CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Thursday, February 16, 2017 Meeting at 6:00 pm
Leonhard Recreation Center, 2212 Sangamon Drive, Champaign IL

***The public is invited to attend**. Any member of the public who anticipates having special needs to fully participate in these public meetings is asked to contact Headquarters in advance at (217) 586-3360.*

AGENDA

I. CALL TO ORDER
   A. Roll Call
   B. Remote Attendance

II. PUBLIC COMMENT - *Meeting attendees are encouraged to participate during the Public Comment portion of the agenda. If you would like to address the board, please sign in ahead of time on the sheet near the meeting room entrance. You will be recognized in the same order that you have signed in. For further details on how to participate in the Public Comment section of the meeting, please refer to CCFPD Resolution number R-2013-04.*

III. COMMUNITY SERVICE AWARD PRESENTATION

IV. URBANA PARK DISTRICT WEAVER PARK PRESENTATION

V. AGENDA MODIFICATIONS

VI. APPROVAL OF CONSENT AGENDA (Items A through E)
   A. Minutes of Study Session Meeting on January 26, 2017
   B. Minutes of Regular Meeting on January 26, 2017
   C. Minutes of Executive Session on January 26, 2017
   D. Annual Staff Reports
   E. Grant Update

VII. COMMISSIONER'S REPORT
   A. Forest Preserve Friends Foundation Report
   B. Community Engagement Group

VIII. EXECUTIVE DIRECTOR REPORT
   A. Strategic Plan Update

IX. OLD BUSINESS

X. NEW BUSINESS
   A. Disbursements for Approval
   B. January Treasurer's Report
   C. Resolution R-2017-02 Amended and Restated Bylaws
   D. Resolution R-2017-03 KRT Lease Commitment
   E. Resolution R-2017-04 Golf Liability Removal
   F. Intergovernmental Agreement : Maintenance Agreement with St. Joseph
   G. Intergovernmental Agreement: Weaver Park/Kickapoo Rail Trail Feasibility Study
   H. Middle Fork Tractor Replacement

XI. EXECUTIVE SESSION

XII. REGULAR SESSION

XIII. ADJOURNMENT

ANNUAL CALENDAR
CCFPD Board of Commissioners

JANUARY
- Staff Annual Reports
- Executive Session - Minutes Review

FEBRUARY - AT CHAMPAIGN OR URBANA LOCATION TBD
- Staff Annual Reports
- District Strategic Plan Update

MARCH
- Annual Report Finalized to Board and Public
- Staff Annual Reports

APRIL
- Staff Annual Reports

MAY
- To be Determined

JUNE - ANNUAL JOINT MEETING OF BOC, CAC AND FOUNDATION, HOMER LAKE
- Prevailing Wage Ordinance
- Audit Presentation and Approval

JULY - AT MIDDLE FORK ACTIVITY CENTER
- New Commissioner First Meeting and Oath
- Update Photographs of Commissioners
- Selection of Board Officers
- Appointment to Board Committees
- Revenue, Expense and Fund Balance Projections

AUGUST
- Current Fiscal Year Projects Update
- Annual Financial Signatories Resolution
- District Strategic Plan Update

SEPTEMBER
- Budget Update
- Executive Session – Minutes Review

OCTOBER
- Adopt the Annual Tentative Tax Levy Ordinance
- IPRA Conference Credentials
- Employee Compensation Recommendation(s)
- Discussion of following year Meeting Schedule

NOVEMBER

- Resolution of following year Board of Commissioner's Meeting Schedule
- Public Hearing on Annual Tentative Tax Levy
- Adopt the Annual Final Tax Levy Ordinance
- Adopt Tentative-Appropriation Ordinance
- Draft Working Budget
- IAPD/IPRA Conference Travel Decision
- Approve User Fee Adjustments

DECEMBER

- Public Hearing on the Tentative Budget and Appropriations Ordinance
- Adopt the Final Appropriations Ordinance
- Adopt Working Budget
- Following Year's Meeting Schedule Distributed

ADDITIONAL

- Resolution to sell District items (once or twice a year as needed)
- Requests for Capital Equipment Purchase (as needed/budgeted)
- Request for Capital Projects (as needed/budgeted on projects over $10,000)
- Bond Ordinance and Public Hearing (every other year in January or February.)
- Quarterly reports on the traffic counter installation in 2016 and 2017.

Upcoming Events

Board of Commissioners Study Session – January 26, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 5:00 P.M.

Board of Commissioners Meeting – January 26, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 P.M.

Board of Commissioners Meeting – February 16, 2017 at the Champaign Park District, Leonhard Recreation Center, 2307 W. Sangamon Drive, Champaign, Illinois, at 6:00 P.M.

Great Lakes Park Training Institute - February 27 – March 2, 2017 at Pokagon State Park, Angola, Indiana

2017 IAPD Legislative Breakfast - March 13, 2017 at the UPD Planning and Operations Facilities building , 8:00 – 9:30A.M.

Museum and Education Department Volunteer Appreciation Luncheon - Monday, March 13, 2017 at Museum of the Grand Prairie, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois at 11:00 A.M.

Board of Commissioners Meeting – March 16, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 P.M.

Board of Commissioners Meeting – April 20, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 P.M.

IAPD Parks Day at the Capitol – May 2 at the State Capitol, Springfield, Illinois

IAPD Legislative Conference – May 3 at the Crowne Plaza, Springfield, Illinois

Board of Commissioners Meeting – May 25, 2017 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, 405 N. Lake of the Woods Road, Mahomet, Illinois, at 6:00 P.M.

Board of Commissioners Meeting – June 22, 2017 at the Salt Fork Center, Homer Lake Forest Preserve, 2573 S. Homer Lake Road, Homer, Illinois, at 6:30 P.M.

Board of Commissioners Meeting – July 20, 2017 at the Activity Center, Middle Fork River Forest Preserve, 3433 County Road 2700 E., Penfield, Illinois, at 6:00 P.M.

Board of Commissioners Meeting – August 17, 2017 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, 405 N. Lake of the Woods Road, Mahomet, Illinois, at 6:00 P.M.

Board of Commissioners Study Session – September 21, 2017 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, 405 N. Lake of the Woods Road, Mahomet, Illinois, at 5:00 P.M.

Board of Commissioners Meeting – September 21, 2017 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, 405 N. Lake of the Woods Road, Mahomet, Illinois, at 6:00 P.M.

NRPA Congress & Exposition – September 26-28 at New Orleans, Louisiana

River to Rail Ride – September 30, 2017 at Homer Lake Forest Preserve, 2573 S. Homer Lake Road, Homer, Illinois, at 7:30 A.M.

Board of Commissioners Meeting – October 19, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 P.M.

Board of Commissioners Meeting – November 16, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 P.M.

Board of Commissioners Study Session – November 16, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 5:00 P.M.

Board of Commissioners Meeting – December 21, 2017 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 P.M.

Journal of Proceedings
STUDY SESSION – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Thursday, January 26, 2017
Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve,
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Study Session, Thursday, January 26, 2017 at the Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Study Session to order at 5:00 p.m. Commissioner Herakovich called the roll. Roll was taken with the following Commissioners present: Herakovich, Kerins and Livesay. Commissioner Hult was absent with notice. Commissioner Hult arrived at 5:20 p.m.

PUBLIC COMMENT – None

AGENDA MODIFICATIONS - None

NEW BUSINESS

A. Board of Commissioners Bylaws Review – Executive Director, Dan Olson, gave an overview of the history of the Bylaws review. Director Olson also passed out an addendum page for discussion if time allows. Dan also noted grammatical edits will be done before final approval of document. Commissioner Herakovich suggested adding information regarding the Downstate Forest Preserve Act, the Open Meetings Act, and other such pertinent information that the District must follow.

1. Counsel on Bylaws Draft Changes

Director Olson noted legal counsel suggested keeping bylaws procedural and to consider much of the detail included in the draft document in future policy instead.

2. Bylaws Revision with Counsel Changes

In regard to legal counsel changes, it was agreed by consensus of Board to change the wording of page 8, ***The Board shall elect its own officers and committee members,*** should be left, but changed from president appointment to consensus of the Board. Also page 10, ***The Board shall encourage District cooperation with other agencies including governmental, public, private, voluntary, not-for-profit and other organizations***, consensus agreed to not delete the wording. Page 15, ***Succession, The Vice President may succeed the President, but such succession is not mandatory***, consensus said to leave in, as originally stated. Commissioners asked staff to check with legal counsel regarding the number of members for committees/meeting in regard to commissioners.

3. Original Bylaws Revision

It was confirmed that other changes as noted were agreed by consensus. Director Olson stated he would update bylaws with changes discussed tonight and would get a revised copy to commissioners for comment. Director Olson asked commissioners if another study session was needed for Bylaw review. Commissioners agreed an extra meeting was not necessary. Olson stated then he would make corrections, send to commissioners for comment, and then if needed send to legal counsel for final review and having final approval for the bylaws on the February CCFPD Board meeting agenda. Commissioners agreed with the timeline.

ADJOURNMENT

Commissioner Herakovich moved adjournment at 6:04 pm. Commissioner Livesay seconded. A voice vote was taken. Motion carried.

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Bobbie Herakovich, Secretary
Board of Commissioners
Champaign County Forest Preserve District

Journal of Proceedings
REGULAR MEETING – BOARD OF COMMISSIONERS
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
Thursday, January 26, 2016
Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve,
Mahomet, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting, Thursday, January 26, 2017 at the Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Regular Meeting to order at 6:08 pm. Commissioner Herakovich called the roll. Roll was taken with the following Commissioners present: Goodman, Herakovich, Hult, Livesay and Kerins.

REMOTE ATTENDANCE – None

PUBLIC COMMENT – None

AGENDA MODIFICATION – None

BOTANICAL GARDEN PRESENTATION
Executive Director, Dan Olson, gave an overview of the Botanical Gardens Pond/Waterfall status and work that is needed. Planning Director, Jonathon Hasselbring, gave a PowerPoint presentation describing cost and design scenarios of repairing the failing pond/waterfall. Commissioner Livesay noted a similar presentation was given to the FPFF at their last meeting and they had requested the information be shared with the CCFPD Board. Commissioner Livesay also advised since the last presentation, staff was able to get better cost estimates on the work, and was also able to estimate a cost if District staff does some of the work, adding that could reduce the cost substantially. Commissioner Livesay also stated the FPFF currently has $175,000 in donations for the project and they have a $75,000 fundraising goal for 2017 for the project. Commissioner Livesay, as Board Liaison for the FPFF, advised the group would like to have the Board offer some financial support for the project. Commissioners asked questions about the proposed time table, how it could affect revenue during the construction process and if the work would be done all at once, or in stages. Staff responded that the work could be budgeted for the FY 2018. They would estimate 50 days of work with a crew of 3. The work could be done over 2 seasons so as to minimize interrupting the wedding rental season, and work could begin in the fall of 2018. Commissioners noted if funds are available in 2018, staff budget, using District staff for the work to achieve savings.

APPROVAL OF CONSENT AGENDA
A. Minutes of Study Session on December 5, 2016
B. Minutes of Study Session on December 15, 2016
C. Minutes of Special Meeting (Public Hearing) on December 15, 2016
D. Minutes of Regular Meeting on December 15, 2016
E. Minutes of Executive Session Minutes on December 15, 2016
F. Staff Reports
    1. Human Resources
    2. Grants
    3. Marketing
    4. Sustainability committee
    5. Sign Committee
G. Forest Preserve Friends Foundation 2016 Highlights
H. IAPD/IPRA Attendance Report

Commissioner Herakovich moved approval of the consent agenda. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Herakovich, Hult, Kerins, Goodman and Livesay. Motion carried.

COMMISSIONERS' REPORT

A. Community Engagement Group – Commissioners Herakovich stated she and Commissioner are still talking with 2 individuals about possibly co-chairing the group.

Commissioners commended staff on the recently renovated sailboat launch area at Homer Lake, the work and report done by the Sustainability Committee. Commissioners Goodman and Kerins thanked the District for allowing them to attend the recent IPRA/IAPD annual conference. Commissioners also confirmed with Director Olson that talks with the village of St Joseph are still taking place regarding the mowing agreement in St Joseph for the KRT.

EXECUTIVE DIRECTOR REPORT – It was noted Commissioner Herakovich will remain the Board Liaison for the District Compensation Committee.

OLD BUSINESS - None

NEW BUSINESS

A. Disbursements for approval

Commissioner Herakovich moved approval of Disbursements for December 16, 2016 through January 26, 2017 for a total of $403,325.90. Commissioner Goodman seconded. A roll call vote was taken. The following commissioners voted "yes": Herakovich, Hult, Kerins, Goodman and Livesay. Motion carried.

B. December Treasures Report

Commissioner Herakovich moved the Board approve the December Treasurers Report. Commissioner Goodman seconded. A voice vote was taken. Motion carried.

C. Sale of District Surplus Equipment

Commissioner Hult moved the Board approve the Resolution #R-2017-001 allowing staff to sell District surplus items on eBay. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

D. Request to Deaccession Collections

Commissioner Herakovich moved the Board approve the request to deaccession the items listed for removal from the Museum's Permanent Collection. Commissioner Livesay seconded. Commissioners thanked staff for their work. A voice vote was taken. Motion carried.

E. Request to Acquire Collections

Commissioner Hult moved the Board approve the request to acquire items listed for the inclusion in the Museum's Permanent Collection. Commissioner Livesay seconded. A voice vote was taken. Motion carried.

F. Construction Truck Replacement

Commissioner Herakovich moved the Board approve the purchase of one (1) new 2017 Ford, F350 Crew Cab, 4-Wheel Drive with Knapheide Service Body from Bob Ridings Fleet Sales, Taylorville, Illinois, at the State of Illinois Procurement Bulletin price of Forty-Eight Thousand, Four Hundred, and Sixteen Dollars ($48,416). Commissioner Hult seconded. A voice vote was taken. Motion carried.

G. Citizen Advisory Committee Appointments

Commissioner Hult moved the Board the appointments of Marianne Lippi and David Jannusch to three-year terms beginning in January 2017. Commissioner Herakovich seconded. A voice vote was taken. Motion carried.

H. Travel Expense Commissioner Kerins

Commissioner Hult moved the Board approve the cost estimates for travel to 2017 IPRA/IAPD Annual Conference for the combined, not to exceed total of $909.41 for Commissioner Kerins. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

I. Travel Expense Commissioner Goodman

Commissioner Livesay moved the Board approve the cost estimates for travel to 2017 IPRA/IAPD Annual Conference for the combined, not to exceed total of $1,069.41 for Commissioner Goodman. Commissioner Hult seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

J. Museum Door and Hardware Replacement

Commissioner Hult moved the Board approve the quote for Museum door and hardware replacement from Security Door & Hardware Company for Fifteen Thousand Eight Hundred Ten Dollard ($15,810). Commissioner Goodman seconded. A voice vote was taken. Motion carried.

EXECUTIVE SESSION

Commissioner Herakovich made a motion at 7:22 p.m. to convene into Executive Session under the Illinois Open Meetings Act, specifically section 2 (c) 1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Herakovich, Hult, Kerins and Livesay. Motion carried.

Commissioner Kerins closed Executive Session at 9:30 pm and opened the Regular Meeting. Commissioner Goodman left the meeting at 9:25 pm due to illness.

REGULAR SESSION

Director Olson answered question regarding items discussed earlier.

OLD BUSINESS - None

NEW BUSINESS – None

MEETING ADJOURNMENT

Commissioner Herakovich moved adjournment of the Regular Meeting at 9:45 p.m. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Herakovich, Hult, Kerins and Livesay. Motion carried.

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Bobbie Herakovich, Secretary
Board of Commissioners
Champaign County Forest Preserve District

February 6, 2017
MEMORANDUM
From: Dave Torrens, Director of Golf and Dave Huber, Golf Professional
To: Board of Commissioners
Subject: Golf Course Annual Report

Who We Are
The Golf Course maintenance staff has three full-time employees, Dave Torrens, Director of Golf and Assistant Golf Course Superintendents, Darin Weasel and one open Assistant Golf Course Superintendent. This department hires nine seasonal employees that work from March until December.

The Pro Shop staff consists of two full time regular employees: Head Golf Professional/Manager David Huber and the Assistant Manager/Outing Coordinator Chris Edmondson, one full time seasonal PGA Assistant Professional as well as a variable number of part time seasonal employees. Pro Shop part time seasonal positions include Cashiers, Starters, Rangers, Golf Cart /Range /Janitorial maintenance personnel. Snack Bar part time personnel include Cashiers, Beverage Cart attendant, outing and catering personnel.

Assistant Manager/Outing Coordinator Chris Edmondson completed his undergrad work at MacMurray College and graduated with a Masters in Public Parks and Recreation from the University of Minnesota. Chris has excellent organizational skills and his attention to detail has been an ongoing asset to the pro shop operation.

Nick Berger will be new to the PGA Golf Professional Training Program this spring after finishing his undergraduate work at McKendree University. Nick has worked for us while attending high school, Parkland College and McKendree. The PGA training teaches the specific skills associated with the golf industry such as teaching, merchandising, club repair, club fitting, golf cart fleet management, marketing, and basic turf grass science.

What We Do
Our Mission & Vision
Our mission is to promote the game of golf at the CCFPD Lake of the Woods Golf Course so that the pursuit of the game is an important part of the public's recreational enjoyment, by consistently delivering a recreational value that exceeds the golfer's expectations.

Our vision is to hold a valued and vital place in the lives of Champaign County residents, and be recognized for innovation, leadership and excellence.

Daily golf course maintenance comprises golf course set-up, includes moving tee locations, emptying trash and changing cup locations, mowing putting greens and raking sand bunkers. Three times per week fairways, tees and approaches are mowed. Cutting height for putting greens is five-thirty seconds of an inch, tees, approaches and fairways three-quarters of an inch. Staff reduced the fairway cutting height per the recommendation of the National Golf Foundation Study. Rough mowing takes place every day, mowing height two and one-half inches.

Twice per year the putting greens are aerified. In 2014, the golf course purchased a new aerifier. This unit is more productive and recovery time is decreased. We have the option with the new

aerifier to aerify in the middle of the season, using small ¼ inch holes, to help water infiltration. Aerification involves creating holes in the putting surfaces which decreases compaction, improves water infiltration and gas exchange. During aerification, sand is spread onto the putting surface. This helps with water infiltration, putting surface smoothness and helps break down organic matter build up. Monthly, during the growing season, the putting greens are topdressed with a fine layer of sand. This sand is worked into the turf canopy using a large brush dragged behind a golf maintenance cart. The sand helps fill low spots, creating a smooth putting surface. These applications of sand break down organic matter preventing the build-up of a thatch layer.

The last complete sand bunker renovation was in 1998 and 1999. During the following years dirt and debris have accumulated in the sand. This reduces the ability for water to drain properly. Each year golf maintenance staff renovates bunkers as time allows. This process involves removing the existing sand, repairing the drain tile where necessary, and refilling with new sand. The golf course has 58 sand bunkers. Thirty-two have been renovated in recent years.

Each year the Pro Shop collects green fees and related purchases for 20,000 to 25,000 rounds of golf including 1800 to 2000 rounds on the Par 3 course. Retail sales run year round even when outdoor course is closed for play. The official "Season" for season pass holders is March 1 through November 30. Additionally pro shop cashiers use the Illinois DNR equipment to sell hunting & fishing licenses and distribute information supplied by IDNR regarding Illinois Hunting & Fishing Rules & Regulations.

We have an AED device located in the Pro Shop with several staff trained in its use. It has been used on the course.

Equipment

Our equipment includes: two greens mowers, two tee/approach mowers, two fairway mowers, three rough mowers, two sand bunker rakes, two chemical sprayers, sand topdresser, bank/slope mower, leaf blowers, slit seeders, loader, maintenance golf carts, string trimmers, fertilizer spreaders and many hand tools.

During the winter months the staff performs maintenance on each piece of equipment. This involves cleaning, disassembling reels, replacing bearing and seals, and sharpening the reels. All oil and filters are changed.

Irrigation System

The irrigation system is an automatic computer controlled system. It was installed from 1988 to 1989. As the system ages, we have many irrigation problems. The pump station consists of three pumps, one twenty horsepower pump and two sixty horsepower pumps. This allows us to water at fourteen hundred gallons per minute. The irrigation system waters the putting greens, tees, approaches and fairways. Each irrigation head can be independently adjusted to increase or decrease the amount of water depending on the areas need. Irrigation cycles are used, only as needed, to avoid drought stress.

Irrigation repair is an ongoing process at the golf course. In 2014, staff labor totaled 112.5 hours, total wages $2,562.50, and total repair parts $6,018.15. In 2015, staff labor totaled 102 hours, total wages $1,997.00 and total repair parts $4,940.00. 2016 staff labor totaled 92 hours, total wages $1815.00, and total repair parts $2,361.48.

Golf Car Fleet Management
The golf course purchased new gasoline engine golf cars in 2016. We record outgoing cart numbers and check hour meters on carts to shift specific cart usage around to help even out total fleet hours.

Merchandise
For the Pro Shop merchandise operation the head professional and pro shop staff give input in the merchandise selection. Both full time staff as well as the assistant professional are involved with inventory purchasing, receiving, invoice management, inventory control, special orders, product display and rotation.

Other area pro shops have stopped taking trade-in merchandise because the slow turnover of used clubs ties up profit from new club sales. We offer golf club trade-in service to with three options: 1) Consignment 2) EBay their clubs 3) Wholesale value from third party website. No other shop in the area offers this level of customer service which helps to set our shop apart.

Clubhouse Rental
The Golf Course Clubhouse is available to rent for golf outings, showers, parties and many other events from April 1 to October 15. The facility has a capacity of 80 people seated. The Clubhouse is furnished with chairs and rectangular tables and has a kitchen with a refrigerator, sink, oven, coffee maker, and microwave and a unisex restroom. The Clubhouse is both heated and air conditioned. Facility rental hours are from 7:00 a.m. to 10:00 p.m.

Pro Shop Golf Professional Services
We offered a variety of golf lessons and services at Lake of the Woods GC. Currently PGA professional Dave Huber retains 100% of lesson revenue from individual lessons he teaches, in addition we conduct group lessons, camps and junior golf clinics that CCFPD receives 100% of the lesson revenue. In 2016 this generated $5110.00 for CCFPD vs. individual teaching revenue of $1107.00 for Huber. We also offer club fitting to any golfer interested in buying new equipment. We use the Mizuno fitting system which allows us determine the proper club length, lie, shaft, shaft flex, and set make up to optimize a players game. We do not charge for this professional service if clubs are purchased through our pro shop. This “value added” extra service further enhances our merchandise operation. We perform all types of golf club repair from grip installation to re-shafting an entire set.

Associations
Men’s Association – Our men’s league runs from late April to early October and meets every Wednesday with tee times blocked from 3:30-5:30 on only 1-9 holes to ensure public access to the course. Some benefits to joining include a CDGA handicap, hole in one administration, entrance into the club championship and a fall dinner. The league consists of individual weekly games with some partner games mixed in occasionally. We have 50-60 members playing each week. Below is some additional information on our Men’s league:

Fee: $30
Event (prize fund): $5 each week plus green fees
Schedule: April 27th – October 5th (Wednesday afternoons)

Women's Association – Lake of the Woods GC has both an 18 and 9 hole women's association. Our 18 hole league runs from late April to the end of September and meets every Wednesday morning at 8:00 am. The 9 hole league also meets every Wednesday from 8:30-9:00 am. Both leagues consist of individual weekly games with some partner games mixed in from week to week. Both leagues combine for a "Fun Day" on the course with lunch following as a season finale.

18 Hole
Fee: $35
Event Fee: Taken from $35 plus green fees
Schedule: April 27st – September 26th

9 Hole
Fee: $35
Event: Taken from $35 plus green fees
Schedule: April 27th – September 26th

Practice Areas
We have a large grass tee driving range area as well as synthetic mats on a concrete pad at the back of the tee. Our range ball prices are $12 for a large bucket $8 for medium and $6 for a small. We also have two practice putting greens and one pitching green with a practice bunker. The putting greens and pitching area are open to the public free of charge for any golfer who wants to improve their game.

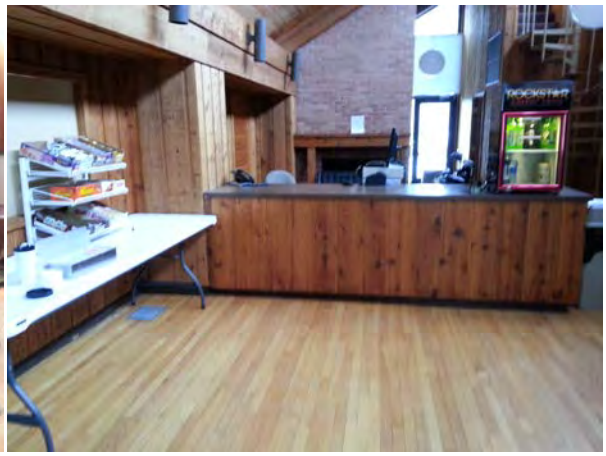
Outings and Tournaments
Chris Edmondson coordinates all outside golf outings included in the list below. We also offer additional outing services as requested including: Rules administration, score boards, handicap application, flights, pairings, and tee times administration.

Foot Golf
In mid-July 2014 we opened a 9 hole Foot Golf Course located on our Par-3 golf course. Foot Golf is played with regular golf rules but with soccer balls and your feet instead of golf balls and golf clubs. Players kick off from a tee box and attempt to get their soccer ball into a 21-inch diameter cup using the fewest number of kicks. Foot Golf can be played by children and adults.

Foot Golf facilities in United States

Youth enjoying Foot Golf at LOW

Indoor Golf Simulator
Features include:
• 36 Modes of Scoring Formats – Stroke Play, Scramble, Skins, Stableford, etc.
• Handicap Score Adjustment • Closest to Pin and Longest Drive Competitions online
• Choice of Pin Position • Elevation Adjustments • Green Options – adjust hardness and speed
• Wind Conditions – both direction and velocity • Weather Conditions – from blue skies to rain
• Time-of-Day Customization – experience the beauty of the course at sunrise.



The photos above show the golf simulators in the Clubhouse. Golfers have 88 courses to choose from. The addition of online player profile capability brings a new level of service with handicap and play statistics available to golfers 24 / 7.

Play on simulators takes about one hour per 18 holes per person. One foursome will take 4 hours to complete an 18 holes on average. With one simulator we can play a maximum of three foursomes per day (12 green fees) in about 13 hours. With two simulators that doubled to 24 green fees per day maximum. As a comparison, we can have one tee time every nine minutes outside on the 18 hole course and inside on the simulators we have only two tee times every four hours.

The summary below shows simulator play including 18 hole rounds, practice and league play.

Simulator Summary

	2012	2013	2014	2015	2016	Total
Rounds	32	717	978	899	825	3,451
Revenue	$427	$9,450	$15,376	$10,499	$7,058	42,810

Marketing
Golf Now is our provider for golf course website, point of sale system and automated tee sheet. We manage and maintain the web site with current calendar of events, tournament and other relevant facility information.

Lake of the Woods was among the first golf facilities to use automated tee sheet for reservations. We accept tee-times one week in advance via telephone, internet, or in person. There is also a QR code on our scorecard which, when scanned by a smart phone, links directly to our mobile booking page. This is just another avenue for customers to book a tee time or view our website.

We compose and send out email promotions to advertise upcoming events, sales, and other important information we feel will attract customers. We send out a monthly newsletter via e-mail, as well as holiday, tournament or sales promotions in separate more detailed e-mails.

We write and record our own radio advertising which allows us to gain exposure throughout Champaign County and surrounding communities all paid for with a ½ price trade out promotion campaign offered through WDWS at no cost to CCFPD.

Recent improved collaboration with Lisa Sprinkle has helped the golf course project a more consistent look and message. We are following through with a number of the NGF recommended marketing ideas.

Snack Bar Operations
Completing another NGF study recommendation, Mike Fry and the construction crew did a very impressive top to bottom renovation to the snack bar facility last spring. The area looks clean and fresh and we have had many positive comments from the golfers.

The snack bar operation runs from April through early October on the main floor of the clubhouse and then we move the food and beverage service to the Pro Shop area for savings on personnel costs. Dave Huber has the required Food Service Sanitation Certificate issued through the Department of Public Health.

The snack bar serves hot dogs, sandwiches, chips, crackers, cookies, candy, fresh fruit and a variety of alcoholic and non-alcoholic beverages. We also run snack bar specials on weekends when play is generally at its greatest. As suggested in the NGF study we have added pizza and some occasional healthier wraps to the menu selection as well.

We have a beverage cart which delivers our drink options and snacks as well as some merchandise to golfers on the course when weather and amount of play permit from April through October.

Local Play Overview
The NGF Golf Study pointed out that overall play in our immediate market is down. Nearly all area courses are below the national and regional rate of decline in play. We took the recommendation from NGF and increasing our marketing efforts outside of Champaign emphasized our destination qualities such as our Audubon Cooperative Sanctuary designation and Robert Bruce Harris designed course features in our approach to increase play.

Audubon Cooperative Sanctuary
In 2004, Lake of the Woods Golf Course became a Certified Audubon Cooperative Sanctuary by Audubon International. To achieve this certification we documented our environmental efforts in each of six categories: Environmental Planning, Wildlife and Habitat Management, Outreach and Education, Chemical Reduction and Safety, Water Conservation, and Water Quality Management. One of our main projects was the creation of the Bio-Swale along the entrance drive. Previously, the runoff from the golf parking lot drained directly into the Lake of the Woods Lake. During the parking lot renovation, the water was diverted into the bio-swale. Contaminants from the parking lot are filtered before they enter the lake, protecting the water's quality. An Eagle Scout project involved planting trees to help diversify the age and species inventory took place in 2015. The Scout planted 11 trees between holes #6 and #11.

Master Improvement Plan
A Master Improvement Plan was implemented in 1998 to improve the playability and aesthetics of Lake of the Woods Golf Course. Core areas of improvement were: Adding multiple tee system, lake placement and water quality, bunker placement and condition, cart path routing, tree planting, converting maintained areas to low or zero maintenance areas, and redesign pro shop grounds and parking area. Each of these core areas were addressed by 2010. The remaining items on the Master Improvement Plan will be reviewed with Jonathan Hasselbring and dovetailed into the overall CCFPD Master Plan.

February 2, 2017
MEMORANDUM
From: Brian Taylor, Homer Lake Site Superintendent
To: Board of Commissioners
Re: Summary of Homer Lake Operations

Facilities and Staff
Homer Lake Operations and Maintenance department is located on the north east side of the park just off South Homer Lake road. The facility is a 5,848 square foot metal shed that houses all the maintenance equipment, vehicles, work areas and offices for the staff. The residence of the site superintendent is located adjacent to the maintenance facility and is 600 feet east of the main entrance to the park. The maintenance drive separates the house property from the maintenance facility. The location of the house allows the site superintendent/resident guard to monitor traffic and provides easy access for park visitors should they need assistance.

The staff consists of a full-time site superintendent and a full-time assistant site superintendent and three seasonal employees. Brian Taylor has served as Site Superintendent for twenty-six years, and Assistant Site Superintendent Roy Woodmansee has twenty-five years of service. We also have three seasonals. Joe Hopper has been with us for ten seasons, and we hire at least two additional seasonals each year.

Duties and Responsibilities
The staff is responsible for the general maintenance, service and upkeep of the District's facilities, grounds and waters at Homer Lake, Collins Pond, Old Homer Park, Sylvester Woods, Hidden Acres, and Kickapoo Rail Trail. Normal recurring duties include:

- Opening and closing of the park and facilities
- Trash pick up and removal
- Mowing, trimming, weed control of common areas and trails
- Maintenance of landscape areas, shrub beds, flower beds, and prairie plots
- Tree planting, pruning and removal
- Trail maintenance and development
- Snow and ice removal on roads and sidewalks
- Janitorial duties at rental facilities, pit toilets, and maintenance building
- Rental facility, Special Use Permit and special program preparation and clean up
- Monthly playground and facility inspections
- Vehicle and equipment service and maintenance

Equipment

- Vehicles – Ford Escape hybrid, Ford F - 250, Ford F - 450 dump bed and snow plow
- Mowers – Kubota 6ft mower, John Deere 6ft mower, 3 point bush hog mower
- Tractors – Kubota 31hp general utility, John Deere Backhoe
- Implements – 5 ft tiller, box scraper, gill, turf aerator, grader blade, brush grapple
- Utility Vehicles – 2 Kubota RTV's with dump beds
- Skid Steer – Bobcat with forestry mulcher, brush mower, and loader bucket
- Trailers – 3 equipment trailers for mowers, tractors, and skid steer
- Patrol Boat – 14ft flat bottom with 25hp outboard motor

Scope of Responsibilities

Homer Lake Forest Preserve has been managed by the District since 1971 but was not under District ownership until 1992 when the IDNR transferred the title. The preserve consists of an 828-acre tract and an 80-acre lake with more than 5 miles of shoreline. The staff maintains, services, and inspects the following park features:

- Homer Lake Interpretive Center
- Salt Fork Center rental facility (115 capacity) – (1999 Award of Excellence from IDNR Best Facility Award) - Most rented facility in the District
- Salt Fork Center amphitheater – Used mainly for weddings and photography
- Walnut Hill Shelter rental facility (60 capacity) - Open air with indoor rest rooms
- Walnut Hill playground and sand volleyball court
- Park residence – 1,465 square feet constructed in late 70's
- Homer Lake – 80 acres of water, IDNR manages and stocks fish annually
- Oak Ridge picnic area has 2 small shelters open to the public
- Sail Boat Launch concrete walk way (300') This area serves as the overflow spillway.
- Natural Playscape & Stream (2013 IPRA Best Facility Award)
- Observation Tower overlooking a prairie restoration site
- Lincoln wayside exhibit
- 900 foot dam and spillway – constructed in 1968, annual inspections for PDRMA,
- 1.5 miles of Salt Fork River frontage
- 3 rest room facilities
- 5 fishing piers and 4 boat ramps
- 10 picnic areas with tables, grills and benches
- 10 plus miles of hiking / multi use trails with 1 interpretive trail system
- 4 trail bridges
- 1 sled hill
- 4 swinging benches

Collins Pond

This 28 acre parcel and three acre pond was purchased by the District in 1974. It has one of the oldest oak and hickory woodlands in the area with an excellent variety of native woodland plants. This park area is approximately 3 miles south of Homer Lake and it offers a more secluded outdoor experience.

- 0.62 mile trail
- 3 picnic tables
- 1 grill

Old Homer Park

This old historic park site was donated to the District in 1998. It is reported to be a 15 acre tract with Salt Fork River frontage located 2 miles south east of Homer Lake. State Route 49 runs thru the property. Old Homer Park operated from about 1905 to 1929 and it was one of the largest recreation areas in central Illinois. Most of the acreage is in the flood plain so very little has been done in terms of providing amenities for visitors. An Eagle Scout installed a bench near the last historic artifact which was a fountain that looked like a large bird bath. With financial assistance and historical research provided by the Homer Historical Society, a very nice interpretive sign was installed in 2014.

Sylvester Woods (2013)
This 6.7 acre parcel is located 2 miles west of Homer Lake. The property is a very high quality natural area that borders the Salt Fork River. We installed a beautiful maintenance free sign that recognizes the Sylvester family as the original owners since 1854.

Hidden Acres (2014)
This 28 acre property is located less than 1/4 mile north of Sylvester Woods and is adjacent to Sylvester along a portion of its perimeter. This area is predominately in the flood plain as it borders the Salt Fork River. The upland portion of the property has a small pond, a trail loop, and we installed a small parking area.

Kickapoo Rail Trail (2013)
The acquisition of the 24.5 mile CSX rail corridor from Urbana to Danville was finally completed after nearly two decades. The Forest Preserve District will manage 12.7 miles of this 175 acre linear parkway that begins just east of Urbana and ends at the Vermilion County line just east of Ogden. When developed the 10 foot wide crushed limestone path will provide a variety of recreational and educational opportunities. The first 6.7 miles of construction began in 2016.

Public Service Responsibilities / Activities
The Homer Lake staff provides excellent public service to our visitors and we respond to a variety of requests from the public, rental groups, and volunteers. The following list is representative of the additional public service activities:

- The Emergency Management Agency held their annual search and rescue training
- Trail Stewards - assisting them with trail issues
- Take Me Fishing - assisting the Interpretive staff
- Canoe Programs - assisting the Interpretive staff
- Audubon Programs & Bird Counts
- U of I Natural History Survey long term studies
- Bass Tournaments
- Catfish Tournaments
- U of I rowing crew team
- Special Use Permits – walk and run events, Search and Rescue events, several school related events, Cardboard Boat Race, car shows, and bike rides

2016 Accomplishments
The Sail Boat Boardwalk project is nearly completed after several years and many design proposals. District employees completed the project for less than $34,000 of the $135,000 that was budgeted. Over the years we received price quotes that approached $400,000. The new concrete side walk was installed near the parking lot and the shoreline was naturalized. This should be a much more sustainable design and it will provide safe travel for families going to the Natural Playscape.

We are looking forward to the completion of the first phase of construction on the Kickapoo Rail Trail. The 6.7 mile section from Urbana to downtown St. Joseph is scheduled to open this summer.

Homer Lake rental facilities continue to be very popular attractions. The Salt Fork Center continues to be the most rented facility in the district with 60 rentals, and Walnut Hill is the most rented open air shelter with 32 rentals.

February 6, 2017
MEMORANDUM
To: Board of Commissioners
From: Matthew Kuntz, Site Superintendent
Re: Middle Fork River Forest Preserve 2016 Annual Report

Background
The Middle Fork River Forest Preserve consists of 1,702 acres in northeast Champaign County, approximately five miles north of Penfield. The preserve contains a mix of hardwood forests, mixed lowland and upland prairies, and waterfowl management areas. Within the user areas of the preserve is a 65 site campground holding electric and non-electric camping, two group areas for larger camping groups, swim beach, four miles of the Middle Fork River, an enclosed rental building used for multiple applications, and three ponds for recreational use. Camping is available to the public April 1 through November 1, with its busiest time running May through October.

Staff and Responsibilities
Staffing at the Middle Fork River Forest Preserve consists of three full-time employees, Site Superintendent Matthew Kuntz, Assistant Site Superintendent Andy Little, and Ed Hutchinson, a Maintenance Worker II. We typically employ three seasonal positions helping with day to day operations and a campground host that runs office operations for the campground.

Responsibilities include grounds maintenance and general upkeep of all user areas and properties owned by the district. Along with the campground host, full-time staff maintains an online and walkup campground reservation system used by staff and public. Other duties include management of waterfowl areas, wetlands, river corridors, and trails.

2016 Year in Review
2016 once again was a successful year for the Middle Fork River Forest Preserve. Keeping up with others in the industry, our campground was packed all year with full capacity bookings on most weekends. As stated in last year's report, we are continuing to turn away a large number of campers, mostly on the holiday weekends due to capacity issues. Christy Wallace returned in 2016 as our campground naturalist, hosting weekend workshop and environmental education programs at the campground with great success. Middle Fork was able to host the Third Annual River to Rail Ride, a fundraiser for the Kickapoo Rail Trail.

Capital improvements completed in 2016 started with the re-design and repair of the culvert located on the north property of the preserve. This culvert had washed out due to heavy flooding the year before, and cut off our access to that area due to the fact it is on a maintenance access/user trail. Middle Fork staff also built the parking lot for the new Pt. Pleasant Trail system on the southern edge of the preserve. This was the first phase of this project. In fall of 2016 we built an overlook area on this trail system giving incredible views of the prairie and wetland section of Pt. Pleasant. The outlook was built with large rocks for a retaining wall and sitting area, taking a minimalist approach to achieve the very least disturbance of that area. Interpretive signage was also placed throughout the trail system.

Other projects completed in 2016 include the first phase of the electrical infrastructure replacement for Middle Fork. This phase consisted of replacing the transformers at the operations shop, replacing all underground lines leading into the user area of the preserve, stopping at the Sugar Creek Shelter. This also resolved an issue with an exposed electrical main in Sugar Creek, with the new line placed over the creek set with telephone poles.

The shower house shower stalls were also renovated in the spring with a newer product called Polyurea. This product coated the concrete walls with a rubber type of coating, brightening the stalls up and making this section of the building much more efficient in terms of maintenance. We received many compliments from our guests with this renovation.

The Dark Skies Program was brought to our attention by the Champaign Urbana Astronomical Society, which currently uses our preserve for several astronomy programs set through the year. Light fixtures were evaluated throughout the preserve, mostly focusing on the globe style street lights and how they emit light into the sky, instead of a more efficient directional light. Replacing our lighting infrastructure will solve our current failing fixtures, and could get us ready to become Dark Sky Certified, possibly being the first forest preserve or park in the State of Illinois with this designation.

January 19, 2017
MEMORANDUM
From: Doug Sanders, Site Superintendent
To: Board of Commissioners
Re: L.O.W. Operations/Maintenance and Botanical Gardens Annual Report

Who We Are
The Operations/Maintenance (OPS) and Botanical Gardens (BG) department is housed at the west maintenance complex of the Lake of the Woods Preserve. Located directly south of the Mabery Gelvin Botanical Garden, the OPS/BG staff works out of a 9,307 square foot building, shared with the Construction (CN) department. The west maintenance complex also consists of a 6,095 square foot cold-storage shed which is used to store vehicles and large equipment. This building is utilized by the OPS and CN departments. In addition, there is a 3,298 square foot cold-storage shed located at the Sangamon River Forest Preserve residence that is utilized to store seasonal equipment, supplies, and other miscellaneous items.

The OPS/BG staff is comprised of a site superintendent, two assistant site superintendents, three full-time maintenance workers, and one part-time maintenance worker. In addition, throughout the year we hire a number of seasonal workers that assist full-time staff in their daily operations.

Departmental Overview
Duties and Responsibilities
The duties and responsibilities of the department include the general maintenance, service, and upkeep of the District's facilities, vehicles, equipment, and grounds at the Lake of the Woods, River Bend, and Sangamon River preserves. This also includes the facility and grounds at the Riverview Retreat Center. Normal recurring duties include:

- opening and closing procedures of grounds and facilities;
- trash pick-up and grill clean up;
- mowing, trimming, and spraying of common areas and trails;
- seasonal planning, development, and upkeep of the Botanical Garden;
- tree pruning and removal;
- trail maintenance and development;
- snow and ice removal on roads and sidewalks;
- janitorial duties at facilities, open shelters, restrooms, and office buildings;
- rental facility and *Special Use Permit* preparation and clean-up (seven facilities);
- supervision of garden weddings;
- administration of boat rental program;
- periodic playground, facility, bridge, deck, and ramp inspections; and
- vehicle service and maintenance (23 vehicles).

Jurisdiction
The jurisdiction of the department entails the facilities and grounds within the LOW, RB, and SR preserves. This excludes areas and programs maintained by the Golf Course, Museum of the Grand Prairie, and Natural Resources departments. The department does provide assistance in these areas when requested by department personnel.

Lake of the Woods

Opened to the public in 1948, Lake of the Woods Forest Preserve is the original preserve within the Champaign County Forest Preserve District. It consists of 871.86 acres that provide a number of natural resources, educational opportunities, and recreational activities. The OPS/BG department inspects, services, and upkeeps the following amenities:

- Lake of the Woods Pavilion (200 capacity enclosed rental facility)
- Elk's Lake Pavilion (200 capacity enclosed rental facility)
- Izaak Walton Cabin (32 capacity enclosed rental facility)
- *Riverview Retreat Center (35 capacity enclosed rental facility w/kitchen)
- Swiss Valley Shelter (90 capacity rental facility)
- Rotary Hill Shelter (116 capacity rental facility w/kitchen)
- Sycamore Hollow Shelter (60 capacity rental facility)
- HI-Tower Bell Carillon
- Paddle Boat Dock
- 6 restroom facilities, including the Rayburn-Purnell RR/Bridal Dressing Room and Buffalo Trace RR
- 5 smaller, open shelters (Peninsula, Old Hickory, Fisherman, Hawthorn, Rayburn-Purnell, and Mahomet Rotary)
- 5 playgrounds
- 4 volleyball sand pits
- 5 fishing piers
- 11.5 miles of bike paths and nature/multi-use trails

*Riverview Retreat Center is located at 428 Country Rd 2500 N, approximately 2 miles north of LOW.

Mabery Gelvin Botanical Garden

Within Lake of the Woods is the Mabery Gelvin Botanical Garden, located along IL Rt. 47, adjacent to the Museum of the Grand Prairie. This 10-acre parcel was dedicated to the wife of H.I. Gelvin and in 2014 marked its 40th Anniversary. The Garden is made up of a number of floral beds and landscaped areas with a garden pond and 12-foot waterfall as its focal point. Other structures include the award winning Miriam Davies Memorial Enabling Garden with an extensive arbor and water feature, a 24-foot octagonal gazebo, a 25' x 60' greenhouse adjacent to a 3,200 sq. ft. Discovery Garden, and an historic one-room schoolhouse maintained by the Museum. A section of the 3.5-mile Lake of the Woods bike trail runs through and adjacent to the south end of the garden. Features of the Botanical Garden include:

- an All-America Selection garden;
- xeric garden;
- Prairie Sampler garden;
- perennial beds displaying native hybrids of selected prairie plants; and
- many diverse plantings of perennial beds, shrub, and annual floral displays.

In conjunction with the Garden Clubs of Illinois and the Mahomet Garden Club, the BG staff assists in maintaining the Illinois Blue Star Maker landscape site located at the Buffalo Trace east parking lot.

River Bend
Developed in 2001, the River Bend Forest Preserve is a 284.77-acre site, containing 130 acres of lake water, 2.5 miles of forest along the Sangamon River as well as a 1-mile nature trail and 1.2-mile multi-purpose trail. Amenities maintained by the department include:

- River Bend open shelter;
- 1 restroom facility;
- Possibility Pier; and
- 2.5 miles of nature/multi-use trails

Sangamon River
Purchased in 2007, Sangamon River Forest Preserve provides a 160-acre area for a variety of natural resource activities. In addition, it includes the historic residence that was built in 1919. The department cares for the following amenities:

- Sangamon River open shelter;
- 1 restroom facility;
- 2.3 miles of nature/multi-use trails;
- Canoe launch along Sangamon River and Wildcat Slough; and
- 450' accessible trail with shade structure

Affiliation with District Staff and General Public
In relation to the District's mission to provide conservation, education, and recreation experiences for the county, the OPS/BG staff supports the District's staff in their daily functions. This support comes in the form of providing general housekeeping of offices and common areas, facility maintenance, and addressing special requests.

Since the OPS/BG staff works throughout the grounds they are often the District's frontline responders to the general public's needs and questions.

2016 Accomplishments
LOW had a significant number of park visitors in 2016. Outside of golfing, educational programs, and normal foot/vehicle traffic it is estimated there were 39,450 visitors this past year. These numbers are conservative estimates generated through building rentals, weddings, and special use permits.

Estimated Park Visitors at LOW (2016)

- 16,650 Building Rentals
- 800 Weddings
- 22,000 Special Use Permits

39,450 Total Visitors

Noteworthy Events
Primary/General Elections: Lake of the Woods Pavilion was utilized as an early voting location for both elections in 2016. During the primary election 488 voters visited LOW and the general election had 959 voters. The facility was reserved for a two week period for both election periods.

Polar Plunge and Donut Dash 5K: Each February, Special Olympics Illinois holds its annual polar plunge event at the Peninsula. This past year they added the Donut Dash 5K run/walk to their event. (450 visitors)
Best of the Class: WCIA recognized area high school seniors for their academic achievements with their annual Best of the Class event. It is a long standing tradition to hold this event in the Mabery Gelvin Botanical Garden where students have vignettes videotaped with the iconic bridge/waterfall in the background. (350 participants)
Freedom Fest: In celebration of our country's independence, LOW hosted the annual Freedom Fest event. This event consists of food vendors, children's games, and a spectacular fireworks display over the main lake, set to music. (4,200 visitors)
The Wall That Heals: In June, a special committee in Mahomet hosted The Wall That Heals at the Peninsula. This exhibit is a half-scaled replica of the Vietnam Veterans Memorial in Washington, D.C. Patrick O'Neil, representative of the Wall, commented that LOW was one of the most picturesque locations they had ever visited. He also commented the cooperative effort made by event organizers and LOW staff raised the bar for future locations. (7,000 visitors)

Upgrades and Accessibility
Several capital projects were completed this year in support of visitor usage and accessibility. Among these upgrades at LOW were:
Route 47 Bike Path: Through a cooperative effort between IDOT, the Village of Mahomet, and CCFPD a bike trail was added along Route 47, connecting the downtown area with the Briar Cliff subdivision. This project was a continuation of the trail project that was installed in 2012. The newest portion provides access to the Botanical Garden, the Museum of the Grand Prairie, and the 3-mile bike trail that runs through LOW.
Peninsula Electric/Water Upgrades: The electrical panel on the outside of the Peninsula restroom was upgraded with multiple 110 volt outlets and a 220 volt outlet. In addition, a hot water heater was installed in the facility.

Elk's Lake Road Improvement: The section of the road between the LOW entrance and the Big Oak restroom facility was seal coated. Preparation work was completed by the CN and OPS staff that included filling of pot holes, cracks, and widening of the section between Elk's Lake Pavilion and the Big Oak restroom.

Botanical Garden Sidewalk: LOW received a $4,000 grant from the Community Foundation of East Central Illinois that allowed phase II completion of the sidewalk system in the Botanical Garden. This "Access to Recreation" grant made it possible to connect the Garden's main entrance to the Miriam Davies Memorial Enabling Garden.

February 6, 2017
MEMORANDUM
From: Mary Ellen Wuellner, Deputy Executive Director
To: Board of Commissioners
Re: Grant Update

Illinois Clean Energy Community Foundation
On January 30, we received word from the Illinois Clean Energy Community Foundation (ICECF) about a new, invitation only, grant opportunity. The grant program provides up to $5,000 for public amenities and $500 for approved public events at sites that were previously awarded ICECF natural areas acquisition funds. For the District, those sites include: a five-acre addition to Middle Fork; the northernmost Patton Woods parcel; a forty-acre extension of Point Pleasant, also at Middle Fork; Sangamon River Forest Preserve in its entirety; and the 28-acre Hidden Acres site adjacent to Sylvester Woods.

Grant applications would be submitted by the Forest Preserve Friends Foundation and are due March 2. Award announcements are expected in early May. According to the guidelines, amenities include, but are not limited to, benches, trail connections, picnic tables, interpretive signs, and restrooms. Eligible event expenditures include speaker fees, refreshments, educational materials, and table or tent rentals.

After consultation with site superintendents and the planning department, I have provided a list of the grant applications the Friends Foundation will likely be submitting:

- Hidden Acres: new trailhead sign, boot brush education station*, two benches
- Patton Woods: interpretive sign to replace existing deteriorated sign
- Pt. Pleasant: kiosk trailhead sign, two benches
- Sangamon River: trailhead sign to replace existing outdated sign, dark sky compliant lighting for walkway access to restrooms

* Example of a Boot Brush Station, designed for public education and boot cleaning.

Doppelt Family Trail Development Fund
The Rails-to-Trails Conservancy launched a grant program in 2015 to support organizations and local governments that are implementing projects to build and improve multi-use trails. Doppelt Family Fund grants are available for land acquisition, trail construction, facilities, signage, and other trail amenities. Grants were due by January 31, and award notifications will take place on National Trails Day, June 3, 2017. Rail-trail projects receive priority; however, only 4-6 grants are approved each year.

The District submitted a Doppelt Family grant application in the amount of $25,000 for design engineering of Phase 2 (St. Joseph to the county line) of the Kickapoo Rail Trail. If approved, the funds would be used to match the ITEP grant of $225,000 already awarded to the project.

Dr. Pepper/Snapple/Keep America Beautiful Grant
The Dr. Pepper/Snapple/Keep America Beautiful Park Recycling Bin Grant program is designed to build or expand recycling opportunities in park settings. The program provides recycling bins to local communities and governmental entities through grants awarded annually. The District's sustainability committee will be submitting an application this month for up to 24 recycling bins for sites throughout the preserves. The bins allow for the collection of aluminum, glass, plastic, paper, and cardboard from preserve visitors.

Although not required, applicants receive extra consideration if they agree to purchase their own recycling bins at a 1:3 ratio for those received through the grant. The 2017 annual budget included $5,000 in funding for this project, and allows the District to purchase eight bins, at a cost of $2,880, to match the awarded 24 if our grant is approved.

Proposed locations:
8 - Lake of the Woods Forest Preserve
8 - Middle Fork River Forest Preserve
8 - Lake of the Woods Golf Course
4 - Homer Lake Forest Preserve
2 - Kickapoo Rail Trail
1 - Sangamon River Forest Preserve
1 - River Bend Forest Preserve

2/7/17

MEMORANDUM

To: CCFPD Board of Commissioners
From: Daniel J. Olson, Executive Director
Re: Strategic Plan Update

The most substantial difference to the CCFPD Strategic Plan since the last update was the inclusion of several new Tactics based on Mid Term Initiatives. In addition to those items, over the past six months we have taken the following steps towards completion of the Plan:

1. Individual **Tactics** for Short Term and Mid Term Initiatives continue to be completed and updated.
2. **Initiatives** and **Tactics** for the golf course continue to be integrated in to the Strategic Plan from suggestions from the 2014 National Golf Foundation Study.
3. As expected at year three, there are staff requests to add to, streamline, change or drop certain **Tactics.** I have included my approval in the document in those cases.
4. Continued individual staff meeting to generate and complete items.

New additions since the last update include employee initials and dates in the "items Completed" section, in order to better track the items. Please know first that although there are initials presented, there are most likely several employees engaged in completing the item. And second, the dates presented are when the update was entered into the document, not the date of completion.

Future updated will exclude the items with the status of "Completed and Ongoing", "Completed" and "Dropped" after they have been shown as that status for one update cycle. The document has become cumbersome to keep those on during each update.

Definitions

CAC – The District's Citizen Advisory Committee.
Cost Estimate – An initial broad estimate determined by the Initiative leader of cost to complete the Tactic. Dollar amounts will only be displayed when estimates are greater than $25.00. ST denotes Staff Time associated with Tactic.
FPFF – The District's Forest Preserve Friends Foundation.
Items Completed – Predetermined procedures and checklist items that need to be finished in order for Tactic to reach completed status.
Short Term Initiative – A broad-brushed, macro-oriented organizational sense of direction that relates to customer, financial, internal business, and growth and development perspectives. Short term Initiatives should be completed by within the first two years unless it is an ongoing initiative.
Mid Term Initiative – A broad-brushed, macro-oriented organizational sense of direction that relates to customer, financial, internal business, and growth and development perspectives. Mid term Initiatives should be completed by within the three to five year timeframe, unless it is an ongoing initiative).
Status – Status will be determined by the Executive Director and Deputy Executive Director.

Pending is defined as not yet begun.
Active is defined as currently being worked on and coded green.
Inactive defined as begun but currently on hold for a specified reason and coded as yellow.
Completed and Ongoing is defined as the Tactic being completed to satisfaction, but the Tactic will continued to be implemented.
Completed is defined as the Tactic has been fully finished and coded as red.
Dropped is defined as no additional work will be put towards it.

Tactic - Subordinate to the Initiatives and detail the steps necessary to complete an Initiative.
Team – Individuals chosen to complete the Tactic. The Initiative leader is listed in italics.
Timeline – The projected completion date of the Tactic. The timeline is in parentheses at the end of the Tactic title.

SHORT TERM AND ONGOING INITIATIVES BEGAN 2013

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Develop a referendum process. (**Short Term)**

Tactic: Finalize and Define Timeline for Going to Referendum ~~(Oct. 2015)~~.	**Status:** Active
Team: *Board of Commissioners*	
Items Completed:	**Cost Estimate:** $0
Board Retreat began conversation (with Dave Phillips) about timeline but not set.	ST
Special meeting in June with Gordy Hulten and Sasha Green from Co. Clerk's Office.	ST
Meeting with County Board Chair, Pattsi Petrie began. Need for meeting with other agencies planning on going to referendum. She has sent an email out to others inviting to meet as a group.	ST
Community Engagement Group list started and some individuals spoken to. Will continue to accept names for list.	
Have discussed referendum in a series of Board meetings. No agreed upon timeline as of 2/7/17	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create internal and external awareness of the services we provide including the benefits of preserves. (**Short Term)**

Tactic: Research and Develop estimates of the intrinsic and monetary value of ecosystem services provided by CCFPD.	**Status:** Active
Team: *M. Daab*, D. Olson	
Items Completed:	**Cost Estimate:**
Mike Daab met with Parkland College Sustainability Coordinator to discuss tackling this objective as a student project.	$0
MD 2/2/2017 Mike Daab investigating IPRA's Unplug Illinois as a possible resource for determining ecosystem values of the District.	
DJO 2/7/17 Unplug Illinois Packet has been ordered.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create internal and external awareness of the services we provide including the benefits of preserves. (**Short Term)**

Tactic: Design seasonally timely material that can be promoted using multiple outlets, to highlight natural resources, beauty, and outdoor features found at the CCFPD. (Ongoing beginning Summer 2015)	**Status:** Active
Team: *M. Daab*, P. Leiter	
Items Completed:	**Cost Estimate:**
Mike Daab and Pam Leiter – seasonal Facebook and Instagram posts featuring natural resource issues and native plants have increased.	$0
MD 2/2/2017 Social media posts are ongoing, including topics on emerald ash borer impacts, seed collection and planting, etc.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create internal and external awareness of the services we provide including the benefits of preserves. (**Short Term)**

Tactic: Promote Natural Resource Restorations and Management Processes to educate the public about management necessity. (Ongoing beginning Summer 2015)	**Status:** Pending
Team: *M. Daab*, NR staff	
Items Completed:	**Cost Estimate:**
Mike Daab has increased social media posts regarding natural resource restorations and management processes. Interviews with WCIA and WDWS have highlighted the need for management along the KRT. Mike Daab presentations to groups, including the Rantoul Garden Club and the Urbana Exchange Club, have helped increase public awareness of natural resources management.	$0
MD 2/2/2017 Social media posts are ongoing, including topics on emerald ash borer impacts, seed collection and planting, etc. Mike Daab presented about CCFPD and other East Central IL natural areas at the Master naturalist graduation. Collins Pond as an example ecological restoration project was presented to 70 people as part of a stewardship training event in January 2017. New Collins Pond interpretive signs will also highlight the story of ecological restoration.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create internal and external awareness of the services we provide including the benefits of preserves. (**Short Term)**

Tactic: Research, compile and report on Forest Preserve/Parks and Recreation impacts on community Health and wellness and relate them to CCFPD. (Ongoing beginning Dec. 2015)	**Status:** Pending
Team: *M. E. Wuellner*	
Items Completed:	**Cost Estimate:**
Stats and articles collected containing numerous positive benefits of parks, recreation, and outdoor activities. Benefits have been summarized into a one page document with bullets under the headings of physical, emotional, intellectual, and social. Some items listed under "social equity" as well.	$0
MEW 1/31/2017: We have developed a plan to include a series of articles in the Leaflet to highlight these benefits for preserve visitors. First one ran in October-November *Leaflet.* We will focus on social equity in April-May 2017. Will continue to do two each year.	$0

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create internal and external awareness of the services we provide including the benefits of preserves. (**Short Term)**

Tactic: Research, compile and report current District use and statistics and their financial and intrinsic impact to users and the County. (Ongoing beginning in Dec. 2015)	**Status:** Ongoing
Team: *D. Olson*, J. Hasselbring, T. Pike	
Items Completed:	**Cost Estimate:**
Angie Clayton has statistics for CCFPD rental facilities from 1996 to present time.	ST
The Planning Department has installed two (2) traffic counters and one (1) trail counter at Lake of the Woods. Planning has ordered and received four (4) traffic counters for Lake of the Woods (Peninsula), Homer Lake, Middle Fork, and Riverbend. A 2017 Capital Equipment request has been made for ten (10) additional traffic / trail counters to be installed at the Kickapoo Rail Trail and throughout the district.	
We have compiled information on attendance, programming, use, and other areas annually for two years and reported them publically in the board packet and other appropriate areas.	
We have developed Annual Financial Reports for three years and had it distributed and posted with additional statistical information on use and financials.	
Developed a “By the numbers sheet” for the Forest Preserve District includes acreage, trails, amenities, sites, etc.	
DJO 1/20/2017 Continued 2016 compiled information on attendance, programming, etc. And presented them in the Annual Departmental Reports. This information can be captured for the past four years and possibly longer.	
JH 1/31/2017 Traffic and trail counters have been installed district wide. Seven traffic and eight tail counters are currently in place at LOW, MF, HL, RB, and SR. Two additional trail counters will be installed at the Kickapoo Rail Trail after construction is completed, but prior to trail opening. Statistics will be reported after being collected and evaluated.	
DJO 2/7/17 Although this Tactic is specific to the Referendum, we continue to place it with Ongoing status so that we may have data available when needed.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Develop a citizen campaign (CAC, FPFF, Vol., and other community members) to promote the referendum. (**Short Term)**

Tactic: Recruit members to an independent group to lead referendum process, public relations and fundraising (October 2015)	**Status:** Active
Team: *Board of Commissioners* and D. Olson	
Items Completed:	**Cost Estimate:**
DJO Some names have been gathered.	
DJO We have talked to some individuals about participating and none have accepted.	
DJO Board agreed to meet specifically about this in Oct. 2016 to discuss who should and should not be on the list.	
DJO List remains open for addition – Please send to Mary Beck	
DJO 1/20/2017 Additional contacts with potential members have been made. Board members still on the ask.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Develop a citizen campaign (CAC, FPFF, Vol., and other community members) to promote the referendum. (**Short Term)**

Tactic: Develop a common, agreed upon referendum message for independent group.	**Status:** Active
Team: *Board of Commissioners*, D. Olson	
Items Completed:	**Cost Estimate:**
The BOC discussed in retreat and other meetings. Several ideas were given. No official consensus was made on the message and the order of the messaging.	
DJO 1/20/2017 Messaging discussed further and general statements agreed upon to recruit members to group. A compiled document was distributed to Commissioners with messaging on it. Director Olson believes KRT is no longer a viable message since construction has begun.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Develop a citizen campaign (CAC, FPFF, Vol., and other community members) to promote the referendum. **(Short Term)**

Tactic: Train members of independent group on message, referendum process, District information, etc. (April 2016)	**Status:** Pending
Team: *Board of Commissioners* and D. Olson	
Items Completed:	**Cost Estimate:**
Have had list, but no one has agreed to be on the Community Engagement group as of 8/8/16	
DJO 1/20/2017 No members as of today.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Develop the vision, tagline, brand and public relations standards for the Referendum (October 2015)	**Status:** Pending
Team: *L. Sprinkle*, M. E. Wuellner, D. Olson	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 On hold until referendum timeline established. The overall marketing focus is currently on what we provide as an agency.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Leaflet articles specific to referendum in (Jan/Feb, March/April, May/June, July/Aug, Sept/Oct 2016)	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 On hold until referendum timeline approved.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Develop Five MTD bus advertisements specific to referendum. (June – Oct 2016)	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:** $4,500
LS 1/31/2017 On hold until referendum timeline approved.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: CiLiving segments specific to referendum ~~for (Nov 2015, Jan 2016, March 2016, May 2016, July, 2016, Sept 2016)~~	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 On hold until referendum timeline approved.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Develop a commercial and purchase airtime on local TV stations specific to referendum (December 2015)	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 On hold until referendum timeline approved.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Attend community festivals and events (Summer 2016). See Also "Attend community festivals…" tactic in below branding section as they will be similar.	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, CAC	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 On hold.	
DJO 2/7/17 Current marketing at these events emphasize what we provide as an agency and do not speak about referendum needs.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Develop a PowerPoint presentation and attend service club/special interest meetings specific for referendum. ~~(January 2016)~~	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, D. Olson, M. Wuellner, M. Daab, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:**
DJO 1/20/2017 On hold until referendum message and timeline set.	
LS 1/31/2017 On hold until referendum timeline is established.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Dedicate a page(s) on the website specific to the referendum ~~(October 2015)~~	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, D. Olson, M. Wuellner	
Items Completed:	**Cost Estimate:**
Some general information items have been researched and being written.	ST
DJO 1/20/2017 On hold until timeline for referendum decided.	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Articles in News-Gazette and area newspapers ~~(To begin in 2016)~~	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~, D. Olson, M. Wuellner.	
Items Completed:	**Cost Estimate:**
DJO 1/20/2017 On hold until message and timeline for referendum decided.	
LS 1/31/2017 On hold until timeline for referendum is established.	

Strategic Theme: Customer Connection

Objective 4: **Improve District Branding**

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Redesign the Museum of the Grand Prairie website	**Status:** Active
Team: *L. Sprinkle*, Barb Garvey, Outside Vendor	
Items Completed:	**Cost Estimate:**
DJO 2/7/17 This was approved and added as of 2/6/17 therefore is not designated as a Short-term tactic.	
LS 1/31/2017 2017 work to revise MGP website	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop ads for local publications. ~~Develop monthly ads for four major local newspapers . (Ongoing, Starting in June 2015)~~	**Status:** Active
Team: *L. Sprinkle*, ~~A. Kizer~~,	
Items Completed:	**Cost Estimate:**
Ads in Mahomet HomePages; Ad in Rantoul HomePages	ST
Ads in Visit Champaign County guide	ST
Ad in St. Joseph	ST
Ads in Community Concierge	ST
LS 1/20/2017 Request to broaden focus on this Tactic to DJO	
DJO 1/20/2017 Approved Tactic to "Develop ads for local publication".	
LS 1/31/2017 CPD Program Guide – 3 times a year	
LS 1/31/2017 Community Concierge – 3 times a year	
LS 1/31/2017 Visit Champaign County - Annually	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop radio campaign to run on Illini Radio Group stations, WILL, and SJ Broadcasting stations. ~~(Jan-March 2016)~~	**Status:** Active
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
SJ Broadcasting – Golf and Rental Ads	ST
Illini Radio – Golf Ads and Rental Ads	ST

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop videos to be run online – CCFPD website, FB, YouTube ~~(Fall 2015)~~	**Status:** Active
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
DJO 5/12/16 Professional You Tube Videos completed in 2012 are still active and online. Includes eight total videos including CCFPD history, and site and facility videos.	
DJO 5/12/16 Dex Knows video of CCFPD on You Tube.	ST
LS 5/12/16 Implementing with new website.	
LS 1/31/2017 GoPro purchased in 2016 to develop videos	

Strategic Theme: Customer Connection

Objective 4: **Improve District Branding**

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Outreach at community events. Farmer's market, summer festivals ~~(May-Oct 2015, 16 and 17)~~	**Status:** Active
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter, CAC	
Items Completed:	**Cost Estimate:**
CAC at Farmer's Market second Sat each month in 2014-15.	ST, CAC
First Two Outside at Research Park concert (2015).	ST, CAC, FPFF
Changing Sandwich Board Message at outreach events	ST
Farmer's Market twice a month in 2016	
St. Joseph Festival 2014-16.	
LS 1/31/2017 Ongoing	

Strategic Theme: Customer Connection

Objective 4: **Improve District Branding**

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop posters/outreach material to hang throughout Champaign County ~~(Summer/Fall 2015)~~	**Status:** Pending
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
Museum of the Grand Prairie – Water Ways	
LS 1/31/2017 Event specific material developed for events including fundraisers, and announcements such as River to Rail Ride, Used Bike Sale, public meetings, openings, etc.	
LS 1/31/2017 Program specific materials were developed and distributed.	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop an identifiable and all-encompassing promotional campaign for the whole CCFPD. (**Short Term)**

Tactic: Revive old "Get Closer to Nature" tagline or develop new taglines for use in advertising materials (different from the one for referendum) (Fall 2015)	**Status:** Active
Team: *L. Sprinkle*, D. Olson, M. Wuellner	
Items Completed:	**Cost Estimate:**
"Play Great Golf in Mahomet" used (2016)	
"Get Closer to Nature" has been used (Revived 2014 – 16)	
Will submit no more than five taglines to Lisa for consideration	
LS 1/31/2017 Used "# opt outside" at end of 2017	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative 4: Develop a cohesive communication plan for the staff. (**Short Term)**

Tactic: Develop and write information those details marketing tagline, consistent messaging, employee standards for use, and messages we are using in promotional materials.	**Status:** Active
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Wuellner, D. Olson,	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 Upcoming presentation at all staff meeting	

Strategic Theme: Financial Stability

Objective 1: Position Ourselves for a Referendum

Initiative: Develop Board and staff roles. (**Short Term)**

Tactic: Research, write, and train limitations that staff, BOC, FPFF, and CAC have on referendum issues (Nov. 2015)	**Status:** Pending
Team: *D. Olson*, BOC	
Items Completed:	**Cost Estimate:**
2016 BOC meeting discussed with Legal Counsel during meeting.	

Strategic Theme: Financial Stability

Objective 4: Long-Term Capital Planning to Guide Budget

Initiative: Develop baseline data of needs for capital projects and equipment. (**Short Term)**

Tactic: Assess and update existing facility and equipment databases. Prioritize capital improvements and equipment acquisitions consistent with the district's annual budget. (DJO Approved JH request for rewording of Tactic 2/7/17) ~~Examine and assess existing infrastructure and prioritize concerns. (Dec. 2015)~~	**Status:** Active
Team: *J. Hasselbring*, T. Pike, M. Fry, Site Supervisors	
Items Completed:	**Cost Estimate:**
Recent and continued updates to the Facilities report. DJO	ST
Facilities inventories continue to be updated. JH	ST
The Planning Department has compiled a database of square and linear footage for district facilities and infrastructure. This database will be used to track annual maintenance, forecast needs, and prioritize implementation of projects for roads, roofs, trails, etc. JH	ST
JH 1/31/2017 The Planning Department recommends that roof replacements and road repairs take high priority in capital projects planning in future years. Due to current and upcoming needs, some amount of roof repairs and/or replacements should be planned every two to three years. Larger roofing projects should be phased when possible. Also due to current and upcoming needs, between one-half and one mile of road should be seal coated each year on a need based schedule.	
JH 1/31/2017 The Planning Department recommends utilizing reserve funds to complete one large in-house or publicly bid project every two to three years, as funds allow. Current projects of high need in no specific order are the Botanical Garden Pond / Waterfall repairs, LOW Spillway repairs, Willow Pond repairs, HQ Roof replacement, Golf Course Irrigation System replacement, Museum large Artifact Storage replacement, and Middle Fork Activity Center HVAC replacement.	
JH 1/31/2017 The Planning Department is currently developing a five year, priority base capital project list. This list will be reviewed with all department heads.	
DJO 2/7/17 Tactic re-wording approved above in title line	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative: Create an evaluation process for Strategic Plan implementation. **(Short Term)**

Tactic: Examine if current Strategic Plan reporting and tracking formats are sufficient (Feb. 2016).	**Status:** Active
Team: *M. E. Wuellner*	
Items Completed:	**Cost Estimate:**
MEW 1/31/2017: Recommendation to DJO – go over strategic plan themes and objectives with department heads at one RM meeting (or all staff meeting) annually to discuss/review progress and allow staff to hear what progress is being made on other objectives.	$0
DJO 2/7/17 Approved Recommendation above by MEW. Suggest having the RM meeting to discuss the month following one of the two updates that go to the board to maintain some consistency and to address with staff any concern the board may have on the updates.	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative: Determine which policies and procedures need to be implemented, updated, or standardized at the District to improve efficiency and better protect staff and volunteers. (**Short Term** with various start and completion dates).

Tactic: Develop and/or update financial policies. (Ongoing beginning April 2015)	**Status:** Active
Team: *J. Baker*, D. Olson, M. Wuellner, M. Beck, BOC	
Items Completed:	**Cost Estimate:**
Examined and commented on 2014 audit suggestions for recommended financial policies.	ST
Several new and updated financial policies have been updated in 2015-16	
JB 1/31/2017 2015 Approved five new policies (Board Travel; Insurance; Financial Structure and Responsibilities; Debt and Capital Asses; Financial and External Resources) and updated Purchasing Policy.	
JB 1/31/2017 2016 Approved four new policies (Gifts, Bequests, and Donations; Grants; Audit; and Tax Levy) and updated three more Debt and Capital Assets; Purchasing (Twice) and Travel Expense Policy.	
JB 1/31/2017 2015 Audit added technology recommendations	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative: Determine which policies and procedures need to be implemented, updated, or standardized at the District to improve efficiency and better protect staff and volunteers. (**Short Term** with various start and completion dates).

Tactic: Develop or update policies and procedures related to the Board of Commissioners. (Dec. 2016)	**Status:** Active
Team: *D. Olson*, B. Herokovich, A. Kerins, BOC, Legal Counsel	
Items Completed:	**Cost Estimate:**
Current BOC Bylaws reviewed.	ST
Draft of *Distinction b/w Board policies and Administrative Procedures* written and in review. DJO 1/20/2017 Approved by Board of Commissioners.	ST
DJO 1/20/2017 Bylaws still in review stage.	
DJO 1/20/2017 Travel Policy new for 2017 Government Transparency Act.	
DJO 1/20/2017 Board specific policy review (historical) will begin when bylaws updated.	
DJO 1/20/2017 Consent Agenda policy passed January 2016	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative Added from Golf Study: Examine Potential Cost Saving Areas at Golf Course.

Tactic: Identify Areas where costs or staff may be shared to help both the District and the Golf Course.	**Status:** Active
Team: *D. Torrens*, D. Huber, D. Olson	
Items Completed:	**Cost Estimate:**
District Marketing Coordinator annual goal is to increase her involvement with GC 5 to 10 percent in 2015.	
Some landscaping work completed by L.O.W. Ops staff.	
DT 2016/2017 Natural Resource staff completed tree removal on the golf course.	
DJO 1/20/2017 Rehiring of 2 positions on hold for several months	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative Added from Golf Study: Make immediate aesthetic improvements to infrastructure and course to decrease maintenance and improve attendance.

Tactic: Identify and prioritize on-course improvements to be made for better play, easier maintenance and better aesthetics (May 2015)	**Status:** Active
Team: *D. Torrens*, D. Huber, D. Olson	
Items Completed:	**Cost Estimate:** $
Bunker renovation plan underway and ongoing.	ST +
Implement fairway turf improvements suggested by National Golf Foundation.	ST + $7,500
DT 2016 Replace golf course bridge improved safety and aesthetics.	$19,358
DT 2016 Bunker renovation: completed 10 bunkers, 32 of 58 bunkers renovated to date	
DT 2016 Construction Department and contractor repaired leaking ProShop roof	$14,920

Strategic Theme: Prepared and Innovative Workforce

Objective 1: Recruit, Retain and Develop Quality Staff

Initiative: Create a training program for full-time and part-time staff that outlines types of training required by position level.

Tactic: Examine minimum training needs for each position and attach with position (March 2016)	**Status:** Active
Team: ~~*J. Runion*~~, *F. Bell*, All supervisors,	
Items Completed:	**Cost Estimate:**
DJO 1/20/2017 Survey supervisors for current training areas and needs in process.	
DJO (2016) Draft of each department's training needs and areas submitted to Dan (August 2016).	
FB 2/2/2017 Training matrix still in progress based on data previously collected.	
BF 2/2/2017 Developing additional tool, Individual Development Plan, to be incorporated into training and / or performance review process.	

Strategic Theme: Prepared and Innovative Workforce

Objective 1: Recruit, Retain and Develop Quality Staff

Initiative: Complete wage and benefit comparisons on a regular basis. **Ongoing (Short Term)**

Tactic: Continue towards goals set by Hay Group in 2014 Compensation Study.	**Status:** Active
Team: ~~*J. Runion*~~, *F. Bell*, Compensation Committee, D. Olson, BOC	
Items Completed:	**Cost Estimate:**
Annual compensation policy written and Board approved for 2015.	ST
Compensation Committee continues to meet monthly to examine 2016 possibilities.	ST
Annual compensation policy written and Board approved for 2015 and 2016.	ST
Compensation Committee continues to meet monthly to examine 2017 possibilities.	ST
Established pay range of P20 for 2016 and continue to adjust salaries to attempt to achieve a standard of P20.	
FB 2/2/2017 Compensation Committee developed 2017 compensation plan and compensation policy approved by Board in December 2016. (December 2016)	ST
FB 2/2/2017 Compensation Committee received goals for 2017 and reappointment from DJO (January 2017).	
FB 2/2/2017 Compensation Committee scheduled meeting in March 2017 to discuss plan for upcoming year.	

Strategic Theme: Customer Connection

Objective 2: Increase Community Involvement

Initiative: Continue to solicit public opinion for large projects through a prescribed process. **(Ongoing, begin 2015)**

Tactic: Continue to develop methods for accepting public input on projects and equipment.	**Status:** Active
Team: *M. E. Wuellner*, J. Hasselbring, D. Olson	
Items Completed:	**Cost Estimate:**
The District maintains an open and solicited agenda for each regular and special meeting of the Board of Commissioners that is distributed to the public in a more stringent way than necessitated by law. Agenda items pertaining to large projects, equipment, and other purchases are included on public documents so that the public can be involved in our processes. Policy on allowing public input at BOC meetings was presented and passed during the process of Strategic Planning.	
Utilizing an open house style meeting for gathering input on the Kickapoo Rail Trail to assess turnout, engagement, and breadth of input. If successful, we will use a similar format for KRT master planning.	
Will look at industry best practices to use social media for obtaining public input. If we find a format that seems to work, we will add that to the process for gathering input into master planning as well.	
If mitigation projects occur, we will have a national public input process as prescribed by the individual project. This will most likely occur with our partners at state and national offices.	
On the agenda at Village and City council as well as county Board meetings along the KRT to answer any questions and give updates on the happenings.	
The District maintains a general email address specifically for the public to contact us on matters/questions they may have about the district. In addition, employee email addresses are listed on the website for any questions the public may have.	
Held successful “Trial Towns” workshop in St. Joseph with professional speaker. Invitation to business owners, and village trustees along the KRT.	
Three recent public meetings open to the public, ads in paper, special invitations mailed out Dec. 2015 thru March 2016 specifically for the KRT Phase 1 general and preliminary engineering comments.	
National public input process completed for possible mammal mitigation at Middle Fork River Forest Preserve. Some comment received.	
Sent finalized preliminary engineering of KRT to key stakeholders (and others that requested it) to receive	

input.	
The District maintains a Commissioner email address (on the website) so that members from the public can contact Commissioners with project, policy, and related questions.	
Additional open house for KRT in St. Joseph with materials distributed. Open to the public.	
MEW 1/31/2017 – Currently in the process of developing a proposed framework for public engagement that outlines why engagement is important, how to make it meaningful, the level of engagement required based on the project, and the tools and techniques available for soliciting engagement. Plan to be reviewed with and input gathered from staff as a first step.	
JH 1/31/2017 Mary Ellen Wuellner, Joh Hasselbring and Brian Taylor visited south suburban Chicago rail trails (Old Plank Road Trail and Cal-Sag Trail) with members from the Urbana Park District on 6/23/16. They visited multiple trailheads and met with members from the Will County Forest Preserve District and other agencies. During these visits, CCFPD staff visually observed trail and amenity use, and gained insight on trailhead design, signage, and agency / business partnerships with trail builders.	
JH 1/31/2017 A public meeting series for the Kickapoo Rail Trail Master Plan is in the early stages of development. The suggested method of soliciting public opinion for the Kickapoo Rail Trail is a series of design charrette meetings held in communities along the trail. Community members will be invited to participate and voice their opinion regarding locations of trailheads, amenities, rest areas, nodes, connections, etc.	
DJO 1/31/17 National public input process for possible mitigation projects with the IDNR near Homer Lake was completed and no additional public comment was received.	
JH 1/31/2017 CCFPD is partnering with the Urbana Park District and Regional Planning Commission to implement a Feasibility Study to vet Weaver Park as a KRT trailhead. Public input will be solicited through several public meetings. Other partner agencies and KRT communities will be invited to participate in this process. The findings of this study will be referenced in the KRT Development Plan (formerly referred to as the Master Plan). This type of study will be utilized to gather public input from additional communities along the rail trail, specifically St. Joseph and Ogden.	
DJO 2/7/17 Tactic proposed and combined with others by JH and MEW, modified by DJO and accepted as listed above.	
DJO 2/7/17 Continued attending village, county, and city public meetings to answer questions and receive input specific to the KRT.	

MID TERM INITIATIVES BEGAN FALL OF 2016

Strategic Theme: Customer Connection

Objective 2: Increase Community Involvement

Initiative: Identify ways to better recruit and retain volunteers. **(Mid Term)**

Tactic: Streamline volunteer applications and volunteer database	**Status:** Active
Team: *Kristin Tetzlaff*	
Items Completed:	**Cost Estimate:**
DJO 1/20/17 KT presented the above Tactic and DJO Approved.	$810
KT 1/25/17 Purchased Volgistics, an online volunteer management module (needs to be renewed annually)	ST
KT 1/25/17 Compiled partial volunteer lists from around the district to one master list	ST
KT 1/25/17 Sent out trial run of application to select volunteers for feedback	ST
KT 1/25/17 Updated list of active trail stewards and collected tools from those who are inactive	

Strategic Theme: Customer Connection

Objective 2: Increase Community Involvement

Initiative: Identify ways to better recruit and retain volunteers. **(Mid Term)**

Tactic: Make volunteer hour tracking more efficient and searchable	**Status:** Active
Team: *Kristin Tetzlaff*	
Items Completed:	**Cost Estimate:**
KT 1/20/17 Submitted Tactic for Approval	$810
DJO 1/22/17 Tactic Approved	
KT 1/25/17 Purchased Volgistics, an online volunteer management module (needs to be renewed annually)	

Strategic Theme: Customer Connection

Objective 2: Increase Community Involvement

Initiative: Develop methods to increase participation in programs and services. **(Mid Term)**

Tactic: TBD	**Status:** Pending
Team: *Lisa Sprinkle*	
Items Completed:	**Cost Estimate:**

Strategic Theme: Customer Connection

Objective 3: Implement District-Wide Interpretive Philosophy

Initiative: Develop a communication plan to educate staff and public about the new IP. **(Mid Term)**

Tactic: Develop an internal marketing plan for the Interpretive Plan, and to present the new plan to staff at an all staff meeting.	**Status:** Active
Team: *Barb Garvey, Lisa Sprinkle, Pam Leiter, and ME Department*	
Items Completed:	**Cost Estimate:**
BG 2/7/2017 Submitted this tactic for approval.	Staff time
DJO 2/7/17 Tactic approved for Strategic Plan	
BG 2/7/2017 Plans are underway for the internal marketing to begin in Spring 2017 with completion in 2018.	

Strategic Theme: Financial Stability

Objective 2: Identify Appropriate Resource Allocation

Initiative: Investigate new revenue sources and increase the percentage of alternative revenue by 20%. (**Mid Term)**

Tactic: TBD	**Status:** Active
Team: *John Baker*	
Items Completed:	**Cost Estimate:**
DJO 1/20/17 John should be submitting a modifier to this.	
JB 2/3/17 Initial draft of tactics provided to Executive Director and request for support team.	
DJO 2/7/17 Received and discussed substantial modifications that need to be done to this Initiative. DJO and JB will be meeting again. This will most likely need an action request to the Board of Commissioners to change the Initiative wording.	

Strategic Theme: Financial Stability

Objective 3: Grow the Foundation and Donor Base

Initiative: Ensure the "FSP" includes investment for growing donor base. (**Mid Term)**

Tactic: Work with the foundation to develop SMART goals for increasing donor base.	**Status:** Active
Team: *Mary Ellen Wuellner and Daniel Olson*	
Items Completed:	**Cost Estimate:**
The donor base has already grown significantly, primarily as a result of KRT fundraising efforts and the outreach done by the FPFF, CAC, and other groups to bring attention to that project.	
Will assess metrics to determine how many of our new donors have become recurring donors and/or have increased their donations over time, or conversely have dropped off the list after one donation. This will inform our efforts for the future.	
MEW 1/31/2017: Have moved all donor data into Little Green Light which should allow for better evaluation of donor trends. Currently deriving a list of donors who gave last year (2015) but did not give in 2016, and new 2016 donors.	LGL is $444/annually
MEW 1/31/2017: Recommend increasing donor database by 5% annually with no more than 35% drop off in donors from year to year, as a goal.	

Strategic Theme: Operational Excellence

Objective 1: Leaders in Conservation

Initiative: Implement internal education about best operational practices for protecting natural resources. **(Mid Term)**

Tactic: TBD	**Status:** Pending
Team: Mike Daab	
Items Completed:	**Cost Estimate:**

Strategic Theme: Operational Excellence

Objective 2: Develop Key Performances Indicators

Initiative: Create a system wide process to gain feedback from visitors. **(Mid Term)**

Tactic: Evaluate existing feedback process used for educational programs to determine its applicability on a district-wide or preserve-wide scale.	**Status:** Active
Team: *M. Wuellner*, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:**
MEW 1/31/17: Review existing process with education team. Brainstorm ways to expand that process to other preserve users. Research other park/forest preserve best practices.	$0

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative: Determine which policies and procedures need to be implemented, updated, or standardized at the District to improve efficiency and better protect staff and volunteers. (**Ongoing)**

Tactic: Develop or update human relations and personnel policies. (Ongoing beginning April 2015)	**Status:** Active
Team: ~~J. Runion~~, *F. Bell*, D. Olson, M. Beck, J. Baker, M. Wuellner, BOC,	
Items Completed:	**Cost Estimate:**
Workplace Harassment Policy Updated.	ST
Full-time Personnel Policy update draft 1 in Dan's review July 2016. JR	ST
Holiday policy clarifications written in first draft form. JR	ST
DJO Reviewed above Full Time Personnel Policy and Holiday Policy and returned to JR for further edits/updates.	
~~FMLA policy in draft from~~ JR	
~~Payroll policies and procedures draft~~… JR	
DJO 1/30/17 Asked FB to start fresh on FMLA and Payroll Policies listed above.	
FB 2/2/2017 Developed schedule for HR policy review and revisions for 2017 and 2018	

COMPLETED AND ONGOING TACTICS

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: CCFPD Facebook page improvements (Ongoing)	**Status:** Completed and Ongoing
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter, D. Olson, M. Wuellner, D. Huber	
Items Completed:	**Cost Estimate:**
Increased the number and diversity of monthly posts.	ST
Use of "Boost" postings	ST
Chris and Lisa have discussed and improvements are ongoing.	
DJO 11/05/16 Developed a Committee to help keep content updated and fresh (2016)	
LS 1/31/2017 Ongoing	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative: Determine which policies and procedures need to be implemented, updated, or standardized at the District to improve efficiency and better protect staff and volunteers. (**Short Term** with various start and completion dates).

Tactic: Evaluate the District's current planning procedures to assure they align with state and federal laws and regulations; initiate any policy or procedure changes needed to assure alignment. (March 2016)	**Status:** Completed and Ongoing
Team: *J. Hasselbring,* D. Olson, J. Baker, M. Wuellner	
Items Completed:	**Cost Estimate:**
Has used and updated RFP, Bid, and Bond process when working on projects.	ST
JH 1/31/2017 Note to Dan – this will always be ongoing.	
DJO 2/7/17 Approved to be moved to completed and ongoing status as the items asked for/needed to be examined have been completed. This will now be part of the regular process.	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative 1: Identify key elements of our mission to promote CCFPD. (**Short Term)**

Tactic: Work with Departments to determine the message we use to promote their areas of the mission. (Immediately)	**Status:** Completed and Ongoing
Team: *L. Sprinkle*, ~~A. Kizer~~, Heads of Departments	
Items Completed:	**Cost Estimate:**
Have met with departments and working on developing these messages.	ST
LS 1/31/2017 Incorporating messages on website	
LS 1/31/2017 Develop new brochures for HLIC and MGP	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative 1: Identify key elements of our mission to promote CCFPD. (**Short Term)**

Tactic: Add mission statement to printed materials. (Ongoing)	**Status:** Completed and ongoing
Team: *L. Sprinkle*, ~~A. Kizer~~, D. Olson, M. Wuellner	
Items Completed:	**Cost Estimate:**
Redesigning map brochures and full brochure and will add the mission. Add the mission to the Leaflet.	ST
LS 1/31/2017 Completed and ongoing	

Strategic Theme: Prepared and Innovative Workforce

Objective 2: Develop Leadership

Initiative: Improve the performance appraisal process, ensuring staff accountability for successful performance. (**Mid Term)**

Tactic: Initiate trainings on: New evaluation forms, new mid-year evaluation processes and best practices for employees that complete evaluations.	**Status:** Completed and Ongoing
Team: *Jan Runion,* and D. Olson	
Items Completed:	**Cost Estimate:**
Training and support material was developed for the new Annual Evaluation and the Mid-year touch base.	
JR, DJO, met with staff at their sites to train on new forms and best management practices for supervisors writing evaluations. Other trainings were offered.	
Trainings on Best Management Practices for supervisors that write evaluations will be labeled ongoing as it should be completed every few years.	

Strategic Theme: Financial Stability

Objective 2: Identify Appropriate Resource Allocation

Initiative: On an annual basis, identify methods to generate cost saving ideas. **(Short Term)**

Tactic: Develop District-wide program that rewards staff/teams that find, develop, or initiate cost saving measures for the District. (Nov. 2015)	**Status:** Completed and Ongoing
Team: *D. Olson*	
Items Completed:	**Cost Estimate:**
Developed District S.T.R.I.V.E program to recruit and retain employees. Outlines benefits and perks of working for the District.	
As part of S.T.R.I.V.E program, "Seeds of Success" program began. Employees recognize each other for a job well done. A category in that recognition includes cost saving ideas. Employees can receive prizes for their "Seeds of Success" recognition.	
DJO 1/20/2017 STRIVE Program finished first year. Staff awarded to prize drawings for those that receive "seeds of success".	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop an internal and public picture sharing/purchasing campaign (Ongoing, Starting in Oct. 2015)	**Status:** Completed and Ongoing
Team: *L. Sprinkle*, ~~A. Kizer~~,	
Items Completed:	**Cost Estimate:**
Employees have access to the S:drive and are encouraged to upload pictures there.	ST
Purchased pictures from Fred Delcoymn for use in printed and web based marketing.	ST

COMPLETED TACTICS

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Redesign the CCFPD and Kickapoo Rail Trail website (2015-2016)	**Status:** Completed
Team: *L. Sprinkle*, ~~A. Kizer~~, Dan Olson, Outside Vendor	
Items Completed:	**Cost Estimate:** $15,000
Met with two design companies that offer services.	ST
Website is in redesign with Accuraty in 2016.	
Several meetings with Accuraty.	
Website launch in August 2016	
DJO 1/20/2017 Launch of Website in 2016	
LS 1/31/2017 New Website completed	
LS 1/31/2017 2017 work to revise MGP website	

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Develop a referendum process. (**Short Term)**

Tactic: Research, Compile and Share District Referendum History (Oct. 2015).	**Status:** Complete
Team: *D. Olson*, Board of Commissioners	
Items Completed:	**Cost Estimate:** $25
Research archived material in-house, at library and at County Building.	ST
Interview individuals that helped on the last referendum.	ST
Developed memos to board and staff on: 1. All previous CCFPD Referendum; 2. Referendum Types available to CCFPD; 3. General timeline; 4. Referendum Budget; 5. Precinct Results; 6. Recent Local Referenda Completed by Other Agencies.	ST

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Develop a referendum process. (**Short Term)**

Tactic: Invite Referendum Experts to Discuss Strategy and Process with Staff and Commissioners (Oct. 2015).	**Status:** Complete
Team: *D. Olson*, Board of Commissioners	
Items Completed:	**Cost Estimate:** $25
Dan met individually with staff from Co. Clerk's office.	ST
Dave Phillips from Speer Financial met with Dan and Board to discuss process and strategy.	ST
Staff from Co. Clerk's office met in special meeting with key staff and Commissioners to discuss strategy and history of the last referendum.	ST

Strategic Theme: Customer Connection

Objective 1: Develop Internal and Public Information for Referendum

Initiative: Create and communicate an exciting vision, creating a tagline and supporting visuals. **(Short Term)**

Tactic: Team review of public survey results related to current messaging. (September 2015)	**Status:** Completed
Team: *L. Sprinkle*, D. Olson, M. Wuellner, B.O.C	
Items Completed:	**Cost Estimate:**
Surveys were reviewed. Main theme from survey was "take care of what we have first" and people wanted more trails.	

Strategic Theme: Customer Connection

Objective 3: Implement District-Wide Interpretive Philosophy

Initiative: Solicit District wide input into the Interpretive Philosophy. **(Mid Term)**

Tactic:	**Status:** Complete 7/2016
Team: *Barb Garvey, BG 2/7/2017 Pam Leiter, ME Department*	
Items Completed:	**Cost Estimate:**
BG 2/7/2017 Drafted revision to the 2009 Interpretive Plan from 2014 to early 2016	
BG 2/7/2017 Presented said Interpretive Philosophy and Plan to the Board in Draft form for initial comments, February 206	
BG 2/7/2017 Solicited input from all staff and department heads after presenting to the board 2/16 to 7/16	
BG 2/7/2017 Solicited input from stakeholders: Museum Advisory Committee, Citizens Advisory Committee, Champaign County Museums Network, volunteers, parents, teachers and concerned citizens 3/16 to 7/16.	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop Five MTD Bus ads (Fall 2015)	**Status:** Completed
Team: *L. Sprinkle*, ~~A. Kizer~~, M. Daab, B. Garvey, P. Leiter	
Items Completed:	**Cost Estimate:** $4,500
Golf	
Museum of the Grand Prairie	
River to Rail Ride	

Strategic Theme: Prepared and Innovative Workforce

Objective 2: Develop Leadership

Initiative: Improve the performance appraisal process, ensuring staff accountability for successful performance. (**Mid Term)**

Tactic: Update and streamline current physical evaluation form and add a mid-year review to be implemented.	**Status:** Completed
Team: *Jan Runion,* D. Olson	
Items Completed:	**Cost Estimate:**
Annual Evaluation forms updated. Some items removed. Biggest change was going from a five to a three tiered ranking which will allow for a more even scoring basis between employees.	
A mid-year review form was implemented referred to as a touch base. We will use the form for a few years and make suggested changes.	
Upon PDRMA request, the "Safety" category that had been removed on the Annual Evaluation was put back on.	
Both Annual and Mid year forms used for a couple of years without complications.	

Strategic Theme: Prepared and Innovative Workforce

Objective 2: Develop Leadership

Initiative: Improve the performance appraisal process, ensuring staff accountability for successful performance. (**Mid Term)**

Tactic: Research pay-for-performance options for possible implementation District-wide.	**Status:** Completed
Team: ~~*Jan Runion*~~, F. Bell, D. Olson, Compensation Committee	
Items Completed:	**Cost Estimate:**
DJO Feb 2015 Commissioners request evaluation of pay-for-performance to be implemented at the District.	
2015 Exec. Director and Comp. Comm. Researched, participated in webinars, and contacted experts in the field on the pay-for-performance system and discussed with the board at end of year why PFP is not a suitable fit for the District.	
March 2016 Board of Commissioners asked Exec. Director during evaluation to re-examine PFP and implement PFP by the end of 2016.	
2016 Compensation Committee further examined PFP and proposed to Exec. Dir. that it is not a system that is appropriate for the District.	
DJO 12/31/16 Exec. Director and comp committee send proposal not to implement PFP at the District to the BOC. BOC agreed not to move forward with it at this time.	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative Added From Golf Study: Develop an identifiable brand and marketing standard for the Golf Course that is consistent with District-wide branding efforts. (**Short Term)**

Tactic: Develop sign, marketing, color and décor standard for the Golf Course for recurring use in the pro shop and snack bar (Fall 2015)	**Status:** Completed
Team: *L. Sprinkle*, ~~A. Kizer~~, D. Huber	
Items Completed:	**Cost Estimate:**
Highlight Audubon Certification on P.R. materials and showcase.	ST
Consistent sales signs consistent throughout the pro shop and snack bar.	ST +
Consistent decoration/themes throughout the pro shop and snack bar.	ST +
Improve Directional Signage	
DJO 1/20/2017 New and updated Directional signage installed January 2017	

Strategic Theme: Financial Stability

Objective 1: Position Ourselves for a Referendum

Initiative: Identify uses of referendum funds. **Short Term**

Tactic: Research, write and distribute to BOC best possible uses for types of referendum (Oct. 2015)	**Status:** Completed
Team: *J. Baker*, D. Olson, BOC	
Items Completed:	**Cost Estimate:**
Tax Referenda Options notes shared with Board ~~for~~ at July 2016 meeting.	
JB 1/31/2017 Staff are reviewing SB13 for potential property tax freeze for 2017 and 2018 and impact on District referendum options.	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative: Implement a standard project management system across the District. **(Short Term)**

Tactic: Lead current project meetings and current project tracking system for one year in order to examine if a new system is warranted (Feb 2016)	Status: Complete
Team: *J. Hasselbring*	
Items Completed:	**Cost Estimate:**
Has added aspects to the current tracking system to upgrade process	ST
The Planning Department has reviewed project management software and determined that it is best suited for large scale capital developments with multiple sub-contractors. Typically, CCFPD projects involve in-house staff or one external contractor. Larger scale CCFPD projects are run by consultants who utilize their own project management software. JH	ST
JH 1/31/2017 Note to Dan – Complete, based on previous comment.	

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative Added from Golf Study: Make immediate aesthetic improvements to infrastructure and course to decrease maintenance and improve attendance.

Tactic: Repair Golf Course Snack Bar Roof. (May 2015)	**Status:** Completed
Team: *M. Fry*, D. Torrens, D. Huber, D. Olson	
Items Completed:	**Cost Estimate:** $4,500
Outside vendor estimates received.	ST
In-house Construction Department examined project.	ST
Construction Department completed project. Most costs were materials.	ST + $4,500

Strategic Theme: Operational Excellence

Objective 3: Improve efficiency

Initiative Added from Golf Study: Make immediate aesthetic improvements to infrastructure and course to decrease maintenance and improve attendance.

Tactic: Refurbish/upgrade interior of Snack Bar. (May 2015)	**Status:** Completed
Team: *M. Fry*, D. Torrens, D. Huber, D. Olson	
Items Completed:	**Cost Estimate:** $7,500
Internal Construction Department Project examined.	ST
Construction Department completed project. Most costs were materials.	ST and $7,500

Strategic Theme: Prepared and Innovative Workforce

Objective 1: Recruit, Retain and Develop Quality Staff

Initiative: Develop a formalized orientation program and exit interview process. (**Short Term)**

Tactic: Examine and update current orientation program (Dec. 2015)	**Status:** Completed
Team: ~~*J. Runion*~~, *F. Bell*, M. Beck, ~~Interns~~	
Items Completed:	**Cost Estimate:**
Internal orientation checklist developed, updated and reviewed by staff.	ST
Orientation Power Point updated and improved.	ST
Checklist for Supervisor/in department training developed.	ST
Increased and better communications with supervisors about orientation process.	ST
Developed orientation process for new employees with HR.	
Continual improvement with orientation.	
FB 2/2/2017 Added Onboarding module to Paylocity to improve ne hire paperwork process as part of orientation process.	

Strategic Theme: Prepared and Innovative Workforce

Objective 1: Recruit, Retain and Develop Quality Staff

Initiative: Develop a formalized orientation program and exit interview process. (**Short Term)**

Tactic: Redevelop and improve the employee exit interview process. (Dec. 2015)	**Status:** Completed
Team: ~~*J. Runion*~~, *F. Bell*, M. Beck, Interns	
Items Completed:	**Cost Estimate:**
Internal exit interview checklist/procedure developed and updated for administrative staff.	ST
Checklist for items to be returned by employee and discontinued by admin. Developed.	ST
New exit interview process used on two exits and evaluated.	ST
Termination checklist for use by Supervisors for items to be returned by employee; termination of payroll, benefits and pension; deletion of access to buildings / network.	ST
New exit interview process for all full time and permanent part-time employees.	ST

Strategic Theme: Prepared and Innovative Workforce

Objective 1: Recruit, Retain and Develop Quality Staff

Initiative: Assess employee satisfaction to maintain positive work culture and employee morale. (**Short Term)**

Tactic: Develop exit interview process to examine employee satisfaction (Dec. 2015)	**Status:** Completed
Team: ~~*J. Runion*~~, *F. Bell*, M. Beck	
Items Completed:	**Cost Estimate:**
Have completed two exit interviews where employee satisfaction was asked about.	
Completed multiple exit interviews to assess reasons for resigning and satisfaction.	ST
FB 2/2/2017 HR visited all worksites to engage staff and open lines of communication. (October – December 2016)	
FB 2/2/2017 HR scheduled visit to each worksite on a quarterly basis for an "I'm Listening" visit to provide employees with outlet for sharing questions / concerns.	
FB 2/2/2017 HR staff lunches scheduled at MGP & Homer Lake to bring HQ Administrative staff out to develop relationships with site staff.	

Strategic Theme: Prepared and Innovative Workforce

Objective 1: Recruit, Retain and Develop Quality Staff

Initiative: Assess employee satisfaction to maintain positive work culture and employee morale. (**Short Term)**

Tactic: Remind employees of, and further develop the process for employees to have open dialog with staffing issues. (Dec. 2015)	**Status:** Completed
Team: ~~*J. Runion*~~, *F. Bell*, M. Beck	
Items Completed:	**Cost Estimate:**
Developed employee survey to assess satisfaction with organizational communication, training, relationships, professional growth, paid leave, healthcare and compensation. (4/16)	
Dan shared result with all staff in June 2016. Made commitment to improve two categories.	

Strategic Theme: Prepared and Innovative Workforce

Objective 1: **Recruit, Retain and Develop Quality Staff**

Initiative: Complete wage and benefit comparisons on a regular basis. **Ongoing (Short Term)**

Tactic: Complete Compensation Study for full time (and possibly other) positions at the Golf Course by independent group. (Nov. 2015)	**Status:** Completed
Team: ~~*J. Runion*~~, *F. Bell*, D. Olson, Compensation Committee, D. Olson, BOC	
Items Completed:	**Cost Estimate:** $3,500
Employee positions for possible study determined.	ST
Hay Group contacted and contract received for GC study.	ST
Position Description Questionnaires (PDQ's) distributed to all GC staff during training.	ST
Golf Course employees included in Compensation study and annual pay adjustments. (11/15)	

Strategic Theme: Customer Connection

Objective 2: **Increase Community Involvement**

Initiative: Identify ways to better recruit and retain volunteers. **(Mid Term)**

Tactic: Retain volunteers by recognizing their volunteerism	**Status:** Completed
Team: *Kristin Tetzlaff*	
Items Completed:	**Cost Estimate:**
KT 1/25/17 KT Purchased giveaways for Top 'Teer program and annual recognition events	$1308.52
KT 1/25/17 Purchased stationary for volunteers (birthdays, than-you, sympathy cards, etc.)	$ 420.44

Strategic Theme: Customer Connection

Objective 3: Implement District-Wide Interpretive Philosophy

Initiative: Update the existing Interpretive Philosophy by completing a new inter-department plan draft. **(Mid Term)**

Tactic: BG 2/7/2017 Incorporate the concerns / comments of the BOC, the Departments and stakeholders into the previously drafted Interpretive Plan / Philosophy	**Status:** Complete 11/16
Team: *Barb Garvey, BG 2/7/2017 Pam Leiter and the ME Department*	
Items Completed:	**Cost Estimate:**
BG 2/7/ 2017 Concerns of the Board, e.g. conservation and recreation interpretation more broadly address were incorporated into the new plan	Staff Time
BG 2/7/2017 Other concerns were also addressed: audience was more completely defined, outreach and diversity goals were expanded and clarified and site information was expanded in the Interpretive Plan	
BG 2/7/2017 Plan was presented to the BOC as final in November 2016	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Submit article in Community Concierge (Jan/Feb 2016)	**Status:** Completed
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 Completed – will examine again in future	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative Added From Golf Study: Increase marketing outreach specific to the Golf Course. (**Short Term)**

Tactic: Increase marketing outreach by 5 to 10% for 2015. (Jan. 2015)	**Status:** Completed
Team: *L. Sprinkle*, ~~A. Kizer~~, D. Huber	
Items Completed:	**Cost Estimate:**
Highlight Audubon Certification on P.R. materials and showcase.	ST
New outings brochure.	ST +
Increased radio advertisements.	ST +
Increased District Facebook posts.	ST
Develop materials for new market of FootGolf	ST+
News Coverage for FootGolf	ST
Improve Directional Signage (just beginning)	
Ongoing – we have increased marketing efforts in the Bloomington/Normal market for 2016.	
Seasonal Banner and posts developed.	
LS 1/31/2017 Completed	
LS 1/31/2017 "Boosted" FB events posts	
LS 1/31/2017 Talk about on CiLiving	
LS 1/31/2017 Sandwich Boards with monthly programs at HLIC and MGP	
LS 1/31/2017 Monthly program flyers hung at HQ, Rental facilities, enclosed Homer Lake kiosks	

Strategic Theme: Financial Stability

Objective 3: Grow the Foundation and Donor Base

Initiative: Continue to implement "foundation strategic plan" FSP. (**Mid Term)**

Tactic: Update Foundation Strategic Plan on items completed and make recommendations to extend SP into 2017 and 2018.	**Status:** Completed
Team: *Dan Olson*	
Items Completed:	**Cost Estimate:**
August Foundation Meeting preliminary plan discussed and agreed upon with Foundation to achieve the above tactic.	
DJO 1/20/2017 (December 2016) – Approval from FPFF board to continue with goals through the next 2 years.	

DROPPED TACTICS

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop Light pole banners. (Summer 2015)	**Status:** Dropped
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
On hold for time being.	ST
LS 1/31/2017 Note to Dan - Drop	
LS 1/31/2017 Directed at Middle Fork – Dark Sky Program changes focus	
DJO 2/7/17 Approved to Drop as a Tactic	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Yard Signs (Summer 2015)	**Status:** Dropped
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
Reconsidered this tactic. More effective ways of promoting materials.	ST
DJO 1/20/17 Approved for dropping as there are much better options financially.	

~~Strategic Theme: Financial Stability~~

~~Objective 4: Long-Term Capital Planning to Guide Budget~~

~~Initiative:~~ ~~Develop baseline data of needs for capital projects and equipment. (**Short Term)~~

~~Tactic:~~ ~~Examine, assess, update and improve existing facility databases and equipment databases (March 2016)~~	**Status:** Dropped
~~Team:~~ ~~*J. Hasselbring*, T. Pike~~	
~~Items Completed:~~	**~~Cost Estimate:~~** ~~$100~~
~~Facilities and equipment inventories continue to be updated.~~	~~ST~~
~~The Planning Department has compiled a database of square and linear footage for district facilities and infrastructure. This database will be used to track annual maintenance, forecast needs, and prioritize implementation of projects for roads, roof, trails, etc.~~	~~ST~~
DJO 2/7/16 Approved dropping this Tactic as the new rewritten Tactic "Assess and update existing facility and equipment databases. Prioritize capital improvements and equipment acquisitions consistent with the district's annual budget" that was left in the covers this.	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative: Develop a list of tactics to implement the CCFPD brand. (**Short Term)**

Tactic: Develop radio and/or commercial ads for WILL (Fall 2015)	**Status:** Dropped
Team: *L. Sprinkle*, ~~A. Kizer~~,	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 Note to Dan: Merge with other radio campaign	
DJO 2/8/2017 Approved moving this to a dropped status because there is already a radio Advertisement tactic that is less specific than this one.	

Strategic Theme: Customer Connection

Objective 4: Improve District Branding

Initiative 4: Develop a cohesive communication plan for the staff. (**Short Term)**

Tactic: Train and update~~d~~ staff on new branding campaign. (Fall 2015)	**Status:** Dropped
Team: *L. Sprinkle*, ~~A. Kizer~~	
Items Completed:	**Cost Estimate:**
LS 1/31/2017 Note to Dan: Combine with previous tactic	
DJO 2/7/17 Approved to drop this tactic and combine (really already combined) with the active Tactic of "Develop and write information those details marketing tagline, consistent messaging, employee standards for use, and messages we are using in promotional materials".	

Strategic Theme: Financial Stability

Objective 2: Identify Appropriate Resource Allocation

Initiative: On an annual basis, identify methods to generate cost saving ideas. **(Short Term)**

Tactic: Develop pre-project checklist to identify short and long-term cost savings ideas for each capital project implemented. (Nov. 2015)	**Status:** Dropped
Team: *J. Hasselbring*, M. Fry, T. Pike	
Items Completed:	**Cost Estimate:**
Each capital project is thoroughly evaluated at multiple stages to determine cost saving potential. Project scope, design, and material specifications are reviewed alongside code requirements, building materials, technology, construction methods, prevailing wage rates, material lifecycle costs, environmental impacts, sustainable maintenance, in-house construction staff abilities, etc.	ST
The Planning and Construction Departments review usage and need of a give facility or piece of infrastructure prior to making recommendations for repairs or development. For example, rather than paying prevailing wage rates to repair the pro shop roof canopy, the construction department demolished the overhang. This saves material costs and prevailing wage labor rates.	ST
JH 1/31/2017 Note to Dan – cost saving ideas are inherently evaluated for every project. All of the items listed in the first row are evaluated throughout design and construction. No two projects are exactly alike. New products and construction methods are always arising in the industry. Rather than creating a pre-project checklist, cost saving ideas will constantly by evaluated, fluidly throughout the design and construction process.	
DJO 2/7/17 Approved to Drop. This has been part of each step of the planning process on every project. It is the culture that is at the District and will be incorporated each time.	

~~Strategic Theme: Financial Stability~~

~~Objective 4: Long-Term Capital Planning to Guide Budget~~

~~Initiative:~~ ~~Develop baseline data of needs for capital projects and equipment. (**Short Term)**~~

~~Tactic:~~ ~~Create systems of planning, mapping, organizing, budgeting annual projects by preserve location and project type (May 2016).~~	**Status:** ~~Pending DJO 1/20/17 Talked to Jonathan about dropping~~
~~Team:~~ ~~*J. Hasselbring*, M. Fry, T. Pike, D. Sanders, M. Kuntz, B. Taylor, D. Torrens, B. Garvey, M. Daab~~	
~~Items Completed:~~	**~~Cost Estimate:~~**
~~The Planning Department has compiled a database of square and linear footage for district facilities and infrastructure. This database will be used to track annual maintenance, forecast needs, and prioritize implementation of projects for roads, roof, trails, etc. JH~~	~~ST~~
~~The Planning Department is currently developing a five year, priority based capital project list. This list will be reviewed with all department heads. JH~~	
MD 2/2/2017 5 – 10 Natural Resource Restoration Planning is ongoing	
DJO 2/7/17 Approved for Dropping as it is too extensive and other above Tactics cover the needs of the District.	

February 16, 2017

MEMORANDUM

To: Board of Commissioners

From: John H. Baker, Business and Finance Director

Re: Disbursements for Approval

Action Requested

Staff requests that the Board of Commissioners approve the payment of **$130,821.14** in accounts payable disbursements dated January 27, 2017 through February 16 , 2017.

Accounts Payable check range:	105985	through	106080
Purchasing Card check range*:	P01670	through	P01742

Background

Each month the Board of Commissioners is asked to approve District non-payroll expenditures invoiced since the prior month's Board meeting. These expenditures are of two types:

Monthly Disbursements - All non-delegated expenses that may only be distributed after each month's approval for payment. See paid invoice listing on yellow tinted pages.
Monthly Disbursements for this period total $25,172.17

Early Disbursements - Board-delegated categories eligible for early payment (weekly). The paid invoice listing (blue tinted pages) includes vendor totals for these early disbursements. Purchasing card transactions are shown after the Early Disbursements.
Early Disbursements for this period: $105,648.97

$	75,114.82	Insurance
$	13,875.91	Purchasing Card
$	11,616.38	Utilities
$	3,268.32	Taxes, Permits, Licensing, Dues & Refunds
$	940.05	Employee Reimbursements
$	533.49	Merchandise/FAB for Resale
$	300.00	Miscellaneous, includes refunds
$	**105,648.97**	**Total for Early Disbursements**

NOTE: District insurance payments include January and February bills for employee health, dental, and most other employee benefits.

SUMMARY OF CHECK ACTIVITY

REGULAR BOARD MEETING

AP Disbursements for January 27, 2017 through February 16, 2017	**$**	**130,821.14**
Manual checks		
	$	**130,821.14**

BREAKDOWN

Disbursements to Vendors	$	130,821.14
Prior Period Disbursement Checks Voided	$	-
TOTAL …….	**$**	**130,821.14**

CHECK NUMBERS			DESCRIPTION		AMOUNT
105985	-	105985	Weekly AP Checks -	$	2,743.12
105986	-	106003	Weekly AP Checks -	$	66,845.88
106004	-	106016	Weekly AP Checks -	$	14,419.83
106018	-	106023	Weekly AP Checks -	$	7,764.23
	-		Weekly AP Checks -	$	-
	-		Weekly AP Checks -	$	-
	-		Weekly AP Checks -	$	-
	-		Weekly AP Checks	$	-
	-		Weekly AP Checks	$	-
	-		Weekly AP Checks	$	-
	-		**TOTAL WEEKLY AP CHECKS**	**$**	**91,773.06**
106017	P01670 - P01742		Purchasing Cards	$	13,875.91
	-		Purchasing Cards	$	-
	-		**TOTAL PURCHASING CARDS**	**$**	**13,875.91**
106024	-	106032	Monthly AP Checks	$	3,125.91
106033		106080	Monthly AP Checks	$	22,046.26
			TOTAL MONTHLY AP CHECKS	**$**	**25,172.17**
			Void Current Period Checks	$	-
			TOTAL	**$**	**130,821.14**
			Manual checks		
			Total Disbursements	**$**	**130,821.14**

REVIEWED AND APPROVED BY THE BOARD OF COMMISSIONERS
OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
February 16, 2017

Philip E Hult, Treasurer
Board of Commissioners
Champaign County Forest Preserve District

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4IMPRINT	4 IMPRINT								
	13110541			12/05/16		106024	02/15/17	1,443.38	1,443.38
	01	FLEECE BLANKETS	010150001095						134.55
	02	TOTE BAGS	011851000101						584.01
	03	BLANKETS,OUTDOOR KITS,UMBRELLA	011853000210						724.82
							VENDOR TOTAL:		1,443.38
ACCURATY	ACCURATY SOLUTIONS LLC								
	205881			02/02/17		106033	02/16/17	145.00	145.00
	01	WEBSITE UPDATES	010253000201						145.00
							VENDOR TOTAL:		145.00
ALLPROWE	ALL PRO WELDING SERVICE INC								
	25290			01/24/17		106025	02/15/17	872.30	872.30
	01	SCH40 STEEL 6", CAP, LABOR	100256256094						872.30
	25291			01/24/17		106034	02/16/17	425.00	425.00
	01	LABOR FOR TIE STRAP RINGS	010353000500						425.00
							VENDOR TOTAL:		1,297.30
AMPRIDE	AMPRIDE COMMUNICATIONS, INC								
	17-01-8			01/14/17		106035	02/16/17	498.00	498.00
	01	COMMUNITY CONCIERGE AD	010253000300						498.00
							VENDOR TOTAL:		498.00
BACONVB	BACON & VAN BUSKIRK								
	1086142			01/20/17		106036	02/16/17	50.78	50.78
	01	GLASS TOP	031551000101						50.78
							VENDOR TOTAL:		50.78
BATTSPEC	BATTERY SPECIALISTS & GOLF CAR								
	CG82270-IN			01/10/17		106037	02/16/17	12.84	12.84
	01	FILTERS	010651000101						12.84
							VENDOR TOTAL:		12.84
BUNDY	GFI DIGITAL								
	703964			86 01/23/17		106038	02/16/17	1,042.18	998.25
	01	ANNUAL MAINT CONTRACT	010953000201						998.25
	706214			01/25/17		106038	02/16/17	1,042.18	43.93

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	706214		01/25/17		106038	02/16/17	1,042.18	43.93
	01 COPIER SERVICE	010153000201						43.93
						VENDOR TOTAL:		1,042.18
CCCHAMBE	CHAMPAIGN CO CHAMBER							
	2017DUES		01/01/17		106039	02/16/17	325.00	325.00
	01 ANNUAL DUES	010153000205						325.00
						VENDOR TOTAL:		325.00
CNHCREDI	PRODUCTIVITY PLUS ACCOUNT							
	P26882		01/24/17		106040	02/16/17	76.72	76.72
	01 FILTERS	010651000101						76.72
						VENDOR TOTAL:		76.72
DEANS	DEANS GRAPHICS							
	12109		01/13/17		106041	02/16/17	52.00	52.00
	01 AGENCY SHOWCASE GATORBOARDS	010253000300						52.00
						VENDOR TOTAL:		52.00
DEERFINA	JOHN DEERE FINANCIAL							
	1374706		01/06/17		106042	02/16/17	343.75	343.75
	01 FILTERS, FLUIDS	010651000101						343.75
						VENDOR TOTAL:		343.75
DEPKE	DEPKE WELDING SUPPLY							
	U314898		01/25/17		106043	02/16/17	293.00	293.00
	01 WELDING HELMET	031753000500						293.00
						VENDOR TOTAL:		293.00
DONSAUTO	DON'S AUTO CENTER, INC							
	75728		01/18/17		106044	02/16/17	42.00	42.00
	01 OIL CHANGE F 250	010751000101						42.00
						VENDOR TOTAL:		42.00
ILLINIFS	ILLINI FS INC.							
	129363		01/12/17		106045	02/16/17	641.88	373.80
	01 HYD FLUID	031753000500						373.80

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	129369			01/20/17		106045	02/16/17	641.88	268.08
	01	OIL, HYD FLUID	031753000500						268.08
							VENDOR TOTAL:		641.88
INTERBAT	INTERSTATE BATTERY SYSTEM								
	1903401015271			01/10/17		106046	02/16/17	127.95	127.95
	01	TRUCK BATTERY	010653000500						127.95
							VENDOR TOTAL:		127.95
IPRA	IL PARK & RECREATION ASSN								
	JAN2017UNPLUG.KIT			01/25/17		106047	02/16/17	175.00	175.00
	01	UNPLUG KIT	010151000101						175.00
							VENDOR TOTAL:		175.00
KIRCHNR	KIRCHNER BUILDING CENTER								
	JAN2017			01/31/17		106048	02/16/17	481.07	481.07
	01	SAW BLADE	010851000101						15.99
	02	LUMBER,SCREWS,HOOKS	021351000101						232.70
	03	CONCRETE,LUMBER(TRAIL COUNTER)	010156000601						79.71
	04	INSULATION,LUMBER	051256256121						124.37
	05	BOLTS,NUTS,REBAR	100656216113						28.30
							VENDOR TOTAL:		481.07
LAWSON	LAWSON PRODUCTS								
	9304660470			01/20/17		106049	02/16/17	121.70	121.70
	01	CARGO STRAPS	010353000500						121.70
							VENDOR TOTAL:		121.70
LEADER	THE LEADER								
	2017SUBSCRIPTION			01/30/17		106050	02/16/17	32.00	32.00
	01	NEWSPAPER SUBSCRIPTION	010951000101						32.00
							VENDOR TOTAL:		32.00
LOWES	LOWE'S								
	DEC2016BILLINGS			01/25/17		106026	02/15/17	112.11	112.11
	01	CHRISTMAS ORNAMENTS	021051000101						112.11

							VENDOR TOTAL:		112.11
MAHOACE	MAHOMET ACE HARDWARE								
	JAN2017			01/31/17		106051	02/16/17	294.94	294.94

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	JAN2017			01/31/17		106051	02/16/17	294.04	294.04
	01	VALVE REPAIR	010151000101						8.08
	02	PAINT,SALT,LIGHT BULBS	010351000101						78.31
	03	GORILLA GLUE	100656216113						23.36
	04	PRIMER	100256256094						34.28
	05	PAINTING MATERIALS,DISPENSER	021051000101						109.59
	06	SANDING DISC,STRIP GEL	051256256121						34.14
	07	BATTERIES	021451000101						6.28
							VENDOR TOTAL:		294.04
MAHOIGA	MAHOMET IGA								
	JAN2017			01/31/17		106052	02/16/17	27.02	27.02
	01	BOARD MEETING SNACKS	010153000204						18.10
	02	COFFEE	021451000101						8.92
							VENDOR TOTAL:		27.02
MAHSMENG	MAHOMET SMALL ENGINE								
	10135			01/13/17		106053	02/16/17	67.57	14.92
	01	PRIMER BULB	021053000500						14.92
	10153			01/18/17		106053	02/16/17	67.57	52.65
	01	TRIMMER FILTER & TUNE UP KIT	010353000500						52.65
							VENDOR TOTAL:		67.57
MCCORREF	MCCORMICK COMMERCIAL REFRIGERA								
	139214			01/31/17		106054	02/16/17	290.68	290.68
	01	NORLAKE WALK IN REPAIR	031653000500						290.68
							VENDOR TOTAL:		290.68
MENARDS	MENARDS								
	JANUARY2017			01/31/17		106055	02/16/17	907.88	907.88
	01	PLUMBING SUPPLIES	010151000101						31.24
	02	TANK LEVER,THERMOSTAT,PLUMBING	010351000101						123.25
	03	WORK GLOVES,ELEC SUPPLIES,PLUM	010651000101						88.79
	04	ICE MELT,PAINT SUPPLIES	010751000101						162.38
	05	TERM BAR,SCREWS,FAUCET,CAULK	021351000101						213.53
	06	SCREWS	100256256094						12.53
	07	FRP,CASING,DRYWALL	021051000101						276.16
							VENDOR TOTAL:		907.88

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MICROSYS	MICRO SYSTEMS INTEGRATION								
	F1437			02/01/17		106056	02/16/17	1,059.00	900.00
	01	FEBRUARY MONTHLY SUPPORT	010152000240						900.00
	F1451			02/02/17		106056	02/16/17	1,059.00	159.00
	01	MONITOR - PRO SHOP	010156000602						159.00
							VENDOR TOTAL:		1,059.00
MOTIONIN	MOTION INDUSTRIES, INC								
	IL21-428874			01/25/17		106057	02/16/17	76.93	76.93
	01	BEARINGS	031753000500						76.93
							VENDOR TOTAL:		76.93
MTIDIST	MTI DISTRIBUTING, INC								
	1100035-00			01/06/17		106058	02/16/17	998.40	998.40
	01	ROPE,STAKES,MARKERS,CUPS	031751000101						998.40
							VENDOR TOTAL:		998.40
NAPAAUTO	NAPA AUTO PARTS - MAHOMET								
	JAN2017			01/31/17		106059	02/16/17	126.57	126.57
	01	FLASH LIGHTS	010351000101						43.98
	02	FILTERS	021053000500						31.23
	03	OIL,BEARING RACE	031753000500						51.36
							VENDOR TOTAL:		126.57
NAPAPXTN	NAPA AUTO PARTS								
	JAN2017			01/31/17		106060	02/16/17	912.87	912.87
	01	OIL,FILTERS,SEA FOAM,SPARKPLUG	010651000101						912.87
							VENDOR TOTAL:		912.87
NEWSGAZ	THE NEWS GAZETTE								
	JANUARY2017			01/31/17		106061	02/16/17	297.32	297.32
	01	SCHOOLS OUT	010253000300						202.50
	02	BID NOTICE	010153000305						94.82
							VENDOR TOTAL:		297.32
NEXSTAR	NEXSTAR ICIA								
	7257,7256,3006			01/29/17		106062	02/16/17	1,025.00	1,025.00
	01	GOLF WEB ADS	031553000300						800.00

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	7257,7256,3006			01/29/17		106062	02/16/17	1,025.00	1,025.00
	02	CILIVING	010253000300						150.00
	03	GOLF COMMERCIAL	031553000300						75.00
							VENDOR TOTAL:		1,025.00
OREILLY	O'REILLY AUTO PARTS								
	JAN2017			01/28/17		106063	02/16/17	332.23	332.23
	01	OVERPAYMENT	010953000500						-19.54
	02	BARREL PUMP	010351000101						119.97
	03	FLUIDS,FILTERS	010353000500						197.16
	04	BRAKE LINE	010153000500						23.41
	05	FILTERS	021053000500						11.23
							VENDOR TOTAL:		332.23
ROGARDS	ROGARDS OFFICE PLUS								
	1413474-0			01/11/17		106064	02/16/17	225.08	225.08
	01	MOUSE PAD,DIVIDERS,MONITOR STA	010151000101						225.08
							VENDOR TOTAL:		225.08
RRPROD	R & R PRODUCTS, INC								
	CD2087863			01/26/17		106065	02/16/17	708.75	708.75
	01	BEDKNIVES,ROLLERS,SEAL OIL	031753000500						708.75
							VENDOR TOTAL:		708.75
RURALKNG	RURAL KING DISTRIBUTING								
	DEC2016CHARGES			01/25/17		106027	02/15/17	40.35	40.35
	01	MIRACLE GROW,GARLAND	021051000101						40.35
	JAN2017			01/25/17		106066	02/16/17	337.58	337.58
	01	OIL,FILTERS,STARTER LOGS	010651000101						217.77
	02	TORDON	021051000101						59.96
	03	PELLETIZED LIME	021451000101						59.85
							VENDOR TOTAL:		377.93
SHERMANS	SHERMANS SMALL ENGINE REPAIR								
	1000070610			01/19/17		106067	02/16/17	20.96	20.96
	01	TRIMMER FILTER	021051000101						20.96
							VENDOR TOTAL:		20.96
SHERWILL	SHERWIN WILLIAMS								
	2602,6579			01/18/17		106068	02/16/17	155.21	155.21

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2602,6579			01/18/17		106068	02/16/17	155.21	155.21
	01	PAINT,LINERS,BRUSHES	010751000101						155.21
	2725-7			01/24/17		106028	02/15/17	50.95	50.95
	01	SEMI GLOSS ULTRA PAINT	100256256094						46.00
	02	8 OX PUMP ARMOR	021351000101						4.95
							VENDOR TOTAL:		206.16
SJBROADC	STEVIE JAY BROADCASTING								
	3124000210000			01/31/17		106069	02/16/17	600.00	600.00
	01	JANUARY COMMERCIALS	010253000300						600.00
							VENDOR TOTAL:		600.00
SMITTYS	SMITTYS DUAL WHEEL INC								
	38502			12/28/16		106029	02/15/17	18.00	18.00
	01	TIRE REPAIR	010651000101						18.00
	38661			02/01/17		106070	02/16/17	36.50	36.50
	01	TIRE REPAIR	010651000101						36.50
							VENDOR TOTAL:		54.50
STAPLES	STAPLES CREDIT PLAN								
	DEC2016			01/12/17		106030	02/15/17	398.12	398.12
	01	CHAIR,BATTERIES,POST IT NOTES	021451000101						398.12
							VENDOR TOTAL:		398.12
TECHIND	TECH INDUSTRIAL SALES								
	38966			01/25/17		106071	02/16/17	514.65	514.65
	01	BEARINGS, SEALS, GK 4 ROLLERS	031753000500						514.65
							VENDOR TOTAL:		514.65
TEEJAY	TEE JAY CENTRAL, INC								
	61205			01/11/17		106072	02/16/17	644.00	644.00
	01	ANNUAL MAINT AGREEMENT	010851000101						644.00
							VENDOR TOTAL:		644.00
TERMINIX	TERMINIX								
	615539			01/09/17		106073	02/16/17	100.00	100.00

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	615539			01/09/17		106073	02/16/17	100.00	100.00
	01	PEST CONTROL	010353000201						100.00
							VENDOR TOTAL:		100.00
THREADLE	THREAD LETTERS								
	10463			01/04/17		106031	02/15/17	168.00	168.00
	01	STOCKING CAPS	021250001090						14.00
	02	STOCKING CAPS	021450001090						28.00
	03	STOCKING CAPS	010350001090						56.00
	04	STOCKING CAPS	031750001090						42.00
	05	STOCKING CAPS	010650001090						14.00
	06	STOCKING CAPS	021350001090						14.00
	10468			01/10/17		106074	02/16/17	42.00	42.00
	01	LOGO STITCHING	021050001090						42.00
							VENDOR TOTAL:		210.00
TRAFX	TRAFX RESEARCH LTD								
	161114TA			01/03/17		106075	02/16/17	4,940.00	4,940.00
	01	VEHICLE & TRAIL COUNTER, CASE	010156000601						4,940.00
							VENDOR TOTAL:		4,940.00
TTDIST	TT DISTRIBUTION								
	7924			01/10/17		106076	02/16/17	139.58	139.58
	01	LIGHTS,	010651000101						139.58
							VENDOR TOTAL:		139.58
UNITFUEL	UNITED FUEL CO								
	361752			01/27/17		106077	02/16/17	931.55	931.55
	01	ANTIFREEZE,OIL,DRUM DEPOSIT	010353000500						931.55
							VENDOR TOTAL:		931.55
UPCLOSE	UPCLOSE MARKETING & PRINTING								
	118357,118334			02/03/17		106078	02/16/17	718.79	718.79
	01	ENVELOPES	010151000101						406.65
	02	REMITTANCE ENVELOPES	010012000270						252.04
	03	GOLF OUTING BROCHURE	031553000300						49.54
	04	GOLF RATES	031553000300						122.54
	05	AD DISCOUNT	010151000101						-111.98
							VENDOR TOTAL:		718.79

Monthly Disbursements

FROM CHECK # 106024 TO 106080

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
VISA	VISA CARDMEMBER SERVICES							
	JAN2017		02/02/17		106079	02/16/17	28.99	28.99
	01 WALL STREET JOURNAL - BAKER	010151000101						28.99
						VENDOR TOTAL:		28.99
WALKERTI	WALKER TIRE							
	197960		01/19/17		106080	02/16/17	601.24	601.24
	01 TIRES	031753000500						601.24
						VENDOR TOTAL:		601.24
WEXBANK	WEX BANK							
	48483657		01/31/17		106032	02/15/17	22.70	22.70
	01 DIESEL FUEL	010351000125						22.70
						VENDOR TOTAL:		22.70
						TOTAL --- ALL INVOICES:		25,172.17

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ABSOWATR	ABSOPURE WATER CO							
	56110697		01/31/17		106018	02/10/17	7.50	7.50
	01 WATER	010953000201						7.50
						VENDOR TOTAL:		7.50
AMERENIP	AMERENIP							
	2017JAN.BILLING		01/19/17		105986	01/28/17	1,753.04	1,753.04
	01 ELECTRICITY	010152000210						179.70
	02 ELECTRICITY	010352000210						484.70
	03 ELECTRICITY	010852000210						267.40
	04 ELECTRICITY	021052000210						171.72
	05 ELECTRICITY	021352000210						52.90
	06 ELECTRICITY	021452000210						52.89
	07 ELECTRICITY	031552000210						272.02
	08 ELECTRICITY	031752000210						271.71
	JAN2017BILLINGS		01/27/16		106004	02/03/17	375.60	375.60
	01 ELECTRICITY	010352000210						112.22
	02 HEATING FUEL	010852000130						263.38
						VENDOR TOTAL:		2,128.64
BPC	BENEFIT PLANNING CONSULTANTS							
	BPCI00135534		01/10/17		105987	01/28/17	466.80	466.80
	01 HRA PLAN FEB	010153000201						162.80
	02 BENEFIT CARD SERVICE	010153000201						79.00
	03 FLEX ANNUAL FEE	010153000201						150.00
	04 HRA ANNUAL FEE	010153000201						75.00
						VENDOR TOTAL:		466.80
BRUEHLT	TAMMY BRUEHL							
	JAN2017REIMBURSE		01/12/17		105988	01/28/17	18.00	18.00
	01 BIRTH CERT FOR CDL LICENSE	010353000205						18.00
						VENDOR TOTAL:		18.00
CHESTNUA	ANDREA WEINBERG-CHESTNUT							
	2017REIMBURSE		01/18/17		105989	01/28/17	586.22	586.22
	01 REIMBURSE FOR OVERPAYMENT	010020000520						553.00
	02 REIMBURSE FOR OVERPAYMENT	010020000525						33.22
						VENDOR TOTAL:		586.22
CONSENER	CONSTELLATION NEW ENERGY							
	BILLING2017JANUARY		01/19/17		106005	02/03/17	434.80	431.38

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	BILLING2017JANUARY			01/19/17		106005	02/03/17	434.80	431.38
	01	ELECTRICITY	010352000210						84.78
	02	ELECTRICITY	021352000210						84.78
	03	ELECTRICITY	021452000210						84.78
	04	ELECTRICITY	031552000210						177.04
	JAN2017			01/13/17		105990	01/28/17	29.93	27.61
	01	ELECTRICITY	010352000210						27.61
	JAN2017BILLING			01/11/17		105990	01/28/17	29.93	2.32
	01	ELECTRICITY	010352000210						2.32
	JAN2017BILLINGS			01/23/17		106005	02/03/17	434.80	3.42
	01	ELECTRICITY	031752000210						3.42
							VENDOR TOTAL:		464.73
CONSTELL	CONSTELLATION ENERGY SERVICES								
	JAN2017BILLING			01/19/17		105991	01/28/17	1,113.68	1,113.68
	01	ELECTRICITY	010152000210						190.67
	02	ELECTRICITY	010352000210						132.37
	03	ELECTRICITY	010852000210						232.71
	04	ELECTRICITY	021052000210						144.18
	05	ELECTRICITY	031552000210						208.76
	06	ELECTRICITY	031752000210						204.99
	NOV&DEC2016			12/09/16		105985	01/27/17	2,743.12	2,743.12
	01	HEATING FUEL	021052000130						214.42
	02	HEATING FUEL	021052000130						668.27
	03	HEATING FUEL	031552000130						157.67
	04	HEATING FUEL	031552000130						517.45
	05	HEATING FUEL	010352000130						0.78
	06	HEATING FUEL	010852000130						256.23
	07	HEATING FUEL	010852000130						590.42
	08	HEATING FUEL	010352000130						23.52
	09	HEATING FUEL	010352000130						89.10
	10	HEATING FUEL	021452000130						23.53
	11	HEATING FUEL	021452000130						89.10
	12	HEATING FUEL	021352000130						23.53
	13	HEATING FUEL	021352000130						89.10
							VENDOR TOTAL:		3,856.80
DALEMIKE	MICHAEL DALE								
	JAN2017REIMBURSE			01/17/17		105992	01/28/17	50.00	50.00

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	JAN2017REIMBURSE		01/17/17		105992	01/28/17	50.00	50.00
	01 BOOTS	021050001090						50.00
						VENDOR TOTAL:		50.00
DEPKE	DEPKE WELDING SUPPLY							
	MR00329845		01/15/17		105993	01/28/17	19.80	19.80
	01 CYLINDER RENTAL	010353000201						6.53
	02 CYLINDER RENTAL	021353000201						13.27
						VENDOR TOTAL:		19.80
DILLMAN	DILLMAN SANITARY HAULING							
	FEB2017		02/01/17		106006	02/03/17	150.00	150.00
	01 GARBAGE SERVICE	010753000201						150.00
						VENDOR TOTAL:		150.00
EQUITABL	THE EQUITABLE							
	JAN2017		01/20/17		105994	01/28/17	130.00	130.00
	01 JANUARY EMPLOYEE DEDUCTION	010020000550						130.00
						VENDOR TOTAL:		130.00
FRYMIKE	MIKE FRY							
	JAN2017REIMBURSE		01/19/17		105995	01/28/17	50.00	50.00
	01 WORK BOOTS	021350001090						50.00
						VENDOR TOTAL:		50.00
GISBENEF	GIS BENEFITS							
	FEB2017DENTAL		02/01/17		106019	02/10/17	7,343.42	2,209.54
	01 FEBRUARY PREMIUM	010020000525						893.08
	02 FEBRUARY PREMIUM	010150001040						177.90
	03 FEBRUARY PREMIUM	010250001040						71.16
	04 FEBRUARY PREMIUM	010350001040						177.90
	05 FEBRUARY PREMIUM	010650001040						106.74
	06 FEBRUARY PREMIUM	010750001040						71.16
	07 FEBRUARY PREMIUM	010850001040						142.32
	08 FEBRUARY PREMIUM	010950001040						71.16
	09 FEBRUARY PREMIUM	021050001040						35.58
	10 FEBRUARY PREMIUM	021250001040						71.16
	11 FEBRUARY PREMIUM	021350001040						106.74
	12 FEBRUARY PREMIUM	021450001040						142.32

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	FEB2017DENTAL			02/01/17		106019	02/10/17	7,343.42	2,209.54
	13	FEBRUARY PREMIUM	031550001040						71.16
	14	FEBRUARY PREMIUM	031750001040						71.16
	FEB2017LONG.TERM.DIS			02/01/17		106019	02/10/17	7,343.42	235.70
	01	FEBRUARY PREMIUM	010020000546						235.70
	FEB2017SHORT.TERM.DI			02/01/17		106019	02/10/17	7,343.42	295.27
	01	FEBRUARY PREMIUM	010020000545						295.27
	FEB2017VISION			02/01/17		106019	02/10/17	7,343.42	279.64
	01	FEBRUARY PREMIUM	010020000530						279.64
	FEB2017VOL.DEP.LIFE			02/01/17		106019	02/10/17	7,343.42	15.15
	01	FEBRUARY PREMIUM	010020000542						15.15
	FEB2017VOL.LIFE.AD&D			02/01/17		106019	02/10/17	7,343.42	600.47
	01	FEBRUARY PREMIUM	010020000540						406.96
	02	FEBRUARY PREMIUM	010150001050						26.15
	03	FEBRUARY PREMIUM	010250001050						10.46
	04	FEBRUARY PREMIUM	010350001050						26.15
	05	FEBRUARY PREMIUM	010650001050						15.69
	06	FEBRUARY PREMIUM	010750001050						10.46
	07	FEBRUARY PREMIUM	010850001050						20.92
	08	FEBRUARY PREMIUM	010950001050						10.46
	09	FEBRUARY PREMIUM	021050001050						5.23
	10	FEBRUARY PREMIUM	021250001050						10.46
	11	FEBRUARY PREMIUM	021350001050						15.69
	12	FEBRUARY PREMIUM	021450001050						20.92
	13	FEBRUARY PREMIUM	031550001050						10.46
	14	FEBRUARY PREMIUM	031750001050						10.46
	FEB2017VOL.SPOUSE.LI			02/01/17		106019	02/10/17	7,343.42	35.94
	01	FEBRUARY PREMIUM	010020000541						35.94
	JAN2017DENTAL			01/01/17		106019	02/10/17	7,343.42	2,209.54
	01	JANUARY PREMIUM	010020000525						893.08
	02	JANUARY PREMIUM	010150001040						177.90
	03	JANUARY PREMIUM	010250001040						71.16
	04	JANUARY PREMIUM	010350001040						177.90
	05	JANUARY PREMIUM	010650001040						106.74
	06	JANUARY PREMIUM	010750001040						71.16
	07	JANUARY PREMIUM	010850001040						142.32
	08	JANUARY PREMIUM	010950001040						71.16
	09	JANUARY PREMIUM	021050001040						35.58
	10	JANUARY PREMIUM	021250001040						71.16

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	JAN2017DENTAL		01/01/17		106019	02/10/17	7,343.42	2,209.54
	11 JANUARY PREMIUM	021350001040						106.74
	12 JANUARY PREMIUM	021450001040						142.32
	13 JANUARY PREMIUM	031550001040						71.16
	14 JANUARY PREMIUM	031750001040						71.16
	JAN2017LONG.TERM.DIS		01/01/17		106019	02/10/17	7,343.42	235.70
	01 JANUARY PREMIUM	010020000546						235.70
	JAN2017SHORT.TERM.DI		01/01/17		106019	02/10/17	7,343.42	295.27
	01 JANUARY PREMIUM	010020000545						295.27
	JAN2017VISION		01/01/17		106019	02/10/17	7,343.42	279.64
	01 JANUARY PREMIUM	010020000530						279.64
	JAN2017VOL.DEP.LIFE		01/01/17		106019	02/10/17	7,343.42	15.15
	01 JANUARY PREMIUM	010020000542						15.15
	JAN2017VOL.LIFE.AD&D		01/01/17		106019	02/10/17	7,343.42	600.47
	01 JANUARY PREMIUM	010020000540						406.96
	02 JANUARY PREMIUM	010150001050						26.15
	03 JANUARY PREMIUM	010250001050						10.46
	04 JANUARY PREMIUM	010350001050						26.15
	05 JANUARY PREMIUM	010650001050						15.69
	06 JANUARY PREMIUM	010750001050						10.46
	07 JANUARY PREMIUM	010850001050						20.92
	08 JANUARY PREMIUM	010950001050						10.46
	09 JANUARY PREMIUM	021050001050						5.23
	10 JANUARY PREMIUM	021250001050						10.46
	11 JANUARY PREMIUM	021350001050						15.69
	12 JANUARY PREMIUM	021450001050						20.92
	13 JANUARY PREMIUM	031550001050						10.46
	14 JANUARY PREMIUM	031750001050						10.46
	JAN2017VOL.SPOUSE.LI		01/01/15		106019	02/10/17	7,343.42	35.94
	01 JANUARY PREMIUM	010020000541						35.94
						VENDOR TOTAL:		7,343.42
HERRERA	ANDREA HERRERA							
	1000251.001		01/11/17		105996	01/28/17	200.00	200.00
	01 DD REFUND IWC	010021000620						200.00
						VENDOR TOTAL:		200.00
HINCKLEY	HINCKLEY SPRINGS							
	FEBRUARY2017		01/13/17		105997	01/28/17	52.33	52.33

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	FEBRUARY2017			01/13/17		105997	01/28/17	52.33	52.33
	01	WATER	010153000201						30.35
	02	WATER	021453000201						21.98
							VENDOR TOTAL:		52.33
HLTHALL	HEALTH ALLIANCE MEDICAL PLANS								
	FEBRUARY2017			01/20/17		105998	01/28/17	58,465.00	29,497.00
	01	FEBRUARY PREMIUM	010020000520						7,260.00
	02	FEBRUARY PREMIUM	010150001030						3,005.00
	03	FEBRUARY PREMIUM	010250001030						1,202.00
	04	FEBRUARY PREMIUM	010350001030						3,005.00
	05	FEBRUARY PREMIUM	010650001030						1,803.00
	06	FEBRUARY PREMIUM	010750001030						1,202.00
	07	FEBRUARY PREMIUM	010850001030						2,404.00
	08	FEBRUARY PREMIUM	010950001030						1,202.00
	09	FEBRUARY PREMIUM	021050001030						601.00
	10	FEBRUARY PREMIUM	021250001030						1,202.00
	11	FEBRUARY PREMIUM	021350001030						1,803.00
	12	FEBRUARY PREMIUM	021450001030						2,404.00
	13	FEBRUARY PREMIUM	031550001030						1,202.00
	14	FEBRUARY PREMIUM	031750001030						1,202.00
	JANUARY2017			01/01/17		105998	01/28/17	58,465.00	28,968.00
	01	JANUARY PREMIUM	010020000520						7,260.00
	02	JANUARY PREMIUM	010150001030						3,005.00
	03	JANUARY PREMIUM	010250001030						1,202.00
	04	JANUARY PREMIUM	010350001030						3,005.00
	05	JANUARY PREMIUM	010650001030						1,803.00
	06	JANUARY PREMIUM	010750001030						1,202.00
	07	JANUARY PREMIUM	010850001030						2,404.00
	08	JANUARY PREMIUM	010950001030						1,202.00
	09	JANUARY PREMIUM	021050001030						601.00
	10	JANUARY PREMIUM	021250001030						1,202.00
	11	JANUARY PREMIUM	021350001030						1,803.00
	12	JANUARY PREMIUM	021450001030						2,404.00
	13	JANUARY PREMIUM	031550001030						1,202.00
	14	JANUARY PREMIUM	031750001030						1,202.00
	15	JANUARY PREMIUM CREDIT	010020000520						-529.00
							VENDOR TOTAL:		58,465.00
HUBERD	DAVID P HUBER								
	JAN2017REIMBURSE			01/31/17		106007	02/03/17	209.95	209.95

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	JAN2017REIMBURSE		01/31/17		106007	02/03/17	209.95	209.95
	01 EQUIPMENT REPAIR	030021000700						209.95
						VENDOR TOTAL:		209.95
IAPD	ILLINOIS ASSOC OF PARK							
	2017DUES		12/29/16		106008	02/03/17	3,248.32	3,248.32
	01 ANNUAL MEMBERSHIP	010153000205						3,248.32
						VENDOR TOTAL:		3,248.32
ILDEPTAG	IL DEPT OF AGRICULTURE							
	2017PEST.LIC.TORRENS		01/30/17		106009	02/03/17	20.00	20.00
	01 2017 PESTICIDE LICENSE	031753000205						20.00
						VENDOR TOTAL:		20.00
KERINSA	ANDREW J KERINS							
	JAN2017REIMBURSE		01/19/17		106010	02/03/17	25.88	25.88
	01 IPRA/IAPD CONF MEALS	010153000204						25.88
						VENDOR TOTAL:		25.88
MAHOMET	VILLAGE OF MAHOMET							
	JAN2017		01/31/17		106020	02/10/17	9.92	9.92
	01 WATER	010352000230						9.92
						VENDOR TOTAL:		9.92
MEDIACOM	MEDIACOM							
	FEB2017INTERNET		01/21/17		106011	02/03/17	700.00	700.00
	01 INTERNET SERVICES	010152000240						700.00
	JAN2017		01/07/17		105999	01/28/17	630.80	630.80
	01 PHONE	010152000220						630.80
						VENDOR TOTAL:		1,330.80
NCPERS	NCPERS GROUP LIFE INS							
	FEB2017GROUP.LIFE		02/01/17		106012	02/03/17	124.00	124.00
	01 FEBRUARY	010020000515						124.00
						VENDOR TOTAL:		124.00
PCARDS	UNDEFINED							

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	020717		02/07/17		106017	02/07/17	13,875.91	13,875.91
	01 TOTAL FOR P-CARDS							13,875.91
						VENDOR TOTAL:		0.00
PDRMA	PARK DISTRICT RISK MGMT ASSN							
	JAN2017		01/31/17		106013	02/03/17	8,337.26	8,337.26
	01 JANUARY CONTRIBUTION	050053002060						8,337.26
						VENDOR TOTAL:		8,337.26
PEPSI	PEPSI-COLA CU BOTTLING							
	10001015		01/31/17		106014	02/03/17	144.10	144.10
	01 BEVERAGES	031651000101						144.10
	3000341		01/09/17		106021	02/10/17	6.95	6.95
	01 WATER COOLER RENTAL	031651000101						6.95
						VENDOR TOTAL:		151.05
PROGPROP	PROGRESSIVE PROPANE, INC							
	JAN2017INVOICES		01/16/17		106000	01/28/17	2,795.50	2,795.50
	01 HEATING FUEL	010152000130						610.13
	02 HEATING FUEL	010752000130						587.67
	03 HEATING FUEL	031752000130						626.65
	04 HEATING FUEL	010352000130						971.05
						VENDOR TOTAL:		2,795.50
REPUBLIC	REPUBLIC SERVICES #729							
	289900,289899		01/20/17		106015	02/03/17	540.37	540.37
	01 GARBAGE SERVICES	010353000201						540.37
						VENDOR TOTAL:		540.37
SANGVALL	SANGAMON VALLEY PUBLIC WATER							
	JAN2017		01/31/17		106022	02/10/17	259.99	259.99
	01 WATER	010352000230						78.20
	02 WATER	021052000230						30.37
	03 WATER	010852000230						35.73
	04 WATER	010852000230						3.96
	05 WATER	031552000230						101.73
	06 WATER	031752000230						10.00
						VENDOR TOTAL:		259.99

Early Disbursements

FROM CHECK # 105985 TO 106023

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
SKEFFDIS	SKEFF DISTRIBUTING CO							
	546267		01/19/17		106016	02/03/17	109.55	109.55
	01 BEVERAGES	031651000101						109.55
	549380		02/02/17		106023	02/10/17	136.45	136.45
	01 BEVERAGES	031651000101						136.45
						VENDOR TOTAL:		246.00
STNICHCH	ST NICHOLAS ORTHODOX CHURCH							
	JAN2017RENTAL.OVERPA		01/19/17		106001	01/28/17	100.00	100.00
	01 RENTALOVERPAYMENT	010742110975						100.00
						VENDOR TOTAL:		100.00
TITLEIST	ACUSHNET COMPANY							
	903538644		01/11/17		106002	01/28/17	136.44	136.44
	01 BACKPACK, DUFFEL BAG	031557000800						136.44
						VENDOR TOTAL:		136.44
UNITEDWY	UNITED WAY OF CHAMPAIGN CO							
	JAN2017		01/20/17		106003	01/28/17	248.34	248.34
	01 JANUARY EMPLOYEE DEDUCTION	010020000580						248.34
						VENDOR TOTAL:		248.34
						TOTAL --- ALL INVOICES:		91,773.06

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
ACTILLIN	ACT ILLINOIS ASSOCIATION								
	35770705			01/04/17		P001670	02/07/17	75.00	75.00
	01	Registration - Illinois Associ	021253000205						75.00
	35795159			01/05/17		P001670	02/07/17	75.00	75.00
	01	IL Association of Conservation	021453000205						75.00
	36104970			01/20/17		P001670	02/07/17	130.00	130.00
	01	IACD conference dues	010653000205						130.00
							VENDOR TOTAL:		280.00
ADOBE	ADOBE SYSTEMS INC								
	35700165			12/28/16		P001671	02/07/17	29.99	29.99
	01	Error charge	010251000101						29.99
	35770704			01/03/17		P001671	02/07/17	29.99	-29.99
	01	Wrong charge creditied	010251000101						-29.99
							VENDOR TOTAL:		0.00
ADOBECLO	ADOBE CREATIVE CLOUD								
	35967216			01/12/17		P001672	02/07/17	49.99	49.99
	01	Monthly fee for graphic progra	010251000101						49.99
							VENDOR TOTAL:		49.99
AIAPRODU	AIA PRODUCTS / DUES								
	35827746			01/06/17		P001673	02/07/17	597.00	597.00
	01	2017 American Institute of Arc	021253000205						597.00
							VENDOR TOTAL:		597.00
ALGTRAVE	ALG ALGT TRAVEL								
	35827736			01/06/17		P001674	02/07/17	169.50	169.50
	01	GCSAA Education conference	031753000205						169.50
							VENDOR TOTAL:		169.50
AMAZDIG	AMAZON DIGITAL SERVICES								
	35662960			12/27/16		P001675	02/07/17	2.99	2.99
	01	How to Read Water Kindle Editi	021451000101						2.99
	35680579			12/28/16		P001675	02/07/17	0.99	0.99
	01	Amazon App Purchase - Refunded	021451000101						0.99

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35680580			12/28/16		P001675	02/07/17	0.99	0.99
	01	Amazon App Purchase - Refunded	021451000101						0.99
	35750889			01/03/17		P001675	02/07/17	4.99	-4.99
	01	Amazon App Refund	021451000101						-4.99
	35750890			01/03/17		P001675	02/07/17	0.99	-0.99
	01	Amazon App Refund	021451000101						-0.99
	35750891			01/03/17		P001675	02/07/17	0.99	-0.99
	01	Amazon App Refund	021451000101						-0.99
	35750892			01/03/17		P001675	02/07/17	6.99	-6.99
	01	Amazon App Refund	021451000101						-6.99
							VENDOR TOTAL:		-8.99
AMAZON	AMAZON MKTPLACE PMTS								
	35680576			12/28/16		P001676	02/07/17	34.69	34.69
	01	Supplies for MLK Day	010851000101						34.69
	35680581			12/28/16		P001676	02/07/17	42.49	-42.49
	01	Uniform Pants Return Refund	021450001090						-42.49
	35827741			01/08/17		P001676	02/07/17	115.04	115.04
	01	poster frames	010951000101						115.04
	35827743			01/08/17		P001676	02/07/17	5.99	5.99
	01	Supplies for BLAST	010851000101						5.99
	35827744			01/08/17		P001676	02/07/17	41.48	41.48
	01	MLK Day and BLAST	010851000101						41.48
	35827745			01/08/17		P001676	02/07/17	7.99	7.99
	01	MLK Day and BLAST	010851000101						7.99
	35827750			01/08/17		P001676	02/07/17	91.08	-91.08
	01	refund	010651000101						-91.08
	35857305			01/10/17		P001676	02/07/17	0.67	-0.67
	01	tax refund	010851000101						-0.67
	35877360			01/10/17		P001676	02/07/17	2.33	-2.33
	01	tax refund	010851000101						-2.33
	35877361			01/10/17		P001676	02/07/17	0.90	-0.90

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	35877361			01/10/17		P001676	02/07/17	0.90	-0.90
	01	tax refund	010851000101						-0.90
	35877362			01/10/17		P001676	02/07/17	1.31	-1.31
	01	tax refund	010851000101						-1.31
	35877364			01/10/17		P001676	02/07/17	7.92	-7.92
	01	refund	010651000101						-7.92
	35967219			01/13/17		P001676	02/07/17	71.70	71.70
	01	Ice Cleats for Departments	050053002071						71.70
	36040630			01/18/17		P001676	02/07/17	26.02	26.02
	01	Ice Cleats for Departments	050053002071						26.02
	36069212			01/19/17		P001676	02/07/17	65.05	65.05
	01	Ice Cleat for Departments	050053002071						65.05
	36161081			01/24/17		P001676	02/07/17	199.98	199.98
	01	Exhibit, Tractor Seat Stools	010851000101						199.98
							VENDOR TOTAL:		421.24
AMTRAK	AMTRAK.COM								
	35877354			01/09/17		P001677	02/07/17	30.00	30.00
	01	IPRA Conference - Dan	010153000205						30.00
	35877355			01/09/17		P001677	02/07/17	37.00	37.00
	01	IPRA Conference - Andrew	010153000204						37.00
	35877356			01/09/17		P001677	02/07/17	30.00	30.00
	01	IPRA Conference - Brian	010753000205						30.00
							VENDOR TOTAL:		97.00
ARTCOOP	ART COOP								
	35967218			01/12/17		P001678	02/07/17	28.18	28.18
	01	watercolor paper for exhibit d	010851000101						28.18
							VENDOR TOTAL:		28.18
BIGRSTOR	BIG "R" STORE								
	36188735			01/25/17		P001679	02/07/17	49.97	49.97
	01	oil	010651000101						49.97
							VENDOR TOTAL:		49.97

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BIRKEYS	BIRKEYS								
	35827748			01/06/17		P001680	02/07/17	506.33	506.33
	01	filters and parts	010651000101						506.33
	36161085			01/24/17		P001680	02/07/17	76.72	76.72
	01	filters	010651000101						76.72
	36161086			01/24/17		P001680	02/07/17	83.62	83.62
	01	filters	010651000101						83.62
	36161087			01/24/17		P001680	02/07/17	83.62	-83.62
	01	filters	010651000101						-83.62
							VENDOR TOTAL:		583.05
BULLDOG	BULLDOG AUTOMOTIVE								
	35877358			01/09/17		P001681	02/07/17	517.30	517.30
	01	Fuel system repair 1995 gmc 25	021353000500						517.30
	36104966			01/19/17		P001681	02/07/17	310.39	310.39
	01	Dodge Ram #108 Tuneup	031753000500						310.39
							VENDOR TOTAL:		827.69
CHCOUCLK	CHAMPAIGN COUNTY CLERK								
	35967212			01/12/17		P001682	02/07/17	21.00	21.00
	01	Birth Certificate for CDL Lice	010153000205						21.00
	35967213			01/12/17		P001682	02/07/17	1.00	1.00
	01	Birth Certificate for CDL Lice	010153000205						1.00
							VENDOR TOTAL:		22.00
CIRCLEK#	CIRCLE K # 01401								
	36218079			01/18/17		P001683	02/07/17	8.00	8.00
	01	Car Wash	021451000101						8.00
							VENDOR TOTAL:		8.00
CTCCONTA	CTC CONSTANT CONTACT								
	36040629			01/18/17		P001684	02/07/17	40.00	40.00
	01	Monthly fee for email marketin	010251000101						40.00
							VENDOR TOTAL:		40.00
DALLASCO	DALLAS & CO								

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35700168			12/28/16		P001685	02/07/17	11.49	11.49
	01	Supplies for Noon Day New Year	010851000101						11.49
							VENDOR TOTAL:		11.49
DEMDACO	DEMDACO								
	35903558			01/11/17		P001686	02/07/17	248.63	248.63
	01	Mug and snack plate replenishm	040057000800						248.63
							VENDOR TOTAL:		248.63
DEX	DEX ONE								
	35739628			01/02/17		P001687	02/07/17	316.75	316.75
	01	Monthly advertising fee	010253000300						316.75
							VENDOR TOTAL:		316.75
DOUGCOCL	DOUGLAS COUNTY CLERK								
	35967214			01/12/17		P001688	02/07/17	14.00	14.00
	01	Birth Certificate for CDL Lice	010153000205						14.00
	35967215			01/12/17		P001688	02/07/17	1.00	1.00
	01	Birth Certificate for CDL Lice	010153000205						1.00
							VENDOR TOTAL:		15.00
DTVDIREC	DTV DIRECT TV SERVICE								
	36188725			01/25/17		P001689	02/07/17	74.98	74.98
	01	Cable TV monthly	031651000101						74.98
							VENDOR TOTAL:		74.98
DUNGAREE	DUNGAREES LLC								
	36188729			01/25/17		P001690	02/07/17	124.97	124.97
	01	Cargo Pants and Sweatshirt for	010350001090						124.97
							VENDOR TOTAL:		124.97
EPPLY	EPPLY								
	36104960			01/20/17		P001691	02/07/17	245.00	245.00
	01	GLPTIRegistration - ANDY LITT	010653000205						245.00
							VENDOR TOTAL:		245.00
FACEBK	FACEBOOK								

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35723822			12/31/16		P001692	02/07/17	38.03	38.03
	01	Event Ads on Facebook	010253000300						38.03
	35723823			12/31/16		P001692	02/07/17	10.19	10.19
	01	Event Ads on Facebook	010253000300						10.19
							VENDOR TOTAL:		48.22
FARMFLEE	FARM & FLEET								
	36069211			01/19/17		P001693	02/07/17	47.31	47.31
	01	shop towels, pins, min. spirit	031751000101						47.31
							VENDOR TOTAL:		47.31
FASTENAL	FASTENAL								
	36069210			01/19/17		P001694	02/07/17	8.19	8.19
	01	pins for fairway mower	031753000500						8.19
							VENDOR TOTAL:		8.19
FDNCTR	FOUNDATION CENTER FDOL								
	35932139			01/11/17		P001695	02/07/17	19.95	19.95
	01	Grant research	010153000206						19.95
							VENDOR TOTAL:		19.95
FIXTUREZ	FIXTURE ZONE								
	35967217			01/12/17		P001696	02/07/17	93.93	93.93
	01	acrylic shelves	010951000101						93.93
							VENDOR TOTAL:		93.93
GANZ	GANZ ON LINE								
	36188733			01/24/17		P001697	02/07/17	168.71	168.71
	01	animal miniatures and home dec	040057000800						168.71
							VENDOR TOTAL:		168.71
GCSAA	GOLF COURSE SUPT ASSN OF AMER								
	35827738			01/06/17		P001698	02/07/17	960.00	960.00
	01	GCSAA Education conference	031753000205						960.00
							VENDOR TOTAL:		960.00
GODADDY	DNH GO DADDY								
	35877359			01/19/17		P001699	02/07/17	75.85	75.85

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35877359		01/10/17		P001699	02/07/17	75.85	75.85
	01 "golfthelake.com" domain name	031553000300						75.85
						VENDOR TOTAL:		75.85
GRIZZLY	GRIZZLY INDUSTRIAL PHONE							
	36104967		01/20/17		P001700	02/07/17	19.99	19.99
	01 Circuit Breaker 12A	021353000500						19.99
						VENDOR TOTAL:		19.99
HARBORFR	HARBOR FREIGHT							
	36161079		01/24/17		P001701	02/07/17	24.99	24.99
	01 Sprayer for signs	100256256094						24.99
						VENDOR TOTAL:		24.99
HIBUINC	HIBU INC WEST							
	36104968		01/20/17		P001702	02/07/17	151.00	151.00
	01 Monthly fee for yellow page ad	010253000300						151.00
						VENDOR TOTAL:		151.00
HINEIGHB	HI NEIBHBOR PUBLICATIONS							
	35680574		12/28/16		P001703	02/07/17	300.00	300.00
	01 Golf Marketing charge	031553000300						300.00
						VENDOR TOTAL:		300.00
HOMEDEP	HOME DEPOT							
	35795156		01/04/17		P001704	02/07/17	103.68	103.68
	01 Motion Sensing Wall Switches	010151000101						103.68
						VENDOR TOTAL:		103.68
IAPD	ILLINOIS ASSOC OF PARK							
	35700163		12/29/16		P001705	02/07/17	380.00	380.00
	01 Conference Registration - Good	010153000204						380.00
						VENDOR TOTAL:		380.00
IDEASTOR	IN THE IDEA STORE							
	35795158		01/04/17		P001706	02/07/17	28.40	28.40
	01 Supplies for MLK Day	010851000101						28.40
						VENDOR TOTAL:		28.40

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
IDSBLAST	IDS BLAST FINISHING							
	36218075		01/25/17		P001707	02/07/17	87.43	87.43
	01 Replacement hood for snadblast	021351000101						87.43
						VENDOR TOTAL:		87.43
ILDEPTNR	IL DEPT OF NATURAL RESOURCES							
	35700166		12/29/16		P001708	02/07/17	1.00	1.00
	01 poster shipping fee	010951000101						1.00
	35700167		12/29/16		P001708	02/07/17	11.02	11.02
	01 DNR posters	010951000101						11.02
						VENDOR TOTAL:		12.02
INDIANA	INDIANA SOCIETY PAYPAL							
	36161082		01/24/17		P001709	02/07/17	84.00	84.00
	01 Central Hardwood Oak Ecology a	021453000205						84.00
						VENDOR TOTAL:		84.00
IPRA	IL PARK & RECREATION ASSN							
	35680575		12/27/16		P001710	02/07/17	249.00	249.00
	01 IPRA membership	010253000205						249.00
	35877357		01/09/17		P001710	02/07/17	249.00	249.00
	01 Annual Membership - Dan	010153000205						249.00
						VENDOR TOTAL:		498.00
JWJJUNG	JWJ JUNG SEED CATALOG							
	35857303		01/09/17		P001711	02/07/17	622.50	622.50
	01 Various plant seeds	021051000110						622.50
						VENDOR TOTAL:		622.50
LABORLAW	LABOR LAW CENTER							
	36188724		01/25/17		P001712	02/07/17	299.50	299.50
	01 2017 Federal and state labor l	010151000101						299.50
						VENDOR TOTAL:		299.50
LEONHARD	LEONHARD CENTER							
	35723821		12/29/16		P001713	02/07/17	75.00	75.00
	01 February Board Meeting	010153000204						75.00
						VENDOR TOTAL:		75.00

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
LGL	LGL								
	36218074			01/26/17		P001714	02/07/17	222.30	222.30
	01	Donor management - biannual pa	010012000270						222.30
							VENDOR TOTAL:		222.30
LOWES	LOWE'S								
	35680573			12/28/16		P001715	02/07/17	99.77	99.77
	01	Light bulbs for simulators	031551000101						99.77
	35967210			01/13/17		P001715	02/07/17	159.00	159.00
	01	Replacement Humidifier	031551000101						159.00
	35967211			01/13/17		P001715	02/07/17	159.00	-159.00
	01	Credit for returned humidifier	031551000101						-159.00
	36104963			01/20/17		P001715	02/07/17	44.90	44.90
	01	Light bulbs for Simulators	031551000101						44.90
	36104965			01/20/17		P001715	02/07/17	108.63	108.63
	01	spray paint, light bulbs 8ft.,	031751000101						108.63
							VENDOR TOTAL:		253.30
MAHOACE	MAHOMET ACE HARDWARE								
	35750887			01/03/17		P001716	02/07/17	23.97	23.97
	01	Static guard, fabric repair ki	031551000101						23.97
	35827737			01/06/17		P001716	02/07/17	43.85	43.85
	01	screws, drill bits, wrench	031751000101						43.85
	35857302			01/09/17		P001716	02/07/17	10.28	10.28
	01	Directional sign parts	100256256094						10.28
	35903557			01/11/17		P001716	02/07/17	14.57	14.57
	01	Coffee maker parts for HQ	021351000101						14.57
	36188727			01/25/17		P001716	02/07/17	12.98	12.98
	01	battery, light bulb	031751000101						12.98
	36188728			01/25/17		P001716	02/07/17	17.38	17.38
	01	screws	031751000101						17.38
	36218077			01/26/17		P001716	02/07/17	31.45	31.45
	01	Nuts, punch pin, screwdriver b	031751000101						31.45
							VENDOR TOTAL:		154.48

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MAHOIGA	MAHOMET IGA								
	36040627			01/18/17		P001717	02/07/17	22.73	22.73
	01	Snack Bar Food & Beverage supp	031651000101						22.73
							VENDOR TOTAL:		22.73
MENARDS	MENARDS								
	35795157			01/04/17		P001718	02/07/17	7.62	7.62
	01	carpet tape	010951000101						7.62
	36014634			01/16/17		P001718	02/07/17	15.40	15.40
	01	plumbing parts	010651000101						15.40
							VENDOR TOTAL:		23.02
NAPAAUTO	NAPA AUTO PARTS - MAHOMET								
	35795154			01/04/17		P001719	02/07/17	51.04	51.04
	01	grease	031753000500						51.04
	35827739			01/06/17		P001719	02/07/17	190.05	190.05
	01	filters	031753000500						190.05
	36069209			01/18/17		P001719	02/07/17	105.90	105.90
	01	filters	031753000500						105.90
	36218076			01/25/17		P001719	02/07/17	23.73	23.73
	01	Hand soap, lubricant	031751000101						23.73
							VENDOR TOTAL:		370.72
NEALTIRE	NEAL TIRE AND AUTO								
	36188734			01/25/17		P001720	02/07/17	619.82	619.82
	01	new tires for 5200 john deere	010651000101						619.82
							VENDOR TOTAL:		619.82
NETWRKGO	NETWORK FOR GOOD								
	35680572			12/28/16		P001721	02/07/17	49.00	49.00
	01	Online donation page	010012000270						49.00
							VENDOR TOTAL:		49.00
PDRMA	PARK DISTRICT RISK MGMT ASSN								
	35827734			01/05/17		P001722	02/07/17	105.00	105.00
	01	Mower Training - Dale, Sanders	010353000205						105.00

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	35903556			01/10/17		P001722	02/07/17	70.00	70.00
	01	Mower Workshop - Darin and Zac	031753000205						70.00
							VENDOR TOTAL:		175.00
QUALMOBI	QUALITY MOBI								
	35750888			01/03/17		P001723	02/07/17	10.93	10.93
	01	12V Relays for Kal 1040 Mule	021053000500						10.93
							VENDOR TOTAL:		10.93
RAILSTOT	RAILS TO TRAILS CONS								
	35662959			12/27/16		P001724	02/07/17	18.00	18.00
	01	Membership to Rails to Trails	010253000205						18.00
							VENDOR TOTAL:		18.00
RENAISAN	RENAISSANCE HOTEL								
	36104961			01/22/17		P001725	02/07/17	279.42	279.42
	01	IPRA/IAPD Conference Lodging -	010153000204						279.42
	36104962			01/22/17		P001725	02/07/17	279.42	279.42
	01	IPRA/IAPD Conference Lodging -	010753000205						279.42
	36139703			01/23/17		P001725	02/07/17	419.13	419.13
	01	IPRA/IAPD Conference Lodging -	010153000205						419.13
							VENDOR TOTAL:		977.97
RPLUMBER	R P LUMBER								
	36069208			01/19/17		P001726	02/07/17	109.48	109.48
	01	Fir 2* for light pole	100656216113						109.48
							VENDOR TOTAL:		109.48
SAMCLB	SAM'S CLUB								
	35700164			12/29/16		P001727	02/07/17	155.07	155.07
	01	Snack Bar Food & Beverage supp	031651000101						155.07
	36104964			01/20/17		P001727	02/07/17	65.60	65.60
	01	Snack Bar Food & Beverage supp	031651000101						65.60
							VENDOR TOTAL:		220.67
SCHNUCKS	SCHNUCKS								
	35723824			12/30/16		P001728	02/07/17	20.93	20.93

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35723824			12/30/16		P001728	02/07/17	20.93	20.93
	01	Supplies for Noon Day New Year	010851000101						20.93
							VENDOR TOTAL:		20.93
SEASONS	SEASONS LODGE								
	36161083			01/24/17		P001729	02/07/17	88.48	88.48
	01	Central Hardwood Oak Ecology a	021453000205						88.48
							VENDOR TOTAL:		88.48
STAPLES	STAPLES CREDIT PLAN								
	35827742			01/06/17		P001730	02/07/17	209.11	209.11
	01	white paper, laminating pouche	010851000101						209.11
	35877363			01/10/17		P001730	02/07/17	37.97	37.97
	01	New computer mouse and pad for	021251000101						37.97
	35903559			01/10/17		P001730	02/07/17	65.97	65.97
	01	office supplies	010651000101						65.97
	36040628			01/18/17		P001730	02/07/17	149.14	149.14
	01	Copy Paper and Ink Cartridges	031551000101						149.14
	36104969			01/21/17		P001730	02/07/17	15.49	15.49
	01	Paper for CIT brochures and ur	010951000101						15.49
	36161080			01/24/17		P001730	02/07/17	191.17	191.17
	01	Velcro for exhibits, laminatin	010851000101						191.17
	36161084			01/24/17		P001730	02/07/17	149.48	149.48
	01	office supply	010651000101						149.48
	36188732			01/25/17		P001730	02/07/17	63.96	63.96
	01	Coffee for Staff and Volunteer	010851000101						63.96
	36218078			01/26/17		P001730	02/07/17	19.99	19.99
	01	Rug Shampoo	010851000101						19.99
							VENDOR TOTAL:		902.28
STARROCK	STARVED ROCK LODGE								
	35795160			01/04/17		P001731	02/07/17	110.64	110.64
	01	IL Association of Conservation	021453000205						110.64

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35795161			01/04/17		P001731	02/07/17	110.64	110.64
	01	Lodging - Illinois Association	021253000205						110.64
	35827747			01/05/17		P001731	02/07/17	110.64	110.64
	01	IACD conference	010653000205						110.64
							VENDOR TOTAL:		331.92
SUPERCAS	SUPER CASUALS								
	36188730			01/25/17		P001732	02/07/17	223.94	223.94
	01	Cargo Pants and short sleeve s	010350001090						223.94
							VENDOR TOTAL:		223.94
TARGET	TARGET								
	35680577			12/28/16		P001733	02/07/17	40.26	40.26
	01	Supplies for BLAST	010851000101						40.26
	35857304			01/09/17		P001733	02/07/17	22.63	22.63
	01	MLK Day Snack	010851000101						22.63
							VENDOR TOTAL:		62.89
TECHSOUP	TECHSOUP								
	35967209			01/13/17		P001734	02/07/17	110.00	110.00
	01	Adobe Acrobat - Bell, Tetzlaff	010156000602						110.00
							VENDOR TOTAL:		110.00
THREADLE	THREAD LETTERS								
	35770702			01/04/17		P001735	02/07/17	21.00	21.00
	01	Embroidery of logo onto unifor	011850001090						21.00
	35827749			01/06/17		P001735	02/07/17	105.00	105.00
	01	logos on shirts	010650001090						105.00
							VENDOR TOTAL:		126.00
TRUGOLF	TRUGOLF								
	35827735			01/05/17		P001736	02/07/17	199.00	199.00
	01	Turf hitting mat replacement	031551000101						199.00
							VENDOR TOTAL:		199.00
UOFIONLI	U OF I ONLINE PAYMENT								
	35827740			01/05/17		P001737	02/07/17	20.00	20.00

PCard Transactions

FROM CHECK # 1670 TO 1742

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	35827740		01/05/17		P001737	02/07/17	20.00	20.00
	01 2017 BiState Gardening Confere	021053000205						20.00
						VENDOR TOTAL:		20.00
UPS	UPS 1Z0849UT0395023819							
	36188726		01/25/17		P001738	02/07/17	11.66	11.66
	01 Shipping Fees	031551000101						11.66
						VENDOR TOTAL:		11.66
VERIZWIR	VERIZON WIRELESS							
	35795155		01/05/17		P001739	02/07/17	71.47	71.47
	01 Monthly cell phone bill for OP	010352000220						71.47
						VENDOR TOTAL:		71.47
WALGREEN	WALGREENS							
	35680578		12/28/16		P001740	02/07/17	5.94	5.94
	01 Snack for MLK Day	010851000101						5.94
						VENDOR TOTAL:		5.94
WALMART	WALMART COMMUNITY/GEMB							
	36104971		01/20/17		P001741	02/07/17	99.91	99.91
	01 printer ink	010651000101						99.91
	36104972		01/20/17		P001741	02/07/17	18.97	18.97
	01 printer ink	010651000101						18.97
	36188731		01/25/17		P001741	02/07/17	4.99	4.99
	01 $4.99 for animal care (baby ca	010951000101						4.99
						VENDOR TOTAL:		123.87
WEBNETWO	WEB NETWORK SOLUTIONS							
	35770703		01/04/17		P001742	02/07/17	39.99	39.99
	01 Website domain renewal	010251000101						39.99
						VENDOR TOTAL:		39.99
						TOTAL --- ALL INVOICES:		13,875.91

February 7, 2017
MEMORANDUM
From: John Baker, Director of Business and Finance
To: Board of Commissioners
Re: January Treasurer's Report

Action Requested
Staff requests the Board accept the January 2017 Treasurer's Report.

Summary
As of January 31, 2017 the District had $523,244 in outstanding bonds, $132,415 cash and $2,424,375 in investments.

Investment Balances – January 2016

Illinois Fund	$1,189,219
Certificates of Deposit	$1,233,518
Illinois Investor's Trust	$ 478
Farm Cooperative Equity	$ 1,160

Cash and Investment Balance – January 2016

January 1, 2016 Starting Balance	$3,096,027
January Revenues	$ 40,585
January Expenditures	$ 579,822
January 31, 2016 Ending Balance	$2,556,790

In January 2017, the District:

- Received typical revenues and expended typical amounts for District operations, but had larger than normal capital payments:
  - Paid $143,772 for 2016 construction for the Kickapoo Rail Trail.
  - Paid $ 44,500 for 2016 seed purchases for Natural Resources.
  - Paid $ 19,880 for 2016 construction engineering for the Kickapoo Rail Trail.
  - Paid $ 17,065 for the Middle Fork Electric Infrastructure Phase 1 repair.
  - Made last payments for the Homer Lake Sailboat Launch and Boardwalk repair. The total expenditures of the project was $41,700.
- Did not transact short term transfers between the Golf and Corporate Funds or the Golf and Projects Funds. For this reason the Golf (-32,926) and Project Funds (-79,704) are listed as negative balances on the Treasurer's Reports.
- Continued to wait for reimbursement for Kickapoo Rail Trail construction engineering from IDOT ($159,308). This reimbursement will clear the Projects Funds negative balance. Additionally, staff will request $143,772 from the Forest Preserve Friends Foundation from KRT donations for the local match for KRT Construction just billed to the District. Lastly, the District is still owed $57,771 by the State of Illinois for a Public Museum grant used to upgrade the Museum's main floor exhibits. The Projects Fund is abnormally low for this time of year pending these reimbursements.
- Staff will finalize budgeted transfers from Construction to the Projects Fund (to cover Natural Resources projects from the Farm commitment and for Homer Lake Sailboat Launch) when all accruals are identified. The Construction Fund, in particular appears to have well under-expended for 2016, in part because of transfers yet to be transacted.

Champaign County Forest Preserve District
January 2017 Treasurer's Report

Financial Activity and Balances

	Financial Activity					Month End Investment Balances					
FUND	**Beginning Cash**	**Total Revenue**	**Total Expenses**	**Net Activity Investments**	**Ending Cash**	**Illinois Funds**	**IIT**	**Ludlow**	**Certificates of Deposit**	**Total Investments**	**Ending Cash & Investments**
CORPORATE	$ 94,243	$ 33,668	$ (191,812)	$ 127,353	$ 63,452	$ 938,566	$ 467	$ 1,160	$ 953,150	$ 1,893,344	**$ 1,956,796**
CONSTRUCTION	$ 57,897	$ 543	$ (80,097)	$ 54,873	$ 33,217	$ 210,831	$ -	$ -	$ 217,518	$ 428,349	**$ 461,566**
GOLF	$ 700	$ 3,941	$ (37,567)	$ 33,626	$ 700	$ (33,626)	$ -	$ -	$ -	$ (33,626)	**$ (32,926)**
M Store	$ 5,131	$ 28	$ (105)	$ (2)	$ 5,052	$ 2,008	$ 3	$ -	$ 15,630	$ 17,641	**$ 22,693**
INSURANCE	$ -	$ 98	$ (108)	$ 10	$ -	$ 64,370	$ -	$ -	$ -	$ 64,370	**$ 64,370**
IMRF	$ 24,101	$ 2,018	$ (16,165)	$ 14,434	$ 24,388	$ 32,593	$ -	$ -	$ -	$ 32,593	**$ 56,981**
AUDIT	$ -	$ 10	$ -	$ (10)	$ -	$ 21	$ 3	$ -	$ 16,308	$ 16,332	**$ 16,332**
SSI	$ 5,709	$ 110	$ (11,311)	$ 11,098	$ 5,605	$ 53,895	$ -	$ -	$ -	$ 53,895	**$ 59,500**
BOND	$ -	$ 110	$ -	$ (110)	$ -	$ 254	$ 0	$ -	$ 1,740	$ 1,994	**$ 1,994**
PROJECT	$ -	$ 57	$ (242,657)	$ 242,600	$ -	$ (79,704)	$ -	$ -	$ -	$ (79,704)	**$ (79,704)**
Land	$ -	$ 2	$ -	$ (2)	$ -	$ 12	$ 5	$ -	$ 29,172	$ 29,188	**$ 29,188**
TOTAL	**$ 187,782**	**$ 40,585**	**$ (579,822)**	**$ 483,870**	**$ 132,415**	**$ 1,189,219**	**$ 478**	**$ 1,160**	**$ 1,233,518**	**$ 2,424,375**	**$ 2,556,790**

Champaign County Forest Preserve District
January 2017 Treasurer's Report

Investment Rates and Maturities

Investments	Rate	1/31/17	Maturity Date
Illinois Fund	0.590%	$ 1,189,219	NA
Illinois Investor's Trust	0.060%	$ 478	NA
Farm Cooperative Patronage	NA	$ 1,160	NA
CD (6 mo) - Prospect Bank	0.630%	$ 230,000	February 1, 2017
CD (12 mo) - CIB	1.000%	$ 247,518	February 3, 2017
CD (6 mo) - Landmark Community Bank	0.800%	$ 248,000	March 20, 2017
CD (11 mo) - IIT Western Alliance Bank	0.950%	$ 100,000	April 11, 2017
CD (4 mo) - IIT First Common	0.910%	$ 108,000	May 5, 2017
CD (330 day) - IIT Modern Bank	1.110%	$ 100,000	May 11, 2017
CD (18 mo) IIT 1st National Bank - McGregor	1.100%	$ 200,000	December 12, 2017
Total Investments		**$ 2,424,375**	

Champaign County Forest Preserve District
January 2017 Treasurer's Report

Revenues and Expenditures Transacted as Percent of Budget

2017 Revenues				
Fund	**Budgeted**	**Cumulative Revenues**	**2017 Percent Collected**	**2016 Budget Percent***
CORPORATE	$ 2,601,447	$ 34,174	1.31%	1.18%
CONSTRUCTION	$ 735,463	$ 543	0.07%	0.01%
GOLF COURSE	$ 624,277	$ 3,941	0.63%	0.75%
GENERAL STORE	$ 12,650	$ 28	0.22%	0.01%
INSURANCE	$ 162,050	$ 98	0.06%	1.21%
ILLINOIS MUNICIPAL RETIREMENT	$ 200,824	$ 2,018	1.00%	0.81%
AUDIT	$ 23,910	$ 10	0.04%	0.01%
SOCIAL SECURITY	$ 176,921	$ 110	0.06%	0.00%
GENERAL OBLIGATION BOND	$ 224,682	$ 110	0.05%	0.00%
PROJECT	$ 272,220	$ 57	0.02%	0.00%
LAND ACQUISITION	$ 353,200	$ 2	0.00%	4.00%
TOTAL**	$ 5,387,644	$ 41,091	0.76%	0.71%

2017 Expenditures				
Fund	**Budgeted**	**Cumulative Expenses**	**2017 Percent Expended**	**2016 Budget Percent***
CORPORATE	$ 2,421,195	$ 154,002	6.36%	5.67%
CONSTRUCTION	$ 813,229	$ 62,147	7.64%	6.73%
GOLF COURSE	$ 749,050	$ 28,310	3.78%	5.02%
GENERAL STORE	$ 12,425	$ 2	0.02%	1.81%
INSURANCE	$ 141,822	$ 108	0.08%	12.60%
ILLINOIS MUNICIPAL RETIREMENT	$ 194,382	$ 15,336	7.89%	14.01%
AUDIT	$ 19,500	$ -	0.00%	0.00%
SOCIAL SECURITY	$ 171,843	$ 6,361	3.70%	6.36%
GENERAL OBLIGATION BOND	$ 224,678	$ -	0.00%	0.00%
PROJECT	$ 808,635	$ 242,657	30.01%	4.10%
LAND ACQUISITION	$ 361,000	$ -	0.00%	4.71%
TOTAL	$ 5,917,759	$ 508,923	8.60%	5.89%

*The 2016 Budget Percent represents the percentage of budget (revenues collected or expenditures) for each particular fund through January 2016.

January 27, 2017

MEMORANDUM

To: Board of Commissioners

From: Daniel J. Olson, Executive Director

Re: CCFPD Bylaws

Action Requested

The Board of Commissioners is asked to approve Resolution #R-2017-02 *Amended and Restated Bylaws*.

Background

CCFPD's Bylaws were last amended and approved on June 15, 2006. A revision to those Bylaws has been under development since 2015. At the January 2017 Board of Commissioners Study Session, the Board came to agreement on several recommendations made by counsel, as well as several other recommendations brought forth by the Executive Director. Those items have been included in this most recent version of the bylaws. Since the Study Session, the following additional steps have been completed:

- Removal of the Table of Contents – This is not common in bylaws and not needed.
- Additional formatting including changing "Sections" to "Articles" and other items that do not impact the nature of the bylaws.
- Removed in "Officers" Article, three places where it stated appointments would be "during the fiscal year".
- In Section 5.5, I have added that Commissioners and Staff may not remotely attend a closed session, as suggested earlier this year by legal counsel.
- Removal of "c. Recommending appropriate funding reserve levels." From Article 9.4, Auditor responsibilities. This is a Board and staff decision based in existing policy.
- Staff double checked to make sure all agreed upon items by the Board were incorporated.
- Staff double checked the document editorially.
- The County Board Chair weighed in on the question of the authority to remove someone from the Board. The response was, in short, that no one has the ability to remove a Commissioner from the Board, but some special extreme circumstances would apply.
- Legal Counsel supplied wording for the Indemnification and Discrimination Articles that were added.

CHAMPAIGN COUNTY
FOREST PRESERVE DISTRICT
BOARD OF COMMISSIONERS

Resolution R-2017-02 Amended and Restated Bylaws

WHEREAS, the Champaign County Forest Preserve District in Champaign County, Illinois, is a special district organized and existing under the Downstate Forest Preserve District Act of the State of Illinois, as amended, and

WHEREAS, the Board of Commissioners wishes to establish high standards for the operation and governance of the CCFPD that serve as guiding principles for Commissioners and employees, and,

WHEREAS, the Champaign County Forest Preserve District Board of Commissioners is ultimately responsible for the governance of the Champaign County Forest Preserve District; and,

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the CCFPD to revise the existing *Bylaws*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby adopts the attached *Amended and Restated Bylaws*, in order to further promote effective administrative responsibilities for the District.

Adopted by the Commissioners of the Champaign County Forest Preserve District in Champaign County, Illinois at regular meeting thereof, held on the 16th day of February, 2017.

_____ _____

President, Andrew Kerins (Signature) President (Print)

ATTEST:

_____ (Seal)

Secretary: Bobbie Herakovich (Signature)

Champaign County
Forest Preserve District
P.O. Box 1040
Mahomet, Illinois 61853
(217) 586-3360
www.ccfpd.org

Champaign County Forest Preserve District
Amended and Restated Bylaws

Original approval June 15, 2006

Revised February 16, 2017

Champaign County Forest Preserve District Amended and Restated Bylaws

ARTICLE 1 - Authorization

The Champaign County Forest Preserve District, a special district in the state of Illinois, and set by referendum in 1935, is organized and legislated by the Downstate Forest Preserve District Act (70 ILCS 805/) as amended from time to time, and other acts.

ARTICLE 2 - Definitions and Construction of Words

2.1 Definitions whenever used in these bylaws:

Act means the Downstate Forest Preserve District Act of Illinois, as amended from time to time, and/or any superseding law of the State of Illinois.

Ad Hoc Committee means any Board-appointed committee which functions until its specified tasks are completed after which it shall be dissolved by the Board.

Agent means any individual, partnership or corporation who is retained by the Board of Commissioners to represent and/or act for the District in a specified capacity whose retention may be either ongoing or of limited duration.

Assistant Secretary/Treasurer means the duly elected Assistant Secretary/Treasurer of the Board.

Board means the duly appointed Board of Commissioners authorized to act as the governing body of the District.

Committee means any standing or ad hoc committee unless used in connection with a particular committee or advisory council.

Committee Meeting means any special meeting and any study session of any committee created by the Board.

Consultant means any individual, partnership or corporation who is retained by the Board to provide an ongoing or temporary service and/or provide advice on a particular subject or project whose retention would terminate upon completion of the service or assignment.

Commissioner means a duly appointed member of the Board.

Deputy Executive Director means the Deputy Executive Director of the District.

District means the Champaign County Forest Preserve District of Illinois.

Employee means any person, whether full-time, year-around, part-time, seasonal, regular, temporary, hourly or salaried, who works for the District and receives compensation.

Executive Director means the Executive Director of the District.

Meeting means any regular, reconvened or rescheduled regular or special meeting of the Board in accordance with the Open Meetings Act.

President means the duly elected President of the Board.

President Officer for a Meeting of the Board means the President, or in the President's absence the Vice President or in the Vice President's absence the President Pro-Tem, and for a meeting of a committee, means the chairperson, vice-chairperson or, in their absence, another member of the committee who is elected to chair the meeting.

President Pro-Tem means the duly elected President Pro-Tem of the Board.

Treasurer means the duly elected Treasurer of the Board.

Secretary means the duly elected Secretary of the Board.

Session means any study or closed session of the Board.

Standing Committee means any committee or advisory council which functions for specific purposes on an ongoing basis.

Vice-President means the duly elected Vice-President of the Board.

2.2 Construction of Words

a. Words used in the present tense include the future tense; and, words in the plural number include the singular number, as context requires.

b. The word "shall" is mandatory.

c. The words "may" and "should" are permissive.

d. Words not specifically defined herein shall be interpreted in accordance with the definitions contained in the Law, if any, and otherwise in the most recent version of the *Merriam-Webster Dictionary*.

ARTICLE 3 - General Provisions

3.1 District Offices:

The District's Headquarters shall be 109 S. Lake of the Woods Road, Mahomet, Illinois 61853, or such other place within the District that the Board of Commissioners may from time to time designate by resolution. In addition to the Headquarters, the Board of Commissioners may from time to time designate by resolution other offices at other places within the District.

3.2 Corporate Seal:

The Board of Commissioners may, but shall not be required to adopt and utilize a corporate seal. In the event the Board of Commissioners does adopt and utilize a corporate seal, the seal shall be inscribed with the words, "CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT - CORPORATE SEAL" and the seal may be affixed to any document as need be or as required by law.

ARTICLE 4 - Members

4.1 Number of Commissioners: The Board shall be comprised of five (5) officials appointed by the County Board Chairperson.

4.2 Term Length: Commissioners shall be appointed to serve for a five (5) year term.

4.3 Term Limits: Commissioners shall be appointed for no more than two terms unless finishing a vacated seat. Commissioners filling vacancies can be appointed to two (2) full terms in addition to the time served in a vacant seat.

4.4 Eligibility: Candidates for District Commissioner shall meet all statutory eligibility requirements as described by law and be interviewed by the Champaign County Board. Members of the Board shall be legal voters in the District. Membership is non-transferable.

4.5 Vacancy: The Board shall establish by ordinance the length of time that a Commissioner may fail to attend meetings of the Board in order for said Commissioner's appointment to be declared vacant, in accordance with the law.

4.6 Powers: The Board is the corporate authority and governing body of the District and shall exercise those powers and perform those responsibilities and duties prescribed by law

4.7 Responsibilities and Duties: The Board has responsibilities and duties to the District which shall include but not be limited to the following:

a. The Board addresses and disposes questions of District policy rather than administration.

b. The Board shall enact and maintain appropriate policies, rules, and regulations to guide the operations of the District.

c. The Board shall select the time, date, and location of its meetings.

d. The Board shall elect its own officers.

e. The Board shall adopt ordinances, resolutions and policy for the District when the Board deems it to be in the best interest of the District to do so.

f. The Board shall select and hire an Executive Director to serve as the chief administrative officer of the District, charged with implementing and administering Board policies, rules and regulations.

g. The Board shall oversee, and periodically evaluate and provide feedback on performance to the Executive Director.

h. Board members shall respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District.

i. The Board shall communicate as a single body with District employees through the Executive Director, or the Deputy Executive Director in the absence of the Executive Director, rather than directly.

j. Board members shall refer inquiries, information, complaints, and other communication made to them by residents and patrons, to the Executive Director, or the Deputy Executive Director in the absence of the Executive Director.

k. Board members should support the action of the Executive Director when those actions have been directed, ratified, stated in policy, or otherwise supported by the Board.

l. Neither the Board, nor any Board member(s) shall direct, inhibit, obstruct or otherwise interfere with any District employee in the performance of her or her assigned duties.

m. All inquiries relating to any District Employee shall be directed only to the Executive Director.

n. The Board shall establish an effective working relationship with the Executive Director.

o. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are strongly encouraged to attend the retreat.

p. The Board shall encourage ethical behavior of Board members and the Executive Director.

q. The Board shall provide strategic leadership in decisions affecting the District, including

acquisitions, intergovernmental relationships, partnerships, etc.

r. The Board shall appoint a liaison from its membership to the Forest Preserve Friends Foundation and the District's Citizen's Advisory Committee and other boards and committees as necessary.

s. The Board shall work to build public trust and confidence.

t. Any newly appointed or reappointed Commissioner must be administered the oath of office, as required by Illinois law.

u. All Commissioners shall sign an ethics statement.

v. All Commissioners shall annually complete a statement of economic interest form.

w. All Commissioners shall show evidence of certification of completion of the Open Meetings Act training, in the timeline and frequency required by law.

x. The Board shall review and adopt an overall strategic plan to confirm the District's mission, vision, and values, and to establish goals in support of its mission and vision.

y. The Board shall review District and community needs to ensure facilities and services provided are aligned with those needs.

z. The Board may encourage District cooperation with other agencies including governmental, public, private, voluntary, not-for-profit and other organizations.

aa. The Board shall communicate District strategy and achievement throughout the District's territory.

bb. The Board shall provide annual guidance to the Executive Director regarding District-wide goals during the annual budget process in accordance with the District's Strategic Plan.

cc. The Board shall review and approve the monthly Treasurer's Report, Disbursement Report and other financial reports.

dd. The Board may approve and issue bonds and referenda.

ee. The Board shall authorize and approve an annual audit of the District's Finances.

ff. The Board shall approve an annual budget that supports the mission of the District and in accordance with the District's Strategic Plan.

gg. The Board and the District shall operate under the authority granted by the Act and in compliance with applicable State of Illinois and Federal Laws.

hh. The Board shall review, and may adopt and approve contracts, leases, license agreements, resolutions, policies, ordinances, collective bargaining agreements, partnerships, and sponsorships that it deems to be in the best interest of the District.

ii. Commissioners shall utilize professional development dollars to educate themselves and improve their understanding of the District's mission, issues facing the District and special district leadership practices.

jj. The Board shall perform a self-evaluation on an annual basis.

ARTICLE 5 - Officers

5.1 Election of Officers

Not later than the August regular monthly meeting each year the Commissioners shall elect from their members by majority vote a President, Vice-President, Secretary, Treasurer, and Assistant Secretary/Treasurer who shall hold office until the election of such officers in the following twelve months. In the absence of any of these officers at any meeting or session, the Board may elect such pro-tem officers as are necessary to conduct the meeting or session, and to accomplish any business authorized by the Board at such meeting or session.

5.2 The President Shall:

a. Exercise those powers and perform those duties prescribed by law and/or resolutions of the Board

b. Approve the items of business to be placed on any agenda for any meeting, session or public hearing.

c. Preside at all of the meetings, sessions and public hearings of the Board.

d. Execute contracts, ordinances, resolutions or other documents so adopted and authorized by the Board, except when such authority is expressly delegated to another officer by law, or by these bylaws and/or resolutions of the Board.

e. Appoint or remove, with or without cause, the members of any committee and specify the functions of any such committee in writing with the advice and consent of the Board.

f. A Commissioner shall only be eligible to serve as President after a minimum of one (1) year of service as a Board member.

5.3 The President May:

a. Appoint the chairperson of any committee with the advice and consent of the Board. However, this authority may be waived, so that the committee may select a chairperson from among their own

members. In such cases, the intent to exercise this waiver shall be stipulated in the functions of the committee which shall be specified in writing as provided for in these bylaws.

b. Call a special meeting of any committee over and above the usual manner in which such a meeting may be called as provided for in these bylaws.

5.4 The Vice-President shall, at the request of the President, or in the President's absence or inability to act, exercise those powers and perform those duties of the office of President as prescribed by law, these bylaws and/or resolutions of the Board.

5.5 The President Pro-Tem shall in the absence or inability of the President or the Vice-President to act at any meeting, the Board may select from their members a President Pro-Tem who shall serve as the presiding officer and execute those documents so authorized by the Board.

5.6 The Secretary shall:

a. Exercise those powers and perform those duties prescribed by law, these bylaws and/or resolutions of the Board.

b. Maintain at the headquarters the certified original copy of these bylaws, as amended; a book of the certified original record of proceedings of all meetings, sessions and public hearings of the Board; a record of the certified original copies of all ordinances; and the original copies of all reports, petitions and/or other documents submitted to and accepted or approved by the Board in accordance with the law .

c. Be the custodian of the corporate seal, if any, and affix it to any documents as provided for by the Act or in these bylaws.

d. Give, or delegate the authority to give, all notices, record and make available the minutes and/or recordings of all regular meetings, closed sessions and public hearings of the Board, and order all legal publications required by law.

e. Delegate, in writing, the authority to perform any of his/her duties to any other officers of the Board, Commissioner(s), the Executive Director, Employee(s), Consultant(s) or Agent(s) with the advice and consent of the Board.

5.7 The Treasurer shall:

a. Exercise those powers and perform those duties prescribed by law, these bylaws, District policy(s) and/or resolutions of the Board.

b. Be responsible for all of the funds and securities, and to use those banks or other depositories which are eligible under the law and selected by the Board.

c. Receive and deposit monies payable to the District.

d. Ensure an annual audit of the financial records is conducted by a certified public accountant, as required by law, who shall be selected by the Board.

e. Publish and/or file financial reports as required by law.

f. Delegate, in writing, the authority to perform any of his duties to the Assistant Treasurer or any other Commissioner, the Executive Director, District Employee(s), Consultant(s) or Agent(s) with the advice and consent of the Board.

5.8 The Assistant Secretary/Treasurer shall exercise those powers and perform those duties of the Secretary and/or Treasurer when either or both of these two officers are absent or unable to act.

5.9 Resignation and Vacancies: Any officer may resign his or her office by giving written notice of their resignation to the Board which shall become effective as stated therein. Upon a vacancy occurring in any office, for any reason, the vacancy shall be filled in the same manner as the officers are first elected in each year.

5.10 Officer Term Limits: Commissioners shall be limited to two consecutive years in any one (1) officer position so that leadership responsibilities rotate among the Board.

5.11 Succession: The Vice President may succeed the President, but such succession is not mandatory.

5.12 Removal from Office: Any officer may be removed from office by a majority vote of the Board of Commissioners, either with or without cause, whenever in its judgement the best interests of the District shall be served thereby. The removal of an officer shall be without prejudice to the contract rights, if any, of the person so removed.

ARTICLE 6 – Meetings, Sessions and Public Hearings

6.1 Procedures: The Illinois Open Meetings Act in conjunction with other applicable laws and these bylaws shall govern all matters relating to meetings, other sessions and public hearings, such as but not limited to the form and contents of notices, to whom and when notices shall be sent, in what manner notices shall be published, exhibited or made available, and how any meeting, session or public hearing shall or may be called.

6.2 Legal Holidays: No meeting, session or public hearing shall be held on a state or federal holiday.

6.3 Regular and Special Meetings:

a. A regular Meeting shall be held each month on the day, time and place as set by resolution of the Board in accordance with the Act.

b. A special Meeting may be held with the consent of a majority of the Board.

c. Reconvened or rescheduled regular meetings shall be held only in accordance with applicable law.

6.4 Study Sessions: A study session may be held with the consent and attendance of a majority of the Board and shall be called in the same manner as prescribed in the law for a special meeting. No final actions or decisions may be taken or made in a study session.

6.5 Closed Sessions: The Board shall move into or schedule a closed session only as prescribed by the law. Every Commissioner shall keep confidential all discussion and documents relating to those subjects transacted in any closed session as permitted and prescribed by law. Commissioners, Employees, and Agents of the District may not remotely attend closed sessions.

6.6 Public Hearings: Whenever required by law or whenever the Board wishes to gain input from the citizens of the District on a specific subject, project, or issue, the hearing shall be held on days and at times and places to maximize attendance and minimize inconvenience to the public as prescribed by law.

6.7 Quorum: In any meeting of the Board, the presence of a majority of the Commissioners shall constitute a quorum for the transaction of business. In the absence of a quorum at any time during the meeting, no business may be transacted.

6.8 Voting Rights:

a. Every Commissioner shall be entitled to one (1) vote on any matter properly brought before the Board, which vote may not be exercised by proxy.

b. Commissioners may remotely attend meetings only in accordance with the Open Meetings Act and any applicable rules adopted by the Board.

6.9 Conduct of Meetings, Study Sessions and Public Hearings:

a. The order of business to be transacted at any meeting, study session or public hearing shall be specified in an agenda which shall be made available in advance along with the notice as prescribed by law. The President may approve all items of business to be placed on the agenda.

b. In addition to those documents required by law, the Executive Director shall distribute to each commissioner no later than four calendar days prior to any meeting, study session or public hearing those other documents germane to the agenda which in the interest of time and efficiency would expedite the transaction of business.

c. The proceedings of any meeting, study session or public hearing shall be recorded by the Secretary or his/her designee and made available as prescribed by law.

d. The most current edition of *Roberts Rules of Order* shall govern the transaction of Board business.

ARTICLE 7 - Committees

7.1 Authority: The Board may establish committees, and may dissolve committees established, to review, discuss, research, and provide advice and/or recommendations to the Board on specified matters. No committee shall be authorized to take any formal action on behalf of the Board or the District, and the Board shall not be obligated to adopt or follow any committee advice or recommendation.

7.2 Structure: A committee may be standing or ad hoc as defined in these bylaws and may advise and recommend on general matters or matters related to a particular facility, program or issue.

7.3 Organization:

a. The Board shall establish and dissolve committees by resolution at any meeting. Committees shall function solely for the purpose(s) established by the Board.

b. Committee chairpersons shall be appointed by the President with the advice and consent of the Board.

c. Every committee shall designate a recording secretary who shall be responsible for recording and distributing meeting minutes among committee members.

d. Any committee shall be authorized to select from their own members any additional officers who would expedite its functioning in achieving the established purpose(s).

e. Any committee may adopt, with the advice and consent of the Board, rules, procedures, or policies to govern its functions, provided they are consistent with these bylaws and applicable law, and upon adoption shall be reduced to writing and filed with the Board Secretary.

7.4 Procedure for and Conduct of Committee Meetings:

a. No committee meetings shall be held on a state or federal holiday.

b. Committee meetings shall be subject to the Open Meetings Act as provided therein.

c. The presence of a majority of the members of a committee shall constitute a quorum for the transaction of the committee's business. In the absence of a quorum, no business may be transacted.

d. The most current of *Roberts Rules of Order* shall govern the transaction of committee business.

ARTICLE 8 - Administration

8.1 The Executive Director shall serve as the chief administrative officer of the District, and as such shall supervise all of the District's operations, programs and maintenance in accordance with a written job

description approved by the Board.

8.2 The Deputy Executive Director shall serve as the deputy chief administrative officer of the District, and as such shall perform such duties as may be prescribed by the Executive Director, and at the request of the Executive Director, and/or in the Executive Director's absence or inability to act, shall exercise the powers and perform the duties of the Executive Director.

8.3 The Executive Director and Deputy Executive Director shall be employees of the District, and along with all other District employees, shall serve at the pleasure of the Board, subject to the law, collective bargaining agreements or other employment contracts and agreements, and receive such compensation as shall be fixed by ordinance and/or resolutions of the Board.

8.4 The Executive Director shall submit to the Board in writing any request to create any new full-time employee position. Such request shall include justification, a job description, terms of employment, sources of funding and financial impact, position within staff hierarchy and any other information pertinent to the request.

ARTICLE 9 - Counsel, Consultants, and Agents

9.1 Legal Counsel: The Board shall retain an attorney to address and dispose of any legal matters assigned to him/her by the Board and/or the Executive Director.

9.2 Legal Counsel responsibilities shall include:

a. Acting as legal advisor to the Board and District.
b. Managing the prosecution and defense of all litigation in which the District is interested.

c. Establishing an effective working relationship with the Board and Executive Director.

d. Reviewing Board and District policies and regulations for compliance with existing laws, statutes, and policy.

e. Participating in contract preparation and negotiations.

f. Participating in intergovernmental agreement, lease, and easement preparation.

g. Attending meetings of the Board, District, and/or Committees as requested.

h. Serving as an ethics advisor for the District.

9.3 Auditor: The Board shall retain an independent auditor to perform an annual audit of District financial matters as required by law and/or as requested by the Board.

9.4 Auditor responsibilities shall include:

a. Auditing the District's financial records in accordance with applicable laws using accepted auditing and accounting practices and reporting findings to the Board.

b. Advising the District on appropriate financial policies.

9.5 Other: The Board may hire or retain any other Consultants and Agents who shall perform those tasks as specified by resolution of the Board.

ARTICLE 10 - Fiscal Affairs

10.1 Fiscal Year: The District's fiscal year shall begin on the 1st day of January of each year and shall end on the 31st day of December in the same year or as specified by law.

10.2 Budget and Appropriation Ordinance: The Executive Director shall prepare and submit, or cause his/her staff to prepare and submit, annually to the Board for its review and adoption both a tentative and final form of this ordinance in accordance with the timetable and provisions prescribed by law.

10.3 Tax Levy Ordinance: The Executive Director shall prepare and submit, or cause his/her staff to prepare and submit, annually a tax levy ordinance to the Board for its review and adoption in accordance with the timetable and provisions prescribed by law.

10.4 Procedures: The investment of monies in securities, the selection of depositories for any funds, the obtaining of fidelity or surety bonds for commissioners and employees handling funds, the publication of an annual treasurer's report, the annual filing of certain financial reports, the annual audit of the financial records by a certified public accountant, the periodic or regular reporting of the financial condition, the accountability of fixed assets and personal properties, the review and approval of the payment of current obligations, the signatures and/or counter signatures of checks, and all such other matters relating to the fiscal affairs shall be performed in accordance with the law, these bylaws, District policies and/or resolutions of the Board.

10.5 Gifts: The Board of Commissioners may accept on behalf of the District any contribution, gift, bequest, or devise for general purposes or special purpose of the District in accordance with existing policy and law.

ARTICLE 11 - Indemnification

Each person who at any time is or shall have been a Commissioner, Officer, Employee or Agent of the District, or is or shall have been serving at the request of the District as a Commissioner, Officer, Employee or Agent of another corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by this District in accordance with and to the full extent permitted by the Downstate Forest Preserve District Act of Illinois as in effect at the time of adoption of this by-law or as amended from time to time. The foregoing right of indemnification shall not be deemed exclusive of any other rights to which

a person seeing indemnification may be entitled under any by-law, agreement, vote of disinterested Commissioners or otherwise. If authorized by the Board of Commissioners, the District may purchase and maintain insurance on behalf of any person to the full extent permitted by the Downstate Forest Preserve District Act of Illinois in effect at the time of the adoption of this by-law or as amended from time to time.

ARTICLE 12 - Discrimination

The District shall not, in any of its activities or undertakings, discriminate upon the basis of race, color, creed, religion, gender, gender identity, sex, sexual orientation, or national origin.

ARTICLE 13 - Miscellaneous

13.1 Compensation: Commissioners shall serve without compensation, but may take part in District compensated educational and training opportunities as outlined by policy.

13.1 Reimbursement for Expenses: Any Commissioner, Employee, Consultant, Agent or Committee Member may be reimbursed for expenses in accordance with District policy and applicable law.

13.2 Lobbying: No Commissioner, Employee, Consultant, Agent or Committee Member shall lobby on any legislation in the name of the District unless so authorized in writing by the Board.

13.3 Gifts and Rebates: No Commissioner, Employee, Consultant, Agent or Committee Member shall accept any personal rebate, gift, money or other article of value in connection with their job duties for the District.

ARTICLE 14 - Conflict and Amendment

14.1 Headings: The headings used herein are for reference only and shall not be used to interpret or limit the contents of any Articles or Sections.

14.2 Conflict: Any ordinances, resolutions, policies and/or orders adopted or approved by the Board which are in conflict with these bylaws shall to the extent of such conflict be given no force and/or effect. The laws and/or case decisions of the State of Illinois shall control in case of any conflict with any sections or parts thereof in these bylaws.

14.3 Invalidity: If any Section or part thereof in these bylaws is found or held to be invalid, it shall not affect any of the other provisions.

14.4 Amendment: These bylaws may be amended and/or restated from time to time by four-fifths of the then sitting Commissioners. Any proposed revision and/or restatement shall be submitted in writing to the Board and shall then be placed on the agenda of two (2) consecutive regular meetings. At the second of said meetings final action must be taken on the proposed revisions.

14.5 Effective Date: These bylaws shall be effective upon passage and adoption.

ORIGINAL:
PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT 15th day of June, 2006.

AMENDED:
AMENDMENTS PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT this 16th day of February 2017.

APPROVED:
(Seal)

President: _____
Dr. Andrew Kerins

ATTEST:

Secretary: _____
Bobbie Herakovich

February 16, 2017
MEMORANDUM
To: Board of Commissioners
From: John H. Baker, Business and Finance Director
Re: Resolution 2017-03 Kickapoo Rail Trail Lease Commitment

Action Requested
Staff requests that the Champaign County Forest Preserve District Board of Commissioners adopt Resolution 2017-03 KRT Lease Commitment

Background
In its 2017 budget discussions, the Board of Commissioners discussed directing lease proceeds from the Kickapoo Rail Trail to support trail operations, specifically to pay for the increased Homer Lake employee hours to maintain the trail.

Payments from lease holders and CSX transfers for revenues mistakenly collected after the 2013 KRT purchase totaled $13,585.28 through December 31, 2016. Last year all lease holders made payments to bring all accounts up to date through year end. For 2017 the District should expect to receive an additional $3346.30 from existing lease holders. Future lease revenues are expected to increase at the Consumer Price Index rate.

If approved, this proposed resolution will dedicate all past and future KRT revenues toward the support of the KRT operations provided by the Homer Lake operational employees.

CHAMPAIGN COUNTY
FOREST PRESERVE DISTRICT
BOARD OF COMMISSIONERS

RESOLUTION R-2017-03 – Kickapoo Rail Trail Lease Commitment

WHEREAS, the Champaign County Forest Preserve District Board of Commissioners is ultimately responsible for the fiscal policy and management of the Champaign County Forest Preserve District; and

WHEREAS, The Commissioners have determined it prudent to direct Kickapoo Rail Trail lease revenues to support the trail operations;

WHEREAS, the Homer Lake Forest Preserve and employees are responsible for the operation and maintenance of the Kickapoo Rail Trail;

NOW THEREFORE BE IT RESOLVED that the Champaign County Forest Preserve District commits past KRT lease revenues of $13,585.28 and all future KRT lease revenues to the support of Homer Lake Forest Preserves operations, until and unless this commitment is revoked or replaced by a future Champaign County Forest Preserve District Board of Commissioners.

PASSED, ADOPTED AND APPROVED THIS 16th DAY OF FEBRUARY 2017.

_____
President
Andrew J. Kerins

_____
Vice President
Sarah Livesay

_____
Treasurer
Philip E. Hult

_____
Secretary
Bobbie Herakovich

_____
Assistant Secretary/Treasurer
William G. Goodman

February 7. 2017

MEMORANDUM

To: Board of Commissioners
From: John Baker – Business and Finance Director
Re: Resolution 2017-04 Golf Liability Removal

Action Requested

Staff requests the Board approve Resolution 2017-04 Golf Liabilities Removal

Background

CCFPD Golf Course operations fell short of its 2016 expenditures by $87,279.65. This request is to remove this liability from the Golf Fund balance sheet, as well as its corresponding asset from the Corporate Fund balance sheet.

Because of decreases in golf play at the Lake of the Woods Golf Course due to national economic trends, it has been necessary for debts in the Golf Fund to be transferred in recent years to the Corporate Fund. Initially these transfers were believed to be temporary with short term repayments made within a definite period. However, national and local trends in golf play continue to require subsidies for the Lake of the Woods Golf Course operations. In recognition of this reality, the Board of Commissioners has approved the forgiveness of $208,801 in golf liabilities, $120,000 for golf carts, and $88,801 for golf operations from 2013 to 2015.

The 2016 Working Budget anticipated that golf operations would continue to have a shortfall and included a Corporate Fund budget transfer of $29,162 to Golf to cover the anticipated shortfall. Unfortunately this transfer is not sufficient to eliminate the entire golf liability.

The 2017 Working Budget included an anticipated transfer of $124,771 from the Corporate Fund to cover the expected Golf operations shortfall for this year.

CHAMPAIGN COUNTY
FOREST PRESERVE DISTRICT
BOARD OF COMMISSIONERS

RESOLUTION R-2017-04 Golf Liability Removal

WHEREAS, the Champaign County Forest Preserve District in Champaign County, Illinois, is a district organized and existing under the Forest Preserve Act of the State of Illinois, as amended, AND

WHEREAS, the Hartwell Howard (e.g. Lake of the Woods) Golf Course operates as a proprietary fund within the Champaign County Forest Preserve District, AND

WHEREAS, the Board of Commissioners previously approved the removal of $69,392 in the Golf operations shortfalls for 2013 and 2014 operations and $19,409 for 2015, AND

WHEREAS, the Board of Commissioners budgeted $29,162 in transfer funds from the Corporate to Golf funds in anticipation of needed support for 2016 Golf operations, AND

WHEREAS, the 2016 Golf operations revenues of the Champaign County Forest Preserve District fell short of operating expenses by $87,279.65 on a cash basis as of December 31, 2016, AND

WHEREAS, national and local trends in golf rounds played and revenues have yet to recover to the extent that the Golf operations would be sufficient for the repayment of golf liabilities,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign County Forest Preserve District approve the removal of $87,279.65 in liabilities from the Golf Fund balance sheet and the corresponding removal of $87,279.65 in assets from the Corporate Fund balance sheet.

PASSED, ADOPTED AND APPROVED THIS 16th DAY OF FEBRUARY, 2017.

_____
President

ATTEST:

_____
Secretary

February 3, 2017

MEMORANDUM

To: CCFPD Board of Commissioners

From: Daniel J. Olson, Executive Director, Champaign County Forest Preserve District

Re: CCFPD and St. Joseph Maintenance and Trail Upgrade Agreement

Action Requested

Staff requests the Champaign County Forest Preserve District Board of Commissioners approve the attached Intergovernmental Agreement for Kickapoo Rail Trail Maintenance and Trail Upgrade within the Village of St. Joseph.

Background

In June of 2016, the Village of St. Joseph proposed upgrading a portion of the Kickapoo Rail Trail through St. Joseph to asphalt, in exchange for a maintenance agreement with the Champaign County Forest Preserve District.

Since that time, drafts of the agreement have been discussed by both parties and items were negotiated. Legal counsel representing both parties reviewed and commented on drafts. Those reviews have been incorporated into the attached Agreement.

The CCFPD Board preliminarily approved the Agreement in 2016, with final approval from CCFPD once the Village of St. Joseph has approved the Agreement.

The last communication/discussion between the Village and CCFPD was a memo dated 8/22/16 and further discussed at a subsequent Village Board meeting.

The Village of St. Joseph is preparing to pass the agreement at the Feb. 14, 2017 regular meeting.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF ST. JOSEPH, ILLINOIS, AND THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT CONCERNING PROPERTY MAINTENANCE

This INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2017, by and between the VILLAGE OF ST. JOSEPH ("St. Joseph"), an Illinois Municipal Corporation, and the CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT ("Forest Preserve District"), an Illinois unit of local government, (collectively the "Parties").

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., authorize units of local government to contract or otherwise associate among themselves to obtain or share services, and to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, St. Joseph and the Forest Preserve District are public agencies as that term is defined in the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and

WHEREAS, it is in the mutual best interests of St. Joseph and Forest Preserve District to enter into this Intergovernmental Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings herein contained, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

INCORPORATION OF PREAMBLES: Each of the Whereas paragraphs set forth above are incorporated herein and made a part of this Agreement.

PURPOSE: The purpose of this Agreement is to share the duties and costs associated with upgrading a portion of the Kickapoo Rail Trail in return for maintenance of certain properties owned by the Forest Preserve District (collectively the "Property") by St. Joseph. The Property is depicted on Exhibit A, attached hereto and made a part hereof by this reference.

MAINTENANCE RESPONSIBILITY: St. Joseph will be solely responsible for the grass mowing and trimming and snow removal of all of the Property. For purpose of this Agreement, St. Joseph's maintenance responsibility includes, but is not limited to grass mowing and trimming and snow removal for the Property, in accordance with industry standard best management practices and maintenance of bike/walking paths. In addition, St. Joseph will be solely responsible for the maintenance and upkeep of any and all St. Joseph infrastructure currently or subsequently located in the Property or other Forest Preserve District Property within St. Joseph village limits.

SUPERVISION: There is a mutual recognition that certain of St. Joseph's activities on the Property may require a site superintendent or other appropriate Forest Preserve District

staff to work jointly with St. Joseph staff to complete necessary projects. It is agreed that the Forest Preserve District will provide such supervision and support when reasonably requested.

MAINTENANCE: St. Joseph agrees to mow and trim turf at no charge to the Forest Preserve District at the Property, at a frequency no less than every two weeks from April to Oct., subject to weather conditions. St. Joseph must not allow turf vegetation to reach 6 (six) inches or greater in height. St. Joseph will remove snow from the Property consistent with St. Joseph's standard snow removal practices for sidewalks within the St. Joseph business district at no additional charge to the Forest Preserve District. Administration of the maintenance program will be conducted to the mutual satisfaction of the Forest Preserve District's Homer Lake Forest Preserve Site Superintendent and the Village Mayor.

TRAIL SURFACE UPGRADE: In exchange for the providing maintenance services as contemplated in the previous paragraph, the Forest Preserve District agrees to upgrade the surface and subsurface, during construction of the Kickapoo Rail Trail, from crushed limestone to hot mix asphalt, where it runs between North Second Street to North Seventh Street, in St. Joseph Illinois.

SNOW STOCKPILING: As additional consideration, the Forest Preserve District agrees to allow St. Joseph to stockpile snow from St. Joseph's general snow removal operations in a designated area of Forest Preserve District ownership, until such a time as the area will be developed for other purposes. The designated area must be approved by both parties.

REVERSION: There is mutual recognition the Property is "railbanked" pursuant to federal law, and as such is subject to a right of reversion that allows the federal government to convert the line back to rail if needed. If such reversion occurs, this Agreement shall terminate automatically on the date the Forest Preserve District is required to vacate the Property.

NOTICE: All notices required to be provided under this Agreement shall be in writing and served either (a) personally during regular business hours; or (b) by registered or certified mail, return receipt requested, properly addressed with postage prepaid and deposited in the United States mail. Notices served personally shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service.

ASSIGNMENT: Neither party shall assign, transfer, or convey this Agreement or its obligations or interests hereunder to any person or entity, without the written consent of the corporate authorities of the other party.

EXECUTION: This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original, and such counterparts together shall constitute one and the same Agreement.

ENTIRETY OF AGREEMENT: This Agreement contains the entire understanding between the Parties concerning the maintenance of the Property, and supersedes any prior understanding or written or oral agreements between them with respect to the subject matter of this Agreement. There are no representations, agreements, arrangements or understandings, oral or written between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein. No oral modification, amendment, or change hereto shall be allowed to this Agreement. Any modification, amendment, or change hereto shall be in writing and approved by the corporate authorities of St. Joseph and Forest Preserve District.

NO DUTY TO THIRD PARTIES: This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Forest Preserve District and/or St. Joseph, and/or any of their respective officials, officers and/or employees.

AUTHORITY: Execution of this Agreement by St. Joseph is authorized by a resolution passed by the Mayor and Board of Trustees of the Village on _____, 2016. Execution of this Agreement by Forest Preserve District is authorized by a resolution passed by the Board of Commissioners of the Forest Preserve District on _____, 2016. The Parties represent and warrant to each other that they have the authority to enter into this Agreement and perform their obligations hereunder.

DISCLAIMER OF RELATIONSHIP: Nothing contained in this Agreement, nor any act of St. Joseph or Forest Preserve District shall be deemed or construed by either of the Parties hereto or by third persons, to create any relationship of third party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving St. Joseph and Forest Preserve District.

TERM: The initial term of this Agreement shall be for ten (10) years, commencing on the date set forth above. This Agreement shall automatically renew thereafter on an annual basis on the anniversary of the commencement date, unless either party provides the other party notice at least 30 days prior to such renewal date, of its intention to terminate this Agreement. Upon such proper 30 days' notice prior to the anniversary date of this Agreement (the date upon which the Agreement is first executed and finalized by both parties) this Agreement shall terminate.

INDEMNIFICATION:

a. Forest Preserve District hereby agrees to save, hold harmless, indemnify, and defend St. Joseph and its officials, officers, employees, and agents, from and against any and all loss, damage, injury or death, including reasonable attorneys' fees and costs associated therewith, caused by or arising out of Forest Preserve's performance under this Agreement, or the lack thereof, exclusive of loss, damage, injury or death directly resulting from the acts or omissions of St. Joseph, or its officials, officers, employees or agents.
b. St. Joseph hereby agrees to save, hold harmless, indemnify, and defend Forest Preserve District and its officials, officers, employees, and agents, from and against any and all loss, damage, injury or death, including reasonable attorneys' fees and costs associated therewith, caused by or arising out of St. Joseph's performance under this Agreement, or the lack thereof, exclusive of loss, damage, injury or death directly resulting from the acts or omissions of Forest Preserve District, or its officials, officers, employees or agents.
c. Notwithstanding subsections (a) and (b) above, nothing contained in this Section 15 shall constitute a waiver of any privileges, defenses or immunities either of the Parties may have under the Local Governmental And Governmental Employee Tort Immunity Act (745 ILCS10/1-101 et seq.)
d. The obligations of this Section "Indemnification" shall survive the termination of this Agreement.

ENFORCEABILITY: If any provision of this Agreement, or any section, sentence, clause, phrase or word or the application thereof is held invalid, the remainder of this Agreement shall be construed as if such invalid part were never included and this Agreement shall be and remain valid and enforceable to the fullest extent permitted by law provided that the Agreement, in its entirety as so reconstituted, does not represent a material change to the rights or obligations of the Parties.

CHANGE IN LAWS: The Parties agree to immediately notify each other of any change in conditions or change in federal, state or local law, or of any other event, which may significantly affect its ability to perform its obligations in accordance with the provisions of this Agreement.

JURISDICTION AND VENUE: This Agreement concerns property located within, and actions and activities to be performed within, the State of Illinois. Accordingly, this Agreement, and all questions of interpretation, construction and enforcement hereof, and all controversies hereunder, shall be governed by the applicable statutory and common law of the State of Illinois.

COMMUNICATIONS: St. Joseph and the Forest Preserve District agree that personnel of each Party will meet annually to review the past calendar year and activities, and after

the initial 10-year term renewal of Agreement. St. Joseph and the Forest Preserve District agree to notify each other by January 31st, or as soon as possible thereafter, of any construction projects for the upcoming year that may take place on maintained Property.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the _____ day of _____, 2017.

VILLAGE OF ST. JOSEPH

By: _____
St. Joseph Mayor

Attest: _____
St. Joseph Clerk

CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

By: _____
CCFPD Board President

Attest: _____
CCFPD Board Secretary

Exhibit A: Map of Kickapoo Rail Trail in St. Joseph designating areas of maintenance need and trail upgrade.

Exhibit A - Champaign County Forest Preserve District
& Village of St. Joseph Maintenance Agreement

Construction Phases

- Phase 1 (Spring of 2016)
- Phase 2 (Schedule TBD)
- Phase 3 (Schedule TBD)

- Mowing and Trimming Area
- Snow Removal Area

The GIS data shown here is intended to be used as a general index to spatial information, and is not intended for detailed, site-specific analysis or resolution of legal matters.

150

0 125 250 500 Feet

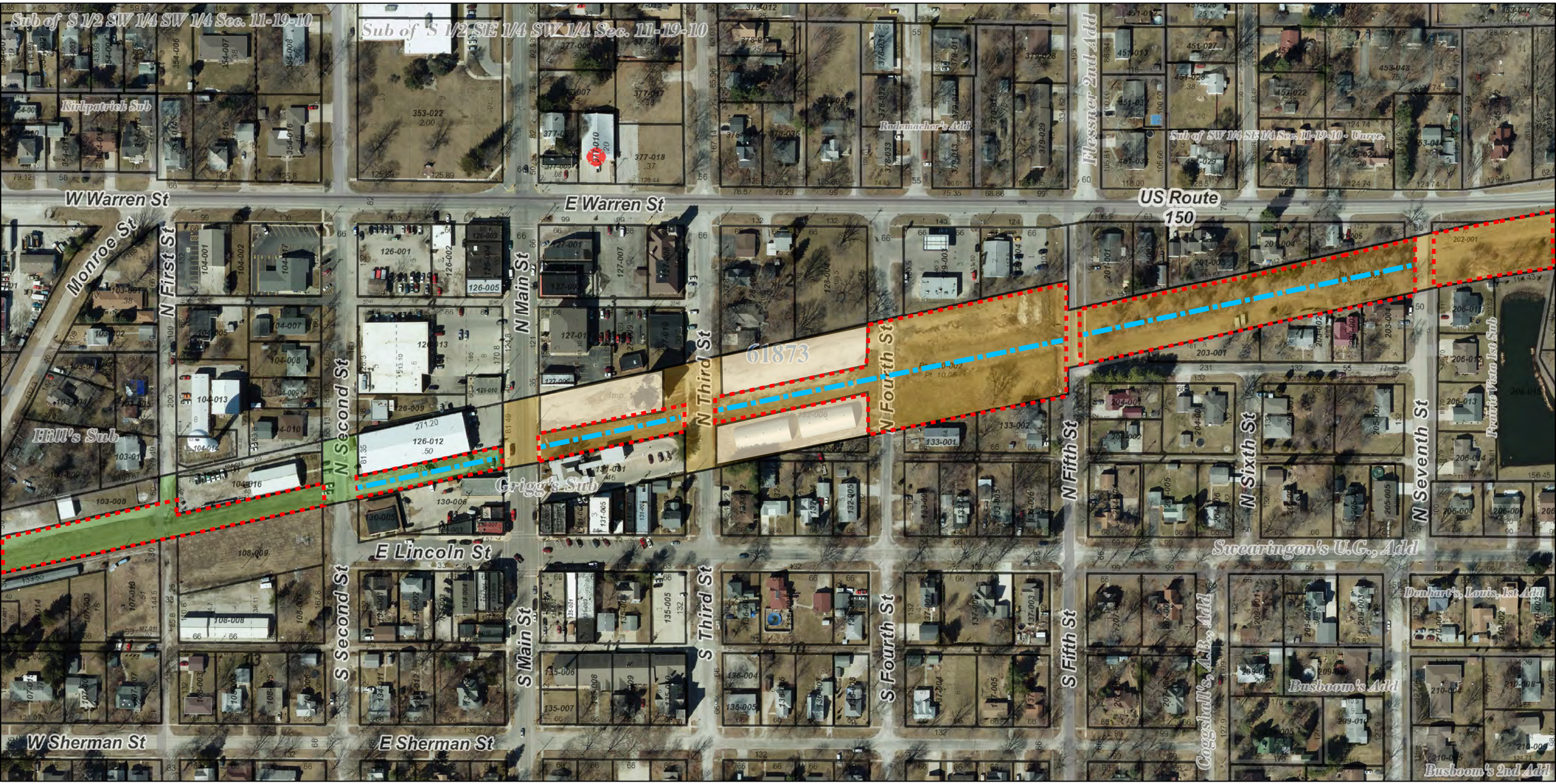
N

Construction Phases

- Phase 1 (Spring of 2016)
- Phase 2 (Schedule TBD)
- Phase 3 (Schedule TBD)

- Mowing and Trimming Area
- Snow Removal Area

Exhibit A - Champaign County Forest Preserve District & Village of St. Joseph Maintenance Agreement



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0 125 250 500 Feet

N

Construction Phases

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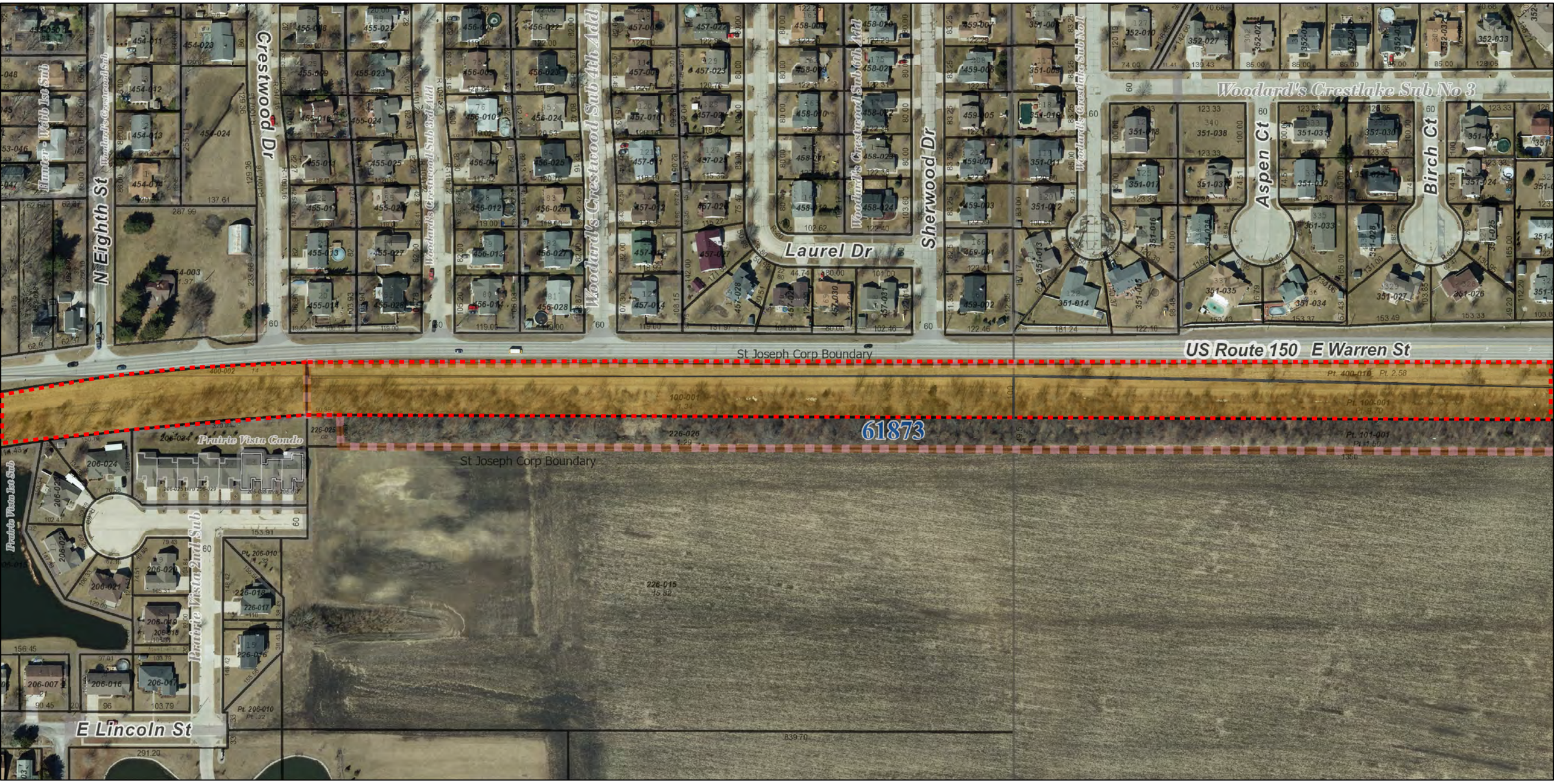

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0 125 250 500 Feet

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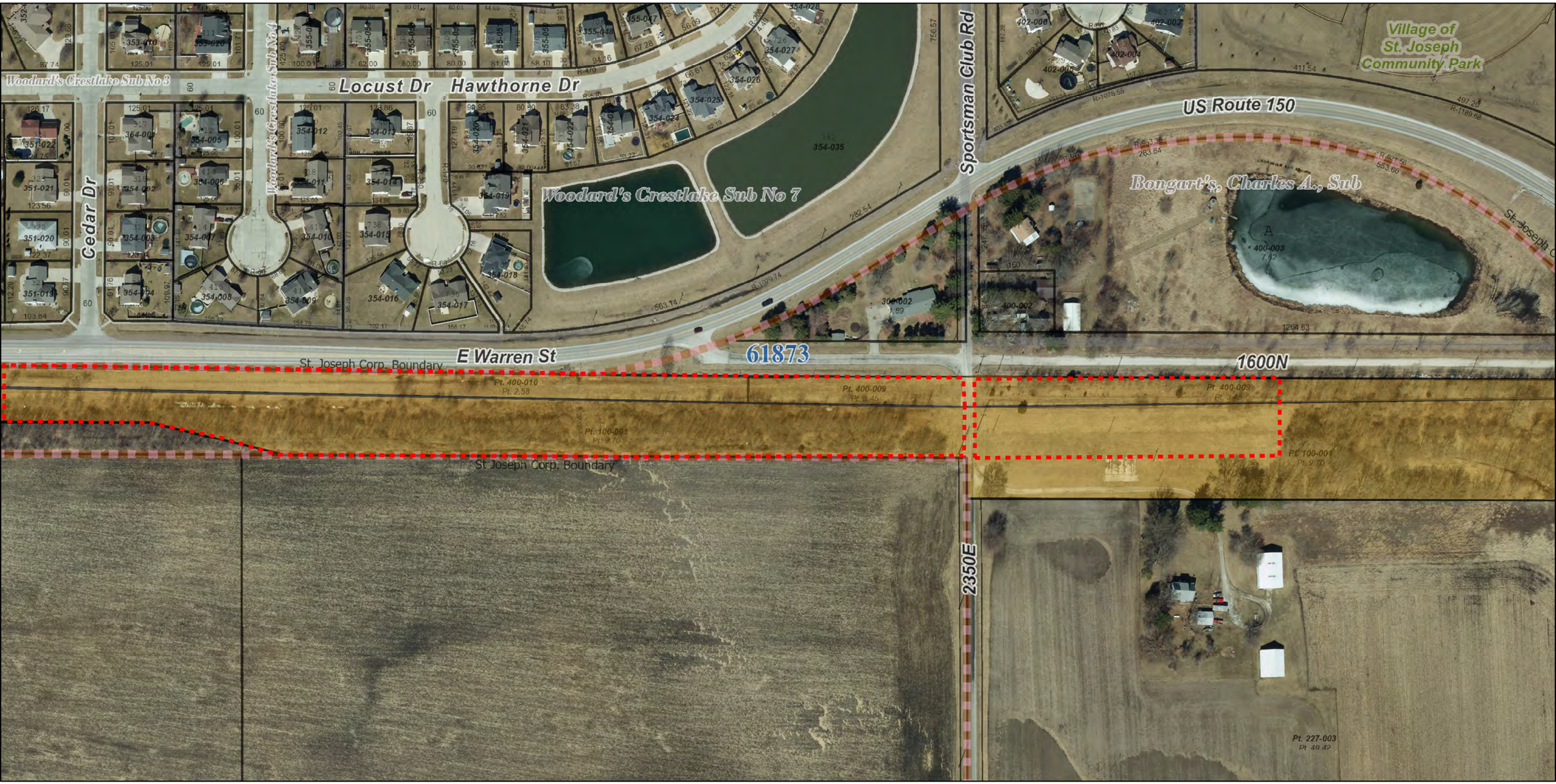
- Mowing and Trimming Area
- Snow Removal Area



The GIS data shown here is intended to be used as a general index to spatial information, and is not intended for detailed, site-specific analysis or resolution of legal matters.

0 125 250 500 Feet

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February 10, 2017

MEMORANDUM

To: Board of Commissioners

From: Daniel J. Olson, Executive Director

Re: Intergovernmental Agreement for Kickapoo Rail Trail/Weaver Park Trailhead Feasibility Study

Action Requested

Staff requests that the Board of Commissioners approve the Intergovernmental Agreement between the Urbana Park District, the Champaign County Forest Preserve District, and the City of Urbana to complete a feasibility study of Weaver Park as a trailhead for the Kickapoo Rail Trail.

Background

Long-term planning at the Urbana Park District (UPD) considered using the area known as Weaver Park as a possible trailhead for the future Kickapoo Rail Trail (KRT). The park is not yet designed or developed to UPD's patron's needs, so at this time, design aspects of the Park can be developed with an eye to the KRT.

One hurdle to the KRT/Weaver Park Trailhead concept is determining the most appropriate access through city (and/or unincorporated) areas to move between the trail and the park. This feasibility study, to be completed by the Champaign County Regional Planning Commission (CCRPC), will examine possible routes and designs.

Urbana Park District solicited a proposal for the study on behalf of the UPD, CCFPD, and City of Urbana. The three entities met with CCRPC to discuss details, and decided to bring the Intergovernmental Agreement for consideration. There will be a cost associated with the study.

The IGA presented in this board packet is only a sample agreement. The Agreement is currently being examined by legal counsel for all three entities. If finalized, an updated copy will be brought to the Board Meeting.

SAMPLE PLACEHOLDER

AN INTERGOVERNMENTAL AGREEMENT
PROVIDING FOR THE COOPERATION IN THE KICKAPOO RAIL TRAIL CONNECTION TO WEAVER PARK FEASIBILITY STUDY

This Intergovernmental Agreement, including any exhibits and attachments, is made and entered into as of this _____ day of _____, 2017, but actually executed by each of the parties on the date set forth beneath their respective signatures below, by and between the City of Urbana, an Illinois Municipal Corporation (hereafter "City"), the Champaign County Forest Preserve District, an Illinois Municipal Corporation (hereafter "Forest Preserve District") and the Urbana Park District, an Illinois Municipal Corporation (hereafter "Park District").

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the City, the Forest Preserve District, and the Park District to enter into agreements among themselves and provide authority for intergovernmental cooperation; and,

WHEREAS, the Forest Preserve District owns and is constructing the Kickapoo Rail Trail that will terminate at East Main Street in Urbana at the time of this Agreement; and

WHEREAS, the City, the Forest Preserve District and the Park District have conducting planning that includes connectivity of the Kickapoo Rail Trail with Weaver Park and the surrounding area; and

WHEREAS, the City has jurisdiction over the roads and streets that that will connect with the Kickapoo Rail Trail; and

WHEREAS, the Urbana Park District owns Weaver Park on East Main Street, a signature Park that is under development and will feature a primary trailhead capable of hosting large events for the Kickapoo Rail Trail; and

WHEREAS, the Champaign County Regional Planning Commission has provided a proposal to conduct the Kickapoo Rail Trail Connection to Weaver Park Feasibility Study for a total of $18,496.94; and

WHEREAS, the City, the Forest Preserve District and the Park District seek to enter into an Intergovernmental Agreement Providing for Cooperation in the Kickapoo Rail Trail Connection to Weaver Park Feasibility Study; and

NOW THEREFORE, PURUSANT TO THE INTERGOVERNMENTAL COOPERATION ACT, THE PARTIES AGREE AS FOLLOWS:

1. The Park District is authorized to act as contracting agent for the City and the Forest Preserve District to do that which is necessary to conduct the Kickapoo Rail Trail Connection to Weaver Park Feasibility Study.

DRAFT

2. Exhibit A attached hereto and incorporated herein by reference, sets forth the scope of work of the Study.

3. The City, Forest Preserve District and the Park District acknowledge that during the course of the Study it may become necessary to award additional services to the contract to address unforeseen conditions. The District agrees to provide the City and the Forest Preserve District with an opportunity to review additional services proposals prior to their approval by the Park District that are relevant to the Study. The City and the Forest Preserve may accept or reject any additional costs attributable to the Study.

4. The Park District agrees to make all payments to the Regional Planning Commission in accordance with the contract documents. The City and the Forest Preserve District agree to reimburse the Park District for their respective costs of their portion of the Study. The City agrees to reimburse the Park District $6,165.64. The Forest Preserve District agrees to reimburse the Park District $X,XXX.XX. The City and the Forest Preserve District shall make payment to the Park District within sixty (60) days of the request from the Park District and following payment of the final billing for the Study.

DRAFT

Notice given hereunder shall be given to:

The Park District at:
Executive Director
Urbana Park District
303 W. University Ave
Urbana, IL 61801

The City at:
City Engineer
City of Urbana
706 South Glover Avenue
Urbana, IL 61802

The Forest Preserve District at:
Executive Director
Champaign County Forest Preserve District
P.O. Box 1040
Mahomet, IL 61853

IN WITNESS WHEREOF, the City and the District have executed this Agreement.

URBANA PARK DISTRICT

By_____
Michael W. Walker – Board President

Date:_____

By_____

CITY OF URBANA, ILLINOIS

By_____
Laurel Lunt Prussing - Mayor

Date:_____

By_____

CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

By_____
XXXXXXXX - XXXXX

Date:_____

By_____

DRAFT

February 7, 2017
MEMORANDUM
To: Board of Commissioners
From: Matthew Kuntz, Middle Fork Site Superintendent
Re: Middle Fork Tractor Replacement (With Front End Loader and Root Grapple)

Action Requested
Staff requests the Board of Commissioners approve the bid for one (1) new John Deere 4052R Compact Utility Tractor with John Deere Front End Loader H180 and Frontier AV20E Root Grapple from John Deere AHW, LLC. for Forty Five Thousand, Seven Hundred, and Thirty Dollars and Thirty Six Cents ($45,730.36).

Background
The new tractor will replace a John Deere 1070 tractor purchased in 1997, with 1,700 hours.

This bid was publicly advertised and three bids were received as follows:

Niemeyer Repair Service	$ 48,300.00
Birkey's Farm Store Inc.	$ 45,745.00
AWH John Deere	**$ 45,730.36**

John Deere is the lowest responsive bidder, but the bid came in over budget by $1,730. We are requesting the cost difference be budgeted from the eBay Equipment Fund.

Funding
2017 CCFPD Capital Equipment Expenditures

Total Amount Budgeted:	$ 44,000.00
John Deere Price	$ 45,730.36
	$ (1,730.36)
2017 eBay Equipment Fund	$ 1,730.36
Balance	**$ 0.00**