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

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

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

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

**Functional Subdivisions:**
A block diagram of the functional subdivisions is attached to this document.

**Budget:**
The total amount of the FY2017 operating budget of the CCFPD is $5,937,758.

**Offices:**
- CCFPD Mailing Address: PO Box 1040, Mahomet, IL 61853 hq@ccfpd.org
- CCFPD District Headquarters Office: 109 S Lake of the Woods Rd, Mahomet, Illinois 61853
- Lake of the Woods Golf Course: 405 N Lake of the Woods Rd, Mahomet, Illinois
- Natural Resources/Forestry: 650 N Lombard, Mahomet, Illinois
- Botanical Garden Office: 650 N Lombard, Mahomet, Illinois
- River Bend Forest Preserve: 1602 Mid-America Rd, Mahomet, Illinois
- Sangamon River Forest Preserve: 2797 County Road 600 E, Fisher, Illinois
- Middle Fork River Forest Preserve Office: 3433 County Road 2700 E, Penfield, Illinois
- Middle Fork River Forest Preserve Campground: 3485 County Road 2700 E, Penfield, Illinois
- Homer Lake Forest Preserve Office: 2573 S Homer Lake Rd, Homer, Illinois
- Homer Lake Interpretive Center: 2573 S Homer Lake Rd, Homer, Illinois

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

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

**Board of Commissioners:**
- Andrew Kerins, President
- Sarah Livesay, Vice President
- Bobbie Herakovich, Secretary
- Phil Hult, Treasurer
- Bill Goodman, Assistant Secretary/Treasurer
Foundation Board:
Dan Noel, President
Joe Lamb, Vice President
Meredith Mills, Treasurer
Bob Espeseth, Secretary
Terry Rathgeber
Roger Laramee
Rod Beyers
Will Timmons
Tom Berns

Freedom Fest Committee:
Chuck Thompson
Vickie Thompson
Stephanie Wissmiller
Don Wauthier
Lisa Sprinkle

Citizens Advisory Committee:
Eileen Borgia
Denise Ingram
Carl Altstetter
Wendy Harris
Marianne Lippi
Dave Jannusch
William Ford
Dave Easter

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

CCFPD Executive Director:
Dan Olson

Freedom of Information Officers:
Lisa Sprinkle, Alternate FOIA Officer

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

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

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

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

Forms:
The Public Records Examination Request form is attached to this document. It is also available on the CCFPD’s website at www.ccfpd.org.
CATEGORIES OF RECORDS MAINTAINED BY THE CCFPD:

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

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

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

- Agendas
- Approved Open Session Minutes
- Ordinances
- Resolutions