

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
MEETING AGENDA  
TUESDAY, OCTOBER 21, 2025  
9:00 AM**

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call: Brian DeBolt (President), Ruben Rodriguez (Vice President), Seth Wormley (Secretary), Scott Gengler, Jason Peterson, Zach Bachmann, Elizabeth Flowers, Matt Kellogg, Dan Koukol, and Brooke Shanley
- V. Approval of Agenda
- VI. Public Comments
- VII. <sup>(1)</sup> **CONSENT AGENDA**
  - A. Approval of Minutes
    - Kendall County Forest Preserve District Finance Committee Meeting of September 25, 2025
    - Kendall County Forest Preserve District Commission Meeting of October 7, 2025
  - B. <sup>(1)</sup>MOTION: Approval of Claims in the Amount of \$140,232.03
  - C. MOTION: Approval of the KCFPD Regular Meeting and Holiday Calendar CY2026
  - D. MOTION: Approval of a Revised Position Description for Executive Director
  - E. MOTION: Approval of the Position Description for Executive Assistant
  - F. MOTION: Approval of an Amendment to the KCFPD Employee Handbook – Chapter 7 – Section 4: Overtime
  - G. MOTION: Approval of the Fox River Waterfowl – Van Cleves Island – IDNR Liability and Assumption of Risk Agreement
  - H. MOTION: Approval of a One (1) Year Contract with Flock Group, Inc. of Atlanta, GA, for a Yearly Fee of \$4,000.00 for a Flock Safety Solar Video Camera; Plus a One (1) Time Installation Fee of \$300.00, for a Total First Year Contract Cost of \$4,300.00.
- VIII. **OLD BUSINESS**

*No items posted for consideration.*
- IX. **NEW BUSINESS**

*No items posted for consideration.*
- X. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)
- XI. Public Comments
- XII. Executive Session
- XIII. **OTHER ITEMS OF BUSINESS**

*No items posted for consideration.*
- XIV. Adjournment

*(1) Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section I.G.3.b.v.a)*

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES  
SEPTEMBER 25, 2025**

**I. Call to Order**

Chairman Wormley called the meeting to order at 4:04 pm in the Kendall County Historic Court House – Third Floor Courtroom.

**II. Roll Call**

	Bachmann		Koukol
X	DeBolt	X	Peterson
	Flowers		Rodriguez
	Gengler		Shanley
X	Kellogg	X	Wormley

Commissioners DeBolt, Kellogg, Peterson, and Wormley were all present.

**III. Approval of Agenda**

Commissioner Peterson made a motion to approve the agenda as presented. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

**IV. Public Comments**

No public comments were offered from citizens present.

**V. Motion to Forward Claims to Commission for Approval**

Commissioner Peterson made a motion to forward claims to Commission. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

**VI. Review of Financial Statements for the Period Ending August 31, 2025**

Acting Executive Director White presented the District’s preliminary financial statements through August 31, 2025.

**VII. OLD BUSINESS**

*No items posted for consideration*

**VIII. NEW BUSINESS**

**A. FY65 Preliminary Operational and Capital Budget Presentation**

Commissioner DeBolt made a motion to forward the FY26 Preliminary Operational and Capital Budget to Commission for Approval. Seconded by Commission Wormley. Aye, all. Opposed, none.

**B. DISCUSSION: Donation of Parcel 02-02-383-013 by Wyndham Deerpoint Homes to the Kendall County Forest Preserve District**

Finance Committee provide direction to continue communication with Wyndham Deerpoint Homes and provide updates at the Committee of the Whole meeting.

**IX. Other Items of Business**

**A. Farm License Agreements Updates**

**B. Subat Nature Center Construction Project Updates**

**C. Hoover-Fox River Bluffs Trail Construction Project Updates**

Acting Executive Director White provided updates to the Finance Committee on the District's Capital projects.

**X. Executive Session**

None.

**XI. Adjournment**

Commissioner Peterson made a motion to adjourn. Seconded by Commissioner Kellogg. Aye, all. Opposed, none. Meeting adjourned at 4:33 pm.

Respectfully submitted,

Antoinette White

Acting Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
OCTOBER 7, 2025**

**I. Call to Order**

President DeBolt called the meeting to order at 6:30 pm in the Kendall County Historic Courthouse – 3<sup>rd</sup> floor courtroom.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited at the start of the Kendall County Board Meeting.

**III. Invocation**

An invocation was offered at the start of the Kendall County Board Meeting.

**IV. Roll Call**

X	Bachmann	X	Koukol
X	DeBolt	X	Peterson
X	Flowers	X	Rodriguez
X	Gengler		Shanley
X	Kellogg	X	Wormley

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley, and President DeBolt were all present.

**V. Approval of Agenda**

Commissioner Flowers made a motion to approve the agenda as presented. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

**VI. Public Comment**

No public comments were offered from citizens in attendance.

**VII. CONSENT AGENDA**

**A. Approval of Minutes**

- Kendall County Forest Preserve District Commission Meeting of September 16, 2025

**B. MOTION: Approval of Claims in the Amount of \$23,520.63**

**C. ORDINANCE #25-09-001: An Ordinance Amending Ordinance #24-11-003 Combined Budget and Appropriations Ordinance Setting Forth the Budget of the Kendall County Forest Preserve District for the Fiscal Year Beginning December 1, 2024 Extending through November 30, 2025**

**D. MOTION: Approval of Change Order #004 in the Amount of \$7,785.11 to be Deducted from the \$23,515.36 Total Contingency Available in Contract #23-429-1495 with Lite Construction, Inc. for the Mary M. Subat Nature Center Project which Sum Includes \$1,850.00 Production and Installation of CNC Panel Bracing; \$1543.07 ComEd Agreement for Installation of Electric Services; and \$4392.04 for Gopher Way Finding Sign, Sample Print, and Digital Artwork**

- E. **MOTION:** Approval of the Kendall County Forest Preserve District Fiscal Year 2026 Preliminary Operating Fund Tax Levy Ordinance #25-11-001 and Preliminary Combined Budget and Appropriations Ordinance #25-11-002 for Publication

President DeBolt recited the items posted to the Consent Agenda.

Commissioner Peterson made a motion to approve the Consent Agenda as presented. Seconded by Commissioner Bachmann.

Motion: Commissioner Peterson					
Second: Commissioner Bachmann					
<b>Roll call: Consent Agenda</b>					
<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>
Bachmann	X		Koukol	X	
DeBolt	X		Peterson	X	
Flowers			Rodriguez	X	
Gengler	X		Shanley		
Kellogg	X		Wormley	X	
Motion unanimously approved.					

Roll call: Commissioners Bachmann, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley, and President DeBolt aye. Opposed, none. Motion unanimously approved.

**VIII. OLD BUSINESS**

No items were posted for consideration.

**IX. NEW BUSINESS**

No items were posted for consideration.

**X. Committee Chairman Reports: Commissioners Wormley (Finance) and Koukol (Operations)**

Finance Chair Wormley reported that the next Finance Committee meeting is scheduled for October 30, 2025 at 4:00 pm.

Operations Chair Koukol reported that the next Operations Committee meeting is scheduled for November 5, 2025 at 5:30 pm.

**XI. Public Comments**

No public in attendance offered comment.

**XII. Executive Session**

Commissioner Kellogg made a motion to enter executive session at 6:42 pm under 2(c)1 to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint

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lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Seconded by Commissioner Peterson.

Motion: Commissioner Kellogg  
Second: Commissioner Peterson

**Roll call: Executive Session 2(c)1**

<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>
Bachmann	X		Koukol	X	
DeBolt	X		Peterson	X	
Flowers	X		Rodriguez	X	
Gengler	X		Shanley		
Kellogg	X		Wormley	X	

Motion unanimously approved.

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Wormley, and President DeBolt, aye. Opposed, none. Motion unanimously approved.

Commissioners entered the Kendall County Forest Preserve District Commission Meeting following the Executive Session at 7:11 pm.

**XIII. Other Items of Business**

*No items posted for consideration.*

**XIV. Adjournment**

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Opposed, none. Meeting adjourned at 7:11 pm.

Respectfully submitted,

Antoinette White  
Acting Executive Director, Kendall County Forest Preserve District

# Claims Listing

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Ellis Barn	2047	COMED	2346189000/09-18-25	ComEd Ellis House	19001161 62270	Utilities	\$556.09	
						<b>Sub-Total</b>	<b>\$556.09</b>	
	124	BARRETT'S SOFT WATER COMPANY	0010381101525	Bottled Water Delivery-Ellis	19001161 68580	Grounds and Maintenance	\$251.45	
	1323	MENARDS	33105/09-25-25	PVC Pipe, Comet Cleaner,	19001161 68580	Grounds and	\$24.05	
	1323	MENARDS	33502	Door seal, screws	19001161 68580	Grounds and	\$25.73	
	1323	MENARDS	33011	Vinegar, cleaner, soap,	19001161 68580	Grounds and	\$22.21	
						<b>Sub-Total</b>	<b>\$323.44</b>	
						<b>Ellis Barn Total</b>	<b>\$879.53</b>	
	Ellis Birthday Parties	3380	AMAZON CAPITAL SERVICES	1N3X-WTFC-39P9	Cast Iron Horseshoe Craft	19001165 63030	Program Supplies	\$119.85
		3380	AMAZON CAPITAL SERVICES	1WV4-XQ7L-CRVY	Construction Paper, Colored Pencils	19001165 63030	Program Supplies	\$22.42
						<b>Sub-Total</b>	<b>\$142.27</b>	
						<b>Ellis Birthday Parties Total</b>	<b>\$142.27</b>	
Ellis House		541	FIRST NATIONAL BANK OF OMAHA	Vick 10/03/2025	Printer Ink	19001160 62000	Office Supplies	\$23.99
						<b>Sub-Total</b>	<b>\$23.99</b>	
						<b>Ellis House Total</b>	<b>\$23.99</b>	
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	Vick 10/03/2025	Animal Care Supplies	19001164 63000	Animal Care & Supplies	\$70.53	
						<b>Sub-Total</b>	<b>\$70.53</b>	
	529	EQUINE VETERINARY PRACTICE LLC	248490	Medication for Keeper	19001164 63020	Vet & Farrier	\$10.00	
						<b>Sub-Total</b>	<b>\$10.00</b>	
					<b>Ellis Riding Lessons Total</b>	<b>\$80.53</b>		

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Sunrise Center	541	FIRST NATIONAL BANK OF OMAHA	Guritz 10/03/2025	Ellis Animal Care Supplies	19001167 63000	Animal Care & Supplies	\$1,186.71
						<b>Sub-Total</b>	<b>\$1,186.71</b>
						<b>Total</b>	<b>\$1,186.71</b>
Ellis Weddings	3131	GROOT INC	15158166T102	Ellis Trash and Recycling	19001168 63070	Refuse Pickup	\$112.59
						<b>Sub-Total</b>	<b>\$112.59</b>
						<b>Total</b>	<b>\$112.59</b>
Environ. Educ. Laws of Nature	3380	AMAZON CAPITAL SERVICES	11WR-NTDL-DF71	Animal Care Supplies	19001180 63030	Program Supplies	\$31.96
	1871	JESSICA VOSBURGH	101525	Animal Care-Food	19001180 63030	Program	\$0.98
						<b>Sub-Total</b>	<b>\$32.94</b>
						<b>Total</b>	<b>\$32.94</b>
Environ. Educ. Other Pblc Prg	3380	AMAZON CAPITAL SERVICES	1FFL-V413-46XJ	Fairy Garden Birthday Supplies	19001179 63030	Program Supplies	\$45.84
						<b>Sub-Total</b>	<b>\$45.84</b>
						<b>Total</b>	<b>\$45.84</b>
Environmental Educ. Natrl Beg.	1323	MENARDS	33000	Mouse traps, peanut butter	19001178 63030	Program	\$6.78
	3380	AMAZON CAPITAL SERVICES	1PXN-GKWP-4TRN	Washable Paint, Pencil Sharpener	19001178 63030	Program Supplies	\$18.10
	3380	AMAZON CAPITAL SERVICES	11WR-NTDL-DF71	NB Supplies	19001178 63030	Program Supplies	\$71.02
	1871	JESSICA VOSBURGH	101525	NB Evening Program	19001178 63030	Program	\$82.92
	541	FIRST NATIONAL BANK OF OMAHA	Wiencke 10/03/2025	Wiencke Credit Card Sept 2025	19001178 63030	Program Supplies	\$143.78
						<b>Sub-Total</b>	<b>\$322.60</b>
						<b>Total</b>	<b>\$322.60</b>
Environmental Education School	3380	AMAZON CAPITAL SERVICES	1W37-WYQR-1YFD	Insect Guides	19001176 63030	Program Supplies	\$83.90
						<b>Sub-Total</b>	<b>\$83.90</b>
						<b>Total</b>	<b>\$83.90</b>

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Forest Preserve Director	2977	HINCKLEY SPRINGS	23300023 100225	Water Delivery	190011 62000	Office Supplies	\$73.87	
	3380	AMAZON CAPITAL SERVICES	19YW-LCO3-4914	Native Tree Guide	190011 62000	Office Supplies	\$15.79	
	3380	AMAZON CAPITAL SERVICES	1LOV-KY7W-9YXM	Assorted sizes of binder clips	190011 62000	Office Supplies	\$6.99	
	3380	AMAZON CAPITAL SERVICES	1HHF-CC6V-41QY	Printable Business Cards	190011 62000	Office Supplies	\$9.53	
	3380	AMAZON CAPITAL SERVICES	1R3V-TXYD-CNHM	Work Notebook, Sticky Notes	190011 62000	Office Supplies	\$15.50	
	3380	AMAZON CAPITAL SERVICES	13DQ-RGVT-CKHH	Monitor Riser	190011 62000	Office Supplies	\$18.87	
	3380	AMAZON CAPITAL SERVICES	167H-HYQQ-31VG	Waterproof paper	190011 62000	Office Supplies	\$39.24	
	1304	MARCO TECHNOLOGIES, LLC	565976107-F	Copiers 9/28/25-10/28/25	190011 62000	Office Supplies	\$257.73	
							<b>Sub-Total</b>	<b>\$437.52</b>
	1199	KLUBER, INC.	9809	Architect and Engineering	190411 62150	Contractual	\$577.01	
	1665	SHAW MEDIA	092510085	Website Hosting	190011 62150	Contractual	\$59.99	
	498	MACK & ASSOCIATES PC	12188	Subat Grant Agreement Services	190411 62150	Contractual Services	\$1,500.00	
	5415	AMERINSPECT LLC	0000251	FRB Survey	190011 62150	Contractual	\$1,600.00	
							<b>Sub-Total</b>	<b>\$3,737.00</b>
	2047	COMED	2873479000/09-30-25	ComEd Richard Young	190011 63510	Electric	\$31.43	
2047	COMED	0616965000/10-01-25	ComEd Harris Arena	190011 63510	Electric	\$34.04		
2047	COMED	7991865000/10-15-25	ComEd Harris	190011 63510	Electric	\$100.40		
2047	COMED	1017879000/09-18-25	ComEd Baker Woods	190011 63510	Electric	\$26.71		
2047	COMED	6611022222/09-26-25	ComEd Jay Woods	190011 63510	Electric	\$30.99		

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
						<b>Sub-Total</b>	<b>\$223.57</b>
	2844	SELECTIVE INSURANCE	FLD205981610152	Ellis Flood Insurance	190011 68000	Liability Insurance	\$2,967.00
			5			<b>Sub-Total</b>	<b>\$2,967.00</b>
	541	FIRST NATIONAL BANK OF OMAHA	Gurtiz 10/03/2025	Social Media Marketing	190011 68430	Marketing / Publicity	\$181.09
						<b>Sub-Total</b>	<b>\$181.09</b>
	464	DOORS BY RUSS, INC	252559	Garage Door Installation at	190711 68500	Project Fund	\$2,350.00
	2035	GENESIS NURSERY, INC.	25087	Seeds for Restoration	190711 68500	Project Fund Expenses	\$9,220.40
	1323	MENARDS	33001	Crocus bulbs, bulb planter	190011 68500	Project Fund	\$53.90
						<b>Sub-Total</b>	<b>\$11,624.30</b>
	1060	JOHN DEERE FINANCIAL	11113-29745/09-27-25	Seed	190411 70330	Construction	\$59.99
	5410	CENTRAL TREE & LANDSCAPE MULCH LLC	12531	Stump Removal for Hoover-FRB Trail	190811 70330	Construction	\$2,950.00
	2826	LITE CONSTRUCTION INC	SubatPayApp13	Subat Pay App 13	190411 70330	Construction	\$107,320.63
						<b>Sub-Total</b>	<b>\$110,330.62</b>
	3041	ILLINOIS DEPARTMENT OF NATURAL RESOURCES	RTP 24-0194	Grant Award Fee	190811 70650	Professional Services (A&E)	\$2,000.00
						<b>Sub-Total</b>	<b>\$2,000.00</b>
<b>Grounds and Natural Resources</b>					<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$131,501.10</b>
	1060	JOHN DEERE FINANCIAL	11113-29745/09-27-25	Orbit Sander	19001183 62160	Equipment	\$144.00
	506	ELBURN NAPA, INC.	4860-09/30/25	Brake pads, rotors, oil	19001183 62160	Equipment	\$444.64
	541	FIRST NATIONAL BANK OF OMAHA	Gurtiz 10/03/2025	Towing	19001183 62160	Equipment	\$165.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	541	FIRST NATIONAL BANK OF OMAHA	White 10/03/2025	Vehicle Repairs	19001183 62160	Equipment	\$1,686.12
						<b>Sub-Total</b>	<b>\$2,439.76</b>
	1153	KENDALL COUNTY HIGHWAY DEPARTMENT	101525	Gas and Diesel-Sept 2025	19001183 62180	Gasoline / Fuel / Oil	\$882.67
						<b>Sub-Total</b>	<b>\$882.67</b>
	487	DUY'S SHOES	102230	Staff Uniform Embroidery	19001183 62400	Uniforms /	\$74.22
	3380	AMAZON CAPITAL SERVICES	1PXN-GKWP-4TRN	Staff Uniforms	19001183 62400	Uniforms / Clothing	\$86.24
	3380	AMAZON CAPITAL SERVICES	16X6-X7TD-C3LC	Staff Uniforms	19001183 62400	Uniforms / Clothing	\$14.41
						<b>Sub-Total</b>	<b>\$174.87</b>
	3131	GROOT INC	15158166T102	Preserve Trash and	19001183 63070	Refuse Pickup	\$360.00
						<b>Sub-Total</b>	<b>\$360.00</b>
	1060	JOHN DEERE FINANCIAL	11113-29745/09-27-25	Gallon Sprayer	19001183 63110	Shop Supplies	\$9.99
	1323	MENARDS	33397	Air Freshener	19001183 63110	Shop Supplies	\$11.98
	541	FIRST NATIONAL BANK OF OMAHA	White 10/03/2025	Tax Reimbursement-Smart Signs	19001183 63110	Shop Supplies	(\$21.43)
						<b>Sub-Total</b>	<b>\$0.54</b>
	1849	VERIZON	6123895189	Cell and Internet services	19001183 63540	Telephones	\$220.80
	3837	T-MOBILE	982008249101525	Cell and Internet Services	19001183 63540	Telephones	\$289.33
	3837	T-MOBILE	990345112101525	Ooma Device	19001183 63540	Telephones	\$95.62
						<b>Sub-Total</b>	<b>\$605.75</b>
	1323	MENARDS	33397	Window Well Cover	19001183 68530	Preserve	\$50.76
	3380	AMAZON CAPITAL SERVICES	1L46-47LD-44Y9	Tray Hitch Cargo Carrier	19001183 68530	Preserve Improvements	\$138.68

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Hoover	899997	OTP SEC DEP REFUND	498	Moonseed Sec Dep Refund	19001171 63040	Security Deposit	\$100.00	
	899997	OTP SEC DEP REFUND	384	Blazing Star and Moonseed	19001171 63040	Security Deposit	\$200.00	
	899997	OTP SEC DEP REFUND	341	Kingfisher Sec Dep Refund	19001171 63040	Security Deposit	\$100.00	
	899997	OTP SEC DEP REFUND	472	Blazing Star Sec Dep Refund	19001171 63040	Security Deposit	\$100.00	
	899997	OTP SEC DEP REFUND	392101525	Booked Scout Program-	19001171 63040	Security Deposit	\$40.00	
	899997	OTP SEC DEP REFUND	341101525	Refund for one night at	19001171 63040	Security Deposit	\$250.00	
							<b>Sub-Total</b>	<b>\$790.00</b>
	3380	AMAZON CAPITAL SERVICES	1TC7-LG4W-44HX	Wireless Microphones	19001171 66500	Miscellaneous Expense	\$37.61	
	3380	AMAZON CAPITAL SERVICES	134N-LWWL-CQT1	High Chairs for Venues	19001171 66500	Miscellaneous Expense	\$152.98	
							<b>Sub-Total</b>	<b>\$190.59</b>
	1060	JOHN DEERE FINANCIAL	11113-29745/09-27-25	Mulch, Seed	19001171 68580	Grounds and Maintenance	\$72.98	
	1323	MENARDS	32540	Pest control, wire brads,	19001171 68580	Grounds and	\$44.91	
1323	MENARDS	33277	Seeding Straw	19001171 68580	Grounds and	\$11.99		
						<b>Sub-Total</b>	<b>\$129.88</b>	
<b>Hoover</b>						<b>Total</b>	<b>\$1,110.47</b>	
<b>Pickerill - Pigott</b>								
2047	COMED	9438565000/09-30-25	ComEd Pickerill Shelter	19001184 63100	Electric	\$19.58		
2047	COMED	1565665111/09-30-25	ComEd Pickerill House	19001184 63100	Electric	\$36.95		
						<b>Sub-Total</b>	<b>\$56.53</b>	
					<b>Pickerill - Pigott</b>	<b>Total</b>	<b>\$56.53</b>	
					<b>Grand Total</b>		<b>\$140,232.03</b>	

**DRAFT For Commission Approval**  
**COMMISSION APPROVAL DATE: 10/21/2025**

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	11/3/26 Election Day - Meeting date change TBA
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	11/26/2026 Thanksgiving Holiday
26-Feb-26	4:00 PM	27-Aug-26	4:00 PM	11/24/2026 Christmas Eve Holiday
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 Day	Friday	27-Nov-26
Christmas Eve-1/2 Day	Thursday	24-Dec-26
Christmas Day	Friday	25-Dec-26

**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:** December 1, 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: October 21, 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 as assigned in the KCFPD Organizational Chart

**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: October 21, 2025

## **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.



**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") for the 2025-2026 IDNR Waterfowl Season.

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 \_\_\_\_\_

**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: 12 Months  
 Renewal Term: 12 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual Plan - Invoiced at First Camera Validation.  
 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>\$0.00</b>
		<b>Contract Total:</b>	<b>\$4,300.00</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 First Camera Validation	\$4,300.00
<b>Annual Recurring after Year 1</b>	\$4,000.00
<b>Contract Total</b>	\$4,300.00

\*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: \_\_\_\_\_