

**INFORMATION ABOUT THE CHAMPAIGN COUNTY
FOREST PRESERVE DISTRICT
AS REQUIRED BY THE
ILLINOIS FREEDOM OF INFORMATION ACT (5 ILCS 140/4)**

BRIEF DESCRIPTION OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT (CCFPD):

Purpose:

The purposes of the CCFPD are set forth in the Downstate Forest Preserve District Act (70 ILCS 805/5 et seq.)

The mission statement of the CCFPD is: We are stewards of our county's natural and historic resources through conservation, education and the compatible outdoor recreation experiences we provide at Champaign County's Forest Preserves.

The CCFPD's Vision is to hold a valued and vital place in the lives of Champaign County residents and be recognized for innovation, leadership and excellence.

Functional Subdivisions:

A block diagram of the functional subdivisions is attached to this document.

Budget:

The total amount of the FY2011 operating budget of the CCFPD is \$6,569.693.

Offices:

CCFPD Mailing Address	PO Box 1040, Mahomet, IL 61853 hq@ccfpd.org
CCFPD District Headquarters Office	109 S Lake of the Woods Rd, Mahomet, Illinois 61853
Lake of the Woods Golf Course	405 N Lake of the Woods Rd, Mahomet, Illinois
Museum of the Grand Prairie	600 N Lombard, Mahomet, Illinois
Natural Resources/Forestry	506 N Lombard, Mahomet, Illinois
Botanical Garden Office	506 N Lombard, Mahomet, Illinois
Lake of the Woods Operations/Construction	506 N Lombard, Mahomet, Illinois
River Bend Forest Preserve	1602 Mid-America Rd, Mahomet, Illinois
Sangamon River Forest Preserve	2797 County Road 600 E, Fisher, Illinois
Middle Fork River Forest Preserve Office	3433 County Road 2700 E, Penfield, Illinois
Middle Fork River Forest Preserve Campground	3485 County Road 2700 E, Penfield, Illinois
Homer Lake Forest Preserve Office	2573 S Homer Lake Rd, Homer, Illinois
Homer Lake Interpretive Center	2573 S Homer Lake Rd, Homer, Illinois

Employees:

The CCFPD employs approximately 35 full-time, 12 part-time, and 90 seasonal employees.

Board and Committees:

The CCFPD is governed by a five-member nonpartisan Board of Commissioners. Commissioners are appointed by the Champaign County Board for unpaid five-year terms.

Board of Commissioners:

Ruth Wene, President
Edwin Herricks, Vice President
Brenda Molano-Flores, Secretary
Christopher White, Treasurer
Robert Toalson, Assistant Secretary/Treasurer

Board of Commissioners Personnel/

Finance Committee:
Robert Toalson, Chair
Brenda Molano-Flores

Board of Commissioners Facilities Committee:

Edwin Herricks, Chair
Christopher White

Foundation Board:

Donovan Kemna, President
Hugh Gallivan, Past President
Robert Espeseth, Secretary
John Clausen, Treasurer
Tom Berns
Maureen McCord
Dan Noel
Rhonda Proctor

Citizens Advisory Committee:

Chris Johns
George Kieffer
Jeremy Shafer
Bruce Colravy
Mark Schoeffmann
Alex Lazarevich
Robert Miller
Nancy Snellen

Marketing Committee:

Ron Wilcox
Heather Smith Tucker
Sharla Sola
Barbara Wysocki
Libby Johnston
Cheryl Kennedy
Andee Chestnut
Jerry Pagac

Freedom Fest Committee:

Chuck Thompson
Vickie Thompson
Henry Stokes
Stephanie Wissmiller
Jimmy Cadman
Andee Chestnut

Museum Advisory Committee:

Betty Wendland
Patricia Miller
Barbara Wysocki
Duane Elbert
Cheryl Kennedy
Barbara Oehlschlaeger-Garvey
Tom Meachum
Jerry Pagac

CCFPD Executive Director:

Jerry Pagac

Freedom of Information Officers:

Andee Chestnut, FOIA Officer
Mary Beck, Alternate FOIA Officer

PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS:

Any person may obtain public records for inspection or copying, in accordance with the provisions of the Illinois Freedom of Information Act, by submitting a request, preferably in writing or on the CCFPD Public Records Examination Request, to the designated Freedom of Information Act Officer of the District:

Andee Chestnut
Freedom of Information Officer
Champaign County Forest Preserve District
PO Box 1040
Mahomet, IL 61853
(217) 586-5724 – fax
hq@ccfpd.org – email

The requested records will be supplied within five working days after receipt of the request as required by the Illinois Freedom of Information Act. Under certain conditions permitted by law, the CCFPD may extend this time limit by another five working days. In the event that the Request for Public Records cannot be complied with, a written denial will be sent to the person making the request within five working days after receipt of the request or 10 working days in case of an extension, specifying the reasons for the denial. This denial notice will also include information of the right to review by the Public Access Counselor or judicial review.

Fees Charged for Copies of Records:

There is no charge for the first 50 pages of black & white, letter or legal-sized copies. Additional copies are \$.15 per page. For color or oversized copies, the actual cost of reproducing the records will be charged. Records which must be custom copied by an outside service are available at the cost of reproduction. The cost for certifying a record shall be \$1.00 per document.

Forms:

The Public Records Examination Request form is attached to this document. It is also available on the CCFPD's website at www.ccfpd.org.

CATEGORIES OF RECORDS MAINTAINED BY THE CCFPD:

The categories of records under the control of the CCFPD include the following:

Accident Reports	Maps
Accounts Payable	Meeting Dates Resolution
Administrative Manuals	Meeting Notices
Agendas	Minutes
Agreements	Newsletters
Annual Appropriations Ordinance	Ordinances & Resolutions
Audit Reports	Payment Vouchers
Bid Documents	Payroll Records
Brochures	Permits
Budget Book	Personnel Files
Contracts	Photographs
Correspondence	Plans & Specifications
Data Processing Records	Policies
Easements	Preserve Statistics/History
Employee Handbook	Press Releases
Employee Names & Salaries	Procedures
Employee Titles	Program Descriptions/Schedules
Employment Dates	Project Files
Equipment Maintenance Records	Proposals & Bids
Expenditures	Public Hearing Minutes
Fixed Asset Records	Purchase Orders
Grant Files	Recordings
Incident Reports	Reports
Insurance Claims & Policies	Safety Records
Inventories	Scripts
Investment Records	Studies
Land Acquisition Records	Surveys
Legislation Files	Vehicle Maintenance Records
Licenses	Volunteer Opportunities/Statistics
Litigation Records	

Pursuant to Section 3.5 of the Illinois Freedom of Information Act (5 ILCS 14/3.5), the following records will be immediately disclosed upon request:

Agendas
Approved Open Session Minutes
Ordinances
Resolutions