

**KENDALL COUNTY FOREST PRESERVE DISTRICT
MEETING AGENDA
WEDNESDAY, MARCH 18, 2026
9:00 AM**

KENDALL COUNTY OFFICE BUILDING – 2ND FLOOR COUNTY BOARD ROOM

- 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. ⁽¹⁾ **CONSENT AGENDA**
 - A. Approval of Minutes
 - Kendall County Forest Preserve District Finance Committee Meeting of February 26, 2026 p.2
 - Kendall County Forest Preserve District Commission Meeting of March 3, 2026 p.5
 - B. **MOTION:** Approval of Claims in the Amount of \$38,840.89 p.8
- VIII. **OLD BUSINESS**
No items posted for consideration.
- IX. **NEW BUSINESS**
 - A. **MOTION:** Approval a Service Agreement with Y115 for Use of the Laws of Nature Museum for Bi-Weekly Early Childhood Programs for a Daily Fee of \$50 p.13
 - B. **MOTION:** Approval One-Year Contract Extension with Groot Enterprises, Inc. of Plano, Illinois for Trash and Recycling Removal from Harris, Hoover, Baker Woods, and Pickerill-Pigott Forest Preserves for a Total Amount of \$5,251.97 for Services Extending May 1, 2026 through April 30, 2027 p.14
 - C. **MOTION:** Approval of the Revised FY26 Organizational Chart p.15
 - D. **MOTION:** Approval of the Ellis Coordinator Position Description p.16
 - E. **MOTION:** Approval of the Volunteer Coordinator and Maintenance Position Description p.19
 - F. **MOTION:** Approval of Updated Fees for Pony Club for \$180 for the 12 Week Package or \$16 per Week p.22
 - G. **MOTION:** Approval of Updated Fees for the Ellis Show of a \$50 Entry Fee and \$15 Fee per Class p.23

Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)
- X. Public Comments
- XI. Executive Session
- XII. **OTHER ITEMS OF BUSINESS**
None.
- XIII. **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
FEBRUARY 26, 2026**

I. Call to Order

Chairman Wormley called the meeting to order at 5:01 pm in the Kendall County Office Building – 2nd Floor

II. Roll Call

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

Commissioners DeBolt, Kellogg, and Wormley were all present.

III. Approval of Agenda

Commissioner DeBolt made a motion to approve the agenda as presented. Seconded by Commissioner Kellogg. 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 Kellogg 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 January 31, 2026

Executive Director White presented the District’s preliminary financial statements through January 31, 2026.

VII. OLD BUSINESS

No items posted for consideration

VIII. NEW BUSINESS

A. DISCUSSION: 1-Year Lease Agreement Renewal with Jon Kolka, Grounds Coordinator and Resident for Use of the Hoover Residence Effective March 22, 2026 through March 21, 2027 with a Monthly Rent Payment

Hoover Resident Lease will remain the same as last year. Commissioner Wormley made a motion to forward the 1-year Lease Agreement renewal with Jon Kolka, Grounds Coordinator and Resident for use of the Hoover Residence effective March 22, 2026-March 21, 2027 to Commission for Approval. Seconded by Commission DeBolt. Aye, all. Opposed, none.

B. MOTION: Approval of a Motion to Forward the Purchase of a Birch Level Sponsorship of the Conservation Foundation's 2026 Earth Day Benefit Dinner for \$2000.00, plus Silent Auction Donations of a 1-Night Bunkhouse Rental (\$250.00 value) and a 3-Hour Pickerill Estate House Rental with 2 Hours of Client Set-up/Tear Down Time (\$490.00 value)

Commissioner DeBolt made a motion to discuss the purchase of a Birch Level Sponsorship of the Conservation Foundation's 2026 Earth Day Benefit Dinner for \$2000.00, plus Silent Auction Donations of a 1-Night Bunkhouse Rental (\$250.00 value) and a 3-Hour Pickerill Estate House Rental with 2 Hours of Client Set-up/Tear Down Time (\$490.00 value). Seconded by Commissioner Kellogg.

Commissioners discussed not purchasing the Birch Level Sponsorship and adding an Individual Horsemanship Lesson at Ellis Equestrian Center (\$79 value) to the Silent Auction.

Commissioner Kellogg made a motion to forward a donation to the Conservation Foundation's 2026 Earth Day Benefit Dinner for Silent Auction of a 1-Night Bunkhouse Rental (\$250 value), 3-Hour Pickerill Estate House rental with 2-Hours of client set-up/tear down time (\$490.00 value), and an Individual Horsemanship Lesson at Ellis Equestrian Center (up to a \$79.00 value) to the Silent Auction to Commission for Approval. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

C. MOTION: Approval of a Motion to Forward the Renewal of a Two-Year License Agreement between the Kendall County Forest Preserve District and Millbrook Trail Rides LLC to Allow Scheduled Access, Use, and Maintenance of a Designated Trail at Millbrook North Forest Preserve for an Annual License Fee of \$2500.00.

Commissioner DeBolt made a motion to forward the Renewal of a two-year License Agreement between the Kendall County Forest Preserve District and Millbrook Trail Rides LLC to allow scheduled access, use, and maintenance of a designated trail at Millbrook North Forest Preserve for an annual license fee of \$2500.00. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

D. MOTION: Approval of a Motion to Forward the District Credit Card Increase for Antoinette White, Executive Director, from \$5000 to \$10,000 Monthly Limit and Increase a Single Purchase Limit from \$1000 to \$2000

Commissioner Wormley requested that the single purchase limit be removed and made a motion to forward the district credit card increase for Antoinette White, Executive Director, from \$5000 to \$10,000 Monthly Limit with no single purchase limit to Commission for approval. Seconded by Commissioner DeBolt. Aye, all. Opposed, none.

E. MOTION: Approval of a Motion to Forward the District Credit Card Increase for Stefanie Wiencke, Environmental Education and Outreach Program Manager, from \$1000 to \$2,000 Monthly Limit and Increase a Single Purchase Limit from \$100 to \$500

Commissioner Wormley requested that the single purchase limit be removed. Commissioner DeBolt made a motion to forward the district credit card increase for Stefanie Wiencke, Environmental Education and Outreach Division Manager, from \$1000 to \$2,000 Monthly Limit and with no single purchase limit to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

F. MOTION: Approval of a Motion to Forward the Approval of a District Credit Card for Julia Granholm, Executive Assistant, for a Monthly Limit of \$2000 and a Single Purchase Limit of \$500

Commissioner Wormley requested that the single purchase limit be removed. Commissioner DeBolt made a motion to forward the approval of a District Credit Card for Julia Granholm, Executive Assistant, for a Monthly Limit of \$2000 with no single purchase limit to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

G. MOTION: Approval of a Motion to Forward a Quote from Bluestem for 10 Acres of Restoration Work at Subat Forest Preserve for an Amount Not-to-Exceed \$10,000

Finance Committee provided direction to table the discussion.

IX. Other Items of Business

No items posted for consideration

X. Executive Session

None.

XI. Adjournment

Commissioner Wormley made a motion to adjourn. Seconded by Commissioner Kellogg. Aye, all. Opposed, none. Meeting adjourned at 5:29 pm.

Respectfully submitted,

Antoinette White
Executive Director, Kendall County Forest Preserve District

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMISSION MEETING MINUTES
MARCH 3, 2026**

I. Call to Order

Vice President Rodriguez called the meeting to order at 6:13 pm in the Kendall County Office Building – 2nd Floor

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

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

V. Approval of Agenda

Commissioner Bachmann made a motion to approve the agenda as presented. Seconded by Commissioner Peterson. 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 February 17, 2026

B. MOTION: Approval of Claims in the Amount of \$75,687.58

C. MOTION: Approval of a 1-Year Lease Agreement Renewal with Jon Kolka, Grounds Coordinator and Resident for Use of the Hoover Residence Effective March 22, 2026 through March 21, 2027 with a Monthly Rent Payment of \$550.00

D. MOTION: Approval of the Donation to the Conservation Foundation’s Earth Day Benefit Dinner for the Silent Auction of a 1-Night Bunkhouse Rental (\$250.00 value), 3-Hour Pickerill Estate House Rental with 2 Hours of Client Set-Up/Tear Down Time (\$490.00 value), and an Individual Horsemanship Lesson at Ellis Equestrian Center (up to a \$79.00 value)

- E. **MOTION:** Approval of the Renewal of a Two-Year License Agreement between the Kendall County Forest Preserve District and Millbrook Trail Rides LLC to Allow Scheduled Access, Use, and Maintenance of a Designated Trail at Millbrook North Forest Preserve for an Annual License Fee of \$2500.00
- F. **MOTION:** Approval of a District Credit Card Increase for Antoinette White, Executive Director, from \$5,000 to \$10,000 Monthly Limit
- G. **MOTION:** Approval of a District Credit Card Increase for Stefanie Wiencke, Environmental Education and Outreach Division Manager, from \$1000 to \$2000 Monthly Limit
- H. **MOTION:** Approval of a District Credit Card for Julia Granholm, Executive Assistant, for a Monthly Limit of \$2000
- I. **MOTION:** Approval of a Position Description for a Forest Preserve intern

Vice President Rodriguez recited the items posted to the Consent Agenda.

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

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

Roll call: Commissioners Bachmann, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Shanley, and Wormley 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 Committee Chair Wormley: no report given

Operations Committee Chair Koukol stated that the newly purchased 2023 F-150 Ford Truck was picked up, added to the Grounds fleet, and is being used.

XI. Public Comments

No public in attendance offered comment.

XII. Executive Session

None

XIII. Other Items of Business

None

XIV. Adjournment

Commissioner Peterson made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 6:18 pm.

Respectfully submitted,

Antoinette White
Executive Director, Kendall County Forest Preserve District

031526F Claims Listing

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	Vick 03/04/2026	Printer Ink	19001160 62000	Office Supplies	\$23.99	
						Sub-Total	\$23.99	
	2047	COMED	2346189000031526	ComEd Ellis House	19001160 62270	Utilities	\$1,297.79	
						Sub-Total	\$1,297.79	
	1877	SCOTT WALDEN	25260	Ellis House duplicate keys	19001160 68580	Grounds and	\$134.25	
	1610	R.J. KUHN PLUMBING HEATING & COOLING INC	0000052454	Ellis Sump Pump Repairs	19001160 68580	Grounds and Maintenance	\$677.75	
	124	BARRETT'S SOFT WATER COMPANY	01038103152026	Water Delivery at Ellis	19001160 68580	Grounds and Maintenance	\$123.27	
	1323	MENARDS	41758	Plumbing Supplies for Ellis	19001160 68580	Grounds and	\$50.96	
						Sub-Total	\$986.23	
						Ellis House	Total	\$2,308.01
	Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	Vick 03/04/2026	Wood shavings, horse grain	19001164 63000	Animal Care & Supplies	\$560.74
		541	FIRST NATIONAL BANK OF OMAHA	WHITE 03/04/2026	Horse Care Supplies	19001164 63000	Animal Care & Supplies	\$750.41
						Sub-Total	\$1,311.15	
529		EQUINE VETERINARY PRACTICE LLC	250530-1	Vet Services for Ellis Horses	19001164 63020	Vet & Farrier	\$183.00	
2057		MATTHEW CAVINESS	12026102	Shoes and Trims for Ellis	19001164 63020	Vet & Farrier	\$530.00	
						Sub-Total	\$713.00	
					Ellis Riding Lessons	Total	\$2,024.15	
Ellis Weddings	3131	GROOT INC	16009207T102	Ellis Trash and Recycling	19001168 63070	Refuse Pickup	\$155.60	

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
						Sub-Total	\$155.60
					Ellis Weddings	Total	\$155.60
Environ. Educ. Other Pblc Prg	541	FIRST NATIONAL BANK OF OMAHA	Wiencke 03/04/2026	Entice Workshop Supplies	19001179 63030	Program Supplies	\$60.37
						Sub-Total	\$60.37
					Environ. Educ. Other	Total	\$60.37
Environmental Educ. Natrl Beg.	3380	AMAZON CAPITAL SERVICES	16GV-7M19-6NKC	Vacuum Bags	19001178 63030	Program Supplies	\$18.56
						Sub-Total	\$18.56
					Environmental Educ.	Total	\$18.56
Environmental Education Camps	3380	AMAZON CAPITAL SERVICES	1H9N-HTFL-4YFX	Laminating Pouches	19001177 63030	Program Supplies	\$52.16
						Sub-Total	\$52.16
					Environmental	Total	\$52.16
Forest Preserve Director	3380	AMAZON CAPITAL SERVICES	13CN-C6GV-HPFJ	Tablecloth Clips	190011 62000	Office Supplies	\$6.99
	3135	FLORAL EXPRESSIONS	003446	Rodriguez Family Planter	190011 62000	Office Supplies	\$72.95
	1304	MARCO TECHNOLOGIES, LLC	577011455F	Copier 02/28-03/28/26	190011 62000	Office Supplies	\$249.09
						Sub-Total	\$329.03
	1665	SHAW MEDIA	022610085118	Public Notice-Meeting	190011 62090	Legal	\$151.90
						Sub-Total	\$151.90
	1665	SHAW MEDIA	022610085118	Website Hosting	190011 62150	Contractual	\$119.98
	1937	WIRE WIZARD OF ILLINOIS INC	366839	Pickerill Alarm Monitoring	190011 62150	Contractual Services	\$180.00
	3656	MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201	3	Quarter 1 Abatement Assessment 2026	190011 62150	Contractual Services	\$2,022.48
						Sub-Total	\$2,322.46

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	5473	PROTECTIVE COATINGS OF MONTGOMERY INC	6443	Protective Bedliner for Truck	190711 62160	Equipment	\$920.00
						Sub-Total	\$920.00
	2047	COMED	2873479000031526	ComEd Richard Young	190011 63510	Electric	\$42.37
	2047	COMED	1017879000031526	ComEd Baker Woods	190011 63510	Electric	\$76.40
	2047	COMED	0616965000031526	ComEd Harris Arena	190011 63510	Electric	\$45.57
	2047	COMED	7991865000031526	ComEd-Harris	190011 63510	Electric	\$100.86
	2047	COMED	6611022222031526	ComEd Jay Woods	190011 63510	Electric	\$42.37
						Sub-Total	\$307.57
	1610	R.J. KUHN PLUMBING HEATING & COOLING INC	0000052308	Moonseed Plumbing Work to address leak	190711 66500	Miscellaneous Expense	\$9,843.00
	4600	PRAIRIE ARCHAEOLOGY & RESEARCH LTD	1271	Phase II Study-FRB-Hoover Trail	190711 66500	Miscellaneous Expense	\$12,470.00
						Sub-Total	\$22,313.00
					Forest Preserve Director	Total	\$26,343.96
Grounds and Natural Resources	3380	AMAZON CAPITAL SERVICES	1K4Y-D9M9-LGGX	Walkie Talkies, batteries	19001183 62160	Equipment	\$820.71
	2663	PRINT SOURCE GRAPHICS	5282	Truck Logo	19001183 62160	Equipment	\$155.00
	1323	MENARDS	42142	Utility Pump	19001183 62160	Equipment	\$99.99
	5468	GENUINE PARTS COMPANY	406830	Lightbulbs	19001183 62160	Equipment	\$5.69
						Sub-Total	\$1,081.39

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	678	GRAINCO FS, INC.	702014652	Ellis Gas	19001183 62180	Gasoline / Fuel /	\$1,359.12
	1153	KENDALL COUNTY HIGHWAY DEPARTMENT	FuelFeb2026	Gas and Diesel-Feb 2026	19001183 62180	Gasoline / Fuel / Oil	\$615.40
						Sub-Total	\$1,974.52
	3380	AMAZON CAPITAL SERVICES	1J41-7649-JWCC	Staff Uniforms	19001183 62400	Uniforms / Clothing	\$17.00
	487	DUY'S SHOES	112067	Uniform Embroidery	19001183 62400	Uniforms /	\$24.74
						Sub-Total	\$41.74
	1655	SERVICE SANITATION, INC	50-493234031526	Portable Restroom Services	19001183 63070	Refuse Pickup	\$440.82
	3131	GROOT INC	16009207T102	Preserve Trash and	19001183 63070	Refuse Pickup	\$460.54
						Sub-Total	\$901.36
	3380	AMAZON CAPITAL SERVICES	199P-4MXW- MP47	Truck Organizer, Seat Covers, License Plate Cover	19001183 63110	Shop Supplies	\$416.65
	1323	MENARDS	42090	Cleaning Supplies	19001183 63110	Shop Supplies	\$43.93
						Sub-Total	\$460.58
	3837	T-MOBILE	990345112031526	T-Mobile-Ooma Device	19001183 63540	Telephones	\$193.64
	3837	T-MOBILE	982008249031526	T-Mobile-Cell and Internet Services	19001183 63540	Telephones	\$289.40
	1849	VERIZON	6136406451	Verizon-Cell and Internet	19001183 63540	Telephones	\$438.57
						Sub-Total	\$921.61
	3380	AMAZON CAPITAL SERVICES	1F3C-MTDV- CMG4	Preserve Signage	19001183 68530	Preserve Improvements	\$124.32
	1323	MENARDS	42090	Flush Repair Plug	19001183 68530	Preserve	\$21.98
	541	FIRST NATIONAL BANK OF OMAHA	WHITE 03/04/2026	Tree Saplings	19001183 68530	Preserve Improvements	\$545.00
						Sub-Total	\$691.30
					Grounds and Natural	Total	\$6,072.50
Hoover							

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1937	WIRE WIZARD OF ILLINOIS INC	366838	Meadowhawk Alarm Monitoring	19001171 62270	Utilities	\$180.00
	1937	WIRE WIZARD OF ILLINOIS INC	366840	Rookery Alarm Monitoring	19001171 62270	Utilities	\$105.00
						Sub-Total	\$285.00
	899997	OTP SEC DEP REFUND	581	Kingfisher Sec Dep Refund	19001171 63040	Security Deposit	\$100.00
	899997	OTP SEC DEP REFUND	431	Kingfisher Sec Dep Refund	19001171 63040	Security Deposit	\$100.00
	899997	OTP SEC DEP REFUND	638	Meadowhawk Lodge Sec	19001171 63040	Security Deposit	\$200.00
	899997	OTP SEC DEP REFUND	636	Blazing Star Sec Dep Refund	19001171 63040	Security Deposit	\$100.00
						Sub-Total	\$500.00
	1060	JOHN DEERE FINANCIAL	11113-29745031526	Diesel Exhaust Fluid	19001171 63110	Shop Supplies	\$13.98
	1323	MENARDS	42142	Vinegar	19001171 63110	Shop Supplies	\$2.19
						Sub-Total	\$16.17
	1937	WIRE WIZARD OF ILLINOIS INC	366610	Alarm Service at Moonseed	19001171 63120	Building Maintenance	\$75.00
						Sub-Total	\$75.00
						Hoover Total	\$876.17
Pickerill - Pigott							
	4631	GRNE NELNET HOLDCO 2023 LLC	CI-000559019	Pickerill Solar	19001184 63100	Electric	\$128.52
	2047	COMED	1565665111031526	ComEd Pickerill House	19001184 63100	Electric	\$780.60
	2047	COMED	9438565000031526	ComEd Pickerill Shelter	19001184 63100	Electric	\$20.29
						Sub-Total	\$929.41
						Pickerill - Pigott Total	\$929.41
						Grand Total	\$38,840.89

To: Kendall County Forest Preserve District Commission

From: Stefanie Wiencke, Environmental Education & Public Outreach Division Manager

Date: March 18, 2026

Subject: Y115 Early Childhood Proposal – “Birth to Five” Playgroup at Laws of Nature

The District was approached by Y115 Early Childhood Family Liaison, Aynn Springborn, regarding the use of an indoor space for a Yorkville-based “Birth to Five” playgroup.

This free program will provide families with children ages 1–5, who are not enrolled in early learning programs, with age-appropriate play opportunities and parent resources. The playgroups will also help families connect and learn about community support services.

Sessions are planned for Mondays, every other week during the school year, beginning in 2026–2027.

Each Monday will include four sessions (9:00–10:00, 10:30–11:30, 1:00–2:00, and 2:30–3:30), with a maximum of 10 families per session.

The Laws of Nature Museum would be reserved exclusively for Y115 staff on these days, including use of District furniture and materials. District staff proposes a reservation fee of \$12.50 per session, or \$50 per day. With an estimated 20 session days per school year, annual revenue would not exceed \$1,000. These funds would be used to update and replace museum materials.

Groot Industries
 April 2026-May 2027 Contract Renewal
 Original Contract (Attached) Date: 20-Apr-21

			Year 5: May 1, 2025 - April 30, 2026		Year 6: May 1, 2026 - April 30, 2027	
HARRIS FOREST PRESERVE			Monthly Charges	Monthly Charges	Monthly Charges	Monthly Charges
Container size: 8 yd trash / 2 yd. recycling	Groot Industries Quote		April - November	December - March	April - November	December - March
Trash Service	Annual	Monthly				
April through November (1 X per week)	\$ 692.80	\$ 86.60	105.26		110.52	
December through March (1 X per 2-week)	\$ 173.20	\$ 43.30		\$ 52.63		\$ 55.26
Recycling Service						
April through November (1 X per 2-week)	\$ 346.40	\$ 43.30	26.32		27.64	
December through March (1 X per 4-week)	\$ 56.00	\$ 14.00		\$ 17.02		\$ 17.87
HOOVER FOREST PRESERVE						
Container size: 10 yd trash / 4 yd. recycling						
Monthly Trash Service						
April through November (1 X per week)	\$ 866.00	\$ 108.25	131.58		138.16	
December through March (1 X per 2-week)	\$ 216.52	\$ 54.13		\$ 65.80		\$ 69.09
Monthly Recycling Service						
April through November (1 X per 2-week)	\$ 242.48	\$ 30.31	18.42		19.34	
December through March (1 X per 4-week)	\$ 72.00	\$ 18.00		\$ 21.88		\$ 22.97
ELLIS HOUSE AND EQUESTRIAN CENTER						
Container size: 4 yd trash / 4 yd. recycling						
Monthly Trash Service						
April through November (1 X per week)	\$ 554.16	\$ 69.27	84.20		88.41	
December through March (1 X per 2-week)	\$ 151.12	\$ 37.78		\$ 45.92		\$ 48.22
Monthly Recycling Service						
April through November (1 X per 2-week)	\$ 242.48	\$ 30.31	18.42		19.34	
December through March (1 X per 4-week)	\$ 72.00	\$ 18.00		\$ 21.88		\$ 22.97
PICKERILL-PIGOTT FOREST PRESERVE						
Container size: 4 yd trash / 2 yd. recycling						
Monthly Trash Service						
April through November (1 X per 2-week)	\$ 554.16	\$ 69.27	42.10		44.21	
December through March (1 X per 2-week)	\$ 151.12	\$ 37.78		\$ 45.92		\$ 48.22
Monthly Recycling Service						
April through November (1 X per 2-week)	\$ 346.40	\$ 43.30	26.32		27.64	
December through March (1 X per 4-week)	\$ 56.00	\$ 14.00		\$ 17.02		\$ 17.87
ADMIN. CHARGES (Container Locks - \$5 per month)	\$ 240.00	\$ 20.00	20.00	\$ 20.00	20.00	\$ 20.00
Total Monthly Charges Year 1 and Year 2 - Peak (green) and Off-season (red)			472.62	\$ 308.07	495.26	\$ 322.47

3,962.08 \$ 1,289.89
\$ 5,251.97 Total Yearly Cost

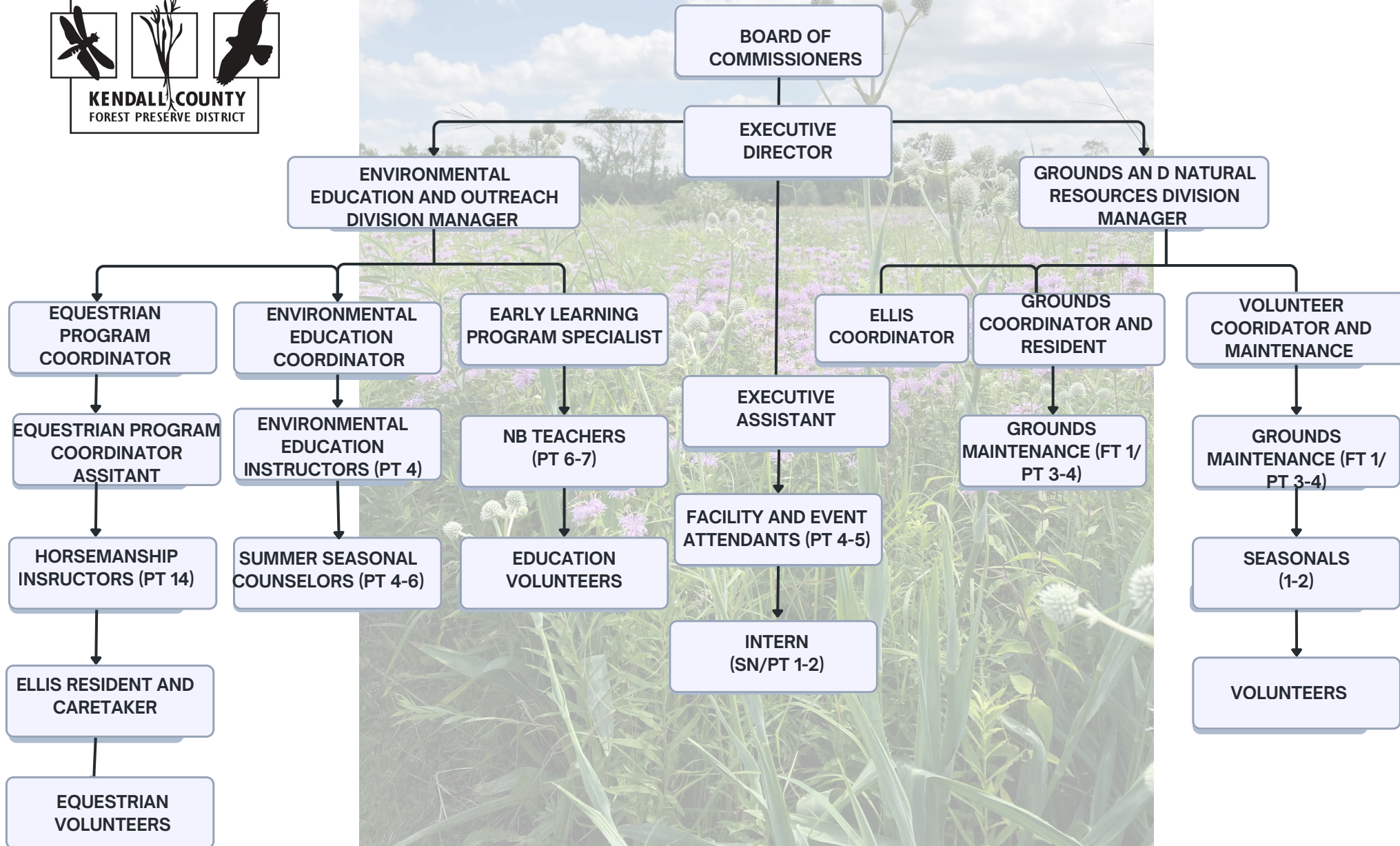
I agree to the Contract Pricing listed for the 2026-2027 year as outlined above.

Signature _____
 Antoinette White, Executive Director, Kendall County Forest Preserve District

Signature _____
 Groot Representative

Print Name _____

KENDALL COUNTY FOREST PRESERVE DISTRICT: ORGANIZATIONAL CHART FY26



**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

TITLE: Ellis Grounds Coordinator

FLSA CATEGORY: FLSA Non-Exempt

FULL TIME/PART TIME: Full Time

SUPERVISED BY: Grounds and Natural Resources Division Manager

APPROVED DATE: March 15,2026

SUMMARY:

This position is primarily responsible for oversight of Ground maintenance at Ellis House and Equestrian Center, including participation in natural area restoration and forest preserve improvement projects at Baker Woods Forest Preserve. This position reports to the Grounds and Natural Resources Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties for this position shall include, but not be limited to, the following:

- Primary duties are to, coordinate, and perform grounds and building improvement projects including maintenance and natural area restoration projects at Ellis House and Equestrian Center and Baker Woods Forest Preserve.
- Provides grounds maintenance and support of equestrian center operations and hosted facility events including.
- Customarily and regularly performs coordination duties at Ellis House and Equestrian Center including, but not limited to the following:
 - Training grounds maintenance and custodial services staff.
 - Maintaining vehicle and equipment maintenance and operation records.
 - Providing for the safety and security of the employees, volunteers, visitors, and District property.
- Develop preventative maintenance and recordkeeping procedures and ensures that such procedures are carried out on a scheduled basis.
- Determines the materials, supplies, or small tools to be used or purchased in order to properly repair, maintain and improve the District's grounds, buildings and public use areas.
- Oversees subcontractor management for the District's grounds maintenance, capital projects, and custodial services by meeting subcontractors; monitoring status of ongoing projects;
- Manages relationships with vendors and contractors by performing duties including, but not limited to the following: obtains cost estimates for supplies, parts and equipment repairs.
- Prepares monthly reports on activities to Director.
- Safely and effectively operates, maintains and repairs District vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, air sprayers, power washers, and other mechanical tools.
- Oversees grounds maintenance and custodial services performed at District locations including, but not limited to the following:
 - Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing both snowplow and manual methods.
 - Splitting, loading and hauling firewood.
 - Removal of snow and ice from District roads/walks/trails, utilizing both snowplow and manual methods.
 - General road repairs including, but not limited to, concrete and asphalt patching and gravel road maintenance.

- The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
- The repair of plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
- The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal.
- Performs Natural Resource work as assigned including controlled burns, brush removal, evasive species removal, seed collecting and other natural area management tasks.
- Preparing buildings and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions.
- Oversees controlled burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
- Participates in emergency preparedness and response activities as needed.
- Communicates District rules and regulations to the public, staff and volunteers.
- Must be available to perform duties before, during and occasionally after the District's regular business hours.
- Responds to off-hour emergency issues at Ellis House and Equestrian Center.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- None

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:

- High school diploma or general education degree (GED) required.
- A preferred minimum of four (4) years' experience in a grounds and/or building maintenance or similar role.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.

B. LANGUAGE SKILLS:

- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, employees and volunteers of the District.
- Requires good knowledge of 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 measure volumes.

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.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Driver's License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, alternatively, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- 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 frequently loud due to equipment operational noise.
- 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 will be exposed to living animals such as horses on-site.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

TITLE: Grounds Volunteer Coordinator and Maintenance Staff

FLSA CATEGORY: FLSA Non-Exempt

FULL TIME/PART TIME: Full Time

SUPERVISED BY: Grounds and Natural Resources Division Manager

APPROVED DATE: March 15, 2026

SUMMARY:

This position will be responsible for the Volunteer Workdays coordination including staffing, projects, waivers and supervision of volunteers on the workday. Additionally, this staff member is responsible for performing a variety of grounds maintenance duties including, but not limited to, the maintenance and upkeep of the District's grounds, buildings and public use areas and assist with the District's natural areas repair, preservation and management. This position receives daily instructions and directions from the Grounds and Natural Resources Division Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties for this position shall include, but not be limited to, the following:

Volunteer Coordination:

- Schedule, confirm and market Volunteer Workdays Monthly
- Selection an appropriate activity for the season and make sure the necessary equipment and supplies are readily available for the Workday
- Schedule Volunteers for the Workdays
- Confirm Volunteers have the appropriate waiver on file
- Field public questions via email pre-event
- Train and direct volunteers on the day of the event.
- During the event Track and Document, the use of herbicide, controlled burns etc. with the appropriate documentation.

Grounds Maintenance

- Follow all safety protocols for equipment being used including Safety glasses, Ear plugs, Masks as necessary and appropriate.
- Performs a variety of horticultural tasks including, but not limited to, mowing, edging, aerating, trimming, fertilizing, weed control, seeding and maintenance of turf areas, tree and shrub trimming, planting, and pruning, removal of damaged sod, and installation of new sod.
- Splits, loads and hauls firewood.
- Gathers, loads and hauls refuse and vegetation from grounds and user areas.
- Removes snow and ice from District roads/walks/trails, utilizing both snowplow and manual methods.
- Regularly uses, maintains and repairs tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools.
- Hauls and moves materials, supplies, furnishings and machinery, as needed, for District and public use.
- Safely and effectively operates, maintains and repairs District vehicles and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, and forklifts.
- Repairs and maintains District trails by performing duties including, but not limited to, removal of fallen trees and limbs; repair any damage caused by erosion or other factors; and installation of wood chips, limestone screenings and other trail surfaces.

- Assists with general road repairs including, but not limited to, asphalt patching and gravel road maintenance.
- Constructs, installs and repairs District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District.
- Repairs plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
- Inspects, maintains, and repairs District restrooms including daily cleaning and trash removal.
- Prepares picnic shelters, bunkhouses, and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions.
- Performs Natural Resource work as assigned including controlled burns, brush removal, evasive species removal, seed collecting and other natural area management tasks.
- Participates in emergency preparedness and response activities as assigned.
- Communicates District rules and regulations to the public.
- Must be available to perform duties during the District's regular business hours as well as occasional evenings and weekends.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- This position will oversee the Volunteers when they arrive on Volunteer workdays.

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:

- High school diploma or general education degree (GED).
- A preferred minimum of two (2) years experience in a grounds and/or building maintenance or similar role, or equivalent combination of training and experience.
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.

B. LANGUAGE SKILLS:

- Ability to read and interpret regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of 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 measure volumes.

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.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Illinois Drivers License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, alternatively, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.

- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- 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 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 loud due to equipment operational noise.
- 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 will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle to travel to and from meetings, training, conferences, and the various District preserves and locations.

Pony Club

Payment/Sessions

Upfront for each 12 week session: \$180 OR weekly payments: \$16 per week attended

First Session: April through June - Monday evenings 4pm-5:30pm - 12 total weeks
First week being April 6th - Last week being June 29th - no pony club May 25th

Second Session: July through September - Monday evenings 4pm-5:30pm - 12 weeks
First week being July 6th - Last week being September 28th - No pony club September 7th

Third Session: October through December - Friday evenings 4pm-5:30pm - 12 weeks
First week being October 2nd - Last week being December 18th - No pony club November 27th

Overview

Geared towards riders wanting to expand their equine knowledge, beyond just riding a horse. In the classroom riders will learn with a group of their peers about equine history, horse anatomy, breeds, disciplines (ex:jumping/barrels), saddles, colors/markings, feeding/supplements, diseases, detecting lameness, reading horse emotions, etc.

Riders will also take their learnings into the barn to practice with the horses. They will learn the various ways to “treat” minor horse wounds/sores, wrap fetlocks, brushing, groundwork/showmanship, etc. As well as taking care of the horses with feeding, making sure horses stay hydrated, and overall keeping the barn clean.

Along with fun activities and games scattered throughout the 12 weeks to show their learning. (ex: trivia, coloring, worksheets)

The goal for riders in Pony club is to expand their learning, make new friends, develop a good work ethic, and learn important life skills such as teamwork and responsibility.

The goal for Pony Club at Ellis is to provide a stronger sense of community with our riders to be able to meet other riders that ride on different days, and see each other weekly.

Ellis House Equestrian Center

In-House Show 2026!

Date: May 30th & 31st

Show Start @ 12pm!

Ends approx. 3pm

Day 1 (30th): English

Classes:

1. Leadline
2. Walk/ Ind. Trot
3. Advanced Walk/ Trot
4. Walk/ Trot/ Ind. Canter
5. Advance Walk/ Trot/ Canter
6. Canter Pole Course
7. Leadline Trail Course
8. Trot Trail Course
9. Canter Trail Course



13986 Mckanna Road
Minooka, IL
60447

Entry Fee: \$50
Class Fee: \$15 per class

Day 2 (31st): Western

10. Leadline Keyhole
11. Trot Keyhole
12. Canter Keyhole
13. Leadline Pole Bending
14. Trot Pole Bending
15. Canter Pole Bending
16. Leadline Barrels
17. Trot Barrels
18. Canter Barrels

If you have any questions,
you can ask your Ellis Instructor
or
contact Irene Sommers or Annabelle Owen
at 630-479-0832

Show Attire is encouraged but not required! Its all just for fun! :)

Ask your instructor which classes are best for you!

