CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Thursday, October 21, 2021, 6:00 pm
Education Classroom, Museum of the Grand Prairie,
Lake of the Woods Forest Preserve, Mahomet, IL
Via Zoom meetings (www.zoom.us)

To view: https://us02web.zoom.us/j/84100040630?pwd=bGZZcVRCV05YejQ5aXJhT1lOTUpzdz09
Meeting ID: 841 0004 0630
Password: 762012
Submit public comments to hq@ccfpd.org prior to the meeting or in "Chat" screen during the meeting

Pursuant to the Gubernatorial Disaster Proclamation State of Illinois related to the COVID-19 pandemic and in accordance with changes to the Open Meetings Act (Public Act (P.A. 101-0640), CCFPD has determined that it is not practical or prudent for a majority of members to attend this meeting in person. Furthermore, it is unfeasible to hold the meeting in the regular meeting location accessible to the public due to the disaster and therefore no individuals will be allowed to attend this meeting in person. Members of the public body will attend remotely using Zoom and members of the public may also attend via Zoom using the link above. Questions or public comments should be submitted to the email listed above. ***If possible, please submit comments at least two hours prior to the meeting. All public comments will be read aloud and provided in writing for the Board of Commissioners. Comments submitted after the close of the public comment period may not be read until the subsequent board meeting.***

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. AGENDA MODIFICATIONS
IV. APPROVAL OF CONSENT AGENDA (Items A through C)
   A. Minutes of Regular Meeting on September 16, 2021
   B. Minutes of Executive Sessions on September 16, 2021
   C. Monthly Staff Reports
V. FOREST PRESERVE FRIENDS FOUNDATION REPORT
VI. CITIZENS ADVISORY COMMITTEE REPORT
VII. COMMISSIONERS' REPORT
   A. Commissioner Comments
VIII. STAFF REPORTS/DISCUSSION ITEMS
   A. Executive Director Announcements
   B. Comprehensive Plan Update
   C. Third Quarter Program Budget Report
   D. 2022-2023 Fees Review
   E. Golf Carts Purchase Discussion

IX. NEW BUSINESS

A. Disbursements for Approval [*Roll Call*]
B. September Treasurers Report [*Roll Call*]
C. Ordinance 2021-01 Tentative Tax Levy [*Roll Call*]
D. IPRA/IAPD Conference Credentials [*Roll Call*]
E. KRT Temporary Easement Request *[Roll Call]*
F. Compensation & Classification Study Approval *[Roll Call]*

X. ADJOURNMENT

ANNUAL CALENDAR
CCFPD Board of Commissioners

JANUARY
- Board Vision/Goal Setting Retreat, if requested

FEBRUARY - AT CHAMPAIGN OR URBANA LOCATION TBD
- Strategic Plan Update, if needed
- Release of Executive Session Minutes
- Destruction of Verbatim Recordings of Executive Session Minutes

MARCH

APRIL

MAY
- Champaign County Board CCFPD Commissioner re-appointment notice filed
- Annual Report

JUNE - ANNUAL JOINT MEETING OF BOC, CAC AND FOUNDATION, HOMER LAKE
- Prevailing Wage Ordinance (no longer necessary, per new IL legislation)

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
- Current Fiscal Year Projects Update
- Audit Presentation and Approval

AUGUST
- Annual Financial Signatories Resolution
- NRPA Travel

SEPTEMBER
- Budget Update
- Release of Executive Session Minutes
- Destruction of Verbatim Recordings of Executive Session Minutes
- 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
- Appointment of CAC Members for Following Year
- Following Year's Meeting Schedule Distributed

ADDITIONAL

- Resolution to Sell District Items (once or twice a year as needed)
- Capital Equipment Purchases (as needed/budgeted)
- Capital Project Contracts and/or Vendor Purchases (as needed/budgeted on projects over $10,000)
- Bond Ordinance and Public Hearing (every other year in January or February)
- Traffic Counter and/or KRT User Survey Results, as available

Upcoming Events

Note: Due to the restrictions put in place in Illinois to protect residents from the spread of the COVID-19 virus, meeting locations may differ from what is listed here. Please check the ccfpd.org website for up-to-date location changes, which will be posted 48 hours ahead of the listed meeting date and time.

Board of Commissioners Meeting - Thursday, October 21, 2021 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, at 6:00 p.m.

Study Session of the Board of Commissioners – Tuesday, November 2, 2021 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, 6:00 p.m.

KRT at Sleepy Creek Online Auction – Auction starts Thursday, November 4, online and runs through Sunday, November 21, 2021.

Board of Commissioners Meeting - Thursday, November 18, 2021 at the Museum of the Grand Prairie Classroom, Lake of the Woods Forest Preserve, 900 N. Lombard, Mahomet, Illinois, 6:00 p.m.

Board of Commissioners Meeting - Thursday, December 16, 2021 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/IPRA Soaring to New Heights Conference – January 27-29, 2022 at the Hyatt Chicago.

The Great Lakes Parks Training Institute - February 28 to March 3, 2022 at Pokagon State Park, Angola, Indiana. **Virtual Institute** – March 7-9, 2022.

Journal of Proceedings
REGULAR MEETING – BOARD OF COMMISSIONERS
September 16, 2021, 6:00 pm
Headquarters, Lake of the Woods Forest Preserve, Mahomet, Illinois

Via Zoom meetings (www.zoom.us)

Meeting ID: 841 0004 0630

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting on Thursday, September 16, 2021 via Zoom due to the Illinois Governor's Executive Order 2020-10. Commissioner Goodman called the Regular Meeting to order at 6:01 p.m. Commissioner Hays called the roll. The following Commissioners were in attendance by both audio and video: Goodman, Hays, Herakovich, Kerins, and Livesay.

REMOTE ATTENDANCE – None

PUBLIC COMMENT – None

AGENDA MODIFICATIONS – None

PRESENTATIONS
HR Generalist, Dara Edgington, introduced Rachael Skaggs, representing HRgov. Ms. Skaggs gave a visual presentation of a recent Compensation Study that had been completed for the District by HRgov. Commissioners thanked Ms. Skaggs for their work on the document and taking the time to cover the information with them this evening. Edgington covered the 3 scenarios in the memo that was included in the packet. Commissioner questions to Edgington included: Classification titles change confirmation, District merit increase background, ability to hire with experience, and clarification on the PT Naturalist position. Edgington responded, in regard to merit increases, that the District hasn't offered in the past. Kerins polled Commissioners on their choice of scenarios. All concurred option 3 was their preferred choice. Edgington noted the committee recommendation would come back to the Board in October. Kerins confirmed a 5-year phase-in with option 3. Edgington noted that was correct. District Finance Director, John Baker, noted they will update figures for budget impact.

APPROVAL OF CONSENT AGENDA
A. Minutes of Regular Meeting on August 19, 2021
B. Minutes of Special Meetings on July 27, August 11, August 12, August 17, August 18, August 26, and September 2, all in 2021.
C. Minutes of Executive Session on July 27, August 11, August 12, August 17, August 18, August 19, August 26, and September 2, all in 2021.
D. Monthly Staff Reports

Commissioner Kerins made a motion to approve the consent agenda. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

COMMISSIONERS REPORT

A. Forest Preserve Friends Foundation

Commissioner Livesay reported she had not attended the last meeting, but was given meeting information by FPFF President, Will Timmons. Livesay noted at the last meeting; they unveiled the bench honoring FPFF member, Bob Espeseth, at the Lake of the Woods Botanical Garden, approved upcoming events including bike month, and sponsorship for the NAWC, discussed a shared with the District part-time social media specialist position, KRT Sleepy Creek fundraising auction, and the October 16th Buffalo Trace donor event.

B. Citizens Advisory Committee

Commissioner Hays noted the group had not met over the past month. Hays reported in regard to outreach, an email had been sent out on the group's interest in participating at the Urbana Farmers Market. Sprinkle noted she had already received a few responses.

C. Commissioner Comments

Commissioners cited the following items from staff reports and observations:

- Grants
- Projects/Construction
- The new IPRA Forest Preserve group
- Golf play and grounds
- Volunteer foot golf event
- Camper programs at Middle Fork
- USRC mussel survey
- Middle Fork River Clean up
- People's Choice Awards
- IT Committee for cyber work information
- Museum's ball game online program
- District Golf Pro's coaching of the Mahomet Seymour High School team

All commissioners commended staff on the wonderful appearance of all preserves.

Commissioners thanked Wuellner for her past leadership and wished her well on her retirement, and also welcomed the District's new Executive Director, Lorrie Pearson.

Executive Director Report

A. Announcements –Wuellner thanked Edgington and the Compensation Committee for their work on the Compensation Study; and Edgington for her work regarding the recent District Executive Director Search. Wuellner also noted District volunteers, Sandy Lu and Fred Newport, will be honored at an upcoming Volunteer Gala Event in the community, and expressed thanks to Museum staff for their work on the recent Prairie Stories event at the Museum. Wuellner also welcomed the new District Executive Director, Lorrie Pearson, noting her wish for Pearson's success.

OLD BUSINESS - None

NEW BUSINESS

A. Disbursements for Approval

Commissioner Herakovich moved to approve the payment of $170,688.98 in disbursements dated August 20, 2021 through September 16, 2021. Commissioner Hays seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

B. Treasurers Report - August

Commissioner Herakovich moved the Board approve the August 2021 Treasurer's report. Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

C. Resolution 2021-13 Financial Signatories

Commissioner Livesay moved the Board approve Resolution 2021-13 Financial Signatories, to authorize commissioners and specific staff to handle District financial transactions and investments. Commissioner Hays seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

D. 2020-2021 Transfers

Commissioner Herakovich moved the Board authorize $9,338 in fund transfers as described in packet information. Commissioner Hays seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

E. DCEO Tourism Attractions & Festivals Grant

Commissioner Kerins moved the Board authorize an application for a Tourism Attractions & Festival Grant, administered through the Illinois department of Commerce and Economic Opportunity (DCEO), in the amount of $335,500. Commissioner Herakovich seconded. Commissioners asked if this was a new grant being offered. District Planning Coordinator, Bridgette Moen, noted it was a new grant that became available for application. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

F. USFWS Wetland Project

Commissioner Livesay moved the Board authorize the CCFPD Deputy Director for Planning and Development to execute the Landowner Agreement for habitat improvements at Middle Fork River Forest Preserve as a sub-recipient of the cooperative agreement between the U.S. Fish & Wildlife Service (USFWS) and Pheasants Forever, Inc. (PF). Commissioner Hays seconded. Daab gave a review of the information that was supplied in the Board packet, noting the agencies had approached the District for this joint project. Commissioners thanked Daab for his work

making the connections for such work to be done. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

EXECUTIVE SESSION

Commissioner Hays moved to Executive Session at 7:22 pm 2(c)21 discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted "yes": Hays, Kerins and Livesay. Motion carried.

Executive Session was closed and the Regular Meeting opened at 7:25 pm.

NEW BUSINESS

G. Release of Executive Session Minutes

Commissioner Livesay moved that the Board conducted the required semi-annual review of the unreleased minutes of past executive sessions and concluded that the need for confidentiality still exists for all unreleased minutes and portions of minutes, except for the following which will be released and made available for public inspection at the time:
February 18, 2021 (except ¶ 1 under 2 (c)5), March 18, 2021, April 15, 2021 (except ¶ 1), and May 20, 2021 (except for ¶ 1). Commissioner Kerins seconded. A roll call vote was taken. The following commissioners voted "yes": Hays, Kerins and Livesay. Motion carried.

H. Destruction of Verbatim Recordings of Executive Session Minutes

Commissioner Livesay moved that the Board concluded it is appropriate and therefore authorized the destruction of existing recordings of executive sessions held on or before February 19, 2020. Commissioner Hays seconded. A roll call vote was taken. The following commissioners voted "yes": Hays, Kerins and Livesay. Motion carried.

MEETING ADJOURNMENT

Commissioner Hays made a motion to adjourn the Regular Meeting at 7:28 pm. Goodman seconded. A roll call vote was taken. The following commissioners voted "yes": Goodman, Hays, Herakovich, Kerins and Livesay. Motion carried.

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Andrew Kerins, Secretary
Board of Commissioners
Champaign County Forest Preserve District

October 11, 2021
MEMORANDUM
To: Board of Commissioners
From: Lisa Sprinkle, Marketing Coordinator
Re: October Staff Report

Executive Director (Lorrie Pearson)

- I have appreciated the hours so many have spent the last few weeks helping me acclimate. I have met most of the staff from each department, toured each staffed site, and have started on my goal to spend time with a different department or at a different site at least once each week. Toward that goal, on October 11, I participated in the native seed collection along the KRT, saw the new fencing at Homer Lake, and met the Interpretive Center's ornate box turtle. On October 12, I learned a bit about the Botanical Gardens and toured the very popular spooky trail.
- I have attended or plan to attend a number of regional and CCFPD events: October 14, the MTD unveiling of their new hydrogen fuel cell buses and to thank IDOT Secretary Osman for our recent ITEP grant award for the KRT; October 15, the IAPD Best of the Best gala in Wheeling to honor award-winner volunteers Fred and Sandy Lu Newport; October 16, the donor-appreciation tour of the Buffalo Trace, followed by a volunteer-appreciation and meet-and greet at the River View Retreat Center; October 21, the Champaign County Chamber of Commerce's annual meeting.

Planning and Construction Department (Mike Daab and Mike Fry)

- The Elks Lake roof replacement project is complete. (see photos)

- The Construction Department has made substantial progress on the Lake of the Woods canoe and kayak access at the Izaak Walton Cabin. The Upper Sangamon River Conservancy River Runners took advantage of the new construction, and the group of 13 floated from Lake of the Woods to the Village of Mahomet's Greenway access. The trip of 3 miles took less than two hours and was clear of any major obstructions.

- The quarter mile multi-use asphalt path through Stidham Woods was milled and resurfaced, and parking spaces were added to the parking lot that serves as the eastern terminus of the 3.3 mile bike trail.
- The high number of engagements with the multi-use path and the canoe and kayak launch posts on social media demonstrate the popularity of outdoor recreational amenities in our community.
- Michael Daab and Peter Goodspeed met with IL Department of Natural Resources staff to tour the areas of the Salt Fork River watershed where Natural Resource Damage Assessment (NRDA) funding has been utilized as well as future use of the funding is proposed. The NRDA oversight committee will meet in October to discuss and extension to the IGA with CCFPD, which is currently set to expire on December 31st, 2021. They will also discuss providing additional funding for proposed land acquisition and restoration projects.
- Bridgette Moen attended the IPRA Supervisor Symposium in Bartlett, IL, on September 10th.
- Staff attended the IPRA Learning Lab: "Communicating Value and Drawing People In" on September 23rd. This presentation featured speakers from both forest preserve and conservation districts sharing what they have done to draw people into their organizations in the areas of marketing, programming, services, and volunteers. The session was sponsored by IPRA's new Forest Preserve and Conservation Committee.
- Michael Daab attended "The Diamond of Care Approach to Loss Prevention and Liability Control", a section of PDRMA's Virtual Risk Management Speaker Series, on October 1st.
- Bridgette Moen provided a comprehensive plan update to the Citizens Advisory Committee at the October meeting.
- The Sustainability Committee met to discuss outreach efforts, carbon and waste reduction, and developing and end of the year report.
- Construction is underway on the parking lot and detention area in St. Joseph and signage is being fabricated for the rest nodes. The KRT Amenities project is on schedule to finish by the end of the year.
- Staff attended a kick-off meeting with IDOT for KRT Phase 2c construction in Ogden. Assuming there are no delays from environmental reviews, the bid can be let in early 2022.
- The DCEO Tourism grant application for the Willow Pond Renovation has been submitted. There is no official timeline for announcements; however, the next round of rolling applications is due on December 31st, so staff anticipate an update before then.

Business and Finance (John Baker)

- Received an update from Champaign County on the District's projected 2021 EAV which now exceeds $4.6 billion. Based on the EAV, the 2022 property tax increase will approximate $155,000.
- Towards finalizing the 2022 district budget request, met with the IT committee to finalize the 2022 IT request, met with departments and HQ staff about rental fees and policies, also met with Chris Edmondson, and David Sebestik regarding 2022 golf fees and current golf financials.

- Finished initial review and entry of all 2022 budget requests. Sent reports to each department for final review and comment. Began reviewing department narratives, 2022 objectives, and third quarter program budget results towards preparation of the 2022 Management Plan and Budget.
- Prepared the District's 2021 pay 2022 tentative tax levy ordinance based on current and future District operating needs and upon projected cash balances for affected District funds.
- Updated and posted the Open Meetings Act compensation report on the District website. Responded to a FOIA request for employee total compensation for all 2021 and 2022 employees.
- Signed contract and began implementation of the KnowBe4 security application to handle malware and ransom attacks.

Human Resources (Dara Edgington)

- The HR department participated in the 2022 Park & Recreation salary survey administered by HR Source.
- The IPRA's newly minted Forest Preserve and Conservation Section held a "Communicating Value and Drawing People In" webinar on September 23rd, which Dara attended. Our fellow forest preserve professionals shared their ideas and best practices on everything from recruitment to social media coordination. Dara also attended the regular Forest Preserve and Conservation Section Meeting held on September 16th.
- District employees are currently wrapping up Slip, Trip, and Fall assessments on PDRMA's new loss control platform.
- For the first time since the onset of the COVID-19 pandemic, HR attended an in-person recruitment event hosted by the Champaign Chamber of Commerce on September 21st (pictures attached). Attendance was down slightly from when the event was last held in the summer of 2019, but overall it was great exposure for the District.

- On September 21st, Dara attended the "Next Generation Leaders: How to Attract, Engage & Retain a 5-Generation Workforce" webinar hosted by the Central Illinois Human Resources Group.

Marketing (Lisa Sprinkle)

- Media coverage last month included:
    - **Champaign County Forest Preserve District picks Urbana official as new executive director**
      https://www.news-gazette.com/news/local/parks-recreation/champaign-county-forest-

preserve-district-picks-urbana-official-as-new-executive-director/article_4f1a1992-05ca-5d69-88d6-50568579abd9.html

- **Pearson: New position with forest preserve "great combination" of strengths and passion**
  https://illinoisnewsroom.org/pearson-new-position-with-forest-preserve-great-combination-of-strengths-and-passions/
- **Live your best 19th century life at this Prairie Stories event on September 11**
  https://www.smilepolitely.com/splog/live_your_best_19th_century_life_at_this_prairie_stories_event_on_september/
- **Exploring the outdoors with Champaign County Forest Preserve District**
  https://www.wcia.com/ciliving-tv/exploring-the-outdoors-with-champaign-county-forest-preserve-district/
- **Benson, Gonda record hole-in-one at Lake of the Woods**
  https://mahometdaily.com/benson-gonda-record-hole-in-one-at-lake-of-the-woods/
  Inside Out | Monarchs are on the move, how do they know it's time?
  https://www.news-gazette.com/news/local/parks-recreation/inside-out-monarchs-are-on-the-move-how-do-they-know-it-s-time/article_de9a4f0f-9e99-5b15-9517-e8317efb4dc0.html
- **Pond Upgrade in the works**
  https://www.news-gazette.com/news/local/parks-recreation/pond-upgrade-in-works-at-middle-fork-river-forest-preserve/article_d0daf73f-7d4e-5b4a-a57c-40f2ac6bea3d.html
- **Explore More museum ticket loans partner with EPL, Illinois libraries to improve youth cultural literacy**
  https://dailynorthwestern.com/2021/10/01/city/explore-more-museum-ticket-loans-partner-with-epl-illinois-libraries-to-improve-youth-cultural-literacy/

- Lisa is working with Lorrie on a new video series, "Exploring with Lorrie". The videos will follow Lorrie as she familiarizes herself with the preserves and activities throughout the District as she engages viewers for their feedback. The first two videos show Lorrie helping with native seed collection on the KRT and inviting others to volunteer in future collections and touring the "Spooky Trail" in the Botanical Garden at Lake of the Woods Forest Preserve.
- Social media numbers continue to increase.

	FACEBOOK	+/-	INSTAGRAM	+/-	TWITTER	+/-
CCFPD	5,668	+94	2,629	+45	563	+9
KRT	3,423	+39	123	+10	131	+1
MGP	4,414	+21	1,193	+7	252	+4
HLIC	2,928	+25				
GC	1,752	+13	325	+2	103	+2
FPFF	481	+15				

Volunteer Coordinator (Sue Gallo)

- With the return to M&E event programming, Sue worked with M&E staff to improve the liability waiver completion rate for event volunteers. This was the final volunteer area to assess and Sue believes the CCFPD now has a very high level of volunteer liability waiver completion.
- The "Thank you for volunteering" water bottle distribution continues, and has been very well received with approximately three times the response than to the volunteer appreciation event! Many volunteers commented on how nice it was, and a few sent emails like this one:

"*Just picked it up, what a beautiful bottle! Thanks for providing all the wonderful volunteer opportunities and for the bottle as well!"*

- Anniversary of first volunteering post cards got sent out for the first time instead of birthday cards.
- September had 9 new volunteers apply, and 7 volunteers newly gave time and we worked with volunteers from the following organizations: Ryan Dallas Real Estate, Fisher Fabulous 4-Hers, Phi Gamma Nu, and U of I Rotaract. Thanks to the Natural Resources team who hosted a seed collection event attended by 30 volunteers of whom 23 were new to us, the Museum team who hosted Prairie stories that engaged 32 volunteers to provide a fabulous program for visitors, the Garden staff who supported a service event requested by Phi Gamma Nu and Middle Fork River staff in support of the river clean up event.

Grants and Development Specialist (Ryan Anderson)
CCFPD Applications

- DCEO – Tourism Attractions & Festivals Grant Program -- $335,500
  - As noted earlier in this report, the application for this grant was submitted following approval by the board at its September meeting.
  - This is a grant opportunity funded through federal COVID bills and administered by DCEO to encourage a quick return to tourism. The scope of the application follows the capital improvements plan for Willow Pond at the Middle Fork River Forest Preserve, including grading the pond, replacing the liner, stabilizing the shoreline, and installing better fishing access nodes. The applications are rolling, but the funds decline with every round. District staff submitting the grant in the first round. The next round is due in December, so we anticipate some news before then. If the application score is too low for anaward but meets a minimum score, it is rolled into the next round of judging.

Awarded Grants

- FPFF
  - Illinois Humanities- $7,500
    We received funds from Illinois Humanities to cover lost revenue for the Museum of the Grand Prairie related to Covid-19.

Lake of the Woods Golf Course (Chris Edmondson and Joie Torres)

- We had 4,648 rounds played in the month of September, despite losing a couple of days to heavy rains/lightning and also experiencing unseasonably warmer than normal temps. This is slightly lower than the total of September 2020 play (5,244), but well above the 5 year average of 3,535. As with rounds, revenue for the month held to a similar pattern (slightly lower than last year and significantly higher than the 5 year average). September revenue was $105,564, as compared to $114,385 in 2020, and a 5 year average of $83,667. These numbers are consistent

with the National Golf Foundation reported average of 9% decline from 2020, across the country. This excerpt is from the NGF monthly report:

"But these results don't mean golf demand is slipping.

A year ago, before coronavirus vaccinations were rolled out, summer vacations and other activities remained limited through the end of the summer. There was also very golf-friendly weather in most parts of the country into the fall and beyond."

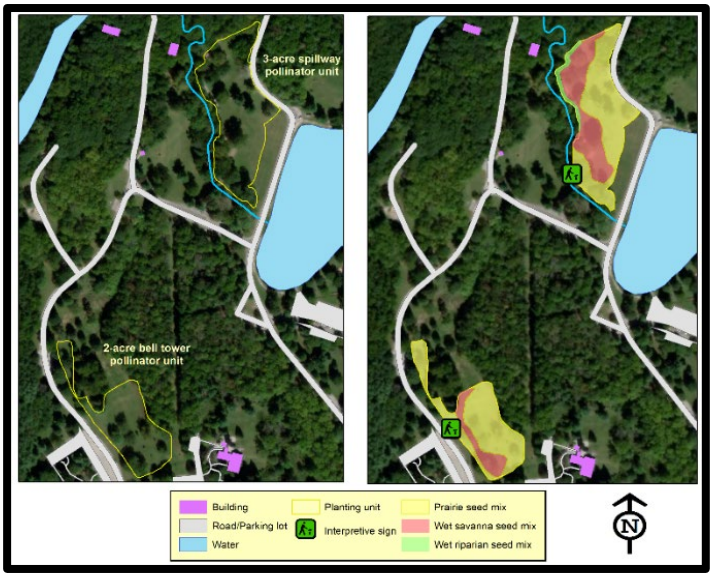
- The course hosted several events in the month of September, as listed in the chart below:

Outing	# of Players	21 Total Rev	21 Actual Merch
Piatt County FS	20	$754.00	$154.00
Mahomet Chamber of Commerce	72	$3,290.00	$360.00
AMBUCS	92	$4,440.00	$660.00
Grasshoppers	32	$832.00	$0.00
Apollo Conference Boys	42	$1,260.00	

- September brings the end of our Association league play for the season. The Associations played every Wednesday, beginning the last week of April. The Women's Association ended with a "Fun Day", which was an 18-hole scramble, with mixed teams from the 9 and 18 Hole groups and a potluck lunch. The Men's Association concluded with a grab-and-go dinner, followed by the annual Night Golf event on the Par 3 course. We had 105 paid members of the Men's Association this year, and routinely had between 70 and 90 players each week. The 9 and 18 Hole Women's Associations had 24 paid members between them, and generally had 10-15 players each week. We are exploring ways of increasing membership and participation in the Women's Associations moving forward (i.e. different days, times, structure of league, recruitment, etc.).
- The Golf Committee met on September 23rd. It was the first time the committee had met in person in over a year. Items discussed included course projects, updates on the 2021 season, grounds update, volunteer opportunities, and committee member suggestions and recommendations.
- Lake of the Woods Golf Course was proud and honored to be named as the "People's Choice - #1 Golf Course" by the News-Gazette. This is not an honor taken for granted, as we strive to be recognized by our patrons and community members each year, based on customer service and course conditions. The award we received is displayed in the Pro Shop. We also had photos and an article about the course and staff printed in the News-Gazette's "Best of" edition.
- Finally, we wanted to thank Mary Ellen Wuellner for all of her contributions, guidance, and support of the golf course and District over the past 3.5 years. We wish her all of the best in her retirement. We are very excited to welcome Lorrie Pearson to the District and look forward to working with her to continue the development, growth and success of the golf course and its staff and facilities.

Natural Resources (Peter Goodspeed)

- In September, tree work continued with the removal of the final black locust trees in the unit south of the tree tunnel at Buffalo Trace. The next phase of this project will be burning brush piles and prepping the seed bed for cover crop planting.
- Some timber stand improvement also happened in the month of September at Lake of the Woods and Heron View. This involved the girdling and treatment of invasive or aggressive native trees in the natural areas, allowing more light to reach the understory for native plants.
- Field prepping began for the Pollinator Meadows project at Lake of the Woods. Turf grass was terminated below the lake impoundment and between HQ and Elks Lake. The next step of this project will be possibly duff burning and light disking for seed bed prep.



- Integrated pest management continued with more woody species follow-up resprout spraying. One notable project was 4.5 acres north of Odle Woods at Middle Fork. This winter clearing project was 13 acres total so 35% of the area was completed for first year follow-up. In August, staff mowed a number of sites for weed control and planting prep including several old fields at Buffalo Trace that will be planted to cover crop and ultimately converted to native grassland.
- Volunteer Work
    - Staff hosted a volunteer seed collection event at River Bend, collecting a large amount of Golden Alexander, a versatile plant for both woodland and prairie restorations. Staff also hosted a weekend volunteer event on National Public Lands Day at Homer Lake.

Museum and Education Department (Barb Garvey and Pam Leiter)

- Pam Leiter, Ryan Anderson, and Mary Ellen Wuellner met with a consultant from CCS to talk about their fundraising feasibility services for the nature center. Planning will conduct a workshop with the Museum and Education Department staff at the end of October to clarify building and space needs. Nature Center meetings continue among senior staff.
- The new snake enclosure mentioned last month is now complete and the snake is loving his new space! Cathy Schneider & Stacey Clementz are also in the process of upgrading the aquatic turtles' habitats; more info to come.
- Barb completed the Slips Trips and Falls Self Study for PDRMA for the museum, annex, and education center.
- Many thanks to the Construction Department who created a new pad and enclosure for the museum garbage cans as they were left orphaned by the destruction of the fence opposite the

greenhouse. They also completed several smaller tasks for finishing the Rankin center including the addition of rock to the south side and painting the new electrical conduit.

- In accordance with Museum of the Grand Prairie (MGP) requests for the Rankin Center, P & P zoned the Rankin center HVAC system so that the collections processing room could be isolated in temperature and humidity from the collections storage room. This zoning will make it possible to keep the storage room a steady temperature while the heat tent and human activity will create fluctuations in the processing room.
- The museum had its annual Fire Pump and Backflow Inspection for the sprinkler system in September. Elevator permits were also applied for this month.
- Museum staff and Furat are exploring the idea of replacing the museum's security camera system since the current system requires repairs and is so outdated that replacement parts are no longer available. Since security is required by accreditation, this camera system circumvents the need for human guards. The current system has been in place since 2006 with some minor repairs being made later.
- Pam Leiter attended the 2nd Leadership Illinois conference, Power of the Marketplace, in Chicago. Presenters included an impressive slate of women: Dr. Ngozi Ezike Director of IDPH, Cook County Circuit Court Judges, Dean of the College of Art, Architecture, Design and Arts (UIC), a Wealth Advisor, President of the Univ. of Iowa, entrepreneurs, and business owners.

- Jennifer Wick worked with mammologist Tara Hohoff (Illinois Natural History Survey) to pilot a new bat survey volunteer citizen science program at Lake of the Woods. CCFPD Volunteer Coordinator Sue Gallo assisted with recruiting a small group of volunteers to pilot the program this fall, and we hope to offer it to a wider audience next spring. Two groups of volunteers checked out the backpack in September and had successful monitoring sessions with several species of bats identified!
- Jennifer featured our first-time-ever bilingual Story Walk in September in honor of Welcoming Week. It's been well visited! We left it up through Take a Child Outside Week.
- Jennifer's new "Take a Child Outside Week" Scavenger Hunt Challenge was a hit! We handed out over 40 scavenger hunts to children. Thanks to Lisa and Sue for the swag donations!
- Jennifer hosted a Nature at Night: Bats program at Homer Lake. This was the first time she offered this topic at Homer Lake and had great attendance. She used the new portable PA system that we purchased during the shutdown, and it worked great!

- Museum staff and 30 volunteers hosted a successful *Prairie Stories* event this year. The day was filled with many outdoor demonstrations, activities, and musical performances helping bring 19th century Illinois history life for visitors. With great preparation and staff & volunteers

modeling proper behavior, we had excellent compliance from nearly 150 patrons in terms of our COVID-19 safety protocols. Pat Cain would like to thank all involved for helping put on such an engaging and safe in-person event.

- Pat Cain hosted another *Mornings with the Museum* program on September 8th with a theme of "Fantastic Friends: Pt. 4". Fellow members of the Champaign County Museums Network discussed latest updates and happenings at their institutions. The program included representatives from the Spurlock Museum and William M. Staerkel Planetarium during this live virtual program streamed on museum Facebook and YouTube pages.
- Pat Cain hosted Mark Hanson on an online program as part of a national museum movement on September 15, 2021. *Ask A Curator* gave our audience the opportunity to ask Mark any question they liked about collections and collections care. The program was hosted on YouTube and Facebook.
- Museum Customer Service Retail associates have decorated the museum and surrounding outdoor areas for the Halloween season. Decorations will be used along with interpretation for a self-guided educational scavenger hunt. The hunt will be up through most of October and will be part of an upcoming program held on October 22nd.
- Pat Cain was interviewed recently by a reporter from The Daily Northwestern, a daily newspaper on the campus of Northwestern University, about the museum's involvement in the Explore More Illinois program, a cultural pass program that allows Illinois public library cardholders access discounts at museums, park districts, historical societies, zoos, arts centers, recreational facilities, and other attractions. https://dailynorthwestern.com/2021/10/01/city/explore-more-museum-ticket-loans-partner-with-epl-illinois-libraries-to-improve-youth-cultural-literacy/
- Pat Cain, Mark Hanson, and Barb Oehlschlaeger-Garvey attended a webinar presented by the Institute of Museum & Library Services. The webinar discussed IMLS grant opportunities for institutions who recently participated in Collections Assessment Programs.
- Pat Cain attended the kickoff meeting for a new History-Social Sciences Ed Alumni Board at Illinois State University. The goal of the board is for alumni in the field to discuss ways to support and improve history education with current faculty in the ISU History Department. These discussions will help the department as they improve curriculum and opportunities for students in their History-Social Sciences Education program.
- Pat Cain continued to work with Barb Garvey on the replacement of the museum's website with Accuraty.
- Marina Montez-Ellis led a full program of families for the MGP Take a Child Outside Scavenger Hunt program.
- Stacey Clementz put together a custom loan kit for the East Central Illinois Master Naturalist Education committee to use at a popular local event. *Pictured: Joan Crockett and David Witzany at the Champaign Farmer's Market.*

- Stacey Clementz is eager to report that the in person Environmental Education programs are going gangbusters for several of the outlying Champaign County schools. Programs are being conducted outdoors and with COVID precautions, and only certain schools are participating, but numbers are returning, Both the environmental and museum educators are starting to get programs scheduled for spring 2022.
- The Homer Lake Interpretive Center (HLIC) acquired a new toad for use in future programs.
- Pam Leiter attended a meet and greet for the new St Joseph Village Administrator.
- Pam wrote an article about monarch butterfly migration which was published in the News-Gazette on Sept 19; she also did a live Whys Gals segment on the WCIA 3 Morning Show on that topic.

- Katie Snyder attended the virtual workshop: "Children's Literature—Embracing the Power of Story," Miami Public Library
- Mark Hanson wrote and submitted a proposal to the U of I Source Lab program to use newly collected oral history interviews from the African American Community and granted them permission to reuse a proposal from 2018.
- Mark began making connections to get the East Frisian traveling exhibit into the community through traditionally East Frisian Lutheran Churches.
- Mark spoke to the Immanuel Lutheran Church history committee about the East Frisian travelling exhibit and oral history collection.
- Mark met with Dr. German Gurfinkel to talk about the Lake of the Woods covered bridge and explore the opportunity to conduct an oral history interview with him.
- The exhibit committee began work in earnest on the 2021 temporary exhibit to replace woman suffrage. The topic: Healing and Hope: Disease and Community Response in Champaign County (title still under discussion).
- Jennifer Grove supervised the completion of the item-by-item artifact inventory of Museum Storage. Despite its generic name, it's our term for one of the six storage areas the museum now stewards. Inventory is required for accreditation and includes checking that each item is in the proper location, reports its condition. We also include catalog record updating and are continuing the process of barcoding the entire collection.
- Mark cleaned up water leaks in the woman suffrage exhibit and downstairs in Discovering Home following a torrential rain.
- Barb and Mark began work on the online Stan and Dorothy Rankin Quilt Exhibit. This exhibit will use the Omeka platform to permanently show the quilts made by major donor Stan Rankin and his mother Dorothy (for whom the Rankin center is named).
- Jennifer Grove and Mark Hanson completed two artifact heat treatment cycles and processed those artifacts into the Rankin Center.
- Jen and Mark began planning the relocation process of artifacts from the HQ Basement to Rankin Center.
- Jen began new monthly #collectioncorner posts on the MGP Facebook and Instagram pages. These posts feature our new Rankin Center equipment (heat tent and artifact vacuum) as well as our fine collections volunteers.

- Staff successfully planned for and reopened the Discovering Home exhibit which has been closed since March 2020 because there is so much interactive (i.e., touchable) material in the exhibit. Those touchable items have been reduced and regular cleaning is occurring.
- HLIC Facebook stats, September 1-30: Average Daily Organic Reach: 689 (Sum: 20,655); Average Daily Page Engaged Users: 32 (Sum: 972)
- MGP Facebook stats. Average Daily Organic Reach: 727 (Sum: 21803); HLIC Daily Page Engaged Users: 40 (Sum: 1189)

Lake of the Woods (Doug Sanders)

- Staff took the department's trucks and trailers in for their six month safety inspections. This assessment involves checking various parts of the vehicles and trailers, such as brakes, lights, horns, mirrors, windshield wipers, and tire tread. The State has moved the trailer inspections to a 1-year requirement so the trucks will only be required in May 2022.
- The BG staff are currently installing a "Spooky Trail" on the short nature trail boarding the east side of the BG. A family-fun trail is sure to put a smile on your face when you see the painted pumpkin faces, smiling ghost, and wildlife skeletons.

- As we near cooler temperatures in October, several facilities and water amenities will be closed in the next few weeks for the winter. In addition, plants are being moved into the greenhouse and the grounds are being cleaned up and prepared for the winter season. Note, starting November 7th gates at LOW and RB will be closed at 5 PM.

Middle Fork River (Matt Kuntz)

- The Harry L. Swartz campground continues to see record numbers for this year. With nice weather coming into the final month of camping bookings continue to produce fully booked weekends, and heavier reservations through the week.
- Middle Fork staff is prepping for fall invasive removal projects. Areas of interest include the Miner's Trail, Oak Burl trail system, and several acres of continuing prairie renovation project sites.
- Middle Fork staff have completed several construction projects including more lighting replacements in facilities with updated led fixtures, decking and ramp replacements in user areas, and maintenance facility repairs.

Homer Lake (Brian Taylor)

- Most of our time this month consisted of pruning and cutting dead and dying ash trees along park roadways. We were fortunate to have rented an aerial lift so that we could systematically remove limbs to make the job a bit easier and much safer. (See picture)
- Thanks to the natural resources department for all their help with the tree removal process. We have many more ash to remove. Peter has arranged for a two day chain saw safety class to be held at the Salt Fork Center where participants will remove several more ash trees in that area of the park.

- Staff finished installing playground surfacing material at the natural playscape in the log climbing area and around the spider web climber. (See picture)
- The Lunker Hunters bass fishing tournament was held on September 18th, and there were thirteen boats and twenty six participants. Nine largemouth bass were weighed in with the biggest fish weighing five pounds.

District Cultural Competency Initiatives

- Katie Snyder and Jennifer Wick collaborated to create 150 craft bags for students in the dual language programs at Stratton Academy of the Arts for Welcoming Week a community collaboration with the University YMCA. The CCFPD Drawstring Backpack contained crafts from both history/culture and nature, as well as information in various languages as to where families could receive Covid-19 vaccinations, and a list of all Welcoming Week activities throughout Champaign County.
- Summer interns completed their assigned work on the Doris Hoskins Archive.
- Mark continues to serve on the Champaign County African American Heritage Trail committee and archive sub-committee.
- Katie Snyder attended, “The Courage to be Part of the Change Summit: Reducing Domestic Violence in CU.”
- Katie Snyder attended the monthly Race Relations subcommittee of the Community Coalition Walk as One group.
- Barb Oehlschlaeger-Garvey attended her first meeting of the Abraham Lincoln National Heritage Area committee to promote interpretation of the Underground Railroad in Illinois, a subcommittee of the ALNHA Steering Committee.
- The Museum of the Grand Prairie applied for a Robert F Smith Internship from the Smithsonian Institution to work on the Hoskins Archive. These paid internships, subsidized by the SI, create opportunities for African American students to work in archives that are primarily of African American material.
- Barb Oehlschlaeger-Garvey spoke to a University of Illinois class, U of I called Gender, Race, Class and Work. The student will be working throughout the semester to make an exhibit about

a 1970s nurses' strike that took place in Champaign County. Barb was invited to talk about what makes for an effective local public history exhibit.

- Katie Snyder attended the webinar," Parable Path CU—Pathways to Acorn, "Krannert Center for the Performing Arts (themes of how community coming together might address global warming and racial inequality)
- The New American Welcome Center's Welcoming Plan launched publicly at the I-Hotel on Sept 15 to a large and enthusiastic audience. Pam presented on the Health & Well-being section as lead of that working group and participated in a panel discussion. It was such an honor to stand beside others to see this come to fruition in the community. Implementation is the next step, with many opportunities to get involved.

- Jennifer Attended an IPRA webinar "Communicating Value and Drawing People In."
- Jennifer, Pam, Katie, Mark, and Pat attended CCFPD DEI committee meeting; Pam is co-leading this committee with Dara in the interim.
- Ryan Anderson attended a webinar put on by the National Environmental Education Foundation, Power of the Parks for Health Roundtable-Hispanic Heritage Month. He shared the link for the webinar with the internal DEI committee.
- Peter Goodspeed, Pat Cain, and Marina Montez-Elliott talked about Indigenous People Day with the volunteers at the KRT Seed Collection on Oct. 11.

October 21, 2021

MEMORANDUM
To: Board of Commissioners
From: Bridgette Moen, Planning and Projects Coordinator
Re: Comprehensive Plan Update

Background
District staff began the process of developing a new comprehensive plan in early 2021. In February 2021 at the Regular Board Meeting, planning staff presented a broad overview of the general structure of the proposed plan and the process. Since then, staff have made significant progress in:

- Benchmarking against sister forest preserve and conservation districts in Illinois.
- Analyzing the development and growth of CCFPD preserves.
- Gathering qualitative public input at community events.

Currently, staff are reviewing 2020 Census data to identify demographic trends. Next steps include:

- Updating our preserve inventories.
- Working with a consultant to issue a county-wide needs assessment survey.

Recommendation
At this time, staff is not requesting an action item. Staff presented an overview of the plan progress to the Citizens Advisory Committee at their October meeting and are planning to solicit their feedback for the plan. Staff will regularly update the Board with progress and schedule a Board feedback Study Session.

October 12, 2021

MEMORANDUM

To: Board of Commissioners

From: Business & Finance Section

Re: Program Budgeting Third Quarter Report

Background

Results are reported according to the seven program areas approved in the 2021 working budget. Reporting program area financial activity for the third quarter required:

- Departmental estimates for labor costs by program area.
- Assigning direct costs by program area in the District financial system.
- Assigning indirect costs by program area to address administrative overhead.

Financial activity (direct and indirect costs) through the third quarter is summarized by program below:

2021 REVENUES

	1Q	2Q	3Q	YTD	Budget	% Received
Capital	$ 94,759.61	$ 733,310.74	$ 408,841.42	$ 1,236,911.77	$ 2,877,982.00	43%
Camping	$ 2,147.96	$ 59,900.83	$ 62,985.09	$ 125,033.88	$ 105,175.00	119%
Golf	$ 125,725.70	$ 420,926.57	$ 413,387.06	$ 960,039.33	$ 998,534.00	96%
Education	$ 6,803.82	$ 499,539.49	$ 295,417.08	$ 801,760.39	$ 998,101.00	80%
Rentals	$ 2,534.74	$ 119,426.27	$ 82,042.31	$ 204,003.32	$ 239,745.00	85%
Sites/NR	$ 45,357.09	$ 1,307,565.55	$ 735,608.14	$ 2,088,530.78	$ 2,587,540.00	81%
Foundation	$ 9,004.70	$ 158,122.48	$ 62,748.10	$ 229,875.28	$ 294,758.00	78%
Total	**$ 286,333.62**	**$ 3,298,791.93**	**$ 2,061,029.20**	**$ 5,646,154.75**	**$ 8,101,835.00**	**70%**

2021 EXPENSES

	1Q	2Q	3Q	YTD	Budget	% Expended
Capital	$ 296,870.42	$ 788,727.58	$ 241,867.84	$ 1,327,465.84	$ 3,375,463.00	39%
Camping	$ 10,150.38	$ 50,464.28	$ 48,173.43	$ 108,788.09	$ 152,961.00	71%
Golf	$ 168,547.36	$ 285,989.35	$ 263,830.46	$ 718,367.17	$ 1,007,206.00	71%
Education	$ 195,428.83	$ 239,387.87	$ 213,242.59	$ 648,059.29	$ 1,115,282.00	58%
Rentals	$ 43,783.46	$ 61,389.15	$ 71,425.98	$ 176,598.59	$ 307,526.00	57%
Sites/NR	$ 452,866.08	$ 463,135.44	$ 514,012.92	$ 1,430,014.44	$ 1,939,600.00	74%
Foundation	$ 39,677.05	$ 48,485.44	$ 43,238.15	$ 131,400.64	$ 203,798.00	64%
Total	**$ 1,207,323.58**	**$ 1,937,579.11**	**$ 1,395,791.37**	**$ 4,540,694.06**	**$ 8,101,836.00**	**56%**

Staff Comments

- Second quarter revenues include May and June property tax distributions; third quarter revenues include July and September property tax distributions. A distribution in October is not reflected in the above table.
- Camping/Rental revenues are reported according to payment date, rather than date of facility use.

- Through third quarter, Camping has exceeded budgeted revenue and Golf is close. Every other category is above 75% except Capital.
- Overall, total expenses are under budget YTD, with every category under the 75% threshold.

2021 program property tax support through September 30, 2021 is illustrated in the following chart.

YTD Total	Property Tax Received	Total Revenues	PTax %
Capital	$ 781,640.31	$ 1,236,911.77	63%
Camping	$ 28,899.13	$ 125,033.88	23%
Education	$ 776,726.04	$ 801,760.39	97%
Golf	$ 174,446.03	$ 960,039.33	18%
Rentals	$ 115,059.33	$ 204,003.32	56%
Sites/NR	$ 2,063,521.45	$ 2,088,530.78	99%
Foundation	$ 229,086.48	$ 229,875.28	100%
Total	**$ 4,169,378.77**	**$ 5,646,154.74**	**74%**

2022 Program Budgeting

The 2022 Budget will include ten program areas, the current seven, plus Natural Resources, the Botanical Garden and the Homer Lake Interpretive Center. The former two areas will be separated from the Sites program area, while the Education program area will in effect be split into Cultural Education (Museum of the Grand Prairie) and Environmental Education (Homer Lake Interpretive Center). Finance staff are reviewing 2021 program performance with affected departments and identifying costs that need to be allocated to the appropriate program budget.

October 21, 2021

MEMORANDUM
To: Board of Commissioners
From: John Baker, Director of Business and Finance
Re: 2022-2023 Fees Discussion

Regarding increasing or adjusting future fees, District staff have met and drafted proposals for 2022 Golf Fees and 2022-2023 Pavilion and Other Rental Fees. Staff propose that camping fees remain the same at this time. The rationale for these proposals follow and draft schedules are attached. Staff now bring this discussion forward for Board review and comment, and plan to bring final proposals for Board approval at the November meeting.

Pavilion and Other Rentals
The last major revision of District rental fees was approved in 2019. That change added partial day rentals as an alternative to full day rentals and standardized fees by facility size and amenities. Customer rentals, save for the COVID year in 2020, have increased as have revenues from rentals based on the hourly rates.

Employees who work with pavilion rentals met recently to review customer usage patterns this past year and recommend minor revisions to fees and a major change to rental policies. These changes include:

- Elimination of the $200 damage deposit.
- Revise cancellation policy to 50% of rental fee if cancellation is made 30 days before the event and no refund for cancellations made less than 30 days prior to the event.
- Increase 2023 hourly and daily rental rates for facilities with capacities less than 120.*
- Increase the 2022 Special Use Permit fee to $100.
- Establish $5 per hour fee for advance boat rentals.

*The Salt Fork Center rates will remain the same. Though SFC's capacity is less than 120, its rental demand is equivalent to the larger pavilions at Lake of the Woods and Middle Fork River. SFC and the larger pavilions are experiencing increased 2021 revenue from the recent addition of the hourly rental rate. Not only has that fee change increased rentals, but the per hour rate is more profitable in aggregate than the daily rate.

Current pavilion rentals policy requires patrons to pay a $200 refundable damage deposit when reservations are made. The deposit can be withheld by the District for facility damages or patron failure to follow District rental policies. The most common patron failures are to overstay their rental time and to leave a facility trashed and disordered. Both of these failures have caused delays or moves of other patron events which were to have followed in the trashed facility. This policy has proved inefficient in the number and time of deposit refunds that the District has made. In lieu of the damage deposit, staff propose to refer patron damages to a collection agency after patron has been informed of the policy violation, charged for the damages, and been given sufficient time to make good on the request.

The budget impact of eliminating the damage deposits is $4,076 in ActiveNet fees. This does not include the costs of staff time and labor for processing the requests. Through October 4, the District had processed 372 damage deposits, of which 177 were electronic. The remaining 195 were processed on paper with refund checks issued to the patron.

Special Use Permit (SUP) fees have not been increased in some time. Increasingly the District receives requests for small outdoor weddings in particular preserve sites. The SUP increase will include these small outdoor wedding requests.

The new boat rental rates allow patrons to reserve boats using the District's ActiveNet reservation application, streamlining payments and increasing boat rentals and revenue. Patrons renting nearby pavilions have expressed an interest in boat rentals for their events.

Golf User Fees

The proposed golf fee schedule minimally adjusts 2021 golf fees to increase operational efficiencies and to recognize changes in patron golf course usage. Customers who purchased the two-year golf season pass will not see increases in the most typical services they currently purchase when using their season pass. 2022 is the second year of the most recent two-year passes sale. Staff believes that the District keeps good faith with its golf customers by considering major adjustments to golf fees only every other year. Staff recommends adjusting current golf rates as follows:

- Increase shotgun outing (72 player minimum) rates from $40/player to:
  - $50 for morning outings, and
  - $60 for outings beginning in the afternoon
- Reduce greens fees coupons cost and eliminate the 18 hole golf cart coupon
- Establish one fee for foot golf all day play, ending all other foot golf fees
- Eliminate certain little-used promotional fees

Changing patterns in golf play have made shotgun outings less profitable and less efficient, greens fees coupons less used, and reduced foot golf play. The outing fees changes are expected to have an $18,000 positive impact on golf revenues. The other changes are intended to reverse a foot golf decline and to increase golf rounds.

The resolution also reconfirms the delegation of discounting and promotional authority to the Golf Manager with the goals of increasing golf play and overall revenues. The Board of Commissioners first approved this authority in 2015 with the goal of restoring the golf course to profitability.

Camping

In 2021 camping revenues exceed six figures for the first time. Including camp store concessions with camping stays, camping revenues are $109,185 as of September 30. This is a 63% increase above the five year third quarter average of $67,042 and 51% above the five year annual revenue average of $72,490. One month of the camping season still remains to be added to total 2021 camping revenues.

Camping fees were just increased $2/night for 2021. Staff recommends leaving camping fees at current per night rates:

Holidays/Events (electric)	$30.00
Friday-Saturday Nights (electric)	$25.00
Monday-Thursday Nights (electric)	$18.00
Monday-Sunday Nights (non-electric)	$15.00
Burr Oak Group Site (electric)	$75.00
Indian Ridge Group Site (non-electric)	$55.00

Attachments: 2023 Proposed Rental Fees
2022 Proposed Golf Fees

2023 Proposed Rental Fees

Lake of the Woods

LOW / Elks Lake Pavilions (200)	2021/22	2023
Partial Day.. Hourly Rate (4hr min)	$50	$50
Holiday..... Hourly Rate (4hr min)	$75	$75
All Day..... Flat Rate (8am-11pm)	$500	$500
Deposit	$200	$0

Izaak Walton Cabin (32)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$30	$40
Holiday..... Hourly Rate (2hr min)	$45	$60
All Day..... Flat Rate (8am-11pm)	$300	$400
Deposit	$200	$0

Riverview Retreat Center (36/50)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$30	$40
Holiday..... Hourly Rate (2hr min)	$45	$60
All Day..... Flat Rate (8am-11pm)	$300	$400
Deposit	$200	$0

Lakeview Shelter (90)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$20	$30
Holiday..... Hourly Rate (2hr min)	$30	$45
All Day..... Flat Rate (8am-11pm)	$200	$300
Deposit	$200	$0

Rotary Hill Shelter (116)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$30	$40
Holiday..... Hourly Rate (2hr min)	$45	$50
All Day..... Flat Rate (8am-11pm)	$300	$400
All Day..... Golf Outing (8am-11pm)	$75	$50
Deposit	$200	$0

River Bend Shelter (64)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$20	$30
Holiday..... Hourly Rate (2hr min)	$45	$45
All Day..... Flat Rate (8am-11pm)	$200	$300
Deposit	$200	$0

* The $200 deposit is due at the time of the reservation. This deposit will be used to hold the reservation and will apply toward any damage that may occur. Half ($100) of the deposit is non-refundable if the event is cancelled. If no damage occurs and rules are followed, the full deposit will be refunded the week after the event.

Sycamore Hollow (60)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$20	$30
Holiday..... Hourly Rate (2hr min)	$30	$45
All Day..... Flat Rate (8am-11pm)	$200	$300
Deposit	$200	$0

Botanical Gardens (250)	2021/22	2023
Wedding Ceremony	$995	995
Wedding Damage Deposit	$200	$0
P1/P2 Reception	$400	400
P1/P2 Rain Backup	$120	120
25 Additional Chairs	$50	$100

Homer Lake

Salt Fork Center (100)	2021/22	2023
Partial Day.. Hourly Rate (4hr min)	$50	$50
Holiday..... Hourly Rate (4hr min)	$75	$75
All Day..... Flat Rate (8am-11pm)	$500	$500
Deposit	$200	$0

Walnut Hill Shelter (60)	2021/22	2023
Partial Day.. Hourly Rate (2hr min)	$20	$30
Holiday..... Hourly Rate (2hr min)	$30	$45
All Day..... Flat Rate (8am-11pm)	$200	$300
Deposit	$200	$0

Middle Fork

Activity Center (134)	2021/22	2023
Partial Day.. Hourly Rate (4hr min)	$50	$50
Holiday..... Hourly Rate (4hr min)	$75	$75
All Day..... Flat Rate (8am-11pm)	$500	$500
Deposit	$200	$0

** When notice of cancellation is received 30 days or more prior to the event date, 1/2 of the deposit ($100) and rental fee will be refunded. If notice of cancellation is given less than 30 days of the event only 1/2 of the deposit ($100) will be refunded. The rental fee & 1/2 of the deposit will be forfeited.

Holiday Rate Applies to:	No Rentals
Memorial Day / July 4 /	Christmas Eve/Day
Labor Day / Thanksgiving Day	New Years Eve/Day

2 **Garden Weddings** will be reduced to a **2 hour time slot** - max. of 2 ceremonies per day. Time frame to be determined by couple. Same fee.

3 Increase the 2021 **Special Use Permit fee** to $100, include small weddings that don't have a garden reservation - same $100 fee.

* 4 **Deposits:** Discontinue. A question will be added to the online reservation process to which the renter will have to answer "Yes".

If not properly cleaned or there is damage an invoice will be sent and they will have 30 days to pay or set up a payment plan. If not paid send to collections.

Because there will be no deposit they will need to pay the full amount up front with the system we have.

** 5 **New Cancellation Policy**

When the renter cancels more than 30 days before the event 1/2 of the rental fee or $100 (which ever is less) will be refunded.

If reservation is cancelled within 30 days of the event, no refund will be available. The renter could always submit an extenuating refund request.

Boats: Add Advance Boat Tickets to Active Net — Good only on Sa-Su |still FC/FS — $5/ea

Add Group Boat Rental to AN and have it set so it must be requested at least 7 days in advance — Only for M-F | 8a-5p — $100/hr

Proposed Lake Of The Woods Golf Fees for 2022 Season

											Proposed
GREEN FEES	2011/12	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
18 Hole Resident	$24.00	$24.00	$24.00	$24.00	$24.00	$25.00	$24.00	$24.00	$24.00	$24.00	$24.00
18 Hole (After 11:00)				$18.00	$18.00	$19.00	$19.00	$20.00	$20.00	NA	NA
18 Hole (After 1:00)										$20.00	$20.00
Weekends & Holidays	$25.00	$25.00	$25.00	$25.00	$25.00	$30.00	$29.00	$24.00	$24.00	$24.00	$24.00
18 Hole Nonresident	$26.00	$26.00	$26.00	NA	NA	NA	NA	NA	NA	NA	NA
Weekends & holidays Nonresident	$27.00	$27.00	$27.00	NA	NA	NA	NA	NA	NA	NA	NA
18 Hole Senior	$19.50	$19.50	$18.00	$18.00	$18.00	$18.50	$18.50	$18.50	$18.50	$18.50	$18.50
18 Hole Sr/Jr/Student (After 11:00)				$16.00	$16.00	$16.00	$16.00	$16.00	$16.00	NA	NA
18 Hole Sr/Jr/Student (After 1:00)										$16.00	$16.00
18 Hole Junior	$19.50	$19.50	$18.00	$15.00	$15.00	$16.00	$16.00	$16.00	$16.00	$16.00	$16.00
9 Hole Adult	$16.50	$16.50	$16.50	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00
9 Hole Junior/Senior/Student	$14.00	$14.00	$14.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00
Student 18 Hole (College)				$20.00	$20.00	$20.00	$16.00	$16.00	$16.00	$16.00	$16.00
Twilight Fee (18 Hole Fee)	$18.00	$18.00	$18.00	$18.00	$18.00	NA	NA	NA	NA	NA	NA
Replay Fee 18 (Includes cart)				$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Replay Fee 9 (Includes cart)				$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00
Par 3 (9 hole)	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	NA	NA
Par 3 (all day)	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$10.00	$10.00
Practice range ($6-$8-$12 Buckets)	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00	$6.00
Outing Fee Tee-Times (Incl. $5 Cr)							$38.00	$38.00	$38.00	$40.00	$40.00
A.M. Shotgun Outing (72 player min)	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$40.00	$50.00
P.M. Shotgun Outing (72 player min)											$60.00
COUPONS											
10 Green Fees Coupon	$220.00	$220.00	$220.00	$220.00	$220.00	$230.00	$230.00	$230.00	$230.00	$230.00	$216.00
Senior 10 Green Fees Coupon	$180.00	$180.00	$162.00	$162.00	$162.00	$170.00	$170.00	$170.00	$170.00	$170.00	$166.50
Par 3 Course- 20 All Daily Fees	$140.00	$140.00	$140.00	$140.00	$140.00	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00
Golf cart (10 18-hole, 1\2 cart)	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$135.00	$140.00	$140.00	$140.00	NA
Golf cart (10 9-hole, 1\2 cart)	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00
5 Play Simulator Coupon				$95.00	$95.00	$95.00	$95.00	NA	NA	NA	NA
10 Play Simulator Coupon				$170.00	$170.00	$170.00	$170.00	NA	NA	NA	NA

Indicates NEW fee for 2022

Proposed Lake Of The Woods Golf Fees for 2022 Season

RENTAL FEES											
Golf cart (18-holes - 1/2 cart)	$15.00	$15.00	$15.00	$15.00	$15.00	$16.00	$16.00	$16.00	$16.00	$16.00	$16.00
Golf cart (9-holes - 1/2 cart)	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00
Senior Golf car (After 11:00)				$10.00	$10.00	NA	$10.00	NA	NA	NA	NA
Golf cart (After 11:00)	$12.00	$12.00	$12.00	$11.00	$11.00	$11.00	$11.00	$10.00	$10.00	NA	NA
Golf cart (After 1:00)										$10.00	$10.00
Golf cart Single Rider Fee										$21.00	$21.00
Golf cart Single Rider Fee (After 1:00)										$15.00	$15.00
Golf cart Spectator Fee										$5.00	$5.00
Pull cart - 18 Holes	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
Pull cart - 9 Holes							$3.00	$3.00	$3.00	$3.00	$3.00
Locker (Seasonal)	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00
Clubs (18 holes full set)	$16.50	$16.50	$16.50	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00	$15.00
Clubs (9 holes full set)	$11.00	$11.00	$11.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00
Clubs (Par 3)	$1.75	$1.75	$1.75	$1.75	$1.75	$2.00	$2.00	$2.00	$2.00	$2.00	$2.00

Page 2											
SEASON PASSES	2011/12	2013	2014	2015	2016	2017	2018	2019	2020	2021	2021
Adult Resident	$675.00	$675.00	$675.00	$675.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00
2nd Family Adult Resident	$600.00	$600.00	$600.00	$600.00	$625.00	$625.00	$500.00	$500.00	$500.00	$500.00	$500.00
Senior Resident (Restricted)	$500.00	$500.00	$500.00	$500.00	*NA	*NA	*NA	*NA	*NA	*NA	*NA
2nd Family Senior (Restricted)	$450.00	$450.00	$450.00	$450.00	*NA	*NA	*NA	*NA	*NA	*NA	*NA
Senior Resident	$575.00	$575.00	$575.00	$550.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00
2nd Senior Resident	$500.00	$500.00	$500.00	$500.00	$525.00	$525.00	$400.00	$400.00	$400.00	$400.00	$400.00
Youth Resident	$300.00	$350.00	$400.00	$400.00	$425.00	$450.00	$300.00	$300.00	$300.00	$300.00	$300.00
NEW RESTRICTED PASS - 5 (2021)	*NA	*NA	*NA	*NA	*NA	*NA	*NA	$198.00	NA	$198.00	NA
NEW RESTRICTED PASS - 7 (2021)	*NA	*NA	*NA	*NA	*NA	*NA	*NA	*NA	NA	$398.00	NA
* (Monday - Friday Only)											
FOOT GOLF FEES											
18 Hole			$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	NA
9 Hole			$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	$8.00	NA
Replay Fee			$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	NA
Foot Golf Fee (All Day)											$10.00
Outing Fee (Incl. Soccer Ball)			$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	NA
Soccer Ball Rental 18 Holes			$2.00	$2.00	$2.00	NA	NA	NA	NA	NA	NA
Soccer Ball Rental			$1.00	$1.00	$1.00	$1.00	$1.00	$1.00	$1.00	$1.00	$1.00

Indicates NEW fee for 2022

PROMOTIONAL FEES											
Tuesday Special (Includes Cart)			$25.00	$25.00	$25.00	$25.00	NA	NA	NA	NA	NA
9 and Wine (Includes cart + Wine)				$30.00	$30.00	$30.00	NA	NA	NA	NA	NA
The Golf Card (Includes Cart)			$25.75	$26.00	$26.00	$26.00	$26.00	$26.00	$26.00	$26.00	$26.00
WDWS 1/2 Price Haven**				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	NA
Lunch Special				$30.00	$30.00	$30.00	NA	NA	NA	NA	NA
WCIA Card- 1 Free Green fee must take cart				$15.00	$15.00	$15.00	$16.00	$16.00	$16.00	$16.00	NA
Park District Reciprocal Fee (w/cart)				$24.00	$24.00	$24.00	$26.00	$26.00	$26.00	$26.00	$26.00
Community Concierge Coupon				($5.00)	($5.00)	($5.00)	($5.00)	($5.00)	($5.00)	($5.00)	NA
Birthday Special ***				$0.00	$0.00	$0.00	$0.00	NA	NA	NA	NA
Come Back Coupon				($5.00)	($5.00)	($5.00)	($5.00)	($5.00)	($5.00)	($5.00)	($5.00)
C-U Savings						$26.00	NA	NA	NA	NA	NA
SIMULATOR FEES											
18 Hole Weekday				$18.00	$18.00	$18.00	$18.00	$18.00	$18.00	$18.00	$18.00
Weekends & Holidays				$20.00	$20.00	$20.00	$20.00	$18.00	$18.00	$18.00	$18.00
9 Hole				$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00
Simulator Practice 1/2 Hour				$10/$18	$10/$18	$10/$19	$10.00	$10.00	$10.00	$10.00	$10.00
Simulator Winter League Fee				$0.00	$0.00	$100.00	$100.00	$125.00	$125.00	NA	NA

Indicates NEW fee for 2022

October 21, 2021

MEMORANDUM

To: Board of Commissioners
From: Chris Edmondson, Golf Manager
John Baker, Director of Business and Finance
Re: Golf Carts Purchase Discussion

Staff intend to go out for bid for the purchase of a 60-cart electric golf cart fleet before year end. An outright purchase (or lease purchase) could be encumbered from 2021 budget savings Since this item was not included in the 2021 approved budget (and 2022 will be submitted later this year for approval), staff thought it important to provide early notice to commissioners and to ensure that staff address your questions and concerns.

Originally staff planned the golf carts for the 2022 budget, however the current procurement environment requires ordering a golf car fleet several months before taking delivery, rather than the two month timelines in past years. Ordering a golf car fleet now means taking delivery, at the earliest, in late March 2022, but the more likely delivery date is May 2022.

The current Lake of the Woods golf car fleet is six years old, fossil-fuel powered, and showing its age. The normal use expectancy for golf cars is five years, but golf employees' care and maintenance of the current fleet added the additional year to the current fleet life.

Chris Edmondson researched replacing the current fleet with an electric fleet, discovering that battery technology has greatly advanced simplifying fleet maintenance and greatly extending battery charge and life. In the early 2010s the District used an electric fleet but switched in 2016 to a gasoline powered fleet because of the service and battery life problems of the previous electric fleet. Golf carts from that electric fleet failed to hold charges for eighteen holes, stranding golfers on the course. Those issues have now been resolved by the golf industry.

Given the fleet age and the delivery time challenge, staff will proceed with seeking and obtaining bids for replacing the present fleet. Current 2021 budget savings will be sufficient to cover the expected fleet cost. Purchasing the fleet in 2021 will also provide more room in the 2022 budget for capital projects. As in the past the current golf cart fleet will be traded for reduced pricing on the new fleet.

October 21, 2021

MEMORANDUM

To: Board of Commissioners
From: Business and Finance Section
Re: Disbursements for Approval

Action Requested

Staff requests that the Board of Commissioners approve the payment of $ $361,966.20 in accounts payable disbursements dated September 17, 2021 through October 21, 2021.

Accounts Payable check range:	113913 through 114085
Purchasing Card check range:	P05712 through P05783

Background

For the past month, District total expenses broke down as follows:

Disbursements Breakdown	**Amount**
Board Approved Expenses	$ 250,775.80
Delegated Insurance Expenses	$ 45,764.68
Expenses Under $1,000*	$ 23,983.61
Delegated Purchasing Card Expenses	$ 18,139.82
Delegated Utilities Expenses	$ 13,492.49
Delegated Merchandise & Concession Expenses	$ 9,809.80
Total Disbursements	**$ 361,966.20**

*Includes $5,930 in refunds

There were seven spoiled checks this month: 113998-114004. Two checks stuck together when the batch was printed.

SUMMARY OF CHECK ACTIVITY

REGULAR BOARD MEETING

Total Disbursements for September 17, 2021 through October 21, 2021 **$ 361,966.20**

Vendor Payments Greater than $1,000		
Check	**Vendor**	**Amount**
114022	Cross Construction - Stidham Woods bike path resurface	$ 87,951.60
114058	Otto's Construction - LOW Elks Lake Pavilion re-roof	$ 51,179.20
113921	Health Alliance Medical Plans - October employee health insurance	$ 32,986.00
114028, Pcard	Fred's Plumbing, Heating, & Air - LOW P1 AC, MGP toilet drain repair	$ 14,204.46
113952, 113996, 113977	United Fuel - September gasoline & diesel all departments	$ 13,430.57
113985	Farmer's AG Services - MF farm herbicides & fertilizers	$ 11,459.71
113969	Park District Risk Management Association - Sept monthly contribution	$ 9,107.13
114051	Micro Systems Integration - Symantec renewal, IT computer upgrades	$ 6,035.00
114041	KnowBe4 - security training & phishing subscription prepay 2021-2023	$ 5,622.75
113954	Ameren IP - September heat & electric LOW departments	$ 5,368.77
114049, Pcard	Menards - HL cedar posts and rails, HL storm shelter engineered lumber	$ 4,592.58
113922	Illinois Association of Park Districts - executive director search fee	$ 4,475.00
113930, 114076	Tuff Grid USA - LOW canoe access diamond grid base	$ 4,083.61
114079	Vulcan Materials - LOW canoe access stone, gravel, & riprap	$ 4,076.27
113926	Meyer Capel - HQ August professional services	$ 4,000.00
114043	Lehigh Hanson Aggregates - HL storm shelter & MF gravel	$ 3,563.45
114031	GovHR USA - compensation study final payment	$ 3,300.00
114053	Midwest Construction Rental - HL storm shelter boom lift, LOW canoe access roller	$ 3,295.30
113984	Eastern Illini Electric - September electric HL, MF, SR & RV	$ 3,105.38
114039	Jennings Implement Co - LOW Kubota #195 repair	$ 2,794.98
114014	Bobcat of Champaign - new tracks for LOW T180 Bobcat	$ 2,774.70
Pcard	Amazon - carbon monoxide detectors, deer fence, toner, misc supplies	$ 2,681.30
113959, 114005, 113915	Callaway Golf - ProShop clubs & sleeves merchandise	$ 2,593.68
113918	Farnsworth Group Inc - KRT Phase II Design	$ 2,530.16
113972, 113973	The Standard Insurance Co - September dental, life & vision premiums	$ 2,481.89
114015	Burris Equipment - Fuel gauge, module, tech repair GC mower	$ 2,460.56
113995	United Way of Champaign - 1-3 quarter employee payroll deductions	$ 2,211.00
114062	Prairie Material - MGP and LOW canoe access concrete	$ 2,199.20
114023	County Materials - LOW Canoe access 7' parking curb	$ 1,950.00
114078	UpClose Marketing - Oct/Nov Leaflet, maps, business cards, postcards	$ 1,904.97
113927, 113968, 113988, 113949	Orange & Blue Distribution - ProShop beverage merchandise	$ 1,891.35
113987, 113962, 113920, 113940	Heartland Coca Cola - ProShop beverage merchandise	$ 1,824.25
114025	John Deere Financial - MF Gator repair	$ 1,576.00
113945	Steve Marcotte - Campstore firewood	$ 1,521.00
113913	Jamila Appleby - MGP "Revisit Your Legacy" Oral History Project	$ 1,500.00
113965, 113946	Mediacom - Sept/Oct HQ telephone & internet	$ 1,426.82
114029	Gaylord Archival - MGP archival poly roll & monitor	$ 1,365.81
114071	Stetson Building Products - LOW canoe access concrete supplies	$ 1,340.30
114069	Siteone Landscape Supply - GC irrigation repair parts	$ 1,326.49

SUMMARY OF CHECK ACTIVITY

REGULAR BOARD MEETING

114074, 114075	Trugreen - LOW ice melt & BG lawn service	$	1,295.78
Pcard	Vital Education & Supply - Annual CPR & AED First Aid Training	$	1,290.00
Pcard	The Pipco Companies - MGP fire suppression system inspection	$	1,275.00
113986, 113919	Frontier - August & September telephone GC, MF, HLIC, HL	$	1,253.77
114036	Illinois Pump Inc - GC motor connector irrigation repairs	$	1,142.66
114035	Illinois Portable Toilets - Freedom Fest portable toilets	$	1,125.00
Pcard	Sam's Club - ProShop cups, plates, napkins, chips, HQ MEW retirement food	$	1,105.60
114065, Pcard	Rural King - BG landscaping, NR herbicides, misc supplies	$	1,049.44
114052	Mid America Sand & Gravel - BG & LOW recycled contrete and gravel	$	1,013.39
	Total Vendor Payments Greater Than $1,000	**$**	**322,741.88**

Board of Commissioners
Champaign County Forest Preserve District

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Bobbie Herakovich, Treasurer

October 6, 2021
MEMORANDUM
To: Board of Commissioners
From: John Baker, Director of Business and Finance
Re: September Treasurer's Report

Action Requested
Staff requests the Board accept the September 2021 Treasurer's Report.

Summary - At September 30, 2021 the District had $80,000 in outstanding bonds, $256,536 cash and $4,701,296 in investment accounts.

September Investment Balances

Illinois Fund	$ 2,319,002
Certificates of Deposit	$ 2,157,100
Illinois Investor's Trust	$ 224,107
Farm Cooperative Equity	$ 1,087
	$ 4,701,296

September Cash & Investment Balances

Starting Balance	$ 3,932,737
Revenues	$ 1,472,166
Expenditures	$ 447,069
Ending Balance	$ 4,957,834

In the past month, the District:
- The District received its fourth tax distribution early in the month totaling $1,328,039.65. Through September the District had received 82% of its total property tax extension.
- The fifth distribution was received October 1st, so is not reflected in the September numbers, except for the attached property tax report.
- Purchased four certificates of deposit, three from local banks and one through the Illinois Investor's Trust for a total September investment of $677,800.
- Resolved the Middle Fork shelter reimbursement dispute with PDRMA for $55,960. Payment of the final $34,526 is expected in October.

Attachments
- 2021 Property Tax Distribution and Projection
- 2021 Commitments Update
- 2022 Budget Update

Champaign County Forest Preserve District
September 2021 Treasurer's Report

Financial Activity and Balances

	Financial Activity						Month End Investment Balances					
FUND	**Beginning Cash**	**Total Revenue**	**Total Expenses**	**Net Activity Assets & Liabilities**	**Interfund Activity**	**Ending Cash**	**Illinois Funds**	**IIT**	**Farm Equity**	**Certificates of Deposit**	**Total Investments**	**Ending Cash & Investments**
CORPORATE	$ 140,698	$ 752,798	$ (232,697)	$ (598,655)	$ -	$ 62,145	$ 1,798,409	$ 21,911	$ -	$ 1,191,183	$ 3,011,502	**$ 3,073,647**
CONSTRUCTION	$ 66,618	$ 302,842	$ (64,621)	$ (248,887)	$ -	$ 55,952	$ 327,412	$ -	$ 1,087	$ 150,000	$ 478,499	**$ 534,451**
GOLF	$ 88,695	$ 108,350	$ (75,298)	$ (3)	$ -	$ 121,744	$ 162,660	$ -	$ -	$ 110,000	$ 272,660	**$ 394,404**
M Store	$ 15,997	$ 1,334	$ (636)	$ -	$ -	$ 16,696	$ -	$ -	$ -	$ -	$ -	**$ 16,696**
INSURANCE	$ -	$ 92,684	$ (21,131)	$ (71,552)	$ -	$ 0	$ -	$ 60,839	$ -	$ 175,000	$ 235,839	**$ 235,839**
IMRF	$ -	$ 64,635	$ (14,026)	$ (50,609)	$ -	$ 0	$ 0	$ 57,523	$ -	$ 145,000	$ 202,523	**$ 202,523**
AUDIT	$ -	$ 10,975	$ -	$ (10,975)	$ -	$ (0)	$ -	$ 10,067	$ -	$ 34,893	$ 44,960	**$ 44,960**
SSI	$ -	$ 68,293	$ (15,939)	$ (52,353)	$ -	$ -	$ -	$ 73,768	$ -	$ 40,000	$ 113,768	**$ 113,768**
BOND	$ -	$ 68,292	$ -	$ (68,292)	$ -	$ -	$ -	$ -	$ -	$ 201,024	$ 201,024	**$ 201,024**
PROJECT	$ -	$ 1,962	$ (22,720)	$ 20,758	$ -	$ -	$ (27,745)	$ -	$ -	$ -	$ (27,745)	**$ (27,745)**
Land	$ -	$ 1	$ -	$ (1)	$ -	$ -	$ 58,265	$ -	$ -	$ 110,000	$ 168,265	**$ 168,265**
TOTAL	**$ 312,009**	**$ 1,472,166**	**$ (447,069)**	**$ (1,080,569)**	**$ -**	**$ 256,536**	**$ 2,319,002**	**$ 224,107**	**$ 1,087**	**$ 2,157,100**	**$ 4,701,296**	$ 4,957,833

Champaign County Forest Preserve District
September 2021 Treasurer's Report

Investment Rates and Maturities

Investments	Rate	Month End	Maturity Date
Illinois Fund	0.020%	$ 2,319,002	NA
Illinois Investor's Trust	0.020%	$ 224,107	NA
Farm Cooperative Patronage	NA	$ 1,087	NA
CD (180) - Gifford State Bank	0.250%	$ 234,500	November 24, 2021
CD (215) - Prospect Bank	0.250%	$ 247,000	December 29, 2021
CD (450 days) IIT - First Capital Bank	0.350%	$ 248,000	December 30, 2021
CD (175 days) Midland States Bank	0.150%	$ 150,000	December 30, 2021
CD (182) IIT - Preferred Bank	0.250%	$ 150,000	February 7, 2022
CD (365) - Iroquois Federal	0.450%	$ 200,000	February 9, 2022
CD (181) - BankChampaign	0.150%	$ 249,800	March 10, 2022
CD (365) IIT - AllianceWestern Bank	0.200%	$ 180,000	September 8, 2022
CD (518) - State Bank of Forrest	0.500%	$ 248,000	February 10, 2023
Total Investments		**$ 4,451,496**	

Champaign County Forest Preserve District
September 2021 Treasurer's Report

Revenues and Expenditures Transacted as Percent of Budget

2021 Revenues				
Fund	**Budgeted**	**Cumulative Revenues**	**2021 Percent Collected**	**5 year Average Percent***
CORPORATE	$ 3,155,024	$ 2,576,809	81.7%	78.2%
CONSTRUCTION	$ 1,206,346	$ 923,587	76.6%	72.7%
GOLF COURSE	$ 756,220	$ 788,974	104.3%	83.3%
GENERAL STORE	$ 5,110	$ 6,446	126.2%	64.2%
INSURANCE	$ 383,275	$ 275,710	71.9%	83.9%
IMRF	$ 283,923	$ 206,972	72.9%	92.0%
AUDIT	$ 45,391	$ 32,649	71.9%	78.4%
SOCIAL SECURITY	$ 240,128	$ 203,153	84.6%	75.0%
BOND	$ 258,176	$ 203,158	78.7%	80.6%
CAPITAL PROJECTS & EQUIPMENT	$ 1,058,893	$ 455,567	43.0%	48.0%
LAND ACQUISITION	$ 709,350	$ 45	0.0%	113.2%
TOTAL	$ 8,101,836	$ 5,673,071	70.0%	75.4%

2021 Expenditures				
Fund	**Budgeted**	**Cumulative Expenses**	**2021 Percent Expended**	**5 year Average Percent***
CORPORATE	$ 2,853,310	$ 1,905,261	66.8%	74.0%
CONSTRUCTION	$ 959,095	$ 649,841	67.8%	70.4%
GOLF COURSE	$ 755,933	$ 632,536	83.7%	76.8%
GENERAL STORE	$ 8,250	$ 2,760	33.5%	71.7%
INSURANCE	$ 329,065	$ 132,161	40.2%	66.5%
IMRF	$ 188,042	$ 131,833	70.1%	76.9%
AUDIT	$ 30,422	$ 25,661	84.3%	95.7%
SOCIAL SECURITY	$ 217,339	$ 148,397	68.3%	70.9%
BOND	$ 83,845	$ 3,851	4.6%	3.5%
CAPITAL PROJECTS & EQUIPMENT**	$ 1,813,285	$ 884,440	48.8%	36.9%
LAND ACQUISITION	$ 863,250	$ 19,540	2.3%	64.7%
TOTAL	$ 8,101,836	$ 4,536,282	56.0%	65.6%

*The 5 Year Average Percent equals each fund's current period average percentage of budget for revenues or expenditures for the years 2016-2020.

**The Multiyear Projects budget, now allotted by the Board of Commissioners for the Willow Pond and Elks Lake Roof projects is consolidated into the Capital Projects & Equipment Fund.

2021 CCFPD Property Tax Extension with Distribution Projection

FUND	2021 Extension	Actual May-21	Jun-21	Jul-21	Sep-21	Oct-21	Projected Dec-21	Projected Uncollectable
General	$ 2,622,287	$ 530,703	$ 866,151	$ 26,252	$ 720,727	$ 391,115	$ 80,766	$ 6,556
Bonds	$ 248,474	$ 50,286	$ 82,071	$ 2,488	$ 68,292	$ 37,060	$ 7,653	$ 621
IMRF	$ 235,163	$ 47,593	$ 77,676	$ 2,354	$ 64,634	$ 35,075	$ 7,243	$ 588
Audit	$ 39,933	$ 8,081	$ 13,189	$ 400	$ 10,975	$ 5,956	$ 1,230	$ 100
Liability	$ 337,215	$ 68,246	$ 111,384	$ 3,376	$ 92,683	$ 50,296	$ 10,386	$ 843
SS	$ 248,474	$ 50,286	$ 82,071	$ 2,488	$ 68,292	$ 37,060	$ 7,653	$ 621
Construction	$ 1,100,384	$ 222,698	$ 363,461	$ 11,016	$ 302,437	$ 164,123	$ 33,892	$ 2,751
TOTAL	**$ 4,831,930**	**$ 977,894**	**$1,596,004**	**$ 48,374**	**$ 1,328,040**	**$ 720,683**	**$ 148,823**	**$ 12,080**

Distribution %	20.24%	33.03%	1.00%	27.48%	14.92%	3.08%	0.25%

Cumulative	$ 977,894	$2,573,898	$ 2,622,271	$ 3,950,311	$4,670,994	$4,819,817
Cumulative %	20.24%	53.27%	54.27%	81.75%	96.67%	99.75%

green = actual

yellow = projected distribution

red = projected shortfall

2021 Commitments Update – Champaign County Forest Preserve District

Commitments are amounts set aside by the Board of Commissioners for specific purposes. Commitments are generally created by Board resolution and most may be modified or rescinded by Board action in the future.

Certain commitments, created by grant, contractual or other obligations to external entities, may not be modified or rescinded as an obligation to an outside party must be met entirely before the commitment may be relieved. The District has three such commitments: Tomlinson Cemetery Fund, Salt Fork Mitigation, and Carle Tax Settlement.

Commitments are modified annually, according to generally accepted accounting procedures (GAAP), by any financial activity that directly relates to the commitment's purpose. District financial policy requires the use of District funds with the highest restrictions before using general purpose funds to pay obligations. The table below lists the current District commitments, their general financial activity in the past year and the yearend balance.

Description	1/1/2021 Balance	2021 Debits	2021 Credits	9/30/2021 Balance
Carle Tax Settlement	$ 100,000.00	$ 20,000.00	$ -	$ 80,000.00
Equipment Fund	$ 43,961.02	$ -	$ 18,056.00	$ 62,017.02
Farm Fund	$ 6,818.72	$ 950.49	$ 9,660.86	$ 15,529.09
Freedom Fest	$ 20,165.64	$ 8,534.83	$ 4,400.00	$ 16,030.81
Kickapoo Rail Trail Habitat	$ 27,043.91	$ -	$ -	$ 27,043.91
MF Activity Center HVAC	$ 65,000.00	$ 65,000.00	$ -	$ -
MF Willow Pond	$ 141,079.40	$ -	$ -	$ 141,079.40
OSF Tax Contingency	$ 87,752.82	$ -	$ -	$ 87,752.82
Salt Fork Mitigation	$ 134,172.98	$ -	$ -	$ 134,172.98
Tomlinson Cemetery Fund	$ 19,477.62	$ -	$ -	$ 19,477.62

October 21, 2021

MEMORANDUM

To: Board of Commissioners

From: Finance and Planning Departments

Re: 2022 Budget Update

The Business and Finance section finished reviewing and updating department 2022 budget submissions and all other budget accounts needed for next year's operations. Supervisors are reviewing 2022 budget printouts to ensure all department information has been entered accurately and for any missing information. Executive management is reviewing the department requests and the 2021 compensation and new/augmented position requests.

2022 Proposed Revenues	2022 Proposed Expenses
$11,342,521 total revenue, broken down as: • $5,255,697 Property and Other Taxes • 3,194,380 Capital and Operating Grants • 852,070 User Fees (including golf) • 489,017 Private & Corporate Donations • 300,755 Merchandise & Miscellaneous • 725,602 Budget Encumbrances • 524,200 Bond & Debt Service Transfers	**$11,504,111 total expenses**, broken down as • $4,345,402 Capital Projects • 3,687,873 Compensation Base • 1,335,273 Supplies, Utilities, Services • 960,710 Land Acquisition • 585,740 Capital Equipment • 332,058 Maintenance & Small Equipment • 257,055 Debt Service
Compensation requests under review: • $183,834 wage increases that will increase district positions to a thirty percentile market share or provide a minimum two percent wage increase for employees • $152,401 new or augmented positions	

October 21, 2021
MEMORANDUM
To: Board of Commissioners
From: John H. Baker, Business and Finance Director
Re: Ordinance 2021-01: Annual Tentative Tax Levy Ordinance for 2021 Taxes Due in 2022

Action Requested
Staff requests the Board of Commissioners approve Ordinance 2021-01, the Annual Tentative Tax Levy for 2021 Taxes due in 2022.

Background
The 2021 proposed property tax levy is $5,426,633. This is an 18% increase over the $4,583,456 in 2020 property tax revenues extended to the District for the Corporate, Construction, Social Security, IMRF, Audit, and Liability Insurance funds*.

In late August the County Assessor estimated that the District's 2021 equalized assessed valuation is $4,644,277,229. Based on this estimate, staff project that the District will receive an additional $157,820 in non-bond property tax-capped revenues for 2021. (Note: The District EAV is an estimate only. The final EAV and the actual tax extension will not be finalized until late March or early April 2022.) The District levy should be high enough to capture additional increases in the EAV due to new construction or other adjustments over the next few months.

The 2021 levy was calculated in anticipation of the District's 2022 basic operating needs, exclusive of capital projects, capital equipment and the enterprise funds. The proposed levy rates will fully fund the Social Security, IMRF, Audit and Liability Insurance funds for 2022 and with typical camping, pavilion rental and other program revenues are expected to support the Corporate and Construction Operating funds as well.

Following this action, the next step in the levy process is a Public Hearing on the Final Tax Levy Ordinance, scheduled for November's Board Meeting. By statute, the final levy ordinance must be approved between the first Monday in October and no later than the first Monday in December. It must also be filed with the County Clerk before the last Tuesday in December. That filing instructs the County Clerk's office to calculate the new levy rates within the tax-cap law restrictions.

*NOTE: This ordinance does not include the bond levy. The district anticipates action on the bond levy at either the January or February Board meetings. The bond levy must be passed and filed with the County Clerk no later than February 28 to levy for the 2021 debt service taxes to be paid in 2022.

CHAMPAIGN COUNTY
FOREST PRESERVE DISTRICT
Headquarters, Lake of the Woods Forest Preserve
Mahomet, Illinois

ORDINANCE 2021-01
ANNUAL TENTATIVE TAX LEVY ORDINANCE OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT,
IN THE COUNTY OF CHAMPAIGN, OF THE STATE OF ILLINOIS
FOR THE 2021 TAXES DUE IN 2022

WHEREAS, the Board of Commissioners of the Champaign County Forest Preserve District, in the County of Champaign, Illinois at a Public Hearing to be duly held on the 18th day of November 2021 at 6:00 p.m. at the Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois, will conduct said Hearing for the purpose of presenting to the public and receiving public input on Ordinance No. # 2021-01 the "ANNUAL TENTATIVE TAX LEVY ORDINANCE OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT, IN THE COUNTY OF CHAMPAIGN, OF THE STATE OF ILLINOIS FOR THE 2021 TAXES DUE IN 2022";

WHEREAS, the Board of Commissioners of the Champaign County Forest Preserve District, in the County of Champaign, Illinois, during its regularly scheduled Business meeting on the 18th day of November 2021 immediately following the Public Hearing, at Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois, will duly approve Ordinance #2021-01 ,the "ANNUAL TAX LEVY ORDINANCE OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT, IN THE COUNTY OF CHAMPAIGN, IN THE STATE OF ILLINOIS FOR THE 2021 TAXES DUE IN 2022"; and;

NOW THEREFORE, for the purposes of supplying revenue to meet the obligations and the liabilities of the District;

BE IT ORDAINED, by the Board of Commissioners of the Champaign County Forest Preserve District:

Section 1 That the aggregate sum of $5,426,633 to be hereby levied and assessed for the fiscal year beginning January 1, 2022 and ending December 31, 2022; for general corporate purposes, the amount of $3,438,678; for development and construction purposes, the amount of $1,251,015; for public account audit purposes, the amount of $39,484; for contributions to the Illinois Municipal Retirement Fund, the amount of $176,790; for contributions to the Social Security Fund, the amount of $231,003; and for liability and compensation insurance purposes, the amount of $289,663; upon all property subject to taxation within said Champaign County Forest Preserve District as the same is equalized and assessed for the State and County purposes, in purposes set here forth:

Paragraph 1. For the necessary and current expenses for the general corporate uses and purposes of the Champaign County Forest Preserve District for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

Corporate Fund

Description	Levy
Personnel: Salaries and Wages	1,921,255
Personnel: Fringe Benefits	276,903
Commodities	154,000
Services	293,757
Utilities	214,077
Miscellaneous	578,686
TOTAL TAX LEVY FOR GENERAL CORPORATE PURPOSE	**$3,438,678**

Paragraph 2. For the necessary and current expenses for development and construction uses and purposes of the Champaign County Forest Preserve District for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

Development and Construction Fund

Description	Levy
Personnel: Salaries and Wages	$ 728,398
Personnel: Fringe Benefits	98,575
Commodities	80,845
Services	50,830
Utilities	18,453
TOTAL TAX LEVY FOR DEVELOPMENT AND CONSTRUCTION PURPOSES	**$1,251,015**

Paragraph 3. For the necessary and current expenses to audit the Financial Records of the Champaign County Forest Preserve District as required by Illinois State Statute for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

Public Accounts Audit Fund

Description	Levy
Professional – Audit and Accounting	$ 39,484
TOTAL TAX LEVY FOR PUBLIC ACCOUNTS AUDIT PURPOSES	**$ 39,484**

Paragraph 4. For contributions to the Illinois Municipal Retirement Fund purposes of the Champaign County Forest Preserve District for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

Illinois Municipal Retirement Fund

Description	Levy
Personnel: Pension Benefits	$ 176,790
TOTAL TAX LEVY FOR CONTRIBUTIONS TO ILLINOIS MUNICIPAL RETIREMENT FUND	**$ 176,790**

Paragraph 5. For contributions to the Social Security Fund purposes of the Champaign County Forest Preserve District for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

Social Security Fund

Description	Levy
Personnel: Social Security	$231,003
TOTAL TAX LEVY FOR SOCIAL SECURITY FUND	**$231,003**

Paragraph 6. For the payment of premiums of member's contribution for risk management pool, unemployment compensation insurance, risk management services, self insurance, legal services, professional services and costs associated with the administration of same for the Champaign County Forest Preserve District for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

Liability and Compensation Insurance Fund

Description	Levy
Services: Insurance & Risk Management	$201,663
Services: Safety & Risk Mitigation	$ 88,000
TOTAL TAX LEVY FOR LIABILITY AND COMPENSATION INSURANCE FUND	**$289,663**

making the aggregate sum of $5,426,633 to be raised by taxation and levies on all the taxable property in said District in order to meet and defray all the necessary expenses and liabilities of the District as required by statute or voted by the people in accordance with law.

Section 2 That the Secretary of the Board of Commissioners of the Champaign County Forest Preserve District be, and is hereby directed to file a certified copy of the final Ordinance in the Office of the County Clerk of Champaign County, Illinois as provided by law.

Section 3 That the Tentative Ordinance shall be in full force and effect from and after its passage and approval.

Duly adopted and approved by the Board of Commissioners on this 21st Day of October 2021.

APPROVED:

_____
William Goodman, President, Board of Commissioners
Champaign County Forest Preserve District

ATTEST:

_____
Andrew Kerins, Secretary, Board of Commissioners
Champaign County Forest Preserve District

October 5, 2021
MEMORANDUM
To: Board of Commissioners
From: Mary Beck, HR Assistant/Risk Management Coordinator
Re: IAPD Credentials Certificate

Action Requested
Staff requests the Board of Commissioners approve the attached Credentials Certificate designating a District representative to serve as a delegate to the Illinois Association of Park Districts' Annual Business Meeting.

Background
Each member agency of the Illinois Association of Park Districts is entitled to be represented at the Annual Business Meeting, which will be held on Saturday, January 29, 2022 at 3:30 p.m. at the Hyatt Regency, Chicago (during the IPRA/IAPD annual conference). In order to ensure eligibility of the District's delegate, the attached Credentials Certificate must be approved at a meeting of the CCFPD Board of Commissioners.

Also attached are two memos from the IAPD regarding the procedures for recommending Resolutions to the Annual Meeting and changes or amendments to the IAPD Constitutional By-Laws.

IAPD
Illinois Association of Park Districts

TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2021

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 27-29, 2022.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

> "Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."
>
> "Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 29, 2022 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

_____ held at
(Name of Agency)

_____ on _____ at _____
(Location) *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 29, 2022 at 3:30 p.m.**:

Name ***Title*** ***Email***

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to:

Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org

IAPD
Illinois Association of Park Districts

TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2021

RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 30, 2021) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 15, 2021) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 30, 2021.

IAPD
Illinois Association of Park Districts

TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2021

RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 30, 2021 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 15, 2021) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 30, 2021 is the deadline for all changes and/or amendments to be received in the Association's office.

October 21, 2021

MEMORANDUM
To: Board of Commissioners
From: Bridgette Moen, Planning and Projects Coordinator
Re: KRT Temporary Easement Request

Action Requested
Staff request that the Board authorize the Executive Director to execute a temporary construction easement with the Illinois Department of Transportation (IDOT) to utilize land south of the Kickapoo Rail Trail near Route 150 and 2650E for a Route 150 drainage improvement project contingent upon review and approval by counsel.

Background
The scope of work for the IDOT drainage improvement project consists of removing an existing concrete pad (on CCFPD property) adjacent to an existing drainage structure (on IDOT property). IDOT will subsequently replace the drainage structure beneath Route 150; the limits of this work will be confined to IDOT property. The area of the temporary easement is .178 acres. Planning staff have met with an appraiser on site and reviewed the construction documents. The documents have also been routed to Farnsworth, the District's engineer for Phase II KRT construction. Farnsworth did not identify any potential negative impacts or conflicts with future KRT construction.

Budget Impact
Following the compensation schedule of the Indiana Natural Resources Commission *Easements on Department of Natural Resources Properties and Navigable Waters Bulletin #28*, which is the recommended guide in the District's *General Procedures for Approving Easements and License Agreements,* the recommended fee is $772.00. IDOT has offered **$700.00** for the temporary easement. Staff feel the compensation offered by IDOT is in keeping with the District policy and should be accepted. Because this property is encumbered by the State, revenue from this temporary easement should be committed to future KRT development or maintenance.

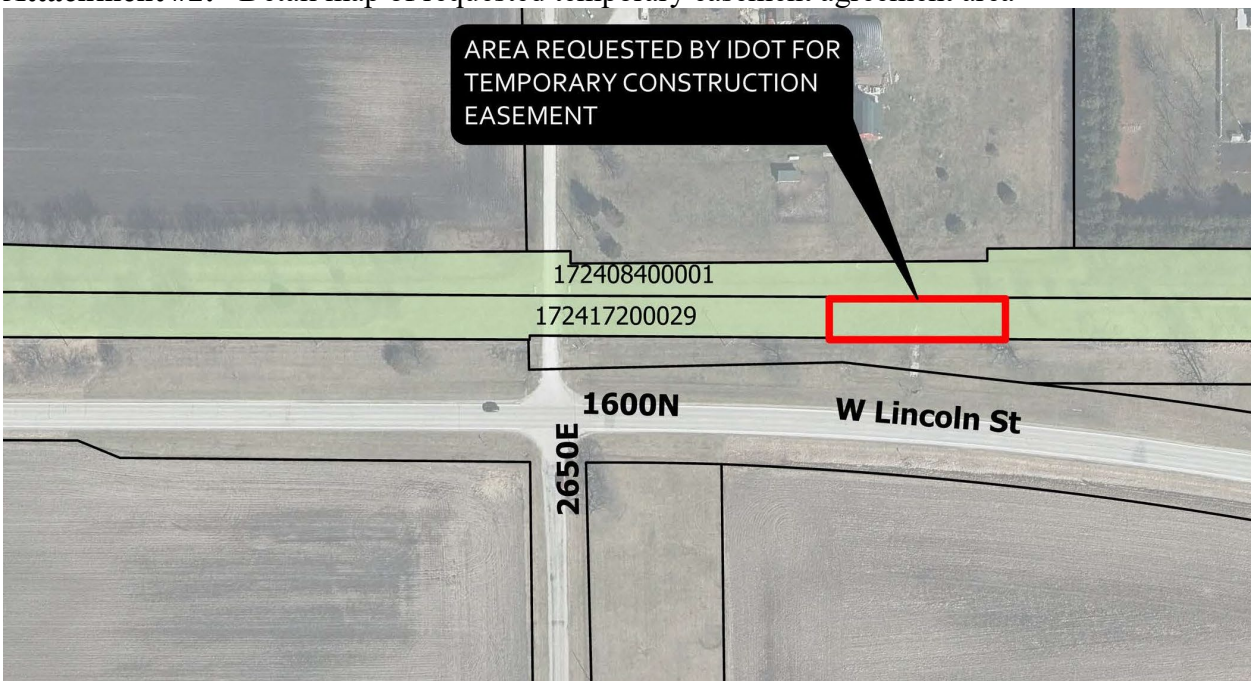
Easement width	40'
Length of easement	193'
Cost per foot	$8

Recommended fee (IN DNR)	$1,544
50% temporary access reduction	- $772
Recommended fee after reduction	$772
Proposed offer from IDOT	**$700**

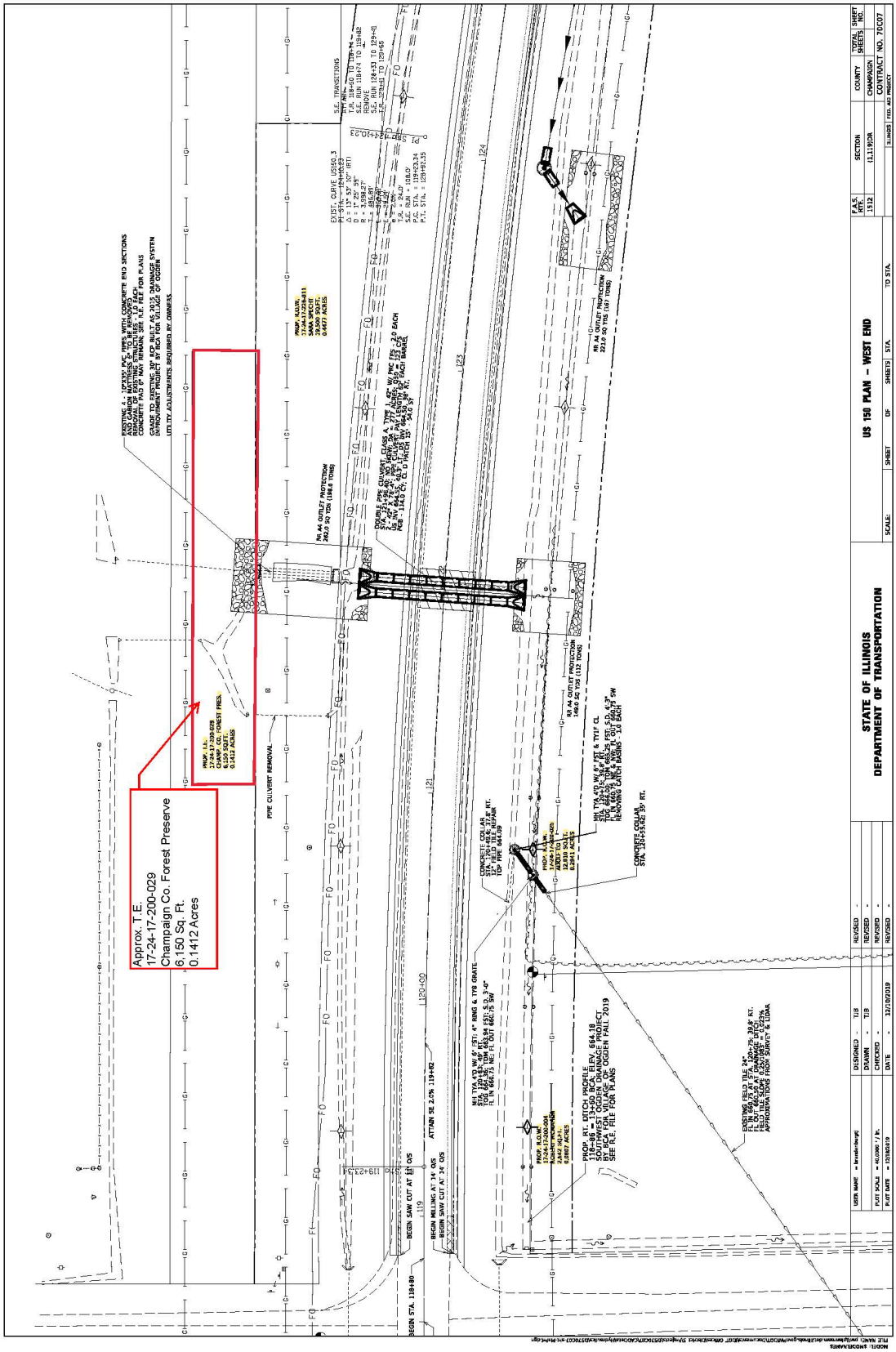
Attachments:
1. Map of requested temporary easement agreement area
2. Detail map of requested temporary easement agreement area
3. Plan sheet provided by IDOT
4. Agreement provided by IDOT

Attachment #1: Map of requested temporary easement agreement area

Attachment #2: Detail map of requested temporary easement agreement area



Attachment #3: Plan sheet provided by IDOT



Illinois Department of Transportation

Affidavit of Title

Owner	Champaign County Forest Preserve
Address	---
Route	FAS 1512 (US 150 & FAP 836 (IL 49)
Section	(1,119) DR
County	Champaign
Project	---
Job No.	R-95-043-16
Parcel No.	5436005
P.I.N. No.	17-24-17-200-029 (part)
Station	Lt. 120+94 to
Station	Lt. 123+01
Catalog No.	---
Contract No.	70C07

State of Illinois)
) ss.
County of Champaign)

I, _____ , _____

being first duly sworn upon oath states as follows:

1. Affiant has personal knowledge of the facts averred herein.

2. ☐ There are **no parties** other than Grantor in possession of any portion of the premises described in attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record.

   ☐ There are no parties other than Grantor **and the parties listed below** in possession of any portion of the premises described in attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record:

   _____

SEE ATTACHED EXHIBIT "A"

3. This affidavit is made to provide factual representation as a basis for the State of Illinois to accept a document of conveyance for the premises described in said conveyance, the premises being a portion of or all of the above described premises, from the record owners thereof.

4. The affiant has no knowledge of any driveway agreements, encroachments, overlaps, or boundary line disputes involving the premises to be conveyed.

5. The said premises described in Exhibit "A" are: (Check One)

   ☐ Vacant and unimproved ☐ Agricultural and unimproved

   ☐ Improved and

   (A) There have been no improvements made or contracted for on the premises within six (6) months immediately preceding the date of the affidavit, out of which a claim for a mechanic's lien could accrue or has accrued; and

   (B) To the best of my knowledge all improvements now on the premises comply with all local building and zoning ordinances.

6. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises to be conveyed which are not shown by the public records.

7. There are no taxes or special assessments which are not shown as existing liens by the public records involving the premises described in Exhibit A.

8. Per 50 ILCS 105/3.1, the identities of all owners and beneficiaries having an interest in the premises to be conveyed are as follows (check applicable box(es) and complete information requested):

☐ **Individual.** Individual **owner** of the property **is**: _____

_____

☐ **Nonprofit Organization.** There is no individual or other organization receiving distributable income from the organization.

☒ **Public Organization, including units of local government.** There is no individual or other organization receiving distributable income from the organization

☐ **Publicly-Traded Corporation.** There is no readily known shareholder entitled to receive more than 7-1/2% interest in the total distribution income of the corporation.

☐ **Corporation, Partnership, Limited Liability Company.** Those entitled to receive more than 7-1/2% of the total distributable income of said entity are as follows:

	Name	**Address**
*1.		
2.		
3.		
4.		

☐ **Land Trust or Declaration of Trust.** The identity of each beneficiary of Grantor Trust is as follows:

	Name	**Address**	% of Interest
*1.			
2.			
3.			
4.			

* IF THE INITIAL DISCLOSURES SHOW INTERESTS HELD BY ANOTHER CORPORATION, PARTNERSHIP, LIMITED LIABILITY COMPANY, OR TRUST, THEN FURTHER DISCLOSURES SHOULD BE PROVIDED UNTIL THE NAMES OF INDIVIDUALS OWNING THE INTEREST IN THE ENTITY ARE DISCLOSED.

Dated this _____ day of _____, 2021.

By: _____
Signature

_____
Print Name and Title if applicable

State of _____)
) ss
County of _____)

This instrument was acknowledged before me on _____, 2021, by _____.

(SEAL)

_____
Notary Public

My Commission Expires: _____

NOTE: THIS AFFIDAVIT MAY BE EXECUTED AND ACKNOWLEDGED ON BEHALF OF THE RECORD OWNER(S) BY ANY **ONE** OF THE RECORD OWNERS, OFFICERS, MANAGERS, PARTNERS, OR TRUSTEES HAVING KNOWLEDGE OF THE FACTS IN THIS AFFIDAVIT.

CG-1073

ALL THAT PART OF THE FOLLOWING DESCRIBED LAND LYING WITHIN SECTION 17, TOWNSHIP 19 NORTH, RANGE 14 WEST OF THE SECOND PRINCIPAL MERIDIAN, CHAMPAIGN COUNTY, ILLINOIS, TO WIT:

ALL THAT CERTAIN PROPERTY THE GRANTOR, BEING THE LINE OF RAILROAD SITUATE IN THE COUNTY OF CHAMPAIGN AND STATE OF ILLINOIS KNOWN AS THE PEORIA AND EASTERN (A/K/A PEKIN RUNNING TRACK), AND IDENTIFIED AS LINE CODE 8561 IN THE RECORDER'S OFFICE OF CHAMPAIGN COUNTY, ILLINOIS IN DEED BOOK 1170, PAGE 707, BEING FURTHER DESCRIBED AS FOLLOWS: BEGINNING IN THE TOWNSHIP OF OGDEN AT THE COUNTY LINE, THE COUNTY OF VERMILION ON THE EAST AND THE COUNTY OF CHAMPAIGN ON THE WEST, AT RAILROAD MILE POST 16.04 (A/K/A RAILROAD MILE POST 242.04; RAILROAD VALUATION STATION 12777+65); THENCE EXTENDING IN A GENERAL WESTERLY DIRECTION PASSING THROUGH THE TOWNSHIP OF OGDEN, TOWNSHIP OF ST. JOSEPH, GLOVER, CONTINUING THROUGH THE TOWNSHIP OF ST. JOSEPH, TOWNSHIP OF URBANA (ALSO BEING IN (A) THE SOUTH HALF OF SECTION 9, THE NORTH HALF OF SECTION 16, THE SOUTH HALF OF SECTION 8, THE NORTH HALF OF SECTION 17, THE SOUTH HALF OF SECTION 7, AND THE NORTH HALF OF SECTION 18, TOWNSHIP 19 NORTH, RANGE 14 WEST; (B) THE SOUTH HALF OF SECTION 7, TOWNSHIP 19 NORTH, RANGE 11 EAST; (C) THE SOUTH HALF OF SECTION 12, THE NORTH HALF OF SECTION 13, SOUTHEAST QUARTER OF SECTION 11, NORTH HALF OF SECTION 14, NORTH HALF OF SECTION 15, SOUTHWEST QUARTER OF SECTION 10, THE NORTH HALF OF SECTION 16, THE SOUTH HALF OF SECTION 9, THE NORTH HALF OF SECTION 17, THE SOUTH HALF OF SECTION 8, THE NORTH HALF OF SECTION 18, AND THE SOUTH HALF OF SECTION 7, TOWNSHIP 19 NORTH, RANGE 10 EAST; AND (D) THE NORTH HALF OF SECTION 13, THE SOUTH HALF OF SECTION 12, THE NORTH HALF OF SECTION 14, THE SOUTH HALF OF SECTION 11, THE NORTHEAST QUARTER OF SECTION 15 AND THE SOUTH HALF OF SECTION 10, TOWNSHIP 19 NORTH, RANGE 9 EAST) TO RAILROAD MILE POST 28.50 (A/K/A RAILROAD MILE POST 254.50; RAILROAD VALUATION STATION 13435+50), BEING THE END OF GRANTOR'S OWNERSHIP AND THE PLACE OF ENDING, IN THE TOWNSHIP OF URBANA; ALL AS SHOWN ON GRANTOR'S PEORIA AND EASTERN RAILWAY COMPANY (CLEVELAND, CINCINNATI, CHICAGO AND ST. LOUIS RAILWAY COMPANY) VALUATION MAP 19; SHEETS 12 THROUGH 18 INCLUSIVE, INCORPORATED HEREIN BY REFERENCE;

Illinois Department of Transportation

Receipt of Conveyance Documents and Disbursement Statement

Owner Champaign County Forest Preserve
Job No. R-95-043-16
Parcel No. 5436005 TE

The People of the State of Illinois, Department of Transportation (Grantee) acknowledges Receipt of the following:

(Check all that apply.)

- ☐ Warranty Deed covering acres
- ☐ Permanent Easement covering acres
- ☒ Temporary Construction Easement covering 0.178 acres

all located in Champaign County, Illinois as right of way for FAS Route 1512 (US 150) and FAP 836 (IL 49), Section (1,119) DR dated _____, executed by the undersigned Grantors.

Grantor and Grantee agree as follows:

1. The payment of the sum of seven hundred and no/100 ------ Dollars ($700.00) to Grantor as total consideration for the deed, by Grantee is subject to Grantee's approval of title and documentation and, if applicable, Grantee's final approval in accordance with Section 9.02 of the Illinois State Finance Act.

2. All improvements located, wholly or partially, on the parcel shall become the property of the State of Illinois, unless provided as follows:

3. Possession and transfer of title to IDOT occur when Grantee delivers a state warrant to Grantor, in person or to the address stated herein, in the amount of the above stated consideration, unless provided herein. Grantor shall have the sole responsibility and obligation to protect, preserve and maintain the parcel and improvements thereon until delivery of possession to Grantee.

4. Grantor directs Grantee to disburse the above stated consideration by warrant or by separate warrants as follows:

Name*	TIN/FEIN/SSN**	Address	Amount
Champaign County		P.O. Box 1040	$700.00
Forest Preserve		Mahomet, IL 61853	$
			$

*If multiple names on the same warrant, list first and circle the name of the person or entity whose TIN/FEIN/SSN is entered above. If lien holder is to be paid by warrant, use Grantor's TIN or SSN with their name listed first and lien holder second. The first payee must match the TIN used.

****Attach a current W-9 form for each TIN/FEIN/SSN.**

5. **NON-FOREIGN CERTIFICATION – FIRPTA.** Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must withhold tax if the transferor is a foreign person. For purposes of this paragraph, "Transferee" shall mean "Grantee" and "Transferor" shall mean "Grantor". To inform the Grantee that withholding of tax is not required upon the disposition of a U.S. real property interest by Grantor, the Grantor hereby certifies the following:

   a. Transferor is the owner of the real property being conveyed;
   b. Transferor is not a foreign person, entity, or disregarded entity (as such terms are defined in the Internal Revenue Code and Income Tax Regulations); and
   c. Transferor's U.S. Taxpayer Identification Number and address set forth above are true and correct.

   Transferor understands that this certification may be disclosed to the Internal Revenue Service by Transferee and that any false statement contained herein could be punished by fine, imprisonment or both.

   _____ Initial

6. Illinois law (15 ILCS 405/10.05 to 405/10.05b) requires the State of Illinois Comptroller to deduct from any State of Illinois warrants or payments the amount of any outstanding account or claim in favor of the State of Illinois and any amount necessary to satisfy past due child support or delinquent student loan and financial aid obligations on any loan guaranteed by the Illinois Student Assistance Commission.

7. This Receipt of Conveyance Documents and Disbursement Statement is the entire and exclusive agreement between the parties and supersede any written or oral understanding, promise or agreement, directly or indirectly related to the conveyance of parcel and improvements. The parties agree that any changes to this Receipt may only be made in writing and signed by the parties.

Date: _____

Grantor:

_____ Signature

_____ Print Name (and Title, if applicable)

_____ Signature

_____ Print Name (and Title, if applicable)

_____ Signature

_____ Print Name (and Title, if applicable)

_____ Signature

_____ Print Name (and Title, if applicable)

Date: _____

Grantee:

The People of the State of Illinois, Department of Transportation

_____
for State of Illinois, Department of Transportation

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Champaign County Forest Preserve

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

P.O. Box 1040

6 City, state, and ZIP code

Mahomet, IL 61853

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Owner	Champaign County Forest Preserve District
Address	---
Route	FAS 1512 (US 150) & FAP 836 (IL 49)
County	Champaign
Job No.	R-95-043-16
Parcel No.	5436005 TE
P.I.N. No.	17-24-17-200-029 (part)
Section	(1,119) DR
Project No.	---
Station	Lt. 120+94 to
Station	Lt. 122+87
Contract No.	70C07
Catalog No.	---

TEMPORARY CONSTRUCTION EASEMENT
(Governmental Entity)

Champaign County Forest Preserve District, a governmental entity organized and existing under and by virtue of the laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, (Grantor), by _____, its _____, for and in consideration of seven hundred and no/100 -- Dollars ($700.00), receipt of which is hereby acknowledged, and pursuant to the provisions of 70 ILCS 805/6e hereby represents that Grantor owns the fee simple title to and grants and conveys to the People of the State of Illinois, Department of Transportation, (Grantee), a temporary construction easement for the purpose of grading and shaping for drainage improvements and other highway purposes, on, over, and through the following described real estate:

A parcel of land being a part of the South Half (S 1/2) of Section 8, Township 19 North, Range 14 West of the Second Principal Meridian, situated in the county of Champaign, in the State of Illinois, and being more particularly described as follows:

Commencing at the Southwest Corner of the Southeast Quarter of Section 8, Township 19 North, Range 14 West of the Second Principal Meridian; thence North 88 degrees 28 minutes 56 seconds East along the South line of said Southeast Quarter, 267.77 feet; thence North 0 degrees 07 minutes 14 seconds East, 21.66 feet to the North right of way line of F.A.S. Route 1512 (U.S. 150) and the PLACE OF BEGINNING, said point also being in the South line of the former Peoria & Eastern Railroad and the North line of the former Illinois Terminal Railroad; thence continuing North 0 degrees 07 minutes 14 seconds East, 40.00 feet; thence South 89 degrees 52 minutes 46 seconds East along a line 40 feet North of and parallel with said North right of way line of F.A.S. Route 1512 (U.S. 150) and the South line of the former Peoria & Eastern Railroad and the North line of the former Illinois Terminal Railroad, 193.94 feet; thence South 0 degrees 07 minutes 14 seconds West, 40.00 feet to the North right of way line of F.A.S. Route 1512 (U.S. 150) and the South line of the former Peoria & Eastern Railroad and the North line of the former Illinois Terminal Railroad; thence N 89 degrees 52 minutes 46 seconds West along said lines, 193.94 feet to the PLACE OF BEGINNING, containing 0.178 acres more or less.

Said parcel is shown by a plat attached hereto and made a part hereof.

situated in the County of Champaign, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

The right, easement and privilege granted herein shall terminate three (3) years from the execution of this document, or on the completion of the proposed project, whichever is the sooner.

Grantor shall have and retain all rights to use and occupy the premises and access to Grantor's remaining property, except as herein expressly granted; provided, however, that Grantor's use and occupation of the premises may not interfere with Grantee's use of the premises in the purposes herein described.

Grantor, without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any diminution in value to any remaining property of the Grantor caused by the opening, improving and using the premises for highway purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

This grant shall constitute a covenant, which runs with the land, and shall be binding upon the legal representatives, successors and assigns of Grantor.

Dated this _____ day of _____, 2021.

Champaign County Forest Preserve District
Name of Governmental Entity

Attest:

By: _____
Signature

_____
Print Name and Title

By: _____
Signature

_____
Print Name and Title

State of Illinois)
) ss
County of Champaign)

This instrument was acknowledged before me on _____, 2021, by _____ and _____ of Champaign County Forest Preserve District .

(SEAL)

_____
Notary Public

My Commission Expires: _____

This instrument was prepared by and after recording return to:

Illinois Department of Transportation
ATTN: Bureau of Land Acquisition
13473 Illinois Highway 133
Paris, Illinois 61944-0610

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

ROUTE * SECTION (1, 119) DR COUNTY CHAMPAIGN
*FAS 1512 (US 150) & FAP 836 (IL 49) CONTRACT NO. 70C07

5436005 TE

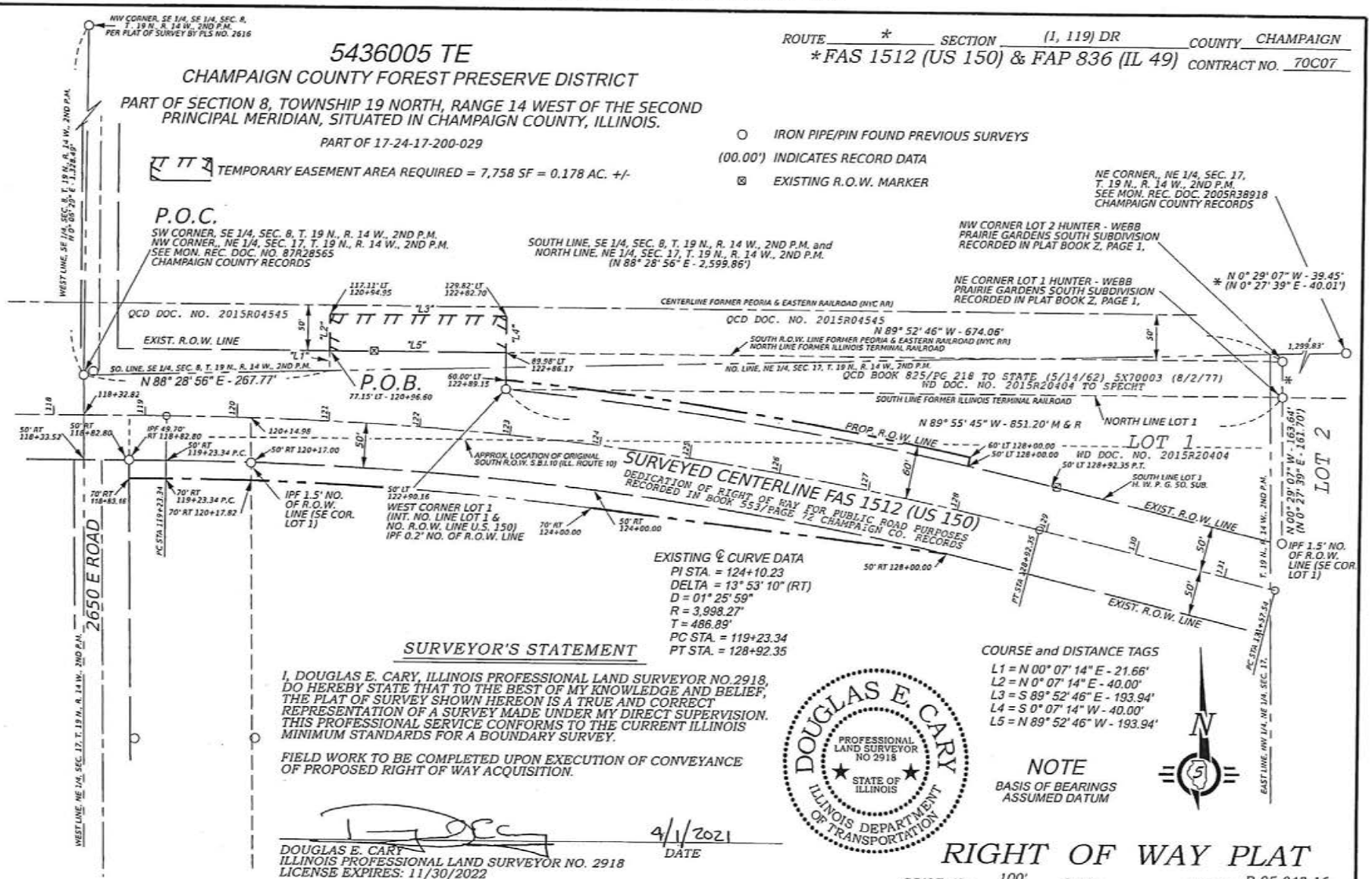
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

PART OF SECTION 8, TOWNSHIP 19 NORTH, RANGE 14 WEST OF THE SECOND PRINCIPAL MERIDIAN, SITUATED IN CHAMPAIGN COUNTY, ILLINOIS.

PART OF 17-24-17-200-029

TEMPORARY EASEMENT AREA REQUIRED = 7,758 SF = 0.178 AC. +/-

○ IRON PIPE/PIN FOUND PREVIOUS SURVEYS
(00.00') INDICATES RECORD DATA
⊠ EXISTING R.O.W. MARKER



EXISTING ℄ CURVE DATA

PI STA. = 124+10.23
DELTA = 13° 53' 10" (RT)
D = 01° 25' 59"
R = 3,998.27'
T = 486.89'
PC STA. = 119+23.34
PT STA. = 128+92.35

COURSE and DISTANCE TAGS

L1 = N 00° 07' 14" E - 21.66'
L2 = N 0° 07' 14" E - 40.00'
L3 = S 89° 52' 46" E - 193.94'
L4 = S 0° 07' 14" W - 40.00'
L5 = N 89° 52' 46" W - 193.94'

SURVEYOR'S STATEMENT

I, DOUGLAS E. CARY, ILLINOIS PROFESSIONAL LAND SURVEYOR NO.2918, DO HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PLAT OF SURVEY SHOWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY MADE UNDER MY DIRECT SUPERVISION. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

FIELD WORK TO BE COMPLETED UPON EXECUTION OF CONVEYANCE OF PROPOSED RIGHT OF WAY ACQUISITION.

DOUGLAS E. CARY
PROFESSIONAL LAND SURVEYOR NO 2918
STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF TRANSPORTATION

4/1/2021
DATE

DOUGLAS E. CARY
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2918
LICENSE EXPIRES: 11/30/2022

NOTE

BASIS OF BEARINGS ASSUMED DATUM

RIGHT OF WAY PLAT

SCALE: 1"= 100' DATE JOB NO. R-95-043-16

R.O.W. PLAT — NOTE BOOK — INKED — INK CHECKED — CHECKED — BY — DATES — NO.

•DGN-SPEC•

SIGNED RECORDED BOOK DOCUMENT NO. PAGE

October 14, 2021

MEMORANDUM

To: Board of Commissioners

From: CCFPD Compensation Committee (Barb Oehlschlaeger-Garvey, Blair Balbach, Bobbie Herakovich, Dara Edgington, David Sebestik, John Baker, Matt Kuntz, Mike Daab, Roy Woodmansee)

Re: Compensation & Classification Study Approval

Action Requested

The compensation committee requests the Board of Commissioners to approve the classification plan and compensation table (see attached*) proposed by GovHR USA for implementation in 2022. The committee furthermore requests the Board confirms their support for Scenario 3 (below) and provide any other pertinent feedback on the estimated 2022 compensation pool.

**Since the September meeting there has been one adjustment made to the classification plan, moving Landscape/Garden Worker II into Band 5.*

Future Considerations & Potential Adjustments

By and large the committee is pleased with the results of the compensation study and is in favor of approving the proposed classification plan and compensation table. However, as shared with the Board during previous updates, there are some concerns the study doesn't adequately address. Included among these concerns is whether we have ended up with the correct amount of salary ranges, which decreased from 20 to 10, and whether or not all positions have been accurately placed within the classification plan.

The Board should be assured that all positions have been correctly classified and matched to the appropriate compensation range according to GovHR' s methodology, which is solid. That said, the committee believes these outstanding concerns will be best addressed by slightly tweaking GovHR' s job factor analysis tool and then reassessing positions accordingly. This should not be cause for alarm as the committee is confident most positions are accurately placed, however this will provide a more objective avenue for addressing the few positions in question.

In addition to the above, the District is currently assessing the need for potential restructuring in a few departments. While we are not at the point of recommending any restructuring at this time, the Board may see such a recommendation in 2022.

Cost to Implement

In September the Board expressed consensus around implementing Scenario 3: implementing full raise amounts in 2022 and issuing a minimum 2% increase to all employees. Please note that the below costs have decreased slightly from what was projected in September.

Scenario	Cost	Avg Increase	Details
1	$ 91,553	5.4%	Any raises over $5,000 distributed over 3 years; 2% minimum increase for all employees
2	$ 118,301	6.3%	Any raises over $5,000 distributed over 2 years; 2% minimum increase for all employees
3	$ 183,834	8.9%	Full raise amounts for those>$5,000 given in 2022; 2% minimum increase for all employees

2022 Compensation Pool Update
Should the Board confirm approval for implementing Scenario 3, the estimated 2022 compensation pool would stand as follows:

Plan Component	Amount Requested
2022 Compensation Increases	$183,834
New Position Requests	TBD
Increasing Employer Contributions to Health Coverage	TBD Estimate < $5,000
Mid-Year Adjustments & Above Min. Hiring Contigency	$25,000
Estimated 2022 Compensation Pool	**$213,834**

New Position Requests
As indicated above, the 2022 compensation pool is still a work in progress. We have received 9 new position requests and/or adjustments which are still under review before being included in the final budget request.

Increasing Employer Contributions to Health Coverage
None of our medical premiums are increasing for 2022, marking the third consecutive year we've received a pass from Health Alliance. While there's no need to budget for premium increases, the committee does recommend the Board approve ~$5,000 to increase District contributions to the family health plan. According to GovHR' s report, the majority of the District's benefit offerings are competitive with those of our comparable entities, however we still lag behind on family healthcare contributions: our contribution is 47%, while the average amongst our comparables is 76%.

Mid-Year Adjustments & Above Minimum Hiring Contigency
Lastly, in order to address the potential restructuring and/or classification plan adjustments mentioned above, the committee recommends including $25,000 as part of the compensation pool. These funds would also be used if we were to hire somebody above the minimum rate.

The compensation pool history for 2017-2021 is provided below for the Board's reference.

Compensation Pool History		
Year	**Total**	
2022 Estimated	$	213,384
2021	$	182,437.00
2020	$	207,508.00
2019	$	118,460.00
2018	$	87,804.00
2017	$	77,524.00

Table 1: Classification Plan
Champaign County Forest Preserve District

Current Job Title	Recommended Job Title Changes	Grade	Skill Level
Directors and Senior Managers			
Deputy Director for Planning and Development		10	730 - 785
			55 Points
Construction Manager		9	670 - 725
Director of Business & Finance			*55 Points*
Director of Museum & Education			
Director of Natural Resources			
Golf Course General Manager			
Site Superintendent			
Supervisors and Advanced Technical			
Assistant Director of Museum & Education		8	610 - 665
HR Generalist	HR Manager		*55 Points*
Assistant Director of Business & Finance			
Marketing Coordinator	Marketing Manager		
Curator			
Projects and Planning Coordinator	District Planner		
Assistant Site Superintendent		7	530 - 605
Education Program Specialist II			*55 Points*
Public Program/Visitor Services Coordinator			
Golf Course Superintendent			
Grants and Development Officer			
Head Golf Professional			
Natural Resources Specialist			
Administrative and Technical			
Assistant Golf Course Superintendent		6	470 - 525
Construction Worker II			*55 Points*
Maintenance Worker III			
HR Assistant/Risk Management Coordinator			
Natural Resources Technician			
Assistant Golf Course Professional		5	410 - 465
Construction Worker I			*55 Points*
Public Program Specialist			
Education Program Specialist I			
Equipment Technician			
Maintenance Worker II			
Landscape/Garden Worker II			
Registrar			
Volunteer Coordinator			
Administrative, Part Time and Seasonal			
Administrative Assistant		4	350 - 405
Interpretive Naturalist			*55 Points*
Garden Program Specialist			
Campground Naturalist		3	290 - 345
IT Technician			*55 Points*
Customer Service Retail Associate			
Custodian		2	235 - 285
Campground Host - Clerical			*55 Points*
Campground Host - Maintenance			
Seasonal Construction Worker			
Maintenance Worker I			
Interpretive Center Assistant			
Landscape/Garden Maintenance Worker			
Boat Rental Attendant		1	Up to 230
Day Camp Educator			
Golf Starter/Ranger			
Pro Shop Cashier			
Natural Resources - Seasonal			
Seasonal Naturalist			
Snack Bar/Cart Attendant			

Table 2: Comprehensive Table
Champaign County Forest Preserve District

Job Title	Current Grade	New Grade	Skill Level	30th Percentile Salary Survey Data		50th Percentile Salary Survey Data		Current CCFPD Salary Range		Current Salary	Years in Position	New Step	Step with Longevity	Salary 01.01.2022	Cost to Implement	Proposed Salary Range 30th Percentile	
Directors and Senior Managers																	
Deputy Director for Planning and Development	20	10	730 - 785	70,650	104,061	78,507	116,645	81,279	135,126	83,107	2.11				-	71,875	100,625
Construction Manager	17	9	670 - 725	48,386	73,172	59,829	91,282	51,616	86,027	64,928	7.33					62,500	87,500
Director of Business & Finance	19		*55 Points*	89,015	117,646	89,848	138,272	69,126	115,210	96,752	14.20				-		
Director of Museum & Education	18			60,157	91,640	61,470	93,070	59,261	98,768	68,204	8.72				-		
Director of Natural Resources	18			77,562	119,915	84,965	131,942	59,261	98,768	60,594	1.96				1,905.65		
Golf Course General Manager	16			53,311	79,966			44,814	74,690	52,777	3.99				9,722.91		
Site Superintendent (1)	17			50,637	70,845	58,299	86,038	51,616	86,027	60,949	9.42				1,551.01		
Site Superintendent (2)	17									72,412	14.93				-		
Site Superintendent (3)	17									79,592	30.93				-		
Supervisors and Advanced Technical																	
Assistant Director of Museum & Education	16	8	610-665	49,913	74,869	53,131	79,696	44,814	74,690	57,053	10.97	D	E	59,661	2,607.73	54,050	78,281
HR Manager	16		*55 Points*	49,318	68,849	52,434	71,132	44,814	74,690	56,736	2.98	C		56,786	49.91		
Assistant Director of Business & Finance	15			58,391	89,018	65,658	96,603	39,312	65,519	53,170	1.43	A		54,050	880.00		
Curator	15			45,555	68,333	48,000	72,000	39,312	65,519	46,054	5.95	C	C	56,786	10,732.28		
Marketing Manager	17			48,330	69,833	61,567	92,794	51,616	86,027	61,306	9.85	G		62,681	1,375.93		
District Planner	15			43,964	58,961	36,194	54,290	39,312	65,519	53,459	1.58	A			590.88		
Assistant Site Superintendent (1)	14	7	530 - 605	40,780	55,311	49,351	67,428	38,376	63,800	50,044	4.30	D		50,614	570.31	47,000	68,070
Assistant Site Superintendent (2)	14		*55 Points*							42,120	6.72	C	C	49,379	7,259.37		
Assistant Site Superintendent (3)	14									57,870	22.02	J		58,697	826.38		
Assistant Site Superintendent (4)	14									42,110	6.50	C	C	49,379	7,269.37		
Education Program Specialist II (1)	15							39,312	65,519	52,237	16.60	F		53,176	938.86		
Education Program Specialist II (2)	15									41,685	5.38	C	C	49,379	7,694.09		
Public Program/Visitor Services Coordinator	15			31,580	47,369	33,600	50,400	39,312	65,615	41,694	4.38	A			5,305.57		
Grants and Development Officer	15			38,900	54,288	42,281	59,143	39,312	65,519	40,196	1.33	A			6,803.58		
Golf Course Superintendent	16			53,311	79,966	59,907	89,861	44,814	74,690	50,871	3.70	E		51,879	1,008.44		
Natural Resources Specialist	16							45,811	74,690	45,811	1.03	A			1,188.83		
Head Golf Professional	16			40,170	60,255	47,296	70,945	44,814	74,690	49,314	4.57	C		49,379	65.37		
Administrative and Technical																	
Assistant Golf Course Superintendent	14	6	470 - 525					38,376	63,800	38,376	0.82	C		38,610	234.47	36,750	53,225
Construction Worker II (1)	12		*55 Points*	36,523	50,457	40,432	55,904	31,034	51,593	45,407	10.13	J		45,896	488.69		
Construction Worker II (2)	12									41,026	5.87	F		41,579	553.33		
Maintenance Worker III - (1)	12							31,034	51,593	33,412	7.54	A	C	38,610	5,198.60		
Maintenance Worker III - (2)	12							31,732		31,732	6.67	A	C	38,610	6,878.61		
HR Assistant/Risk Management Coordinator	15			35,989	53,983			39,312	65,519	54,125	23.93				-		
Natural Resources Technician (1)	15			36,007	50,636	36,881	52,282	27,830	46,268	40,196	1.78	E		40,565	368.70		
Natural Resources Technician (2)	15									40,196	1.72	E		40,565	368.70		
Natural Resources Technician (3)	15									40,196	1.07	E		40,565	368.70		
Assistant Golf Course Professional (3/4 Time 1760 hrs/yr.)	12	5	410 - 465					27,317	45,528	23,637	2.74	A		29,615	5,978.58	35,000	50,690
Public Program Specialist	14		*55 Points*	39,021	55,533			34,584	57,640	36,597	4.40	C		36,772	175.32		
Construction Worker I	11			36,523	50,457			27,830	46,268	28,456	2.81	A			6,543.52		
Education Program Specialist I (PT 530 hrs/yr.)	11							-	-	12,434	25.33	M		12,601	167.48		
Equipment Technician (3/4 Time 1620 hrs/yr.)	12			34,956	49,209	40,657	57,266	31,034	51,593	20,072	3.23	A		27,260	7,187.82		
Maintenance Worker II - (3/4 time 1672 hrs/yr.)	11									25,648	16.69	A	G	32,628	6,979.05		
Maintenance Worker II - (PT 952 hrs/year)	11									13,461	2.70	A		16,019	2,557.95		
Maintenance Worker II (1)	11									29,073	2.33	A			5,926.80		
Maintenance Worker II (2)	11									28,456	1.17	A			6,543.52		
Maintenance Worker II (3)	11			36,277	50,521	41,140	57,881	27,830	46,268	27,830	2.19	A			7,169.60		

Table 2: Comprehensive Table
Champaign County Forest Preserve District

Maintenance Worker II (4)	11									27,830	1.00	A			7,169.60		
Maintenance Worker II (5)	11									27,830	1.00	A			7,170.00		
Registrar (PT 999 hrs/yr.)	13							30,860	51,432	15,834	5.27	A	C	17,661	1,826.96		
Landscape/Garden Worker II - Courson (FT)	12									29,494.40	< 1	A		35,000	5,505.60		
Volunteer Coordinator (PT 985 hrs/yr.)	13			40,985	58,602	41,772	61,145	30,860	51,432	17,789	1.81	D		17,849	59.84		
Administrative and Seasonal/Part Time										**Hourly Rate**	**Average Hrs/Yr.**						
Administrative Assistant (FT) 14.51	12	4	350 - 405	32,126	46,410	35,446	51,548	27,317	45,528	15.10	2,080	A	E	15.33	481.97	13.89	20.12
Garden Program Specialist (PT) 4.59	13		*55 Points*					30,860	41,432	15.71	660	G		16.11	263.92		
Interpretive Naturalist (PT) 3.41	13			39,806	57,391	-	-	30,860	51,432	15.55	1,296	F		15.72	216.38		
Customer Service Retail Associate - Green (PT) 5.53	11	3	290 - 345	25,916	36,146	26,594	37,859	20,800	34,850	13.53	930	A	C	13.90	344.10	13.23	19.16
Campground Naturalist (S)	13		*55 Points*							15.51	255	H		15.73	55.16		
IT Technician (PT)	14									-	-			13.23	6,879.60		
Planning Technician (PT)										-	-	A		13.23	6,350.40		
Marketing Technician (PT)										-	-			13.23	13,163.85		
Customer Service Retail- Whitlock&Love (PT) 2.27	11									11.87	930				1,264.80		
Customer Service Retail Associate - Wiegel (PT) 11.88	11									13.52	840	A	E	14.97	1,216.77		
Custodian (PT) 8.74 years in position	9	2	235 - 285	26,148	36,505	26,594	39,816	22,942	38,142	13.13	780	B	E	13.91	608.40	12.60	18.25
Campground Host - Clerical (S)	8		*55 Points*							11.00	810	A			1,296.00		
Campground Host - Maintenance (S)	9									11.03	810	A			1,271.70		
Seasonal Construction Worker (S)	10									-	-				-		
Maintenance Worker I (S)	11									12.18	10,023	A			4,209.66		
Interpretive Center Assistant (S)	10									11.00	200	A			320.00		
Landscape/Garden Maintenance Worker I - (PT/SE)	10							25,210	41,911	12.19	3,650	A			1,496.50		
Boat Rental Attendant (S)	9	1	Up to 230							11.03	544	A			527.68	12.00	17.38
Day Camp Educator (S)	11									11.10	1,170	A			1,053.00		
Golf Starter/Ranger (S)	8									11.00	2,748	A			2,748.00		
Natural Resources - (S)	11									12.00	960	A			-		
Seasonal Naturalist (S)	11									11.61	650	A			253.50		
Pro Shop Cashier (S)	8									11.39	1,884	A			1,149.24		
Intern	10									11.00	524	A			524.00		
Snack Bar/Cart Attendant (S)	7									11.00	1,393	A			1,393.00		
															Total Cost to Implement:	*200,855.56*	