



CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Rotary Hill Shelter, Lake of the Woods Forest Preserve, Mahomet IL
Thursday, August 19, 2021, 6:00 p.m.

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. OATH OF REAPPOINTED COMMISSIONER William Goodman
- IV. APPOINTMENT OF OFFICERS AND COMMITTEE APPOINTMENTS
- V. AGENDA MODIFICATIONS
- VI. APPROVAL OF CONSENT AGENDA (Items A through C)
 - A. Minutes of Regular Meeting on July 15, 2021
 - B. Minutes of Executive Session on July 15, 2021
 - C. Monthly Staff Reports
- VII. FOREST PRESERVE FRIENDS FOUNDATION REPORT
- VIII. CITIZENS ADVISORY COMMITTEE REPORT
- IX. COMMISSIONERS' REPORT
 - A. Commissioner Comments
- X. STAFF REPORTS/DISCUSSION ITEMS
 - A. Executive Director Announcements
 - B. 2021-2027 Budget Projections
 - C. Capital Projects, August Update
 - D. Diversity, Equity, Inclusion Plan Draft
- XI. NEW BUSINESS
 - A. Disbursements for Approval [*Roll Call*]
 - B. July Treasurers Report [*Voice Vote*]
 - C. Request to Approve Transfers [*Roll Call*]
 - D. Resolution 2021-11 OSLAD Grant Application, Dark Sky Trail and Amenities [*Roll Call*]
 - E. Boat Access Area Development (BAAD) Grant Application, Homer Lake North Boat Launch [*Roll Call*]
 - F. Lake of the Woods Bike Path Renovations [*Roll Call*]
 - G. Museum of the Grand Prairie Collections Core Documents [*Voice Vote*]
 - a. Collections Policy
 - b. Collections Care Plan
 - c. Museum & Education Emergency Response Plan
- XII. ADJOURNMENT
- XIII. EXECUTIVE SESSION

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, August 19, 2021 at the Rotary Hill Shelter, Lake of the Woods Forest Preserve, 901 Geranium Dr., Mahomet, Illinois, at 6:00 p.m.

Board of Commissioners Meeting - Thursday, September 16, 2021 at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, 405 N. Lake of the Woods Road, Mahomet, Illinois, at 6:00 p.m.

Board of Commissioners Meeting - 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 Vineyards – Thursday, November 4, 2021 at Sleepy Creek Winery, 8254 E 1425 North Rd, Fairmount, Illinois at 7:00 p.m. (tentative - pending COVID restrictions)

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.



I, William Goodman, HAVING BEEN APPOINTED TO THE OFFICE OF FOREST PRESERVE COMMISSIONER, IN THE STATE OF ILLINOIS, IN THE COUNTY OF CHAMPAIGN, DO SOLEMNLY SWEAR, THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION OF THE STATE OF ILLINOIS, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF FOREST PRESERVE COMMISSIONER TO THE BEST OF MY ABILITY.

SIGNED AND SWORN BEFORE ME, ON August 19, 2021

August 4, 2021

MEMORANDUM

To: Board of Commissioners

From: Mary Beck, HR Assistant/Risk Management Coordinator

Re: Appointment of Officers for the Board of Commissioners

Action Requested

Per its adopted bylaws, the Board of Commissioners shall elect from its membership, by majority vote, a slate of officers for the coming year. Officers consist of a President, Vice President, Secretary, Treasurer, and Assistant Secretary/Treasurer.

Background

The Board of Commissioners has the legislative authority to appoint officers from among its membership. Relevant sections from the current bylaws of the District’s Board of Commissioners are provided here:

ARTICLE 5 - Officers

5.1 Election of Officers

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

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

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

The 2020-2021 slate was:

President	Andrew Kerins (1 st term)
Vice President	Sarah Livesay (1 st term)
Secretary	Scott Hays (1 st term)
Treasurer	Bill Goodman (2 nd term)
Asst. Sec/Treas.	Bobbie Herakovich (1 st term)

Journal of Proceedings
REGULAR MEETING – BOARD OF COMMISSIONERS
July 15, 2021, 6:00 pm
Activity Center, Middle Fork River Forest Preserve, Penfield, Illinois

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting on Thursday, July 15, 2021 at the Activity Center, Middle Fork River Forest Preserve, Penfield, Illinois. Commissioner Kerins called the Regular Meeting to order at 6:02 p.m. Commissioner Hays called the roll. The following Commissioners were present: Hays, Kerins, and Livesay. Commissioner Herakovich was absent with notice. Bill Goodman was present, but as the County Board had not yet met to confirm his reappointment, Goodman was included in discussions, but did not vote on agenda items.

REMOTE ATTENDANCE – None

PUBLIC COMMENT – None

AGENDA MODIFICATIONS – None

APPROVAL OF CONSENT AGENDA

- A. Minutes of Regular Meeting on June 17, 2021
- B. Monthly Staff Reports

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

COMMISSIONERS REPORT

A. Forest Preserve Friends Foundation

Commissioner Livesay reported the full group did not meet in July. However, the fundraising committee met to discuss proposals from consultants to assist with fundraising for a new nature center.

B. Citizens Advisory Committee

Commissioner Hays also noted the group had not met since last month’s joint board meeting, but the Hazen Bridge subcommittee would be meeting the first part of August at the site.

C. Commissioner Comments

Commissioners cited the following items from staff reports and observations:

- Staff work to incorporate board comments into revised kayak rental contracts
- Grounds appearance at Middle Fork
- Election (referendum) data provided by the planning staff
- Work on a grant designed to expand the diversity of and outreach to volunteers
- Golf course youth programming
- New District roofing projects as promised during referendum campaigning

Regular Meeting

July 15, 2021

Page 2 of 4

- Media coverage
- Grant work underway

Commissioner Hays noted his appreciation that the Riverview Retreat Center would be used for an upcoming volunteer appreciation event, and also noted upcoming events for the USRC and the Illinois Paddling Council.

All Commissioners briefly discussed the election data that was included with the staff reports, noting that the mapped data was helpful and should be used by the District to inform future outreach efforts.

Executive Director Report

A. Announcements – Executive Director Wuellner thanked planning staff for their work on the election data, and also gave an overview of what the fundraising consultant would bring to the process to fund a new nature center. Goodman asked if current donors would be contacted, or if new donors would be found. Wuellner responded that current donors would be approached first but that both consultants had stated that new donors would be needed to reach the goal. Goodman stated that he would not be opposed to the use of District funds for the project and that he expected the center would need to be funded from many different revenue sources. Livesay stated she would like the Education staff to outline and specify exactly their needs for the building space. Livesay also noted she would like staff to put a memo together with a summary of needs and proposed project timelines.

OLD BUSINESS - None

NEW BUSINESS

A. Disbursements for Approval

Commissioner Hays moved to approve the payment of \$303,465.24 in disbursements dated June 18, 2021 through July 15, 2021. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

B. Treasurers Report - June

Commissioner Livesay moved the Board approve the June 2021 Treasurer’s report. Commissioner Hays seconded. Finance Director, John Baker, noted highlights of the report including; COVID trends, revenue surplus, property tax receipts, golf, pavilions and camping revenue, and education programs. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

C. Resolution 2021-08, License Agreement with Kingfisher Kayaking, Inc.

Commissioner Hays moved the Board approve Resolution 2021-08 authorizing the Executive Director to execute the license agreement with Kingfisher Kayaking, Inc. regarding kayak and

Regular Meeting

July 15, 2021

Page 3 of 4

canoe excursions. Commissioner Livesay seconded. Commissioners thanked staff for their work on the contract. Livesay noted the word tubing would need to be removed prior to the contract being executed. Commissioners asked if Kingfisher had reached an agreement with a private property owner to use their land for take-out. At this time, the representative from Kingfisher Kayaking noted that an agreement was still pending, and thus they will not be using the Salt Fork River until a take-out location has been established and an agreement given to District staff. Commissioner Hays noted thanks to Kingfisher Kayaking for helping get people on the rivers in the District. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

D. Resolution 2021-09, License Agreement with Lunatic Kayak Rental, LLC

Commissioner Hays moved the Board approve Resolution 2021-09 authorizing the Executive Director to execute the license agreement with Lunatic Kayak Rental, LLC regarding the operation of a kayak and canoe rental concession on Homer Lake. Commissioner Livesay seconded. Commissioners confirmed that boats would not be stored on our property, paddle boards would not be included in the rentals, and that boats would be labeled with the business name. Livesay also asked Lunatic Kayaking representatives to make sure clients do not trespass on private property. Lunatic Kayak stated they would notify clients of that, and also to make sure they stay away from the spillway/dam area. Hays noted he would like to see ACA (American Canoe Association) certification at some point for canoeing and kayak safety. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

E. Homer TIF Extension

Commissioner Livesay moved the Board support extending the Homer Tax Increment Financing District through the 2035 tax year. Commissioner Hays seconded. Commissioners thanked Baker for his follow up info on the memo in the packet. A voice vote was taken. Motion carried.

F. Audit Contract Renewal

Commissioner Hays moved the Board renew the District audit contract with CliftonLarsonAllen, LP for the 2021 to 2022 audit years. Kerins noted he appreciated the three-year contract with an option to extend for two additional years as it provides continuity in auditing. Commissioner Livesay seconded. A voice vote was taken. Motion carried.

EXECUTIVE SESSION

Commissioner Hays moved to Executive Session at 6:57 pm under 2(c)1: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, and 2(c)5: The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be

Regular Meeting

July 15, 2021

Page 4 of 4

acquired. Commissioner Livesay seconded. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

Executive Session was closed at 8:09 pm.

NEW BUSINESS

G. Resolution 2021-10, IDNR Habitat Grant Applications: Salt Fork Land Acquisition

Commissioner Livesay moved the Board approve Resolution 2021-10, authorizing the application for a Special Wildlife Funds Habitat Fund grant administered through the Illinois Department of Natural Resources (IDNR) for funding to be used toward the purchase of property in the Salt Fork River watershed west of St. Joseph, IL. Commissioner Hays seconded. Livesay asked if an appraisal would be needed. Staff noted an appraisal was not required for the grant. Commissioners also asked staff for timeline, reimbursement and a closing timeline. Staff noted it would be a two-year timeline for grant completion, and that funds could be made available at closing. More information about the exact timeline will be dependent upon negotiations with the seller. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

H. Executive Director Recruitment

Dara Edgington, HR Generalist, gave an update on information received from IAPD regarding the Executive Director recruitment, and Edgington also asked commissioners their preference on the interview timeline. It was agreed that ½ day in-person sessions would be preferred rather than conducting interviews via Zoom. It was also noted Roger Digges from the CAC and Will Timmons from the FPF agreed to be involved with the interview process as needed. Edgington also noted that the July 27 special meeting was confirmed for IAPD to provide initial feedback on candidates.

MEETING ADJOURNMENT

Commissioner Livesay made a motion to adjourn the Regular Meeting at 8:22 pm. Hays seconded. A roll call vote was taken. The following commissioners voted “yes”: Hays, Kerins and Livesay. Motion carried.

Scott Hays, Secretary
Board of Commissioners
Champaign County Forest Preserve District

August 9, 2021

MEMORANDUM

To: Board of Commissioners
From: Lisa Sprinkle, Marketing Coordinator
Re: August Staff Report

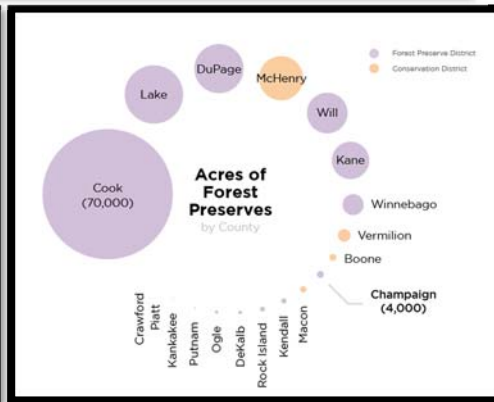
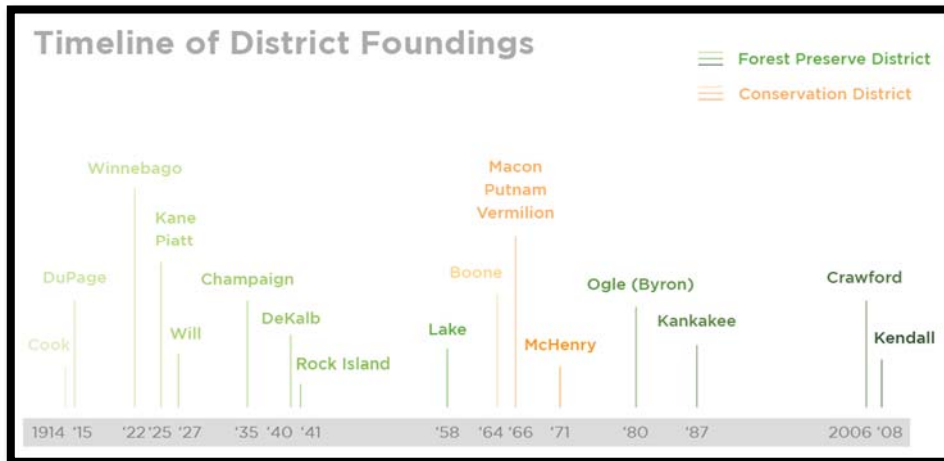
Executive Director (Mary Ellen Wuellner)

- The COVID delta variant has caused the CCFPD to again require masks for staff while indoors when social distancing cannot be achieved. The Museum of the Grand Prairie and Homer Lake Interpretive Center are also requiring masks of visitors once again. Our attorney has recommended adopting the CDC guidance of “strongly recommending” masks for vaccinated renters to our pavilions and requiring masks for the unvaccinated for now.
- In reviewing District ordinances recently, I noticed that the Ethics Ordinance was last approved in 2004 and may be in need of revision. However, the IAPD attorney indicates that the current version drafted by the Illinois Attorney General has not changed and still covers existing board members. I have attached a copy for your information as none of you was on the board in 2004.
- As you might recall, the Lake County Forest Preserve District is leading the charge to amend Section 13.1 of the Downstate FPD Act to increase the corporate and construction levies by .02% each – from .06% to .08% and from .025% to .045% respectively. LCFPD will again push for having the Illinois General Assembly take up the issue in 2022 when the 103rd session begins. With our referendum increase, we should have room to take advantage of these levy increases if they are eventually approved in Springfield.
- The Forest Preserve District of Cook County will be asking voters for a .051% increase to its limiting rate in November 2022. If approved, the limiting rate would increase from .025% to .076%. With a Cook County EAV of \$184 billion, the new limiting rate would add \$42 million to FPDCC’s budget, bringing its total levy to \$127 million. The impact on a \$100,000 homeowner? \$7.29 per year.
- We learned on August 10 that we were approved for an ITEP grant to cover construction of 1.5 miles of the KRT from Ogden to the Vermilion County line. Recall that we were first informed that the grant was incomplete and therefore denied. A snafu in the ITEP grant software apparently mislabeled several grants as incomplete, including ours. The mistake was acknowledged and the application was scored, which resulted in approval. In addition to the \$1.2 million ITEP grant, we were also awarded a partial state match leaving us with a potential local match obligation of less than \$150,000. We will know more when we get the grant award letter. We owe thanks to Regional Planning staff for working with their IDOT connections to get this resolved.
- Lisa reports on the postponed Freedom Fest event in her report. For the record, staff time involved this year was 591 hours. This is slightly higher than most years as we readied the preserve for the event on July 2 and had to do so again when it was rescheduled.

Planning and Construction Department (Mike Daab and Mike Fry)

- Staff met at the Middle Fork Activity Center and the Champaign-Urbana Astronomical Society Observatory to discuss the Open Space Lands Acquisition and Development grant application for Dark Sky and other recreational amenities at the Middle Fork River Forest Preserve. David Leake attended each meeting and has provided valuable input.

- Planning staff has been collecting information regarding future capital improvements as well as meeting with department heads to discuss projects in more detail.



- Comprehensive Plan public input is underway. Planning staff attended several public events, including a Rantoul Freedom Friday and a Champaign Farmers Market, to solicit input for the Comprehensive Plan. Intern Sam Ihm has been collecting and analyzing land acquisition data from districts statewide to compare CCFPD with sister agencies. (Photo and graphics above.)
- The Heron View/Hazen Bridge CAC Subcommittee met on site on Wednesday, August 4, to discuss the next steps in care for the Hazen Bridge and associated 5 acres. The group decided that the first step will be to request a meeting with a representative from the State Historic Preservation Office in order to answer many of our initial questions regarding the requirements and opportunities for the bridge.
- A Public Museum Capital Grant application was submitted for the Discovery Garden Greenhouse Replacement project to IDNR. The project was discussed with the board at its June meeting.
- Ground clearing work has begun for the Homer Lake storm safety shelter and shed. Homer Lake and Construction staff have partnered to work on the project so far, and Natural Resources staff will help complete the necessary tree removal.
- Construction staff has repainted several ADA parking spaces throughout the District.



Business and Finance (John Baker)

- Met with department heads to distribute 2022 budget preparation instructions, including updates on program budgeting and financial projections. Reviewed and revised District five year projections to account for the referendum passage and other financial changes for the District. Worked with HR to update staffing request forms to consider long term, as well as short term, personnel needs.
- Ensured several legal requirements were met for the District, including reporting the Foundation's 990 financials to the IRS and Illinois Attorney General, and the 2020 annual financial report to the Illinois Comptroller, updating the District's 2019 and 2020 audit statistics and internal control survey in the Illinois Grant Accountability and Transparency database.
- Informed CliftonLarsonAllen of the two-year audit contract renewal, and forwarded the TIF extension letter of recommendation to the Village of Homer.
- Attended the Government Finance Officers conference, including sessions on banking services, audit and accounting changes in the past year, and on post-employment benefits.
- Reviewed Foundation restrictions to ensure accurate balances and the release of the Community Engagement restriction remaining balance. Worked with the Yes 2 Forest committee to close out that account and return the remaining balance to the Foundation.
- Congratulations and many thanks to Blair Balbach who just finished her first year with the District on July 27.

Human Resources (Dara Edgington)

- Staff participated in the DO RACE workshops –held at Lake of the Woods on July 30th and August 2nd –as a continuation of the Diversity, Equity, and Inclusion workshops with the Krannert Center's Sam Smith and Emily Laugeson. The two-hour session definitely could have been longer, however it was a good step toward equipping staff to help advance the District's DEI goals. If we are going to move the needle, it is going to take all of us!
- Thirty-two staff members participated in annual AED/CPR/First Aid training on July 28th and 29th.
- On July 22nd, Mary attended the Whole Community Planning for a Disaster workshop held at the ILEAS Training Center. Local police and fire representatives were in attendance, along with members of Champaign County Emergency Management as well and other members of the Illinois Emergency Management Agency.
- The District's student placement from the Youth Employment Services program concluded on July 14th. We look forward to participating in the program again next summer!
- Seasonal hiring is mostly wrapped up for 2021; YTD 75 offers have been extended and 65 employees have been successfully onboarded.

Marketing (Lisa Sprinkle)

- Media coverage last month included:
 - **Freedom Fest at Lake of the Woods is July 30**
https://www.smilepolitely.com/splog/freedom_fest_at_lake_of_the_woods_is_july_30th
 - **Kids can learn to go Green at Museum Monday**
https://www.smilepolitely.com/splog/kids_can_learn_to_go_green_at_museum_monday

- **Middle Fork River Forest Preserve is at the forefront of Illinois' stargazing tourism**
https://www.news-gazette.com/news/local/parks-recreation/middle-fork-river-forest-preserve-at-forefront-of-illinois-stargazing-tourism/article_2f0d2012-57fb-5e0b-9c85-9e344371f921.html
- **CCFPD Proves Summer isn't over yet**
<https://www.wcia.com/ciliving-tv/ccfpd-proves-summer-isnt-quite-over-yet/>
- On Wednesday, July 28, Matt Kuntz and Middle Fork River Forest Preserve were recognized with an Illinois Tourism Award from Visit Champaign County for their impact on the area's astro-tourism. As the only International Dark Sky Park in Illinois, this campground and preserve is treating guests to an [#OutsideOfOrdinary](#) view of the stars. The awardee is pictured at right with VCC board members.
- The rescheduled Freedom Fest celebration took place on Friday, July 30 to a reduced crowd of around 1,000, which is about ¼ of the number the event usually draws. We raised \$2,300 in sponsorship donations and \$100 in vendor fees. Sue Gallo recruited a great group of volunteers for the event and Lincoln's Challenge cadets helped with cleanup on Saturday, August 1.
- Working with the DEI Committee, Lisa designed a new banner to be hung at all preserve entrances to highlight that Nature is for Everyone!



- New map brochures were developed for all the preserves, including Heron View. The new brochures are in full color and include updated trail maps and features.
- Social media numbers continue to increase.

	FACEBOOK	+/-	INSTAGRAM	+/-	TWITTER	+/-
CCFPD	6,026	+559	2,535	+38	553	-2
KRT	3,468	+187	107	+8	129	+2
MGP	4,859	+487	1,187	+11	244	+0
HLIC	3,013	+192				
GC	1,848	+126	323	+2	101	+3
FPPF	482	+33				

Volunteers (Sue Gallo)

- With Lisa's help, Sue designed and purchased volunteer Thank You Anniversary postcards to send instead of birthday mailings. They will be sent to thank volunteers for their help over the year and will be sent on their application or start date rather than birthday wishes. Implementing this took a little adjustment with report generation in Volgistics, which is designed to send birthday mailings, not anniversary mailings.
- We held a Sedge Workshop for Volunteers conducted by INHS Botanist Paul Marcum that had maximum attendance. The volunteers who attended were very appreciative of this opportunity. Special thanks to Matt Finzel for his help, and to Peter Goodspeed for letting him attend! Museum and education staff offered a volunteer-only insider tour of the new Rankin collections center by zoom that was very informative. Mycologist rock star Andy Miller has agreed to present on the Mushrooms of Illinois for the Volunteer Appreciation Evening on August 26th at the Salt Fork Center!
- Twenty-four volunteers helped with gates and boats the evening of our rescheduled Freedom Fest celebration. Many additional volunteers provided dinner, five scouts helped with the flag, and 20 cadets from Lincoln's Challenge helped clean up the next day. Truly a community effort!
- Thanks to Chris Edmondson for donating FootGolf passes to our volunteer appreciation event and for allowing us to offer a FootGolf event for volunteers in the near future! Thanks too to Pat and M&E staff for offering a discount at the museum store for CCFPD volunteers! Sue is very grateful for this and is pleased to be able to offer a wide variety of 'perks' to our regular CCFPD volunteers.

Grants and Development (Ryan Anderson)

- Applications
 - IDNR Public Museum Capital Grant- \$726,900
 - This grant will be used to replace the green house connected to the Discovery Garden. The new greenhouse will expand the usable space for botanical garden staff and create a public area in the greenhouse for the Museum and Education Department to do interpretation. The new building will also include new public restrooms to replace the deteriorating bathrooms east of the museum. There will also be flex space in this new bathroom that can be used for programming and rentals.
 - National Association For Interpretation- \$1,000
 - This grant will be used to partially fund the installation of a new "Story Walk" on the trail north of the Museum of the Grant Prairie, as shown here in yellow.
- We have begun to see a shift in focus for many private foundations locally and nationally. Many foundations are requesting diversity and equity information in their applications. Some funders are also targeting grants to organizations that provide direct assistance to underrepresented communities. The work that the District is doing to ensure we meet DEI goals will help, but the lack of diversity on our boards



and in our staff may prove to be a hurdle in the future. So far this priority shift has not affected State or Federal funding but we will continue to monitor this trend.

- Attached to this staff report is a mid-year fundraising report that was provided to the Friends Foundation board at its August meeting. We are on par to meet or exceed prior years' totals.

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

- July was another strong month of play and revenue. For the month we had 5,816 players, essentially matching the player count from 2020 and a fair amount above the previous five-year average of 4,661. The revenue for the month was \$136,934. This total is \$15,400 above 2020 numbers and well above the five-year average of \$105,452. Weather certainly helped us out, with a much cooler than normal July. This factor combined with facility upgrades and continued course condition improvement will help keep these numbers up where they belong.
- July was a popular month for golf outings and events. Below are the outings we hosted, with player/revenue totals as well.

Outing	# of Players	Total Revenue	Merchandise
Bulldog Open	96	\$4,085.00	\$480.00
Edelman Electric	24	\$1,543.75	\$45.00
Mahomet Rotary Club	59	\$2,837.50	\$340.00
Lanz Plumbing	16	\$841.00	\$185.00
Grasshoppers	36	\$936.00	\$0.00
MSHS Golf Fundraiser	88	\$3,960.00	\$440.00
Champaign Central Football	48	\$2,074.00	\$240.00
STM Athletic Boosters	96	\$4,370.00	\$480.00

- On July 29th we held our annual Junior Open golf tournament, which is now part of the Central Illinois Junior Golf Tour (CIJGT). Despite a thunderstorm delay mid-round, the event was a success with 60 kids, ranging from ages 5 to 17, participating in the event.
- We also held our annual Junior Golf Camp July 12-15. This camp is for ages 10-17 and runs from 8:00 a.m. to noon each day. To give the kids more one-on-one learning, we limit the camp to the first 25 paid entrants and it was once again full. The camp covers all aspects of the game of golf – play, rules, maintenance, etc. – plus some other fun activities, including a visit from Stacey Clementz and staff with some reptiles and nature tools (pictured).
- Construction crew completed our latest renovation in July – Pro Shop hallway window replacement. The original windows were still in place and had either become loose, the seals had deteriorated, or the window had completely cracked. This project was much needed and looks fantastic. It will certainly help with heating and



cooling efficiency inside the building as well (pictured above).

- We are looking at a cart fleet replacement for 2022. The current fleet has run its course (on year 6 of a 5-year plan) and is in need of replacement. We have had gas and electric cart demonstrations from Ez-Go and Club Car over the past month. The advancements in the electric carts really have peaked our interest (one battery and charger, 5 year warranty, reduction of hours used on repairs, environmental considerations, cost of gas). The electric carts received more positive reviews from those that took them out for a round. Golf staff are in the process of receiving quotes for trade-in on our current fleet and cost of a new electric fleet.
- The golf maintenance crew worked and repaired irrigation leaks on the 18-hole course - #15 fairway, #11 fairway, #16 men's tee, and hole #3 on the Par 3 course.
- The crew renovated the potholes on the cart path on hole #16 and the #15 fairway. Both have been seeded, fertilized and roped off. We will continue to work on filling potholes on holes #6 and #12. July was a wet month and it set us back on completing the rest of the potholes.
- Crew members cut down and removed four ash trees on hole #1.
- The maintenance crew has been keeping up with the mowing and continuing to work hard on keeping the golf course in excellent shape!

Natural Resources (Peter Goodspeed)

- In July, some targeted invasive species began to set seed. However, invasive plant control continued for several species including:
 - Spraying patches of bird's-foot trefoil with broadleaf-selective herbicide along trails at Buffalo Trace;
 - Spraying patches of cutleaf teasel with broadleaf-selective herbicide at Buffalo Trace and along the KRT;
 - Spraying patches of lespedeza with broadleaf-selective herbicide at Middle Fork and Homer Lake;
 - Hand pulling white sweet clover in various locations throughout the preserves.
- The planning department and site operations are considering creating a new trail that loops through the Baerman prairie at Middle Fork River Forest Preserve. Baerman prairie is one of the oldest prairie restorations at the District and because of this, natural resources staff conducted a sensitive plant survey in the site to inform the design of the trail.
- At the Point Pleasant wetland, beavers constructed dams around the weir and drain pipe, preventing the drainage of the wetland for continued construction and maintenance. Natural resources staff spent some time mitigating the beaver impacts by:
 - Breaking two beaver dams with hand tools;
 - Unclogging the drain pipe with high pressure water from a trash pump;
 - Constructing an enclosure around the drain pipe to prevent future clogging/damming.



- On the administrative end, Peter continued to work on various projects including:
 - Contracting out the removal of hazardous trees adjacent to parking lots at Homer Lake;
 - Ordering native seed for restoration projects;
 - Ordering native trees for fall planting.

Museum and Education Department (Barb Garvey and Pam Leiter)

- We pivot once again - we have gone back to requiring masks inside the Homer Lake Interpretive Center (HLIC) and masks exclusively at the Museum of the Grand Prairie (MGP) for the foreseeable future. Pam Leiter has been diligently keeping up with every new situation regarding waivers and volunteer policies for the department.
- We are grateful to the Illinois Clean Energy Community Foundation for funding a huge improvement to the HLIC's ADA parking. A brand-new paved parking space, connected to the sidewalks, is now ready for visitors. Thanks to the Construction Department for doing the pour and painting.
- After a recent infestation, the HLIC is being treated for carpenter ants. Staff have observed many adult ants roaming the building, as well as many ants carrying eggs and pupa (pictured at right).
- The Homer Lake Nature Center staff team met in early August to dive deep into our direction and next options. We are developing supporting documents as part of the process to be ready for a feasibility study. In the meantime, a potential donor emerged; within a week of meeting her for the first time at the Center she offered to make a substantial donation. Our staff are skilled at building relationships!
- All staff at the MGP have been working diligently on the MGP's reaccreditation Self-Study paperwork due in March 2022.
- The MGP welcomes a new collections volunteer, Martha Diehl. Martha volunteered for several years at the Chanute Air Museum and has a strong background in history.
- Mark Hanson continues to serve on the African American Cultural Heritage Trail committee and archives sub-committee.
- Barb Garvey continues with the Lincoln Legacy Committee, now as chair. The committee is rewriting by-laws and planning a recognition of the Lincoln DAR markers and the man who inspired them, Joseph Cunningham, sometime this fall
- Barb continues on the Abraham Lincoln National Heritage Area Steering Committee as the representative from Champaign County. She is also on the committee to promote the Underground Railroad story in Illinois.
- The Illinois State Historical Archives and Records Bureau grant funded not only transcriptions but also an East Frisian traveling and web exhibit. These are nearing completion.
- Artifact movement into Rankin Center has begun and workspace setup is nearly complete.



- Mark was asked to sit on the “Doing Oral History: Case Studies and Practical Advice” panel for the 23rd Annual Conference on Illinois History
- Jennifer Wick helped plan Homerdoodle, a collaborative event with volunteers Jill Robbins and Mary Voudrie. This letterboxing event brought over 100 people from 14 states to Homer Lake over the weekend of July 17th. As part of the event, attendees were invited to bring donations to the Interpretive Center. We received so many donated items that we were able to share with other departments. Thank you cards were sent to each donor. Many thanks to Stacey and Quinn for their help on the 17th!
- Jennifer’s Homer Lake StoryWalk in July, “The Story of the Little Mole Who Went in Search of Whodunit,” was well visited, and we continue to receive feedback from visitors through the survey linked to the QR code at the end.
- Jennifer’s Walk with a Naturalist went well. These have been very popular this summer, and so she will offer this program monthly.
- A small but enthusiastic group of girl scouts visited the Center for a reptiles program. This has been the only in-person scout program so far this year.
- Jennifer’s Family Fishing Day at Lake of the Woods was different than Take Me Fishing, but fun! Attendees were really thankful that we were able to offer this program.
- Jennifer hosted Dave Leake for a virtual Starwatch program. This was a great opportunity to promote upcoming star gazing events. She and Dave are planning a Perseid Meteor Shower Viewing program at Middle Fork on August 11th. They are also discussing a traditional Starwatch event in October, pending COVID trends.
- Stacey conducted a program at the Junior Golf Camp; the campers got to meet our rat snake (who was owned by Dave Huber’s son before he went off to college) and try their hand at creating a fire with flint and steel.
- Jennifer coordinated with IL River Watch so they could host a River Watch open lab at Lake of the Woods.
- Pam Leiter met with Visit Champaign County (VCC) to film footage for multiple Tiktok videos VCC will make about Homer Lake and the Interpretive Center.
- Pat Cain & Barb Garvey hosted another *Mornings with the Museum* program on July 14 with a theme of called “Sports Stories”. Local baseball and Olympic related history was discussed during this live virtual program streamed on museum Facebook and YouTube pages.
- A registration-based version of Museum Mondays has continued this month. Event themes have included Fun with Fossils, Cars and Trucks and Things That Go! (in collaboration with LOW operations and construction staff), All Fun & Olympic Games, and Let There Be Light!
- A registration-based series of Summer in the Schoolhouse programs took place this month. Volunteers Sandy Lu Newport and Judy Pece played the role of school marm and put on 19th century reading, writing, arithmetic, and geography lessons for patrons.
- The first two concerts of the CCFPD Summer Concert Series took place. July 18th featured a concert at Walnut Hill Shelter where The Chickadee Sermon performed and August 1st featured a concert in Mabery Gelvin Botanical Garden where two bands, Nectar & Dearie, performed. Attendance was slightly greater than past concerts at these sites, but concerts were held safely with proper COVID protocols and safety measures were in place.
- Pat Cain is working with Looking for Lincoln and the Abraham Lincoln National Heritage Area committee to reevaluate the organization’s strategic plan.

- The Museum and Education Department hosted a virtual volunteer recognition and recruitment event on July 9. Participants got a virtual tour of the Stanley Rankin Collections Care Center.
- Pat Cain continues to work with Warren Levy and Hannah Carraway as part of the UI Community Academic Scholar program. In August, Hannah will provide a report and recommendations to the District about increasing access to District properties and facilities for underrepresented communities in order to improve health.
- Pat Cain continues to work on an independent research study project with Dr. Alan Lessoff of ISU's Department of History. Pat is surveying central Illinois history museums, historic sites, and historical societies for basic information and available resources. The research will ultimately produce a published report and the findings to ISU's history department as well as throughout the central Illinois museum & history community.
- Katie Snyder created a Boredom Busters Camp in a Bag as an alternative to Mischievous Kids Camp which sold out. The bags were distributed from MGP and HLIC to campers and videos accompanied on Facebook to instruct campers on their use.
- The MGP hosted a Zoom Camp featuring crafts, activities and information about tree rings. There was a craft bag distributed by Sandy Osborne (MGP) in advance of the camp.
- Several libraries participated with the M&Ed department this summer in an enhancement to their summer reading program, Reading Colors My World. Jennifer Wick's contribution for the Tolono Library was themed "The Brown Around Us" – everything from scat to fur to camouflage to decomposition.
- HLIC hired Connor Monson, Museum intern, to help cover Interpretive Center open hours this summer. Welcome Connor!
- Pam attended the first of three Leadership Illinois conferences this year (in person) as part of the Leadership Illinois Fellowes program. This conference theme was "Power of the Individual" and included facilitated sessions on leadership style & approach, speakers such as the St Louis Metro CEO, an Air Force Brigadier General with over 40 years of experience, the Belleville mayor, and the owner of Eckert's Family Farm. We also had a golf lesson! It was amazing to be among about 25 women leaders from all sectors of society all there to support each other. The other two conferences will be in September and October, focusing on the marketplace and government.
- Pam also attended the Global Leadership Summit online in early August.
- The Interpretive Center received a generous \$2500 donation toward tree education at Homer Lake, as well as many other smaller general cash donations.
- Marina Montez-Ellis created and distributed the ever popular Miniature Garden Moon Day Kits which sold out and have been distributed to many happy virtual campers.
- HLIC Facebook stats, July 1-31: Average Daily Organic Reach: 687 (Sum: 21,297)
 - Average Daily Page Engaged Users: 36 (Sum: 1,112)
- MGP Facebook stats, July 1-31: Average Daily Organic Reach:635 (Sum:19,077)
 - Average Daily Page Engaged Users: 27, (Sum: 821)

Lake of the Woods, River Bend, Sangamon River, Heron View, and Botanical Gardens (Doug Sanders)

- I am pleased to announce that Victor Yelaska has filled the fulltime maintenance position. Victor comes to the District with many years of experience, including an associates degree in

biology, 20 years as a journeyman carpenter, and 12 years as a senior field technician for Cardno. Victor's skillsets include invasive species management, crew supervision, and the operation of heavy equipment, among many others.

- The public have really liked the improvements at the Peninsula! So far this season the rental boat program has been going very well. In addition to the normal weekend rentals, parties have been offered the option to purchase advance tickets. Rentals at Lake of the Woods Pavilion, Lakeview Shelter and Rotary Hill Shelter have taken advantage of this new opportunity on several occasions. There have also been a few 1-hour group rentals throughout the week. What may be most surprising is that the new kayaks only account for 7 percent of the weekly rentals. We appreciate the professionalism and hard work that seasonal boat attendants Sarah, Hayley, Shaughn have provided this summer!



- Michael Dale reports that the garden staff have streamlined several of their tasks over the past few years which has provided them to do some “fun” stuff. Among these enjoyable projects include building a new water planter in the Enabling Garden, refurbishing an ash tree stump into an oversized peg game similar to those on the tables at the Cracker Barrel, and developing a new shade bed bordering the bike trail in a problematic mowing area.
- Even with the frequent summer showers and high humidity, the preserves remain very active with fishing, kids on the playgrounds, family picnics, visitors at the botanical garden and regular walkers/runners.

Middle Fork River (Matt Kuntz)

- The Harry L. Swartz campground continues to see record numbers with bookings and visitation to the campground. In the last month we are also seeing an uptick with weekday camping.
- Thanks to Pat Cain for the summer concert series that was held at Middle Fork the first weekend in August. Perfect weather and a great crowd produced a wonderful evening.
- Environmental educators have been at the campground once a month on weekends providing interpretive opportunities for campers. This has been a big hit with our guests and more requests have come in for programs.

- Due to recent extremely hot weather and lack of rain we were beginning to see a drop in water levels at our ponds. Heavy rains on August 12 should help. Water loss at Willow Pond often precedes water quality issues that can lead to a ban in swimming.

Homer Lake (Brian Taylor)

- The new metal roof and new gutters have been installed on the Walnut Hill shelter. It looks very nice and should last at least another fifty years. (see picture)
- The construction crew was able to find the time to power wash and do the prep work on the Salt Fork Center before a sealer is applied to the siding. A black residue was removed so that the natural rich cedar color was visible again. (see picture)
- Homer Lake staff attended two different training sessions as we continued with the DEI workshops and CPR recertification.
- The weather cooperated and we had a very nice turn out for the music on the lake event on July 18th.



District Cultural Competency Initiatives

- The New American Welcome Center (NAWC) has resumed putting together the Champaign County Welcoming Plan. As the head of the Health & Wellbeing (H&WB) Working Group, Pam has been working with NAWC staff to finalize the H&WB section of the Plan and get input from the working group. The Welcoming Plan will publicly launch on September 15, 4-6pm at the I Hotel.
- Jennifer Grove and Katie Snyder attended a Welcoming Week planning meeting where they determined a plan to put together activity kits for students at Stratton Elementary School in Champaign. Jennifer also plans to offer a bi-lingual StoryWalk for Welcoming Week. The M & Ed Department will once again run the French and Spanish language video introductions, to the CCFPD, produced in 2020, on Facebook.
- Staff from HR and M & Ed will co-lead the District's DEI committee until the next Executive Director determines its direction.
- Jamila Appleby is continuing to collect and update oral histories for the This Legacy is Yours project. This Legacy is Yours was an exhibit, and is a permanent virtual exhibit on the MGP web page detailing the lives of prominent African American women in Champaign County.
- The neighborhood event at Crestview Park in Urbana was postponed due to heavy rain on August 12. Representatives of the DEI committee and CAC were scheduled to attend.

ETHICS ORDINANCE #04-3

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT, AS FOLLOWS:

SECTION 1: The Code of Ordinances of the Champaign County Forest Preserve District is hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of

Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3). "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Collective Bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Champaign County Forest Preserve District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Champaign County Forest Preserve District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Champaign County Forest Preserve District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift"

means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

(Intentionally Omitted)

ARTICLE 20

ETHICS COMMISSION

(Intentionally Omitted)

ARTICLE 25

PENALTIES

11 Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.


(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Champaign County Forest Preserve District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Champaign County Forest Preserve District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

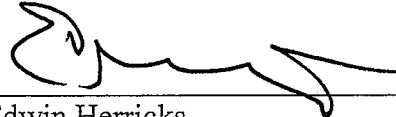
SECTION 2: Repeal of original gift ban provisions. Resolution adopted January 21, 1999.

SECTION 3: This Ordinance shall be in effect upon its passage, approval and publication [if required] as provided by law.

Jacquie White (absent)



Robert Toalson



Edwin Herricks

Ruth Wene (absent)



Vern Zehr

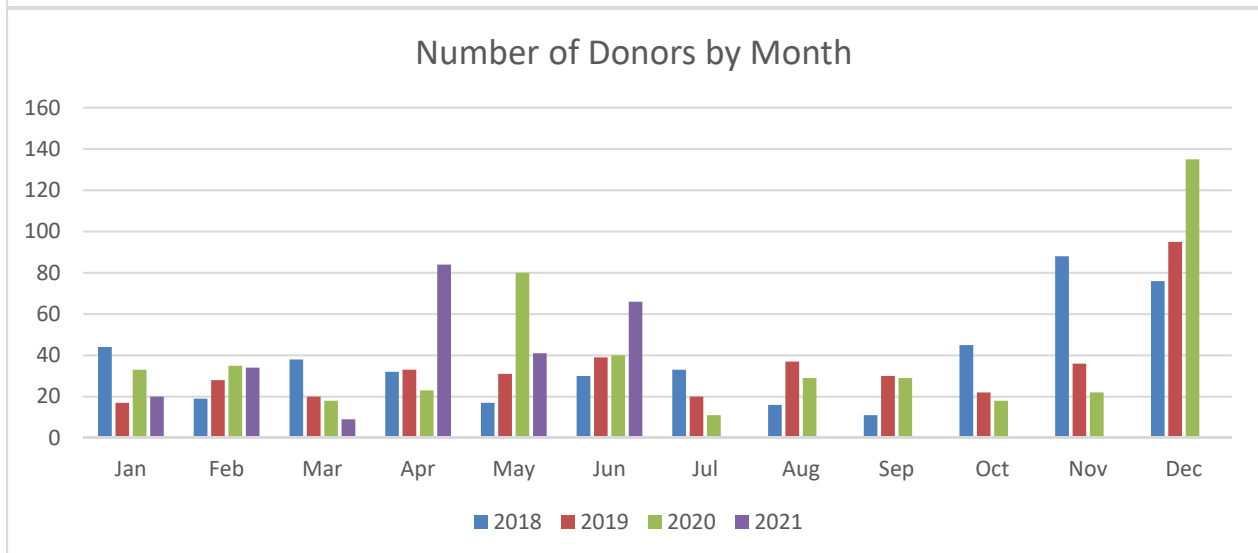
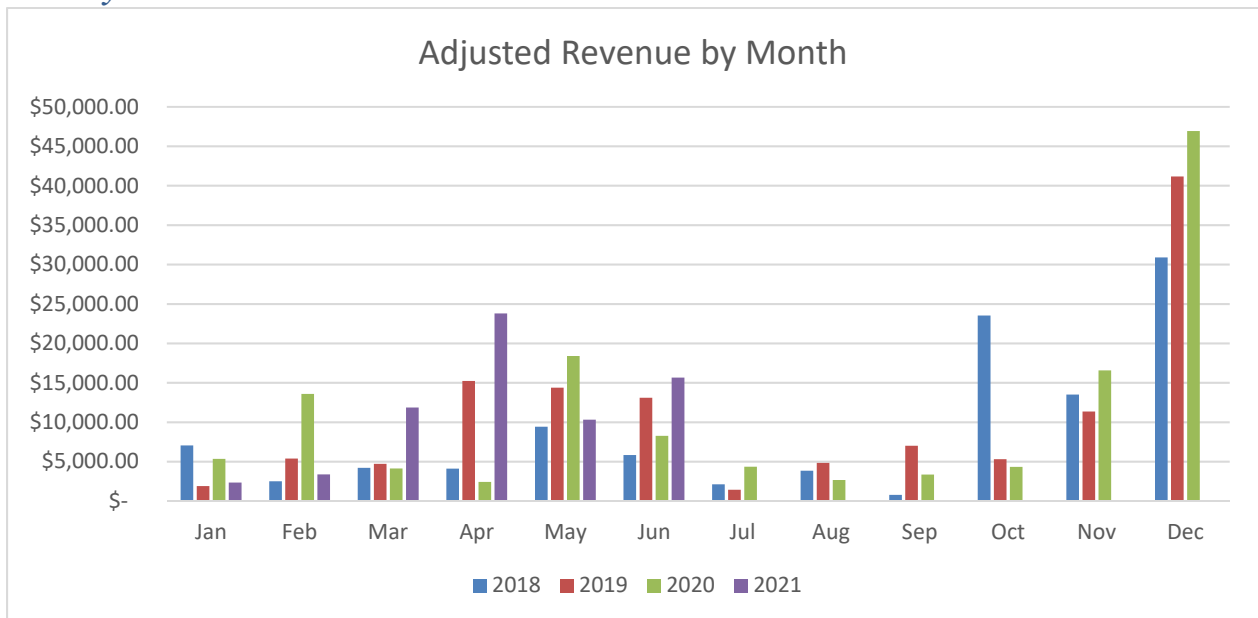
Fundraising Trends at Mid-Year 2021

Donations Four-Year Summary

(“Adjusted” numbers have a few very large bequests and donations removed to provide a more realistic annual comparison)

4 year totals:	2018	2019	2020	2021/mid-year
# of donors	339	325	348	206
Total \$	\$344,015.97	\$462,999.87	\$182,614.87	\$ 97,369.13
Total \$ (adjusted)	\$107,844.97	\$125,838.87	\$150,399.44	\$ 67,394.13
Mid-year totals:	2018	2019	2020	2021
# of donors	153	145	198	206
Total \$ (adjusted)	\$33,157.72	\$54,745.08	\$52,178.57	\$67,394.13
% of year total	31%	44%	35%	

Monthly data:



2020 & 2021(YTD) Donations Summary by Constituent Group

	Staff	Board	FPPF	CAC	Charitables	Individuals	Organizations	Business
2020	\$4,490.79	\$2,780.00	\$11,030.70	\$1,540.00	\$67,409.94	\$67,675.29	\$3,170.71	\$2,302.01
2021	\$3,235.74	\$1,144.00	\$5,572.00	\$154.00	\$48,531.08	\$28,154.79	\$12,341.60	\$935.92
2022								

Notes:

- 2021 data is through June 30, 2021; prior years' data consist of full years
- "Charitables" includes Grants, Foundations, Funds and Trusts
- We received \$10,000 from AMBUCS (Organization) for the Peninsula Accessibility Project in 2021
- We are on pace to match or exceed last year's donation amount

Champaign County Forest Preserves

Fiscal Projections 2021–2027

August 19, 2021



2022 Budget Opportunities

2022 Budget Opportunity	Fiscal Impact
Referendum Increase	\$ 729,500
Bond Increase – 2011 Bond paid off in 2021	\$ 86,100
Property Tax Increase (est)	\$ 170,900
Other Revenue	TBD
Compensation Base Decrease	\$ 23,500
Other Operating Base Impact	TBD
Anticipated 2022 Fiscal Impact	\$1,013,500

2

2022 Budget Priorities

- Funding Referendum Capital Projects
- Funding 2022 Compensation Plan
- Funding Diversity, Equity and Inclusion Initiatives
- Funding Sustainability Initiatives
- Focusing Budget on Strategic Plan
- Focusing Budget on Program Areas

3

2022 Budget Priorities – Proposal

\$1,013,500 – Total Opportunity (Referendum + New Revenue)

\$760,200 – Capital Projects Opportunity

\$253,300 – Operating Opportunity

75% Capital Projects – 25% Operating split

4

2022 Opportunities – Capital

2022 Budget Opportunity	Fiscal Impact
Referendum Increase	\$670,600
General Obligation Bond	\$ 86,100
Grants & Contributions	TBD
Other	\$ 3,500
Anticipated 2022 Capital Impact	\$760,200

5

2022 Opportunities – Operating

2022 Budget Opportunity	Fiscal Impact
Referendum Increase	\$ 58,900
Property Tax Growth - CPI (1.4%)	\$ 64,150
Property Tax Growth - New EAV (est)	\$106,750
Recreation Rebounds from COVID	TBD
Compensation Savings	\$ 23,500
Total 2022 Revenue Impact	\$253,300

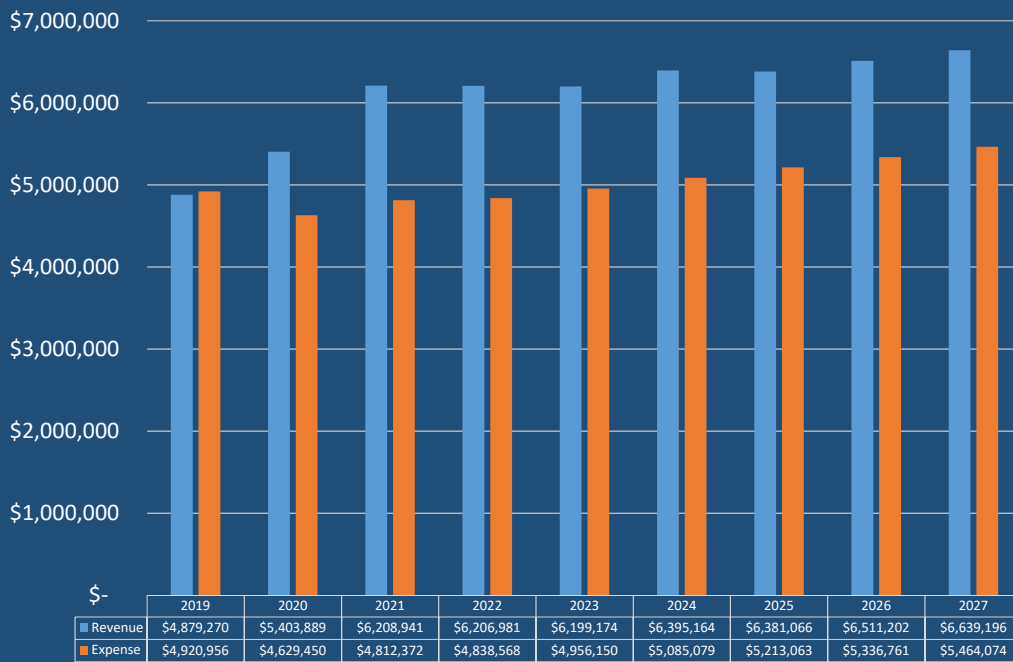
6

2022 Opportunities – Compensation

2022 Budget Opportunity	Fiscal Impact
Employee Wage – Base Increase	\$45,950
Health Insurance – Base Decrease	\$38,850
IMRF Employer Contribution – Base Decrease	\$21,250
Other Benefits – Base Decrease	\$10,350
Anticipated 2022 Compensation Impact	\$23,500

7

Operating Revenue vs Expenses 2019-2027 (before Transfers)



8

Compensation Update

Board Meeting – August 19, 2021

Note that GovHR will be presenting at September 16 meeting

9

Compensation Study Update

2013 Hay Group Study

- Finding – near P10
- Recommendation – P20

2021 GovHR Study

- Finding – near P30
- Recommendation – P50

Changes to Expect:

1. Combining A & B scales
2. Collapsing from 20 pay bands to 10
3. Step increases with COLA – will make annual progress towards P50

10

Hay Group vs. GovHR Salary Increases

2014 Average Increase = 4.23%

2022 Average Increase = 7.65%*

*projected, not actual (expect it to increase a bit)

11

Other Comp Pool Considerations

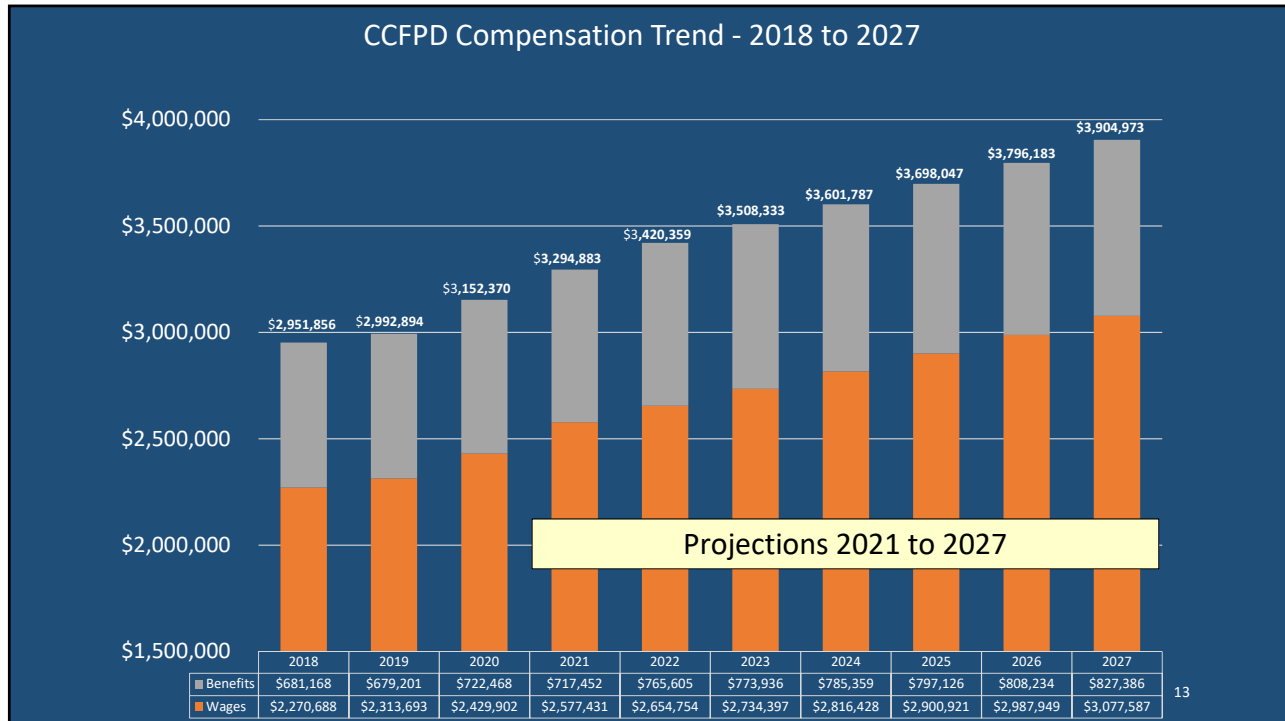
- Increase District contribution from 25 to 30% for family health insurance plans
- Set P50 goal – 5% annual increase to achieve in 5 years

Good News!

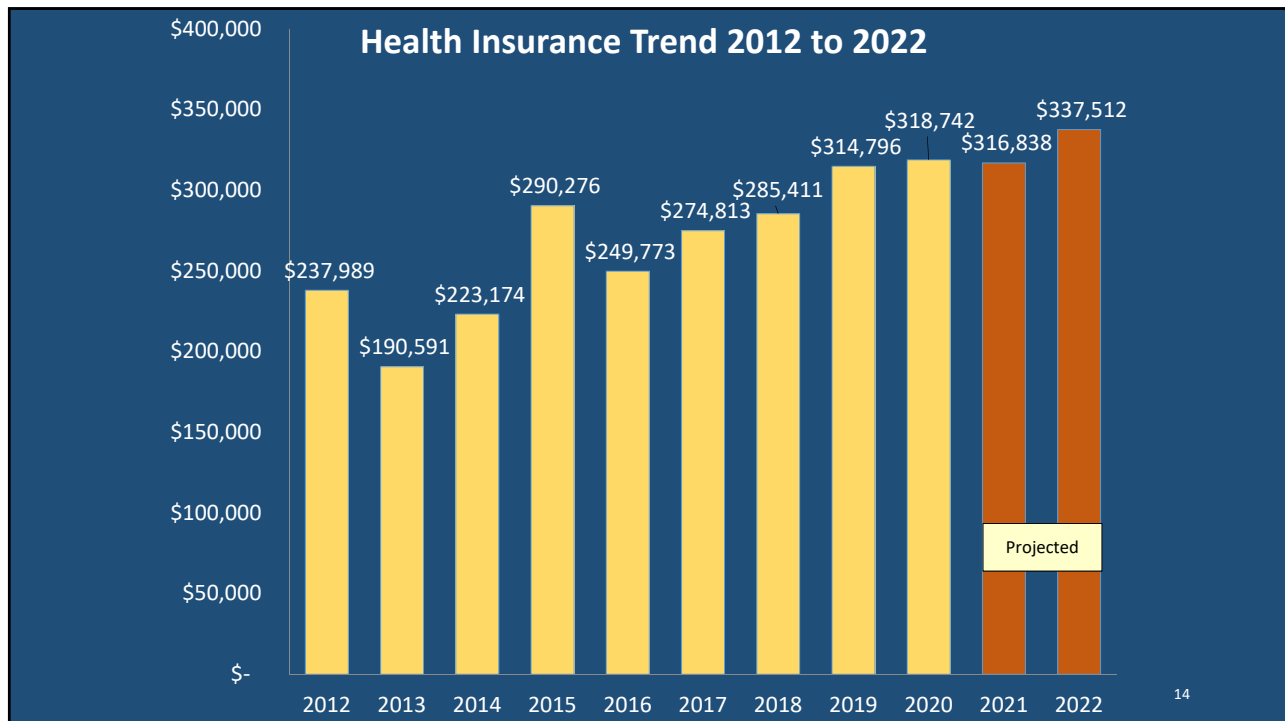
No anticipated increases for any benefit premiums

Longevity considerations included

12



13



14

What about Reserves?

15

District Projected YE 2021 Reserves

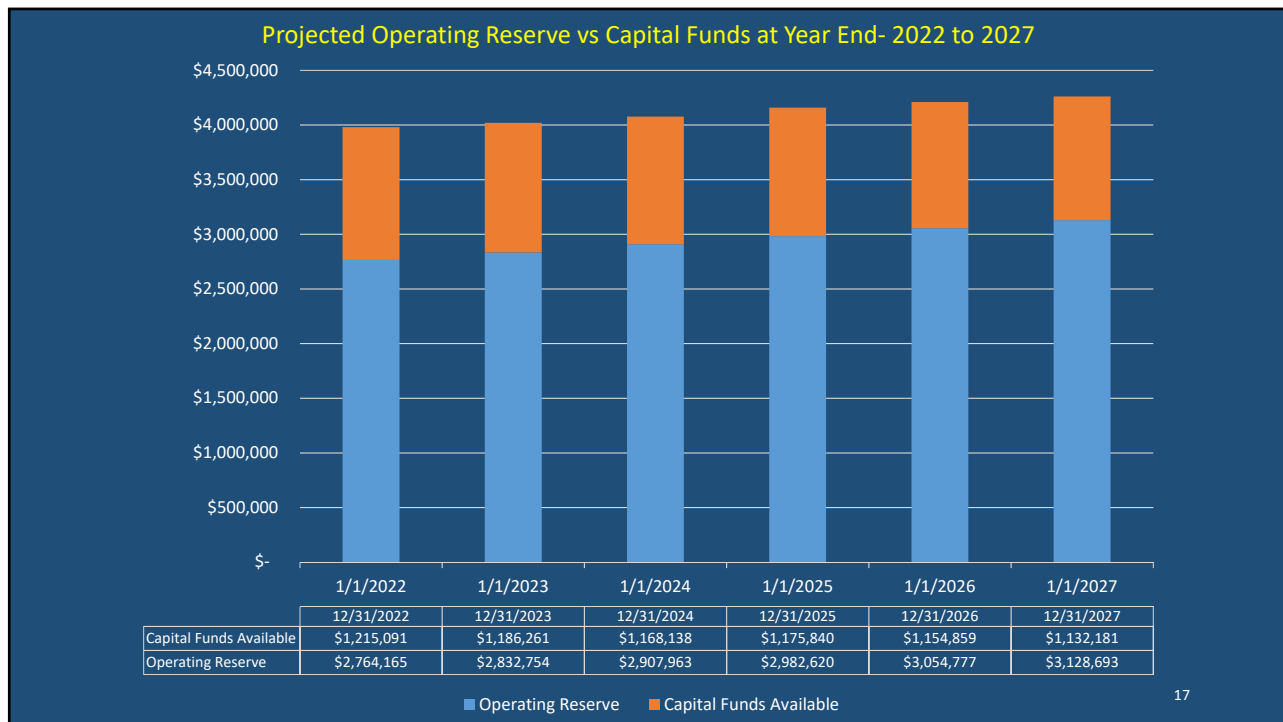
The District shall maintain a minimum **operating reserve** of three months of operating expenses.

Annually the District calculates a **capital reserve** which roughly equals the District's cash and investments balance less the operating reserve.

\$ 4,243,009 – 2021 cash and investment operating balance
 \$ 263,753 – less projected restrictions
 \$ 2,764,165 – 2021 projected operating reserve
 \$ 1,215,091 – 2021 capital reserve*

* 652,400 for Willow Pond is included in capital reserve

16



17

Policy Questions

- **Referendum Priorities**
 - To what extent should referendum and revenue increases be devoted to capital needs versus employee compensation
- **Compensation Priorities**
 - Bring employees to minimum P30 market position as first priority? In 1-2 years?
 - Set P50 goal for all positions? Within five years? Or?
 - Should District provide an annual cost of living adjustment for employees?
 - When can new/adjusted positions be considered and approved?
 - When should employee benefits be upgraded?
- **Capital Priorities & Compensation Discussions – September 16, 2021**
- **Program Budgeting – 2022 Proposed Changes:**
 - Add Environmental Education, Natural Resources, Botanical Garden
 - Keep Sites, Museum, Camping, Pavilions, Golf, Foundation, Capital Projects

18

Budget Discussions, Decisions, Due Dates

- August 19 – Board Study Session on 2022 Budget
- August 20 – Departments submit operating budgets
- September 1 – RM discussion of staffing changes
- September 16 – Capital Priorities and Compensation Discussions
- October 6 – RM discussion of fees and Foundation donations
- October 15 – Projections (& inflation) and budget confirmation due
- October 21 – Fee Recommendations
- October 21 - Wage & Benefits Recommendation
- November 2 - Operating Budget Initial Draft
- December 16 - Final Budget

19

Assumptions

- 4% annual EAV increase
- 3% annual increase in wages and Social Security
- 2% annual increase in other operating expenses
- 0% annual increase in health care and other benefit premiums
- Slight reduction in IMRF contributions before 2027
- Base operating budget(annualized existing costs)
- Base capital budget between \$900,000 and \$1.2 million annually, not including grants and donations
- No added staffing or new services included in projections
- Land acquisition funded by grants and donations

20

2021 Capital Projects - Mid Year Update - 8/13/2021

LOCATION	STATUS	PROJECT <small>*Denotes facility improvement made possible by November 2020 referendum funding</small>	NOTES
MF	100%	Activity Center HVAC Replacement*	Complete.
LOW	100%	Split Rail Fence Replacement*	Complete.
LOW	100%	Elks Lake AC Replacement*	Complete.
LOW	100%	Izaak Walton Cabin Roof Replacement*	Complete
GOLF	100%	Par 3 Shelter & Tables	Complete.
GOLF	100%	Back 9 Bunker Renovation	Complete.
RB	100%	Seal Coat Roads & Top Dress Trails*	Complete.
MF	100%	Replace Shower House Doors*	Complete.
NR	100%	MF Pond Shoreline Planting	Complete.
NR	100%	River Bend Native Planting	Complete.
HL	100%	Walnut Hill Roof Replacement*	Complete.
GC	100%	Replace Hallway Windows*	Complete.
LOW	95%	Ameren Lighting Efficiency Upgrade	Indoor lights complete.
LOW	90%	Swiss Valley Shelter Demolition	Standing Structure removed. Concrete on hold for Spillway project.
NR	60%	Integrated Pest Management	Ongoing throughout the year.
NR	50%	Hazard Tree Removal	Phase 1 of Golf Course removals completed. Additional removals will take place at LOW, GC, and HL this summer and fall.
HV	40%	Parking for Heron View Forest Preserve	One parking lot complete. Planning for lot 2 underway.
HL	20%	Storm Shelter and Shed	Materials ordered and clearing work underway.
LOW	10%	Elks Lake Pavilion Roof Replacement*	Project awarded to Otto's Construction. September 30 th completion date.
HQ	10%	Basement Office Space	Holding for relocation of large artifacts. Draft plans complete.
LOW	10%	Canoe/Kayak Access*	IDNR BAAD Grant denied. Plan developed. Late summer 2021
LOW	10%	Bike Path Maintenance – Stidham Woods*	Bid approval requested.
HL	10%	Replace Decking and Seal Siding at SFC*	Siding is sealed. Decking set for September delivery.
LOW/RB	10%	Entrance Sign Replacement	Sign specifications complete. Support lumber needed.
NR	0%	KRT Tree Removal	Gathering quotes.
LOW	0%	Repair West Maintenance Roof	End of year 2021.
HQ	0%	Main Entrance Vestibule	Fall 2021.
MF	0%	Replace Residence Windows	Gathering quotes.
MF	0%	Replace Residence Flooring	Gathering quotes.
MU	0%	Blacksmith Wing Renovation	Fall 2021.
MF	Hold	Replace Shower House Sinks & Fan*	To be completed after camping season. ADA review needed.
LOW	Hold	LOW Spillway Repairs	Holding for State of IL budget announcement.

2020 GRANT/DONATION PROJECTS

HL	100%	Garage for HLIC Van	Complete.
LOW	100%	OSLAD Peninsula Project	Complete.
MU	100%	Rankin Collections Center	Complete.
HV	100%	Invasive Removal Contract	Complete.
HLIC	100%	Accessibility and Sidewalks.	Complete.
KRT	95%	Phase 2b Engineering	Engineering submitted to IDOT. Waiting on IDOT comment, staff opportunity for final review.
KRT	65%	ITEP Amenities	Bid awarded to Stark. Construction review 08/19/2021.
NR	10%	Pollinator Meadows Turf Conversion	Plan developed. Seeding fall 2021.
NR	10%	Invasive Brush Removal Buffalo Trace	Contractor selected. Will complete late summer/fall 2021
NR	10%	Seeding Buffalo Trace	Seed mixes identified. Fall 2021planting.
Riverview	0%	Picnic Area & Event	11/30/2021 Deadline.
HLIC	Hold	Outdoor Classroom Shelter	Grant declined. Reconsidering funding.

2021 RESERVES PROJECTS

MF	10%	Willow Pond Renovation*	Engineering review underway. Fall 2021 Start.
----	-----	-------------------------	---

August 4, 2021

MEMORANDUM

To: Board of Commissioners

From: Diversity, Equity, Inclusion Committee

Re: Path to Equity and Inclusion – Draft Plan

Action Requested

No formal board action is requested. The DEI committee welcomes input on the plan as written.

Background

The DEI committee has been meeting since 2019. We spent much of the first year expanding our knowledge of the equity and inclusion issues facing underserved populations on both a national and local level - particularly as they relate to the parks, recreation, and conservation fields. We meet monthly to review and discuss DEI articles, webinars, and current events, and recently completed The New York Times Magazine's podcast of *The 1619 Project*, which won a Pulitzer Prize for its creator Nikole Hannah-Jones. The HR department has requested our assistance in vetting potential presenters and trainers for District-wide DEI trainings.

The last three meetings have been spent putting a plan together that summarizes proposed outcomes related to improving the District's internal diversity and inclusion, as well as expanding outreach and access for underserved populations. Specific actions recommended for the remainder of 2021 and all of 2022 are also included.

The DEI committee expects this document to evolve as we continue to learn more. However, we want to give the Board of Commissioners an opportunity to see the current recommendations and provide any feedback you have at this time. No formal approval is required at this time; Commissioner comments would be addressed and this document would become an attachment to the 2020-2024 Strategic Plan.



Champaign County Forest Preserve District Path to Equity and Inclusion

EXECUTIVE SUMMARY

In 2019, the Champaign County Forest Preserve District embarked on an effort to examine, understand, and improve the organization’s delivery of services to the community we serve. An internal Diversity, Equity, and Inclusion (DEI) Committee was formed to dig into the issues that are preventing the District from doing its best work, related both to its organizational structure and the public’s access to the sites we manage and the services we deliver. The committee’s work consists of an examination of barriers and the development of an initial set of strategies to address them. We recognize that this work will continue, perhaps indefinitely, but that we can now develop a written plan to guide future actions. The plan is meant to be fluid and should be evaluated frequently as the organization evolves and grows.

ISSUES

- We recognize that District staff, boards, and volunteers currently do not represent the current diverse make-up of the Champaign County community.
- We also acknowledge that historic, institutionalized systemic inequities persist and create barriers to accessing District sites and participating in District programs and activities.

COMMITMENT

Moving forward, the Champaign County Forest Preserve District is firmly committed to becoming a more culturally responsive organization. We are committed to viewing our policies and practices through an “equity lens” to ensure that we are not perpetuating past exclusionary practices and are successfully creating an atmosphere of belonging. We are committed to working with the community and including underserved audiences in the development of future plans, policies, and programs.

Note: Much of our research work to date has focused on racial disparities, but the observations and recommendations can be applied to other types of marginalization, including but not limited to gender, income, LGBTQ+ identity, physical ability, and age.

Specifically, we are committed to:

- Fostering an inclusive environment among staff, boards, and volunteers; embracing differences and ensuring that all individuals feel respected and valued for their

contributions.

- Shifting our staff, boards, and volunteers to be more representative of the growing diversity of the Champaign County community; expanding opportunities for selection, hiring, onboarding, and promoting individuals from underrepresented and marginalized groups.
- Developing an equity lens that recognizes historic, institutional barriers and applying this lens to our policies, practices, and procedures to address and remove barriers to access.
- Engaging local communities of color and other underrepresented groups in decision-making, and building deeper relationships with them; working together to identify barriers as well as shared organizational goals.
- Moving to a culturally competent organization by training our staff on inclusive communication and the destructive influences of white privilege and unconscious bias.
- Actively supporting policy priorities benefitting diverse communities and communities of color.
- Maintaining a Diversity, Equity & Inclusion Committee that is active, guides and evaluates continuous learning opportunities, and holds the organization accountable.

2021-2022 ACTIONS AT A GLANCE

The priority actions for the District for the remainder of 2021 and all of 2022 are summarized here:

- Complete a public input survey designed to understand the barriers facing populations of color and other underrepresented groups in accessing sites, activities, or programs of the District. Use a focus group format to gather more in-depth information on barriers. Analyze the data, derive conclusions, and develop new actions suggested by the data.
- Continue to budget for DEI initiatives proposed by staff. The DEI committee will develop a process and an application form to assess, select, and evaluate staff initiatives. Departments are also encouraged to submit requests through the annual budget process for departmental DEI initiatives. The Friends Foundation may fund proposals, upon request, for more costly proposals as needs dictate.
- Expand internship programs targeted to individuals from underrepresented populations and develop an executive level fellowship opportunity for one or more individuals seeking a career in parks, recreation, or conservation administration.
- Knowing that each interaction presents opportunity, continue to build one-on-one relationships and partner with other organizations across our diverse community.
- Build a database of non-traditional websites, email lists, media, and other forums to

post job opportunities.

- Expand the number of job advertisements, program brochures, and District materials printed in languages other than English.
- Continue to prioritize all-staff training in the areas of diversity, equity, and inclusion.
- Evaluate the use of an equity assessment tool to evaluate future plans, programs, and policies. The upcoming comprehensive plan process provides an excellent opportunity to put such a tool to use.
- Continue to work on a DEI statement as well as a land acknowledgement statement to broadly share the District's commitment to these principles.
- Develop a public marketing campaign welcoming visitors in a variety of languages.

DESIRED OUTCOMES AND PROPOSED ACTIONS

On the following pages, we outline desired organizational outcomes, current progress, and an assessment of the work that needs to be done.

1) Desired Outcome: The Forest Preserve District’s staff and leadership represent the increasing diversity of the Champaign County community.	
Where are we now and what’s holding us back internally?	
<p>Identified Weaknesses:</p> <ul style="list-style-type: none"> ● We currently have a lack of staff and board diversity at all levels and positions. ● We may not be reaching persons of color and other underrepresented groups in job advertising. 	<p>Actions to Address Weaknesses:</p> <ul style="list-style-type: none"> ● Job ads/applications should be made available in different languages. ● Evaluate the need for hiring requirements that may reinforce historic inequities, like advanced degrees or prior experience. ● Prioritize hiring criteria where lived experiences and different backgrounds are valued and seen as assets to teams and the organization.
What’s holding us back externally?	
<p>Identified Threats:</p> <ul style="list-style-type: none"> ● Rural locations present real and perceived employment barriers. ● Our lack of staff diversity perpetuates the impression of exclusivity. 	<p>Actions to Address Threats:</p> <ul style="list-style-type: none"> ● Survey individuals and develop focus groups to identify and understand actual barriers ● Continue to build relationships across community lines - both one-on-one with individuals and through our work with other organizations.
<p>Progress to Celebrate:</p> <ul style="list-style-type: none"> ● We are building a database of non-traditional outlets for job ads. ● Board of Commissioners recognizes the importance of organizational diversity. ● Lived experiences are valued. 	
<p>Data Indicators:</p> <ul style="list-style-type: none"> ● Census data provides county demographic breakdowns ● Hiring, retention, promotion rate data; show trends over time 	

<p>2) Desired Outcome: We have a shared understanding that some voices have been historically excluded from participating in our organization. We value, embrace, and celebrate different backgrounds and perspectives in our workforce. All individuals feel respected and valued for their contributions.</p>	
<p>Where are we now and what’s holding us back internally?</p>	
<p>Identified Weaknesses:</p> <ul style="list-style-type: none"> ● Past emphasis and training on this issue has varied widely among departments. ● Training resources, articles, webinars, etc., have not been universally or consistently offered or distributed. 	<p>Actions to Address Weaknesses:</p> <ul style="list-style-type: none"> ● Establish a shared vocabulary around race equity and structural racism. ● Periodically evaluate strategic plan goals and strategies for addressing this work. ● Create opportunities for ongoing conversation and training around diversity/equity/inclusion. ● Establish a zero tolerance policy for bullying, harassment, or disrespectful language. ● Develop indicators to measure commitment to cultural competency in performance evaluation.
<p>What’s holding us back externally?</p>	
<p>Identified Threats:</p> <ul style="list-style-type: none"> ● People come to the organization with individual, personal biases. 	<p>Actions to Address Threats:</p> <ul style="list-style-type: none"> ● Explain the organization’s cultural competency expectations in the hiring and onboarding processes. ● Develop training materials for all new staff to understand personal biases and other baseline DEI concepts.
<p>Progress to Celebrate:</p> <ul style="list-style-type: none"> ● DEI committee has been developed and is taking a leadership role. ● Good, and often free, external resources are widely available and frequently updated. ● Funding for training is prioritized at the District. ● Training partnerships are being developed with Parkland College, United Way, Krannert Center, and other organizations. 	
<p>Data Indicators:</p> <ul style="list-style-type: none"> ● Performance evaluations include measures of cultural competence and commitment. ● Anonymous staff surveys can reveal inclusionary/exclusionary practices among staff. 	

<p>3) Desired Outcome: Plans, policies, and programs are culturally responsive and incorporate/include residents most marginalized by structural racism/discrimination.</p>	
<p>Where are we now and what’s holding us back internally?</p>	
<p>Identified Weaknesses:</p> <ul style="list-style-type: none"> ● Inconsistent effort has been made to assess how policy and plan development, and program planning might adversely affect marginalized communities or positively benefit them. 	<p>Actions to Address Weaknesses:</p> <ul style="list-style-type: none"> ● Develop an equity impact assessment tool(s) to assess future plans, programs, and policies.
<p>What’s holding us back externally?</p>	
<p>Identified Threats:</p> <ul style="list-style-type: none"> ● Are adequate efforts being made to obtain input from marginalized communities in planning efforts? ● Sites are not located near populated areas of greatest diversity. ● Many District resources are not currently available in languages other than English. 	<p>Actions to Address Threats:</p> <ul style="list-style-type: none"> ● Continue to develop relationships with BIPOC and organizations representing marginalized communities. ● Take programs to where people are, rather than have them come to us. ● Participate in other agencies’ events held in underrepresented neighborhoods. ● In update of Comprehensive Plan, review the need for additional acreage in underrepresented areas of the county. ● Examine best practices for community input. ● Develop programs in other languages, including sign language. ● Consider childcare opportunities at adult programs.
<p>Progress to Celebrate:</p> <ul style="list-style-type: none"> ● Advancing Equity Fund and other District funding resources are available to cover some new initiatives. 	
<p>Data Indicators:</p> <ul style="list-style-type: none"> ● Increase use of surveys, focus groups, and program evaluation tools to gather qualitative feedback and measure trends over time. ● Ask for voluntary demographic data where contact information is gathered. 	

<p>4) Desired Outcome: Barriers to access sites, programs, and activities are removed. All persons feel welcome and able to visit and participate regardless of race, ethnicity, gender, LGBTQ+ identity, income, physical, ability, and age.</p>	
<p>Where are we now and what’s holding us back internally?</p>	
<p>Identified Weaknesses:</p> <ul style="list-style-type: none"> Do we know and understand the barriers preventing people from participating? 	<p>Actions to Address Weaknesses:</p> <ul style="list-style-type: none"> Conduct public input surveys and/or focus groups to gather additional information about real and perceived barriers. Listen, listen, listen to what people are saying to us and about us.
<p>What’s holding us back externally?</p>	
<p>Identified Threats:</p> <ul style="list-style-type: none"> Some rural communities, within which the preserves are located, had a history of excluding certain groups. Lack of transportation may pose a barrier for some individuals. Mass transit does not serve our sites. 	<p>Actions to Address Threats:</p> <ul style="list-style-type: none"> Continue marketing efforts emphasizing that the preserves, facilities, and sites belong to all residents of Champaign County and that all visitors are welcome. Involve persons with a variety of physical abilities to assess sites, services, programs for physical barriers. Nature provides benefits for everyone. Continue highlighting the cultural heritage of all populations in collections, exhibits, programs. Work with transit or ride sharing outlets to find solutions to transportation barriers.
<p>Progress to Celebrate:</p> <ul style="list-style-type: none"> Work has already begun on collecting public input data. We have some prior student research to build from as well. 	
<p>Data Indicators:</p> <ul style="list-style-type: none"> Anecdotal observation, follow-up surveys, focus groups. Feedback from visitors – solicited and unsolicited. 	

5) Desired Outcome: External communications reflect the diverse cultures of the Champaign County community.	
Where are we now and what’s holding us back internally?	
<p>Identified Weaknesses:</p> <ul style="list-style-type: none"> ● Have we adequately articulated the District’s commitment to diversity? 	<p>Actions to Address Weaknesses:</p> <ul style="list-style-type: none"> ● Develop a DEI statement that demonstrates our commitment to equity and publish it broadly on website, in publications, and elsewhere. ● Develop a land acknowledgement statement demonstrating respect for the people upon whose native land we operate.
What’s holding us back externally?	
<p>Identified Threats:</p> <ul style="list-style-type: none"> ● If they are not currently using our services, how do we authentically portray BIPOC in marketing materials? 	<p>Actions to Address Threats:</p> <ul style="list-style-type: none"> ● Develop a marketing campaign with a welcoming message in a variety of languages.
<p>Progress to Celebrate:</p> <ul style="list-style-type: none"> ● Awareness that marketing communications portray diversity of visitors to the preserves. ● We are incorporating images as available. ● We have begun to develop a multilingual messaging effort using the word “welcome” in many different languages. 	
<p>Data Indicators:</p> <ul style="list-style-type: none"> ● The number of communications we develop and feedback we receive. 	

Glossary of Terms

BIPOC	<p>An acronym for Black, Indigenous, People of Color. Gaining increased usage since 2013, especially following increased demands for police reform, BIPOC is intended to be more inclusive than other terms, such as POC (People of Color). The term is not without controversy. Some argue conflating black and indigenous experiences of injustice is an oversimplification at best and a form of erasure at worst.</p> <p>Source:</p> <ul style="list-style-type: none"> -Bipoc Definition of Bipoc by Merriam-Webster -BIPOC: What Does It Mean? - The New York Times (nytimes.com) -BIPOC: What does it mean and where does it come from? - CBS News -BIPOC: What It Means and How to Use It Properly (greatist.com)
Cultural Competency	<ol style="list-style-type: none"> 1. A set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. Source: Cultural Competence In Health and Human Services NPIN (cdc.gov) 2. Focus on sensitivity to cross-cultural differences and the ability to adapt to other cultural environments. Source: What is Cultural Competence and How to Develop It? (psu.edu) 3. Reflective awareness of cultural influences on one's thoughts and behaviors. Source: What is Cultural Competence and How to Develop It? (psu.edu) 4. The ability of individuals and systems to work or respond effectively across cultures in a way that acknowledges and respects the culture of the person or organization being served. Source: What is Cultural Competence and How to Develop It? (psu.edu)
Diversity	<ol style="list-style-type: none"> 1. The inclusion of people of different races, cultures, etc. in a group or organization. Source: Diversity Definition of Diversity by Merriam-Webster 2. Diversity is a set of conscious practices that involve:

	<ul style="list-style-type: none"> ● Understanding and appreciating interdependence of humanity, cultures, and the natural environment; ● Practicing mutual respect for qualities and experiences that are different from our own; ● Understanding that diversity includes not only ways of being but also ways of knowing; ● Recognizing that personal, cultural and institutionalized discrimination creates and sustains privileges for some while creating and sustaining disadvantages for others; ● Building alliances across differences so that we can work together to eradicate all forms of discrimination. <p>Source: Definition for Diversity (cuny.edu)</p> <p>3. Empowering people by respecting and appreciating what makes them different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin. Source: What is Diversity & Inclusion? Global Diversity Practice</p> <p>4. Diversity in the workplace is defined as a trait of company culture wherein the workforce composition includes employees of different genders, age, sexual orientation, religions, languages, abilities, professional backgrounds, socioeconomic backgrounds, and educational backgrounds. Source: What Is Diversity in the Workplace? Definition, Importance, Benefits, Challenges, and Best Practices Toolbox Hr</p>
<p>Equity</p>	<p>1. Freedom from bias or favoritism. Source: Equity Definition of Equity by Merriam-Webster</p> <p>2. The right of different groups of people—such as men and women or Blacks and whites—to enjoy the benefits of similar social status and receive the same treatment without the fear of discrimination. Source: Equity vs. Equality: What Is the Difference? (thoughtco.com)</p> <p>3. Promoting justice, impartiality and fairness within the procedures, processes, and distribution of resources by institutions or systems. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society. Source: Diversity, Equity, and Inclusion (extension.org)</p>

	<p>4. The fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Source: Beyond the DE&I Acronym: What are Diversity, Equity, and Inclusion? YW Boston</p>
<p>Equity Impact Assessment Tool</p>	<p>1. A tool that can be used to identify unintended potential impacts (positive or negative) of an initiative on systemically marginalized groups. Source: Equity Impact Assessment (advisory.com)</p> <p>2. A systematic examination of how different racial and ethnic groups will likely be affected by a proposed action or decision. Source: Racial Equity Impact Assessment Toolkit Race Forward</p>
<p>Inclusion</p>	<p>1. An outcome to ensure those that are diverse actually feel and/or are welcomed. Inclusion outcomes are met when you, your institution, and your program are truly inviting to all. To the degree to which diverse individuals are able to participate fully in the decision-making processes and development opportunities within an organization or group. Source: Diversity, Equity, and Inclusion (extension.org)</p> <p>2. The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. Source: Beyond the DE&I Acronym: What are Diversity, Equity, and Inclusion? YW Boston</p> <p>3. The act or practice of including and accommodating people who have historically been excluded (as because of their race, gender, sexuality, or ability). Source: Inclusion Definition of Inclusion by Merriam-Webster</p> <p>4. Inclusion is an organisational effort and practices in which different groups or individuals having different backgrounds are culturally and socially accepted and welcomed, and equally treated. These differences could be self-evident, such as national origin, age, race and ethnicity, religion/belief,</p>

	<p>gender, marital status and socioeconomic status or they could be more inherent, such as educational background, training, sector experience, organisational tenure, even personality, such as introverts and extroverts.</p> <p>Source: What is Diversity & Inclusion? Global Diversity Practice</p>
LGBTQ+	<p>1. An acronym for lesbian, gay, bisexual, transgender, and queer or questioning. These terms are used to describe a person’s sexual orientation or gender identity.</p> <p>Source: Defining LGBTQ (gaycenter.org)</p>

Diversity, Equity, Inclusion Committee Members

Ryan Anderson, Administration

Pam Leiter, Museum & Education

Tammy Bruehl, Operations

Katie Snyder, Museum & Education

Pat Cain, Museum & Education

Lisa Sprinkle, Marketing

Dara Edgington, Human Resources

Joie Torres, Golf Maintenance

Matt Finzel, Natural Resources

Jennifer Wick, Museum & Education

Sue Gallo, Volunteer Coordination

Emily Williams, Natural Resources

Mark Hanson, Museum & Education

Mary Ellen Wuellner, Administration

August 11, 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 \$246,050.94 in accounts payable disbursements dated July 16, 2021 through August 19, 2021.

Accounts Payable check range: 113611 through 113771
Purchasing Card check range: P05583 through P05643

Background

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

Disbursements Breakdown	Amount
Board Approved Expenses	\$ 124,411.32
Delegated Insurance Expenses	\$ 50,557.77
Expenses Under \$1,000*	\$ 24,525.06
Delegated Merchandise & Concession Expenses	\$ 17,068.37
Delegated Purchasing Card Expenses	\$ 16,921.17
Delegated Utilities Expenses	\$ 12,567.25
Total Disbursements	\$ 246,050.94

*Includes \$2,835 in refunds

SUMMARY OF CHECK ACTIVITY

REGULAR BOARD MEETING

Total Disbursements for July 16, 2021 through August 19, 2021

\$ 246,050.94

Vendor Payments Greater than \$1,000

Check	Vendor	Amount
113624	Health Alliance Medical Plans - August premium	\$ 32,986.00
113638	Carle - 2004-2011 Ptax settlement	\$ 20,000.00
113716	Commercial Builders - Walnut Hill Shelter roof	\$ 19,000.00
113707	Adkisson Construction - Izaak Walton roof	\$ 15,500.00
113745,Pcard	Menards - Homer Lake shed & misc supplies	\$ 11,739.20
113725	Dogtown H&A - HL Residence heat pump	\$ 10,225.00
113667	PDRMA - July contribution	\$ 9,107.13
113693,113630	Standard Insurance - Jun-Aug Life, AD&D, Vision and Dental insurance	\$ 7,660.48
113706	Accuraty Solutions - 50% deposit on MGP website redesign	\$ 7,232.50
113741	Kirchner Building Center - GC picture windows	\$ 6,197.40
113674,113612	Ameren - July gas and electric	\$ 5,270.62
113735	Helena - GC turf management product	\$ 4,140.00
113626	Meyer Capel - Professional services	\$ 3,989.00
113704	United Fuel - Vehicle gasoline and diesel	\$ 3,983.87
113690	Progressive Propane - July propane delivery	\$ 3,497.80
113686,113664,113644	Mizuno - ProShop merchandise	\$ 2,936.95
113656	Farnsworth Group - KRT Design Eng Phase 2b	\$ 2,824.74
113764	Upclose Marketing & Printing - Maps, HV & HLIC brochure	\$ 2,813.75
113617,113651,113677	Cleveland Golf - ProShop merchandise	\$ 2,742.13
113640,113682,113623	Heartland Coca Cola - Snack Bar beverages	\$ 2,438.28
113666,113627,113645, 113689	Orange & Blue Distributing - Snack Bar beverages	\$ 2,339.10
Pcard	Amazon - miscellaneous supplies	\$ 2,329.72
113746	Micro Systems Integration - Jul & Aug monthly support, firewall upgrade	\$ 2,275.00
113717	Community Education at Parkland - DEI focus group & "Do Race" staff workshop	\$ 2,200.00
113713	Champaign County Treasurer - Peninsula crosswalk striping & sign posts	\$ 2,096.84
113675,113615	Callaway Golf - Pro Shop merchandise	\$ 1,863.23
113692	DSebestik - Golf Lessons & club repair	\$ 1,621.00
113720	Danville Paper & Supply - GC & LOW supplies	\$ 1,587.00
113685	Steve Marcotte - Campground firewood	\$ 1,521.00
113753	PG Professional Golf - Used range balls	\$ 1,492.05
113754,Pcard	Prairie Gardens - BG flowers and landscaping	\$ 1,403.75
113756	RJ Thomas Mfg - Campground park grills	\$ 1,314.00
113752	Paxton Ready Mix - MF & Campground parking blocks	\$ 1,296.00
113766	Visit Champaign County - Experience Guide advertising	\$ 1,275.00
Pcard	Government Finance Office - Accounting training	\$ 1,245.00
113721	Deans Graphics - Freedom Fest, survey, NR & summer concert signs	\$ 1,243.60
Pcard	Sam's Club - Snack Bar merchandise for resale	\$ 1,155.39
Pcard	IN Leisure Interactive - Camping reservation fees	\$ 1,039.67
113648	Tour Edge - ProShop merchandise	\$ 1,005.32

SUMMARY OF CHECK ACTIVITY

REGULAR BOARD MEETING

113727	U of I Extension East Central Illinois Master Naturalists - Sponsorship	\$ 1,000.00
Total Vendor Payments Greater Than \$1,000		\$ 205,587.52

Board of Commissioners
Champaign County Forest Preserve District

William G. Goodman, Treasurer

August 9, 2021

MEMORANDUM

To: Board of Commissioners
From: John Baker, Director of Business and Finance
Re: July Treasurer's Report

Action Requested

Staff requests the Board accept the July 2021 Treasurer's Report.

Summary - At July 31, 2021 the District had \$80,000 in outstanding bonds, \$356,286 cash and \$3,740,638 in investment accounts.

July Investment Balances

Illinois Fund	\$ 2,545,142
Certificates of Deposit	\$ 1,079,500
Illinois Investor's Trust	\$ 115,265
Farm Cooperative Equity	\$ 731
	\$ 3,740,638

July Cash & Investment Balances

Starting Balance	\$ 4,307,440
Revenues	\$ 283,958
Expenditures	\$ 494,473
Ending Balance	\$ 4,096,925

In the past month, the District:

- Received our July property tax distribution of \$48,374
- Paid the Carle Foundation \$20,000 for the second installment of the property tax settlement.
- Invested \$150,000 in an additional CD. Illinois Fund rates have cratered to .02%, so as low as CD rates are currently, they are better than either the Illinois Investor's Trust or Illinois Fund rates.
- Received second quarter program budget results from all departments and updated the program budget report to include the second quarter. See attached.

Attachments:

2021 CCFPD Property Tax Distribution Projections
Forest Preserve Friends Foundation Restrictions as of July 31, 2021
2021 Program Budget Report as of June 30, 2021

**Champaign County Forest Preserve District
July 2021 Treasurer's Report**

Financial Activity and Balances

FUND	Financial Activity						Month End Investment Balances					Ending Cash & Investments
	Beginning Cash	Total Revenue	Total Expenses	Net Activity Assets & Liabilities	Interfund Activity	Ending Cash	Illinois Funds	IIT	Farm Equity	Certificates of Deposit	Total Investments	
CORPORATE	\$ 128,070	\$ 110,458	\$ (241,500)	\$ 101,803	\$ -	\$ 98,831	\$ 2,448,184	\$ 20,978	\$ -	\$ 538,137	\$ 3,007,299	\$ 3,106,130
CONSTRUCTION	\$ 55,911	\$ 14,048	\$ (82,855)	\$ 94,993	\$ -	\$ 82,098	\$ 433,432	\$ -	\$ 731	\$ 50,000	\$ 484,163	\$ 566,261
GOLF	\$ 68,762	\$ 132,330	\$ (83,576)	\$ (20,001)	\$ -	\$ 97,514	\$ 115,156	\$ -	\$ -	\$ 110,000	\$ 225,156	\$ 322,670
M Store	\$ 10,644	\$ 1,109	\$ (159)	\$ 4,086	\$ -	\$ 15,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,680
INSURANCE	\$ -	\$ 3,378	\$ (23,005)	\$ 23,003	\$ -	\$ 3,376	\$ 98,261	\$ 53,630	\$ -	\$ 20,000	\$ 171,891	\$ 175,267
IMRF	\$ -	\$ 5,677	\$ (14,912)	\$ 11,589	\$ -	\$ 2,354	\$ 67,098	\$ 33,067	\$ -	\$ 70,000	\$ 170,165	\$ 172,519
AUDIT	\$ 6,975	\$ 400	\$ (7,397)	\$ 422	\$ -	\$ 400	\$ -	\$ 8,815	\$ -	\$ 24,893	\$ 33,709	\$ 34,109
SSI	\$ 69,519	\$ 2,488	\$ (18,461)	\$ 0	\$ -	\$ 53,545	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 78,545
BOND	\$ -	\$ 2,488	\$ (2,316)	\$ 2,315	\$ -	\$ 2,488	\$ -	\$ (1,225)	\$ -	\$ 131,470	\$ 130,245	\$ 132,732
PROJECT	\$ -	\$ 11,581	\$ (20,293)	\$ 8,712	\$ -	\$ -	\$ (675,261)	\$ -	\$ -	\$ -	\$ (675,261)	\$ (675,261)
Land	\$ -	\$ 1	\$ -	\$ (1)	\$ -	\$ -	\$ 58,271	\$ -	\$ -	\$ 110,000	\$ 168,271	\$ 168,271
TOTAL	\$ 339,881	\$ 283,958	\$ (494,473)	\$ 226,920	\$ -	\$ 356,286	\$ 2,545,142	\$ 115,265	\$ 731	\$ 1,079,500	\$ 3,740,638	\$ 4,096,924

Champaign County Forest Preserve District

July 2021 Treasurer's Report

Investment Rates and Maturities

Investments	Rate	Month End	Maturity Date
Illinois Fund	0.020%	\$ 2,545,142	NA
Illinois Investor's Trust	0.020%	\$ 115,265	NA
Farm Cooperative Patronage	NA	\$ 731	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 (365) - Iroquois Federal	0.450%	\$ 200,000	February 9, 2022
Total Investments		\$ 3,740,638	

Champaign County Forest Preserve District

July 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	\$ 1,782,528	56.5%	52.0%
CONSTRUCTION	\$ 1,206,346	\$ 606,961	50.3%	46.6%
GOLF COURSE	\$ 756,220	\$ 551,039	72.9%	57.6%
GENERAL STORE	\$ 5,110	\$ 4,041	79.1%	46.5%
INSURANCE	\$ 383,275	\$ 183,024	47.8%	53.3%
IMRF	\$ 283,923	\$ 141,913	50.0%	59.2%
AUDIT	\$ 45,391	\$ 21,674	47.7%	50.2%
SOCIAL SECURITY	\$ 240,128	\$ 134,860	56.2%	47.5%
BOND	\$ 258,176	\$ 134,866	52.2%	51.0%
CAPITAL PROJECTS & EQUIPMENT	\$ 1,058,893	\$ 320,611	30.3%	37.0%
LAND ACQUISITION	\$ 709,350	\$ 43	0.0%	112.1%
TOTAL	\$ 8,101,836	\$ 3,881,559	47.9%	51.3%

2021 Expenditures				
Fund	Budgeted	Cumulative Expenses	2021 Percent Expended	5 year Average Percent*
CORPORATE	\$ 2,853,310	\$ 1,455,561	51.0%	56.5%
CONSTRUCTION	\$ 959,095	\$ 516,281	53.8%	52.3%
GOLF COURSE	\$ 755,933	\$ 476,975	63.1%	58.5%
GENERAL STORE	\$ 8,250	\$ 1,371	16.6%	48.6%
INSURANCE	\$ 329,065	\$ 100,048	30.4%	53.8%
IMRF	\$ 188,042	\$ 103,884	55.2%	58.9%
AUDIT	\$ 30,422	\$ 25,537	83.9%	78.3%
SOCIAL SECURITY	\$ 217,339	\$ 115,327	53.1%	53.0%
BOND	\$ 83,845	\$ 3,851	4.6%	3.5%
CAPITAL PROJECTS & EQUIPMENT**	\$ 1,813,285	\$ 817,119	45.1%	25.1%
LAND ACQUISITION	\$ 863,250	\$ 19,532	2.3%	64.5%
TOTAL	\$ 8,101,836	\$ 3,635,486	44.9%	49.9%

*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	Actual			Projected			Projected Uncollectable
	Extension	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	
General	\$ 2,622,287	\$ 530,703	\$ 866,151	\$ 26,252	\$ 301,563	\$ 812,909	\$ 78,669	\$ 6,031
Bonds	\$ 248,474	\$ 50,286	\$ 82,071	\$ 2,488	\$ 28,574	\$ 77,027	\$ 7,454	\$ 571
IMRF	\$ 235,163	\$ 47,593	\$ 77,676	\$ 2,354	\$ 27,044	\$ 72,900	\$ 7,055	\$ 541
Audit	\$ 39,933	\$ 8,081	\$ 13,189	\$ 400	\$ 4,592	\$ 12,379	\$ 1,198	\$ 92
Liability	\$ 337,215	\$ 68,246	\$ 111,384	\$ 3,376	\$ 38,780	\$ 104,537	\$ 10,116	\$ 776
SS	\$ 248,474	\$ 50,286	\$ 82,071	\$ 2,488	\$ 28,574	\$ 77,027	\$ 7,454	\$ 571
Construction	\$ 1,100,384	\$ 222,698	\$ 363,461	\$ 11,016	\$ 126,544	\$ 341,119	\$ 33,012	\$ 2,531
TOTAL	\$ 4,831,930	\$ 977,894	\$1,596,004	\$ 48,374	\$ 555,672	\$1,497,898	\$ 144,958	\$ 11,113

Distribution %	20.24%	33.03%	1.00%	11.50%	31.00%	3.00%	0.23%
-----------------------	--------	--------	-------	--------	--------	-------	-------

Cumulative	\$ 977,894	\$2,573,898	\$ 2,622,271	\$ 3,177,943	\$4,675,842	\$4,820,800
Cumulative %	20.24%	53.27%	54.27%	65.77%	96.77%	99.77%

green = actual
yellow = projected distribution
red = projected shortfall

Forest Preserve Friends Foundation - July 31, 2021 Restrictions

Donation Restriction	6/30/2021	Disbursed	Received	7/31/2021
Community Engagement	\$ 2,690.00	\$ -	\$ 2,645.51	\$ 5,335.51
TNC COVID Grant	\$ 3,400.00	\$ -	\$ -	\$ 3,400.00
Lake of the Woods	\$ 70.00	\$ -	\$ -	\$ 70.00
Lake of the Woods Trails	\$ 676.00	\$ -	\$ -	\$ 676.00
Lake of the Woods Peninsula	\$ 6,975.00	\$ -	\$ -	\$ 6,975.00
Lake of the Woods Buffalo Trace	\$ 41,143.50	\$ -	\$ -	\$ 41,143.50
Middle Fork Forest Preserve	\$ 480.00	\$ -	\$ -	\$ 480.00
Willow Pond Restoration	\$ 7,568.85	\$ -	\$ 97.00	\$ 7,665.85
Middle Fork Dark Skies	\$ 870.00	\$ -	\$ -	\$ 870.00
Homer Lake	\$ 360.00	\$ -	\$ -	\$ 360.00
Kickapoo Rail Trail	\$ 60,993.52	\$ -	\$ -	\$ 60,993.52
KRT - Champaign County	\$ 3,135.43	\$ -	\$ -	\$ 3,135.43
KRT - Vermilion County	\$ 682.40	\$ -	\$ -	\$ 682.40
KRT Triple Match	\$ 2,629.40	\$ -	\$ -	\$ 2,629.40
KRT - Accessibility	\$ 4,332.17	\$ -	\$ 88.82	\$ 4,420.99
Museum of the Grand Prairie	\$ 164,292.83	\$ -	\$ -	\$ 164,292.83
Mumm - Museum of the Grand Prairie	\$ 127,498.41	\$ -	\$ -	\$ 127,498.41
Museum Concert Series	\$ 1,600.00	\$ -	\$ -	\$ 1,600.00
Education for the Underserved	\$ 16,840.96	\$ -	\$ -	\$ 16,840.96
Mumm - Education Intern	\$ 20,979.20	\$ -	\$ -	\$ 20,979.20
Garvey Memorial	\$ 646.60	\$ -	\$ -	\$ 646.60
Homer Lake Interpretive Center	\$ 500.00	\$ -	\$ -	\$ 500.00
HLIC Site Plan	\$ 1,082.00	\$ -	\$ -	\$ 1,082.00
HLIC Animal Advocate Program	\$ 7,625.10	\$ -	\$ -	\$ 7,625.10
HLIC Facility	\$ 2,600.00	\$ -	\$ 2,500.00	\$ 5,100.00
Botanical Garden	\$ 3,832.81	\$ -	\$ -	\$ 3,832.81
Noel/Gelvin Endowment	\$ 421,760.84	\$ -	\$ -	\$ 421,760.84
Noel/Gelvin Interest	\$ 7,386.28	\$ -	\$ -	\$ 7,386.28
Memorial Benches	\$ 100.00	\$ -	\$ -	\$ 100.00
Habitat Restoration	\$ 2,666.50	\$ -	\$ -	\$ 2,666.50
SRFP Restoration	\$ 4,023.25	\$ -	\$ -	\$ 4,023.25
Memorial Trees	\$ 2,231.61	\$ -	\$ 465.00	\$ 2,696.61
Golf Tee Boxes	\$ 500.00	\$ -	\$ -	\$ 500.00
Huber Memorial	\$ 1,719.80	\$ -	\$ -	\$ 1,719.80
	\$ 923,892	\$ -	\$ 5,796	\$ 929,689

July 30, 2021

MEMORANDUM

To: Board of Commissioners

From: Business & Finance Section

Re: Program Budgeting Second 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 second 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.

Both direct and indirect first and second quarter financial activity is summarized by program below:

2021 REVENUES

	1Q	2Q	YTD	Budget	% Received
Capital	\$ 94,759.61	\$ 733,310.74	\$ 828,070.35	\$ 2,877,982.00	29%
Camping	\$ 2,147.96	\$ 59,900.83	\$ 62,048.79	\$ 105,175.00	59%
Golf	\$ 125,725.70	\$ 420,926.57	\$ 546,652.27	\$ 998,534.00	55%
Education	\$ 6,803.82	\$ 499,539.49	\$ 506,343.31	\$ 998,101.00	51%
Rentals	\$ 2,534.74	\$ 119,426.27	\$ 121,961.01	\$ 239,745.00	51%
Sites/NR	\$ 45,357.09	\$ 1,307,565.55	\$ 1,352,922.64	\$ 2,587,540.00	52%
Foundation	\$ 9,004.70	\$ 158,122.48	\$ 167,127.18	\$ 294,758.00	57%
Total	\$ 286,333.62	\$ 3,298,791.93	\$ 3,585,125.55	\$ 8,101,835.00	44%

2021 EXPENSES

	1Q	2Q	YTD	Budget	% Expended
Capital	\$ 296,870.42	\$ 788,727.58	\$ 1,085,598.00	\$ 3,375,463.00	32%
Camping	\$ 10,150.38	\$ 50,464.28	\$ 60,614.66	\$ 152,961.00	40%
Golf	\$ 168,547.36	\$ 285,989.35	\$ 454,536.71	\$ 1,007,206.00	45%
Education	\$ 195,428.83	\$ 239,387.87	\$ 434,816.70	\$ 1,115,282.00	39%
Rentals	\$ 43,783.46	\$ 61,389.15	\$ 105,172.61	\$ 307,526.00	34%
Sites/NR	\$ 452,866.08	\$ 463,135.44	\$ 916,001.52	\$ 1,939,600.00	47%
Foundation	\$ 39,677.05	\$ 48,485.44	\$ 88,162.49	\$ 203,798.00	43%
Total	\$ 1,207,323.58	\$ 1,937,579.11	\$ 3,144,902.69	\$ 8,101,836.00	39%

Staff Comments

- Second quarter revenues include May and June property tax distributions.
- Camping/Rental revenues are reported according to payment date, rather than date of facility use.
- YTD program revenues exceed 50% with the exception of the Capital program.
- YTD expenses are under budget by more than 50% for all program categories.

The below chart shows the percent of property tax support by program:

	Property Tax Received	Total Revenues	
Capital	\$ 519,662.14	\$ 828,070.35	63%
Camping	\$ 15,388.30	\$ 62,048.79	25%
Education	\$ 500,279.89	\$ 506,343.31	99%
Golf	\$ 131,568.06	\$ 546,652.27	24%
Rentals	\$ 73,776.97	\$ 121,961.01	60%
Sites/NR	\$ 1,324,917.52	\$ 1,352,922.64	98%
Foundation	\$ 166,713.01	\$ 167,127.18	100%
Total	\$ 2,732,305.89	\$ 3,585,125.55	76%

August 9, 2021

MEMORANDUM

To: Board of Commissioners

From: John Baker, Director of Business and Finance Resources

Re: Request to Approve Transfers

Action Requested

Staff requests the Board of Commissioners approve the transfer of \$579,036 from the Corporate and Construction Funds to the Capital Projects Fund.

Background

The Capital Projects Fund July 31 ending balance was **-\$675,261**. While 2021 project work has been brisk, grant and other reimbursements continue to be delayed, including \$238,200 Public Museum grant, \$62,700 OSLAD grant, \$21,000-\$53,000 PDRMA (disputed insurance payment). The District has received sufficient property taxes to proceed with these transfers at this time.

As originally intended in the 2021 working budget, the \$579,036 transfers fund District referendum projects as follows:

- \$364,124 from the Corporate (General) to the Capital Projects Fund
- \$214,912 from the Construction Farm to the Capital Projects Fund

Overall, 2021 District working budget planned transfers are:

Fund	Transfer In	Transfer Out
Capital Projects Fund	\$ 596,686	-
Corporate Fund (2020 Bond Principal Repaid)	\$ 161,385	-
Corporate Fund	-	\$ 364,124
Bond Fund (Repay 2020 Bond)	-	\$ 161,385
Construction (including Farm Commitment)		\$ 232,562
TOTALS	\$ 758,071	\$ 758,071

Note that this request does not include the Farm commitment transfer or bond transfer. The Farm transfer (\$17,650) will be requested after costs for 2021 Natural Resources projects are complete. The bond transfer, already approved in the bond ordinance, will occur in December after sufficient property tax funds have been received.

August 19, 2021

MEMORANDUM

To: Board of Commissioners

From: Bridgette Moen, Planning and Projects Coordinator

Re: Resolution 2021-11 IDNR OSLAD Grant Application for Dark Skies Project at Middle Fork River Forest Preserve

Action Requested

Staff requests the Board of Commissioners approve Resolution 2021-11, authorizing an Open Space Lands Acquisition and Development (OSLAD) grant application, in the estimated amount of \$294,000, administered through the Illinois Department of Natural Resources (IDNR).

Background

The proposed application is a dark sky trail and amenities project at the Middle Fork River Forest Preserve. The scope of the grant project includes a dark sky trail north of Willow Pond, trail nodes for stargazing, a small observatory structure, an open air shelter, a small parking lot, campground expansion, and a nature play area. This project would improve opportunities for dark skies viewing by providing parking, gathering areas, and a trail in an open area. The proposed upland trail will also provide enhanced recreational opportunities at Middle Fork because many of the existing trails are frequently inundated by seasonal flooding.



The deadline for applications is September 1, 2021 with awards for the two-year grant typically announced the following spring. The total funding from the State for this cycle of OSLAD is approximately \$28 million and the maximum award per project is \$400,000. There is a 50% match required for this grant. The current cost estimate is approximately \$588,000. There is no application fee. Staff have discussed the prospective application with IDNR staff who encouraged the District to submit an application.

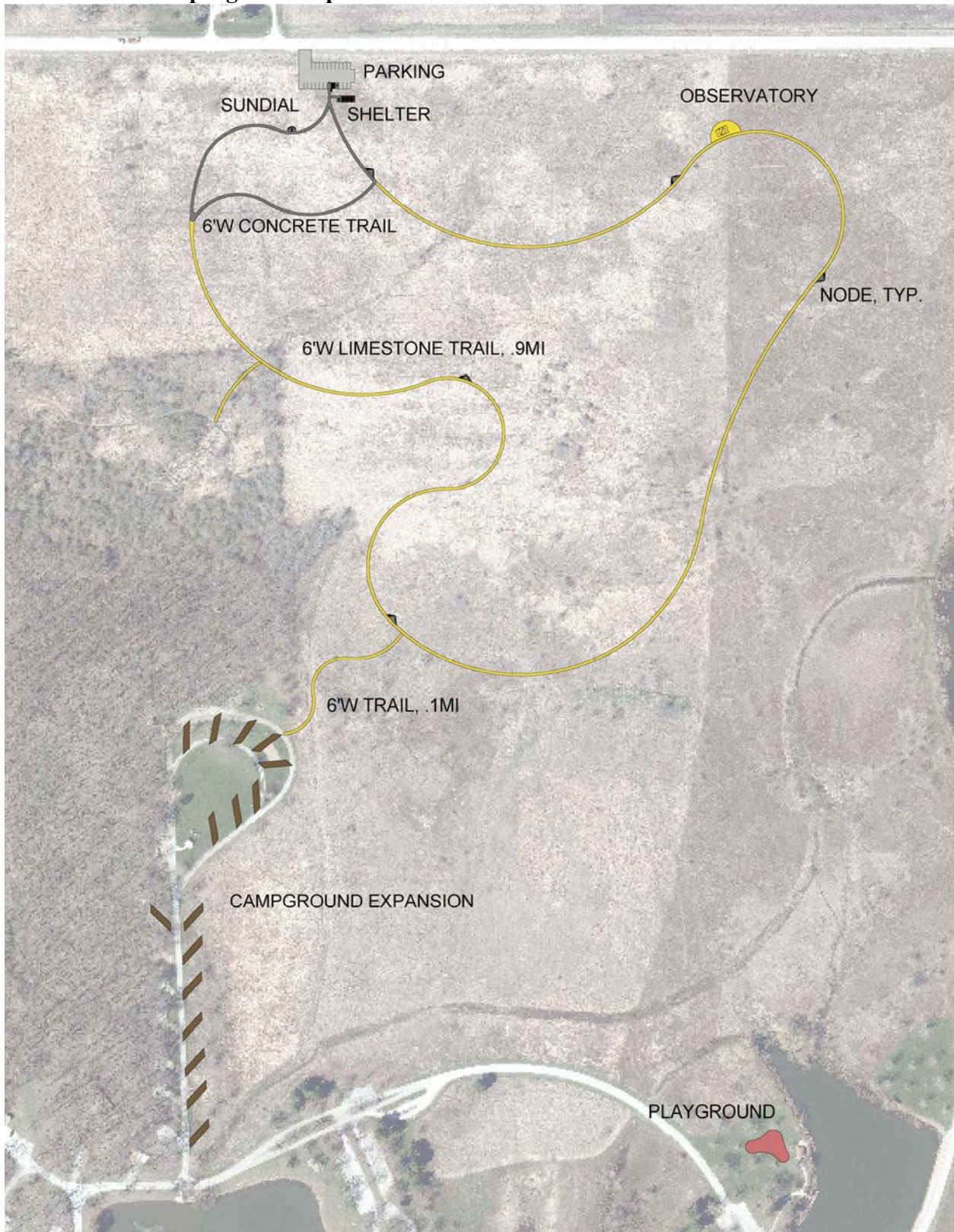
Budget Impact

The current project cost is estimated at \$588,000. Therefore, the grant request would be approximately \$294,000. The local match would consist of a combination of in-kind District labor and District capital funds. The District’s financial (non-labor) match contribution is not expected to exceed \$254,000. Private grants and donations will also be sought to further reduce the District’s financial obligation to this project.

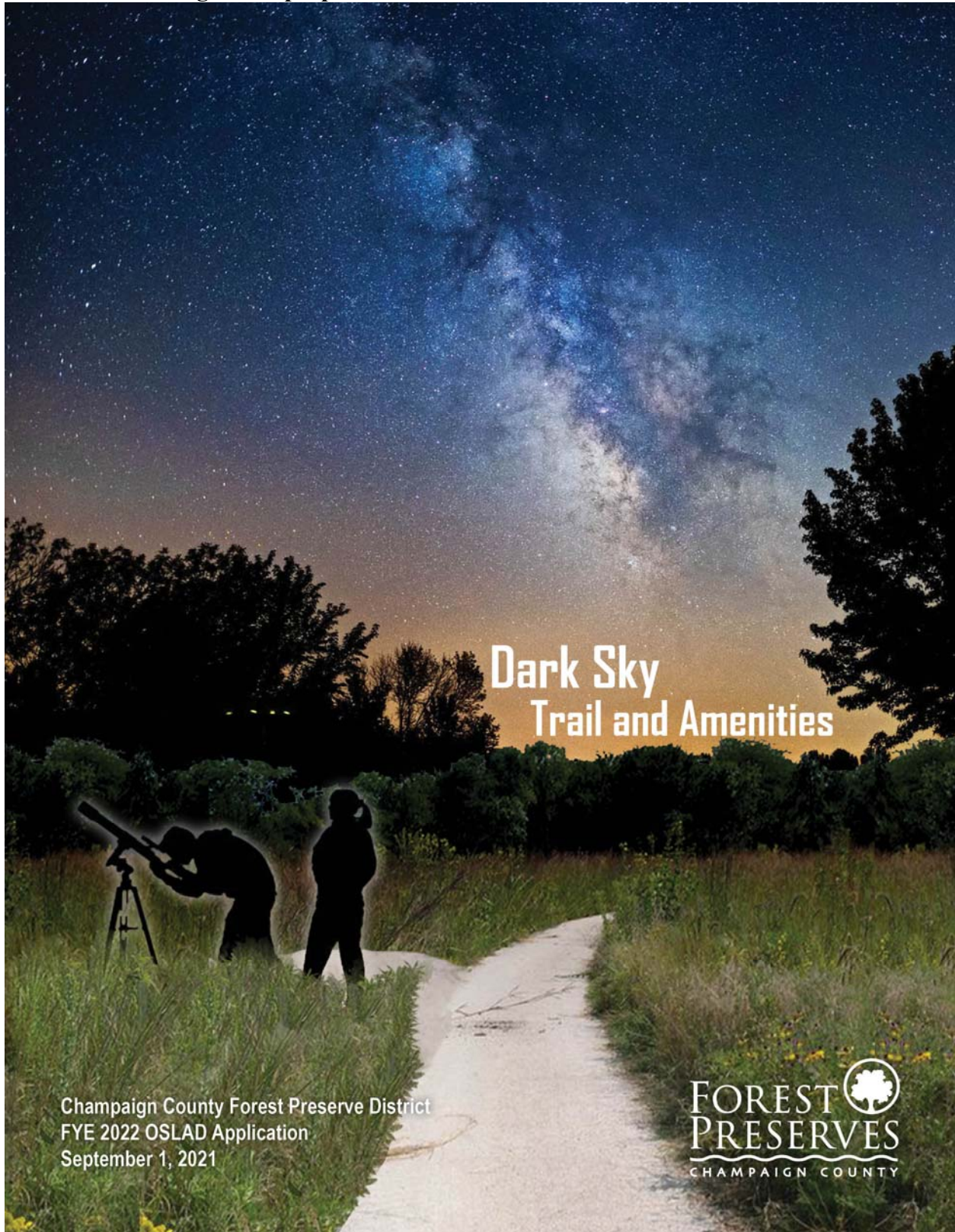
Attachments:

- 1. In progress site plan
- 2. Diagram of proposed amenities

Attachment 1: In progress site plan



Attachment 2: Diagram of proposed amenities



Champaign County Forest Preserve District
FYE 2022 OSLAD Application
September 1, 2021



**OSLAD Grant Program
Resolution of Authorization**

Form OS/DOC-3

Applicant (Sponsor) Legal Name: Champaign County Forest Preserve District

Project Title: Dark Sky Trail and Amenities

The Champaign County Forest Preserve (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The Champaign County Forest Preserve (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 8) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the Champaign County Forest Preserve (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Champaign County Forest Preserve (Sponsor) on the 19 day of August (month), 2021 (year)

Andrew J. Kerins

Name (printed / typed)

Attested by: _____

Signature

Date: August 19, 2021

President, Board of Commissioners

Title

August 19, 2021

MEMORANDUM

To: Board of Commissioners

From: Bridgette Moen, Planning and Projects Coordinator

Re: IDNR Boat Access Area Development Grant Application – North Boat Launch at Homer Lake Forest Preserve

Action Requested

Staff requests the Board of Commissioners authorize an Illinois Boat Access Area Development (BAAD) grant application, administered through the Illinois Department of Natural Resources (IDNR), in the amount of \$160,000.

Background

The proposed application is an improvement project at the existing North Boat Launch at Homer Lake Forest Preserve, which was built as part of an IDNR grant in 1997. The scope of this proposed grant project includes retaining wall replacement, installing a new ADA dock, an ADA path to the proposed dock, expanded parking, road improvements, and channel improvements. The channel improvements will improve access for those putting in boats at the existing launch where the lake is very shallow. The new ADA dock will improve water access for users of all abilities and reduce congestion for kayak or canoe users who currently share the existing launch with motorized boats. The additional parking will be of great use to both users of the boat launch and dock as well as those hiking the trails at Homer Lake.

The deadline for applications is September 1, 2021. The total funds from the State for this cycle of BAAD is approximately \$725,000 and the maximum BAAD award per project is \$200,000. There is no match required for this grant; however, cost sharing does count towards the competitiveness of the application. The current cost estimate is \$200,000; staff are proposing a 20% match. There is an application fee of \$300.00. Grant-funded projects must be completed within two years of grant award.

Budget Impact

Although a local match is not required, applications that offer match receive more favorable consideration. The local match would be included in the 2022 capital budget.

Requested State BAAD 80% funding	\$160,000
CCFPD 20% match – local funds	\$40,000
Total project cost	\$200,000

Attachments:

1. Photos of existing facilities
2. Diagram of proposed amenities

Attachment 1: Existing photos

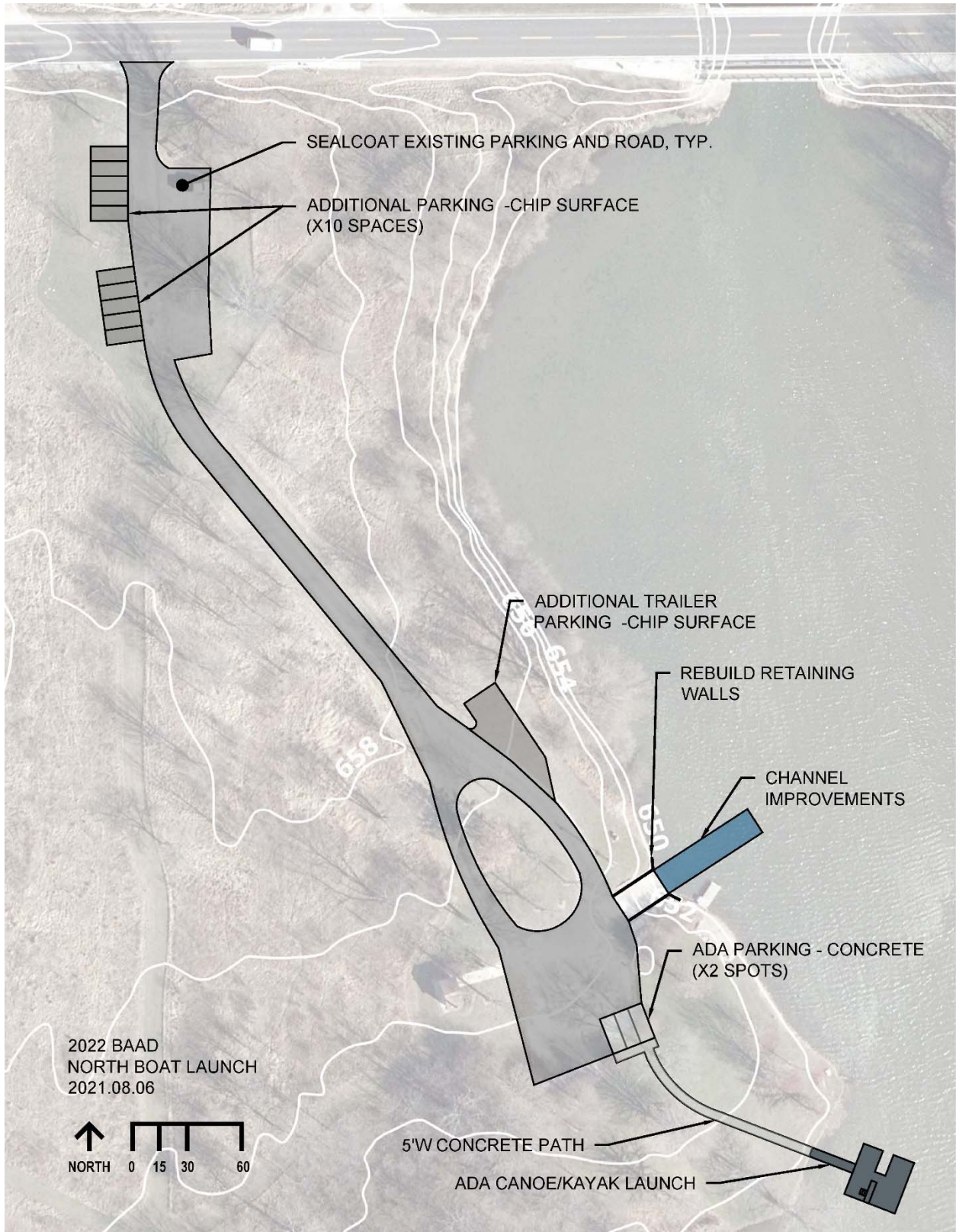


Figure 1. Existing Launch - facing northwest.



Figure 2. Existing launch - facing southeast.

Attachment 2: In progress site plan



August 19, 2021

MEMORANDUM

To: Board of Commissioners
From: Bridgette Moen, Planning and Projects Coordinator
Michael Daab, Deputy Director for Planning and Development
Re: Lake of the Woods Preserve Bike Path Renovation Project

Action Requested

Staff requests the Board of Commissioners approve the bid for bike path renovation (materials and installation) at Lake of the Woods Forest Preserve (Stidham Woods) from Cross Construction, Inc. for **Eighty-Eight Thousand Eight Hundred Forty and 00/100 (\$88,840.00)**. Staff recommends accepting the base bid (0.25 mile trail) and add alternate #1 (parking lot surfacing).

Background

The Lake of the Woods Forest Preserve bike trail was constructed in 1997. The pavement has been sealed over the years, but has not been renovated to date. The trail surface is in disrepair beyond what CCFPD staff is able to patch, and this project was featured as a source of referendum fund use during the 2020 appeal to voters.

The base bid scope includes milling the surface and re-laying it with asphalt. Add alternate #1 includes resurfacing the existing parking lot and surfacing a parking lot addition. Add alternate #2 includes root pruning the trees along the trail to prevent damage to the trees during construction and to slow root growth below the trail (unit pricing). Staff can manage this aspect as needed.

Bid Results

Two (2) sealed bids were opened August 4th, 2021 at 2:00pm at the headquarters building with bid tab as shown.

Bidder	Location	Base Bid (trail)	Add Alt. 1 (parking)
Open Road Paving	Urbana, IL	\$105,382.65	\$27,866.20
Cross Construction, Inc	Urbana, IL	\$72,020.00	\$16,820.00

Budget Impact

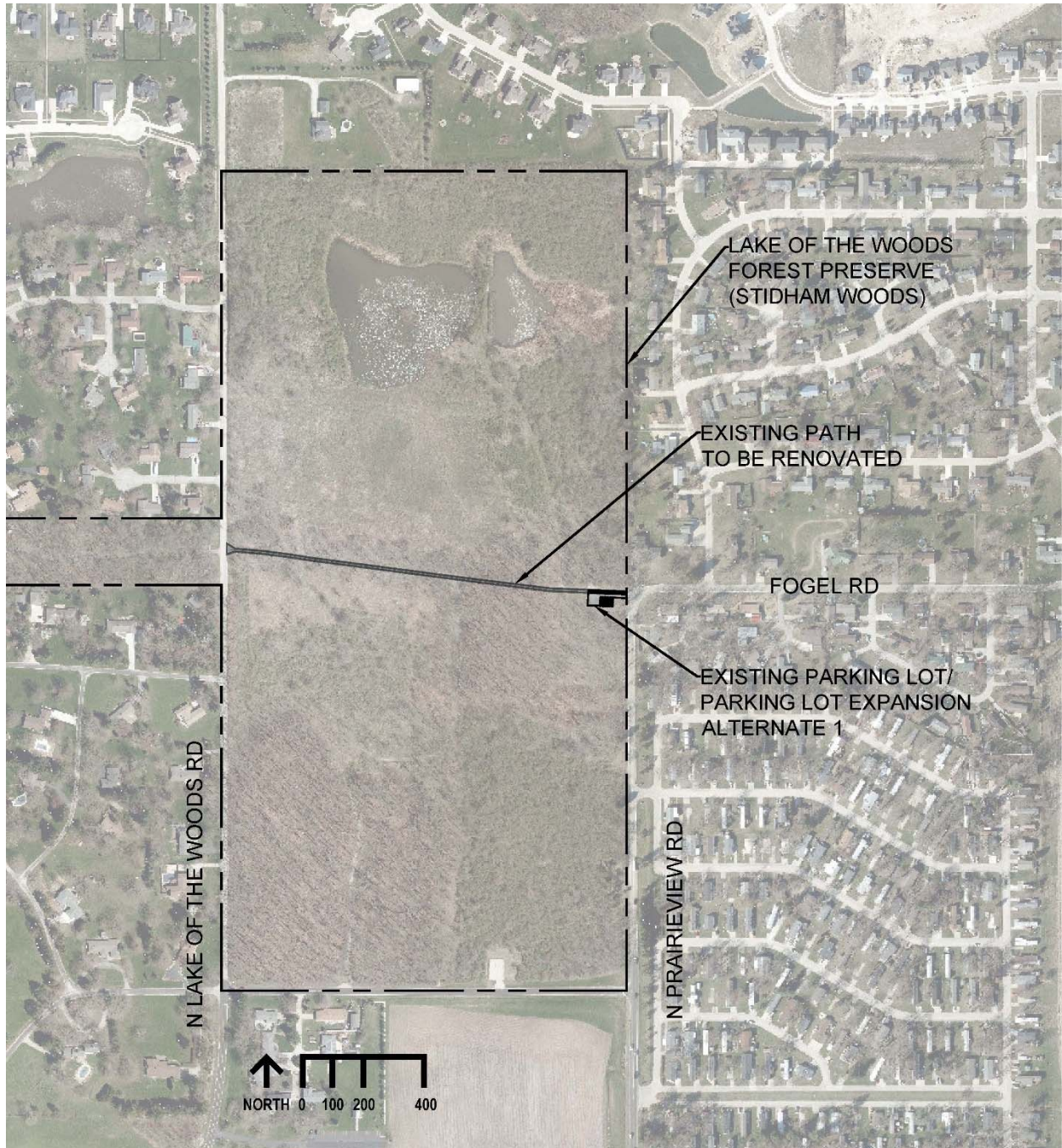
2021 Capital Project Budget	\$40,000.00
<u>2021 Operating Budget Savings</u>	<u>\$48,840.00</u>
Total	\$88,840.00

The initial estimated cost was \$80,000 for the path and parking lot, and \$40,000 was budgeted in 2021 Capital Projects as match for the IL Bicycle Path Grant Program, for which our application was not successful. The lowest bid was \$8,840.00 over project estimates. Staff solicited feedback on the pricing and the contractor noted that the cost of oil has increased significantly this year compared to average pricing. Current contract work was also a factor for Open Road Paving.

Attachments:

1. Site Plan
2. Images

Attachment 1: Site Plan



Attachment 2: Existing Site Images



Figure 1. Existing trail.



Figure 2. Existing parking lot.

August 8, 2021

MEMORANDUM

To: Board of Commissioners
From: Barb Garvey, Museum & Education Department Director
Mark Hanson, Curator
Jennifer Grove, Registrar
Re: Collections Core Documents for Reaccreditation Process

Action Requested

The Museum and Education Department staff request the Board of Commissioners approve a) the Collections Policy, b) the Collections Care Plan, and c) the departmental Emergency Response Plan, as reviewed by the Museum Advisory Committee as part of the museum's AAM reaccreditation process.

[Note: a motion may be made to approve one, two, or all three documents.]

Background

An important aspect of the museum's preparations for the 2022 AAM reaccreditation process is reviewing and updating required core museum documents and recommended secondary documents. These documents are submitted to AAM as part of our reaccreditation packet. Some of these documents required no change, others required varying degrees of revisions, and some needed to be created. The three documents submitted for approval on this agenda required some amount of review and revision.

Collections Policy: Last revised in 2017, the Collections Policy establishes the ethical and professional principles, procedures, and legal responsibilities for the acquisition, preservation, loan, and use of collections within the Museum and Education Department. This policy only required minor revisions and clarification on several points.

Collections Care Plan: This document is new. Our Collections Care Plan establishes protocols and procedures for ethically and professionally caring for the collections, while also outlining areas of improvement. It also identifies challenges to the museum's care of collections, and proposes actions to overcome them. This document fulfills the AAM requirement for Conservation Plan.

Emergency Response Plan: The objective of the Emergency Preparedness Plan is to inform and educate staff about potential emergencies affecting life safety and the collections within the Museum and Education Department. The plan establishes the operational framework for emergency prevention, preparation, response, and recovery to prevent and minimize emergency induced risk to people and the collections. Last revised 2014, this plan was largely rewritten.

Note to Board of Commissioners: Due to the size of the three AAM documents, they have been sent to you in a separate pdf and are not attached here.