching operations; any damage resulting from applicant's failure to do so shall be the responsibility of applicant.
4. The charges listed in this contract are for performing the work identified herein under normal field conditions. If abnormal field conditions are encountered and additional labor and material are required to complete the work, or if the scope of work is altered, ComEd reserves the right to collect, and the owner agrees to pay, additional money to cover the increased costs.
5. Company will provide, install, own and maintain suitable underground electric service facilities including service connections to serve the residences indicated in Paragraph 1 above, all in accordance with the easement provisions of the recorded plat of the development, if any. Applicant agrees to secure for Company such additional easement rights as may reasonably be required for the installation, operation and maintenance of the Company facilities to serve residences on the lots or premises described in Paragraph 1 above. In the event Applicant is unable to secure such easement rights, the Company will take whatever action within its power is appropriate.
6. If provision for service connections has not been included in the easement provisions of the recorded plat, Customer hereby grants an easement strip, for each lot indicated in Paragraph 1 above, five (5) feet in width extending from the point on the property line at which the service connections enter each lot to the Customer Transformer Station, if any, and continuing to the wall on each building adjacent to the outdoor meter connection device.
7. Following installation of the electric service facilities, the Company shall have continued access to its facilities without impediments from over building or other obstructions for operation, maintenance and replacement of the facilities. When these conditions are not met with respect to any lot, any additional costs incurred by the Company by reason thereof shall be paid by the then Owner of said lot. Any removal or restoration of obstruction or sod or landscaping features which become necessary as the result of the installation, maintenance or replacement of the underground electric service facilities shall be the then Owner's responsibility.
8. When applicable, the Applicant agrees, at his expense, to provide and maintain in a good, safe and proper state of repair all facilities furnished by him in connection with any Customer Transformer Station included in Paragraph 1 above, including the enclosure, foundation, fill and similar facilities, which normally shall be furnished by the Applicant. If requested by the Applicant, the Company may furnish, at the Applicant's expense, the foundation for such Transformer Station without affecting the Applicant's responsibility as outlined above with respect to the ownership and maintenance of said Transformer Station. The Applicant shall bear the expense of any necessary relocation of the Transformer Station and all facilities associated thereto caused by the acts of request of the Applicant.
9. Applicant agrees to pay to Company, the sum of **\$1,543.07** payment in full prior to beginning of Company work. This amount shown above consists of the charges computed as indicated in Section \_\_\_ of Appendix on the attached document.

10. Applicant agrees to reimburse Company for costs of repairing the Company's electric service facilities in the area covered by the agreement when said facilities are damaged by Applicant or Applicant's contractors and such damage is due to the negligence of Applicant or Applicant's contractors.
11. Applicant also agrees to bear any additional expense to Company due to revision in construction plan required by changes in the Applicant's service requirements subsequent to execution of this contract.
12. This agreement becomes effective only when accepted by the Applicant and approved by the Company. One year from its date, the Company will require a refundable deposit covering such of the lots listed above which are not then improved and for which a refundable deposit has not been previously made.
13. If this agreement is applied to a single lot or premises, all plural references to lots, premises or residences in this agreement shall be construed as references to a single lot, premises or residence.
14. This agreement shall be void if not accepted by the Applicant within thirty days from the date submitted.
15. This agreement is subject to the provisions of the Company's Schedule of Rates as on file with the Illinois Commerce Commission.
16. Company will install secondary services utilizing lot line trenching when practical. Standard secondary installation is 100 feet. Installations over 100 feet are subject to additional charges.
17. Be advised that safety on the job site is the responsibility of you and your contractor. The Occupational Safety and Health Administration (OSHA) requires a minimum of a 10-foot clearance when working near energized primary electric lines. You should consider all electric wires to be energized and non-insulated. Workers may be electrocuted or seriously injured by contact with the power lines or while working in close proximity to those lines. All workers and equipment must maintain a safe distance from the power lines at all times. You or your contractor should not commence work near ComEd's lines until such time that temporary protective measures have been taken to guard against danger of incidental contact. Consult OSHA guidelines for more specific information when working near or around energized electrical equipment. Contact 1-800-EDISON-1 for questions concerning working in proximity to ComEd electrical facilities.

Permanent structures near electrical equipment are governed by the National Electrical Safety Code (NEC). As an example, Rule 234 requires the horizontal clearance between the electrical conductors and a building to be a minimum of 7.5 feet. Reference the National Electrical Safety Code for specific information.

ComEd is very concerned about the safety of its customers and others working around it facilities. Compliance with OSHA and the NEC is a requirement. Please ensure that the activities undertaken by you or your contractor include the safe work practice of maintaining the required working and permanent structure clearances.

The undersigned customer acknowledges he/she has read the foregoing safety statement and agrees to comply with all state, federal and local safety requirements and shall have any contractor working in proximity to ComEd equipment to acknowledge and agree to same.

FOR THE COMPANY:

VERA JACKSON

Prepared By

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Account Number: 4617200027

Ser No: WE250170

Work Task Number: 1921572801

Mail Bills To: **COUNTY OF KENDALL**  
4845 ELDAMAIN RD  
PLANO, IL 60545

FOR THE APPLICANT:

*David Gurik*

Accepted By

Customer Signature

*David Gurik*

Print Name

*Executive Advisor*

Official Capacity

*Kendall County Forest  
Preserve District*



Agreement Date: 09/18/2025  
Phone Number: 779-231-3262

Submitted : EBENEZER CODJOE  
by :

Type of Payment      Check                       Wire/ACH

Name : COUNTY OF KENDALL  
Service Address : 4845 ELDAMAIN RD  
City, State : PLANO, IL

RUA Payment
R.U.A. #: WE250170

CIMS Account #	Work Order Task #	Total
4617200027	1921572801	\$1,543.07

**Flock Safety + IL - Kendall County  
Forest Preserve District**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Dan Murdock  
dan.murdock@flocksafety.com  
3124153858

flock safety



EXHIBIT A  
ORDER FORM

Customer: IL - Kendall County Forest Preserve District  
Legal Entity Name: IL - Kendall County Forest Preserve District  
Accounts Payable Email: awhite@kendallcountyil.gov  
Address: 110 West Madison Street Yorkville, Illinois 60560

Initial Term: 36 Months  
Renewal Term: 36 Months  
Payment Terms: Net 30  
Billing Frequency: Annual Plan - First Year Invoiced at Signing.  
Retention Period: 30 Days

**Hardware and Software Products**

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$4,000.00</b>
<b>Flock Safety LPR Products</b>			
Flock Safety LPR, fka Falcon	Included	1	Included
<b>Flock Safety Video Products</b>			
Solar Video Camera, fka Condor	Included	1	Included
Solar Power Boost	Included	1	Included

**Professional Services and One Time Purchases**

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	1	\$150.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	1	\$150.00
<b>Subtotal Year 1:</b>			<b>\$4,300.00</b>
<b>Annual Recurring Subtotal:</b>			<b>\$4,000.00</b>
<b>Estimated Tax:</b>			<b>\$990.00</b>
<b>Contract Total:</b>			<b>\$12,300.00</b>

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

**Billing Schedule**

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$4,300.00
<b>Annual Recurring after Year 1</b>	\$4,000.00
<b>Contract Total</b>	\$12,300.00

\*Tax not included

**Discounts**

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

## Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Solar Video Camera, fka Condor	Law enforcement grade solar-powered video fixed camera addition to existing LPR install
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Existing Infrastructure Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Solar Power Boost	Low sun area solar boost package to support longer power duration

**By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>.**

The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: IL - Kendall County Forest Preserve District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_



**FOX RIVER WATERFOWL RELEASE AND WAIVER OF  
LIABILITY AND ASSUMPTION OF RISK AGREEMENT**

This Release and Waiver of Liability, and Assumption of Risk Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Illinois Department of Natural Resources, Office of Resource Conservation ("IDNR"), and Kendall County Forrest Preserve District ("Landowner").

WHEREAS, the IDNR is authorized to manage wildlife and to regulate the taking of wildlife for the purposes of providing public recreation and controlling wildlife populations for the State of Illinois under the Illinois Wildlife Code (520 ILCS 5 et seq.) and its regulations (17 IL Adm. Code 675).

WHEREAS, the IDNR has identified waterfowl hunting locations along the Fox river between Oswego Illinois and Millbrook Illinois. It is understood that these locations are on state owned, private owned and county owned parcels.

WHEREAS, the IDNR has enlisted the cooperation of private landowners and County government to granted access to the public for the sole purpose of waterfowl hunting the identified locations of:

Island in the Fox River in Section 36 of Fox Township, PIN: 01-36-300-003,  
Commonly known as Van Cleves Island

- 1) Landowner/government body hereby grants access to the public onto real property owned by Landowner/government body located in Kendall County ("Property") on the following date(s), All North Zone Waterfowl Seasons as set forth annually by IDNR, to include the "Early Goose", Teal, Youth, Canada Goose, Duck and Conservation Light Order Goose Seasons to allow public access for the sole purpose of waterfowl hunting from identified locations during open waterfowl seasons.
- 2) Landowner/Government body signature \_\_\_\_\_



## Sunrise North Therapeutic Riding, Inc.

23061 S Thomas Dillon Dr  
Channahon, Illinois 60410

August 7, 2025

Antoinette White  
Acting Director  
Kendall County Forest Preserve District  
110 W. Madison Street,  
Yorkville, Illinois 60560

In accordance with our License Agreement with Kendall County Forest Preserve District (the "DISTRICT") to operate a therapeutic riding program at Ellis House and Equestrian Center for the term commencing January 1, 2025 and ending December 31, 2025, **Sunrise North Therapeutic Riding, Inc.**, ("LICENSEE") is hereby serving written notice to the DISTRICT'S Acting Director requesting renewal of the existing License Agreement for an additional three-year term at the current License Fee of eight hundred dollars (\$800.00), subject to written approval of the DISTRICT, provided however, that the agreement and terms will be reviewed on an annual basis, or as needed arises, to address any changes in scope of District and/or Licensee operations, as stated in section 1.06 ("Term") of this agreement.

Sunrise North Therapeutic Riding, Inc., dba Sunrise North, would like to commence talks as soon as practical regarding the requested three-year extension to the License Agreement, including terms and conditions, annual License fees, and changes in the scope of the DISTRICT or LICENSEE operations.

We look forward to continuing our partnership to provide a wide range of equine programs for residents of Kendall County and the surrounding communities, particularly those with special needs, in an efficient and cost-effective manner.

Respectfully,

A handwritten signature in black ink that reads "Howard Nelson". The signature is written in a cursive style.

Howard Nelson  
Treasurer  
Sunrise North Therapeutic Riding, Inc.

CC: Dave Guritz, Executive Adviser, Kendall County Forest Preserve District

**ORDINANCE NO. 25-10-001**

**AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT BETWEEN THE KENDALL COUNTY FOREST PRESERVE DISTRICT AND SUNRISE NORTH THERAPEUTIC RIDING, INC. FOR THE OPERATION OF A THERAPEUTIC RIDING PROGRAM AT ELLIS HOUSE AND EQUESTRIAN CENTER**

WHEREAS, the Kendall County Forest Preserve District ("DISTRICT") owns certain property at Baker Woods Forest Preserve in Kendall County commonly known as the Ellis House and Equestrian Center; and

WHEREAS, there is located on said property buildings and improvements commonly known as the Ellis House, Ellis Stable and Indoor Riding Arena, Outdoor Riding Arena, Fenced Feed Lot and Pastures, and Storage Barn; and

WHEREAS, the DISTRICT desires to continue to accommodate the operation of the Sunrise North Therapeutic Riding, Inc. ("LICENSEE") therapeutic riding program for individuals with disabilities; and

WHEREAS, due to its limited resources, the DISTRICT has determined that the most efficient and cost-effective manner of operating a therapeutic riding program is through the licensing of an outside organization; and

WHEREAS, LICENSEE is a not-for-profit 501(C)3 charitable organization incorporated for the specific purpose of providing therapeutic equestrian activities for individuals with disabilities; and

WHEREAS, pursuant to the Downstate Forest Preserve District Act (70 ILCS 805/7b) the DISTRICT is authorized to issue a license for any activity reasonably connected with DISTRICT purposes; and

WHEREAS, the DISTRICT and LICENSEE desire to continue the operation of a therapeutic riding program at the Ellis House and Equestrian Center as provided for herein.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Kendall County Forest Preserve District as follows:

1. The recitals set forth above are incorporated herein and made part hereof.
2. The President is hereby authorized to sign, and the Secretary is hereby directed to attest to, the agreement attached hereto and made a part hereof as Exhibit 1 entitled "A License Agreement for the Operation of a Therapeutic Riding Program at Ellis House and Equestrian Center."
3. The Executive Director is hereby delegated the responsibility of carrying out the terms of said License Agreement.
4. The Secretary is hereby directed to transmit a certified copy of this Ordinance to the Executive Director, and Board of Trustees of Sunrise North Therapeutic

Riding, Inc., to the attention of Kris Mondrella, 23061 South Thomas Dillon Drive, Channahon, IL 60410.

PASSED AND APPROVED by the President and Board of Commissioners of the Kendall County Forest Preserve District this 21st day of October, 2025.

APPROVED: \_\_\_\_\_

President

ATTEST: \_\_\_\_\_

Secretary

## EXHIBIT 1

### A LICENSE AGREEMENT FOR THE OPERATION OF A THERAPEUTIC RIDING PROGRAM AT ELLIS HOUSE AND EQUESTRIAN CENTER

THIS LICENSE AGREEMENT is made and entered into by and between the KENDALL COUNTY FOREST PRESERVE DISTRICT, ILLINOIS, a body corporate and politic, hereinafter referred to as the "DISTRICT," and SUNRISE NORTH THERAPEUTIC RIDING, INC., an Illinois not-for-profit corporation, hereinafter referred to as the "LICENSEE."

#### WITNESSETH:

WHEREAS, the DISTRICT owns certain property in Kendall County at Baker Woods Forest Preserve commonly known as the Ellis House and Equestrian Center; and,

WHEREAS, there is located on said property buildings and improvements commonly known as the Ellis House, Ellis Stable and Indoor Riding Arena, Outdoor Riding Arena, Fenced Feed Lot and Pastures, and Storage Barn; and,

WHEREAS, the DISTRICT desires to continue to accommodate the operation of the LICENSEE'S therapeutic riding program for individuals with disabilities; and,

WHEREAS, due to its limited resources, the DISTRICT has determined that the most efficient and cost-effective manner of operating a therapeutic riding program is through the licensing of an outside organization; and,

WHEREAS, LICENSEE is a not-for-profit 501(C)3 charitable organization incorporated for the specific purpose of providing therapeutic equestrian activities for individuals with disabilities; and,

WHEREAS, pursuant to the Downstate Forest Preserve District Act (70 ILCS 805/7b) the DISTRICT is authorized to issue a license for any activity reasonably connected with DISTRICT purposes; and,

WHEREAS, the DISTRICT and LICENSEE desire to continue support for the operation of a therapeutic riding program at the Ellis House and Equestrian Center as provided for herein.

NOW, THEREFORE, in consideration of the mutual promises, terms, and conditions set forth herein, the parties agree as follows:

#### **1.00 LICENSE GRANTED**

1.01 Purpose: Except as otherwise provided in Section 4.05, LICENSEE, as the DISTRICT'S exclusive licensee, is hereby authorized to operate a therapeutic riding program as defined in Section 1.02 for furthering the purposes and objectives of the DISTRICT. This Agreement grants only a contractual license to use the Subject Property under the terms and conditions state herein. Further, the rights granted by DISTRICT herein shall vest only in LICENSEE and no such

rights shall vest in any of LICENSEE'S employees, agents, subcontractors or partners, if any. Nothing in this Agreement shall be construed to convey to Licensee any legal or equitable interest in the Subject Property containing the LICENSED PREMISES.

1.02 Licensed Premises: The LICENSED PREMISES shall consist of exclusive rights and use of up to five of the ten horse stalls and a tack and equipment storage area at the Ellis Stable, including shared and scheduled access and use of the attached Indoor Arena within the access limits set forth in Sections 2.04 and 2.05, access and use of the Outdoor Arena, Fenced Feed Lot and Pasture Areas; access and use of the Storage Barn within the limits set forth in Sections 2.04 and 2.05; access and use of the Ellis House Reception Area and Classroom within the limits set forth in Sections 2.04 and 2.05; and use of the Ellis House subject to the limits set forth in Sections 2.04 and 2.05. LICENSEE acknowledges that all areas are shared use and subject to modification with advance notice as described in Section 4.05.

1.03 License Fees and Charges: During the term of the agreement (January 1, 2025 to December 31, 2025) LICENSEE shall pay the DISTRICT a monthly license fee of nine hundred dollars (\$1,000.00) on the first day of each month.

1.04 Use of Parking Areas, Entry Drives and Trails: Licensee shall have the right to utilize the main parking area adjacent to Ellis House, including access to ADA parking stalls, and the overflow gravel lot for staff, volunteer and program participant parking. Additionally, LICENSEE shall have the right to use the limestone surfaced trails for horse riding and conditioning of horses.

1.05 Condition of the Licensed Premises: The LICENSEE has inspected the LICENSED PREMISES and structures prior to signing this Agreement and accepts the conditions of these "as is" and in the condition they exist as of the date of the Agreement, and further agrees to make no demands on the DISTRICT for any improvements, modifications or alterations.

1.06 Term: This Agreement shall be for the term of twelve (12) months commencing from January 1, 2026 and ending upon December 31, 2026. LICENSEE may, subject to written approval of the DISTRICT, renew this agreement for an additional three-year term, provided that LICENSEE serves written notice thereof on the DISTRICT'S Executive Director at least ninety (90) days prior to the expiration of the Agreement. This Agreement and terms, including annual License fees, will be reviewed on an annual basis, or as the need arises, to address changes in the scope of DISTRICT or LICENSEE operations, with any proposed amendments subject to approval in writing by the DISTRICT'S Board of Commissioners and the LICENSEE'S Board of Trustees.

## **2.00 LICENSEE RIGHTS**

2.01 Coordination and Scheduling: LICENSEE shall have the exclusive responsibility for scheduling all LICENSEE activities on the LICENSED PREMISES. If LICENSEE wishes to conduct a program that extends beyond the established carrying capacity, LICENSEE shall obtain a Special Use Permit from

the DISTRICT. The DISTRICT will consider waiving fees and charges for use of the Ellis House and grounds and use of tables and chairs to support LICENSEE fundraising activities provided the proposed event or activity is scheduled during off-peak rental periods so as not to impact potential revenues.

2.02 Horse Care: The DISTRICT shall be required to stall-feed daily supplements and grain to LICENSEE horses six days per week, each and every week, Tuesday through Saturday, and Sunday evenings. The LICENSEE shall extend horse care and feeding of all DISTRICT and LICENSEE horses on Sunday mornings and Mondays of each week, each and every week, with this schedule subject to modification in coordination with Ellis House and Equestrian Center horse care staff members.

The DISTRICT shall provide stall boarding with daily pasture and/or feed lot turnout for pasture grass and/or grass hay feeding subject to weather and ground conditions and at the discretion of the DISTRICT and LICENSEE. The DISTRICT shall provide grass hay for feeding from its hayfield harvest stores. The LICENSEE shall pay for all required grain and supplements for its horses, and the DISTRICT shall pay for all required grain and supplements for its four horses.

The DISTRICT is responsible for insuring that water is available at all times to the LICENSEE'S horses. The DISTRICT will check to insure water supplies are adequate twice daily Tuesdays through Sundays, and on Mondays with advanced notice where the DISTRICT is covering horse care responsibilities for the LICENSEE.

LICENSEE horses will be stalled during overnight hours, with the DISTRICT providing sufficient stall shavings at the DISTRICT'S cost subject to the LICENSEE'S care instructions. The DISTRICT shall clean the LICENSEE'S assigned stalls once daily Tuesday through Sunday of each week, replacing stall shavings as needed per instructions from the LICENSEE.

The LICENSEE and the DISTRICT shall cooperatively arrange and schedule for routine veterinary and farrier care services, as it is understood that the LICENSEE and DISTRICT will recognize cost efficiencies from reducing scheduled visits. The DISTRICT and the LICENSEE shall each pay veterinary and farrier costs incurred for the horses owned by each entity separately, and professional service providers shall be directed to bill each entity separately. Any visits beyond routine appointments will be scheduled and paid in full separately by each entity for its owned horses.

2.03 Horse Use in Programs: The LICENSEE and the DISTRICT agree to extend shared use of horses to support each entity's program services. Shared use shall be determined based on suitability for use and exchange within programs, with the understanding that the capacity of both programs will benefit from the exchange. The LICENSEE may limit access and use of LICENSEE horses should LICENSEE horse behavior or health issues warrant limiting of program exchanges. The DISTRICT may limit access and use of DISTRICT horses should DISTRICT horse behavior or health issues warrant limiting of

program exchanges. LICENSEE may elect to extend training to DISTRICT horses in order to improve behavior and program suitability.

2.04 Monthly Schedule: LICENSEE and the DISTRICT will cooperate with coordination of a shared schedule of activities and programs to be held on the LICENSED PREMISES in order to enable the DISTRICT and LICENSEE to schedule and coordinate all program activities and events, as well as perform necessary maintenance, construction, and ensure site security of DISTRICT facilities. Each month's schedule shall be posted to both the stable schedule organizer and DISTRICT'S master calendar updated in real time as reservations are scheduled. Any changes to the schedule which will impact the DISTRICT staff and programs, or the LICENSEE'S staff and programs shall be immediately conveyed in writing to the DISTRICT'S Equestrian Program Coordinator and Farm Manager, and the LICENSEE'S program coordinator.

2.05 Use Limits: LICENSEE may accept program reservations for use of the LICENSED PREMISES up to 6-months prior to the program delivery date on a rolling calendar basis. LICENSEE shall avoid scheduling programming during afternoon hours where weddings or other large events are scheduled. LICENSEE peak program activity is Sunday and Monday of each week, with a limited number of additional sessions scheduled on Tuesdays, Wednesdays, and Thursdays.

During the winter months where Indoor Arena use is shared, and during the summer months where Outdoor Arena use is shared (or the Indoor Arena in case of inclement weather), the DISTRICT and LICENSEE will split the arena in use into two equal areas, or stagger lesson times for full arena use, and the DISTRICT will limit scheduling to no more than two lesson students for participation at any one time.

LICENSEE will limit accepting reservations year-round on those dates where the DISTRICT has scheduled a birthday party or summer camp program where it is understood that the DISTRICT may have need for use of up to two of the LICENSEE'S horses to support its summer camp program subject to the provisions outlined in Section 2.03.

LICENSEE shall have the usage of the facility for all of their current riding clients, including those that are not involved in the therapeutic riding program. However, any new clients/riders that are seeking lessons or riding in the future, and who are not in the therapeutic riding program, shall be referred to the DISTRICT for such services.

2.06 Licensee Staff and Volunteer Access: LICENSEE shall have access to LICENSED PREMISES at all times during the LICENSEE'S programs. The LICENSEE is fully responsible for, and assumes full liability for its paid employees, staff, volunteers and patrons during all scheduled use of the LICENSED PREMISES during its therapeutic riding sessions, programmed use of facilities, and support of horse care operations and maintenance.

2.07

2.08 Improvements: LICENSEE may, at its expense, make or construct or cause to be constructed, alterations, repairs or other improvements to the LICENSED PREMISES, provided written approval is first obtained from the DISTRICT'S Board of Commissioners. Absent a written agreement to the contrary, LICENSEE shall not be entitled to reimbursement of the value of any improvements made to the LICENSED PREMISES.

2.09 Caterers: When a caterer is to be utilized by LICENSEE, LICENSEE shall be responsible for selecting a caterer from the Ellis House Approved Caterer's List and/or selecting a caterer that both qualifies for, and submits an application for enrollment in the District's Approved Caterers' program.

2.10 Licensee Staff: LICENSEE shall employ sufficient paid staff and unpaid volunteers to operate and manage the LICENSEE'S program, and shall discipline any employee or volunteer whose conduct or activity shall, in the reasonable exercise of discretion, be deemed as detrimental to the interest of the public utilizing the LICENSED PREMISES. The DISTRICT shall also have the authority to remove any employee or volunteer from the LICENSED PREMISES in their sole discretion whenever the Executive Director determines such action to be in the DISTRICT'S best interest. The DISTRICT will make a reasonable attempt to contact the LICENSEE upon taking such action. *Also see Section 2.06.*

2.11 Sales: LICENSEE may sell items appropriate to its programs and events in accordance with the guidelines of the DISTRICT, and may charge admission or service fees for its programs and functions held on the LICENSED PREMISES. Unless specifically authorized by the DISTRICT, no other group or individual utilizing the LICENSED PREMISES shall be allowed to sell any goods or items other than food or non-alcoholic beverages, nor may they charge the public any entrance, admission or service fees without the written approval of the DISTRICT.

2.12 Prices: LICENSEE shall at all times maintain fair and reasonable prices and make available to the DISTRICT and public a complete list of the prices for all goods and services, or combinations thereof, supplied to the public on or from the LICENSED PREMISES. LICENSEE shall establish its prices on the basis of the following considerations; (1) that the License is intended to serve the needs of the public at fair and reasonable cost; (2) comparability with prices charged in the Kendall County area for similar goods or services; and (3) the reasonableness of the prices charged in view of the cost of providing the goods and services in compliance with the obligations assumed by the LICENSEE under this agreement.

2.13 Fixtures: LICENSEE shall not install any fixtures on the LICENSED PREMISES without the written approval of the DISTRICT'S Executive Director. As used in this Agreement, "fixture" means any item or article which is permanently attached to the LICENSED PREMISES, or which is attached in such

a manner that its removal would result in substantial damage to the LICENSED PREMISES. All fixtures installed by LICENSEE shall become the property of the DISTRICT. LICENSEE shall not be entitled to reimbursement for the value of any fixture installed on the LICENSED PREMISES.

2.14 Signs: LICENSEE may erect a sign it determines necessary for the operation of LICENSED PREMISES, but only if prior written approval therefore is obtained from the DISTRICT'S Executive Director. LICENSEE shall pay the costs related to the installation and maintenance of any sign. In addition, LICENSEE may display temporary signs for the sole purpose of identifying the location of and direction to the event, provided that the signs shall not be larger than 24" X 30" and shall be removed immediately upon the conclusion of the event. No temporary sign shall contain any political or commercial advertisement or endorsement.

2.15 Security Devices: LICENSEE may, at its expense, install any legal security system or equipment designed for the purpose of protecting LICENSEE'S property (fixtures/personal property) from theft, burglary, vandalism, smoke or fire, provided written approval for installation is first obtained from the DISTRICT'S Executive Director. Expenses for maintaining or repairing any such system or equipment, or any false alarm charges related thereto, shall be paid by the LICENSEE. LICENSEE shall not be responsible for any expense of any legal security system or equipment installed by the DISTRICT or designed for the purpose of protecting the DISTRICT'S property from smoke, fire, or theft.

### **3.00 LICENSEE RESPONSIBILITIES**

3.01 Compliance with Laws: LICENSEE shall comply with all applicable municipal, County and DISTRICT ordinances, state and federal laws and regulations, and all DISTRICT rules and regulations now in force or hereafter promulgated. LICENSEE shall obtain from the appropriate regulatory authority all necessary permits or licenses prior to beginning the construction of any improvements permitted under Section 2.08.

3.02 Trade Fixtures and Personal Property: LICENSEE shall provide such trade fixtures, equipment, riding implements, and other items as are required to properly operate LICENSEE programs. Within 14 days following the expiration of this Agreement, LICENSEE shall remove all trade fixtures, equipment, implements and other items from the LICENSED PREMISES, excluding such fixtures or improvements for which removal would damage or adversely impact DISTRICT grounds and buildings.

If LICENSEE fails to remove its fixtures, equipment, and other implements within said 14-day period, all right, title, and interest in and to such fixtures, equipment, and other implements shall vest in the DISTRICT. In addition, the DISTRICT may charge the LICENSEE for the cost of removing any fixtures, equipment, or other implements from the LICENSED PREMISES.

In the event the DISTRICT terminates this Agreement as a result of default by LICENSEE, the DISTRICT may retain such fixtures, equipment, or other

implements on the LICENSED PREMISES as is necessary, in the DISTRICT'S discretion, to mitigate any damages caused by the LICENSEE, and such fixture, equipment or implements shall become the property of the DISTRICT. If the DISTRICT elects not to retain any fixtures, equipment or implements, LICENSEE shall remove same from the LICENSED PREMISES within 30 days after the DISTRICT serves written notice of said election. If LICENSEE fails to remove its trade fixtures, equipment, and implements within the 30-day period, all right, title, and interest in and to such fixtures, equipment, and implements shall vest in the DISTRICT. In addition, the DISTRICT may charge LICENSEE for the cost of removing any fixtures, equipment, implements or other items from the LICENSED PREMISES.

3.03 Temporary Structures: LICENSEE may place temporary structures on the grounds of the LICENSED PREMISES. As used herein, temporary structures include, but are not limited to, tents, portable stages, tables, booths, bleachers, inflatables, electrical power sources, water services and communication equipment. All temporary structures shall be located in such a manner as to have the least impact on the ground and shall be removed within a reasonable time following the conclusion of a particular function. Any temporary structure that requires staking or digging shall require a proper underground utility survey. The DISTRICT reserves the right to restrict location of temporary structures if damage has occurred or where the DISTRICT determines in its sole discretion that the temporary structure is not appropriate for a location based on environmental, natural resource, or safety considerations.

3.04 Damage to District Property: LICENSEE shall be responsible for any damage to LICENSED PREMISES as a result of LICENSEE activities including, but not limited to, turf and ornamental landscape features, walls, floors, stairways, planters, underground utilities, and to the interiors or exteriors of buildings.

3.05 Payment and Collection of Taxes: LICENSEE shall collect and pay any sales tax or other required taxes in connection with the operation of the LICENSEE'S programs.

3.06 Disorderly Persons: LICENSEE shall not allow any disorderly person to remain on the LICENSED PREMISES.

3.07 Illegal Activities: LICENSEE shall not permit any illegal activity to be conducted upon the LICENSED PREMISES or on any other DISTRICT property and shall promptly notify the Kendall County Sherriff's Office through KenCom to assist in the removal of disorderly persons if necessary.

3.08 Habitation: The LICENSED PREMISES shall not be used as a living quarters for LICENSEE paid staff or volunteers.

3.09 Promotion: LICENSEE shall be responsible for promoting the LICENSEE'S programs to the general public. The DISTRICT and LICENSEE will support opportunities to cross-promote services including, but not limited to website content and information linkages, electronic newsletter features, annual reports, newspaper media, and social medial channels. The DISTRICT and

LICENSEE will support joint opportunities to raise funds needed for operations and capital improvements, with fundraising plans subject to approval by both the DISTRICT'S Board of Commissioners and LICENSEE'S Board of Trustees.

3.10 Custodial Maintenance and Horse Care: LICENSEE shall be responsible for supporting the maintenance and horse care of the Ellis House and Equestrian Center in a reasonably clean, safe and sanitary condition and for performing normal custodial maintenance before and following LICENSEE programs, including, but not limited to, sweeping of the barns and walkways, cleanup of tack and equipment, removal of manure from stalls, feed lot, and pasture areas, and reporting any needed maintenance to buildings and grounds to the DISTRICT. Specific horse care responsibilities are detailed in Section 2.02.

3.11 Sanitation: LICENSEE shall be responsible to support the maintenance of the Ellis House and Equestrian Center in a clean and sanitary condition. LICENSEE shall not permit any debris, refuse, offensive matter or substance constituting a health or fire hazard to remain or accumulate on the LICENSED PREMISES. The DISTRICT will provide the LICENSEE with access to facility dumpsters for trash and recycling, and access to the manure pile. In no event shall refuse be permitted to overflow from the dumpsters or from any receptacle furnished by the DISTRICT.

3.12 Outdoor Articles: LICENSEE shall, at its own expense, move outdoor articles such as, but not limited to, picnic tables, lawn furniture, portable stages or bleachers, tents, or portable toilets, in order to permit the DISTRICT to maintain the turf grounds of the Ellis House and Equestrian Center premises. The DISTRICT shall reasonably accommodate the needs of the LICENSEE in scheduling turf, grounds, and arena area maintenance.

3.13 Botanical Exhibits: Any LICENSEE plans for all horticultural improvements shall be approved by the DISTRICT'S Executive Director prior to installation.

3.14 Accounting and Financial Reporting: LICENSEE shall maintain books and records of the LICENSEE'S programs in conformity with generally accepted accounting principles so as to present fairly and accurately the financial position and results of operating the LICENSEE program.

The books and records maintained shall consist of:

- a. Books of original entry, such as cash receipts;
- b. An accounting of expenditures prepared in a businesslike manner with approved documentation for each expenditure; and
- c. Documentation required to verify payment of applicable state, federal and local taxes, such as, but not limited to, tax returns.

LICENSEE also shall provide the DISTRICT with an annual accounting report or audit. This report shall be furnished in a timely and businesslike manner, and shall include a management letter delivered to the DISTRICT'S Executive Director. All

records and systems shall be available to the DISTRICT for inspection at any time during the term of the Agreement.

3.15 Days and Hours of Operation: LICENSEE shall make all reasonable attempts to schedule LICENSEE programs within this Agreement during the day and evening hours for year-round use on a seven day per week basis. The general use periods for any program day shall not begin earlier than 6:00 am, or end later than 11:00 pm. Any exceptions to the use hours must be approved in advance by Special Use Permit from the DISTRICT. LICENSEE shall also publish public phone numbers and email addresses in order to provide telephone answering service during staffed and non-staffed hours, and shall promptly respond to all public phone inquiries within 72 hours.

During the hours when preserves are normally closed (beginning one hour after sunset and ending one hour after sunrise), all areas not part of the Ellis House and Equestrian Center LICENSED PREMISES shall be closed to the LICENSEE'S patrons, staff and volunteers unless otherwise allowed by a Special Use Permit from the DISTRICT.

3.16 Utility and Service Charges: LICENSEE shall be responsible for providing and paying for its telephone and internet (email) services used to conduct the business of LICENSEE'S programs. In addition, LICENSEE shall be responsible for paying for any and all utility services beyond base services to be covered by the DISTRICT, with base services covered including water, electric, DISTRICT phone, security (other than those procured pursuant to Section 2.16 above) and fire monitoring, natural gas, and electricity. Any additional utility and telephone service extended shall be in the LICENSEE'S name. LICENSEE hereby waives any and all claims against the DISTRICT for compensation for loss or damage caused by any defect, deficiency or impairment of any utility, water supply, drainage, waste, septic, heating or gas system, or in any electrical apparatus or wire serving the LICENSED PREMISES.

3.17 Safety: LICENSEE shall be solely responsible for the safety of all LICENSEE paid employees, volunteers, and patrons utilizing the LICENSED PREMISES and for ensuring that the LICENSED PREMISES are maintained at all times in a reasonably safe condition during all LICENSEE programs. LICENSEE shall promptly correct any unsafe condition or practice under its control and shall promptly notify the DISTRICT of any such condition under the DISTRICT'S control. Until the unsafe condition or practice is corrected, the affected area shall be closed to the public. LICENSEE shall make reasonable efforts to obtain emergency medical care for any person requiring such care as a result of illness or injury occurring on the LICENSED PREMISES during LICENSEE programs and maintenance support activities. LICENSEE shall also use its best efforts to fully cooperate with the DISTRICT in the investigation of any illness, injury, or death occurring on the LICENSED PREMISES, including providing prompt written reports thereof to the DISTRICT'S Executive Director.

3.18 Payment of Taxes: The rights granted herein to the LICENSEE may be subject to real property or leasehold taxation or other assessment and the

DISTRICT makes no claims as to the tax status of the Subject Property. As required by 35 ILCS 200/15-15 of the Illinois Property Tax Code, the DISTRICT will file a copy of the Agreement and a complete description of the LICENSED PREMISES with the assessment officer. In the event the LICENSED PREMISES should be assessed and taxed pursuant to 35 ILCS 200/15-15, at any time during the term of this License, it shall be the obligation of the LICENSEE to pay such taxes as are incurred during that term. At the termination of this Agreement, LICENSEE shall pay all taxes incurred, though not yet due and owing. Any such taxes shall be prorated to parallel the License term. LICENSEE shall pay, before delinquency, all taxes, assessments, fees or charges which at any time may be levied by the state, county or tax or other assessment-levying body upon the LICENSED PREMISES or LICENSEE'S rights therein.

3.19 Cooperation: LICENSEE acknowledges that the DISTRICT may, from time to time, construct improvements, alterations or additions to the LICENSED PREMISES. The construction work will be scheduled at a time that is mutually satisfactory to the parties. LICENSEE shall cooperate with the DISTRICT in the event the construction affects LICENSEE'S use of the LICENSED PREMISES by vacating and removing from any affected area all personal property and trade fixtures as required by construction. LICENSEE further agrees to cooperate with the DISTRICT with respect to the DISTRICT'S responsibility for repair and maintenance under Section 5.02 by removing any personal property or trade fixtures necessary in order for the DISTRICT to perform such repair and maintenance.

#### **4.00 DISTRICT RIGHTS**

4.01 Use of Licensed Premises: The DISTRICT shall have the right to access and utilize the LICENSED PREMISES at all times for its own purposes, including, but not limited to, to support DISTRICT operations, perform daily horse care responsibilities, to perform routine maintenance, and to ensure public safety. The DISTRICT shall participate in joint scheduling of the Indoor Arena and Outdoor Arena so as not to unreasonably interfere with the LICENSEE'S planned and scheduled program activities, and LICENSEE shall participate in joint scheduling of the Indoor Arena and Outdoor Arena so as not to unreasonably interfere with the DISTRICT'S planned and scheduled program activities. LICENSEE base access rights to the Indoor and Outdoor Arena are detailed in Section 2.05.

4.02 District Improvements: The DISTRICT may construct additions, alterations, repairs, or other improvements to the LICENSED PREMISES, in which case LICENSEE shall cooperate with the DISTRICT as required under Section 5.02. In making the improvements, the DISTRICT will make every reasonable effort to avoid unnecessary destruction of or injury to the trees, shrubs, turf, buildings, or other landscaping on the LICENSED PREMISES. In the event construction of a particular improvement materially interferes with the operation of the LICENSED PREMISES or LICENSEE programs, as determined by the DISTRICT, LICENSEE shall suspend Licensed operations and vacate the premises, but the terms of the Agreement shall continue in full force and effect,

with the exception that the LICENSEE shall not be required to pay the license fee during the suspension period. LICENSEE shall resume full and complete operation of the LICENSEE programs within 14-days following written notice from the DISTRICT'S Executive Director that the LICENSED PREMISES are free of construction debris and in operable condition.

4.03 Right of Entry: Any officer, employee or agent of the DISTRICT may enter upon the LICENSED PREMISES at any and all reasonable times for the purpose of determining whether the LICENSEE is complying with the terms and conditions of this Agreement, and for any other purpose incidental to the rights of the DISTRICT under this Agreement. In the event of an unauthorized abandonment, vacation or discontinuance of License operations, LICENSEE hereby irrevocably authorizes the DISTRICT'S officers and employees thereof to (1) take possession of the LICENSED PREMISES, including all improvements, equipment, implements, fixtures, inventory and personal property thereon; (2) remove any and all persons or property on the LICENSED PREMISES and place such property in storage at the expense of LICENSEE; (3) license or sub-license the LICENSED PREMISES; and (4) after payment of all expenses arising from such licensing or sub-licensing, apply payment realized therefrom to the satisfaction or mitigation of all damages arising from LICENSEE'S breach of this Agreement. Entry by the DISTRICT upon the LICENSED PREMISES for the purpose of exercising authority herein as agent of LICENSEE shall be without prejudice to the exercise of any other rights provided for herein, including, but not limited to those within Section 3.02 or by law to remedy a breach of this Agreement.

4.04 Easements: The District reserves the right to establish, grant, or utilize utility easements or right-of-way over, under, along and across the LICENSED PREMISES for all lawful purposes to and from any portion of the Baker Woods Forest Preserve which includes the Ellis House and Equestrian Center, provided that the DISTRICT shall exercise such rights in a manner which, if possible, will minimize interference with the operation of the LICENSED PREMISES.

4.05 Modification of Licensed Premises: LICENSEE acknowledges that the DISTRICT reserves the right to modify the boundary of the LICENSED PREMISES if it is determined to be in the public's best interest. LICENSEE shall cooperate with the DISTRICT concerning any modification to the LICENSED PREMISES.

## **5.00 DISTRICT OBLIGATIONS**

5.01 Certificate of Occupancy and Warranties: The DISTRICT shall maintain a certificate of use and occupancy for the LICENSED PREMISES from the appropriate building authority. The District makes no warranties, either expressed or implied, with respect to the LICENSED PREMISES.

5.02 Repair and Maintenance: The DISTRICT shall be responsible for all repairs and maintenance (other than those specified in Section 2.08 and provisions of Section 3) to the LICENSED PREMISES. The DISTRICT will repair any interior damage caused by defects or failures in the LICENSED PREMISES, excluding

damage to the facility caused by LICENSEE and fixtures (if any), personal property or implements installed or stored by the LICENSEE. The DISTRICT shall maintain the grounds of the Ellis House and Equestrian Center.

5.03 Facilities Access: The DISTRICT will provide the LICENSEE with keys for accessing the Ellis House reception and classroom areas (only); Ellis Stable; and Storage Barn. LICENSEE will be responsible for ensuring that facilities and pastures are securely locked before and following each access and use. All doors, with the exception of the Ellis Stable, are to be locked at all times when not occupied by LICENSEE'S paid staff and volunteers.

## **6.00 HOLD HARMLESS AND INDEMNIFICATION**

6.01 Personal Injury, Death, or Property Damage-Indemnification by LICENSEE: LICENSEE shall defend with counsel of the DISTRICT'S own choosing, save, indemnify, keep an hold harmless the DISTRICT and all of its elected officials, past, present and future Commission members, officers, servants, agents, and employees from all damages, suits, liabilities, causes of action, costs and expenses, in law or equity, including costs of suit and reasonable attorney and expert witness fees, that may at any time arise or be claimed by any person, including the agents, servants, employees, or contractors of the LICENSEE and/or the DISTRICT, on account of any loss, damage, personal injury, sickness, death or property damage ("Claims") arising out of the LICENSEE'S rights, responsibilities or actions under this Agreement when such claim is caused by an act or omission to act on the part of LICENSEE or its agents, servants, employees or contractors that allegedly constitutes, without limitation:

- a. Negligence;
- b. Willful and Wanton conduct;
- c. Creation or maintenance of a dangerous condition on the LICENSED PREMISES;
- d. Breach of warranty, expressed or implied;
- e. Defectiveness of any product; or
- f. Actionable intentional infliction of harm.

In the event any person or any partnership, corporation, company or other entity recovers a judgement or settlement against the DISTRICT or any of its elected officials, officers, agents or employees by reason of any of the aforementioned acts or omissions, LICENSEE shall indemnify same in an amount equal to the judgment or settlement (and for all related costs and expenses), provided timely notice of the suit or claim giving rise to the judgment or settlement was given to LICENSEE and LICENSEE was given a reasonable opportunity to defend the suit or claim.

The DISTRICT does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 *et seq.*) by reason of indemnification or insurance. Indemnification shall survive the termination of this contract.

6.02 Environmental and Health Hazards Disclosure: The Licensee acknowledges and accepts the risks associated with the presence of environmental health hazards including, but not limited to, lead-based paint, asbestos or mold.

The Ellis House and Equestrian Center premises were not constructed before 1978. Regardless, the LICENSEE and the DISTRICT shall use best practices for safe repairs and other improvements to the LICENSED PREMISES.

6.03 Mechanic's Liens: Should LICENSEE contract with any party to perform work on the LICENSED PREMISES, it shall include the following Lien Waiver Clause in such contracts:

"Contractor hereby waives any claim of lien against subject premises on behalf of Contractor, its officers, insurers, employees, agents, suppliers and/or sub-contractors employed under this Agreement. Upon completion of the project and as a condition prior to payment in full, Contractor shall tender to Client a final waiver of lien for all subcontractors and/or suppliers."

LICENSEE shall defend, indemnify and hold harmless the DISTRICT from all damages, suits, liabilities, costs and expenses, in law or equity, including reasonable attorney's fees, arising from any action brought by any mechanic, laborer, or material man in an action to enforce mechanic's liens filed with respect to work performed on the LICENSED PREMISES as a result of providing labor or materials thereon at the request of the LICENSEE. In the event a judgment or settlement is rendered in favor of the claimant in any such action, LICENSEE shall promptly obtain full satisfaction thereof through payment of all sums due thereon, provided LICENSEE was given timely notice of such lien or claim and a responsible opportunity to deny said suit or claim.

6.04 Waiver & Release of Liability: To the fullest extent permitted by the laws of the State of Illinois, LICENSEE hereby waives any and all rights or claims LICENSEE may have at any time against the DISTRICT, its Commissioners, officers, agents and employees for injury to or the death of any person, or for damage, destruction or loss of any property, sustained or incurred by LICENSEE or any person claiming by, through or under LICENSEE in connection with the exercise by such persons of the rights and privileges granted to LICENSEE hereunder, or the conduct of the licensed activities, except to the extent that such loss, damage or destruction is caused by the willful and wanton conduct of the DISTRICT or DISTRICT'S agents and employees. The risks and dangers of such licensed activities may arise from foreseeable or unforeseeable causes and by my participation in these activities, LICENSEE hereby assumes all risks and dangers and all responsibility for any losses and/or damages.

6.05 Privileges and Immunities: Nothing in Sections 6.01 or 6.04 of this Agreement shall be interpreted to waive, release or compromise the DISTRICT and/or the LICENSEE'S statutory or common law privileges and/or immunities which are fully reserved. There are not third party beneficiaries of this Agreement.

6.06 Force Majeure: Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within

the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

#### **7.00 DESTRUCTION OF THE LICENSED PREMISES:**

7.01 Election by the District: If the LICENSED PREMISES are totally or partially destroyed by fire, earthquake, flood, storms, war, insurrection, riot, public disorder or any other causality, the DISTRICT may, at its option, either restore the LICENSED PREMISES or terminate this Agreement. If the DISTRICT elects to restore the LICENSED PREMISES, this Agreement shall continue in full force and effect, except that Licenses operations may, as determined by the DISTRICT, be suspended during the period of restoration. The LICENSEE will not be required to pay the monthly license fee during the suspension period. LICENSEE shall cooperate in the restoration of the LICENSED PREMISES by vacating and removing all fixtures and personal property for such periods as are required for the restoration.

#### **8.00 INSURANCE**

8.01 General Requirements: LICENSEE shall procure, maintain and keep in force for the term of this Agreement policies of property, liability and if applicable, workers' compensation and employer's liability insurance. Such policies shall be issued by companies authorized to do business in the State of Illinois and approved by the DISTRICT. All policies shall be occurrence policies. Claims made policies are unacceptable. All policies shall be primary and not require contribution from the DISTRICT'S policies. No self-insured reserves shall be allowed except as approved in writing by the Executive Director of the DISTRICT. All liability and workers' compensation policies must include a waiver of subrogation in favor of the DISTRICT. The policies to be provided and maintained by the LICENSEE are as follows:

- a. Commercial general liability insurance with limits of not less than \$1,000,000 per occurrence bodily injury/property damage combined single limit; \$2,000,000 aggregate bodily injury/property damage combined single limit. The policy of commercial general liability insurance shall provide coverage for all liability for bodily injury, sickness, death and property damage arising from activities conducted on the LICENSED PREMISES and shall include coverage for (i) food and beverages served and all other goods sold or services rendered on the LICENSED PREMISES; (ii) contractual liability for the obligations assumed by the LICENSEE under Section 6.01. An endorsement for volunteers CG-20-21 is required for the LICENSEE who utilizes volunteer personnel services on the LICENSED PREMISES.
- b. Comprehensive motor vehicle liability insurance with limits of not less than \$1,000,000 per accident bodily injury/property damage combined single limit

- covering LICENSEE'S owned, non-owned and rented vehicles if LICENSEE owns and/or operates such vehicles on the Licensed Premises.
- c. Minimum umbrella occurrence insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate. The umbrella insurance shall provide coverage in excess of the insurance specified in subsections (a) and (b) above.
  - d. Property insurance providing coverage against fire and extended coverage perils for all personal property, articles and equipment owned or leased by the LICENSEE which are situated on the LICENSED PREMISES. The property coverage shall cover losses on a replacement-cost basis.
  - e. Workers' compensation and employer's liability insurance, including coverage for occupational diseases, covering all of the LICENSEE'S employees who perform work on the LICENSED PREMISES. Limits for the workers' compensation coverage shall be those required by the applicable workers' compensation statutes for the State of Illinois. Limits for the employer's liability coverage shall be not less than \$100,000 each accident/injury; \$100,000 each employee/disease; \$500,000 policy limit. In the event the LICENSEE has no employees covered under the applicable workers' compensation statutes, LICENSEE shall file with the DISTRICT'S Executive Director a statement to the effect in lieu of the policies required under this subsection. If at any time LICENSEE hires any person or persons covered by the applicable workers' compensation statutes, LICENSEE shall immediately obtain policies of workers' compensation and employer's liability insurance meeting the requirements hereinabove stated and shall file evidence thereof with the DISTRICT'S Executive Director as provided in Section 8.03.

8.02 Additional Insured: LICENSEE shall obtain certificates of insurance specifically naming the DISTRICT as an additional insured in the amounts specified for all coverage required in subsections a and c of Section 8.01. The certificates shall protect and inure to the benefit of the DISTRICT and its representatives including, but not limited to, its officers, elected officials, and employees.

The DISTRICT shall obtain certificates of insurance specifically naming the LICENSEE as an additional insured for the actual coverage limits held by the DISTRICT. The certificate(s) shall protect and inure to the benefit of the LICENSEE and its representatives including, but not limited to, its officers, elected officials, and employees. The coverage applicable to the additional insured under this provision shall be excess over any other valid and collectible insurance, whether contingent, excess or primary unless required by contract and **Occurrence or Wrongful Act** is because of the negligence of the insured. As a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every **Claim** or **Suit** to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.

8.03 Evidence of Insurance: LICENSEE shall furnish the DISTRICT with a certificate of insurance for each policy required herein. In addition, when requested by the DISTRICT, LICENSEE shall furnish copies of the actual policies and endorsements showing the coverage enumerated herein to be provided by the

LICENSEE. Any such certificates and policies shall provide that no change, modification or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company or companies to the DISTRICT. The DISTRICT'S failure to demand such certificate of insurance shall not act as a waiver of LICENSEE'S obligation to maintain the insurance required under this Agreement.

The DISTRICT shall furnish the LICENSEE with a certificate of insurance for each policy as indicated in section 8.02. In addition, when requested by the LICENSEE, DISTRICT shall furnish copies of the actual policies and endorsements showing the enumerated coverages to be provided by the DISTRICT. Any such certificates and policies shall provide that no change, modification or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company or companies to the LICENSEE. The LICENSEE'S failure to demand such certificate of insurance shall not act as a waiver of the DISTRICT'S obligation to maintain the minimal insurance coverage required under this Agreement.

8.05 Operation of License: Operation of the LICENSED PREMISES and LICENSEE programs shall not commence until the LICENSEE has complied with the aforementioned insurance requirements, and shall be suspended during any period that the LICENSEE fails to maintain said policies in full force and effect. Additionally, in the case of the LICENSEE'S failure to maintain the required insurance coverage, the DISTRICT may, at its discretion, either terminate this Agreement or procure such insurance and pay all premiums in connection therewith, and may thereafter charge said premiums to the LICENSEE. The LICENSEE shall pay the invoice submitted by the DISTRICT within 10 days of service of notice thereof as provided for in section 19.01.

8.06 Effect of Coverage: The insurance required under this Agreement does not represent that coverage and limits will necessarily be adequate to protect LICENSEE, nor be deemed as a limitation on LICENSEE's liability to the DISTRICT or others under this Agreement

## **9.00 TRANSFERS**

9.01 Sub-license or Assignment: Licensee shall not, without the express written consent of the DISTRICT, assign, sell, sub-license, hypothecate, mortgage or in any manner transfer its interest in this Agreement. Any attempted assignment, sale, sub-licensing, hypothecation, mortgage or transfer without the express written consent of the DISTRICT shall be void and shall constitute a default under this agreement.

9.02 Binding on Transferee: The provisions set forth in this Agreement shall be binding on each approved transferee, and the LICENSEE shall provide each transferee with a copy of this Agreement.

## **10.00 DISCRIMINATION PROHIBITED**

10.01 Equal Opportunity: In operating the LICENSED PREMISES and LICENSEE programs, LICENSEE, its officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all associated applicable rules and regulations. LICENSEE further agrees that it will not deny employment to any person or refuse to enter into any contract for the performance of any work or service of any kind by, for or on its behalf with respect to the operation of the LICENSED PREMISES and LICENSEE'S programs on the ground of unlawful discrimination as defined in the Illinois Human Rights Act.

10.02 ADA Compliance: In operating the LICENSED PREMISES and LICENSEE'S program, LICENSEE shall comply with all applicable provisions of the American with Disabilities Act of 1990 as amended, and the rules and regulations related thereto. The DISTRICT shall be responsible for ensuring structural compliance with the Americans with Disabilities Act.

10.03 Equal Use: The use of the LICENSED PREMISES shall be open on an equal basis to the general public.

## **11.00 TERMINATION**

11.01 Without Cause: Either the DISTRICT or LICENSEE may terminate this Agreement without cause. Such termination shall be effective not sooner than 90 days after written notice thereof has been served in accordance with Section 19.00.

11.02 For Cause: This Agreement may be terminated for cause by either party upon the occurrence of any one or more of the events of default hereinafter described in Section 12.00. As a condition precedent to termination under this Section, the party desiring termination shall give the other party (a) 14 days written notice by registered or certified mail, return receipt requested, of the date chosen for termination and the grounds therefor, and (b) and opportunity to remedy the default or be heard on or before the date set for termination, if written request is made therefore.

11.03 Damages: Upon termination pursuant to Section 11.02, the DISTRICT shall have the right to take immediate possession of the LICENSED PREMISES. LICENSEE shall remove all personal property from the LICENSED PREMISES within 90 days of the date of the Section 11.02 termination. If LICENSEE fails to remove its personal property within said 90 day period, all right, title, and interest in and to such property shall vest in the DISTRICT. If the termination was the result of a default by the LICENSEE, the DISTRICT may take possession of all LICENSEE owned fixtures and personal property located on the LICENSED PREMISES for the purpose of satisfying or mitigating any and all damages arising from the LICENSEE'S breach of this Agreement.

11.04 Guarantee of Rights: Action by the DISTRICT to effectuate a termination and forfeiture of possession shall be without prejudice to the exercise of any rights provided herein or by law to remedy a breach of this Agreement.

## **12.00 EVENTS OF DEFAULT**

12.01 Abandonment: The unauthorized abandonment or vacation of the LICENSED PREMISES by the LICENSEE.

12.02 Failure to Maintain: The failure on the part of the LICENSEE to maintain the LICENSED PREMISES in a clean, sanitary and safe state of repair where such condition continues for more than 10 days after written notice from the DISTRICT'S Executive Director to correct the condition.

12.03 Bankruptcy: The filing of a voluntary petition in bankruptcy by the LICENSEE; the adjudication of the LICENSEE as bankrupt; the appointment of a receiver of the LICENSEE'S assets; the making of a general assignment for the benefit of creditors; a petition or answer seeking an arrangement for the reorganization of the LICENSEE under any Federal Reorganization Act, including petitions or answers under Chapters X or XI of the Bankruptcy Act; the occurrence of any act which operates to deprive the LICENSEE permanently of the rights, powers and privileges necessary for the proper conduct and operation of the LICENSED PREMISES; or the levy of any attachment or execution which substantially interferes with the LICENSEE'S operations under this Agreement and which attachment or execution is not vacated, dismissed, stayed or set aside within a period of 60 days.

12.04 Discrimination: A determination made by the appropriate regulatory, state or federal agency that a violation of civil rights under the Americans with Disabilities Act or other form of discrimination has been practiced by the LICENSEE in violation of state or federal laws and where action to correct or mitigate the situation is not properly taken. Such action shall be suitable to the regulatory agency making a finding of discrimination.

12.05 Change in Corporate Purpose: Any changes in the LICENSEE'S corporate purposes which, in the discretion of the DISTRICT, are inconsistent with the Kendall County Forest Preserve District's purposes.

12.06 Failure to Notify: The failure by the LICENSEE to provide the DISTRICT with written notification of any change in the LICENSEE'S corporate purposes at least 30 days prior to the effective date of such change.

12.07 Failure to Perform – Licensee: The failure of the LICENSEE to keep, perform and observe all other promises, covenants and conditions set forth in this Agreement, where such failure continues for more than 14 days after receipt of written notice from the DISTRICT'S Executive Director demanding correction thereof, provided that where fulfillment of such obligation requires performance over a period of time and the LICENSEE shall have commenced to perform whatever may be required to cure the particular default within 10 days after such notice and thereafter continues such performance diligently and in good faith, said

time limit may be waived in the manner and to the extent allowed by the DISTRICT'S Executive Director.

12.08 Failure to Perform – District: Failure by the DISTRICT to perform within a reasonable time necessary maintenance or repairs to the LICENSED PREMISES or failure of the DISTRICT to keep, perform and observe all other promises, covenants and conditions set forth in this Agreement, where such failure continues for more than a reasonable period of time after receipt of written notice from the LICENSEE demanding correction thereof, provided that where fulfillment of such obligation requires performance over a period of time and the DISTRICT shall have commenced to perform whatever may be required to cure the particular default within 10 days after such notice and thereafter continues such performance diligently and in good faith, said time limit may be waived in the manner and to the extent allowed by the LICENSEE'S Board of Directors.

12.09 Revocation of Occupancy Permit: Revocation by the applicable regulatory authority of the certificate of occupancy for the LICENSED PREMISES because of a defect which cannot be cured by the DISTRICT within a reasonable time.

12.10 Waiver: A waiver by either party of any default of one or more of the covenants, conditions or terms of this Agreement shall not constitute a waiver of any subsequent or other default of the same or other covenant, condition or term herein contained, nor shall the failure on the part of either party to require exact, full and complete compliance with any of the covenants, conditions or terms herein contained be construed as in any manner changing the terms of this Agreement or estopping the other party from enforcing the full provisions contained herein. No delay, failure or omission of the DISTRICT to re-enter the LICENSED PREMISES or of either party hereto to exercise any right, power, privilege or option arising from any default, or any subsequent acceptance of payments then or thereafter accrued shall impair any such right, privilege or option, or be construed as a waiver of or acquiescence in such default or as a relinquishment of any right. Time is of the essence of this Agreement. No notice to LICENSEE shall be required to restore or revive "time is of the essence" after the waiver by the DISTRICT of any default. No option, right, power, remedy or privilege of either party hereto shall be construed as being exhausted by the exercise thereof in one or more instances. The rights, powers, privileges and remedies given the parties by this Agreement shall be cumulative.

### **13.00 SURRENDER**

13.01 Vacation of Premises: Upon the expiration or termination of his Agreement, LICENSEE shall peaceably vacate the LICENSED PREMISES and any and all improvements located thereon and deliver up the same to the DISTRICT in as good condition as received good condition, ordinary wear and tear excepted.

#### **14.00 INTERPRETATION**

14.01 Headings: The headings herein contained are for convenience and reference only and are not intended to limit the scope of any Section.

**15.00 INDEPENDENT CONTRACTOR:** In performing the obligations hereunder, LICENSEE is engaged solely in the capacity of an independent contractor and not as a representative, agent, or employee of the DISTRICT, it being expressly understood that no relationship between the parties other than that of an independent contractor has been or is intended to be created. This Agreement does not constitute, and the parties hereto do not intend to create hereby, a partnership; joint venture; or relationship of master and servant, principal and agent, landlord and tenant or lessor and lessee, as it is mutually understood and agreed that the relationship created by this Agreement and the construction of the rights and duties hereunder is to be determined in accordance with the Illinois laws relating to licensor and Licensee.

LICENSEE understands and agrees that LICENSEE is solely responsible for paying all wages, benefits and any other compensation due and owing to LICENSEE'S officers, employees, and agents for the performance of services as described in the Agreement. LICENSEE further understands and agrees that LICENSEE is solely responsible for making all required payroll deductions and other tax and wage withholdings pursuant to state and federal law for LICENSEE'S officers, employees and/or agents who perform services as described in the Agreement. LICENSEE also acknowledges its obligation to obtain appropriate insurance coverage for the benefit of LICENSEE, LICENSEE'S officers, employees and agents and agrees that the DISTRICT is not responsible for providing any insurance coverage for the benefit of LICENSEE, LICENSEE'S officers, employees and agents. LICENSEE hereby agrees to defend with counsel of Kendall County's own choosing, indemnify and waive any right to recover alleged damages, penalties, interest, fees (including attorneys' fees), and/or costs from the DISTRICT, its board members, officials, employees, insurers, and agents for any alleged injuries that LICENSEE, its officers, employees and/or agents may sustain while performing services under the Agreement.

#### **16.00 ENFORCEMENT**

16.01 Responsibility: The DISTRICT'S Executive Director shall be responsible for the enforcement of this Agreement on behalf of the DISTRICT and shall be assisted therein by such officers and employees of the DISTRICT as the Executive Director deems necessary.

#### **17.00 ATTORNEY FEES AND COSTS**

17.01 Recovery of Costs: In any action with respect to this Agreement, the Parties are free to pursue any legal remedies at law or in equity. The prevailing party by 75% or more of damages sought, in any action brought pursuant to this Agreement, shall be entitled to reasonable attorneys' fees and court costs arising out of any action or claim to enforce the provisions of this Agreement. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in

the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

#### **18.00 DISTRICT LIAISON**

18.01 Staff Liaison: The DISTRICT will assign a staff liaison who shall be notified of all meetings of the LICENSEE'S Board of Directors, and who shall have the right to attend all board meetings of the members of the LICENSEE'S Board of Directors, except for those portions of meetings where license negotiations, legal proceedings, or legal actions, between the DISTRICT and LICENSEE are to be discussed. When discussed, these items shall be the last items handled before adjournments and no other business shall be conducted after the staff liaison exits from the meeting.

#### **19.00 NOTICES**

19.01 Mailing Requirements: All notices required to be given under the terms of this Agreement or any applicable law shall be served either (a) personally during regular business hours; (b) by facsimile during regular business hours; or (c) by certified or registered mail, return receipt requested, placed in a sealed envelope with postage prepaid and deposited in the United States mail. Notices served upon the DISTRICT shall be addressed to the Executive Director, Forest Preserve District of Kendall County, 110 W. Madison Street, Yorkville, IL 60560, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204, or such other place as may be designated in writing by the Executive Director. Notices served upon the LICENSEE shall be addressed to Sunrise North Therapeutic Riding, Inc. 23061 South Thomas Dillon Drive, Channahon, Illinois 60410. Notices served personally or by facsimile transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service.

#### **20.00 CONFLICT OF INTEREST**

20.01 Financial Interest: Both parties affirm no DISTRICT officer or elected official has a direct or indirect pecuniary interest in LICENSEE or this Agreement, or, if any Kendall County officer or elected official does have a direct or indirect pecuniary interest in LICENSEE or this Agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with 50 ILCS 105/3.

#### **21.00 PROHIBITION OF RECORDATION**

21.01 Filing with Recorder of Deeds: This Agreement shall not, or shall any copy thereof or any statement, paper, or affidavit in any way or manner referring hereto, be filed in the Office of the Recorder of Deeds of Kendall County, Illinois, or in any other public office by the LICENSEE or anyone acting for the LICENSEE, and if the same be so filed, this Agreement, at the option of the DISTRICT, may be terminated, and the DISTRICT may declare such filing a default of this Agreement.

## **22.00 PERMITS AND LICENSES**

22.01 Alcoholic Beverages: DISTRICT ordinances provide that alcoholic beverages may be possessed and consumed in connection with the Ellis House and Equestrian Center only when food is dispensed for consumption on the Ellis House premises. LICENSEE will at all times during the term of this Agreement and any extension hereof comply with all DISTRICT ordinances and with all state and local laws and see that each caterer engaged for service by the LICENSEE has secured and maintained all liquor and food dispensing licenses and permits that may be required by law and the ordinances of Kendall County.

**23.00 LICENSE NOT LEASE:** The parties acknowledge that this agreement is a license agreement and not a lease. If a court of competent jurisdiction interprets or declares this document to be a lease the leasehold shall terminate twenty four hours after such interpretation or declaration and the leasehold shall be extinguished contemporaneous with such termination.

## **24.00 ENTIRE AGREEMENT**

24.01 Entire Agreement: This document constitutes the entire Agreement between the parties for the operation of the LICENSED PREMISES and LICENSEE'S programs for the calendar year 2025 license period. All other agreements, promises and representations with respect thereto are expressly revoked, as it has been the intention of the parties to provide for a complete integration within the provisions of this document and the exhibits attached hereto.

24.02 Modifications: This document may be modified only by further written agreement specifically referring to this Section. Any such modification shall not be effective unless approved and executed by the LICENSEE'S Board of Trustees and, in the case of the DISTRICT, until approved by the Board of Commissioners and executed by the President thereof.

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

**26.00 COUNTERPARTS:** This Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.

**27.00 AUTHORITY TO EXECUTE AGREEMENT:** The DISTRICT and LICENSEE each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the 21st day of October, 2025.

KENDALL COUNTY FOREST  
PRESERVE DISTRICT  
A body corporate and politic  
110 W. Madison Street  
Yorkville, IL 60560

SUNRISE NORTH THERAPEUTIC  
RIDING, INC.  
An Illinois Not-for-Profit Corporation  
23061 South Thomas Dillon Drive,  
Channahon, IL 60410

By: \_\_\_\_\_  
Brian DeBolt, President

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_  
Seth Wormley, Secretary

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

**DRAFT For Operations Committee Review**  
**COMMISSION APPROVAL DATE:**

All meetings of the Kendall County Forest Preserve District Board of Commissioners and Committee meetings will be held in the **Kendall County Historic Courthouse - 3RD Floor Courtroom located at 109 W. Ridge Street, Yorkville, IL 60560.**

The regular meeting dates for Kendall County Forest Preserve District **Commission** meetings are the first and third Tuesdays of each calendar month.

6-Jan-26	6:00 PM	7-Jul-26	6:00 PM
20-Jan-26	9:00 AM	21-Jul-26	9:00 AM
3-Feb-26	6:00 PM	4-Aug-26	6:00 PM
17-Feb-26	9:00 AM	18-Aug-26	9:00 AM
3-Mar-26	6:00 PM	1-Sep-26	6:00 PM
17-Mar-26	9:00 AM	15-Sep-26	9:00 AM
7-Apr-26	6:00 PM	6-Oct-26	6:00 PM
21-Apr-26	9:00 AM	20-Oct-26	9:00 AM
5-May-26	6:00 PM	3-Nov-26	6:00 PM
19-May-26	9:00 AM	17-Nov-26	9:00 AM
2-Jun-26	6:00 PM	1-Dec-26	6:00 PM
16-Jun-26	9:00 AM	15-Dec-26	9:00 AM

The regular meeting date for the Kendall County Forest Preserve District **Committee of the Whole** meeting is the first Tuesday following the first Commission meeting of each calendar month.

13-Jan-26	4:30 PM	14-Jul-26	4:30 PM
10-Feb-26	4:30 PM	11-Aug-26	4:30 PM
10-Mar-26	4:30 PM	8-Sep-26	4:30 PM
14-Apr-26	4:30 PM	13-Oct-26	4:30 PM
12-May-26	4:30 PM	10-Nov-26	4:30 PM
9-Jun-26	4:30 PM	8-Dec-26	4:30 PM

The regular meeting date for the Kendall County Forest Preserve District **Finance Committee** meeting is the first Thursday in the week following the second Commission meeting.

29-Jan-26	4:00 PM	30-Jul-26	4:00 PM
26-Feb-26	4:00 PM	27-Aug-26	4:00 PM
26-Mar-26	4:00 PM	24-Sep-26	4:00 PM
30-Apr-26	4:00 PM	29-Oct-26	4:00 PM
28-May-26	4:00 PM	*No Meeting Nov. '26	
25-Jun-26	4:00 PM	*No Meeting Dec. '26	

The regular meeting date for the Kendall County Forest Preserve District **Operations Committee** meeting is the first Wednesday of each calendar month.

7-Jan-26	5:30 PM	1-Jul-26	5:30 PM
4-Feb-26	5:30 PM	5-Aug-26	5:30 PM
4-Mar-26	5:30 PM	2-Sep-26	5:30 PM
1-Apr-26	5:30 PM	7-Oct-26	5:30 PM
6-May-26	5:30 PM	4-Nov-26	5:30 PM
3-Jun-26	5:30 PM	2-Dec-26	5:30 PM

**Kendall County Forest Preserve District 2026 Holiday Schedule**

New Year's Day	Thursday	1-Jan-26
Martin Luther King, Jr. Day	Monday	19-Jan-26
Lincoln's Birthday	Thursday	12-Feb-26
Washington's Birthday	Monday	16-Feb-26
Spring Holiday	Friday	3-Apr-26
Memorial Day	Monday	25-May-26
Juneteenth Independence Day	Friday	19-Jun-26
Independence Day	Friday	3-Jul-26
Labor Day	Monday	7-Sep-26
Columbus Day	Monday	12-Oct-26
Veteran's Day	Wednesday	11-Nov-26
Thanksgiving Day	Thursday	26-Nov-26
Day Following Thanksgiving	Friday	27-Nov-26
Christmas Eve-1/2 Day	Thursday	24-Dec-26
Christmas Day	Friday	25-Dec-26

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

DEKALB COUNTY, ILLINOIS

GENERAL ORDER 25-01

**FILED**

**JUL 01 2025**

IN THE MATTER OF THE ADOPTION )  
OF THE COURT CALENDAR FOR )  
THE YEAR 2026 )

Lori Grubbs  
Clerk of the Circuit Court  
DeKalb County, Illinois

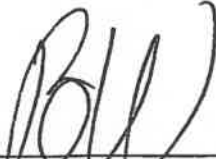
WHEREAS, the Supreme Court of the State of Illinois has issued its Order dated June 23, 2025 setting forth the dates for the observance of certain holidays in the 2026 calendar year; and

WHEREAS, pursuant to the authority granted in said Order, Illinois Supreme Court Rule 21(b) and the inherent authority of the Court;

IT IS ORDERED that the Circuit Court for the Twenty-Third Judicial Circuit of the State of Illinois shall adjourn, and the Offices of the Circuit Clerk of DeKalb and Kendall Counties shall be closed on the following holidays for the year 2026:

HOLIDAY	OBSERVED
New Year's Day	Thursday, January 1
Martin Luther King, Jr. Day	Monday, January 19
Lincoln's Birthday	Thursday, February 12
Washington's Birthday	Monday, February 16
Spring Holiday (½ day)	Friday, April 3
Memorial Day	Monday, May 25
Juneteenth	Friday, June 19
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veteran's Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day following Thanksgiving Day	Friday, November 27
Christmas Eve (½ day)	Thursday, December 24
Christmas Day	Friday, December 25

Enter: July 1<sup>st</sup>, 2025

  
Honorable Bradley J. Waller  
Chief Judge

M.R. 5272

SUPREME COURT  
STATE OF ILLINOIS

Order

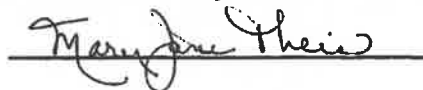
IT IS HEREBY ORDERED that the following holidays shall be observed by all courts in this State and by the Administrative Office of the Illinois Courts for the year 2026:

January 1	New Year's Day	Thursday
January 19	Martin Luther King, Jr. Day	Monday
February 12	Lincoln's Birthday	Thursday
February 16	Washington's Birthday	Monday
May 25	Memorial Day	Monday
June 19	Juneteenth Independence Day	Friday
July 3	Independence Day (Obsvd.)	Friday
September 7	Labor Day	Monday
October 12	Columbus Day	Monday
November 11	Veterans' Day	Wednesday
November 26	Thanksgiving Day	Thursday
November 27	Day Following Thanksgiving Day	Friday
December 25	Christmas Day	Friday

In addition to the foregoing holidays, the chief judge in each circuit in this State may declare a court holiday in any county in the circuit when the court facilities in that circuit or county are otherwise closed for the observance of a holiday not listed above. These additional observances shall be limited to only those situations in which both court security is unavailable and all county government offices are closed.

In the event the court facilities in a circuit or county are to remain open on one or more of the holidays, the chief circuit judge in which that situation occurs, may disregard the listed holiday and declare the court open on that day.

Dated this 23<sup>rd</sup> day of June, 2025.



Chief Justice  
Supreme Court of Illinois

**FILED**  
June 23, 2025  
SUPREME COURT  
CLERK

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Executive Director

**WAGE CATEGORY:** FLSA Exempt

**REPORTS TO:** Kendall County Forest Preserve District Board of Commissioners

**EFFECTIVE DATE:** November XX, 2025

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**SUMMARY:**

Provides administration, management and supervision of the Kendall County Forest Preserve District (“District”) including regular communications with the general public and Board of Commissioners. This position serves as the primary advisor for the Kendall County Forest Preserve District’s Board of Commissioners (“Commission”). In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Forest Preserve District. Directly supervises the Administrative Assistant, Grounds and Natural Resources Division Manager, and Environmental Education and Outreach Division Manager. Directs the development and implementation of all Natural Resources, Habitat, and Preserve Improvement Projects. Directs the development and implementation of the District’s 5-year strategic plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Customarily and regularly performs supervisory and management duties in various preserve locations including, but not limited to the following:
  - Recruits, interviews, selects, hires, and trains District staff;
  - Prepares and maintains confidential personnel records;
  - Handles employee and public complaints and grievances;
  - Maintaining confidentiality of confidential or proprietary data of the District and other protected information (e.g., DOBs, SSNs, home addresses, etc.);
  - Setting and adjusting employees’ hours of work;
  - Providing recommendations regarding the setting and adjusting of employees’ rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the Commission;
  - Appraising employees’ productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the Commission;
  - Maintaining production and operations records for use in supervision and control of the District’s natural resources management projects;
  - Providing recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
  - Providing for the safety and security of the employees, volunteers, visitors, and District property;
- Supports administration of the District’s Human Resources Functions:
  - Prepares all Personnel Action Notices throughout the budget year and the beginning of the new fiscal year, and submits required paperwork to the Treasurer’s Office.
  - Computes attendance and leave benefits for District employees; reviews time sheets and other payroll records.
  - Compiles and tracks all part-time employee hours and submits monthly reports of the same to the Treasurer’s Office.
  - Prepares and maintains confidential payroll and personnel records, vouchers, administrative records and reports for the District, including coordination of the submission of records with various Kendall County departments
- Acts as administrator and advisor for the Commission, performing duties including, but not limited to the following:
  - Preparing all regular, special, and committee meeting agendas and packets in compliance with the State of Illinois Open Meetings Act;
  - Directing the preparation of meeting minutes for all regular, special, committee, and executive session meetings of the District;
  - Maintaining the confidentiality and record-keeping for the District’s closed-session and attorney-client privileged communications in compliance with the State of Illinois Open Meetings Act;

- Drafting, implementing, and administering ordinances and policies approved by the Board of Commissioners, including the District's General Use Ordinance;
- Preparing organizational and preserve planning documents including the District's Master Plan, and site plans and master plans for District preserves for approval by the Board of Commissioners;
- Preparing monthly reports on District projects for presentation to the Commission; and
- Serves as a Freedom of Information Act Officer for the District, ensures compliance with the State of Illinois Freedom of Information Act, and maintains all relevant training and certification related thereto;
- Preparing the District's operating levy and annual budget for all District funds in compliance with the District's fund balance policy;
- Administering the District's vouchers and claims list generation for Commission approval;
- Recommending changes to the District's fees and charges for programs and services, which recommendations are given great weight by the Commission;
- Securing quotes and/or prepares bid specifications for all District projects in accordance with the Illinois Downstate Forest Preserve District Act;
- Preparing land acquisition assessments and recommendations, which recommendations are given significant weight by the Commission, and coordinates the development of land acquisition projects with the Kendall County State's Attorney's Office;
- Directs and administers the District's grant-funded projects for land acquisition, preserve improvements, natural areas management, and other preserve improvement projects approved by the Commission;
- Develops and administers grant funded projects for preserve improvements and natural areas management.
- Manages and submits cash and cash receipts collected from preserve rental clients, program participants, and facilities, including approval of records of deposit and vouchers submitted to the Kendall County Treasurer's Office;
- Determines the materials, supplies, machinery, equipment, and tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings, natural areas, and public use areas;
- Directs the activities and meeting schedule of the District's Safety Committee.
- Develops and maintains press releases and District website platforms.
- Coordinates and directly participates in the marketing, sponsorship and fundraising efforts of the District, including management of social media platforms, advertising, website development.
- Maintains professional collaboration with other agency administrators and community organizations both within and outside of Kendall County, Illinois.
- Acts as the District's primary liaison to the not-for-profit Forest Foundation of Kendall County.
- Complies with all applicable federal and state laws, regulations and District policies and procedures regarding or relating to assigned job duties;
- Represents the District within local, regional and national partnership initiatives, at speaking engagements, and other land-management, outdoor recreation, and public educational programs and events.
- Develops, generates, and issues permits under the District's General Use Ordinance.
- Develops District policies and processes to identify safety issues; reduce risk and liability exposure within grounds and natural resource stewardship projects.
- Maintains a safe and clean environment at all times and enforces all District safety rules and policies.
- Develops, generates and issues permits under the District's General Use Ordinance, Commission-approved license agreements, special use permits for forest preserve public use areas and facilities, farm operator license agreements, and license agreements extending rights for use of District preserves, recreational areas, and facilities;
- Develops goals and objectives for natural resource management projects.
- Coordinates and supervises assigned staff members, outside contractors and volunteers supporting natural resource management and capital improvement projects within District preserves.
- Oversees project management for the District's construction contractors; monitors all ongoing projects; creates project metrics and deliverables; and assesses the achievement of said project metrics and deliverables.
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the Commission;
- Ensures that natural resource project permitting requirements and objectives are fully met.
- Collects GIS data for spreadsheet entry and management, including mapping of natural area plant communities, ecotypes, and threats.
- Directs, performs, and oversees the District's prescribed burn program, brush removal, seed collecting and other natural area management tasks at District locations and preserves.

- Provides first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Provides for the safety and security of the employees, volunteers, visitors, and District property;
- Drives vehicles to various locations to conduct tours, educational programs, work days, and other assigned roles. Transportation includes both use of District vehicles and personal vehicle.
- Safely and effectively operates District vehicles, tools and equipment including, but not limited to hand-operated mechanical and power tools (drills, saws, chainsaws, and brush cutters) and grounds maintenance equipment (rototiller, power washers, and other mechanical tools).
- Appoints an Acting Director for the District during short-term absences and vacations.
- Communicates District rules and regulations to the public, staff, and volunteers.
- Participates in emergency preparedness and response activities.
- Maintains regular attendance and punctuality.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position directly supervises the Executive Assistant, Environmental Education and Outreach Division Manager, and Grounds and Natural Resources Division Manager.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

**A. EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in the field of education or environmental sciences or equivalent experience in the field of natural resources, environmental science, and parks management.
- Master's Degree in Public Administration or Natural Resources Management or equivalent combination of training and experienced required.
- Knowledge of public agency personnel management; fiscal management; policy management; and risk and liability management principles and practices.
- A minimum of five to seven years of experience with progressive responsibilities in supervision and administration of a parks and natural resources management program preferred.
- Experience in leading and coordinating volunteer-based work days and natural resource projects.
- Knowledge of Microsoft Office programs including, but not limited to, Excel, Word and PowerPoint.
- Working knowledge of multiple social media platforms and ability to effectively and appropriately use the Internet and create engaging posts for social media.
- Knowledge of office practices, principles of modern record keeping, and setup and prepare, create and organize files

**B. LANGUAGE SKILLS:**

- Proficient knowledge of the English language, spelling and grammar.
- Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.
- Ability to write routine reports and correspondence.
- Ability to professionally and effectively communicate with the public on the District's social media platforms.
- Ability to present District curriculum.

**C. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to compute costs and make change.
- Ability to read and interpret financial statements.

**D. REASONING ABILITY:**

- Ability to employ safe work practices and use sound judgment while leading educational programs.
- Ability to complete projects from beginning to end with minimal supervision.
- Possess positive conservation ethic and respect towards living things and the natural environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- Open Meetings Act and Freedom of Information Act certification.
- A prescribed fire burn training certificate and S190 course completion or, in the alternative, successfully complete S190 coursework within the first ninety (90) days of employment.
- A valid Illinois Pesticide Operator's License or, in the alternative, obtain a valid Illinois Pesticide Operator's License within the first ninety (90) days of employment.
- Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certificate.
- Current CPR/First Aid certification.
- All other training, certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 50 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

- The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee is required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.
- Employee is required to work regularly with the general public.

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

Kendall County Forest Preserve District

Approved: November 27, 2018  
Amended: May 18, 2021  
Amended: October 19, 2021  
Amended: November 21, 2023  
Amended: November XX, 2025

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Executive Assistant

**WAGE CATEGORY:** Non-Exempt

**REPORTS TO:** Executive Director

**EFFECTIVE DATE:** December 1, 2025

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**SUMMARY:**

Provides administrative support to the Kendall County Forest Preserve District (“the District”) using independent judgment to carry out assigned projects. Provides direct assistance to the Executive Director of the District. In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Forest Preserve District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organizes and coordinates the District’s administrative projects.
- Communicates and implements administrative policies, procedures, and processes.
- Provides administrative support of the District’s Human Resources functions:
  - Compiles and reviews all new hire employee paperwork and sends all necessary paperwork to the Treasurer’s office.
  - Prepares and maintains confidential payroll and personnel records, vouchers, administrative records and reports for the District, including coordination of the submission of records with various Kendall County departments.
- Administers the District’s billing and accounts payable processes. Duties include, but are not limited to the following:
  - Management of the District’s public reservation and DaySmart permitting process;
  - Compiling accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, budget balances, and cost-center accounting;
  - Ensuring accurate and prompt invoicing is completed, including tracking payments received;
  - Providing administrative support for fiscal year budget preparation;
  - Preparing vouchers and the District’s claims list;
  - Recording District expenses;
  - Monitoring the District’s budget and reporting the same to the Director or his designee;
  - Balancing the petty cash drawers; and
  - Preparing and making twice monthly deposits in coordination with the Kendall County Treasurer’s Office.
- Manages the District’s licensing/permitting process by performing tasks such as:
  - Communicating directly with clients and potential clients and District personnel;
  - Organizes all Event Venues, Bunkhouses, Campsites and Shelters, and Conference Room rentals, and communicates scheduling and maintenance needs with District staff;
- Develops and maintains the District’s reservation system for all reservations including, but not limited to, Event Venues, Bunkhouses, Campsites, Shelters, all Environmental Education and Ellis House and Equestrian Center services, Public Programs registrations, and Scout and Birthday party programs:
  - Compiling, issuing and tracking District licenses/permits and associated payments within the reservation systems;
  - Ensuring that certificates of insurance are received and maintained for those applicable permits;
  - Administers the District’s Preferred Caterers’ Program.
  - Directs full and part-time staff in scheduling tours at Event Venues, and conducts tours as needed.
  - Directs full and part-time staff in hosting events at the District’s Event Venues.
- Provides support to the Executive Director in payroll processing
  - Assisting in entering District staff timesheets into Executime
- Provides support to the Executive Director in preparing financial documents for the District including but not limited to;
  - Vouchers and claims listings generated for Commission approval

- Recommended fees and charges for programs and services, which recommendations are given great weight by the Commission
- Preparing the District's operating levy and annual budget for all District funds in compliance with the District's fund balance policy
- Provides Human Resources Support in ensuring Personnel Records are updated
- Ensures the District's compliance with the Illinois Open Meetings Act
  - Assisting the Executive Director in coordinating and scheduling meetings;
  - Updating the District's website to post agendas, minutes, and Commission packets;
  - Preparing and filing reports related to the meetings;
  - Prepares and runs District meetings in the absence of the Executive Director
- Serves as a District FOIA Officer
- Assists the Executive Director in compiling and capturing all District Board of Commissioners meeting minutes and committee meeting minutes for review and approval by the Board of Commissioners and its respective committees.
- Utilizes word processing, database, spreadsheet, and communication software packages to create and maintain a variety of administrative functions for the District.
- Composes and edits routine correspondence and reports.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes, and other documents to District staff.
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repair; develops bid specifications for District projects; orders and purchases supplies for projects; negotiates services and contract terms; and reviews and recommends contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
- Develops and maintains press releases and District website platforms.
- Assists in managing the District's permitted Bow Hunt Program
- Oversees retention and destruction of records prepared and maintained by the District and ensures compliance with the Illinois Local Records Act and all other applicable laws.
- Assists the Executive Director in implementing District ordinances and policies.
- Answers general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District policies, practices, procedures, and programs and serves as the District's liaison to County offices/departments and the public.
- Answers incoming telephone calls; screens the calls, and determines where to direct the calls and telephone messages for staff.
- Greets and screens visitors to the District office.
- Files and maintains original copies of contracts, agreements, resolutions and any other records approved by the Board of Commissioners.
- Performs other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- Provides oversight of the District's Facility Attendant(s).
- Provides oversight of [additional staff]

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability necessary for the position.

**A. EDUCATION and/or EXPERIENCE REQUIRED:**

- High school diploma or general education degree (GED) required.
- Word processing and personal computer training required.
- A minimum of four (4) years experience in an administrative or secretarial role; or equivalent combination of training and experience required.
- A minimum of four (4) years experience in a supervisory role; or equivalent combination of training and experienced required.
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintenance of filing systems.
- Requires knowledge of accounting and reservation software and all Microsoft Office programs including, but not limited to Excel, Word and Power Point.

- Knowledge in all human resources procedures preferred.
- Ability to pass a typing skills test with a minimum net speed of fifty (50) words per minute.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, government officials, vendors, service providers, and employees of the organization.
- Proficiency in the English language, spelling and grammar.

**C. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**D. REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work independently without need for direct supervision.
- Ability to interpret and apply District policies and directives and local, State and Federal laws and regulations.

**E. CERTIFICATES, LICENSES, REGISTRATIONS:**

- All certificates and registrations required for the specific secretarial duties performed.
- Valid Driver's license.

**PHYSICAL DEMANDS:**

- Employee must occasionally stand and bend.
- Employee must occasionally be able to walk to other offices in the building.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must occasionally lift and/or move up to 25 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderately quiet.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.
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Kendall County Forest Preserve District

Approval Date: December 01, 2019  
 Amended: October 19, 2021  
 Amended: November 21, 2023  
 Amended: November XX, 2025