



# Kane County

## Forest Preserve District

### Commission

## Agenda

Government Center  
719 S. Batavia Ave., Bldg. A  
Geneva, IL 60134

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**Tuesday, April 9, 2024**

**8:30 AM**

**County Board Room**

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- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Public Comment (Each Speaker is limited to 3 minutes)**
- V. Presentation and Approval of the Minutes from March 12, 2024**
- VI. Presentation and Approval of the Bills and Commissioners' Per Diem from March 2024**

[DOC-2024-31](#) Commissioners' Per Diem and Bills March 2024

**VII. Presentations**

**VIII. Finance and Administration**

[FP-R-24-04-3082](#) Resolution Authorizing a Professional Auditing Services Contract with Lauterbach & Amen, LLP

[FP-R-24-04-3083](#) Resolution Approving the District Owned Housing Policy

**IX. Planning & Utilization**

[FP-R-24-04-3084](#) Resolution Approving the Establishment of the Agricultural Land Use Policy

**X. New Business**

**XI. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation, and Personnel**

**XII. Communications**

**XIII. President's Comments**

**XIV. Department Reports**

[DOC-2024-32](#) Department Reports for March 2024

**XV. Adjournment**

**Adjournment Until: Tuesday, May 14, 2024 at 8:30a.m. via zoom and in person at the Kane County Government Center 719 s. Batavia Ave., Bldg. A, 2nd fl. Geneva, Illinois 60134 and via zoom [https://zoom.us/j/6302325980?](https://zoom.us/j/6302325980?pwd=aURTSGJoRIVJNDRCcHJXd3dvaVVRUT09)**

**pwd=aURTSGJoRIVJNDRCcHJXd3dvaVVRUT09 Meeting ID: 630 232 5980**

**Password: 24680 The Request to Speak Form on our website must still be completed for guests to speak at the meeting.**

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. DOC-2024-31**

**COMMISSIONERS' PER DIEM AND BILLS MARCH 2024**

# Commissioner Per Diem

## March 2024

Commissioner								Days	\$ Amount
**KIOUS, Christopher	Executive	3/7/2024	Land Acq	3/28/2024	Plan & Util	Fin & Admin	3/26/2024	3	
ALLAN, Deborah			Land Acq			Fin & Admin*	3/26/2024	1	\$ 30
BATES, Mavis	Executive	3/7/2024	Land Acq	3/28/2024	Plan & Util			2	\$ 60
*BERMAN, Dale	Executive	3/7/2024				Fin & Admin	3/26/2024	2	\$ 60
DAUGHERTY, Gary									\$ -
DAVOUST, Mark									\$ -
FORD, Ron			Land Acq*	3/28/2024	Plan & Util*			1	\$ 30
GUMZ, Michelle				3/28/2024	Plan & Util	Fin & Admin		1	\$ 30
IQBAL, Mo									\$ -
JUBY, Leslie						Fin & Admin	3/26/2024	1	\$ 30
KENYON, Mike	Executive	3/7/2024		3/28/2024	Plan & Util			2	\$ 60
LENERT, Bill						Fin & Admin	3/26/2024	1	\$ 30
LEWIS, Anita	Executive	3/7/2024		3/28/2024	Plan & Util*			2	\$ 60
LINDER, Mike			Land Acq		Plan & Util			0	\$ -
MOLINA, Myrna	Executive	3/7/2024						1	\$ 30
ROTH, Bill			Land Acq	3/28/2024				1	\$ 30
*SANCHEZ, Jarett	Executive	3/7/2024	Land Acq	3/28/2024		Fin & Admin*	3/26/2024	3	\$ 90
SILVA, Monica									\$ -
*STRATHMANN, Cherryl	Executive	3/7/2024	Land Acq*	3/28/2024	Plan & Util*			2	\$ 60
TARVER, Bill									\$ -
TEPE, Vern	Executive	3/7/2024		3/28/2024	Plan & Util	Fin & Admin	3/26/2024	3	\$ 90
WILLIAMS, Rick			Land Acq	3/28/2024		Fin & Admin	3/26/2024	2	\$ 60
YOUNG, David									\$ -
Remote= *									
								Total	\$ 750



David Petschke, CFO

3/28/2024

Date





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>11 - Administrative</b>									
Sub-Department <b>11-11 Administrative,Administrative</b>									
Batch Number <b>2024-00000278</b>		Batch Date 03/01/2024		Entered by User Sam Bosma					
Vendor <b>1029 - Alarm Detection Systems Inc</b>									
1463071059	Admin-Quarterly Alarm Service	Paid by EFT #147		11/05/2023	03/01/2024	03/01/2024		03/05/2024	1,286.04
	Charges HQ 12/23-02/24								
1463071060	Admin-Quarterly Alarm Service	Paid by EFT #147		02/11/2024	03/01/2024	03/01/2024		03/05/2024	1,286.04
	Charges HQ 03/24-05/24								
Vendor <b>1029 - Alarm Detection Systems Inc</b> Totals							Invoices	2	\$2,572.08
Vendor <b>2072 - Bluetriton Brands, Inc. DBA ReadyReFresh</b>									
14B0122027253	Admin-Drinking Water,Dispenser	Paid by Check #124997		02/14/2024	03/01/2024	03/01/2024		03/05/2024	62.54
	Rental Svc 1/13/24-2/12/24								
Vendor <b>2072 - Bluetriton Brands, Inc. DBA ReadyReFresh</b> Totals							Invoices	1	\$62.54
Batch Number <b>2024-00000278</b> Totals							Invoices	3	\$2,634.62
Batch Number <b>2024-00000282</b>		Batch Date 03/06/2024		Entered by User Sam Bosma					
Vendor <b>1376 - Kinnally Flaherty Krentz Loran Hodge &amp; Masur PC</b>									
267	Admin-Retainer Fee March 2024	Edit		03/05/2024	03/06/2024	03/06/2024			9,283.00
457	Admin-	Edit		03/05/2024	03/06/2024	03/06/2024			102.89
	FedExReceipt2/8/24,KaneCoRecor								
	derOttoDeed2/14/24								
Vendor <b>1376 - Kinnally Flaherty Krentz Loran Hodge &amp; Masur PC</b> Totals							Invoices	2	\$9,385.89
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b>									
5028376511	Admin-Coverage Period 2/9/24-	Edit		01/23/2024	03/06/2024	03/06/2024			279.46
	3/8/24								
9009760013	Admin-Usage 12/25/23-1/24/24	Edit		01/24/2024	03/06/2024	03/06/2024			118.09
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b> Totals							Invoices	2	\$397.55
Batch Number <b>2024-00000282</b> Totals							Invoices	4	\$9,783.44
Batch Number <b>2024-00000285</b>		Batch Date 03/11/2024		Entered by User Sam Bosma					
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b>									
5028785908	Admin-Coverage Period 3/9/24-	Edit		02/23/2024	03/11/2024	03/11/2024			290.70
	4/8/24								
9009805113	Admin-Usage 1/25/24-2/24/24	Edit		02/24/2024	03/11/2024	03/11/2024			135.86
Vendor <b>3180 - Konica Minolta Business Solutions USA Inc.</b> Totals							Invoices	2	\$426.56
Vendor <b>1390 - Laner Muchin Ltd</b>									
662498	Admin-Prof Svcs Rendered	Edit		03/01/2024	03/11/2024	03/11/2024			28.50
	Through 2/20/24								
Vendor <b>1390 - Laner Muchin Ltd</b> Totals							Invoices	1	\$28.50
Batch Number <b>2024-00000285</b> Totals							Invoices	3	\$455.06
Sub-Department <b>11-11 Administrative,Administrative</b> Totals							Invoices	10	\$12,873.12
Department <b>11 - Administrative</b> Totals							Invoices	10	\$12,873.12

11 Administrative



Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 12 - Finance & Business									
Sub-Department 12-12 Finance & Business,Finance									
Batch Number 2024-00000282		Batch Date 03/06/2024		Entered by User Sam Bosma					
Vendor 1853 - Paddock Publications									
280509	Fin-Legal Notice Pre Bid Meeting @ Jon Duerr	Edit		02/25/2024	03/06/2024	03/06/2024			46.00
Vendor 1853 - Paddock Publications Totals						Invoices	1		\$46.00
Batch Number 2024-00000282 Totals						Invoices	1		\$46.00
Batch Number 2024-00000289		Batch Date 03/14/2024		Entered by User Sam Bosma					
Vendor 1919 - AT & T									
6308450676030324	Fin-Office Alarm Fax Machine Svc 3/4/24-4/3/24	Paid by Check #125021		03/04/2024	03/14/2024	03/14/2024		03/25/2024	46.66
Vendor 1919 - AT & T Totals						Invoices	1		\$46.66
Batch Number 2024-00000289 Totals						Invoices	1		\$46.66
Sub-Department 12-12 Finance & Business,Finance Totals						Invoices	2		\$92.66
Department 12 - Finance & Business Totals						Invoices	2		\$92.66
12 Finance & Business									
Department 14 - Human Resources									
Sub-Department 14-18 Human Resources,Human Resources									
Batch Number 2024-00000293		Batch Date 03/21/2024		Entered by User Sam Bosma					
Vendor 1029 - Alarm Detection Systems Inc									
SI608470	HR-Badge For Ryan Kurtz	Edit		02/19/2024	03/21/2024	03/21/2024			11.00
SI609626	HR-Badge For Shelley Kouzes	Edit		03/07/2024	03/21/2024	03/21/2024			15.00
SI609834	HR-Badge For Jeremy Jensen	Edit		03/12/2024	03/21/2024	03/21/2024			15.00
Vendor 1029 - Alarm Detection Systems Inc Totals						Invoices	3		\$41.00
Vendor 1618 - Tyler Medical Services									
452141	HR-10 Panel Rapid DS, Breath Alcohol	Edit		03/08/2024	03/21/2024	03/21/2024			90.00
Vendor 1618 - Tyler Medical Services Totals						Invoices	1		\$90.00
Vendor 3560 - Rudy Villareal									
031724	HR-Safety Shoe Reimbursement	Edit		03/17/2024	03/21/2024	03/21/2024			150.00
Vendor 3560 - Rudy Villareal Totals						Invoices	1		\$150.00
Batch Number 2024-00000293 Totals						Invoices	5		\$281.00
Sub-Department 14-18 Human Resources,Human Resources Totals						Invoices	5		\$281.00
Sub-Department 14-20 Human Resources,Volunteer									
Batch Number 2024-00000287		Batch Date 03/13/2024		Entered by User Sam Bosma					
Vendor 2469 - Illinois Department of Agriculture									
20242026Herakovi	HR Vol-2024-2026 Applicator License Fee Herakovich	Paid by Check #125014		03/08/2024	03/13/2024	03/13/2024		03/19/2024	120.00
Vendor 2469 - Illinois Department of Agriculture Totals						Invoices	1		\$120.00



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G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number 2024-00000300			Batch Date 03/26/2024	Batch Number 2024-00000287 Totals			Invoices	1	\$120.00
Vendor 1680 - Menards Batavia						Entered by User	Sam Bosma		
25319	HR Vol-(6)PruningSaw, (5)PolePrune, (4)54CtPaperCups,Snacks	Edit		03/15/2024	03/26/2024	03/26/2024			159.18
25512	HR Vol-Return Of (4) Blade For Pole Prune, Org Inv#25319	Edit		03/19/2024	03/26/2024	03/26/2024			(49.95)
Vendor 1680 - Menards Batavia Totals						Invoices		2	\$109.23
Batch Number 2024-00000300 Totals						Invoices		2	\$109.23
Sub-Department 14-20 Human Resources,Volunteer Totals						Invoices		3	\$229.23
Department 14 - Human Resources Totals						Invoices		8	\$510.23
14 Human Resources									
Department 21 - Operations & Maintenance									
Sub-Department 21-21 Operations & Maintenance,Administrative									
Batch Number 2024-00000285			Batch Date 03/11/2024				Entered by User	Sam Bosma	
Vendor 3556 - Joseph Palmisano									
022124	Ops Admin-CDL License Reimbursement	Edit		02/21/2024	03/11/2024	03/11/2024			50.00
Vendor 3556 - Joseph Palmisano Totals						Invoices		1	\$50.00
Batch Number 2024-00000285 Totals						Invoices		1	\$50.00
Batch Number 2024-00000300			Batch Date 03/26/2024				Entered by User	Sam Bosma	
Vendor 2347 - Avid of Illinois, Inc. DBA AlphaGraphics									
120463	Ops Admin-(500) Business Cards For Jeremy Jensen	Edit		03/13/2024	03/26/2024	03/26/2024			81.00
Vendor 2347 - Avid of Illinois, Inc. DBA AlphaGraphics Totals						Invoices		1	\$81.00
Batch Number 2024-00000300 Totals						Invoices		1	\$81.00
Sub-Department 21-21 Operations & Maintenance,Administrative Totals						Invoices		2	\$131.00
Sub-Department 21-22 Operations & Maintenance,North									
Batch Number 2024-00000281			Batch Date 03/05/2024				Entered by User	Sam Bosma	
Vendor 1919 - AT & T									
8474640549020324	N Ops- SupPhone,GenPhone,FaxLine,Gas ModemSvc2/25/24-3/24/24	Paid by Check #125000		02/25/2024	03/05/2024	03/05/2024		03/11/2024	216.25
8477420695020324	N Ops-Jon Duerr Gas Modem Svc 2/22/24-3/21/24	Paid by Check #125000		02/22/2024	03/05/2024	03/05/2024		03/11/2024	69.20
Vendor 1919 - AT & T Totals						Invoices		2	\$285.45
Vendor 2027 - ComEd									
33160780000224	N Ops-Freeman South Svc 1/18/24-2/22/24	Paid by Check #125001		02/22/2024	03/06/2024	03/06/2024		03/11/2024	25.02
9421280000224	N Ops-Neville Property Svc 1/24/24-2/29/24	Paid by Check #125001		02/29/2024	03/05/2024	03/05/2024		03/11/2024	58.03



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G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2587 - Nicor Gas			Vendor 2027 - ComEd Totals	Invoices			2		\$83.05
346644019720224	N Ops-Tekakwitha Residence Svc	Paid by Check #125003		02/26/2024	03/05/2024	03/05/2024		03/11/2024	65.63
	1/26/24-2/26/24								
947740071430224	N Ops-Jon Duerr Shop Svc	Paid by Check #125003		02/27/2024	03/05/2024	03/05/2024		03/11/2024	90.27
	1/29/24-2/27/24								
Vendor 1643 - Village of Carpentersville			Vendor 2587 - Nicor Gas Totals	Invoices			2		\$155.90
1086922	N Ops-Carpentersville Dam Svc	Paid by Check #125004		03/01/2024	03/05/2024	03/05/2024		03/11/2024	48.67
	12/23/23-2/25/24								
Vendor 1643 - Village of Carpentersville Totals			Batch Number 2024-00000281 Totals	Invoices			1		\$48.67
				Invoices			7		\$573.07
Batch Number 2024-00000282			Batch Date 03/06/2024	Entered by User Sam Bosma					
Vendor 1942 - Arends Hogan Walker LLC DBA AHW LLC									
11822161	N Ops-Strainer, Packing	Edit		02/28/2024	03/06/2024	03/06/2024			
Vendor 1942 - Arends Hogan Walker LLC DBA AHW LLC Totals						Invoices			1
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa									\$60.69
680489	N Ops-(5)10W30 Oil For M306 & M310	Edit		02/28/2024	03/06/2024	03/06/2024			119.35
681094	N Ops-(12)5W20 Synthetic Oil, (12) Napa Motor Oil	Edit		03/06/2024	03/06/2024	03/06/2024			132.24
681097	N Ops-Battery For Mower	Edit		03/06/2024	03/06/2024	03/06/2024			63.34
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals						Invoices			3
Vendor 3180 - Konica Minolta Business Solutions USA Inc.									\$314.93
292124483	N Ops-Coverage Period 2/18/24-3/17/24	Edit		02/18/2024	03/06/2024	03/06/2024			90.00
Vendor 3180 - Konica Minolta Business Solutions USA Inc. Totals						Invoices			1
Vendor 3450 - ODP Business Solutions, LLC									\$90.00
354214152001	N Ops-Post It Notes, Wet Erase Chalk Markers, PO#17349	Edit		02/08/2024	03/06/2024	03/06/2024			30.48
Vendor 3450 - ODP Business Solutions, LLC Totals						Invoices			1
Vendor 3022 - Preventative Maintenance Systems									\$30.48
134614	N Ops-Parts & Labor For Mass Air Flow Sensor For Vehicle #324	Edit		03/02/2024	03/06/2024	03/06/2024			660.24
Vendor 3022 - Preventative Maintenance Systems Totals						Invoices			1
Vendor 2136 - Priority Products, Inc.									\$660.24
1000787	N Ops/S Ops-(12)Brake Cleaner	Edit		02/29/2024	03/06/2024	03/06/2024			37.61
Vendor 2136 - Priority Products, Inc. Totals						Invoices			1
Vendor 1511 - Ralph Helm Inc.									\$37.61
390674	N Ops-(12)OilFilter,(7)AirFilter, (5)SecondaryAirFilter	Edit		03/06/2024	03/06/2024	03/06/2024			681.02
Vendor 1511 - Ralph Helm Inc. Totals						Invoices			1
Vendor 2458 - State Industrial Products Corporation									\$681.02
903254028	N Ops-(5)Transporter	Edit		02/29/2024	03/06/2024	03/06/2024			119.63



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2458 - State Industrial Products Corporation Totals									
Invoices							1		\$119.63
Vendor 1672 - Z Hardware Company DBA Ziegler's Ace Hardware									
171425A	N Ops-(2)Pro Mark Helmet System	Edit		02/27/2024	03/06/2024	03/06/2024			179.98
Vendor 1672 - Z Hardware Company DBA Ziegler's Ace Hardware Totals									
Invoices							1		\$179.98
Batch Number 2024-00000282 Totals									
Invoices							11		\$2,174.58
Batch Number 2024-00000284 Batch Date 03/11/2024 Entered by User Sam Bosma									
Vendor 1029 - Alarm Detection Systems Inc									
604561064	N Ops-Quarterly Alarm Charges @ Hampshire 01/24-03/24	Paid by EFT #151		12/10/2023	03/11/2024	03/11/2024		03/13/2024	912.12
Vendor 1029 - Alarm Detection Systems Inc Totals									
Invoices							1		\$912.12
Vendor 1142 - City of Elgin									
51735312780224	N Ops-Tyler Creek Residence & Sirens Svc 1/17/24-2/21/24	Paid by Check #125008		03/01/2024	03/11/2024	03/11/2024		03/13/2024	34.95
Vendor 1142 - City of Elgin Totals									
Invoices							1		\$34.95
Vendor 2027 - ComEd									
67599670000224	N Ops-Tekakwitha Residence Svc 1/29/24-3/5/24	Paid by Check #125009		03/05/2024	03/11/2024	03/11/2024		03/13/2024	66.87
7486620000224	N Ops-Muirhead Restroom/Shelter Svc 1/19/24-2/23/24	Paid by Check #125009		02/27/2024	03/11/2024	03/11/2024		03/13/2024	24.51
Vendor 2027 - ComEd Totals									
Invoices							2		\$91.38
Vendor 3407 - Vistra Intermediate Co LLC DBA Dynegy Energy LLC									
430615624021	Various Departments-Electric Charges Svc 02/24	Paid by Check #125010		03/11/2024	03/11/2024	03/11/2024		03/13/2024	8,499.23
Vendor 3407 - Vistra Intermediate Co LLC DBA Dynegy Energy LLC Totals									
Invoices							1		\$8,499.23
Batch Number 2024-00000284 Totals									
Invoices							5		\$9,537.68
Batch Number 2024-00000285 Batch Date 03/11/2024 Entered by User Sam Bosma									
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper									
478590885	N Ops-(2)FrontAxleSI, (2)UpperBallJnt, (2)LowerBallJntVehicle#332	Edit		03/01/2024	03/11/2024	03/11/2024			283.94
478591052	N Ops-Sensor Assembly For Vehicle #332	Edit		03/06/2024	03/11/2024	03/11/2024			92.99
478591076	N Ops/S Ops-(3)Air Filter	Edit		03/08/2024	03/11/2024	03/11/2024			92.22
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper Totals									
Invoices							3		\$469.15
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles									
80855	N Ops-Bracket For Vehicle #332	Edit		03/08/2024	03/11/2024	03/11/2024			119.07
80896	N Ops-Shaft For Vehicle #332	Edit		03/08/2024	03/11/2024	03/11/2024			161.28
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles Totals									
Invoices							2		\$280.35
Batch Number 2024-00000285 Totals									
Invoices							5		\$749.50
Batch Number 2024-00000289 Batch Date 03/14/2024 Entered by User Sam Bosma									
Vendor 1029 - Alarm Detection Systems Inc									
604561065	N Ops-Quarterly Alarm Charges @ Hampshire 04/24-06/24	Paid by EFT #153		03/10/2024	03/14/2024	03/14/2024		03/25/2024	912.12



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G/L Date Range 03/01/24 - 03/31/24  
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Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1029 - Alarm Detection Systems Inc Totals									
							Invoices	1	\$912.12
Vendor 1180 - Culligan Tri City Soft Water Services, Inc									
28878	N Ops- NOpsFacSulphurCleer&Mark80Svc 3/1/24-3/31/24	Paid by EFT #154		03/01/2024	03/14/2024	03/14/2024		03/25/2024	82.00
28910	N Ops-Tomo Chi Chi Medalist Softener Svc 3/1/24-3/31/24	Paid by EFT #154		03/01/2024	03/14/2024	03/14/2024		03/25/2024	30.00
Vendor 1180 - Culligan Tri City Soft Water Services, Inc Totals							Invoices	2	\$112.00
Vendor 2587 - Nicor Gas									
164421246790224	N Ops-Buffalo Park House Svc 2/5/24-3/6/24	Paid by Check #125023		03/06/2024	03/14/2024	03/14/2024		03/25/2024	90.78
Vendor 2587 - Nicor Gas Totals							Invoices	1	\$90.78
Batch Number 2024-00000289 Totals							Invoices	4	\$1,114.90
Batch Number 2024-00000291 Batch Date 03/18/2024 Entered by User Sam Bosma									
Vendor 2806 - Commercial Tire Services, Inc.									
9980005280	N Ops-(4)Wrangler Adventure Tire For Vehicle #332	Edit		03/06/2024	03/18/2024	03/18/2024			715.32
9980005281	N Ops-(2)Endurance Tire For TR #310	Edit		03/06/2024	03/18/2024	03/18/2024			224.56
Vendor 2806 - Commercial Tire Services, Inc. Totals							Invoices	2	\$939.88
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa									
681240	N Ops-AirCompressor,(12)10W30, Edit (8)SparkPlug			03/07/2024	03/18/2024	03/18/2024			206.31
681764	N Ops-Radial Seal Filter, Fluid Filter, (4)Copper Spark Plug	Edit		03/13/2024	03/18/2024	03/18/2024			59.53
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals							Invoices	2	\$265.84
Vendor 1679 - Menards Carpentersville									
19332	N Ops-FlatCatcher, (2)AuthorizedPersonnelOnlySign,D rainStopper	Edit		03/04/2024	03/18/2024	03/18/2024			23.92
19463	N Ops- Pine Wood Shavings Animal Bedding	Edit		03/07/2024	03/18/2024	03/18/2024			6.69
Vendor 1679 - Menards Carpentersville Totals							Invoices	2	\$30.61
Vendor 1678 - Menards Elgin									
75773	N Ops-Silicone Gasket Maker	Edit		02/28/2024	03/18/2024	03/18/2024			4.97
76146	N Ops-Drill Bit Set 17Pc	Edit		03/05/2024	03/18/2024	03/18/2024			21.99
76192	N Ops-(2)Nut Driver Set	Edit		03/06/2024	03/18/2024	03/18/2024			5.98
76521	N Ops- (6)100CtGloves,48PkAABattery,Ru bberAirHose,(2)Coffee	Edit		03/12/2024	03/18/2024	03/18/2024			114.60
Vendor 1678 - Menards Elgin Totals							Invoices	4	\$147.54
Vendor 3022 - Preventative Maintenance Systems									
223628	N Ops-Safety Test For Vehicle #329 & TR#310	Edit		03/08/2024	03/18/2024	03/18/2024			90.00



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
223636	N Ops-Safety Test For Vehicle #330 & TR#309	Edit		03/05/2024	03/18/2024	03/18/2024			90.00
Vendor 3022 - Preventative Maintenance Systems		Totals				Invoices	2		\$180.00
Vendor 2458 - State Industrial Products Corporation									
903264395	N Ops-Air Care Program	Edit		03/08/2024	03/18/2024	03/18/2024			123.10
Vendor 2458 - State Industrial Products Corporation		Totals				Invoices	1		\$123.10
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles									
544055	N Ops-Labor For Vehicle #332	Edit		03/11/2024	03/18/2024	03/18/2024			89.98
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles		Totals				Invoices	1		\$89.98
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger									
9043555631	N Ops-12PkFilter (21)CutResistantGloves (18)SafetyGlassesPO#17363	Edit		03/06/2024	03/18/2024	03/18/2024			236.53
9043555649	N Ops-(12)EyeWash,AntibioticOintment, (3)StingRelief,PO#17359	Edit		03/06/2024	03/18/2024	03/18/2024			298.59
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger		Totals				Invoices	2		\$535.12
Batch Number 2024-00000291		Totals				Invoices	16		\$2,312.07
Batch Number 2024-00000293		Batch Date 03/21/2024		Entered by User Sam Bosma					
Vendor 2145 - Altorfer Industries									
P56C0044209	N Ops-(2)10Gal Hydraulic Fluid	Edit		02/06/2024	03/21/2024	03/21/2024			121.52
P56C0044210	N Ops-Oil Analysis	Edit		02/06/2024	03/21/2024	03/21/2024			13.00
Vendor 2145 - Altorfer Industries		Totals				Invoices	2		\$134.52
Vendor 1176 - Cowan Electric Inc									
020044	N Ops-Equipment & Labor @ Jon Duerr Utility Pole Repair	Edit		03/19/2024	03/21/2024	03/21/2024			3,540.70
Vendor 1176 - Cowan Electric Inc		Totals				Invoices	1		\$3,540.70
Vendor 3559 - MTS Welding & Fabrication									
10183990	N Ops-Repairs & Parts For Vehicle #335	Edit		03/18/2024	03/21/2024	03/21/2024			667.85
Vendor 3559 - MTS Welding & Fabrication		Totals				Invoices	1		\$667.85
Vendor 3054 - R-Equipment CO, LLC									
03171756	N Ops-2024 Can-Am Defender ATV, PO#17301	Edit		03/13/2024	03/21/2024	03/21/2024			22,426.80
Vendor 3054 - R-Equipment CO, LLC		Totals				Invoices	1		\$22,426.80
Batch Number 2024-00000293		Totals				Invoices	5		\$26,769.87
Batch Number 2024-00000297		Batch Date 03/22/2024		Entered by User Sam Bosma					
Vendor 2027 - ComEd									
78229950000224	N Ops-Bowes Creek Solar Panel Svc 1/24/24-2/29/24	Paid by Check #125029		03/13/2024	03/22/2024	03/22/2024		03/25/2024	25.02
Vendor 2027 - ComEd		Totals				Invoices	1		\$25.02
Batch Number 2024-00000297		Totals				Invoices	1		\$25.02
Batch Number 2024-00000300		Batch Date 03/26/2024		Entered by User Sam Bosma					





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1680 - Menards Batavia									
19279	N Ops-Flexzilla Cord, Power Supply Cord	Edit		11/25/2023	03/26/2024	03/26/2024			80.98
			Vendor 1680 - Menards Batavia Totals			Invoices	1		\$80.98
Vendor 1678 - Menards Elgin									
74249	N Ops-(2)Door Stop	Edit		01/31/2024	03/26/2024	03/26/2024			9.98
			Vendor 1678 - Menards Elgin Totals			Invoices	1		\$9.98
Vendor 1804 - REINDERS Inc									
604889600	N Ops-(3)HydraulicFilter, (2)ElementFilter,(3)OuterAirFilter	Edit		03/21/2024	03/26/2024	03/26/2024			554.70
			Vendor 1804 - REINDERS Inc Totals			Invoices	1		\$554.70
Vendor 1449 - Riverside Automotive SupplyDBA NAPAAuto&TruckParts									
128427	N Ops-(2)Side Beam For Vehicle #334	Edit		03/21/2024	03/26/2024	03/26/2024			43.98
			Vendor 1449 - Riverside Automotive SupplyDBA NAPAAuto&TruckParts Totals			Invoices	1		\$43.98
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger									
9050230813	N Ops-(6)Deodorizer, (10)Toilet Brush, PO#17371	Edit		03/12/2024	03/26/2024	03/26/2024			289.26
			Vendor 1267 - W. W. Grainger, Inc. DBA Grainger Totals			Invoices	1		\$289.26
			Batch Number 2024-00000300 Totals			Invoices	5		\$978.90
Batch Number 2024-00000302		Batch Date 03/27/2024				Entered by User Sam Bosma			
Vendor 3466 - Al Warren Oil Co. Inc.									
W1639795	N Ops-H Level Gauge Travel & Labor	Open		03/22/2024	03/27/2024	03/27/2024			356.23
			Vendor 3466 - Al Warren Oil Co. Inc. Totals			Invoices	1		\$356.23
Vendor 2027 - ComEd									
33160780000324	N Ops-Freeman South Svc 2/22/24-3/21/24	Open		03/21/2024	03/27/2024	03/27/2024			25.02
83148230000324	N Ops-Buffalo Park Svc 2/12/24-3/18/24	Open		03/20/2024	03/27/2024	03/27/2024			33.39
			Vendor 2027 - ComEd Totals			Invoices	2		\$58.41
Vendor 3462 - Village of Algonquin									
1459946	N Ops-Staff Residence Svc 1/31/24-2/29/24	Open		03/20/2024	03/27/2024	03/27/2024			10.00
			Vendor 3462 - Village of Algonquin Totals			Invoices	1		\$10.00
			Batch Number 2024-00000302 Totals			Invoices	4		\$424.64
			Sub-Department 21-22 Operations & Maintenance,North Totals			Invoices	63		\$44,660.23
Sub-Department 21-23 Operations & Maintenance,South									
Batch Number 2024-00000278		Batch Date 03/01/2024				Entered by User Sam Bosma			
Vendor 1919 - AT & T									
1298710000324	S Ops-Fabyan Internet Svc 2/17/24-3/16/24	Paid by Check #124996		02/16/2024	03/01/2024	03/01/2024		03/05/2024	88.99
6302322765020324	S Ops-Fabyan Windmill Svc 2/19/24-3/18/24	Paid by Check #124995		02/19/2024	03/01/2024	03/01/2024		03/05/2024	66.33





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6302324811020324	S Ops-Fabyan Museum Svc 2/19/24-3/18/24	Paid by Check #124995		02/19/2024	03/01/2024	03/01/2024		03/05/2024	66.41
6302326854020324	S Ops-Fabyan Gas Modem Svc 2/19/24-3/18/24	Paid by Check #124995		02/19/2024	03/01/2024	03/01/2024		03/05/2024	65.89
Vendor 2587 - Nicor Gas			Vendor 1919 - AT & T Totals			Invoices	4		\$287.62
068302100080224	S Ops-LeRoy Oakes Durant House Svc 1/25/24-2/23/24	Paid by Check #124998		02/23/2024	03/01/2024	03/01/2024		03/05/2024	174.59
531402100050224	S Ops-LeRoy Oakes Sholes School Svc 1/25/24-2/23/24	Paid by Check #124998		02/23/2024	03/01/2024	03/01/2024		03/05/2024	112.13
556122100090224	S Ops-Fabyan Garage Svc 1/19/24-2/19/24	Paid by Check #124998		02/20/2024	03/01/2024	03/01/2024		03/05/2024	558.62
Vendor 1777 - Waste Management of Illinois, Inc.			Vendor 2587 - Nicor Gas Totals			Invoices	3		\$845.34
003885527543	N Ops/S Ops-Refuse Pick Up For November 2023	Paid by Check #124999		12/04/2023	03/01/2024	03/01/2024		03/05/2024	2,346.08
003941627543	N Ops/S Ops-Refuse Pick Up For December 2023	Paid by Check #124999		12/31/2023	03/01/2024	03/01/2024		03/05/2024	1,548.08
Vendor 1777 - Waste Management of Illinois, Inc.			Totals			Invoices	2		\$3,894.16
Batch Number 2024-00000281			Batch Number 2024-00000278 Totals			Invoices	9		\$5,027.12
Batch Date 03/05/2024					Entered by User Sam Bosma				
Vendor 3466 - Al Warren Oil Co. Inc.									
W1634472	S Ops-(1000.4)Gal Gas Delivered To Grunwald 2/29/24	Paid by EFT #149		03/01/2024	03/05/2024	03/05/2024		03/11/2024	3,117.74
Vendor 1919 - AT & T			Vendor 3466 - Al Warren Oil Co. Inc. Totals			Invoices	1		\$3,117.74
6305564604020324	S Ops-Big Rock Campground Svc 2/25/24-3/24/24	Paid by Check #125000		02/25/2024	03/05/2024	03/05/2024		03/11/2024	82.48
6305570192020324	S Ops- Fax,GasModem,SupPhone,GenLin e,InternetSvc2/25/24-3/24/24	Paid by Check #125000		02/25/2024	03/05/2024	03/05/2024		03/11/2024	426.79
Vendor 2027 - ComEd			Vendor 1919 - AT & T Totals			Invoices	2		\$509.27
77716180000224	S Ops-Oakhurst Rental Svc 1/23/24-2/28/24	Paid by Check #125001		02/28/2024	03/05/2024	03/05/2024		03/11/2024	44.72
Vendor 3320 - Mediacom Telephony of Illinois, LLC			Vendor 2027 - ComEd Totals			Invoices	1		\$44.72
63030087970324A	S Ops-Big Rock Campground Phone & Internet Svc 3/1/24- 3/29/24	Paid by Check #125002		02/20/2024	03/05/2024	03/05/2024		03/11/2024	275.94
Vendor 2587 - Nicor Gas			Vendor 3320 - Mediacom Telephony of Illinois, LLC Totals			Invoices	1		\$275.94
342631366310224	S Ops-Oakhurst House Svc 1/29/24-2/27/24	Paid by Check #125003		02/27/2024	03/05/2024	03/05/2024		03/11/2024	65.45
Vendor 2587 - Nicor Gas			Vendor 2587 - Nicor Gas Totals			Invoices	1		\$65.45



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number 2024-00000281 Totals				Invoices Entered by User Sam Bosma				6	\$4,013.12
Batch Number 2024-00000282 Batch Date 03/06/2024				Vendor 2847 - Dri Bar Ace LLC DBA Sugar Grove Ave					
158421	S Ops-Mailbox Repair Numbers & Letters	Edit		02/28/2024	03/06/2024	03/06/2024			13.98
158601	S Ops-Insect Killer, 4Pc Paint Set	Edit		03/04/2024	03/06/2024	03/06/2024			27.58
Vendor 2847 - Dri Bar Ace LLC DBA Sugar Grove Ave Totals				Invoices				2	\$41.56
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa									
966610	S Ops-Gorilla Glue, Silicone Sealant Vehicle #431	Edit		02/28/2024	03/06/2024	03/06/2024			12.59
966962	S Ops-(5)10W30,(3)5W30, (2)Fluid Filter, Myst Oil	Edit		03/01/2024	03/06/2024	03/06/2024			76.01
967345	S Ops-(3)BrakePartsCleaner,ClearAdvantage,ElectronicCleaner	Edit		03/05/2024	03/06/2024	03/06/2024			42.46
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals				Invoices				3	\$131.06
Vendor 2483 - Prairie State Water Systems, Inc									
25130	S Ops-RepairPressureSwitch&PreCharge WellTank@FabyanEast	Edit		10/20/2023	03/06/2024	03/06/2024			625.00
Vendor 2483 - Prairie State Water Systems, Inc Totals				Invoices				1	\$625.00
Vendor 1538 - Russo Hardware DBA Russo Power Equipment									
SPI20521067	S Ops-(2)Replacement Parts Bottom Stopper Set	Edit		02/29/2024	03/06/2024	03/06/2024			35.98
SPI20521068	S Ops-(8)BypassLopper, (3)DotReacherSuctionCupEnd, (3)MarkingTape	Edit		02/29/2024	03/06/2024	03/06/2024			620.86
Vendor 1538 - Russo Hardware DBA Russo Power Equipment Totals				Invoices				2	\$656.84
Vendor 1637 - Vermeer Illinois, Inc.									
PL5358	S Ops-Side For BC1800 Chipper	Edit		03/04/2024	03/06/2024	03/06/2024			105.83
Vendor 1637 - Vermeer Illinois, Inc. Totals				Invoices				1	\$105.83
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger									
9012993284	S Ops-CordlessImpactWrench,CordlessDrill,StickyNotes	Edit		02/07/2024	03/06/2024	03/06/2024			513.88
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger Totals				Invoices				1	\$513.88
Batch Number 2024-00000282 Totals				Invoices				10	\$2,074.17
Batch Number 2024-00000283 Batch Date 03/07/2024				Entered by User Sam Bosma					
Vendor 3451 - Enterprise FM Trust									
FBN4989304	N Ops/S Ops/NR-MonthlyLease#447,448,71,341,342,444,445,446,70	Paid by Check #125005		03/05/2024	03/07/2024	03/07/2024		03/12/2024	4,614.56
Vendor 3451 - Enterprise FM Trust Totals				Invoices				1	\$4,614.56
Batch Number 2024-00000283 Totals				Invoices				1	\$4,614.56



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number 2024-00000284		Batch Date 03/11/2024				Entered by User Sam Bosma			
Vendor 1029 - Alarm Detection Systems Inc									
305141106	S Ops-Quarterly Alarm Charges @ Fabyan Svc 01/24-03/24	Paid by EFT #151		12/10/2023	03/11/2024	03/11/2024		03/13/2024	746.64
		Vendor 1029 - Alarm Detection Systems Inc Totals				Invoices		1	\$746.64
Vendor 2027 - ComEd									
76185712220224	S Ops-Cherry Ln & Kirk Rd Light Svc 1/26/24-3/4/24	Paid by Check #125009		03/04/2024	03/11/2024	03/11/2024		03/13/2024	125.39
		Vendor 2027 - ComEd Totals				Invoices		1	\$125.39
		Batch Number 2024-00000284 Totals				Invoices		2	\$872.03
Batch Number 2024-00000285		Batch Date 03/11/2024				Entered by User Sam Bosma			
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper									
478591363	S Ops-Ignition Coil For Vehicle #436	Edit		03/13/2024	03/11/2024	03/11/2024			145.99
		Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper Totals				Invoices		1	\$145.99
Vendor 2847 - Dri Bar Ace LLC DBA Sugar Grove Ave									
159061	S Ops-Lube Lock, Lube Graphite	Edit		03/12/2024	03/11/2024	03/11/2024			19.58
159101	S Ops-3Pk Light Bulb, (2)40Lb Compost Mushrooms	Edit		03/12/2024	03/11/2024	03/11/2024			28.97
		Vendor 2847 - Dri Bar Ace LLC DBA Sugar Grove Ave Totals				Invoices		2	\$48.55
Vendor 1378 - Kirkland Sawmill Co. Inc.									
022024	S Ops-(8)2-1/2" x 11" x 10' Bridge	Edit		02/20/2024	03/11/2024	03/11/2024			568.80
		Vendor 1378 - Kirkland Sawmill Co. Inc. Totals				Invoices		1	\$568.80
Vendor 2763 - Rush Truck Centers of Illinois Inc									
3036349569	S Ops-Clutch For Vehicle #416	Edit		03/04/2024	03/11/2024	03/11/2024			2,000.00
3036352945	S Ops-ReturnOfGoldTop2SpeedKit&Riser Plate,OrgInv#3036140913	Edit		03/04/2024	03/11/2024	03/11/2024			(1,361.73)
		Vendor 2763 - Rush Truck Centers of Illinois Inc Totals				Invoices		2	\$638.27
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles									
80953	S Ops-(16) Spark Plugs For Vehicle #436	Edit		03/11/2024	03/11/2024	03/11/2024			155.84
81074	S Ops-Coil, Bolt For Vehicle #436	Edit		03/13/2024	03/11/2024	03/11/2024			134.16
		Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles Totals				Invoices		2	\$290.00
		Batch Number 2024-00000285 Totals				Invoices		8	\$1,691.61
Batch Number 2024-00000289		Batch Date 03/14/2024				Entered by User Sam Bosma			
Vendor 1029 - Alarm Detection Systems Inc									
305141107	S Ops-Quarterly Alarm Charges @ Fabyan Villa 04/24-06/24	Paid by EFT #153		03/10/2024	03/14/2024	03/14/2024		03/25/2024	746.64
		Vendor 1029 - Alarm Detection Systems Inc Totals				Invoices		1	\$746.64
Vendor 1919 - AT & T									
6302087523030324	S Ops-Horticultural Shop Svc 3/1/24-3/31/24	Paid by Check #125021		03/01/2024	03/14/2024	03/14/2024		03/25/2024	62.22



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6305840670030324	S Ops-Campton Gas Modem Svc 3/4/24-4/3/24	Paid by Check #125021		03/04/2024	03/14/2024	03/14/2024		03/25/2024	67.69
Vendor 1919 - AT & T			Totals	Invoices			2		\$129.91
74077260000224	S Ops-Dick Young House Svc 2/2/24-3/9/24	Paid by Check #125022		03/09/2024	03/14/2024	03/14/2024		03/25/2024	18.23
Vendor 2027 - ComEd			Totals	Invoices			1		\$18.23
28879	S Ops-MaintGarageSulphurCleer&Rental Mark89Svc3/1/24-3/31/24	Paid by EFT #154		03/01/2024	03/14/2024	03/14/2024		03/25/2024	83.00
28917	S Ops-Grunwald Farms Medalist Softener Svc 3/1/24-3/31/24	Paid by EFT #154		03/01/2024	03/14/2024	03/14/2024		03/25/2024	30.00
Vendor 1180 - Culligan Tri City Soft Water Services, Inc			Totals	Invoices			2		\$113.00
Vendor 1777 - Waste Management of Illinois, Inc.									
004056327549	N Ops/S Ops-Refuse Pick Up For February 2024	Paid by Check #125024		03/01/2024	03/14/2024	03/14/2024		03/25/2024	1,319.04
427169520116	S Ops-6Yd FEL @ LeRoy Oakes Red Barn	Paid by Check #125024		03/05/2024	03/14/2024	03/14/2024		03/25/2024	42.00
Vendor 1777 - Waste Management of Illinois, Inc.			Totals	Invoices			2		\$1,361.04
Batch Number 2024-00000289			Totals	Invoices			8		\$2,368.82
Batch Number 2024-00000291		Batch Date 03/18/2024		Entered by User			Sam Bosma		
Vendor 1539 - Emergent Safety Supply LLC									
1902790937	S Ops-(3)Chainsaw Chaps, PO#17307	Edit		12/20/2023	03/18/2024	03/18/2024			527.35
Vendor 1539 - Emergent Safety Supply LLC			Totals	Invoices			1		\$527.35
Vendor 1680 - Menards Batavia									
23990	S Ops-(2)8PkBattery,WorkGloves,BrassU nion,PVCUnion,PVCPipe	Edit		02/19/2024	03/18/2024	03/18/2024			150.58
24043	S Ops-(5)GalvTee, (4)CopperCoupling, (10)GalvNipple,(6)GalvBushing	Edit		02/20/2024	03/18/2024	03/18/2024			100.50
24417	S Ops-Door Closer, Strike Plate	Edit		02/27/2024	03/18/2024	03/18/2024			66.24
24471	S Ops-MailboxPostCoverKit,AnchorPostKi t,(2)RestroomSigns	Edit		02/28/2024	03/18/2024	03/18/2024			99.94
24717	S Ops-(4)FencePanel,(6)HeavyT- Hinge.(4)Lumber,GateLatch	Edit		03/04/2024	03/18/2024	03/18/2024			391.21
24818	S Ops-(2)Pneumatic Rigid Caster Wheel, (4)Corner Brace	Edit		03/06/2024	03/18/2024	03/18/2024			42.74
24915	S Ops/TR/NatEd- (4)BathSealant,CeilingPaint,Clning Rags,PaintLiners	Edit		03/08/2024	03/18/2024	03/18/2024			107.16
Vendor 1680 - Menards Batavia			Totals	Invoices			7		\$958.37



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number 2024-00000291			Totals			Invoices	8		\$1,485.72
Batch Number 2024-00000293			Batch Date 03/21/2024			Entered by User Sam Bosma			
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper									
478591466	S Ops-(2)Back Up Alarm For Vehicle #435	Edit		03/15/2024	03/21/2024	03/21/2024			111.98
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper			Totals			Invoices	1		\$111.98
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa									
969018	S Ops-(2)15W40,MystOil,AirFlowSensor, CarbCleaner	Edit		03/18/2024	03/21/2024	03/21/2024			62.06
Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa			Totals			Invoices	1		\$62.06
Vendor 1717 - M. Spinello & Son Locksmiths Inc									
164083	S Ops-(2)Bathroom Lever For Big Rock Flush Toilet	Edit		03/18/2024	03/21/2024	03/21/2024			690.00
Vendor 1717 - M. Spinello & Son Locksmiths Inc			Totals			Invoices	1		\$690.00
Vendor 1680 - Menards Batavia									
25420	S Ops-(5)Paver Edging, (6)Anchoring Spikes, AA Battery	Edit		03/18/2024	03/21/2024	03/21/2024			103.03
Vendor 1680 - Menards Batavia			Totals			Invoices	1		\$103.03
Vendor 3054 - R-Equipment CO, LLC									
03158070	S Ops-Hyd Filter, Element Filter, Engine Oil Filter	Edit		03/15/2024	03/21/2024	03/21/2024			139.89
Vendor 3054 - R-Equipment CO, LLC			Totals			Invoices	1		\$139.89
Vendor 2014 - Rondo Enterprises Inc									
183030	S Ops-AxleSpring, (2)AxleShackleBolt, (2)ShackleBolt&HexLocknut	Edit		03/19/2024	03/21/2024	03/21/2024			42.31
Vendor 2014 - Rondo Enterprises Inc			Totals			Invoices	1		\$42.31
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles									
81162	S Ops-Overhead Console Assembly, (2)Lamp For Vehicle #435	Edit		03/14/2024	03/21/2024	03/21/2024			463.85
81170	S Ops-Push Rod Bush For Vehicle #428	Edit		03/15/2024	03/21/2024	03/21/2024			4.06
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles			Totals			Invoices	2		\$467.91
Batch Number 2024-00000297			Batch Date 03/22/2024			Entered by User Sam Bosma			
Vendor 1144 - City of Geneva			Totals			Invoices	8		\$1,617.18
1980034000020224	S Ops-Fabyan Garage Svc 2/1/24-3/3/24	Paid by Check #125028		03/15/2024	03/22/2024	03/22/2024		03/25/2024	390.12
1980034400000224	S Ops-Fabyan Shop Svc 2/1/24-3/3/24	Paid by Check #125028		03/15/2024	03/22/2024	03/22/2024		03/25/2024	49.15
1980034550000224	S Ops-Fabyan Viking Barn Svc 2/1/24-3/3/24	Paid by Check #125028		03/15/2024	03/22/2024	03/22/2024		03/25/2024	62.74



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1980034600000224	S Ops-Fabyan Villa Museum Svc 2/1/24-3/3/24	Paid by Check #125028		03/15/2024	03/22/2024	03/22/2024		03/25/2024	469.88
1980042270010224	S Ops-Settlers Hill Pumphouse Svc 2/1/24-3/3/24	Paid by Check #125028		03/15/2024	03/22/2024	03/22/2024		03/25/2024	171.77
			Vendor 1144 - City of Geneva Totals			Invoices	5		\$1,143.66
Vendor 2027 - ComEd									
29239960000224	S Ops-Grunwald Restroom Svc 2/1/24-3/8/24	Paid by Check #125029		03/12/2024	03/22/2024	03/22/2024		03/25/2024	408.70
92016912220224	S Ops-Prairie Kame Sauer Svc 2/1/24-3/8/24	Paid by Check #125029		03/12/2024	03/22/2024	03/22/2024		03/25/2024	62.73
			Vendor 2027 - ComEd Totals			Invoices	2		\$471.43
Vendor 3320 - Mediacom Telephony of Illinois, LLC									
63030087970424	S Ops-Internet & Phone Svc 3/21/24-4/20/24	Paid by Check #125030		03/11/2024	03/22/2024	03/22/2024		03/25/2024	369.95
			Vendor 3320 - Mediacom Telephony of Illinois, LLC Totals			Invoices	1		\$369.95
			Batch Number 2024-00000297 Totals			Invoices	8		\$1,985.04
Batch Number 2024-00000300			Batch Date 03/26/2024			Entered by User	Sam Bosma		
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger									
9049973911	S Ops-(12)Deodorizer, (48) Toilet Brush, (2) Degreaser, PO#17370	Edit		03/12/2024	03/26/2024	03/26/2024			615.06
			Vendor 1267 - W. W. Grainger, Inc. DBA Grainger Totals			Invoices	1		\$615.06
			Batch Number 2024-00000300 Totals			Invoices	1		\$615.06
Batch Number 2024-00000302			Batch Date 03/27/2024			Entered by User	Sam Bosma		
Vendor 1919 - AT & T									
6302322765030424	S Ops-Fabyan Windmill Svc 3/19/24-4/18/24	Open		03/19/2024	03/27/2024	03/27/2024			66.26
6302324811030424	S Ops-Fabyan Museum Svc 3/19/24-4/18/24	Open		03/19/2024	03/27/2024	03/27/2024			66.34
6302326854030424	S Ops-Fabyan Gas Modem Svc 3/19/24-4/18/24	Open		03/19/2024	03/27/2024	03/27/2024			65.89
			Vendor 1919 - AT & T Totals			Invoices	3		\$198.49
Vendor 1144 - City of Geneva									
1980041750000224	S Ops-Fabyan Windmill/Shelter #3 Svc 2/1/24-3/3/24	Open		03/15/2024	03/27/2024	03/27/2024			37.86
			Vendor 1144 - City of Geneva Totals			Invoices	1		\$37.86
Vendor 2587 - Nicor Gas									
556122100090324	S Ops-Fabyan Garage Svc 2/19/24-3/20/24	Open		03/21/2024	03/27/2024	03/27/2024			343.11
736122100020324	S Ops-Fabyan Shop Svc 2/19/24- 3/20/24	Open		03/20/2024	03/27/2024	03/27/2024			44.07
846122100090324	S Ops-Fabyan Villa Museum Svc 2/19/24-3/20/24	Open		03/20/2024	03/27/2024	03/27/2024			44.07
			Vendor 2587 - Nicor Gas Totals			Invoices	3		\$431.25
			Batch Number 2024-00000302 Totals			Invoices	7		\$667.60



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department 21-24 Operations & Maintenance,Trades		Sub-Department 21-23 Operations & Maintenance,South Totals				Invoices	76		\$27,032.03
Sub-Department	21-24 Operations & Maintenance,Trades		Batch Date 03/01/2024		Entered by User		Sam Bosma		
Batch Number	2024-00000278								
Vendor	3466 - Al Warren Oil Co. Inc.								
W1632464	TR-(370.6)Gal Gas Delivered To Campton 2/20/24	Paid by EFT #146		02/22/2024	03/01/2024	03/01/2024		03/05/2024	1,052.31
		Vendor	3466 - Al Warren Oil Co. Inc. Totals		Invoices		1		\$1,052.31
		Batch Number	2024-00000278 Totals		Invoices		1		\$1,052.31
Batch Number	2024-00000282		Batch Date 03/06/2024		Entered by User		Sam Bosma		
Vendor	3492 - Colliflower Inc								
02262782	TR-(2)Hose Assembly	Edit		02/29/2024	03/06/2024	03/06/2024			129.95
		Vendor	3492 - Colliflower Inc Totals		Invoices		1		\$129.95
		Batch Number	2024-00000282 Totals		Invoices		1		\$129.95
Batch Number	2024-00000284		Batch Date 03/11/2024		Entered by User		Sam Bosma		
Vendor	3071 - Angel Water, Inc.								
012B	TR-Kedeka Water Conditioner Rental Svc 03/24	Paid by Check #125006		03/13/2024	03/11/2024	03/11/2024		03/13/2024	179.50
		Vendor	3071 - Angel Water, Inc. Totals		Invoices		1		\$179.50
		Batch Number	2024-00000284 Totals		Invoices		1		\$179.50
Batch Number	2024-00000285		Batch Date 03/11/2024		Entered by User		Sam Bosma		
Vendor	1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa								
967159	TR-Socket	Edit		03/04/2024	03/11/2024	03/11/2024			16.22
		Vendor	1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa Totals		Invoices		1		\$16.22
Vendor	1267 - W. W. Grainger, Inc. DBA Grainger								
9038939121	TR-(2)Level Gauge	Edit		03/01/2024	03/11/2024	03/11/2024			98.48
		Vendor	1267 - W. W. Grainger, Inc. DBA Grainger Totals		Invoices		1		\$98.48
		Batch Number	2024-00000285 Totals		Invoices		2		\$114.70
Batch Number	2024-00000291		Batch Date 03/18/2024		Entered by User		Sam Bosma		
Vendor	1027 - Airgas, Inc. DBA Airgas USA, LLC								
5505986838	N Ops/S Ops/TR-Acetylene, Argon, Oxygen, Hazmat	Edit		02/29/2024	03/18/2024	03/18/2024			424.47
		Vendor	1027 - Airgas, Inc. DBA Airgas USA, LLC Totals		Invoices		1		\$424.47
Vendor	1680 - Menards Batavia								
24765	TR-(2)Shower Connector, (2)Female Adapter	Edit		03/05/2024	03/18/2024	03/18/2024			12.76
24811	TR-Screwdriver, Strap Bracket	Edit		03/06/2024	03/18/2024	03/18/2024			20.96
24940	TR-(2)Water Heater Element, Trim Tray	Edit		03/08/2024	03/18/2024	03/18/2024			21.66
24947	TR-Tub/ShowerCombo, (2)CopperPipe, (2)DLine,FemaleAdapter	Edit		03/08/2024	03/18/2024	03/18/2024			151.94
		Vendor	1680 - Menards Batavia Totals		Invoices		4		\$207.32
Vendor	1679 - Menards Carpentersville								





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
19718	TR-(2)Sealant, 5Pc Hex Bolt,3Pc Insert Lock Nut	Edit		03/13/2024	03/18/2024	03/18/2024			18.53
Vendor 1679 - Menards Carpentersville Totals						Invoices	1		\$18.53
Batch Number 2024-00000291 Totals						Invoices	6		\$650.32
Batch Number 2024-00000293		Batch Date 03/21/2024		Entered by User Sam Bosma					
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper									
478591604	TR-Patch	Edit		03/19/2024	03/21/2024	03/21/2024			44.79
478591605	TR-Vulcanizing Cement Part	Edit		03/20/2024	03/21/2024	03/21/2024			30.89
Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper Totals						Invoices	2		\$75.68
Vendor 3492 - Colliflower Inc									
02278310	TR-Quick Coupling	Edit		03/19/2024	03/21/2024	03/21/2024			20.80
Vendor 3492 - Colliflower Inc Totals						Invoices	1		\$20.80
Vendor 1680 - Menards Batavia									
25251A	TR-Plumbing Solder, Black Nipple	Edit		03/14/2024	03/21/2024	03/21/2024			47.10
25299	TR-Black Rescue Tape, (2) Butt Splice, Mesh Abrasive Cloth	Edit		03/15/2024	03/21/2024	03/21/2024			34.66
25422	TR-Stretch Wrap	Edit		03/18/2024	03/21/2024	03/21/2024			23.78
25492	S Ops/TR-Thermocouple, 4Pk Battery	Edit		03/19/2024	03/21/2024	03/21/2024			18.08
25497	TR-Gas Water Heater,(2)Dielectric Union, Galv Union	Edit		03/19/2024	03/21/2024	03/21/2024			538.07
25536	TR-(6)Black Nipple, Black Coupling, Black Tee, Black Elbow	Edit		03/20/2024	03/21/2024	03/21/2024			11.51
Vendor 1680 - Menards Batavia Totals						Invoices	6		\$673.20
Batch Number 2024-00000293 Totals						Invoices	9		\$769.68
Batch Number 2024-00000297		Batch Date 03/22/2024		Entered by User Sam Bosma					
Vendor 1962 - Comcast Cable									
8771200040040424	TR-Trades Shop Internet & Phone Svc 3/19/24-4/18/24	Paid by EFT #155		03/12/2024	03/22/2024	03/22/2024		03/25/2024	302.68
Vendor 1962 - Comcast Cable Totals						Invoices	1		\$302.68
Vendor 2587 - Nicor Gas									
915334733760324	TR-Campton Shop Svc 2/13/24-3/14/24	Paid by Check #125031		03/14/2024	03/22/2024	03/22/2024		03/25/2024	233.32
Vendor 2587 - Nicor Gas Totals						Invoices	1		\$233.32
Batch Number 2024-00000297 Totals						Invoices	2		\$536.00
Batch Number 2024-00000300		Batch Date 03/26/2024		Entered by User Sam Bosma					
Vendor 3557 - Chris Thielsen, Inc.									
9112023	TR-Labor For Repairs To Fix (4) Post	Edit		09/21/2023	03/26/2024	03/26/2024			1,150.00
Vendor 3557 - Chris Thielsen, Inc. Totals						Invoices	1		\$1,150.00
Vendor 2136 - Priority Products, Inc.									
1001755	TR-(4)Hex Head Cap Screws	Edit		03/19/2024	03/26/2024	03/26/2024			5.12
Vendor 2136 - Priority Products, Inc. Totals						Invoices	1		\$5.12





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number 2024-00000300 Totals						Invoices	2		\$1,155.12
Sub-Department 21-24 Operations & Maintenance, Trades Totals						Invoices	24		\$4,587.58
Department 21 - Operations & Maintenance Totals						Invoices	165		\$76,410.84

## 21 Operations & Maintenance

### Department 31 - Natural Resources

#### Sub-Department 31-31 Natural Resources, Restoration

Batch Number 2024-00000278

Batch Date 03/01/2024

Entered by User Sam Bosma

Vendor 3466 - Al Warren Oil Co. Inc.

W1632462	NR-(300.1)Gal Gas Delivered To Brundige 2/21/24	Paid by EFT #146		02/22/2024	03/01/2024	03/01/2024		03/05/2024	835.93
W1632463	NR-(650.1)Gal Diesel Delivered To Brundige 2/21/24	Paid by EFT #146		02/22/2024	03/01/2024	03/01/2024		03/05/2024	2,090.07

Vendor 3466 - Al Warren Oil Co. Inc. Totals

Invoices 2 \$2,926.00

Batch Number 2024-00000278 Totals

Invoices 2 \$2,926.00

Batch Number 2024-00000279

Batch Date 03/01/2024

Entered by User Sam Bosma

Vendor 3343 - Davey Resource Group, Inc.

9000028454	NR-ProfSvcsRenderedThru1/27/24,PO #2024-08,Res#3036,Proj#21005B	Paid by Check #124912		02/07/2024	03/01/2024	03/01/2024		03/05/2024	34,911.00
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Vendor 3343 - Davey Resource Group, Inc. Totals

Invoices 1 \$34,911.00

Vendor 1048 - RES Great Lakes LLC

S36559	NR/PL-NativeSeed,PO#2024-23,Res#3062,Proj#21001E&31003F	Paid by Check #124914		12/11/2023	03/01/2024	03/01/2024		03/05/2024	22,065.05
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Vendor 1048 - RES Great Lakes LLC Totals

Invoices 1 \$22,065.05

Batch Number 2024-00000279 Totals

Invoices 2 \$56,976.05

Batch Number 2024-00000282

Batch Date 03/06/2024

Entered by User Sam Bosma

Vendor 1921 - Nutrien AG Solutions, Inc.

53299450	NR-(60)30Gal Aquaneat, PO#17355	Edit		02/22/2024	03/06/2024	03/06/2024			2,040.00
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Vendor 1921 - Nutrien AG Solutions, Inc. Totals

Invoices 1 \$2,040.00

Batch Number 2024-00000282 Totals

Invoices 1 \$2,040.00

Batch Number 2024-00000284

Batch Date 03/11/2024

Entered by User Sam Bosma

Vendor 3466 - Al Warren Oil Co. Inc.

W1635873	NR-(302.2)Gal Gas Delivered To Brundige 3/6/24	Paid by EFT #150		03/07/2024	03/11/2024	03/11/2024		03/13/2024	920.05
W1635874	NR-(196)Gal Diesel Delivered To Brundige 3/6/24	Paid by EFT #150		03/07/2024	03/11/2024	03/11/2024		03/13/2024	672.34

Vendor 3466 - Al Warren Oil Co. Inc. Totals

Invoices 2 \$1,592.39

Vendor 2027 - ComEd



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
92343820000224	NR-NR Facility Svc 1/25/24-3/1/24	Paid by Check #125009		03/01/2024	03/11/2024	03/11/2024		03/13/2024	1,105.16
	Vendor 1180 - Culligan Tri City Soft Water Services, Inc		Vendor 2027 - ComEd	Totals		Invoices	1		\$1,105.16
28921	NR-MillCreekHESulferClear&RntIRvrsOsmosisConsole3/1/24-3/31/24	Paid by EFT #152		03/01/2024	03/11/2024	03/11/2024		03/13/2024	106.00
	Vendor 1180 - Culligan Tri City Soft Water Services, Inc		Totals			Invoices	1		\$106.00
	Batch Number 2024-00000284		Batch Number 2024-00000284	Totals		Invoices	4		\$2,803.55
	Batch Number 2024-00000285		Batch Date 03/11/2024			Entered by User Sam Bosma			
	Vendor 2057 - Advanced Telemetry Systems								
83983	NR-(27)Transmitters, PO#17343	Edit		03/05/2024	03/11/2024	03/11/2024			4,790.25
	Vendor 2057 - Advanced Telemetry Systems		Totals			Invoices	1		\$4,790.25
	Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper								
478590799	NR-Ultra Caliper Lube For Vehicle #66	Edit		02/29/2024	03/11/2024	03/11/2024			23.99
	Vendor 3530 - APC Stores Inc DBA Autowares DBA Bumper to Bumper		Totals			Invoices	1		\$23.99
	Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa								
965802	NR-(8)SpinOnFluidFilter, (3)OvalAirFilter,(2)PanelFilter	Edit		02/21/2024	03/11/2024	03/11/2024			523.37
	Vendor 1447 - Elburn Napa DBA Elburn/Hampshire/North Aurora Napa		Totals			Invoices	1		\$523.37
	Vendor 1019 - Havlicek Ace Hardware, LLC DBA Geneva Ace Hardware								
1061661	NR-Tape Measure, (6)Grade Stake, Flagging Tape	Edit		02/21/2024	03/11/2024	03/11/2024			32.33
1061871	NR-ReturnOf2PkTapeMeasureOrgInv #1061661,ExchangeForTapeMeasure	Edit		02/22/2024	03/11/2024	03/11/2024			(13.19)
	Vendor 1019 - Havlicek Ace Hardware, LLC DBA Geneva Ace Hardware		Totals			Invoices	2		\$19.14
	Vendor 3180 - Konica Minolta Business Solutions USA Inc.								
292361132	NR-Usage 2/1/24-2/29/24	Edit		02/29/2024	03/11/2024	03/11/2024			51.28
	Vendor 3180 - Konica Minolta Business Solutions USA Inc.		Totals			Invoices	1		\$51.28
	Batch Number 2024-00000285		Batch Number 2024-00000285	Totals		Invoices	6		\$5,408.03
	Batch Number 2024-00000290		Batch Date 03/15/2024			Entered by User Sam Bosma			
	Vendor 2134 - Integrated Lakes Management Inc. aka ILM								
INV22825	NR-TerrestrialMgmnt@Oakhurst,PO#2023-03,Res#2964,Proj#21006A	Paid by Check #125015		03/07/2024	03/15/2024	03/15/2024		03/19/2024	1,560.00
	Vendor 2134 - Integrated Lakes Management Inc. aka ILM		Totals			Invoices	1		\$1,560.00
	Batch Number 2024-00000290		Batch Number 2024-00000290	Totals		Invoices	1		\$1,560.00
	Batch Number 2024-00000291		Batch Date 03/18/2024			Entered by User Sam Bosma			
	Vendor 1187 - Dekane Equipment Corporation								
IA94420	NR-Stihl Chain Saw, Air Filter, Pickup Body, Spark Plug	Edit		03/08/2024	03/18/2024	03/18/2024			124.73



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1187 - Dekane Equipment Corporation Totals									
							Invoices	1	\$124.73
Vendor 1389 - Lake County Forest Preserve District									
0315242	NR-Blanding Turtle Recovery Program Svcs	Edit		03/15/2024	03/18/2024	03/18/2024			3,600.00
							Vendor 1389 - Lake County Forest Preserve District Totals		
							Invoices	1	\$3,600.00
Vendor 1680 - Menards Batavia									
24779	NR-(3)PottingSoil, (6)Tray,44CtContractorBags, (4)Bleach	Edit		03/05/2024	03/18/2024	03/18/2024			113.71
25294	NR-(11)PVCPipe,EmergencyLight,GorillaBlackTape,(2)ElectricTape	Edit		03/15/2024	03/18/2024	03/18/2024			145.92
							Vendor 1680 - Menards Batavia Totals		
							Invoices	2	\$259.63
							Batch Number 2024-00000291 Totals		
							Invoices	4	\$3,984.36
Batch Number 2024-00000296 Batch Date 03/22/2024 Entered by User Sam Bosma									
Vendor 2469 - Illinois Department of Agriculture									
20242025Kurtz	NR-2024-2025 Applicator License Fee Kurtz	Paid by Check #125026		03/12/2024	03/22/2024	03/22/2024		03/25/2024	80.00
							Vendor 2469 - Illinois Department of Agriculture Totals		
							Invoices	1	\$80.00
							Batch Number 2024-00000296 Totals		
							Invoices	1	\$80.00
Batch Number 2024-00000297 Batch Date 03/22/2024 Entered by User Sam Bosma									
Vendor 2587 - Nicor Gas									
304270100010324	NR-Aurora West Shop Svc 2/8/24-3/11/24	Paid by Check #125031		03/11/2024	03/22/2024	03/22/2024		03/25/2024	110.79
							Vendor 2587 - Nicor Gas Totals		
							Invoices	1	\$110.79
							Batch Number 2024-00000297 Totals		
							Invoices	1	\$110.79
Batch Number 2024-00000299 Batch Date 03/25/2024 Entered by User Sam Bosma									
Vendor 1345 - JP Morgan Chase Bank Mastercard									
81280224	All Departments-Credit Card Charges February 2024	Edit		02/26/2024	03/25/2024	03/25/2024			17,057.52
							Vendor 1345 - JP Morgan Chase Bank Mastercard Totals		
							Invoices	1	\$17,057.52
							Batch Number 2024-00000299 Totals		
							Invoices	1	\$17,057.52
Batch Number 2024-00000300 Batch Date 03/26/2024 Entered by User Sam Bosma									
Vendor 2347 - Avid of Illinois, Inc. DBA AlphaGraphics									
120616	NR-(20)AMS 2023 Report	Edit		03/20/2024	03/26/2024	03/26/2024			781.25
							Vendor 2347 - Avid of Illinois, Inc. DBA AlphaGraphics Totals		
							Invoices	1	\$781.25
Vendor 1267 - W. W. Grainger, Inc. DBA Grainger									
9049973929	NR-Deodorizer, (4)Degreaser, (6) Trigger Spray Bottle, PO#17372	Edit		03/12/2024	03/26/2024	03/26/2024			99.69
							Vendor 1267 - W. W. Grainger, Inc. DBA Grainger Totals		
							Invoices	1	\$99.69
							Batch Number 2024-00000300 Totals		
							Invoices	2	\$880.94
							Sub-Department 31-31 Natural Resources,Restoration Totals		
							Invoices	25	\$93,827.24
							Department 31 - Natural Resources Totals		
							Invoices	25	\$93,827.24



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>31 Natural Resources</b>									
Department <b>35 - Planning &amp; Acquisition</b>									
Sub-Department <b>35-35 Planning &amp; Acquisition,Planning</b>									
Batch Number <b>2024-00000279</b> Batch Date 03/01/2024 Entered by User Sam Bosma									
Vendor <b>1277 - Hey and Associates, Inc.</b>									
23035917999	PL-ProvSvcs1/1/24-1/31/24,PO#2024-29,Res#3072,Proj#31013A	Paid by Check #124913		02/23/2024	03/01/2024	03/01/2024		03/05/2024	7,050.00
Vendor <b>1277 - Hey and Associates, Inc. Totals</b>								Invoices 1	\$7,050.00
Vendor <b>3507 - SmithGroup, Inc.</b>									
0176284	PL-ProfSvcs11/25/23-12/31/23,PO#2024-10,Res#3037,Proj#31005A	Paid by Check #124915		01/23/2024	03/01/2024	03/01/2024		03/05/2024	8,147.61
0176728	PL-ProfSvcs1/1/24-1/26/24,PO#2024-10,Res#3037.Proj#31005A	Paid by Check #124915		02/15/2024	03/01/2024	03/01/2024		03/05/2024	5,937.00
Vendor <b>3507 - SmithGroup, Inc. Totals</b>								Invoices 2	\$14,084.61
Batch Number <b>2024-00000279</b> Totals								Invoices 3	\$21,134.61
Batch Number <b>2024-00000287</b> Batch Date 03/13/2024 Entered by User Sam Bosma									
Vendor <b>3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC</b>									
10	PL-MuirheadSpringsConstProj,PO#2023-02,Res#2959,Proj#51001A	Paid by Check #125016		11/30/2023	03/13/2024	03/13/2024		03/19/2024	34,386.00
Vendor <b>3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC Totals</b>								Invoices 1	\$34,386.00
Batch Number <b>2024-00000287</b> Totals								Invoices 1	\$34,386.00
Batch Number <b>2024-00000290</b> Batch Date 03/15/2024 Entered by User Sam Bosma									
Vendor <b>3535 - CF Products, LLC dba Cedar Forest Products, LLC</b>									
4188HGAC	PL-Shelter@Buffalo/Brunner,PO#2024-27,Res#3064,Proj#30902C	Paid by Check #125011		01/09/2024	03/15/2024	03/15/2024		03/19/2024	60,786.06
Vendor <b>3535 - CF Products, LLC dba Cedar Forest Products, LLC Totals</b>								Invoices 1	\$60,786.06
Vendor <b>1277 - Hey and Associates, Inc.</b>									
23035918025	PL-ProfSvcs2/1/24-2/29/24,PO#2024-29,Res#3072,Proj#31013A	Paid by Check #125033		03/07/2024	03/15/2024	03/15/2024		03/26/2024	12,910.00
Vendor <b>1277 - Hey and Associates, Inc. Totals</b>								Invoices 1	\$12,910.00
Vendor <b>3338 - HR Green, Inc.</b>									
172823	PL-ProfSvcs1/20/24-2/16/24,PO#2024-21,Res#3063,Proj#31006A	Paid by Check #125013		03/11/2024	03/15/2024	03/15/2024		03/19/2024	9,728.25
Vendor <b>3338 - HR Green, Inc. Totals</b>								Invoices 1	\$9,728.25
Vendor <b>3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC</b>									



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
224533	PL- CarpentersvilleDamRemoval,PO#2 020-45,Res#2787,Proj#30321A	Paid by Check #125016		03/07/2024	03/15/2024	03/15/2024		03/19/2024	26,236.77
Vendor 3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC Totals						Invoices	1		\$26,236.77
Batch Number 2024-00000290 Totals						Invoices	4		\$109,661.08
Batch Number 2024-00000296 Batch Date 03/22/2024						Entered by User Sam Bosma			
Vendor 1224 - Engineering Resource Associates, Inc									
W222970014	PL- BuffaloPark&BrunnerImprovement PO#2023- 15,Res#2984,Proj#30902B	Paid by Check #125025		03/12/2024	03/22/2024	03/22/2024		03/25/2024	2,584.36
Vendor 1224 - Engineering Resource Associates, Inc Totals						Invoices	1		\$2,584.36
Batch Number 2024-00000296 Totals						Invoices	1		\$2,584.36
Batch Number 2024-00000301 Batch Date 03/27/2024						Entered by User Sam Bosma			
Vendor 3493 - HGS, LLC dba RES Environmental Operating Company									
2	PL- MuirheadSpringsPhase2,PO#2024 -04,Res#3027,Proj#51001C	Paid by Check #125036		01/31/2024	03/27/2024	03/27/2024		03/28/2024	42,607.50
Vendor 3493 - HGS, LLC dba RES Environmental Operating Company Totals						Invoices	1		\$42,607.50
Batch Number 2024-00000301 Totals						Invoices	1		\$42,607.50
Sub-Department 35-35 Planning & Acquisition,Planning Totals						Invoices	10		\$210,373.55
Department 35 - Planning & Acquisition Totals						Invoices	10		\$210,373.55
35 Planning & Acquisition									
Department 41 - Community Affrs & Edu									
Sub-Department 41-41 Community Affrs & Edu,Community Affairs									
Batch Number 2024-00000279 Batch Date 03/01/2024						Entered by User Sam Bosma			
Vendor Carol Graef									
020424	Security Deposit For Event @ Brewster 2/4/24	Paid by Check #124917		02/04/2024	03/01/2024	03/01/2024		03/05/2024	200.00
Vendor Carol Graef Totals						Invoices	1		\$200.00
Batch Number 2024-00000279 Totals						Invoices	1		\$200.00
Batch Number 2024-00000281 Batch Date 03/05/2024						Entered by User Sam Bosma			
Vendor 2587 - Nicor Gas									
842174377000224	Comm Aff-Brewster Creek Lodge Svc 1/26/24-2/26/24	Paid by Check #125003		02/26/2024	03/05/2024	03/05/2024		03/11/2024	259.18
Vendor 2587 - Nicor Gas Totals						Invoices	1		\$259.18
Batch Number 2024-00000281 Totals						Invoices	1		\$259.18
Batch Number 2024-00000282 Batch Date 03/06/2024						Entered by User Sam Bosma			
Vendor 2870 - Just Elevator Inspection Service Inc.									
8565	Comm Aff-Annual Elevator Inspection @ Brewster Creek	Edit		02/29/2024	03/06/2024	03/06/2024			125.00



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2870 - Just Elevator Inspection Service Inc. Totals									
							Invoices	1	\$125.00
Vendor 3482 - Karen Muehlfelt									
1087	Comm Aff-Earth Day 4/20/24 Photography	Edit		01/09/2024	03/06/2024	03/06/2024			275.00
							Vendor 3482 - Karen Muehlfelt Totals		
							Invoices	1	\$275.00
Vendor 2871 - Brittany Kovach									
020624	Comm Aff-Mileage Reimbursement 2/6/24-2/27/24	Edit		02/06/2024	03/06/2024	03/06/2024			32.16
							Vendor 2871 - Brittany Kovach Totals		
							Invoices	1	\$32.16
Vendor 3521 - Lauren Swanson									
020624	Comm Aff-Mileage Reimbursement 2/6/24-2/26/24	Edit		02/06/2024	03/06/2024	03/06/2024			75.44
022624	Comm Aff-Mileage Reimbursement 2/26/24-2/27/24	Edit		02/26/2024	03/06/2024	03/06/2024			27.87
							Vendor 3521 - Lauren Swanson Totals		
							Invoices	2	\$103.31
Vendor 1570 - St. Charles Area Chamber of Commerce									
176309234	Comm Aff-Annual Membership Metanchuk	Edit		01/30/2024	03/06/2024	03/06/2024			175.00
							Vendor 1570 - St. Charles Area Chamber of Commerce Totals		
							Invoices	1	\$175.00
							Batch Number 2024-00000282 Totals		
							Invoices	6	\$710.47
Batch Number 2024-00000284									
Batch Date 03/11/2024									
Entered by User Sam Bosma									
Vendor 1919 - AT & T									
8476958033020324	Comm Aff-Brewster Creek Main Phone/Elevator Svc 2/28/24-3/27/24	Paid by Check #125007		02/28/2024	03/11/2024	03/11/2024		03/13/2024	148.21
							Vendor 1919 - AT & T Totals		
							Invoices	1	\$148.21
							Batch Number 2024-00000284 Totals		
							Invoices	1	\$148.21
Batch Number 2024-00000289									
Batch Date 03/14/2024									
Entered by User Sam Bosma									
Vendor 1180 - Culligan Tri City Soft Water Services, Inc									
28884	Comm Aff-Brewster Creek Medalist Softener 3/1/24-3/31/24	Paid by EFT #154		03/01/2024	03/14/2024	03/14/2024		03/25/2024	30.00
							Vendor 1180 - Culligan Tri City Soft Water Services, Inc Totals		
							Invoices	1	\$30.00
							Batch Number 2024-00000289 Totals		
							Invoices	1	\$30.00
Batch Number 2024-00000293									
Batch Date 03/21/2024									
Entered by User Sam Bosma									
Vendor 1678 - Menards Elgin									
76571	Comm Aff-(2)DoorSweep, (2)PolyurethaneSealant, (2)SiliconeSealant	Edit		03/13/2024	03/21/2024	03/21/2024			68.82
							Vendor 1678 - Menards Elgin Totals		
							Invoices	1	\$68.82
							Batch Number 2024-00000293 Totals		
							Invoices	1	\$68.82
Batch Number 2024-00000296									
Batch Date 03/22/2024									
Entered by User Sam Bosma									
Vendor Chapelstreet Church									
031624	Security Deposit Return For Event @ Brewster 3/16/24	Paid by Check #125027		03/16/2024	03/22/2024	03/22/2024		03/25/2024	300.00



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor <b>Chapelstreet Church</b> Totals			Invoices	1		\$300.00
			Batch Number <b>2024-00000296</b> Totals			Invoices	1		\$300.00
Batch Number <b>2024-00000300</b>			Batch Date 03/26/2024			Entered by User	Sam Bosma		
Vendor <b>2347 - Avid of Illinois, Inc. DBA AlphaGraphics</b>									
120583	Comm Aff-(100)2024 Annual Report	Edit		03/21/2024	03/26/2024	03/26/2024			401.88
			Vendor <b>2347 - Avid of Illinois, Inc. DBA AlphaGraphics</b> Totals			Invoices	1		\$401.88
Vendor <b>3545 - Emily Swanson</b>									
11	Comm Aff-Turtle Illustration	Edit		02/15/2024	03/26/2024	03/26/2024			200.00
			Vendor <b>3545 - Emily Swanson</b> Totals			Invoices	1		\$200.00
Vendor <b>1680 - Menards Batavia</b>									
24406	Comm Aff-(2)75Ct Matches	Edit		02/27/2024	03/26/2024	03/26/2024			4.98
24407	Comm Aff-PruningSet,SerratedTrowel,MensPerfGlv,WomensPerfGlv	Edit		02/27/2024	03/26/2024	03/26/2024			45.93
			Vendor <b>1680 - Menards Batavia</b> Totals			Invoices	2		\$50.91
Vendor <b>2107 - Nutoys Leisure Products, Inc.</b>									
55374	Comm Aff-Bench & Plaque	Edit		02/16/2024	03/26/2024	03/26/2024			1,668.00
55375	Comm Aff-Bench & Plaque	Edit		02/16/2024	03/26/2024	03/26/2024			1,668.00
55406	Comm Aff-Bench & Plaque	Edit		02/26/2024	03/26/2024	03/26/2024			1,671.00
55407	Comm Aff-Bench & Plaque	Edit		02/26/2024	03/26/2024	03/26/2024			1,658.00
			Vendor <b>2107 - Nutoys Leisure Products, Inc.</b> Totals			Invoices	4		\$6,665.00
			Batch Number <b>2024-00000300</b> Totals			Invoices	8		\$7,317.79
Batch Number <b>2024-00000302</b>			Batch Date 03/27/2024			Entered by User	Sam Bosma		
Vendor <b>2585 - Fox Valley Internet Inc</b>									
4416338	N Ops/Comm Aff/NatEd-BrwstrCrkLeRoyOksPauWolffSvc3/5/24-4/4/24	Open		03/05/2024	03/27/2024	03/27/2024			189.80
			Vendor <b>2585 - Fox Valley Internet Inc</b> Totals			Invoices	1		\$189.80
			Batch Number <b>2024-00000302</b> Totals			Invoices	1		\$189.80
Sub-Department <b>41-41 Community Affrs &amp; Edu,Community Affairs</b> Totals						Invoices	21		\$9,224.27
Sub-Department <b>41-42 Community Affrs &amp; Edu,Nature Education</b>									
Batch Number <b>2024-00000278</b>			Batch Date 03/01/2024			Entered by User	Sam Bosma		
Vendor <b>2587 - Nicor Gas</b>									
495311185260224	Nat Ed-Creek Bend Nature Center Svc 1/25/24-2/23/24	Paid by Check #124998		02/23/2024	03/01/2024	03/01/2024		03/05/2024	293.51
			Vendor <b>2587 - Nicor Gas</b> Totals			Invoices	1		\$293.51
			Batch Number <b>2024-00000278</b> Totals			Invoices	1		\$293.51
Batch Number <b>2024-00000281</b>			Batch Date 03/05/2024			Entered by User	Sam Bosma		
Vendor <b>1919 - AT &amp; T</b>									
6305131702020324	Nat Ed-Creek Bend Elevator & Alarm System Svc 2/25/24-3/24/24	Paid by Check #125000		02/25/2024	03/05/2024	03/05/2024		03/11/2024	149.31





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1919 - AT & T Totals						Invoices	1		\$149.31
Batch Number 2024-00000281 Totals						Invoices	1		\$149.31
Batch Number 2024-00000282		Batch Date 03/06/2024				Entered by User Sam Bosma			
Vendor 1227 - Erica M Lemon									
020124	Nat Ed-Mileage Reimbursement 2/1/24-2/28/24	Edit		02/01/2024	03/06/2024	03/06/2024			72.36
Vendor 1227 - Erica M Lemon Totals						Invoices	1		\$72.36
Vendor 2664 - Barbara McKittrick									
020124	Nat Ed-Mileage Reimbursement 2/1/24-2/28/24	Edit		02/01/2024	03/06/2024	03/06/2024			152.76
Vendor 2664 - Barbara McKittrick Totals						Invoices	1		\$152.76
Vendor 3472 - RockingD Holding DBA Vanguard Cleaning Systems Chicago									
81784	Nat Ed-Creek Bend Cleaning Svc March 2024	Edit		03/01/2024	03/06/2024	03/06/2024			700.00
Vendor 3472 - RockingD Holding DBA Vanguard Cleaning Systems Chicago Totals						Invoices	1		\$700.00
Batch Number 2024-00000282 Totals						Invoices	3		\$925.12
Batch Number 2024-00000285		Batch Date 03/11/2024				Entered by User Sam Bosma			
Vendor 3180 - Konica Minolta Business Solutions USA Inc.									
9009776148	Nat Ed/Police-Usage Coverage 1/1/24-1/31/24	Edit		01/31/2024	03/11/2024	03/11/2024			153.24
Vendor 3180 - Konica Minolta Business Solutions USA Inc. Totals						Invoices	1		\$153.24
Batch Number 2024-00000285 Totals						Invoices	1		\$153.24
Batch Number 2024-00000289		Batch Date 03/14/2024				Entered by User Sam Bosma			
Vendor 1180 - Culligan Tri City Soft Water Services, Inc									
28894	Nat Ed-Creek Bend HESoftener & (2) HESulfur Clear Svc 3/1/24-3/31/24	Paid by EFT #154		03/01/2024	03/14/2024	03/14/2024		03/25/2024	262.00
Vendor 1180 - Culligan Tri City Soft Water Services, Inc Totals						Invoices	1		\$262.00
Batch Number 2024-00000289 Totals						Invoices	1		\$262.00
Batch Number 2024-00000293		Batch Date 03/21/2024				Entered by User Sam Bosma			
Vendor 3452 - EcoShield Pest Control DBA EcoShield Pest Solutions									
14230567	Nat Ed-Quarterly Pest Emergency Poison Control @ LeRoy	Edit		02/23/2024	03/21/2024	03/21/2024			139.00
Vendor 3452 - EcoShield Pest Control DBA EcoShield Pest Solutions Totals						Invoices	1		\$139.00
Vendor 3180 - Konica Minolta Business Solutions USA Inc.									
9009820459	Nat Ed/Police-Usage 2/1/24-2/29/24	Edit		02/29/2024	03/21/2024	03/21/2024			97.41
Vendor 3180 - Konica Minolta Business Solutions USA Inc. Totals						Invoices	1		\$97.41
Batch Number 2024-00000293 Totals						Invoices	2		\$236.41
Batch Number 2024-00000300		Batch Date 03/26/2024				Entered by User Sam Bosma			
Vendor 1680 - Menards Batavia									
19894	Nat Ed-(3) Hot Cocoa, Dishwasher Pods, (2) Coffee Creamer, Soap	Edit		12/05/2023	03/26/2024	03/26/2024			42.75





# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1680 - Menards Batavia Totals									
							Invoices	1	\$42.75
Vendor 1679 - Menards Carpentersville									
18512	Nat Ed-(2)LaCroix, 5Gal Pail, Lid, (2) Water Gallon	Edit		02/13/2024	03/26/2024	03/26/2024			19.09
19133	Nat Ed-(2)Coffee,(2)Napkin, (3)Creamer,Honey,BlackTea	Edit		02/28/2024	03/26/2024	03/26/2024			51.75
							Vendor 1679 - Menards Carpentersville Totals		
							Invoices	2	\$70.84
Vendor 1678 - Menards Elgin									
73707	Nat Ed-(3)DeIcer, 10Pk AAA Battery, 3Pk Tissue	Edit		01/22/2024	03/26/2024	03/26/2024			22.75
74284	Nat Ed-Return Of (3)DeIcer, Org Inv#73707	Edit		01/31/2024	03/26/2024	03/26/2024			(8.97)
75742	Nat Ed-(2)Steel U Post, (3) Clear Duck Tape,(2) Purple Duck Tape	Edit		02/27/2024	03/26/2024	03/26/2024			18.53
							Vendor 1678 - Menards Elgin Totals		
							Invoices	3	\$32.31
Vendor 3472 - RockingD Holding DBA Vanguard Cleaning Systems Chicago									
82174	Nat Ed-Credit For Missed Service On 3/16/24	Edit		03/25/2024	03/26/2024	03/26/2024			(140.00)
							Vendor 3472 - RockingD Holding DBA Vanguard Cleaning Systems Chicago Totals		
							Invoices	1	(\$140.00)
							Batch Number 2024-00000300 Totals		
							Invoices	7	\$5.90
							Sub-Department 41-42 Community Affrs & Edu,Nature Education Totals		
							Invoices	16	\$2,025.49
							Department 41 - Community Affrs & Edu Totals		
							Invoices	37	\$11,249.76

## 41 Community Affrs & Edu

Department 51 - Public Safety

Sub-Department 51-51 Public Safety,Police

Batch Number 2024-00000278

Batch Date 03/01/2024

Entered by User Sam Bosma

Vendor 1919 - AT & T

6302321492020324	HQ/HR/Police-PoliceFax&CallBox,HR&HQFaxLine Svc2/19/24-3/18/24	Paid by Check #124995		02/19/2024	03/01/2024	03/01/2024		03/05/2024	246.05
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Vendor 1919 - AT & T Totals

Invoices 1 \$246.05

Batch Number 2024-00000278 Totals

Invoices 1 \$246.05

Batch Number 2024-00000282

Batch Date 03/06/2024

Entered by User Sam Bosma

Vendor 2347 - Avid of Illinois, Inc. DBA AlphaGraphics

120118	Police-(2)500Ct Business Cards	Edit		02/20/2024	03/06/2024	03/06/2024			157.00
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Vendor 2347 - Avid of Illinois, Inc. DBA AlphaGraphics Totals

Invoices 1 \$157.00

Vendor 2105 - Fuller's Car Wash of Geneva

020124	Police-Car Washes 2/1/24-2/29/24	Edit		02/01/2024	03/06/2024	03/06/2024			175.00
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Vendor 2105 - Fuller's Car Wash of Geneva Totals

Invoices 1 \$175.00

Vendor 2959 - TransUnion Risk and Alternative Data Solutions



# Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
8241770224	Police-TL Oxp Charges February 2024	Edit		03/01/2024	03/06/2024	03/06/2024			75.00
Vendor 2959 - TransUnion Risk and Alternative Data Solutions Totals						Invoices	1		\$75.00
Batch Number 2024-00000282 Totals						Invoices	3		\$407.00
Batch Number 2024-00000285 Batch Date 03/11/2024 Entered by User Sam Bosma									
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles									
80286	Police-Remote & Bracket For Vehicle #235	Edit		02/29/2024	03/11/2024	03/11/2024			89.04
Vendor 3134 - Via Carlita LLC DBA Hawk Ford of St Charles Totals						Invoices	1		\$89.04
Batch Number 2024-00000285 Totals						Invoices	1		\$89.04
Batch Number 2024-00000288 Batch Date 03/14/2024 Entered by User Sam Bosma									
Vendor 1439 - Morrow Bros Ford, Inc.									
18452	Police-F 150, PO#17344/17341	Paid by Check #125035		03/04/2024	03/14/2024	03/14/2024		03/28/2024	61,860.00
Vendor 1439 - Morrow Bros Ford, Inc. Totals						Invoices	1		\$61,860.00
Batch Number 2024-00000288 Totals						Invoices	1		\$61,860.00
Batch Number 2024-00000293 Batch Date 03/21/2024 Entered by User Sam Bosma									
Vendor 2829 - Arthur P. O'Hara Inc.									
28017	Police-(2)FileDrawer,Bookcase,Top,Book caseDoors,PO#17358	Edit		03/15/2024	03/21/2024	03/21/2024			2,027.10
Vendor 2829 - Arthur P. O'Hara Inc. Totals						Invoices	1		\$2,027.10
Vendor 1019 - Havlicek Ace Hardware, LLC DBA Geneva Ace Hardware									
1065251	Police-(2)Anti Freeze	Edit		03/18/2024	03/21/2024	03/21/2024			11.86
Vendor 1019 - Havlicek Ace Hardware, LLC DBA Geneva Ace Hardware Totals						Invoices	1		\$11.86
Vendor 3180 - Konica Minolta Business Solutions USA Inc.									
9009825450	Nat Ed/Police-Contract Coverage 3/1/24-3/31/24	Edit		03/01/2024	03/21/2024	03/21/2024			46.25
Vendor 3180 - Konica Minolta Business Solutions USA Inc. Totals						Invoices	1		\$46.25
Vendor 3459 - The Eagle Uniform Company Inc. DBA Eagle Uniform									
31913	Police-Rear/Front Panels, Concealable Carrier	Edit		03/18/2024	03/21/2024	03/21/2024			830.00
Vendor 3459 - The Eagle Uniform Company Inc. DBA Eagle Uniform Totals						Invoices	1		\$830.00
Batch Number 2024-00000293 Totals						Invoices	4		\$2,915.21
Batch Number 2024-00000297 Batch Date 03/22/2024 Entered by User Sam Bosma									
Vendor 1636 - Verizon Wireless									
9959326929	All Departments-Cell Phone Svc 3/17/24-4/16/24	Paid by Check #125032		03/16/2024	03/22/2024	03/22/2024		03/25/2024	3,915.24
Vendor 1636 - Verizon Wireless Totals						Invoices	1		\$3,915.24
Batch Number 2024-00000297 Totals						Invoices	1		\$3,915.24
Batch Number 2024-00000302 Batch Date 03/27/2024 Entered by User Sam Bosma									
Vendor 1919 - AT & T									



Accounts Payable Invoice Report

G/L Date Range 03/01/24 - 03/31/24  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
6302321492030424	Fin/Police- PoliceCallBox,PoliceLine,HQFaxSvc 3/19/24-4/18/24	Open		03/19/2024	03/27/2024	03/27/2024			246.03
Vendor 1919 - AT & T Totals						Invoices	1		\$246.03
Batch Number 2024-00000302 Totals						Invoices	1		\$246.03
Sub-Department 51-51 Public Safety,Police Totals						Invoices	12		\$69,678.57
Department 51 - Public Safety Totals						Invoices	12		\$69,678.57

51 Public Safety

Department AP - Accounts Payable  
Sub-Department AP-TD Accounts Payable,Treasury Disbursements  
Batch Number 2024-00000279 Batch Date 03/01/2024 Entered by User Sam Bosma  
Vendor 3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC

124428	PL- DuerrPreserveImprovements,PO# 2023-19,Res#2998,Proj#31003A	Paid by Check #124916		02/09/2024	03/01/2024	03/01/2024		03/05/2024	11,980.00
Vendor 3198 - V3 Companies, Ltd DBA V3 Wetland Restoration LLC Totals						Invoices	1		\$11,980.00
Batch Number 2024-00000279 Totals						Invoices	1		\$11,980.00
Sub-Department AP-TD Accounts Payable,Treasury Disbursements Totals						Invoices	1		\$11,980.00
Department AP - Accounts Payable Totals						Invoices	1		\$11,980.00

AP Accounts Payable

Grand Totals	Invoices	270	\$486,995.97
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STATE OF ILLINOIS     )  
COUNTY OF KANE        )                   SS.

**FP RESOLUTION NO. FP-R-24-04-3082**

## RESOLUTION AUTHORIZING A PROFESSIONAL AUDITING SERVICES CONTRACT WITH LAUTERBACH & AMEN, LLP

WHEREAS, the Forest Preserve District of Kane County, Kane County, Illinois has requested an extension of all three option years for the audit of records of the District under the current agreement; and

WHEREAS, the current audit engagement, with respect to audit of the records was received from the audit firm Lauterbach & Amen, LLP (L&A) of Naperville, Illinois included three additional one-year extensions; and

WHEREAS, for the fiscal year 2024, Lauterbach & Amen’s standard audit fee would be \$23,100 and increase annually per Exhibit A. Fees for a single audit, if required, in fiscal year 2024 would be \$3,400 and increase annually per Exhibit A; and

WHEREAS, Staff has been very satisfied with the professionalism and punctuality in dealing with L&A. The District has been able to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past 11 years and has again submitted and expects to receive this distinguished achievement this year, for fiscal year 2023.

NOW, THEREFORE, BE IT RESOLVED that the Forest Preserve District of Kane County, Kane County, Illinois, that the audit engagement proposal of Lauterbach & Amen, LLP of Naperville, Illinois accepting a three year contract extension for fiscal years 2024 through 2026 with an option of three additional one-year extensions, for the audit of the records be, and hereby is approved.

APPROVED AND PASSED on this 9th day of April, 2024

Christopher Kious  
President, Kane Forest Preserve  
Kane County, Illinois

Myrna Molina  
Secretary, Kane Forest Preserve  
Kane County, Illinois



# AGENDA MEMORANDUM

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**DATE:** March 26, 2024

**TO:** Forest Preserve District Finance and Administration Committee

**FROM:** David Petschke, Chief Financial Officer  
Benjamin Haberthur, Executive Director

**VIA:** David Petschke, Chief Financial Officer

**SUBJECT:** Presentation and Approval of Three Mutual Option Years for Professional Auditing Services with Lauterbach & Amen, LLP

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## **PURPOSE:**

The purpose of this memorandum is to provide the committee with information to consider the approval of a three year extension for auditing services by executing the three mutual option years available on the current contract.

## **BACKGROUND:**

The 2023 fiscal year was the last contract year with the District's current auditors, Lauterbach & Amen, LLP. In January 2020, the District issued a Request for Proposals (RFP) for auditing services. The proposed term was for four years with the option for three additional one-year extensions, if approved by the Commission and mutually agreeable by the Audit Firm.

Due to concerns of inflated audit service costs caused by the pandemic, staff reached out to Lauterbach & Amen to request an extension of all three option years. The auditors acknowledged an overall increase for audit services, but agreed to executing all three option years at the pricing included in the 2020 RFP submittal and they also provided three additional mutually agreeable option years as well.

The Government Finance Officers Association (GFOA) recommends the following best practices:

- Governmental entities should undertake a full-scale competitive process for the selection of independent auditors.
- Governmental entities should enter into multiyear agreements.
- The scope of the independent audit should encompass not only the fair presentation of the basic financial statements, but also the fair presentation of the financial statements of individual funds and component units.
- Governmental entities should require in their audit contracts that the auditors of their financial statements perform their audits in accordance with the audit standards promulgated in the U.S. Government Accountability Office's Government Auditing Standards.

The GFOA also states that due to the possibility of limited competition in a given area, current auditors should be encouraged to participate if their past performance was satisfactory. The District has been very satisfied with the work product and process of our current auditors, Lauterbach & Amen, LLP. The District has also seen reduced audit fees since the first engagement with Lauterbach & Amen, due to the hard work of staff to ensure a clean audit process each year.

**Historical Audit Fees:**

**2014-2016 RFP for Audit Services**

Standard Audit 2014:	\$ 23,200	Single Audit 2014:	\$ 3,000
Standard Audit 2015:	\$ 23,800	Single Audit 2015:	\$ 3,100
Standard Audit 2016:	\$ 24,400	Single Audit 2016:	\$ 3,200
Standard Audit 2017:	\$ 24,400	Single Audit 2017:	\$ 3,200
Standard Audit 2018:	\$ 25,000	Single Audit 2018:	\$ 3,300
Standard Audit 2019:	\$ 25,600	Single Audit 2019:	\$ 3,400

**2020-2023 RFP for Audit Services**

Standard Audit 2020:	\$ 21,500	Single Audit 2020:	\$ 3,000
Standard Audit 2021:	\$ 21,900	Single Audit 2021:	\$ 3,100
Standard Audit 2022:	\$ 22,300	Single Audit 2022:	\$ 3,200
Standard Audit 2023:	\$ 22,700	Single Audit 2023:	\$ 3,300

**2024-2026 Proposed Audit Services**

Standard Audit 2024:	\$ 23,100	Single Audit 2024:	\$ 3,400
Standard Audit 2025:	\$ 23,500	Single Audit 2025:	\$ 3,500
Standard Audit 2026:	\$ 23,900	Single Audit 2026:	\$ 3,600
Standard Audit 2027:	\$ 24,300	Single Audit 2027:	\$ 4,500
Standard Audit 2028:	\$ 25,000	Single Audit 2028:	\$ 4,700
Standard Audit 2029:	\$ 25,700	Single Audit 2029:	\$ 4,900

**FINANCIAL IMPACT:**

Funds for the audit would be budgeted in the upcoming budget cycle within the General Fund, account 01-12-12-5010, Audit Management Services.

**RECOMMENDATION:**

Staff recommends the Committee approve the proposal/agreement with Lauterbach & Amen, LLP, for audit services for fiscal years 2024 through 2026 along with the option years provided from 2027-2029, per the attached audit engagement and fee schedule.

**ATTACHMENTS:** *Audit engagement including fee schedule*



March 4, 2024

The Honorable President  
Members of the Board of Commissioners  
Forest Preserve District of Kane County, Illinois

We are pleased to confirm our understanding of the services we are to provide the Forest Preserve District of Kane County, Illinois for the years ended June 30, 2024, June 30, 2025, and June 30, 2026, with optional years June 30, 2027, June 30, 2028, and June 30, 2029.

*Audit Scope and Objectives*

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the years ended June 30, 2024, June 30, 2025, and June 30, 2026, with optional years June 30, 2027, June 30, 2028, and June 30, 2029. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, budgetary comparison schedules, and GASB-required pension and other postemployment benefit (OPEB) reporting.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

*Audit Scope and Objectives – Continued*

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report: introductory and statistical information.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

*Auditor's Responsibilities for the Audit of the Financial Statements*

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.



*Auditor's Responsibilities for the Audit of the Financial Statements – Continued*

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if applicable, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

*Audit Procedures – Internal Control*

We will obtain an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

*Audit Procedures – Compliance*

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

*Other Services*

We will also assist in preparing the financial statements and required audit adjustments, if any, for the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, and required audit adjustments, if any, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

*Responsibilities of Management for the Financial Statements*

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

*Responsibilities of Management for the Financial Statements – Continued*

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on, the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

*Engagement Administration, Fees, and Other*

Our fees for the years ended June 30, 2024, June 30, 2025, and June 30, 2026, with optional years June 30, 2027, June 30, 2028, and June 30, 2029 audits will be as follows:

Service Provided	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029
Standard Audit	\$23,100	\$23,500	\$23,900	\$24,300	\$25,000	\$25,700
Single Audit (if needed)*	\$3,400	\$3,500	\$3,600	\$4,500	\$4,700	\$4,900

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over 30 days.

Lauterbach & Amen's client portal is used solely as a method of exchanging information and is not intended to store the District's information. At the end of the engagement, we will provide the District with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the portal. For multi-year engagements, this exchange will occur annually.

Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable to Lauterbach & Amen, LLP within twelve months. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

*Engagement Administration, Fees, and Other - Continued*

The District agrees that during the term of this agreement and for a period of twelve months thereafter, the District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

*Reporting*

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Commissioners of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Forest Preserve District of Kane County, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Forest Preserve District of Kane County, Illinois.

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

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

STATE OF ILLINOIS     )  
COUNTY OF KANE        )                   SS.

**FP RESOLUTION NO. FP-R-24-04-3083**

## RESOLUTION APPROVING THE DISTRICT OWNED HOUSING POLICY

WHEREAS, the Commissioners of the Forest Preserve District of Kane County have historically supported the provision of District owned housing for employees on certain forest preserve properties; and

WHEREAS, it has been deemed necessary to establish a formal policy to ensure employment law compliance, establish consistent guidelines for employees and the District, and ensure alignment with the District's goals; and

WHEREAS, a new District Owned Housing Policy has been developed to meet the current needs of the employees and the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Forest Preserve District of Kane County, Kane County, Illinois be and hereby is authorized to approve the District Owned Housing Policy attached hereto as Exhibit A.

APPROVED AND PASSED on this 9th day of April 2024.

Christopher Kious  
President, Kane Forest Preserve  
Kane County, Illinois

Myrna Molina  
Secretary, Kane Forest Preserve  
Kane County, Illinois



# AGENDA MEMORANDUM

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**DATE:** March 26, 2024

**TO:** Forest Preserve District Finance & Administration Committee

**FROM:** Benjamin Haberthur, Executive Director  
Jennifer Clough, Human Resources Director

**SUBJECT:** Presentation and Approval of the District Owned Housing Policy

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider adopting a District Owned Housing Policy.

**BACKGROUND:**

The District has had residential properties nearly since its inception. Truly vacant land is rarely available for sale. Land is more typically sold with associated residences. Currently the District owns twelve (12) residential properties which it lets, or has the capacity to let, to employees, and one (1) property that is being leased to a non-District person.

Currently, six (6) of the available properties have an active lease agreement. The remaining vacant homes are undergoing improvements prior to re-leasing or becoming available to rent following the full commission's review of this policy document.

The following Forest Preserve properties have residential homes onsite:

Binnie Forest Preserve – staff rental  
Bliss Woods Forest Preserve – staff rental  
Buffalo Park Forest Preserve – vacant/needs repairs  
Burnidge Forest Preserve – non-District rental  
Paul Wolff Forest Preserve – staff rental  
Dick Young Forest Preserve - vacant/needs repairs  
Fabyan Forest Preserve - staff rental  
Johnson's Mound Forest Preserve - vacant/needs repairs  
Jon J. Duerr Forest Preserve – staff rental  
Oakhurst Forest Preserve - vacant  
Stoney Creek Forest Preserve - vacant/use under review  
Tyler Creek Forest Preserve – staff rental  
Tekkawitha Forest Preserve - vacant

As recently as August 2023, members of the District's Board of Commissioners expressed interest in the continuation of the district owned housing program for employees for reasons including, but not limited to, the perceived public value of having a consistent and responsive presence on preserve properties, the opportunity to offer reasonably affordable housing options throughout Kane County, and the responsibility to ensure the use and maintenance of preserve structures that have historical significance or are otherwise valuable to the public. In addition, staff suggests a district owned housing program is a valuable tool for employee recruitment and retention and is convenient for contingency planning purposes.

At the same time at which the Board of Commissioners voiced curiosity about and support for the program, staff was in the process of evaluating the District owned properties used for this purpose and considering the codification of the administration of the benefit.

Best practice in benefit program management requires complete policies be in place to ensure employment law compliance, establish guidelines for ease of interpretation by program users and administrators, and to ensure alignment with organizational goals.

Historically, a standard lease agreement has been used to administer the program. While the residential lease agreement is sufficient to provide the terms that govern the landlord and tenant relationship, staff has identified key terms related to the unique nature of employer provided housing that are generally unaddressed by the document. Further, staff has determined that a fringe benefit program policy is the most appropriate record of this relationship. Among other important program guidelines, the policy as drafted intends to ensure Department of Labor (DOL) and Internal Revenue Service (IRS) compliance related to FLSA exemption status and taxable fringe benefits. The intent of the policy is also to ensure consistent and equitable treatment of eligible participants and to set programmatic parameters related to occupancy, lease rates, inspections, maintenance, safety, related employment policies, and program duration. The policy as presented is a collaborative effort with consideration given to the input of leadership, current employee housing residents, real estate experts, and the District's risk management carrier and corporate counsel.

**FINANCIAL IMPACT:**

Implementation changes the current practice of leasing District owned residential properties to employees. The new monthly rent will be 25% of the individual property's market value based on a 5-year average provided by an independent licensed realtor. The District will deduct the monthly rent and the applicable fringe benefit taxes from the first and second payroll periods each month. The District is also obligated to pay the employer portion of Social Security and Medicare taxes in the amount of 7.65% of the total fringe benefit value. The lease revenue is posted to the General Fund account 01-00-00-3044, Rental- Properties account. The Revenue that is collected is used to offset the expenses to maintain the housing in account 01-21-24-6105, Rental Property Maintenance

**RECOMMENDATION:**

Staff recommends the Committee approve the Employee Housing Policy as presented.

**ATTACHMENTS:**

*Draft Employee Housing Policy*



## Human Resources Department ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

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**TITLE:** DRAFT – DISTRICT OWNED HOUSING PROGRAM

**EFFECTIVE:** TBD      **NUMBER:** 2024-01

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### **PURPOSE**

The purpose of this policy is to provide guidance on the District Owned Housing Program. The District does not routinely provide housing to employees. The District has, however, adopted a program in response to the availability of residential properties on forest preserve property. District owned housing programs have known benefits. They allow participating employees the opportunity to live near where they work, resulting in increased employee satisfaction and wellbeing for participants and the environmental advantages associated with the reduction of commuting.

The District also has a responsibility to plan for a variety of contingencies, including public safety, severe weather events, health emergencies, and more. These scenarios make having employees near and/or on District property advantageous in terms of onsite presence and response time. Additionally, residential living provides an appropriate use for properties determined, or understood by, the Forest Preserve District Commissioners to be historically significant or otherwise valuable to the public.

The intent of the policy is to ensure consistent treatment of eligible participants and to set programmatic parameters related to occupancy, lease rates, inspections, maintenance, safety, related employment policies, and program duration.

### **SCOPE**

This policy applies to all regular full-time employees of the District.

### **ADMINISTRATION**

This policy will be administered by the Director of Operations and/or their designee. The Director is responsible for developing and maintaining procedures to implement the program. The Director shall be the central coordinating unit for executing and holding the official files of the District Owned Housing Program and its corresponding Lease Agreements, in accordance with the District's normal lease practices. The Director will facilitate lease negotiations between the District and the participating employee. All dispute resolutions will be handled through the Executive Director.

### **ELIGIBILITY**

Regular full-time employees who have successfully completed a predetermined introductory period, if applicable, may be eligible for participation in the District Owned Housing Program. Employees holding positions at or above the title of Manager and those with positions in pay grade 7 or above are ineligible for participation. Current employee housing participants who do not meet the above-mentioned eligibility requirements will be grandfathered into the program for the duration of their existing participation.

Unless otherwise noted in the conditions of employment, participation in the District Owned Housing Program is discretionary. An employee must be in good standing at the time of the application and without pending discipline or performance issues to be eligible for consideration. In the case of a denial to participate in the District Owned Housing Program, an employee may request to appeal the decision. A written request would be sent to the Executive Director for consideration. If after consideration the denial still stands, a written explanation for the denial of the appeal will be provided to the employee and a copy will be forwarded to HR for the employee personnel file and to the Director of Operations for program record keeping purposes.



If at any time, the District's selection process does not result in the District letting the property, or for any other reason deemed appropriate in their capacity, the Executive Director may extend eligibility to other employees of the District.

#### **REQUEST TO PARTICIPATE AND SELECTION PROCESS**

The process to participate in the District Owned Housing Program generally consists of three (3) steps as follows:

1. Interested and eligible employees may complete an Application to Participate in the District Owned Housing Program application at any time. Applications to Participate will be kept on file with the Director of Operations and will be considered valid for one (1) year.
2. At any time in which the District acquires a property with residential housing that is deemed appropriate for inclusion in the District Owned House Program, and also at any time in which a District owned residential property within the program becomes vacant, the Director of Operations will issue an invitation to interested and eligible employees to complete an application.
3. Eligible and interested employees who have submitted a completed Application to Participate will be selected at random, by lottery, at the time of property acquisition/vacancy. Should the identified individual choose not to pursue a lease with the District for the residential property, the next drawn employee will be presented the opportunity to do so. All lottery participants will be notified of the outcome of the drawing.

#### **OCCUPANCY**

Occupancy shall be limited to District employees and additional individuals as specified in the provisions of the lease agreement. The employee resident shall be the sole signatory on the District residential lease agreement and the only responsible and liable party for the payment of rent and adherence to all other provisions of the agreement.

#### **LEASE RATES AND FRINGE TAXABILITY**

Lease rates will be standardized across properties with consideration given to available rental rates for comparable properties in the locality being served, and then discounted as appropriate by benefits to the District including, but not limited to, the value provided by a presence on the property and protection and care of District assets. The District's current lease rate for all residences in the employee housing program is 25% of the fair market value for each individual home. To determine the value of the property, the District engages a third-party licensed real estate expert to provide fair value market data on each unique property. The comprehensive analysis considers no less than a five (5) year trend when establishing comparable market information. Consistent with the provisions of the lease agreement, lease payments will be deducted from participating employees' compensation from the District bi-monthly in two equal assessments on the employees' first (1<sup>st</sup>) and second (2<sup>nd</sup>) paychecks of each month for the duration of the lease agreement.

Residing in District owned property is a taxable fringe benefit per IRS regulations. To determine the value of the benefit, the District engages a third-party licensed real estate expert to provide fair value market data on each unique property. The comprehensive analysis considers no less than a five (5) year trend when establishing comparable market information. This payment will be processed bi-monthly in two equal assessments on the employees' first (1<sup>st</sup>) and second (2<sup>nd</sup>) paychecks of each month for the duration of the lease agreement.

### **PROPERTY INSPECTIONS**

The District shall maintain reasonable access to the residential property and is responsible for inspecting the condition of the facility on a regular, but no less than bi-annual, basis for deferred maintenance, health, safety, and code compliance. The property inspection program will be managed by the Director of Operations and/or their designee.

### **UTILITIES, GENERAL CONDITION, MAINTENANCE AND MAJOR REPAIRS**

Consistent with the provisions of the lease agreement, the employee shall be responsible for normal utility costs including electricity and gas.

The employee is responsible for the general condition and appearance of the facility. This includes but is not limited to general cleaning and upkeep of the interior, exterior, and landscape, reasonable wear and tear excepted.

The District is responsible for facility maintenance and major repairs including but not limited to roofs, foundations, exterior wall structures and coverings, code compliance, etc.

The first use of lease revenue is to cover the costs of lease administration, inspections, maintenance, and major repairs. In the event maintenance or repair costs exceed the resources available, staff will prepare and present a recommendation to the Commission consistent with the description provided below in the section titled, "Duration".

### **SAFETY AND WORKERS COMPENSATION**

With the exception of on-duty work assignments that might take place at the property at which an employee maintains a residential lease agreement with the District, participants in the program will not be acting as District employees while residing on the premises. In situations in which an employee is acting in an official and District directed employment activity on the property at which they also reside, the employee is required to follow all other District policies and procedures related to reporting a work-related injury/accident. Otherwise, instances of injury to the tenant and/or their guests as well as issues related to property damage are subject to the provisions of the residential lease agreement and related insurance coverage(s). Notwithstanding the provisions of the residential lease agreement, the District does not assume responsibility for either.

### **COMPENSATION AND BENEFITS**

Employee compensation, benefits, work status, number of working hours, and work responsibilities will not change due to their participation in the District Owned Housing Program. Requests to work overtime or use accrued leave by employees residing in District Owned Housing are subject to standard District policy.

### **OTHER DISTRICT POLICIES**

Participation in the District Owned Housing Program is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all District rules, policies, practices and instructions. The violation of any policy of the District, including the provisions of an employee's residential lease agreement, may be cause for termination of an agreement. The Executive Director and/or their designee may develop additional procedures consistent with this policy.

### **DURATION**

## District Owned Housing Program

Each individual lease agreement will establish the applicable rental period. The District currently offers annual lease agreements with a July 1 renewal.

When an employee separates employment with the District, the employee will become ineligible for participation in the district owned housing program. The terms of the lease agreement will define the period of time following employment termination that a former participating employee has to vacate the premises. The District currently offers thirty (30) days.

### **DISTRICT OWNED HOUSING STRUCTURE REVIEW**

Upon acquisition of land with a freestanding residential structure, and at any time a currently leased residential property owned by the District becomes vacant, or when a District owned residential property is determined to need major repairs, staff will conduct an evaluation of the property considering, but not limited to, the following factors:

- Structural integrity
- Benefit of the structure's existence to the public
- Alternative uses of the space on which the residential property sits
- Costs associated with restoration renovation or work consistent with otherwise bringing the residential structure up to living conditions consistent with a reasonable person standard and to applicable building codes
- Costs associated with ongoing maintenance
- Market value of the residential property, and the proposed rental rate.

If at any time, a change in the status of the structure's inclusion in the employee housing program is recommended, or at any time the capital improvement costs exceed the spending authority of the Executive Director, or as otherwise determined by the Executive Director, his analysis will be presented to the Planning and Utilization Committee of the Forest Preserve District of Kane County Board of Commissioners to provide direction on the inclusion of the property in the District Owned Housing Program.

The District has the right to modify or terminate this policy at any time. The provisions of any and all active lease agreements may supersede the contents of this policy as determined by law.

**Appendix A: Application to Participate in the District Owned Housing Program**

**Appendix B: Sample Forest Preserve District of Kane County Residential Property Lease Agreement**

Approved: TBD

STATE OF ILLINOIS    )  
                                  SS.  
COUNTY OF KANE    )

**FP RESOLUTION NO. FP-R-24-04-3084**

**RESOLUTION APPROVING THE ESTABLISHMENT OF THE  
AGRICULTURAL LAND USE POLICY**

WHEREAS, the District currently manages approximately 6,000 acres of farmland through annual Farm License Agreements, for the production of row crops and grass hay, issued to about 36 local farmers; and

WHEREAS, it is deemed to be necessary to create an Agricultural Land Use Policy to govern the stewardship and licensing of agricultural lands that reflects the District’s commitment to regenerative agricultural goals, soil health principles, and conservation farming practices; and

WHEREAS, a current Agricultural Land Use Policy has been developed to meet the needs of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Forest Preserve District of Kane County, Kane County, Illinois, that the Agricultural Land Use Policy, attached and identified as Exhibit A, be, and hereby is approved and adopted.

APPROVED AND PASSED on this 9th day of April 2024.

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Christopher Kious  
President, Kane Forest Preserve  
Kane County, Illinois

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Myrna Molina  
Secretary, Kane Forest Preserve  
Kane County, Illinois



# AGENDA MEMORANDUM

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**DATE:** March 28, 2024  
**TO:** Forest Preserve District Planning and Utilization Committee  
**FROM:** Patrick Chess, Director of Natural Resources  
**SUBJECT:** Approval of Resolution an Agricultural Land Use Policy for the Forest Preserve District of Kane County

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## **PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider the approval of the District's resolution to adopt an Agricultural Land Use Policy.

## **BACKGROUND:**

The District currently owns 23,404 acres of land in Kane County and approximately 5,978 acres of farmland is under annual Farm License Agreements for the production of row crops and grass hay. About 36 local farmers have annual license agreements with the District. The interim land use of farming row crops and grass hay provides for the suppression of undesirable vegetation on the landscape that has the potential to be problematic for future restoration and development, sustains the farming culture of Kane County and provides an important revenue source for the District. The District has the responsibility of implementing best management practices and sound stewardship on all its holdings, including farmland.

Many institutional and public land owners have adopted conservation farming strategies to protect the current and long-term ecological health of their land and have enlisted a dedicated team member to implement these strategies. With the addition of a dedicated Agricultural Coordinator on staff at the District, efforts have been made to revise the current Farm License Agreement with contemporary agricultural practices and refreshed license language. This includes pesticide restrictions and implementing no-till and conservation tillage conditions to the Farm License Agreement.

The Policy that is being recommended shall govern the stewardship and licensing of agricultural lands, reflect a commitment to agricultural practices based on regenerative agriculture goals, soil health principals, conservation farming concepts, and provide for the history of this framework. The District will be a leading example and strong partner to other conservation organizations moving forward.

## **RECOMMENDATION:**

Staff recommends the Committee approve the Agriculture Land Use Policy and revised Farm Program License Agreement.

## **ATTACHMENTS:**

*Agriculture Land Use Policy, Attachment A*

*Farm License Agreement Sample, Exhibit A*

*Lottery Letter Template, Exhibit B*

*Organic Farm Program License; Exhibit C*

*Farm Program Reporting Form, Exhibit D*

*Farm Parcels Map, Attachment B*

## 1. Policy Introduction

The Agricultural Land Use Policy (Policy) of the Forest Preserve District of Kane County (District) shall govern the stewardship and licensing of agricultural lands held by the District and comply with General Use Ordinance ###. Upon adoption of Resolution ##-## by the Board of Commissioners, the Policy shall be in effect on DATE.

## 2. Agricultural Land Use

Farmland is acquired by the District with the intent of a transition to a land use such as natural area restoration or development for public use and enjoyment. Keeping farmland in production is an important interim land use. The continuation of a current farming operation on acquired land provides for the suppression of undesirable vegetation on the landscape (if the land was left fallow), sustains the farming culture of Kane County, and provides revenue for the District. The District has the responsibility of implementing best management practices and sound stewardship on all its holdings, and agricultural land is included in this philosophy.

## 3. Farm Program Goals

The goals of the District's Farm Program include the long-term ecological health of District property, and the environment, by implementing agricultural practices based on regenerative agriculture goals, soil health principals and related conservation farming concepts. Conservation tillage methods and utilizing a continuous cover will help reduce erosion, improve soil structure, increase the diversity of organisms within the soil biome, and lend to overall soil health. Integrated pest management, responsible herbicide use and nutrient management has benefit to water quality and wildlife habitat. Conservation practices such as vegetated field buffers and in-field prairie strips will reduce surface run off of sediment and nutrients, provide habitat for wildlife and reduce erosion. Monitoring the chemical and physical properties of our farmland using a suite of testing protocols will establish a baseline matrix and define future trends in order to guide management decisions. These prescribed practices are stipulated within the Farm Program License Agreement (Exhibit A).

## 4. Farm Program License Agreement

### 4.1 Granting of the Farm Program License Agreement

When real estate is acquired by the District, the tenancy stipulated in the land sales contract for farmland, hay ground, and buildings (used for farm operations) shall be honored. The tenant shall furnish the District with an extant Certificate of Insurance, naming "The Forest Preserve District of Kane County" as additional insured and comply with the insurance requirements in the Farm Program License Agreement (Farm License). The current tenant will be offered to enter into a Farm License with the District (providing the tenant is in good standing with the District), effective upon expiration of the current agreement, or March 1 of the following year, whichever comes first. If the current tenant refuses the offer to enter into an agreement, a tenant shall be secured via the Lottery System (Exhibit B), for the upcoming Farm Program year. In the absence of tenancy appointed in the land sales contract, the District will offer the current operator right of first refusal to enter into a Farm License (providing the operator is in good standing with the District). If the current operator refuses the offer to enter into a Farm License agreement, a tenant shall be secured via the Lottery System. Notification

of farmland available via the Lottery System shall be mailed to prospective farmers. Applicants may submit an on-line form, or mail a completed form to the District.

#### 4.2 Terms and Fees

The Farm License shall be granted for a single, or multiple terms, from March 1, to February 28. Number of terms are dependent on restoration timelines, grant or bond restrictions, and type of cropping systems. During the term of the Farm License, 50% of the license fee is due by March 31 and the balance (50%) shall be due by December 15. A map of the licensed premises, depicting parcel and preserve name, number of acres, and row crop or hay, shall be included with the Farm License. The acres indicated in the Farm License shall be used to calculate the license fees. As a courtesy, invoices will be mailed to each Licensee.

#### 4.3 Calculation of Rental Rates

Cash rent rates are based on predominance of soil productivity rating (average yields) of non-irrigated corn crops found on the USDA-NRCS Web Soil Survey<sup>1</sup>. The pricing is assigned a land class of excellent, good, and average for row crops.

Land Class	Price per Acre
Excellent	\$285.00
Good	\$255.00
Average	\$200.00

The above rates were presented as proposed reduced rates and approved by the Forest Preserve District Executive Committee for the 2017 farm rents, on December 9, 2016. Poor soils remained at \$190.00 per acre and hay ground rate remains at \$120.00 per acre.

#### 4.4 Acreage Reduction and Parcel Retirement

The District reserves the right to reduce the acreage of the licensed premises at any time. Licensee shall be notified in writing of the Districts intent to retire a parcel or reduce the number of acres affecting the licensed premises.

- i. Written notice of acreage reduction, or permanent retirement of parcels for the next term of the Farm License, shall precede the Farm License renewal documents.
- ii. Written notice of acreage reduction given after execution of the Farm License, and prior to March 1, shall include an amendment to the Farm License and revised invoice reflecting the reduced license fee for the term of the Farm License.
- iii. Written notice of acreage reduction given after crops have been planted, during the term of the Farm License, shall cause for the District to compensate the Licensee for crop loss caused by the immediate use and occupancy by the District, following the crop loss event. Compensation shall be calculated using the Farm License's per acre price, multiplied by the number of acres reduced. The compensation amount shall be deducted from the second license fee of current crop year.



#### 4.5 Covenant Against Assignment of Sublease

The Licensee is not entitled to assign, sub-license, sub-lease or rent the licensed premises to another party, either verbally or in writing. Assignments by the Licensee is grounds for immediate termination of the Farm License.

#### 4.6 Organic Farm Program License Agreement

The District and Licensee may choose to enroll all, or part, of the licensed premises in the Organic Farm Program. The Organic Farm Program License Agreement (Exhibit C) incorporates the rules and regulations of the National Organic Program and USDA organic regulations (Title 7 CFR Part 205) for organic crop production. The Organic Farm Program License Agreement (Organic Farm License) shall be a term of six (6) years, renewable by the Licensee, providing the Licensee has remained in compliance and is in good standing with the District. The Organic Farm License fees during the transition from conventional farming to certified organic farming shall be reduced by seventy five (\$75.00) dollars per acre, per year, for the first three years of the License. The license fee for the remainder of the license term, and subsequent renewals shall not be discounted. The Licensee must provide the District with the name of the certifying agent, crop advisor, and organic farming plan, which is acceptable to the District prior to entering into the Organic Farm License. The Licensee shall provide proof of organic certification annually. In the event the Licensee is non-compliant with the terms of the Organic Farm License and/or intentionally negligent during the transition period, and fails to obtain organic certification, the Organic Farm License may be terminated and the difference of discounted license fee and full license fees collected.

### 5. Conservation Farming Practices

#### 5.1 Tillage

Allowable tillage practices are no-till<sup>2</sup>, strip till, and other conservation tillage methods<sup>3</sup> that maintains no less than 75% of crop residues on the soil surface after planting. No fall tillage is permitted, however the District reserves the right to grant written permission for tillage when requested in writing from the Licensee.

#### 5.2 Pesticide/herbicide Use

Pesticide, herbicide, fungicide, and insecticide (collectively, pesticides) applicators and operators must adhere to all label requirements, warnings, restrictions, and application rates of pesticides used. Applicators and operators must adhere to all label precautionary statements and instructions to control pesticide drift, surface runoff, and protect groundwater. Pesticide treated seeds can be toxic to non-target wildlife and must be planted according to label requirements and avoid leaving exposed seeds on the soil surface. Any spill of treated seed in the field must be removed by the Licensee immediately. Licensee shall use practices to minimize seed dust from treated seeds when planting by using a seed lubricant, to protect areas off site. The following herbicides/pesticides (and any formula containing) are restricted from use: atrazine, zidua, paraquat/paraquat dichloride,

dicamba/salts of dicamba, and spray application of any neonicotinoid product. Products with residual carry over effect on grass or broadleaf plants beyond the growing season are prohibited. The use of prohibited herbicides and pesticides is grounds for immediate termination of the Farm License at the sole discretion of the District.

### 5.3 Timing of Hay Cutting

Hay ground included in the Farm License shall not have a first cutting until July 1. Delayed hay cutting allows for grassland birds to nest, and provides for successful fledgling survival. Additional cuttings require permission from the District.

### 5.4 Nutrient Management and Soil Health

The maintenance of appropriate soil pH and nutrient levels, according to the recommendations in the University of Illinois Agronomy Handbook<sup>4</sup>, is the responsibility of the Licensee. Fall application of nitrogen is not allowed. The use of bio-solids is strictly prohibited on District land. Application of manure may only be applied with written authorization from the District. If the Licensee performs soil tests, the results shall be submitted to the District. Soil health tests shall be carried out by the District on a revolving schedule, sampling one-third (1/3) of total farmland acres per year, and a fee of three dollars and fifty cents (\$3.50) per acre shall be added to the annual license fee. Soil health tests shall provide results of the chemical, biological and physical properties of a given farm parcel as well as detect residual herbicides. The results provide baseline soil conditions to share with the Licensee as a supplement to nutrient management and tillage programs, define conditions and trends in order to guide land management decisions, and made available when new parcels enter the program and/or are available through the Lottery System.

### 5.5 Conservation Plans

The Licensee is expected to remain in compliance with all NRCS Conservation Plans adopted and submitted to NRCS or other local agricultural office affiliated with the USDA. The District may install field edge buffers and in-field vegetated strips as conservation field improvements. The Licensee may be responsible for annual maintenance and shall not plant through installed buffers and strips. The District will work with the Licensee to achieve and maintain conservation goals.

### 5.6 Conservation Crop Rotation

A crop rotation plan shall be completed by the Licensee at the time of executing the Farm License. The following table is provided within the Farm License, to be completed by the Licensee:

Property Name	2024 Crop	Cover Crop
	Corn, Soybeans, Wheat, or Hay	If no cover crop, Enter N/A
Field(s) #		

The crop rotation plan may be amended as needed, double cropping requires permission from the District.

## 6. Reporting

By November 30 of each year, the Licensee shall submit the Farm Program Reporting Form (Exhibit D) to the District. The Licensee will furnish the details of herbicide and nutrient applications as well as seed brand and seed treatments on the reporting form. Seed tags shall also be provided by the Licensee.

## 7. Farm Program Compliance

The Licensee is expected to abide by all rules and conditions of the Farm License, including the submission of reporting forms and Certificate of Insurance. Field assessments will be conducted to monitor compliance with tillage and other conditions of the Farm License. Non-compliance may result in the termination of the Farm License. If issues arise that hinder the Licensee's ability to comply with the agreed conditions of the Farm License, the Licensee must contact the District as soon as possible. All rules, regulations and conditions within the Farm License, attached hereto as Exhibit A, shall be incorporated herein.

## 8. Other Agricultural Use

The District may elect to pursue new types of agricultural use on its farmland. Including, but not limited to; livestock grazing, specialty crops, and agroforestry. The procurement process shall be tailored to the specific use being adopted.

<sup>1</sup>NRCS Web Soil Survey <https://www.nrcs.usda.gov/resources/data-and-reports/web-soil-survey>

<sup>2</sup>329\_IL\_Residue and Tillage Management, No Till 2022  
[https://efotg.sc.egov.usda.gov/api/CPSFile/35675/329\\_IL\\_CPS\\_Residue\\_and\\_Tillage\\_Management\\_No\\_Till\\_2022](https://efotg.sc.egov.usda.gov/api/CPSFile/35675/329_IL_CPS_Residue_and_Tillage_Management_No_Till_2022)

<sup>3</sup>345\_IL\_Residue and Tillage Management, Reduced Till 2022  
[https://efotg.sc.egov.usda.gov/api/CPSFile/35678/345\\_IL\\_CPS\\_Residue\\_and\\_Tillage\\_Management%2c\\_Reduced\\_Till\\_2022](https://efotg.sc.egov.usda.gov/api/CPSFile/35678/345_IL_CPS_Residue_and_Tillage_Management%2c_Reduced_Till_2022)

<sup>4</sup>University of Illinois Agronomy Handbook <http://extension.cropsciences.illinois.edu/handbook/>

## **Exhibits**

- A ..... Farm Program License Agreement
- B ..... Lottery System
- C ..... Organic Farm Program License Agreement
- D ..... Farm Program Reporting Form

## EXHIBIT A



1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134

Christopher W. Kiouss, President  
Benjamin H. Haberthur, Executive Director

Phone: 630-232-5980  
Fax: 630-232-5924  
www.kaneforest.com

### Farm Program License Agreement

March 1, 20## – February 28, 20##

This agreement, made and entered into this 30th day of November, 20##, by and between the Forest Preserve District of Kane County (the District) and Licensee name and address (Licensee).

The District operates under the Downstate Forest Preserve Act (the Act). The District enters into this Farm Program License Agreement (License Agreement) with the Licensee, as the use associated with this License Agreement is related to an activity of the District under the Act.

The District, for and in consideration of the conditions set forth herein, grants a License Agreement to the above mentioned Licensee for the agricultural use of the property situated in the Township of Township, County of Kane and State of Illinois, formerly known as the property name property, located in Preserve Forest Preserve, described as number of acres acres of farmland and further described as the Licensed Premises, depicted on the 2024 Farm License Map (Attachment A), solely for agricultural use(s) and not otherwise.

The Licensee, understands they have no rights to the Licensed Premises other than agricultural use and agree to the following conditions and restrictions herein, set forth by the District as follows:

1. **LICENSE TERM:** The above described Licensed Premises is licensed on a fixed term basis, from March 1, 20## to February 28, 20##, not a period of months or years. Both parties agree that failure to execute a written renewal by November 30, 20## shall be constructive notice of intent to allow this License Agreement to expire. The parties specifically agree that the four-month notice of termination provisions contained in 735 ILCS 5/9-206 of the Illinois Code of Civil Procedure are expressly waived.
2. **LICENSE FEES:** During the term of the License Agreement, 50% of the license fee is due by March 31, 2024 and the balance (50%) shall be due by December 15, 2024.
  - a. The Licensee agrees to a rate of \$###.00 per acre for### acres of farmland, and a soil testing fee of \$3.50 per acre for ### acres of farmland formerly known as the *property name* property; for a total license fee of \$##,###.00.
  - b. Any outstanding amount due of the license fee under this License Agreement that is not paid when due, shall incur a late fee. The daily late fee is 12% per annum (Amount Due\*(0.12/365)),

accruing from the date when the payment is due, per the License Agreement, until the amount is paid by the Licensee. Payments received postmarked after the due dates shall be considered delinquent, and begin incurring the late fee.

- c. The license fee shall be paid by personal check, bank draft, or U.S. Postal Money Order made payable to the Forest Preserve District of Kane County and paid to the District at the office of the Forest Preserve District of Kane County, 1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134.

3. **ACREAGE REDUCTION:** The District reserves the right to reduce the acreage of the Licensed Premises at any time. Written notice to the Licensee of the District's intent to reduce the acreage of the Licensed Premises shall include an updated Farm License Map identifying the acres to be reduced.
  - a. Written notice of acreage reduction, or permanent retirement of parcels for the next term of the License Agreement, shall precede the License Agreement renewal documents.
  - b. Written notice of acreage reduction given after execution of the License Agreement, and prior to March 1, shall include an amendment to the License Agreement and revised invoice reflecting the reduced license fee for the term of the License Agreement.
  - c. Written notice of acreage reduction given after crops have been planted, during the term of the License Agreement, shall cause for the District to compensate the Licensee for the crop loss caused by the immediate use and occupancy by the District, following the crop loss event. Compensation shall be calculated using this License Agreement's per acre price, multiplied by the number of acres reduced. The compensation amount shall be deducted from the second license fee of current crop year.
4. **LICENSE NONRENEWAL:** The District reserves the right not to renew this License Agreement for any reason deemed to be in the best interest of the District, including but not limited to, wetland mitigation purposes, grant requirements, site development, restoration, and non-compliance issues. Licensee shall be notified in writing of intent not to renew by November 1 of the current year of the License Agreement.
5. **FARM CONDITION:** No representation as to the condition of the Licensed Premises has been made by the District, its agents, or employees, to the Licensee prior to the execution of this License Agreement that are not expressed or endorsed in this License Agreement.
6. **COVENANT AGAINST ASSIGNMENT OF SUBLEASE:** This License Agreement is not assignable by either party. Licensee is not entitled to assign, sub-license, sub-lease or rent the Licensed Premises to another party, either verbally or in writing. Assignments by the Licensee is grounds for immediate termination of this License Agreement.
7. **PERIOD OF CROP PRODUCTION:** Notwithstanding the terms set forth herein, the Licensee acknowledges and agrees that the exclusive use of the Licensed Premises for agricultural purposes shall extend to the Licensee only during periods of crop production (planting to harvest, a period of not more than six months during the term of this License Agreement), The District expressly reserves the right to use the Licensed Premises during all other times for public purposes, that may include, but shall not be limited to: hiking, cross country skiing, snowmobiling, snow shoeing, and equestrian

riding. Such public uses shall not be permitted during periods of crop production (planting to harvest, a period of not more than six months during the term of this License Agreement) in a manner which interferes with crop production.

8. **RESPONSIBILITIES:** The District, by the terms of this License Agreement or otherwise, shall not be bound to do, or cause to be done, any maintenance, repairs, drainage improvements, replacements, or improving of the Licensed Premises or appurtenances thereto, unless agreed to in writing. The Licensee agrees to be responsible for any and all utility bills on the property.
9. **CREDIT & SET-OFFS:** The District will not allow any credit or set-offs to the Licensee for any repairs, replacements, or improvements made on the Licensed Premises, by or at the order of said Licensee, unless agreed to in writing.
10. **PESTICIDE USE AND RESTRICTION:** Pesticide, herbicide, fungicide, and insecticide (collectively, pesticides) applicators and operators must adhere to all label requirements, warnings, restrictions, and application rates of pesticides used. Applicators and operators must adhere to all label precautionary statements and instructions to control pesticide drift, surface runoff, and protect groundwater. Pesticide treated seeds can be toxic to non-target wildlife and must be planted according to label requirements and avoid leaving exposed seeds on the soil surface. Any spill of treated seed in the field must be removed by the Licensee immediately. Licensee shall use practices to minimize seed dust from treated seeds when planting by using a seed lubricant, to protect areas off site. The following pesticides (and any formula containing) are restricted from use: atrazine, paraquat (trade names include Gramoxone, Parazone, etc.), dicamba/salts of dicamba (trade names include Dianat, Banvel, Vanquish, etc.), and spray application of any neonicotinoid product. Pesticides that persist in the soil with residual control of vegetation beyond the growing season are prohibited. The use of prohibited herbicides and pesticides is grounds for immediate termination of the License Agreement at the sole discretion of the District.
11. **TILLAGE PRACTICES:** Allowable tillage practices are no-till (Attachment B), strip till, vertical tillage, or other conservation tillage (Attachment C) methods that maintains no less than 75% of crop residues on the soil surface after planting. No fall tillage is permitted, however the District reserves the right to grant written permission for tillage when requested in writing from Licensee.
12. **NUTRIENT MANAGEMENT:** The maintenance of appropriate soil pH and nutrient levels, according to the recommendations in the University of Illinois Agronomy Handbook, is the responsibility of the Licensee. No fall application of nitrogen is allowed. The use of bio solids is strictly prohibited on District land. Application of manure may only be applied with written authorization from the District. If Licensee performs soil testing, results shall be submitted to the District. The District shall perform soil health tests for chemical, biological, and physical properties according to a rotational schedule, and submit to the Licensee. Soil testing fee of \$3.50 per acre shall be added to the annual license fee. The use of bio solids is strictly prohibited on District land. Application of manure may only be applied with written authorization from the District.
13. **CONSERVATION CROP ROTATION:** A crop rotation plan shall be completed by the Licensee at the time of executing the License Agreement. The crop rotation plan may be amended as needed,

double cropping (except for grass hay) requires written permission from the District. Please indicate the crop type for 2024 (shall differ from 2023 crop), and if a cover crop will be planted::

Parcel Name	2024 Crop	Cover Crop
	Corn, Soybeans, Wheat, or Hay	If no cover crop, enter N/A
Field(s) #		

14. **CONDITION:** The Licensee shall keep the Licensed Premises and appurtenances in a neat, clean, and orderly condition at all times and not cause, permit, or tolerate garbage or other refuse to accumulate thereon; shall not cause, tolerate, or permit any waste or any unlawful, improper, or offensive use of the Licensed Premises or any use or occupancy thereof contrary to any state or federal law or any ordinance of the District. The Licensee is responsible for proper weed management/integrated weed management and controlling the spread and eradication of noxious weeds (<https://www.nationalplantboard.org/uploads/1/3/6/7/136771235/illinoissummary.pdf> and Ill. Admin. Code tit. 8 § 220.60).
15. **DEATH OR INJURY:** In the event that death or injury occurs to any person, or loss, destruction, or damage occurs to any property including, but not limited to, the person or property of the parties hereto, in connection with the Licensee's use or occupation of the Licensed Premises, which is occasioned in whole or in part by the acts or omissions of the Licensee or District, its agents, employees, or servants, the Licensee agrees to indemnify and hold harmless the District from and against any loss, claims, or demands to which the District may be subject as a result of such death, injury, loss, destruction, or damage. The Licensee takes possession and use of the Licensed Premises as is, and assumes all risk of accidents personally as well as for family, employees, agents, or persons coming on the Licensed Premises.
16. **INSURANCE:** The Licensee agrees to name "The Forest Preserve District of Kane County" as an additional insured on their insurance policy and provide a copy of their policy to the District. For the term of the License Agreement, the Licensee shall maintain insurance with a carrier acceptable to the District, insuring the Licensee during the term of the License Agreement, of the following types and in not less than the stated minimum amounts:
- |                      |  |
|----------------------|--|
| Liability Insurance  | \$1 million per person<br>\$1 million per occurrence |
| Property Damage      | \$1 million per occurrence                           |
| Workers Compensation | Full Statutory Limits                                |
- a. The Licensee shall furnish an extant Certificate of Insurance, reflecting the above and agrees that all applicable insurance policies, and the Certificate of Insurance, name the District as additional insured and that the District is to receive thirty (30) days' prior written notice of cancellation of coverage. The general liability policy must specifically include farm liability and farm property. At time of policy renewal or expiration, it is the Licensee's responsibility to provide a new Certificate of Insurance to the District.
- i. The Certificate of Insurance shall have the following entered as additional remarks:  
"The Forest Preserve District of Kane County is additional insured"



- ii. The insurance policies or Certificates of Insurance should be sent to the Forest Preserve District of Kane County, 1996 S. Kirk Road, Suite 320, Geneva, Illinois, 60134.
- iii. Letters of Continuous Coverage are not admissible in place of a Certificate of Insurance, as this License Agreement terminates automatically at the end of the term.

**17. RULES & REGULATIONS:** The Licensee agrees to abide by such other rules and regulations, as may be promulgated by the District, expressly including the following:

- a. By November 30 of each year, Licensee shall submit the Farm Program Reporting Form (Attachment D) to the District. The Licensee will furnish the pesticide applicator name, IDOA License number, details of herbicide and nutrient applications, seed brand and seed treatments, and yield information on the reporting form. Seed tags shall also be provided by the Licensee.
- b. Upon request, the Licensee shall provide a copy of any and all drain tile maps of the Licensed Premises, and the District shall make drain tile information available to the Licensee.
- c. Upon request, the Licensee shall provide the District with the FSA farm and tract number for each farmed parcel in the Licensed Premises, under this License Agreement.
- d. The Licensee shall be responsible for any and all USDA registration, permitting and inspections, including all costs associated therewith.
- e. The Licensee shall provide the District with the NRCS Conservation Plan, if any has been adopted and submitted to NRCS or other local agricultural office affiliated with the USDA, together with any amendments thereto as the same are adopted. Such copy shall be delivered within seven (7) days of its submission to NRCS or other applicable entity. The District may install field edge buffers and in-field vegetated strips as conservation field improvements. The Licensee may be responsible for annual maintenance and shall not plant through installed buffers and strips.
- f. For Parcels within the Licensed Premises dedicated to the production of hay, the following additional conditions shall apply:
  - i. Licensee shall not plant row crops, till, grade, harrow, nor otherwise disturb the topsoil surface without written consent of the District's Director of Natural Resources.
  - ii. Licensee shall not make the first cutting of hay until after July 1 of each year of this License Agreement or any extension hereof, without the express written consent of the District's Director of Natural Resources, in order to enable the fledging of native grassland birds.
- g. The District reserves the right to implement a component of its Deer Management Program at the preserve where the Licensed Premises are located. The Licensee will be notified in writing no less than sixty (60) days prior to the District initiating either an archery-hunting program or a deer population reduction event.

18. **DEFAULT:** If default is made in the payment of the licensee fee or in any of the covenants and agreements herein contained, it shall be lawful for the District at its election without notice to the Licensee to declare this License Agreement to be terminated as of the date of such default and to re-enter the Licensed Premises or any part thereof, either with or without process of law, and to remove and put out, using such force as may be necessary, the Licensee or any person or persons and property using or occupying the same. The Licensee hereby expressly waives all right of any notice or demand under any statute of the State of Illinois or any federal law relating to forcible entry and detainer.
19. **EXPIRATION & TERMINATION:** The Licensee agrees at the expiration or termination of this License Agreement to yield possession of the Licensed Premises to the District without further demand or notice, in as good order and condition as when they were entered upon by the Licensee. Loss by fire, flood, tornado, and ordinary wear is excepted. If the Licensee fails to yield possession, the Licensee shall pay to the District a penalty of double the annual license fee for each day he or she remains in possession thereafter, in addition to any damages caused by the Licensee to the District's land or improvements, and said payments shall not entitle the Licensee to any interest of any kind or character in or on the Licensed Premises.
20. **ENFORCEMENT:** The Licensee covenants and agrees to pay and discharge all reasonable costs, attorney's fees, and expenses that are incurred by the District in enforcing this License Agreement and all covenants thereto. All parties agree that the covenants and agreements herein contained shall be binding upon and apply and inure to their heirs, executors, administrators, and assignees.
21. **PROPERTY TAX:** If it is determined by any governmental entity, other than the District, that any property tax is owed due to any interest associated with this Agreement, then the Licensee shall pay such tax. The obligation to pay such tax shall survive the termination of this Agreement.
22. **RESTORATION:** The Licensee understands that by farming property owned by the District they are participating in the eventual restoration plans for the property. The rules, regulations, and conditions herein are tailored to conservation farming with goals similar to the management of natural areas for the long term ecological health of District property.
23. **COMPLIANCE:** The District reserves the right to enter, view, and inspect the Licensed Premises at all reasonable times. Field assessments will be conducted on the Licensed Premises to monitor compliance with tillage and other conditions of the License Agreement. The Licensee is expected to abide by all rules and conditions of the License Agreement, including the submission of reporting forms and Certificate of Insurance. Non-compliance may result in the termination of the License Agreement. If issues arise that hinder the Licensee's ability to comply with the agreed conditions of the License Agreement, the Licensee must contact the District as soon as possible.

**NOTICES:** Any notices required hereunder, shall be in writing and delivered to:

**DISTRICT**

Forest Preserve District of Kane County  
Attention: Michelle Blackburn  
1996 S. Kirk Road, Suite 320  
Geneva, Illinois 60134  
Phone: 630-232-5981  
Email: BlackburnMichelle@kaneforest.com

**LICENSEE**

Name  
Address  
City, ZIP  
Phone: ###-###-####  
Email:

IN WITNESS WHEREOF, each of the parties has caused this Farm Program License Agreement to be executed by its duly authorized representative as of the day and year first written above.

**FOREST PRESERVE DISTRICT OF LICENSEE  
KANE COUNTY**

By: \_\_\_\_\_  
Patrick Chess  
Director of Natural Resources

By: \_\_\_\_\_  
Name of Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



***NOTICE:*** Licensee must sign and return this agreement to the District no later than November 30. If situations arise that will delay submission, please contact the District as soon as possible. Failure to submit this signed agreement will result in the farm parcels being offered to the public through the lottery system.

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*If any of the above contact information has changed, please indicate so here:*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

## EXHIBIT B



1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134

Christopher W. Kiou, President  
Benjamin H. Haberthur, Executive Director

Phone: 630-232-5980  
Fax: 630-232-5924  
[www.kaneforest.com](http://www.kaneforest.com)

*Date*

Re: 2024 Farmland Lottery, ### acres at the *Preserve*, known as *property*, in *Township*

Greetings,

This letter is to inform you of a new opportunity to farm row crops at the Forest Preserve District of Kane County (District). The District is currently seeking a tenant farmer for ## acres, at *Preserve, property*. The field was planted to corn/soybean in 20##. Location and premises are detailed on the enclosed map.

The District seeks to enter into a Farm Program License Agreement (License Agreement) for the term of March 20##, to February 20##. The current rate per acre is \$###.00/acre. This rate is set forth by the District Board of Commissioners and is not negotiable. Please review the enclosed sample Farm Program License Agreement critically.

### **Eligibility and Requirements to Participate**

Program participants must be a full-time resident of Kane County, Illinois. Residency shall be verified by a current Driver's License or Illinois State ID. Current or former Forest Preserve tenants must be in good standing with the District in regards to license fee payments and Farm Program License Agreement compliance.

### **Applications**

Applications will be accepted from *Date*, (8:00 a.m.) through *Date* (ending at 4:00 p.m.). Only one application may be submitted per person and per farm operation. Applicants may submit an application online ([www.kaneforest.com](http://www.kaneforest.com)) or complete the enclosed application and mail (or personally submit) to:

Forest Preserve District of Kane County  
Attn: Michelle Blackburn  
1996 S. Kirk Rd., Ste. 320  
Geneva, IL 60134

### **Participant Selection**

Participants will be selected randomly via a lottery. The lottery will be carried out at Forest Preserve District headquarters (address listed above) on February 6, at 9:00am. Applicants will be notified of the selection via the email applicants provide on the application.

Questions may be directed to Michelle Blackburn, Agricultural Coordinator, 630-232-5981, [blackburnmichelle@kaneforest.com](mailto:blackburnmichelle@kaneforest.com)

Sincerely,

Patrick Chess  
Director of Natural Resources  
Forest Preserve District of Kane County

*To preserve and restore the nature of Kane County*

## EXHIBIT C



1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134

Christopher W. Kious, President  
Benjamin H. Haberthur, Executive Director

Phone: 630-232-5980  
Fax: 630-232-5924  
www.kaneforest.com

### Organic Farm Program License Agreement

March 1, 20## – February 28, 20##

This agreement, made and entered into this ##th day of Month, 20##, by and between the Forest Preserve District of Kane County (the District) and Licensee name and address (Licensee).

The District operates under the Downstate Forest Preserve Act (the Act). The District enters into this Organic Farm Program License Agreement (Organic License Agreement) with the Licensee, as the use associated with this License Agreement is related to an activity of the District under the Act.

The District, for and in consideration of the conditions set forth herein, grants a Organic License Agreement to the above mentioned Licensee for the agricultural use of the property situated in the Township of Township, County of Kane and State of Illinois, formerly known as the property name property, located in Preserve Forest Preserve, described as number of acres acres of farmland and further described as the Licensed Premises, depicted on the 2024 Farm License Map (Attachment A), solely for agricultural use(s) and not otherwise.

The Licensee, understands they have no rights to the Licensed Premises other than agricultural use and agree to the following conditions and restrictions herein, set forth by the District as follows:

1. **LICENSE TERM:** The above described Licensed Premises is licensed from March 1, 20## to February 28, 20##.. Both parties agree that failure to execute a written renewal by November 30, 20## shall be constructive notice of intent to allow this Organic License Agreement to expire. The parties specifically agree that the four-month notice of termination provisions contained in 735 ILCS 5/9-206 of the Illinois Code of Civil Procedure are expressly waived.
2. **LICENSE FEES:** During the term of the Organic License Agreement, 50% of the license fee is due by March 31, 2024 and the balance (50%) shall be due by December 15, 2024.
  - a. The Licensee agrees to a rate of \$###.00 per acre for ## acres of farmland, formerly known as the property name property; for a total license fee of \$##,###.00 for the first three years of this Organic License Agreement, defined as beginning on March 1, 20## and ending on February 28, 20##

- b. The Licensee agrees to a rate of \$###.00 per acre for ## acres of farmland, formerly known as the *property name* property; for a total license fee of \$##,###.00 for the last three years of this Organic License Agreement, defined as beginning on March 1, 20## and ending on February 28, 20##.
- c. Any outstanding amount due of the license fee under this Organic License Agreement that is not paid when due, shall incur a late fee. The daily late fee is 12% per annum (Amount Due\*(0.12/365)), accruing from the date when the payment is due, per the Organic License Agreement, until the amount is paid by the Licensee. Payments received postmarked after the due dates shall be considered delinquent, and begin incurring the late fee.
- d. The license fee shall be paid by personal check, bank draft, or U.S. Postal Money Order made payable to the Forest Preserve District of Kane County and paid to the District at the office of the Forest Preserve District of Kane County, 1996 S. Kirk Road, Suite 320, Geneva, Illinois 60134.

**3. ACREAGE REDUCTION:** The District reserves the right to reduce the acreage of the Licensed Premises at any time. Written notice to the Licensee of the District's intent to reduce the acreage of the Licensed Premises shall include an updated Farm License Map identifying the acres to be reduced.

- a. Written notice of acreage reduction, or permanent retirement of parcels for the next term of the Organic License Agreement, shall precede the Organic License Agreement renewal documents.
- b. Written notice of acreage reduction given after execution of the Organic License Agreement, and prior to March 1, shall include an amendment to the Organic License Agreement and revised invoice reflecting the reduced license fee for the term of the Organic License Agreement.
- c. Written notice of acreage reduction given after crops have been planted, during the term of the Organic License Agreement, shall cause for the District to compensate the Licensee for the crop loss caused by the immediate use and occupancy by the District, following the crop loss event. Compensation shall be calculated using this Organic License Agreement's per acre price, multiplied by the number of acres reduced. The compensation amount shall be deducted from the second license fee of current crop year.

**4. LICENSE NONRENEWAL:** The District reserves the right not to renew this Organic License Agreement for any reason deemed to be in the best interest of the District, including but not limited to, wetland mitigation purposes, grant requirements, site development, restoration, and non-compliance issues. Licensee shall be notified in writing of intent not to renew by November 1 of the current year of the Organic License Agreement.

**5. FARM CONDITION:** No representation as to the condition of the Licensed Premises has been made by the District, its agents, or employees, to the Licensee prior to the execution of this Organic License Agreement that are not expressed or endorsed in this Organic License Agreement.

**6. COVENANT AGAINST ASSIGNMENT OF SUBLEASE:** This Organic License Agreement is not assignable by either party. Licensee is not entitled to assign, sub-license, sub-lease or rent the Licensed

Premises to another party, either verbally or in writing. Assignments by the Licensee is grounds for immediate termination of this Organic License Agreement.

7. **PERIOD OF CROP PRODUCTION:** Notwithstanding the terms set forth herein, the Licensee acknowledges and agrees that the exclusive use of the Licensed Premises for agricultural purposes shall extend to the Licensee only during periods of crop production (planting to harvest, a period of not more than six months during the term of this Organic License Agreement), The District expressly reserves the right to use the Licensed Premises during all other times for public purposes, that may include, but shall not be limited to: hiking, cross country skiing, snowmobiling, snow shoeing, and equestrian riding. Such public uses shall not be permitted during periods of crop production (planting to harvest, a period of not more than six months during the term of this Organic License Agreement) in a manner which interferes with crop production.
8. **RESPONSIBILITIES:** The District, by the terms of this Organic License Agreement or otherwise, shall not be bound to do, or cause to be done, any maintenance, repairs, drainage improvements, replacements, or improving of the Licensed Premises or appurtenances thereto, unless agreed to in writing. The Licensee agrees to be responsible for any and all utility bills on the property.
9. **CREDIT & SET-OFFS:** The District will not allow any credit or set-offs to the Licensee for any repairs, replacements, or improvements made on the Licensed Premises, by or at the order of said Licensee, unless agreed to in writing.
10. **PESTICIDE USE AND RESTRICTION:** Pesticide, herbicide, fungicide, and insecticide (collectively, pesticides) applicators and operators must adhere to all label requirements, warnings, restrictions, and application rates of pesticides used. Applicators and operators must adhere to all label precautionary statements and instructions to control pesticide drift, surface runoff, and protect groundwater. Only National Organic Program (NOP) allowed products shall be used on the Licensed Premises. Pesticides that persist in the soil with residual control of vegetation beyond the growing season are prohibited. The use of prohibited herbicides and pesticides is grounds for immediate termination of the Organic License Agreement at the sole discretion of the District.
11. **TILLAGE PRACTICES:** Allowable tillage practices are no-till (Attachment B), strip till, vertical tillage, or other conservation tillage (Attachment C) methods. In-row field cultivation for weed suppression is allowed to a depth no more than 6 inches. No fall tillage is permitted, however the District reserves the right to grant written permission for tillage when requested in writing from Licensee.
12. **NUTRIENT MANAGEMENT:** The maintenance of appropriate soil pH and nutrient levels, according to the recommendations in the University of Illinois Agronomy Handbook, is the responsibility of the Licensee. Only NOP allowed products shall be used on the Licensed Premises No fall application of nitrogen is allowed. If Licensee performs soil testing, results shall be submitted to the District. If the District performs soil testing, the test results will be provided to the Licensee for nutrient management. The use of bio solids is strictly prohibited on District land. Application of manure may only be applied with written authorization from the District



13. **CONSERVATION CROP ROTATION:** A crop rotation plan shall be completed by the Licensee at the time of executing the Organic License Agreement. The crop rotation plan may be amended as needed, double cropping (except for grass hay) requires written permission from the District. Please indicate the crop type for 2024 (shall differ from 2023 crop), and if a cover crop will be planted::

Parcel Name	2024 Crop	Cover Crop
	Corn, Soybeans, Wheat, or Hay	If no cover crop, enter N/A
Field(s) #		

14. **CONDITION:** The Licensee shall keep the Licensed Premises and appurtenances in a neat, clean, and orderly condition at all times and not cause, permit, or tolerate garbage or other refuse to accumulate thereon; shall not cause, tolerate, or permit any waste or any unlawful, improper, or offensive use of the Licensed Premises or any use or occupancy thereof contrary to any state or federal law or any ordinance of the District. The Licensee is responsible for proper weed management/integrated weed management and controlling the spread and eradication of noxious weeds (<https://www.nationalplantboard.org/uploads/1/3/6/7/136771235/illinoissummary.pdf> and Ill. Admin. Code tit. 8 § 220.60).
15. **DEATH OR INJURY:** In the event that death or injury occurs to any person, or loss, destruction, or damage occurs to any property including, but not limited to, the person or property of the parties hereto, in connection with the Licensee's use or occupation of the Licensed Premises, which is occasioned in whole or in part by the acts or omissions of the Licensee or District, its agents, employees, or servants, the Licensee agrees to indemnify and hold harmless the District from and against any loss, claims, or demands to which the District may be subject as a result of such death, injury, loss, destruction, or damage. The Licensee takes possession and use of the Licensed Premises as is, and assumes all risk of accidents personally as well as for family, employees, agents, or persons coming on the Licensed Premises.
16. **INSURANCE:** The Licensee agrees to name "The Forest Preserve District of Kane County" as an additional insured on their insurance policy and provide a copy of their policy to the District. For the term of the Organic License Agreement, the Licensee shall maintain insurance with a carrier acceptable to the District, insuring the Licensee during the term of the Organic License Agreement , of the following types and in not less than the stated minimum amounts:
- |                      |                            |
|----------------------|----------------------------|
| Liability Insurance  | \$1 million per person     |
|                      | \$1 million per occurrence |
| Property Damage      | \$1 million per occurrence |
| Workers Compensation | Full Statutory Limits      |
- a. The Licensee shall furnish an extant Certificate of Insurance, reflecting the above and agrees that all applicable insurance policies, and the Certificate of Insurance, name the District as additional insured and that the District is to receive thirty (30) days' prior written notice of cancellation of coverage. The general liability policy must specifically include farm liability and farm property. At time of policy renewal or expiration, it is the Licensee's responsibility to provide a new Certificate of Insurance to the District.

- i. The Certificate of Insurance shall have the following entered as additional remarks:  
“The Forest Preserve District of Kane County is additional insured”
- ii. The insurance policies or Certificates of Insurance should be sent to the Forest Preserve District of Kane County, 1996 S. Kirk Road, Suite 320, Geneva, Illinois, 60134.
- iii. Letters of Continuous Coverage are not admissible in place of a Certificate of Insurance, as this Organic License Agreement terminates automatically at the end of the term.

**17. RULES & REGULATIONS:** The Licensee agrees to abide by such other rules and regulations, as may be promulgated by the District, expressly including the following:

- a. The Licensed Premises shall be dedicated to certified organic crop production. The rules and regulations of the National Organic Program (NOP) and USDA organic regulations (Title 7 CFR Part205) are incorporated herein.
- b. The first three (3) years of the Organic License Agreement shall be the transition of conventional crop production to certified organic crop production. The last three (3) years shall be certified organic crop production, and the Licensee shall provide proof of organic certification annually.
- c. The Licensee must provide the District with the name of the certifying agent, crop advisor, and organic farming plan, which is acceptable to the District prior to entering into this Organic License Agreement. In the event the Licensee is non-compliant with the terms of the Organic License Agreement and/or is intentionally negligent during the transition period, and fails to obtain organic certification, the Organic Farm License may be terminated and the difference of discounted license fees and full license fees collected from the Licensee.
- d. By November 30 of each year, Licensee shall submit the Farm Program Reporting Form (Attachment D) to the District. The Licensee will furnish the pesticide applicator name, IDOA License number, details of herbicide and nutrient applications, seed brand and seed treatments, and yield information on the reporting form. Seed tags shall also be provided by the Licensee.
- e. Upon request, the Licensee shall provide a copy of any and all drain tile maps of the Licensed Premises, and the District shall make drain tile information available to the Licensee.
- f. Upon request, the Licensee shall provide the District with the FSA farm and tract number for each farmed parcel in the Licensed Premises, under this Organic License Agreement.
- g. The Licensee shall be responsible for any and all USDA registration, permitting and inspections, including all costs associated therewith.
- h. The Licensee shall provide the District with the NRCS Conservation Plan, if any has been adopted and submitted to NRCS or other local agricultural office affiliated with the USDA, together with any amendments thereto as the same are adopted. Such copy shall be delivered within seven (7) days of its submission to NRCS or other applicable entity. The District may

install field edge buffers and in-field vegetated strips as conservation field improvements. The Licensee may be responsible for annual maintenance and shall not plant through installed buffers and strips.

- i. For Parcels within the Licensed Premises dedicated to the production of hay, the following additional conditions shall apply:
  - i. Licensee shall not plant row crops, till, grade, harrow, nor otherwise disturb the topsoil surface without written consent of the District's Director of Natural Resources.
  - ii. Licensee shall not make the first cutting of hay until after July 1 of each year of this Organic License Agreement or any extension hereof, without the express written consent of the District's Director of Natural Resources, in order to enable the fledging of native grassland birds.
- j. The District reserves the right to implement a component of its Deer Management Program at the preserve where the Licensed Premises are located. The Licensee will be notified in writing no less than sixty (60) days prior to the District initiating either an archery-hunting program or a deer population reduction event.

18. **DEFAULT:** If default is made in the payment of the licensee fee or in any of the covenants and agreements herein contained, it shall be lawful for the District at its election without notice to the Licensee to declare this Organic License Agreement to be terminated as of the date of such default and to re-enter the Licensed Premises or any part thereof, either with or without process of law, and to remove and put out, using such force as may be necessary, the Licensee or any person or persons and property using or occupying the same. The Licensee hereby expressly waives all right of any notice or demand under any statute of the State of Illinois or any federal law relating to forcible entry and detainer.

19. **EXPIRATION & TERMINATION:** The Licensee agrees at the expiration or termination of this Organic License Agreement to yield possession of the Licensed Premises to the District without further demand or notice, in as good order and condition as when they were entered upon by the Licensee. Loss by fire, flood, tornado, and ordinary wear is excepted. If the Licensee fails to yield possession, the Licensee shall pay to the District a penalty of double the annual license fee for each day he or she remains in possession thereafter, in addition to any damages caused by the Licensee to the District's land or improvements, and said payments shall not entitle the Licensee to any interest of any kind or character in or on the Licensed Premises.

20. **ENFORCEMENT:** The Licensee covenants and agrees to pay and discharge all reasonable costs, attorney's fees, and expenses that are incurred by the District in enforcing this Organic License Agreement and all covenants thereto. All parties agree that the covenants and agreements herein contained shall be binding upon and apply and inure to their heirs, executors, administrators, and assignees.

21. **PROPERTY TAX:** If it is determined by any governmental entity, other than the District, that any property tax is owed due to any interest associated with this Organic License Agreement, then the

Licensee shall pay such tax. The obligation to pay such tax shall survive the termination of this Organic License Agreement.

22. **RESTORATION:** The Licensee understands that by farming property owned by the District they are participating in the eventual restoration plans for the property. The rules, regulations, and conditions herein are tailored to conservation farming with goals similar to the management of natural areas for the long term ecological health of District property.
23. **COMPLIANCE:** The District reserves the right to enter, view, and inspect the Licensed Premises at all reasonable times. Field assessments will be conducted on the Licensed Premises to monitor compliance with tillage and other conditions of the Organic License Agreement. The Licensee is expected to abide by all rules and conditions of the Organic License Agreement, including the submission of reporting forms and Certificate of Insurance. Non-compliance may result in the termination of the Organic License Agreement. If issues arise that hinder the Licensee's ability to comply with the agreed conditions of the Organic License Agreement, the Licensee must contact the District as soon as possible.

**NOTICES:** Any notices required hereunder, shall be in writing and delivered to:

**DISTRICT**

Forest Preserve District of Kane County  
Attention: Michelle Blackburn  
1996 S. Kirk Road, Suite 320  
Geneva, Illinois 60134  
Phone: 630-232-5981  
Email: BlackburnMichelle@kaneforest.com

**LICENSEE**

Name  
Address  
City, ZIP  
Phone: ###-###-####  
Email:

IN WITNESS WHEREOF, each of the parties has caused this Organic Farm Program License Agreement to be executed by its duly authorized representative as of the day and year first written above.

**FOREST PRESERVE DISTRICT OF LICENSEE  
KANE COUNTY**

By: \_\_\_\_\_  
Patrick Chess  
Director of Natural Resources

By: \_\_\_\_\_  
Name of Licensee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



***NOTICE:*** Licensee must sign and return this agreement to the District no later than November 30. If situations arise that will delay submission, please contact the District as soon as possible. Failure to submit this signed agreement will result in the farm parcels being offered to the public through the lottery system.

---

*If any of the above contact information has changed, please indicate so here:*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

**EXHIBIT D****Farm Program Reporting Form**

<b>Location:</b>	<b>Licensee:</b>
<b>Farm ID:</b>	

<b>Crop Year:</b>		<b>Crop Type:</b>		<b>Field Number(s):</b>	
-------------------	--	-------------------	--	-------------------------	--

<b>Tillage</b>			
No-till	Strip-till	Other (Provide type of tillage and reason)	Tillage Dates

<b>Seed Information</b>	
Brand and Variety	Treatment*

\*Attach seed tag

<b>Herbicide/Pesticide Applications</b>			
Date	Description/product	Rate per Acre	Method

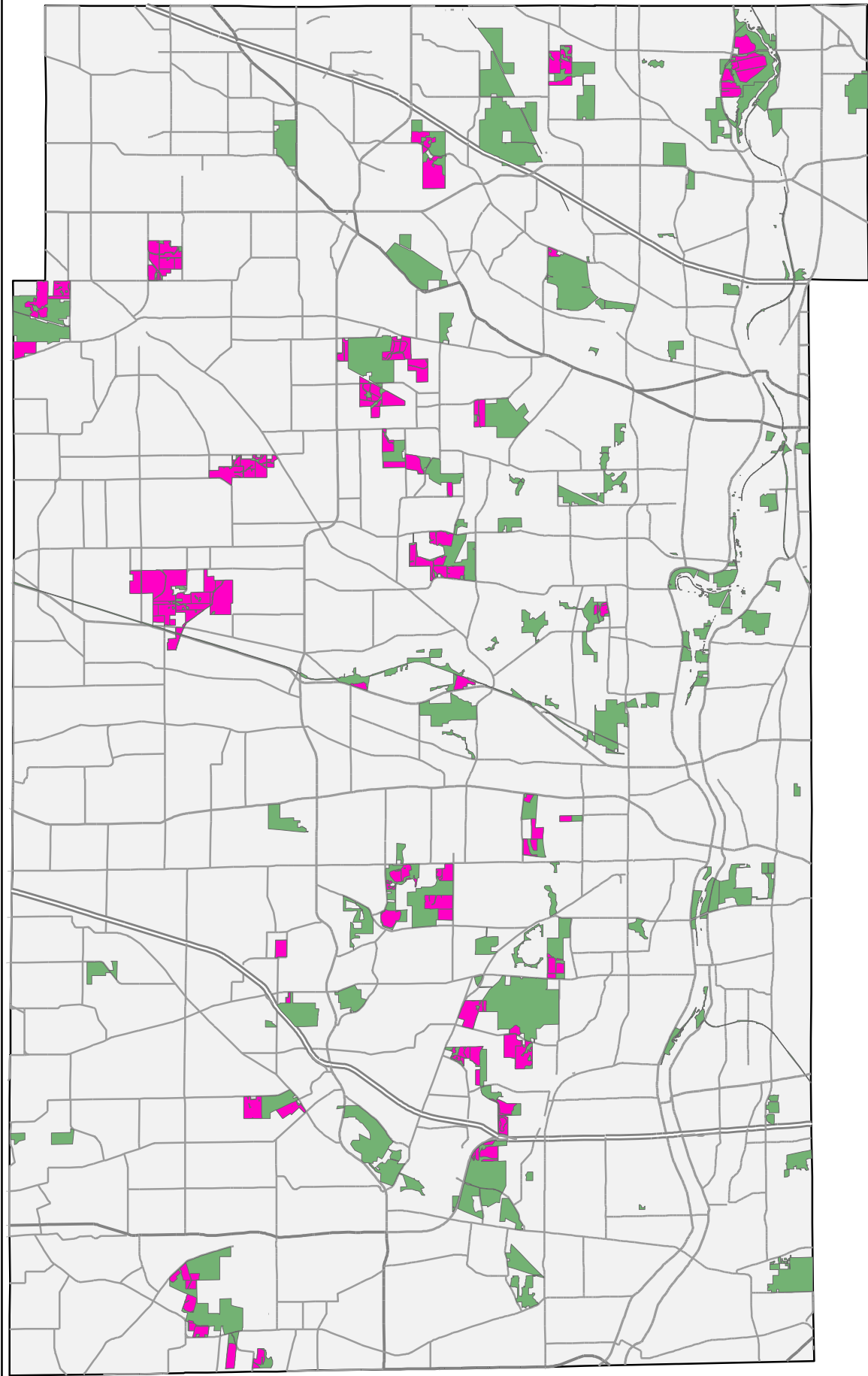
<b>Applicator/Operator Name</b>	<b>IDOA License # and Exp. Date</b>



<b>Nutrient Applications</b>			
Date	Description/product	Rate per Acre	Method

<b>Yield Information</b>	
Parcel or Field number(s)	Yield

# Forest Preserve District of Kane County

## 2024 Farm Program



-  Kane County Forest Preserve
-  Kane County Forest Preserve Farmland

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. DOC-2024-32**

**DEPARTMENT REPORTS FOR MARCH 2024**





## Human Resources Department Memorandum

---

TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: April 9, 2024  
RE: March 2024 Report

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### **Employee Relations, Recruiting and Benefits:**

- Current full-time open positions with the District include the South Operations Manager, Fleet Manager, Ranger (3), and Ranger Assistant. The department is also actively recruiting for various part-time, seasonal, and intern opportunities.
- Interviews were held for the positions of Director of Operations and Senior Ranger and onboarding activities were completed for these same roles.
- Human Resources, in partnership with McGrath Consulting, continues work on its comprehensive compensation and classification study. Two remote meetings were held in the month of March as preliminary data was collected and reviewed. The District's consultant firm has a visit planned for the month of April to continue its work. Their site visit will include employee meetings across the District's workforce. This project is funded in the FY23/24 annual budget. The outcomes of this study will include philosophy, strategy, and policies and procedures surrounding how the District compensates and benefits its employees. The entire engagement is expected to last six months.
- Human Resources has continued its collaboration with Senior Leadership on the development and presentation of a policy to codify the District's long-standing employee housing program in order to ensure equitability, consistency, and compliance. This policy was first reviewed by the Finance and Administration Committee in February and returned with revisions in March.
- The HR Director and Generalist have reviewed and prepared revisions to the District's seasonal employee handbook. The changes ensure compliance with new state and federal employment law, better reflect current practices, and now include seasonal employee accountability to the District's entire employee handbook, as adopted by the board in February.
- Human Resources has completed its revisions to its FY24/25 budget requests for resources to increase training and development opportunities, improve connections with peers in the field, further develop the District's performance management program and enhance its recognition of volunteers.
- The Department prepared an analysis and recommendation to provide enhanced EAP benefits to the District. New plan selection has been completed and communicated to the workforce. The District's investment in an EAP is one part of its commitment to a comprehensive support system offering proper benefits, resources, access to treatment, a flexible work environment, and an organizational culture that supports the mental health of its employees.
- IPBC, the District's insurance cooperative, continues to evaluate the benefit plans it make available to its membership. They have recently offered access to identity theft protection for employees. The HR Department is currently evaluating this opportunity.
- The Department will kick off both open enrollment for benefit coverage and performance evaluation processes in the month of April. Preparation for both of these complex and demanding annual projects has been ongoing through the month of March.
- The District's HR Director attended the IPELRA employment law seminar, the IPBC NIHII meeting, and drug and alcohol reasonable suspicion training for supervisors.



## Human Resources Department Memorandum

### **Wellness, Training and Safety:**

One employee injury (needle stick) was sustained in March.

One property damage claim (damage to another agency's bridge) was submitted.

During the month of March, the District's Safety and Wellness Coordinator:

- Completed a site and equipment audit of all districted confined spaces with START Group OSHA consultants. All procedures were reviewed and the next step will be updated training for district staff.
- Attended a Day Camp risk management webinar with PDRMA and updated the waiver and release procedure with the environmental education department.
- Completed the annual Drug & Alcohol substance abuse training for CDL supervisors.
- Trained volunteers from Preservation Partners of the Fox Valley on the new severe weather plan and protocols for outdoor events.
- Coordinated the annual hearing testing and trained for all trades, operations, and natural resources employees.
- Represented the district on the PDRMA Education and Training Committee. New updates will include 10-minute training videos and new resources for OSHA compliance programs.
- Completed the bi-annual climbing rock inspection. Additional surface mulch will be added in April in preparation for the May 1<sup>st</sup> opening of Paul Wolff Campground.

### **Volunteer Resources:**

52 Volunteer Events took place in March with a total of 967 volunteer hours donated.

March weather was fairly typical with snow, rain and some unseasonable warmer days. The early heat has caused many plants and trees to begin the growing season early, as such the division ended the mechanical tool and brush pile burn seasons early.

During the month of March, the District's Volunteer Coordinator and Stewardship Liaison:

- Participated in the District's largest EVER Maple Sugaring festival at Creek Bend with lots of help from environmental education volunteers. Mounted Rangers helped with parking March 2<sup>nd</sup> & 3<sup>rd</sup>.
- Attended the co-op workday at Sleepy Hollow Ravine, with folks from Nature Preserve Commission, The Conservation Foundation, and Dundee Township Open Space all in attendance for the unique workday.
- Assisted with Battle of the Brush piles on March 16<sup>th</sup> at Gunnar Anderson with approx. 80 high school students from five schools assisting.
- Helped Environmental Education welcome a new class of Fungi Monitors at our training at Creek Bend Nature Center on Saturday, March 16<sup>th</sup>. The Fungi program is moving into its third year and has expanded to include more preserves than ever in 2024!
- Connected with two unique new organizations, Ampersand Community Services in La Fox and Awesome Life Academy in Naperville. The District is looking forward to hosting events with both of these special needs agencies as we continue to offer service opportunities for everyone here in Kane County.





## Human Resources Department Memorandum



Volunteers prepare for a fire at Sleepy Hollow Ravine



Battle of the Brush Piles at Gunnar Anderson





# Public Safety Department Memorandum



TO: Benjamin Haberthur, Executive Director  
FROM: Paul Burger, Director of Public Safety/Chief of Police  
DATE: April 9, 2024  
RE: March Report, 2024

## REPORTS

24 reports were taken from 118 dispatched calls for service.

## CITATIONS & WARNINGS ISSUED

Thirty-one (31) citations issued: State Ordinance Citations (3); Local Ordinance Citations (15); Warning Tickets (13).

## REPORT HIGHLIGHT SYNOPSIS

### Illegal Dumping

A few instances of illegal dumping were found last month. At Glenwood Park, the dumpster was found  $\frac{3}{4}$  full of household garbage and iron chairs.

At Burlington Prairie, four deceased animals were found (2 opossums, 1 coyote, and 1 raccoon), appearing to have been killed by trapping or hunting.

No leads were found for either dumping incident. Investigation continues.

### Stolen Van Found

A van was found in the preserve woods of Fox River Bluff East. Officers checked the VIN, and discovered it had been reported stolen from Warren County, IL. During investigation, it was learned that the unknown driver of the van had driven through a heavily wooded path, damaging several trees and ground in the process. It also appears the unknown offender cut down several trees to cover/camouflage the vehicle from public eye. The van was then towed, and evidence items were collected. The investigation is pending from the Warren County Sheriff's Office.

### Encroachment/Destruction of Natural Resources

While doing maintenance along the Fox River Trail in Algonquin, staff found several trees had either been cut down, or were girdled so they would die and fall. The homeowner directly behind the trails and trees is a previously known offender of encroachment onto District property. When approached, he denied all involvement in the damage. He was left with a verbal warning.

## TRAINING & MEETINGS

### **Meetings:**

- North Operations Police Brief (Chief Burger & Sgt. Hayes)
- Encroachments (Chief Burger, Officer Splittgerber & Z. Tegge)
- KCCOPA (Chief Burger, Sgt. Hayes, & PT Ofc. R. Endean)
- IPLEA (Officer Kelly)

### **Training:**

- Departmental Police Law Training / Pretextual Stops of Pedestrians & Motorists
- Departmental PDRMA Training / Avoiding Injuries & Fire Extinguishers
- Departmental Range Training
- PDRMA / Supervisors Risk Mgmt. & Sexual Harassment (Chief Burger & Sgt. Hayes)
- De-Escalation Training – NEMRT / (Chief Burger & Officer Sadowski)
- Critical Incident – NEMRT / (Sgt. Hayes)

## March 2024 Reports by Location/Offense

Location	Accidents - Motor Vehicle	Criminal Defacement to Property	Destruction of Natural Resources	Dumping	Fire	Premises - Check	Property - Found	Report Follow-up	Assist KC Sheriff's Office	Criminal Damage to Property	Parked After Hours	Public Indecency	Encroachment	Criminal Trespass To Property	Fleeing the Scene	Suspicious Persons	Investigations - Report of Shots Fired	Grand Total
Burlington Prairie F.P.			1															1
Fabyan F.P. (West)					1													1
Glenwood Park F.P.			1															1
Oakhurst F.P.				1										1				2
Otter Creek F.P.																1		1
St. Charles Twp. Misc. Land								1										1
Tyler Creek F.P.								1		4								5
#N/A							1											1
Culver F.P.					1													1
Fox River Bluff East F.P.								1										1
Tekakwitha Woods F.P.															1			1
Fox Valley Ice Arena	1												1					2
Blackberry Maples F.P.	1																	1
Big Rock Campground									1									1
Fox River Trail - St. Charles Twp.			1															1
Raceway Woods F.P.		1																1
Fox River Trail - Dundee Twp.												1						1
Meissner-Corron F.P.						1												1
Grand Total	2	1	1	2	1	2	1	1	1	2	1	4	1	1	1	1	1	24



## Planning & Land Management Department Memorandum

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TO: Benjamin Haberthur, Executive Director

FROM: Jennifer Rooks-Lopez, Chief of Planning & Land Management  
Patrick Chess, Director of Natural Resources  
Jeremy Jensen, Director of Operations

DATE: April 9, 2024

RE: March 2024 Department Monthly Report

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### PLANNING

#### LAND ACQUISITION

Staff continues to work with the Land Acquisition Committee on the evaluation and acquisition of properties.

#### GRANT PROJECTS

##### ***Carpentersville Dam Removal***

In an agreement ratified by the Commission in 2015, the IDNR agreed to provide the funding to remove the Carpentersville dam, with a ratified extension agreement approved in May of 2018. The dam currently fragments the Fox River by creating a barrier that prevents the free movement of fish and other aquatic organisms, compromises the water quality of the Fox River upstream, and is an impediment to safe canoe and kayak recreational use.

##### *Project Updates:*

- January 2024 – IDNR is reviewing the bid documents and we anticipate releasing the project for construction soon.
- February 2024 – District is negotiating a contract for construction administration and observation with V3 consultants, as required by the Illinois Department of Natural Resources to oversee demolition of Carpentersville Dam which will be presented at the April 12<sup>th</sup> commission meeting for approval.
- March 2024 – Illinois Department of Natural Resources has requested an updated dam inspection report. V3 coordinating next steps with IDNR in order to still deconstruct the dam in summer 2024.

##### ***Jon J. Duerr F.P. Renovation Project***

The District was awarded an Open Space Land Acquisition and Development (OSLAD) in June 2022 for improvements to the Jon Duerr Forest Preserve. This project will renovate the existing prairie, parking lots, shelters, restrooms and realign a section of the Riverbend regional trail as well as replace the existing boat launch with a new ADA compliant launch that is able to accommodate small motorized boats.

##### *Project Updates:*

- January 2024 – Minor adjustments were made following the January 9<sup>th</sup> construction document review. The project is scheduled to be released for bid on February 20<sup>th</sup> and awarded at the April commission meeting.
- February 2024 – The bid for the Jon Duerr Renovation project was released on February 20<sup>th</sup>, and is expected to be awarded at the April 12 commission meeting.

- March 2024 – There was only one bid and it was over budget. Staff is re-bidding with the hopes of obtaining multiple bids by April 9<sup>th</sup> and awarding at the May 14<sup>th</sup> commission meeting.

### Mill Creek Greenway

The District was awarded an Open space Land Acquisition Grant (OSLAD) in April 2023 for improvements to the Mill Creek Greenway Forest Preserve. This project will develop the 62.5 acre purchased in 2016 with Land Water Conservation Funding (LWCF) parcel by introducing resource-based recreation elements that include an outdoor archery range (first of the District's kind), interpretive nature trails, 60 + acres of prairie restoration, parking, restrooms, and designing for a future linkage to a regional bike trail.

#### Project Updates:

- January 2024 – Hey and Associates began survey work in late January.
- February 2024 – Survey and geotechnical services were completed. Hey & Associates and F.P. staff working on preliminary design documents for the entry road, parking lot, and archery range.
- March 2024 – Staff worked with Hey & Associates to layout the entry road and parking lot and building amenities.





## CAPITAL PROJECTS

### ***Drainage Projects***

The Drainage Committee met on May 15th, to discuss the status of various active drainage projects throughout the District. The next meeting is scheduled for April 2024.



*A flock of endangered whooping cranes with a young colt (orange-brown) made a stop at Muirhead Springs last month, accompanied by Sandhill cranes and a Canada goose. (photo credit Kevin Hatcher)*

### ***Muirhead Springs Wetland/Stream Mitigation Bank Project***

In 2017, the District began planning to restore over 200 acres of wetland at Muirhead Springs Forest Preserve as part of a wetland mitigation bank. V3 Companies was chosen and approved to be the consultant for this project. Staff and V3 met on-site to review the site conditions.

#### *Project Updates:*

- November 2023 – Stream bank work is complete and V3 hosted a successful prescribed burn on November 14th and 15th.
- January 2024 – Seeding for Phase 1 and 2 was completed this January. The next phase will include plug planting in Spring.
- March 2024 – The current round of the wetland mitigation bank and stream bank credits are sold out. Spring planting will begin in May 2024.

### ***Brunner Family & Buffalo Park Forest Preserves Improvements Project***

The District has been working closely with the Kane County Division of Transportation (KDOT) regarding various enhancements to these Preserves associated with the Longmeadow Road improvements. The improvements will include construction of a shelter, bathroom, trail connection from northerly parking lot to shelter/bathroom parking lot, existing gate upgrades, and converting various areas of limestone trails to asphalt surfaces including required drainage improvements.

#### *Project Updates:*

- December 2023 – 95 percent construction documents were submitted to staff for review on December 20th. The project is expected to bid in February with construction starting in late April.
- January 2024 – Revisions are being made to the 95% construction documents to bring the project price down. The project is expected to be released for bid in March for award at the May commission meeting.



- March 2024 – Revisions still being made to the 95% plans. The project is expected to be released for bid in April for award at the May commission meeting.

## LAND MANAGEMENT

### NATURAL RESOURCE MANAGEMENT

#### Spring Prescribed Burn Season

The 2024 Spring Burn season continued on with force in March from the strong start in February. Combined with the results from last fall, this combined burn season represents record highs for both the number of burn units burned, at over 75, and acres burned, with over 2,600 acres covered. The goals of prescribed burning include rejuvenation of native species and control of invasives.

#### Prescribed Burn Demonstration

To cap off the burn season, the District hosted a live fire demonstration on March 21<sup>st</sup>. Senior Restoration Technician Pete Dall acted as the emcee and utilized his experience from over 400 burns to give a detailed analysis of what was occurring to the public as the rest of the staff completed a 30-acre prescribed fire at LeRoy Oakes. The event was very well received with the public and the District will plan to continue offering similar programs in the future.

#### Chemical Weed Management

March marks the beginning of the growing season, which means we have begun controlling our earliest invasive vegetation, chervil and fig buttercup, among other non-native species. Fig buttercup, is a spring ephemeral species and began to bloom early within the month. Our crew continues to take an integrated vegetation management approach to invasive species control, which focuses on eliminating these pests at every stage of their life cycles.

### **Wildlife**

#### Avian Studies & Nest Structure Program

Wildlife staff continues to conduct weekly waterfowl surveys at Muirhead Springs. Waterfowl numbers have skyrocketed this past month due to spring migration movements. Bonus species found during these surveys were a group of pelicans as well as a yellow-headed blackbird hidden amongst thousands of red-winged blackbirds.



*NRM showcased a public burn demo at LeRoy Oakes FP last month. The event was MC'd by Senior Restoration Tech Pete Dall, and was attended by very enthusiastic fans.*



*Waterfowl numbers continue to rise at the Muirhead Springs Wetland Mitigation Bank site.*

Staff is gearing up for the 2024 American Kestrel volunteer nest box monitoring & banding season. Volunteers have started their weekly monitoring and staff have installed four new boxes and relocated 5 across county preserves. We have already had one report of a nesting female kestrel starting in late March.

#### Amphibian monitoring

Staff continued monitoring for the presence and diversity of amphibians at several preserves this month. Abundant rain and warming weather resulted in a notable increase in amphibian activity.

#### Deer Management Program

Staff compiled results of the program participant survey to gather data on the quality of experience in the program and solicit ideas to improve the program. Overall, quality of experience was rated as “Excellent” by 70% of participants and “Good” by 26% of the participants. All who responded indicated that they are Highly Likely to participate in 2024.

The staff hunting committee met to discuss the 2023/24 program and potential improvements for the upcoming season. Staff also visited 3 Forest Preserves to evaluate potential sites for future expansion of the program.

#### Badger Sighting

Staff placed a trail camera a suspected badger burrow in late February. After a few weeks we confirmed the presence of a badger and gathered photo and video documentation. The badger excavated several burrows in a recently planted prairie that was transitioned out of agricultural production a few years ago.



*(1) Chorus frog (2) Eastern Newt.*



*A very active badger was spotted on a trail camera last month.*



## OPERATIONS

### ***North Operations***

#### Spring Preserve Opening

Staff have completed the process of opening the preserves a little early this year due to the unusually warm weather seen early in the month. Preparing the preserves for public use includes a thorough cleaning of preserve amenities such as restrooms and shelters and putting out fresh garbage cans in anticipation of the increased usage seen in the summer months. Trails and roadways are blown free of leaf debris to make them safe for travel and parking lots require touching up of concrete bumpers and landscape edges. The picnic tables that were built or repaired over the winter months have been placed in the preserves, and all seasonal changes have been made to the location of cable gates to allow for full summer access.

Prior to grass beginning to grow, staff make a strong push to clean up litter and dumped garbage found along roadways, riverbanks, trails and around picnic areas. An outstanding effort this year has resulted in the gathering of 155 bags of trash, more than 30 tires removed from preserves, as well as other car parts, appliances, electronics and coolers. These items are sorted for recycling whenever feasible.

#### Spring Prescribed Burn Season

While the month may have ended wet, at the start of March North Operations was participating in the spring prescribed burn season whenever weather conditions allowed, helping Natural Resources complete 715 acres of burning in 26 burn units at 22 preserves.

#### Preparing for Campground Opening

On Wednesday, May 1st the District will be welcoming back campers at both Big Rock and Paul Wolff campgrounds. In preparation, staff have been cleaning up the grounds, leveling the firepits, repairing picnic tables, cleaning the facilities, inspecting electrical services and preparing to turn on water lines.



*Burn crew conducting a prescribed burn at Meissner-Corron FP.*



*North Crew prepares equipment for annual mower maintenance.*

This year the District has embarked on an interdepartmental project to adopt the use of software that allows campers to make on-line reservations for any campsite throughout the camping season. The successful launch of this system on April 1st resulted in 740 reservations totaling over \$26,000 on its first day of operation.

#### Annual Equipment Maintenance

The spring thunderstorms are pushing the grass to green-up earlier than usual this year, and staff have been responding this month by completing the annual equipment maintenance on all the mowers, weedwhips and landscaping equipment. This annual maintenance includes some of the larger tasks required to keep equipment operating properly all summer long, as well as full engine services, filter changes, belt replacements, blade sharpening and welding tasks.

#### South Operations

##### Daylight Savings Time Begins

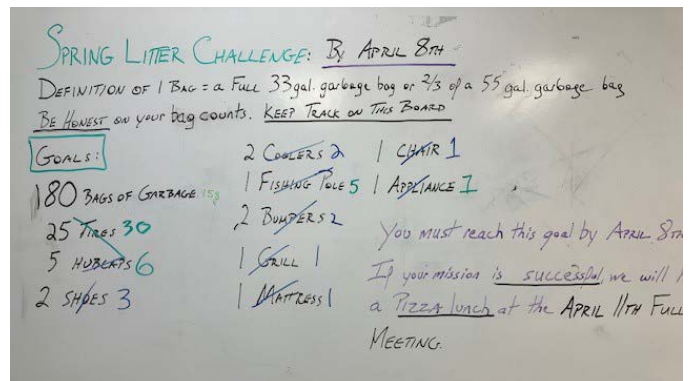
The start of Daylight Savings Time marks the unofficial end of the winter season, and starts the transition to the growing season tasks. Snow removal equipment is reduced to minimum operating levels and focuses get turned towards the preserves. Cable gates and seasonal closures were reopened, and automated gates were adjusted for the gained hour and extending daylight.

##### Tree Removal and Roadway Trimming

Tree work at Settler's Hill Golf Course was a top priority for March. With lack of frozen ground this winter, options were dwindling. 5 additional trees were removed that had been identified as potentially hazardous to either guests or District infrastructure. 2 were contracted out due to proximity of a cart path bridge and monitoring wells. The remaining 3 were removed by staff.



*Ranger Hernandez and Ranger Assistant Kvasnicka pose for a quick photo along the trail.*



*North Crew collected an astounding 155 bags of trash, more than 30 tires removed from preserves, as well as other car parts, appliances, electronics and coolers. These items are sorted for recycling whenever feasible.*





*Crews cutting and removing a large, dead oak at Settler's Hill Golf Course. Wood chips produced will be given away to the public in April, and logs turned into firewood.*

#### Centennial Garden Pre-Bid

A mandatory pre-bid meeting was held for the Centennial Garden Walkway Project on March 26th. Staff is hopeful to receive competitive, qualified bids to be presented and move forward with an awarded contract in May, with a project completion date by June 30, 2024. This project will help taper the pH level increase in the surrounding beds and allow staff to perform soil amendments to bring conditions back to optimal range. The new surface will be ADA compliant; as well as reduce maintenance time required to keep the limestone walkways safe and usable.

#### Fabyan Grotto

Staff conducted a small, area beautification project on the Grotto at Fabyan, located just east of the Japanese Garden. An early jump on spring activities allowed staff a chance to make small, but impactful projects like this happen.

#### On-Going Items

Staff continued to cooperatively work on the Campground Reservation System, and is set to go live on April 1st. Additionally, we are continuing to transition the operating procedures to accommodate the new reservation process prior to opening day on May 1st. Interviews were conducted for Ranger Assistant vacancies, with 1 offer extended and applicants were selected for interviews for the South Operations Manager position.



*Before and after photos of the work South Crew did around the Fabyan Grotto.*

## ***Trades***

### Sign Shop

- 50 Kiosk posters
- 3 Banners produced (2 – Earth Day & 1 – Summer Camp)
- 1 Police Squad Explorer #228: Graphics Applied
- 12 metal signs produced
- 20 Kiosk inspections



*Police Squad #228 with fresh graphics applied.*

### Building & Maintenance

Trades staff completed the following work last month: installed a memorial bench at Fox River Bluff West FP, completed several repairs and maintenance at the Tekakwitha Woods FP staff rental house, secured Hampshire South FP after the local fire department completed training on the site, replaced a B-vent and repaired the drywall at the Barbara Belding Lodge, installed a new eyewash station in the mechanic shop, completed repairs and maintenance around the Fabyan Windmill, conducted several lock and gate repairs, and replaced the water heater at the Fabyan FP staff rental house.

### Mechanic

This month, the mechanic worked on 45 pieces of district equipment and vehicles including 10 oil change services and inspections, Prepared 3 vehicles for the upcoming auction. As well as prepared 3 new vehicles for the police fleet, along with 5 brake related repairs and replacements. 2 full tune ups, 4 check engine light repairs. Along with other equipment repairs and requests.





## Community Affairs & Environmental Education Memorandum

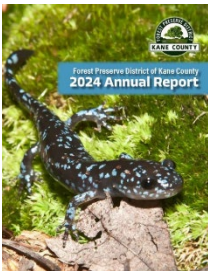
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**To:** Benjamin Haberthur, Executive Director  
**From:** Laurie Metanchuk, Community Affairs Director  
**Date:** 4/9/2024  
**Re:** March 2024 Report

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### Community Affairs

#### Publications:



Community Affairs published the 2024 Annual Report.

Check out some of our highlights from last year at:

[https://kaneforest.com/upload/AnnualReport\\_24\\_1\\_lowres.pdf](https://kaneforest.com/upload/AnnualReport_24_1_lowres.pdf)

#### Press Releases:

We published the following press releases, last month:

- Seniors Invited on Monthly Nature Strolls, March 1
- Join a Naturalist on a Bird Watching Walk this Spring, March 4
- Spring Adventures for Little Ones at Creek Bend Nature Center, March 5
- Renewal by Fire: A 30-Acre Live Prescribed Burn Demo, March 5
- Tune in Online for an In-depth Look at Bobcats in Illinois, March 6
- Dive into the World of Microbes at EcoLab: Color-Changing Bacteria, March 19
- Forest Preserve District of Kane County Campgrounds Open May 1 – Online Reservations Available Starting April 1, March 21
- Join Us for an Outdoor Family Scavenger Hunt, March 26

#### Press Coverage

The following items (not including election-related items) garnered press coverage, last month:

##### Campgrounds

- Kane County campgrounds ‘finally’ offering online reservations, official say, Aurora Beacon-News, March 25

##### Dick Young Forest Preserve

- Osprey-Nesting Platform Installed at Dick Young Forest Preserve, Kane County Connects, March 4

## Community Affairs & Environmental Education Department

### March 2024 Report

#### Natural Resources

- Rare Salamander Found in Kane County Forest Preserve, Kane County Connects, March 13
- Controlled prairie fire lets Kane Forest District showcase value of prescribed burns, Aurora Beacon-News, March 25

#### Nature Programs

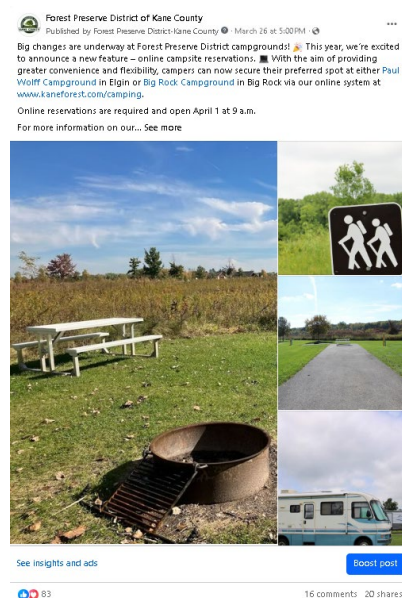
- Kane County event offers inside look at sweet science of making maple syrup, Chicago Tribune, March 4
- Join in Maple Sugaring Days at Creek Bend Nature Center March 2-3, Daily Herald, March 7
- Bobcats in northern Illinois focus of upcoming virtual program, Chicago Tribune, March 8
- Learn natural and cultural history with monthly Senior Strolls, Daily Herald, March 21
- Join an outdoor scavenger hunt at Tekakwitha Woods May 11, Daily Herald, March 29

#### TreeLine Newsletter:

Our current print subscribers total 4,268 (+37). Current email subscribers total 13,005 (+31), for a combined total of 17,273 subscribers (+68). As always, free subscriptions to *The TreeLine* newsletter are available at: [http://bit.ly/ForestPreserve\\_Email](http://bit.ly/ForestPreserve_Email).

#### Social Media:

Our highest post engagement across all our platforms is below (Badger, Online Campsite Reservations, Bobcats in Illinois and Blue-spotted Salamander):






### March 2024 Report

**Forest Preserve District of Kane County**  
Published by Forest Preserve District-Kane County · March 7 at 9:00AM · 🌐

🐾 Bobcats have been spotted in Kane County! Join Ellen Audia, PhD student at Southern Illinois University, for a fascinating exploration of bobcats in north-central Illinois. Learn about the history of bobcats in our state, recent bobcat recolonization of northern Illinois, and bobcat ecology. 🐾

Research being conducted by Ellen and her scientific advisors is helping the Illinois Department of Natural Resources understand bobcat population dynamics and develop strategies for... See more




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**Forest Preserve District of Kane County**  
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Exciting news! The first blue-spotted salamander (*Ambystoma laterale*) has been BLUE-spotted in a Kane County forest preserve! 🐸 Sensitive location information will not be shared in order to protect this unique species.

Thanks to the [Illinois Natural History Survey \(INHS\)](#) for sharing their 2023 research. This rare sighting of an adult male and eggs indicates that breeding is occurring. We've long hoped that these vertebrates had been frequenting our preserves, but the proof ... See more



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## Environmental Education

### March Spotlight



Exciting and educational activities, along with unseasonably warm temperatures, contributed to a record-setting *Maple Sugaring Days* festival. With 1,068 attendees on Sunday and 1,931 over the 2 days, 2024's event set new daily and weekend attendance records, going back to the first year of this event in 1995. Dedicated volunteers, most of them graduates of our Kane County Certified Naturalists (KCCN) program, devoted a record 83 workdays to help make this our most popular festival ever! County Certified Naturalists (KCCN) program, devoted a record 83 workdays to help make this our most popular festival ever!



*At the Simmering Station, festivalgoers watched maple sap boiling down into pure maple syrup.*



*Volunteer and KCCNer Suzi Myers demonstrates how to set a tap.*

## Community Affairs & Environmental Education Department

March 2024 Report

### Program Reach & Revenue Generation

Programs	Programs Completed (Monthly)	Attendance (Monthly)	Avg Attendance Per Program (Monthly)	Programs Completed (Total FY)	Attendance (Total FY)	Avg Attendance Per Program (Total FY)
Public	8	2083	260	99	4317	44
School	9	186	21	71	1994	28
Scout	0	0	0	6	108	18
Community	4	46	12	32	629	20
Outreach	3	162	54	28	1584	57
Learn from the Experts	2	61	31	19	542	29
Virtual Public*	1	n/a	n/a	9	n/a	n/a
Virtual School	0	0	0	0	0	0
<b>Program Totals</b>	<b>27</b>	<b>2,538</b>	<b>98</b>	<b>264</b>	<b>9,174</b>	<b>36</b>
<b>Nature Center Visitors</b>		<b>2,586</b>			<b>7,660</b>	
<b>Total Attendance</b>		<b>5,124</b>			<b>16,834</b>	
<b>Revenues<sup>^</sup></b>	<b>\$7,218</b>					

\*Note: Only webinars have live attendees.

<sup>^</sup>Excludes LFE/KCCN partnership revenues.



*"Please accept lots of sweet, sugary congratulations on your maple-tapping event attended by a horde of 2,000 grateful neighbors! You make it look seamless, and then we all take it for granted how very hard - and smart - you and your team worked to make it appear to be so easy..."*

*Deborah Allen, Kane County Board Commissioner*

*"What a great program! Both [Environmental Education Manager Barb McKittrick] Barb and [St. Charles Park District Naturalist] Pam Otto gave a great presentation of various types of ferments. Their scientific background and enthusiasm for fermenting were such an asset and made the class so interesting!"*

*Science of Fermentation program participant*

March 2024 Report

### In-Person Programs

- **Public Programs** – Environmental Education Manager McKittrick recruited and co-led a comprehensive training program for 16 new Mushroom Monitors, with help from Volunteer Coordinator Robb Cleave and consulting mycologist Crystal McAllister, who provided a technical overview of mushroom species frequently seen in Kane County. Including returning monitors, we will have 34 community scientists monitoring 26 FPDKC preserves in 2024. Monitors visit their assigned sites at least once/month from April – November, observing and identifying mushroom species. Baseline lists generated from this important work is helping to guide land management decisions in our preserves.



*Volunteer Coordinator Robb Cleave explained the training requirements for new monitors.*



*Folks try their hand at using a bit and brace to drill tap holes in cut logs.*

At the 29<sup>th</sup> Annual Maple Sugaring Days festival, participants enjoyed learning about the science and history of tapping trees to turn maple sap into maple syrup. Interactive stations included *History of Maple Sugaring, Sap Simmering, Maple Tree Tapping, Spile Making, Tree Drilling, Maple-Themed Games, Maple Crafts, Syrup Tasting*, and the *Maple Café*. New this year was two full days of live music provided by the Red Gate Jazz Trio.

Leading 13 participants on a meditative *Nurtured by Nature* walk, Naturalist Lisa O'Brien showed the group Skunk Cabbage and explained its unique adaptations, including the ability to generate its own heat. For the younger crowd, during an *All that Slithers- Little Saplings* program at Creek Bend Nature Center/LeRoy Oakes Forest Preserve, Naturalist O'Brien created a mock hibernaculum, read

March 2024 Report

*Boa's Bad Birthday* to explain snake traits, created a snake-themed craft, hiked to look for snake habitats and visited with Creek Bend's own Petra, an Eastern Milk Snake.

During Naturalist Erica Lemon's monthly *Yarn Art Social Circle*, eleven participants brought their own knit, crochet or other yarn art project to work in a group of like-minded yarn enthusiasts in the cozy confines of the Creek Bend Nature Center.

For those that prefer active hiking all year round, Environmental Education Manager McKittrick leads a monthly *Trek with a Naturalist*. This month, 19 Trekkers gathered at Fitchie Creek Forest Preserve for 2-hour, brisk hike. Searching for signs of spring along the way, the group spotted a pair of Eastern Bluebirds, emerging Cow Parsnip and Bedstraw, and budding out trees.

Each month, active seniors gather at a different preserve for our *Senior Stroll* program. In March, Naturalist O'Brien welcomed 35 patrons to Elburn Forest Preserve to enjoy the first signs of spring. She explained maple tapping as being part of the spring season, providing maple syrup samples, maple cookies and coffee during the social hour after the stroll.

The monthly *Storytime at Creek Bend Nature Center* attracted 45 little ones and their caregivers. They were treated to stories and games delivered by our partners from the St. Charles Public Library, then welcomed to enjoy the nature center afterwards.

- **Community & Outreach Programs** – Naturalists Lemon and Amber Ross took the *Nature's Superheroes Traveling Naturalist* program on the road to three elementary schools: Hampshire (D300), Otter Creek (U46) and H.C. Storm (D101.) Over 160 students enjoyed learning about the real-life adaptations of native animals and plants that mimic those of fictional superheroes.

Following her passion and the Division's goal to bring the joy of nature to all sectors of the population, Naturalist Ross has developed community outreach partnerships with a number of special recreation agencies. In March, she delivered two *Bird Migration* programs for 24 residents at the Northern Illinois Special Recreation Association (NISRA). The participants learned about birds that live in different habitats, their calls, and their feather and beak adaptations, then played a migration game. Naturalist Ross also welcomed the Canopy Giant Steps group to a *Reptile* program at Creek Bend Nature Center, where she did a short presentation on snakes and turtles and helped the patrons construct a turtle craft. Naturalist Lemon hosted a *Woodland Birthday Party* at Creek Bend Nature Center, leading a hike and scavenger hunt for the celebrants.

- **School Programs** – We conducted two final 2024 *Maple Sugaring* school programs – one for a Geneva High School (D304) French class and one for Hillcrest Elementary School (U46) students. Naturalists Ross, Libman and Lemon led the 10 high schoolers and 55 elementary students through tree identification, spile drilling, tapping, history of tapping, and sap simmering stations at LeRoy Oakes Forest Preserve.



March 2024 Report

The remaining school programs this month were for homeschoolers. Naturalist Libman welcomed 127 homeschoolers from seven homeschool networks to naturalist-guided *Discovery Hikes* (focused on discovering hidden tactical- and sound-boxes) and *Birding Walks* at Culver, Hampshire, Campton, Camp Tomo Chi-Chi Knolls, Lake Run and Les Arends Forest Preserves.

- **Learn from the Experts (LFE)/KCCN Programs** – Along with our partners from the St. Charles and Geneva Park Districts, we presented two *Learn from the Experts* programs in March. Adam Dagley, Manager of Peck Farm Park, hosted *Rivers, Streams and Their Role in a Watershed* at the Peck Farm Orientation Barn. There, Jennifer Hammer of The Conservation Foundation addressed issues of optimally functioning watersheds and ways people affect their function and connectivity, and then rounded out the discussion with ways we can all help restore and improve our waterways.

What happens when yeasts and bacteria flourish within an organic substrate in an anaerobic environment? Fermentation, that's what! Environmental Education Manager McKittrick and Naturalist Pam Otto (St. Charles Park District) showcased how those microscopic organisms metabolize carbohydrates that are present in foodstuffs and leave us with delightful end products like sauerkraut, sourdough, kefir and beer. During two sold-out *Science of Fermentation* LFEs, 45 attendees learned about the science and cultural history of some of our oldest foods.



*Naturalist Otto shares the secrets of sauerkraut fermentation.*

### Nature, Virtually Everywhere! Online Programs

For patrons that can't come to the forest preserves, or choose not to gather in groups, the Environmental Education team continues its innovative work to bring high-quality nature programs to folks via live virtual hikes, videos, and webinars. In March, we released:

***Guess the Forest Preserve!*** - The Forest Preserve District of Kane County encompasses more than 23,000 acres of woodlands, wetlands and prairies across nearly 100 properties. How long will it take you to figure out which preserve is featured? <https://www.youtube.com/watch?v=ePJ5eKkJTCw>

## Rental Facilities

### Barbara Belding Lodge

The lodge hosted five meetings and one conference, totaling \$1,100 in March. Anticipated revenue for reservations to date total \$10,125. We have three months remaining this fiscal year to meet our budgeted goal of \$30,000.

### Creek Bend Nature Center

Creek Bend hosted Maple Sugaring Days and a Mounted Rangers meeting in March. (Our rental season at this facility is typically May – October.) Anticipated revenue for reservations to date total \$20,500. We have three months remaining to meet our budgeted goal of \$26,000.