



CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
Thursday, June 20, 2024 at 6:00 pm, Salt Fork Center, Homer Lake Forest  
Preserve, Homer IL

**AGENDA**

- I. CALL TO ORDER
  - A. Roll Call
  - B. Remote Attendance
- II. PUBLIC COMMENT – *Meeting attendees are encouraged to participate during the Public Comment portion of the agenda. If you would like to address the board, please sign in ahead of time on the sheet near the meeting room entrance. You will be recognized in the same order that you have signed in. For further details on how to participate in the Public Comment section of the meeting, please refer to CCFPD Resolution number R-2013-04.*
- III. AGENDA MODIFICATIONS
- IV. DISCUSSION
  - A. Range of Options for Nature Center
- V. APPROVAL OF CONSENT AGENDA (Items A through E)
  - A. Minutes of Regular Meeting on May 16, 2024
  - B. Monthly Staff Reports
  - C. Disbursements for Approval
  - D. May Treasurers Report
  - E. Approval of Quote for Lake of the Woods Golf Course Automated Gate
- VI. FOREST PRESERVE FRIENDS FOUNDATION REPORT
- VII. CITIZENS ADVISORY COMMITTEE REPORT
- VIII. COMMISSIONERS' REPORT
  - A. Commissioner Comments
- IX. STAFF REPORTS
  - A. Executive Director Announcements
- X. OLD BUSINESS
- XI. NEW BUSINESS
  - A. Resolution 2024-10 – Honoring Commissioner Bobbie Herakovich
  - B. Approval of Proposal by Farnsworth Group for KRT Architecture and Engineering Services
  - C. Approval of Bid for Lake of the Woods Path Renovation
  - D. Approval of Selection of Recreation Results for Strategic Planning Services
  - E. Adopt the 2040 Comprehensive Plan
  - F. Resolution 2024-08 – Allowing Service Credit for Military Leave Prior to Participation
  - G. Resolution 2024-09 - Dissolution of the Citizens Advisory Committee
- XII. EXECUTIVE SESSION

A closed session for “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 acquired,” as authorized by 5 ILCS 120/2(c)(5) AND for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body,” as authorized by 5 ILCS 120/2(c)(1).
- XIII. NEW BUSINESS, cont.
  - A. Approval of Temporary Upgrade of a Part-Time Position to a Full-Time Position
- XIV. DISCUSSION, cont.
  - A. Delegation of Authority for Administrative Policy Changes
- XV. ADJOURNMENT

June 20, 2024

## MEMORANDUM

To: Board of Commissioners  
From: Kamryn Suttinger, Director of Museum and Education  
Lorrie Pearson, Executive Director  
Re: Range of Options for Nature Center

### Action Requested

Staff are not requesting formal action. Staff seeks to provide an update about the full range of options that have been considered as we develop the right solution to provide environmental education. We are also responding to Commissioner requests to provide context about the impact various options have on the capital budget. Staff welcomes Commissioner input on these options and the funding mechanisms. At the Board meeting, staff will first present the various options, and Aaron Gold from Speer Financial will present the potential financing for the options that would require long-term financing.

### Background

Staff have been exploring options for the construction of a purpose-built nature center for many years. Action steps in the last decade include a 2015 visioning session with a consultant, the 2020 concept design process with an architect, the 2021 staff workshop, and the 2022 Countywide Needs Assessment Survey. These events and their results are summarized in the attached Nature Center Feasibility Study, presented to the Board of Commissioners in March 2023. At that meeting, staff requested input from the Board about the scale of a project to pursue. Staff proposed that we pursue an option of approximately 6,000 SF in area, a significant reduction from the 13,900 SF concept design produced by Lake Flato in 2020. In December 2023, staff mentioned to the Board that we were examining a different option that consisted of a combination of a new building and a complete renovation of the existing building. Public input was provided at that meeting that did not support that idea. The Board directed staff to bring a more thorough analysis of options for the Board to consider. That analysis follows.

Some who have been a part of these discussions through these many years are likely feeling fatigue and may question why we have not been able to move past the concept phase. From a staff perspective, we believe we have not moved forward as we were considering options that may have been suitable, but we had not yet found the solution that we felt was right and was the best fit for the Forest Preserves. The one that demonstrated our values of Stewardship, Community, and Discovery. The one that we as a collective could point to and say, “Yes, **that’s** the one!” It is that search for “the one” that requires us to thoroughly vet multiple options, potentially revisiting ideas previously discarded, and continually ask what we need, why we need it, and how to achieve it.

## Analysis

### *Identifying the Need*

Regardless of which option is pursued, we knew we needed to be able to tell the public, donors, and potential granting agencies *what* we needed and *why* we needed it. That exercise led us to better define the needs based on the outcomes that the project should achieve.

- 1) **Enhance the reach and quality of programs by offering greater location adaptability, safety, and a comfortable, welcoming program space for all participants and staff.**
  - a) A classroom near where most outdoor programs are held provides space for programs that benefit from having an indoor component and provides a suitable alternative program location during inclement weather. Programs are held in this area of Homer Lake Forest Preserve because the natural resources are rich and offer high educational potential, and the location is easily accessed by participants.
  - b) Indoor space will provide more options for educators to adapt a program to different learning styles, abilities, and comfort levels.
  - c) A classroom can help us reach more diverse audiences, ages, and cultural groups by providing a familiar environment for learners of all backgrounds.
- 2) **Provide our resident animals with a high standard of care aligned with best practices.**
  - a) Space should include an area specifically for animal care, exhibits for animal viewing, and more ability to adapt to the animal collection's changing needs.
- 3) **Provide an office environment conducive to creativity and productivity for education staff.**
  - a) Provide ample room and more separation of staff workspaces. Staff workspace should be located to allow focused work without persistent distractions. This is especially important for tasks that require concentration or confidentiality.
- 4) **Connect people to the diverse landscapes of the area-its habitats, wildlife and cultural histories.**
  - a) Through tours, cultural and animal exhibits, and educational programs, visitors will gain insights into the local ecosystems, flora, and fauna.
  - b) Will function as a jumping off point, providing information and guidance about activities and opportunities within the Champaign County Forest Preserves.
- 5) **Foster community well-being by providing opportunities to benefit from the mental and physical benefits of connection with nature.**
  - a) The project should serve as a gateway for new audiences, or for audiences initially reached off-site, to learn about nature and then feel more comfortable exploring the Forest Preserves.
  - b) May also serve as a venue for existing audiences to connect with nature in a different way.

6) **Provide programs and facility open hours to meet the needs and availability of the community**

- a) Providing a classroom space separate from the exhibit area allows the exhibit area to stay open even when education programs are using the classroom space

The public also weighed in on how they would assess the need as part of the 2022/2023 Needs Assessment Survey. County residents were asked for input on building a new nature center. The largest pool of responses (42%) was in support of adding to/renovating the existing interpretive center. Only 18% supported building a new facility at Homer Lake and 19% supported building a new facility, but elsewhere in the county.

***Other Options Considered***

Having defined the needs, staff held conversations about the varied ways to meet those needs. Those options included not only the three main options presented in detail later in this memorandum, but also included a number that have not been pursued further, typically as the pros are outweighed by the cons and/or the option was determined not to adequately meet the needs.

	<b>Pros</b>	<b>Cons</b>
1. Use Salt Fork Center for Programs	<ul style="list-style-type: none"> <li>1. Physical presence maintained at Homer Lake Forest Preserve</li> <li>2. High-quality space</li> </ul>	<ul style="list-style-type: none"> <li>1. Trail suitable for programs would need to be constructed (which is achievable)</li> <li>2. Natural resources in the area are of moderate quality. The lack of ecotype diversity in this area would not allow for some popular and important program components.</li> <li>3. Limited utility as a weather back-up to programs held elsewhere, as this would require bussing from the program location. Buses do not always remain on site during a program.</li> </ul>
2. Move staff offices to another location, perhaps retrofitting an underutilized facility	<ul style="list-style-type: none"> <li>1. If the location is in or near Lake of the Woods Forest Preserve, M&amp;E staff would be better consolidated.</li> </ul>	<ul style="list-style-type: none"> <li>1. Board has not yet discussed a framework for evaluating underutilized facilities; choosing a facility may add time to the schedule.</li> </ul>
3. In conjunction with #2 above, convert existing HLIC into classroom and exhibit space with space for 1-2 staff, who could rotate	<ul style="list-style-type: none"> <li>1. Maintains exhibit and program presence at Homer Lake.</li> <li>2. Renovation of the existing facility reduces site impacts</li> </ul>	<ul style="list-style-type: none"> <li>1. Rotation of staff could be challenging, but achievable.</li> </ul>

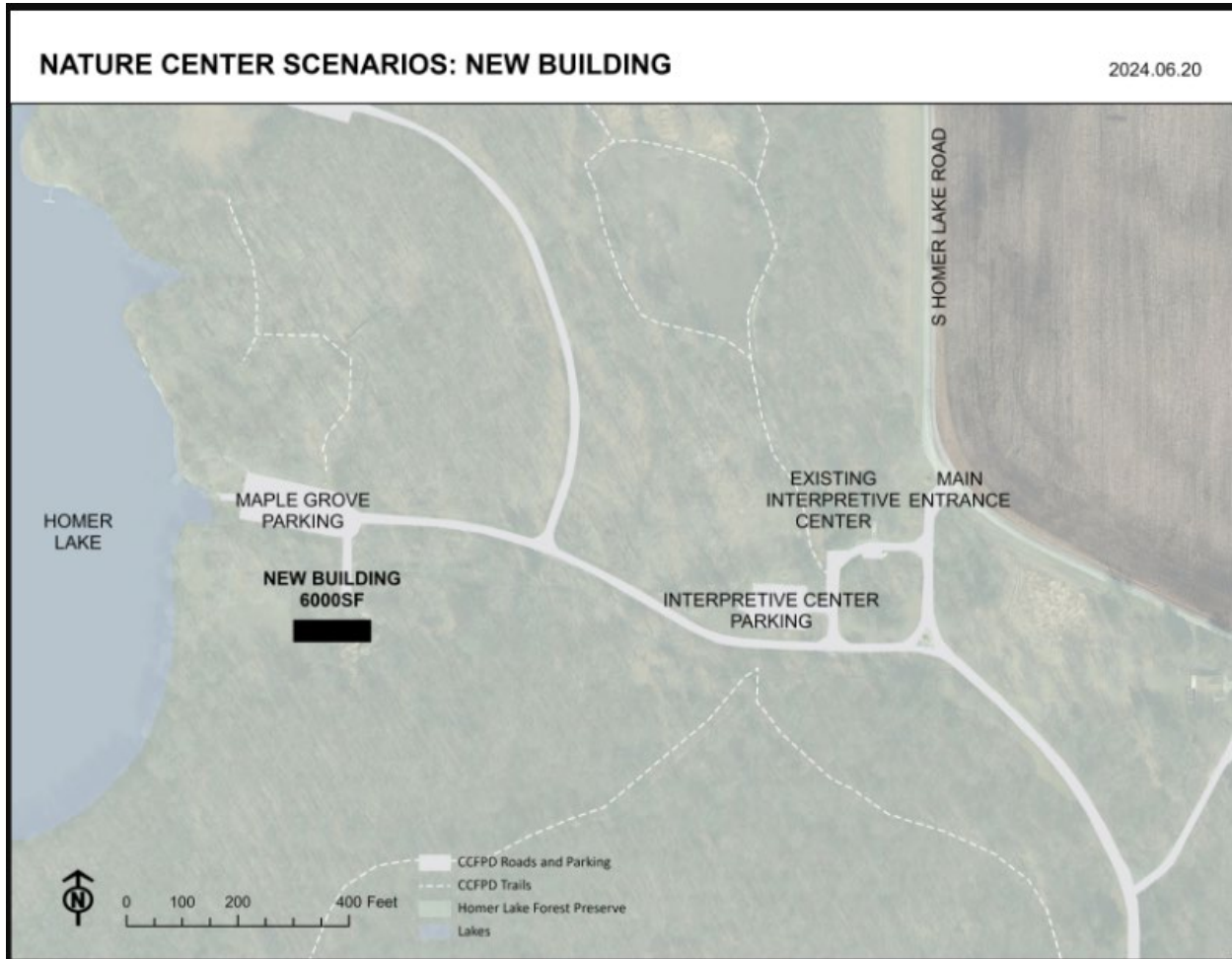
so as not to be isolated from the remainder of the department.	and is more sustainable than building new.	
4. Move exhibit space and offices to the MGP	<ol style="list-style-type: none"> <li>1. Consolidates M&amp;E staff</li> <li>2. MGP is well-located near population centers and highways</li> </ol>	<ol style="list-style-type: none"> <li>1. Would require an addition for office space and options are extremely limited</li> <li>2. Live animal exhibits require significant water. Adding these exhibits to the museum could present a hazard to much of the Forest Preserves' other collections.</li> <li>3. Concentrates physical educational opportunities on the west side of the county.</li> </ol>
5. Do mobile-only exhibits and programs	<ol style="list-style-type: none"> <li>1. Low cost</li> <li>2. Brings programs to population centers</li> <li>3. Supports equity efforts</li> </ol>	<ol style="list-style-type: none"> <li>1. Does not provide avenue to feature Forest Preserve amenities/give an approachable reason to visit the preserves</li> <li>2. Live animals would need to be housed somewhere</li> </ol>

***Three Potential Options***

Three general options that could be pursued are described below. Note that not all possible alternatives within each option are described. Staff seeks feedback on the general concepts and funding mechanisms.

While grants are mentioned as potentially available for each option, staff is concerned about the actual availability of these funding sources. The Park and Recreation Facilities Construction Program (PARC) grant relies on the state legislature to issue bonds themselves to fund the grant. There has been no indication they intend to do that in the foreseeable future. Application for a Public Museums Capital (PMC) grant might be possible, but the availability of that grant is not guaranteed. This grant requires construction within two years, and so is only available for projects that would be paid with either a bond or if the Forest Preserves have cash on hand; it would not be feasible to fundraise for one of the larger projects and meet the PMC construction timeline.

## Option 1: 6,000 SF Single Building



At the March 2023 Board meeting, staff presented details about an approximate 6,000 SF new facility. That facility would include a classroom 300 SF larger than the classroom at the Museum of the Grand Prairie, 1,000 SF for exhibit space, and several private offices for staff. This facility meets the needs identified by staff but is not consistent with the results of the Needs Assessment Survey conducted of residents of Champaign County.

In March 2023, construction costs were estimated at \$4.9M. Due to inflationary pressures and a tight local construction market, the current estimate for this project is \$6.4M.

Funding of this size project would come from various sources, including grants, fundraising, and through a General Obligation Alternate Revenue Source (ARS) Forest Preserve bond. This bond would be paid off within 20 years with a total estimated cost of \$9.3M. During that pay-off period, the annual payment would be approximately \$466,000. This bond would not require a referendum but would reduce the capacity for other capital projects across the Preserves to

approximately \$210,000 each year<sup>1</sup> for 20 years and would require a debt reserve of 1.25 times the largest debt payment, which would be about \$580,000. The design and construction timeline for the project, should it be paid for primarily from a bond, would be approximately two years.

Should the Board not wish to bond for the project, funding could potentially be provided through a grant, fundraising, and from the capital fund or reserves:

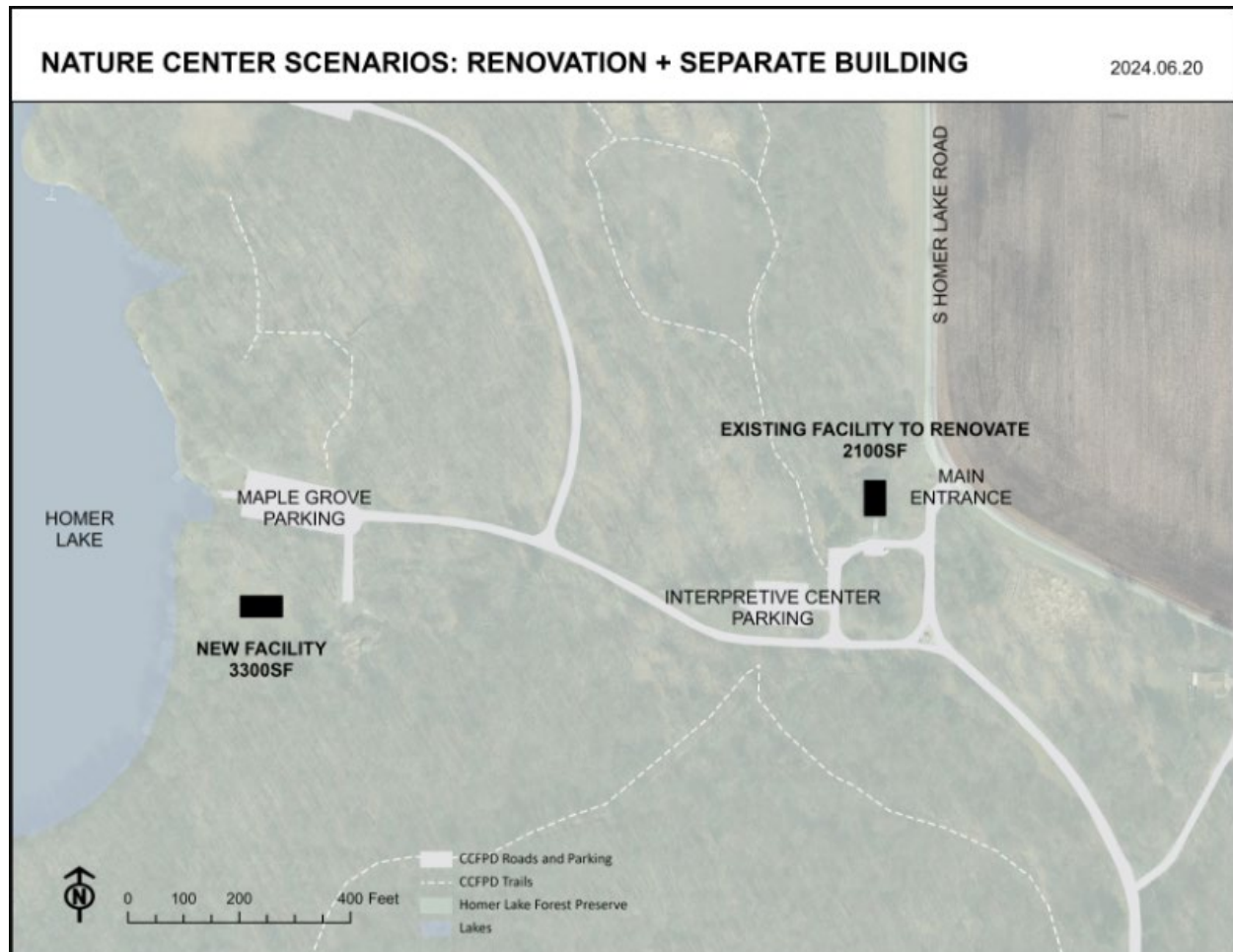
<b>Source</b>	<b>Amount</b>
PARC State Grant	\$2,500,000 (estimate)
Capital Campaign Fundraising Revenue	\$3,650,000
Capital Campaign Costs	\$780,000
District Reserve or Capital Contribution	\$250,000
<b>Total</b>	<b>\$7,180,000</b>

The timeline for the funding scenario that relies heavily on fundraising is five years, with the capital fundraising beginning in 2025. A combination of a smaller bond with potential grants and fundraising is also possible.

---

<sup>1</sup> Assuming tax revenue increases each year, the amount available for capital spending could also increase each year by a small percentage.

Option 2: 5,400 SF in 2 Buildings (3,300 SF Classroom and Exhibits + Major Renovation of 2,100 SF Interpretive Center for offices)



At the December 2023 meeting, staff mentioned that we were investigating an option that combined a major renovation of the existing interpretive center with a new 3,300 SF facility.

This scenario consists of renovating the existing ~2,100 SF Homer Lake Interpretive Center to be used as staff office and meeting space, as well as new construction of an approximately 3,300 SF nature center for classroom and exhibit space, including animal exhibits. The new building would also include a visitor reception desk, several employee workspaces/desks, and an animal care room.

Prior to details about this scenario being available at the meeting, public input about the idea voiced concern. Stated concerns are shown in italics and are followed by additional information from staff responding to those concerns.

- 1) *A smaller nature center will not provide enough classroom space.*
  - a) All options presented include classroom space that would meet our needs. The primary difference between the facilities is the location of office space.

- 2) *Having office spaces separated from the nature center will be unworkable due to staff disappearing into their offices and not being available when needed.*
  - a) Whether staff offices and the nature center are one building or separated, there will be times when staff will be working in their offices and not expected to be available for impromptu visitor interaction. Staff availability for programs and visitor interactions should be based on scheduling needs and expectations set by management in collaboration with their teams.
  - b) We would also have a staff member dedicated to interactions with the public, allowing the education team to focus on their primary work responsibilities.
- 3) *Safety is a concern for staff working alone at the new building.*
  - a) This concern would be resolved through staffing and operational adjustments, such as locating the Interpretive Naturalist's office at the new building, and a flexible office space for a third staff member, such as a manager or the Director. This staff presence would be in addition to the person dedicated to greeting and helping visitors.
- 4) *If staff offices are in a separate building, there will be a reduction in customer service and visitor interactions.*
  - a) The quality and quantity of visitor interactions will improve when Education staff have offices separate from the visitor services area. In the current layout at Homer Lake Interpretive Center, all staff work in the same area. This means each time a conversation is held with a visitor, it creates a distraction for everyone working in the area. The entire education team is often included in conversation with a single visitor. This doesn't mean that interaction is higher quality, but it does mean that each interaction is more expensive and less focused. Encouraging staff to always be available to interact with visitors leads to inefficiency and ineffective work. The arrangement can prove particularly challenging for staff who have difficulty focusing among distractions or refocusing after an interruption, including those who may be neurodivergent.
- 5) *There would be less program space.*
  - a) Adequate program and classroom space are included in each option.
- 6) *There would be less space for exhibits.*
  - a) Exhibits, live animal exhibits, and animal care space are included in each option.
- 7) *A smaller building will be less of an attraction and less of a destination.*
  - a) A larger building does not guarantee lasting increases in visitation. Through careful design, theming, and name consideration, a smaller building can be as much of an attraction as a larger building. The building becomes a destination through a combination of those factors; listening to what the community is asking for, deciphering what it needs, and providing those things.
  - b) None of the building and budget scenarios is likely to create a uniquely designed and staffed building to function as a standalone destination. The Forest Preserves and the offered programming should be seen as the attraction, with the building being welcoming and comfortable.

- c) Incorporating well-planned outdoor space into any of the options can add to the sense of a destination.

This two-building scenario meets the needs outlined by staff. Classroom, exhibit, and office sizes would be smaller than those proposed in the 6,000 SF project scenario, but not prohibitively so. Staff offices at a separate location from the exhibit and classrooms can be greatly beneficial in the areas of efficiency, creativity, and collaboration. Separating staff offices and workspace from visitor areas ensures a quieter and more pleasant experience for guests and staff alike, both separating staff from the commotion of visitor and education spaces, and separating visitors from conversations and administrative activities and sounds of staff offices. The visitor and education building could focus solely on educational exhibits, interactive displays, and customer service/visitor experience. Having staff offices elsewhere allows educators and staff to concentrate on developing educational programs and fulfilling administrative responsibilities with fewer disruptions.

It should be noted that separation of the staff space from the more public area was part of the design of the original 13,900 SF Lake Flato design, wherein the staff space was separated from the public area by a long hallway to a separate building.

The cost of this project is estimated at \$3.4M. Potential ways to fund this project include grants, fundraising, and the issuance of a General Obligation (GO) Limited Tax bond. In a bond-only funding scenario, the bond would be paid off within 17 years for a total project cost of an estimated \$5.2M. Repayments during the term of the bond would typically range between \$284,000 - \$352,000 annually. This bond would not require a referendum for new tax revenue. Using tax revenue for repayment would reduce the amount available for other capital needs across the Preserves to approximately \$400,000 annually for 17 years.

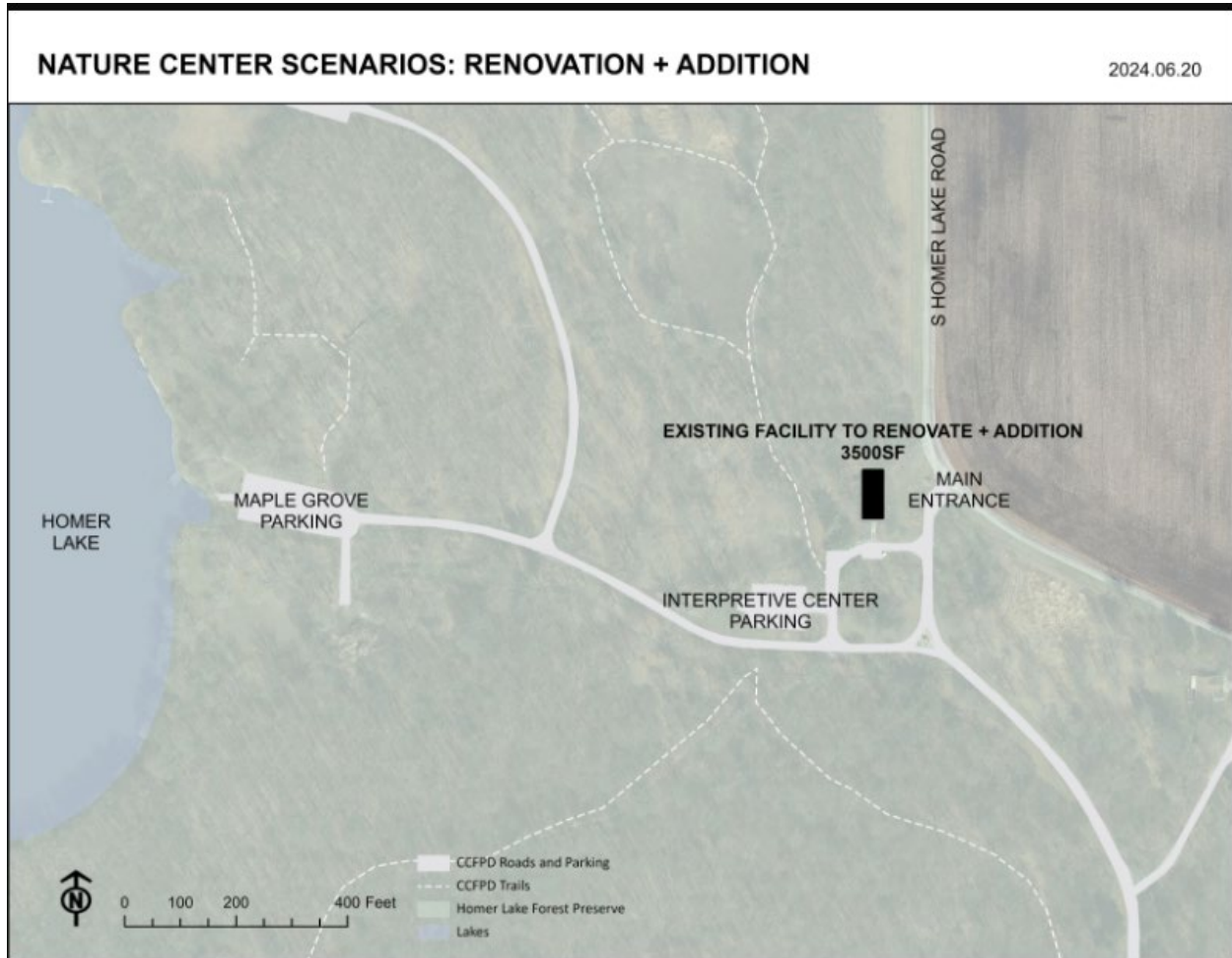
The timeline for design and construction of this project paid primarily through a bond would be approximately two years.

Should the Board not elect to bond, funding for this project could include:

<b>Source</b>	<b>Amount</b>
PARC Grant	\$2,500,000 (estimate)
Capital Campaign Fundraising Revenue	\$950,000
Capital Campaign Costs	\$240,000
District Reserve or Capital Contribution	\$250,000
<b>Total</b>	<b>\$3,940,000</b>

The timeline for this scenario that relies most heavily on the PARC grant, if it becomes available, is three to five years, with the capital fundraising beginning in 2025. Like with the first option, a combination of a smaller bond with potential grants and fundraising is also possible.

Option 3: 3,500 SF: Major renovation of 2,100 SF Interpretive Center + 1,400 SF Addition



As we continued to discuss the needs and how we could potentially achieve them, it was necessary to discuss an option that both renovated the existing interpretive center and proposed an addition. It is believed that this option was not pursued much earlier on in the process over a concern that the building contained mold. Mold was remediated in 2013. Scheduled for the week of the Board meeting are testing of air, carpet, and wall samples to confirm that the building does not contain mold, and a general visual inspection of the facility. Results will be available prior to the Board meeting. While the existing interpretive center does have a characteristic smell, staff believes that with an extensive renovation, including removing surfaces that harbor smells, like carpet, and a new ventilation system, that the smell will be largely removed from the building itself. As the exhibit and supply materials in the building also hold that odor, further consideration of whether new supplies should be acquired will be needed. That question would need to be considered with either of the other options, so as to limit the introduction of the smell to the new spaces.

This scenario increases the interpretive center's size and functionality with an addition and extensively renovating the interior. The renovation and additions would include space for staff

workspaces, a reception area, animal care room, and exhibit space, meeting the needs of the staff and education department. This option is also best supported according to the results of the Needs Assessment Survey.

This project is estimated to cost around \$1M. Staff would seek grant funding where applicable and ask the Foundation to fundraise. Either the PARC or PMC grants would be viable options for this project, should either be offered. If neither grants nor fundraising are fruitful, the project cost could be covered by the approximately \$550,000 available through our typical two-year bond, with the remainder coming from reserves.

**Summary Table: Three Conceptual Options**

	<b>6,000 SF Building</b>	<b>5,400 SF (3,300 SF New Building and 2,100 SF HLIC Renovation)</b>	<b>3,500 SF (1,400 SF addition to and renovation of 2,100 SF HLIC)</b>
<b>Cost Estimate</b>	\$6,400,000 Bond needed.	\$3,700,000 Bond needed unless PARC grant is received, and fundraising is robust.	\$1,000,000 No long-term bond needed. Depending on grants and fundraising, drawing from the typical annual bond may be needed.
<b>Pros</b>	<ul style="list-style-type: none"> <li>Staff is consolidated</li> <li>Consolidated operations</li> <li>Views and closer access to lake</li> </ul>	<ul style="list-style-type: none"> <li>Lower site impact/tree removal</li> <li>Lesser impact on capital budget for shorter period of time</li> <li>Less fundraising lead time and costs for fundraising consultant</li> <li>Grants could cover a significant portion of the costs if available</li> </ul>	<ul style="list-style-type: none"> <li>Staff is consolidated</li> <li>Consolidated operations</li> <li>Lower site impact/tree removal</li> <li>Least impact on capital budget</li> <li>Less fundraising lead time and no need for fundraising consultant</li> <li>Grants could cover almost all of the costs, if available</li> <li>No need to for long-term bond</li> <li>Supported by needs assessment survey results</li> <li>Design and construction complete within two years</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>More tree removal during site preparation</li> <li>Not supported by needs assessment survey results</li> <li>High capital costs and fundraising lead time (5-year timeframe)</li> </ul>	<ul style="list-style-type: none"> <li>Facility and grounds work for two locations, though less at each location</li> <li>Renovation of the interpretive center is best supported by the needs assessment survey results</li> <li>Travel between interpretive center and nature center locations (~5- minute walk)</li> </ul>	<ul style="list-style-type: none"> <li>Connecting an addition to the existing building is more difficult than building new.</li> <li>Expanded restroom facilities may be required.</li> </ul>
<b>Common</b>	<ul style="list-style-type: none"> <li>Classroom space that meets needs</li> <li>Exhibit space that meets needs</li> <li>Level of customer service</li> <li>Visitor interactions</li> <li>Potential for phasing</li> </ul>		

## Conclusion

We are at the stage where we need to select an architect to design a project so we can more thoroughly estimate its cost. Once we have a design and building program, we can also begin fundraising and applying for grants. The information provided above about the size, scope, and cost of each project was prepared by staff without the benefit of an architect. The FY24 capital

budget includes \$50,000 to hire an architect to prepare conceptual drawings. Board input about the preferred scope of the project and if we should prepare to issue a bond would be appreciated.

### **Attachments**

1. Nature Center Feasibility Study, March 2023
2. Presentation by Speer Financial on Bond Options for \$6.4M and \$3.7M, June 2024
3. Excerpt from financial update presentation by staff, April 2024



## Champaign County Forest Preserve District 2023 Nature Center Feasibility Study



### Table of Contents

- Introduction
- Visioning
- Concept Design
- Program Workshop
- Visitation Patterns
- Public Input and Needs Assessment
- Existing Facility
- Refining Concepts
- Recommendations

Plan prepared by CCFPD Staff:  
Lorrie Pearson, Executive Director  
Michael Daab, Deputy Executive Director  
Stacey Clementz, Youth Programs Manager  
Pat Cain, Public Programs Manager  
Mark Hanson, Curator of Collections & Exhibits  
Lisa Sprinkle, Marketing Manager  
Skylar Smith, Homer Lake Superintendent  
Ryan Anderson, Grants & Development Officer  
Sam Ihm, Planning Assistant  
Bridgette Moen, Planning Director

## Introduction

The Homer Lake Interpretive Center (HLIC) opened to the public in 1974. The Interpretive Center is located in the Homer Lake Forest Preserve, originally known as the Salt Fork River Forest Preserve.

HLIC houses exhibits and provides space for scheduled programs, walk-in visitors, and staff work areas.

This document serves to summarize progress thus far in the development of a nature center, presents visitation and community demand data, reviews the challenges of the existing facility, and presents a few scenarios for moving forward.

## Visioning

In 2015, the District contracted David Michael Moore, a group facilitator, to host a visioning session with the Museum and Education Department. The goals of that session were to identify unique themes for a future nature center, explore “out-of-the-box” ideas for the facility and its location, and to build consensus within the Department for the development.

The facilitator invited staff to share stories of Interpretive

Center patrons, requested information on current offerings at the Center, and asked what the future could look like for a new facility. The group developed a series of overarching themes and a building program “wish-list.”

During the workshop, the audience identified for the existing Interpretive Center was broad, including adults & seniors, families, and grade-school students.



Figure 1. 2015 Visioning Board by David Michael Moore

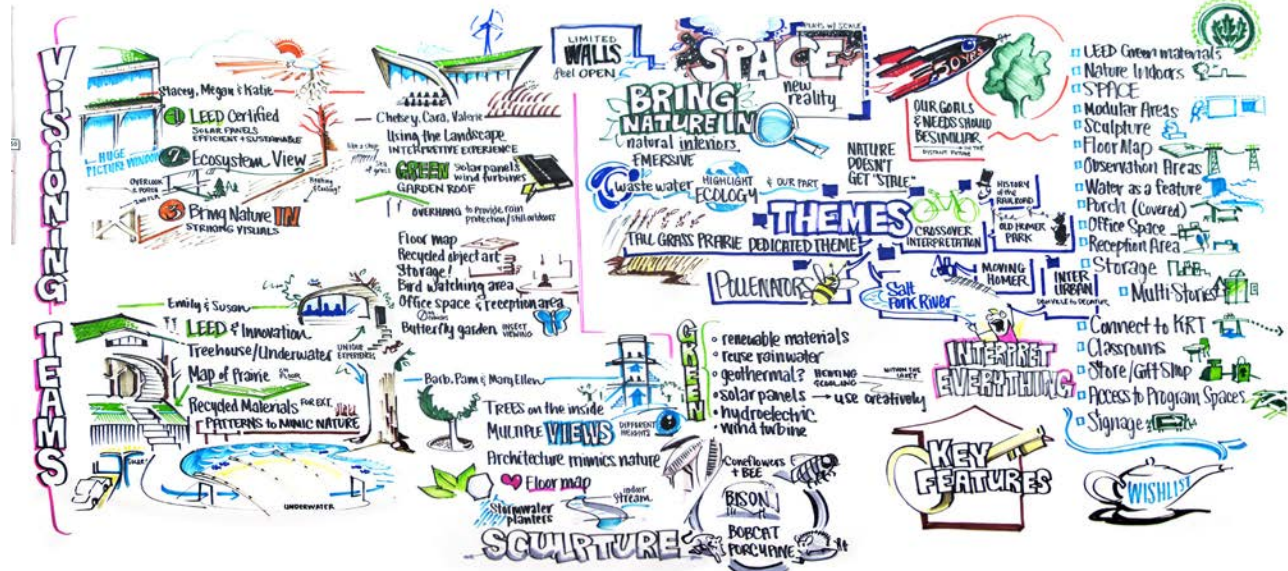
Future opportunities with the development of the Kickapoo Rail Trail (KRT) nearby were identified as a way to broaden the audience beyond existing regular patrons.

Themes that emerged during the discussion included unique stories of the area: tallgrass prairie, the Salt Fork River, local history of the railroad and the development of Homer, history of the interurban rail line, sustainable agriculture, and Old Homer Park. These themes are not duplicated at nearby interpretive centers.

Architectural priorities from the session included LEED certification, bio-mimicry, biophilic design, bridging landscape and interior architecture, creating a sense of place, iconic structures/sculptures, easy access to outdoor program areas.

2015 VISIONING SESSION THEMES:

TALLGRASS PRAIRIE  
SALT FORK RIVER  
LOCAL RAIL HISTORY  
DEVELOPMENT OF HOMER  
INTERURBAN RAIL  
SUSTAINABLE AGRICULTURE  
OLD HOMER PARK



# Concept Design

Following the visioning exercise with David Michael Moore, in 2020, consultant was hired to develop a concept building and landscape plan for the future Interpretive Center. A request for proposals was issued to select a design team to review existing stakeholder feedback, solicit new stakeholder feedback, evaluate potential sites for the new interpretive center and deliver a concept design with cost estimates.

After reviewing the qualifications submitted via proposal, Lake Flato, an architecture firm based in San Antonio, Texas and MKSK, a landscape architecture firm from Indianapolis, Indiana were selected to work with the District.

Lake Flato and MKSK facilitated a public meeting via Zoom on July 8th, 2020 and presented Homer Lake Forest Preserve history, solicited feedback on visitation patterns, gathering information on favorite features of Homer Lake Forest Preserve, and discussed green building practices. During the meeting, the group also discussed proposed options for siting the new facility. Four options were proposed, included near the existing Interpretive Center, the Walnut Hill area near the natural playscape, near the Salt Fork Center on the southern edge of the lake, and West Lake, near the north boat launch and Homer Lake Road access.

After studying several options, the proposed building siting was located west of the existing Interpretive Center, near the existing boat launch. The site selected has good views of the lake and is situated within a variety of natural area types, which is beneficial for interpretation. No new main roads were proposed, reducing infrastructure expenses. Parking was proposed in several pods along existing roads to reduce the impact both visually and environmentally of a single, large parking area. Outdoor classroom areas were proposed south of the proposed building with easy access to the lake and facility. A series of swales were designed to mitigate the stormwater runoff effects of the new building on



ENLARGED SITE PLAN

Figure 2. Lake Flato Concept Site Plan

the landscape. Naturalized landscape materials were proposed such as flagstone, boulders, black locust decking, and native plantings.

The design concept for the building was based on one of the themes from the earlier visioning session, agricultural setting, and local vernacular barn architecture.

The proposed structure was 13,900sf with two primary "wings," a 8,500sf north building, primarily designed for public access, and a 5,400sf south building, primarily designed for staff use and planned programming. Both of these zones were connected with an indoor hall. Building program areas included exhibit space, live animal storage,

**2021 PROJECTED COSTS**  
**BUILDING CONSTRUCTION: \$8,555,184**  
**SITWORK: \$2,268,250**  
**FURNISHINGS (AVE): \$228,950**  
**EXHIBITS (AVE): \$386,500**  
**ESTIMATED TOTAL: \$11,438,884**

live animal viewing areas, a staff garage, event space, bird viewing area, classrooms, offices, a kitchen, conference room, and staff flex space.

A cost estimate was developed by Fennessy Consulting Services in November 2020 based on the plans developed by Lake Flato and MKSK. The total project estimate was \$8,555,184, with \$6,286,934 for building construction and

\$2,268,250 for site work. This estimate does not include final design documents, which based on the construction estimate will likely range from \$770,000 to \$1,026,000. The estimate also does not include loose furnishings or exhibit planning and construction. Loose furnishings could range from \$166,000 to \$291,900 and exhibit costs could range from \$280,000 to \$493,000.

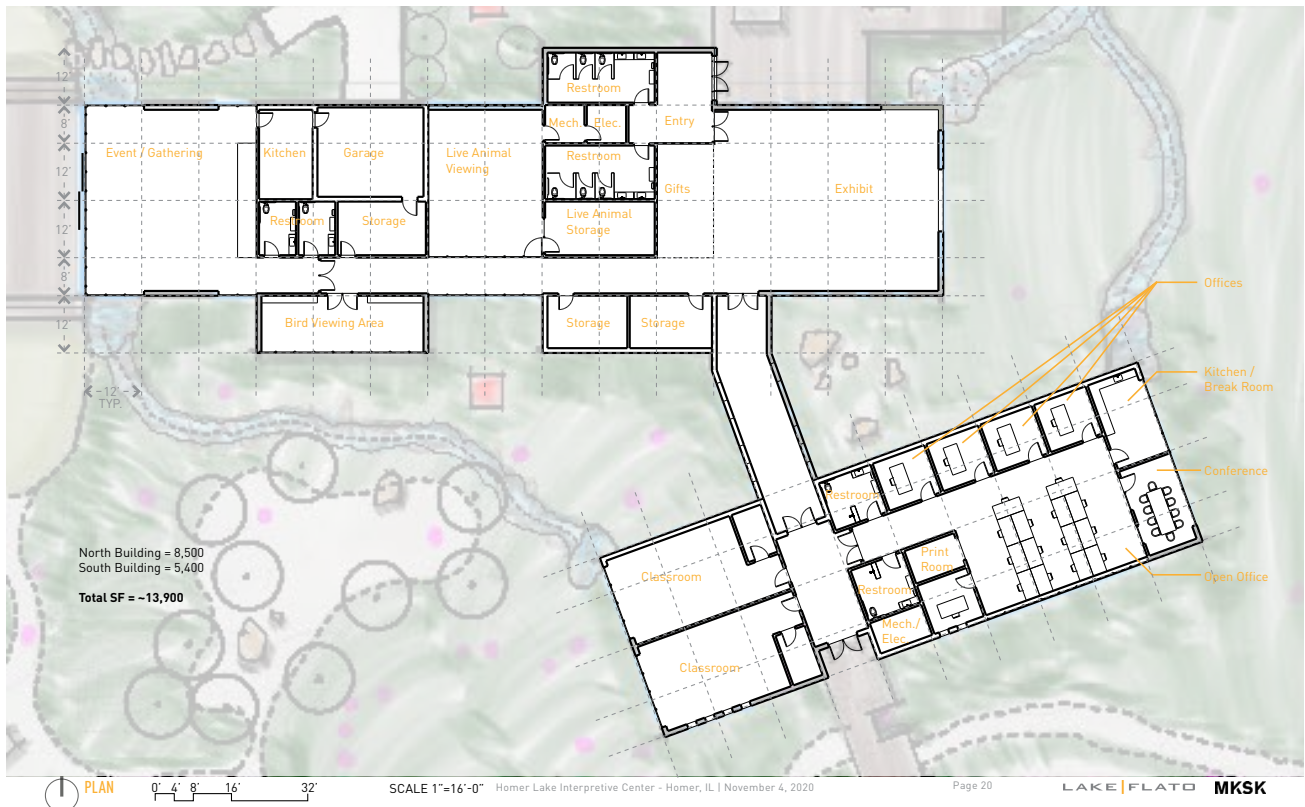


Figure 3. Lake Flato Concept Floor Plan



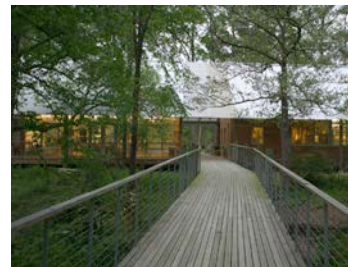
RENDERING

Homer Lake Interpretive Center - Homer, IL | November 4, 2020

Page 25

LAKE | FLATO MKSK

Figure 4. Lake Flato Conceptual Rendering



BUILDING PRECEDENTS - MODERN

Homer Lake Interpretive Center - Homer, IL | November 4, 2020

Page 18

LAKE | FLATO MKSK

Figure 5. Lake Flato Precedent Images

6 Champaign County Forest Preserve District



Figure 6. Lake Flato Conceptual Rendering

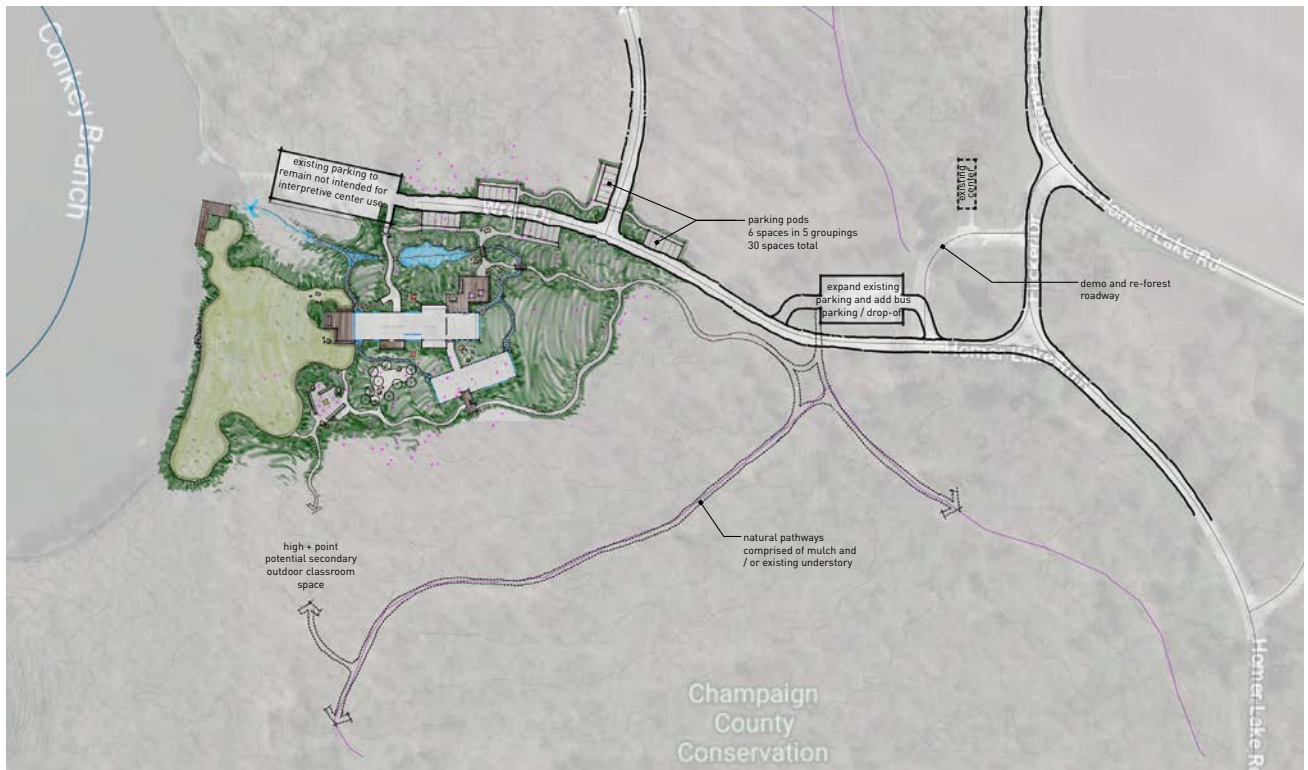


Figure 7. Lake Flato Concept Plan

## Program Workshop

In order to refine the project program, staff from across several District departments met in October 2021 to identify why the District is building a nature center and to develop a succinct “why” statement. A “why” statement can help guide an organization through the planning and implementation process in a focused, meaningful manner. Staff structured the workshop using Simon Sinek’s *Find Your Why* and IDEO’s *Field Guide to Human-Centered Design* texts.

Although there has arguably been fatigue in “providing feedback” for the nature center, periodically centering on the motivation for a project can help ensure the group is moving in the same direction. Revisiting previously discussed project elements, can help verify decisions made and identify new project elements to be discussed (Figure 8).

There were staff attendees from the Museum & Education Department, Homer Lake Operations, Planning, Marketing, and Natural Resources. Including a variety of staff encouraged sharing diverse viewpoints and challenging perspectives.

During the workshop, staff were split into small groups, each with members from various departments, and share stories of how their proudest moments at CCFPD positively impacted the lives of others. After sharing and discussing stories,

staff coded the actions from the events shared and developed themes. From those themes, staff distilled two draft why statements by analyzing both the contribution to be made and the impact it will have.

Following the workshop, a smaller group of staff met to finalize a single why statement. This statement strengthens the narrative for the project as we move forward. The workshop also helped to move the staff toward consensus on the scope of the project and differentiate wants vs. needs of staff.

THE HUMAN DIFFERENCE  
**Share a specific story of when you have felt most proud to work at CCFPD.**

Why did this event leave such an impact?

**How did this event contribute to the lives of others?**

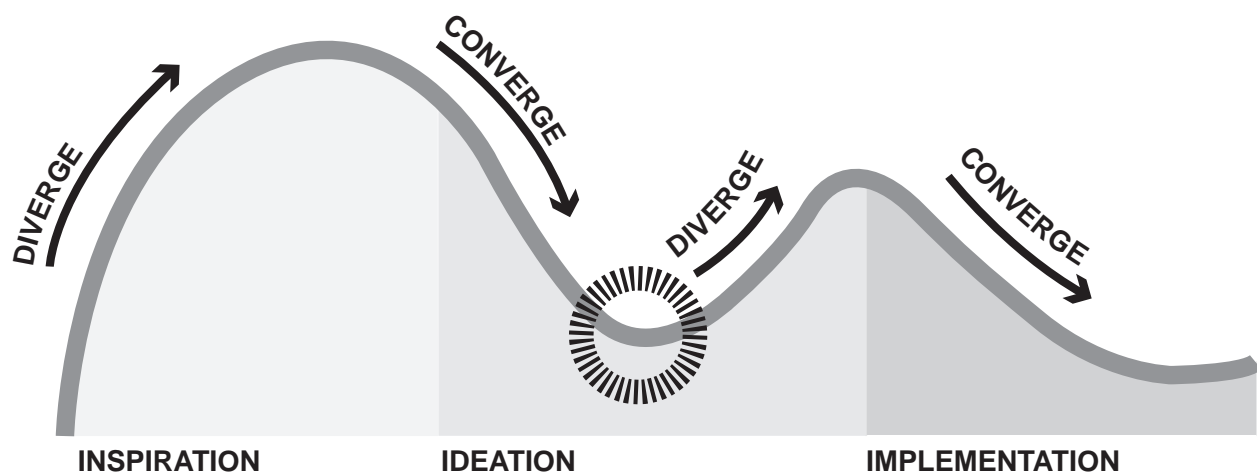
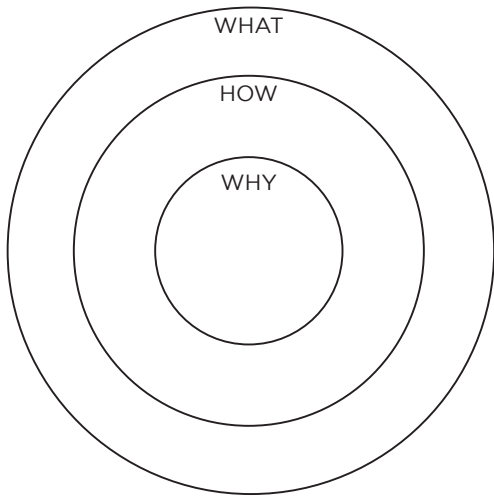


Figure 8. IDEO “Human-Centered Design” process diagram



**WHAT:** The tangible products, services, and jobs we preform: interpretive programs, animal collections, leading school groups, existing Homer Lake Interpretive Center, Homer Lake Forest Preserve outdoor amenities, interpretive and maintenance staff, etc.

**HOW:** Our values, guiding principles, and actions: District Strategic Plan, Interpretive Plan, annual budgets, Board Meetings, staffing plans, etc.

**WHY:** Our collective purpose: The Champaign County Forest Preserve District is ...

Figure 9. Sinek et al. 2017 Find Your Why diagram

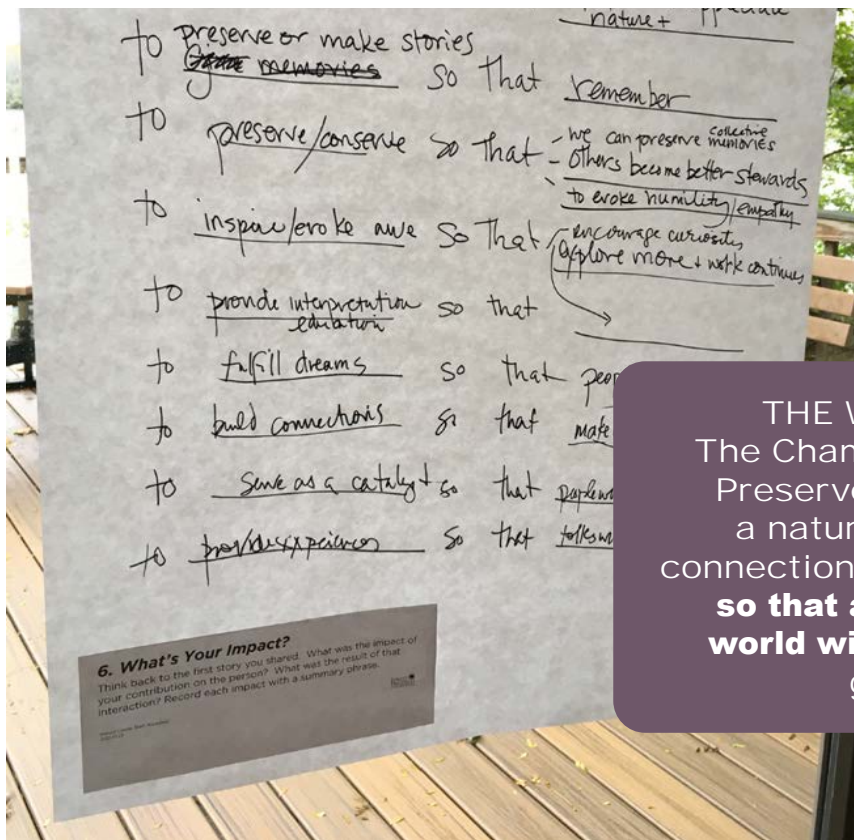


Figure 10. Image from staff exercise during programming workshop.

## Visitation Patterns

The Homer Lake Interpretive Center staff track participation of program attendees (both onsite and offsite) and visitation to the Interpretive Center. Below are some general trends in visitation and program participation. Prior to the pandemic, participation and visitation grew considerably between 2009 and 2016, and plateaued from 2017 to 2019 (Figure 12).

On average, the Homer Lake Interpretive Center is open to the public 25 hours per week, with shorter hours in winter months and longer hours in the spring, summer, and fall (Figure 13). The Center is primarily open during the week. From April to October, the months the center is open on weekends, 14% of the hours open are

during weekend periods (Figure 14). When studying average visitation per hour by day from 2015-2019 from April to October, nearly one third of the visitation occurs during the weekend. Self reported visitation data from the 2014 and 2022 Needs Assessment Surveys are included in the

next section. It is worth noting that the relative number of respondents reporting visiting the HLIC in the 2022 survey is likely inflated slightly because roughly one-third of survey respondents who accessed the survey were on District mailing lists, suggesting a higher ratio of District supporters/patrons.

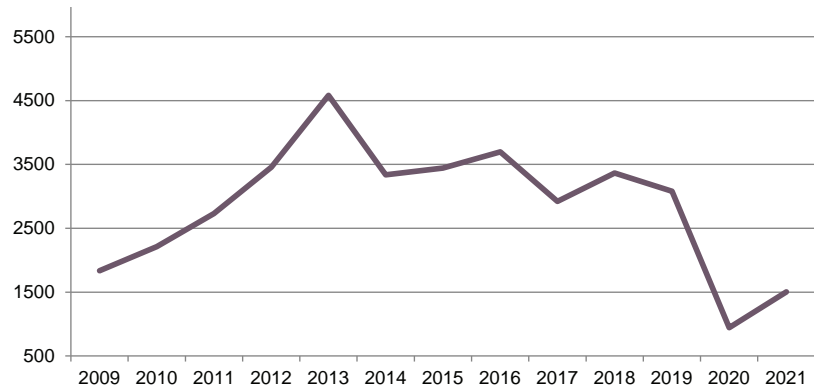


Figure 11. Homer Lake Interpretive Center Visitation from 2009 - 2021, excluding public and school program patrons

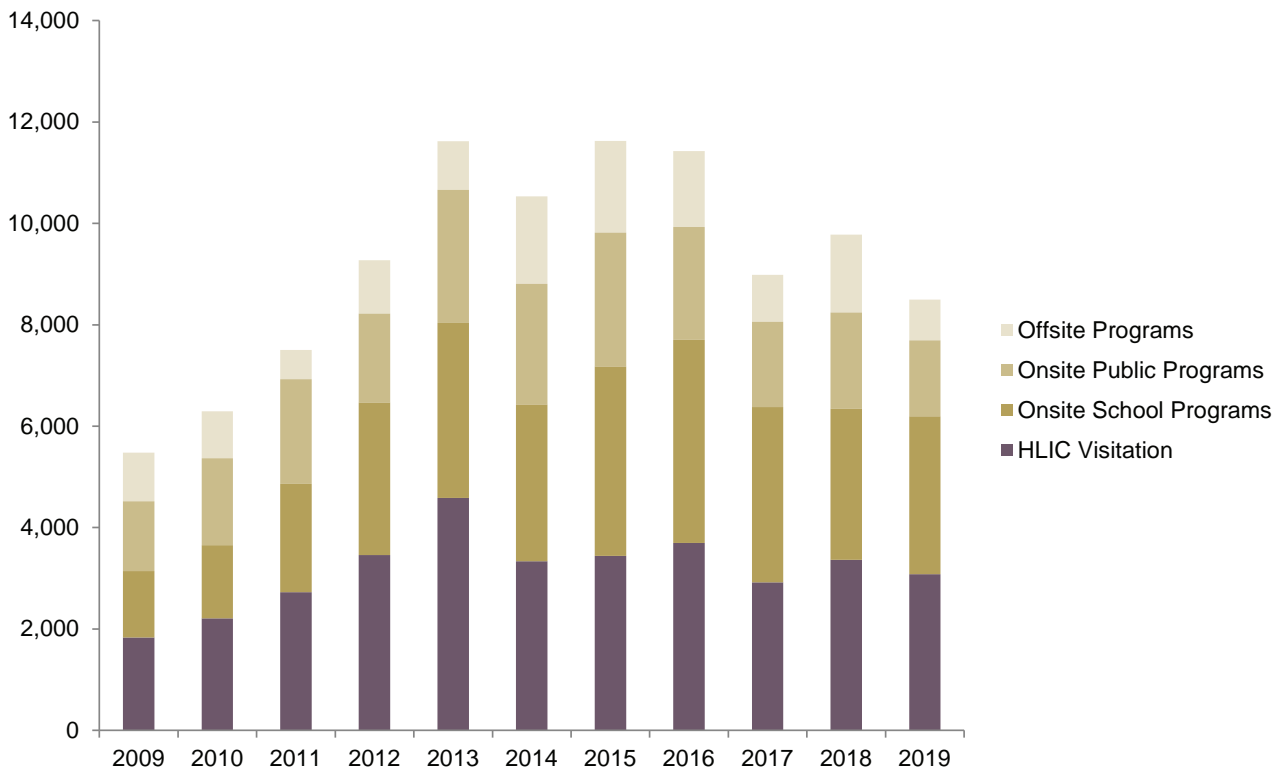


Figure 12. Homer Lake Interpretive Center Visitation by type from 2009 - 2019

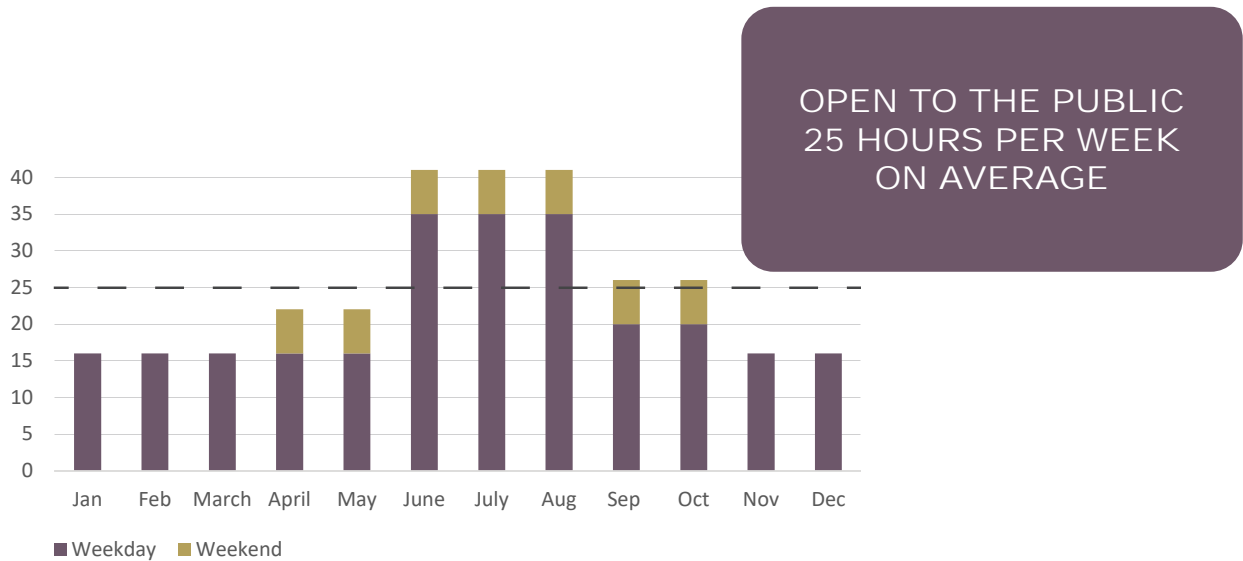


Figure 13. Total Hours Open to the Public Per Week by Month

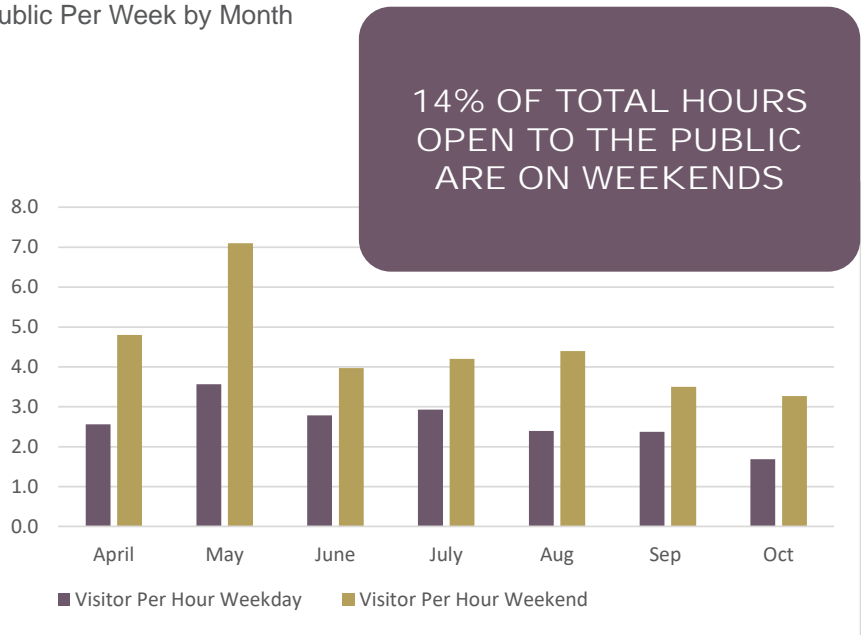


Figure 14. Average Hourly Visitors by Month and Time of Week (2015-2019)

32% OF AVERAGE  
PUBLIC VISITATION  
OCCURS ON WEEKENDS  
FROM APRIL - OCTOBER



# Public Input and Needs Assessment

Public input on the future nature center was solicited via a few methods: (1) 2014 County-wide Needs Assessment Survey, (2) Lake Flato conceptual planning public participation, (3) qualitative input gathering in tandem with the District-wide Comprehensive Plan, and (4) the 2022 County-wide Needs Assessment Survey.

In coordination with work on the District-wide Comprehensive Plan, staff solicited community feedback on the demand for a new nature center facility.

There was relatively high visitation among respondents of the 2014 survey to the Homer Lake Interpretive Center at 18%, compared to 28% at the Museum of the Grand Prairie (Figure 17). HLIC visitation increased to 28% in the 2022 survey, while the Museum of the Grand Prairie remained at 28% (Figure 16). As noted earlier, self-reported visitation in 2022 for District facilities in general is likely inflated.

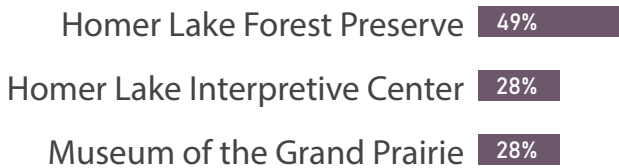


Figure 16. Facility Visitation General (2022 Needs Assessment)

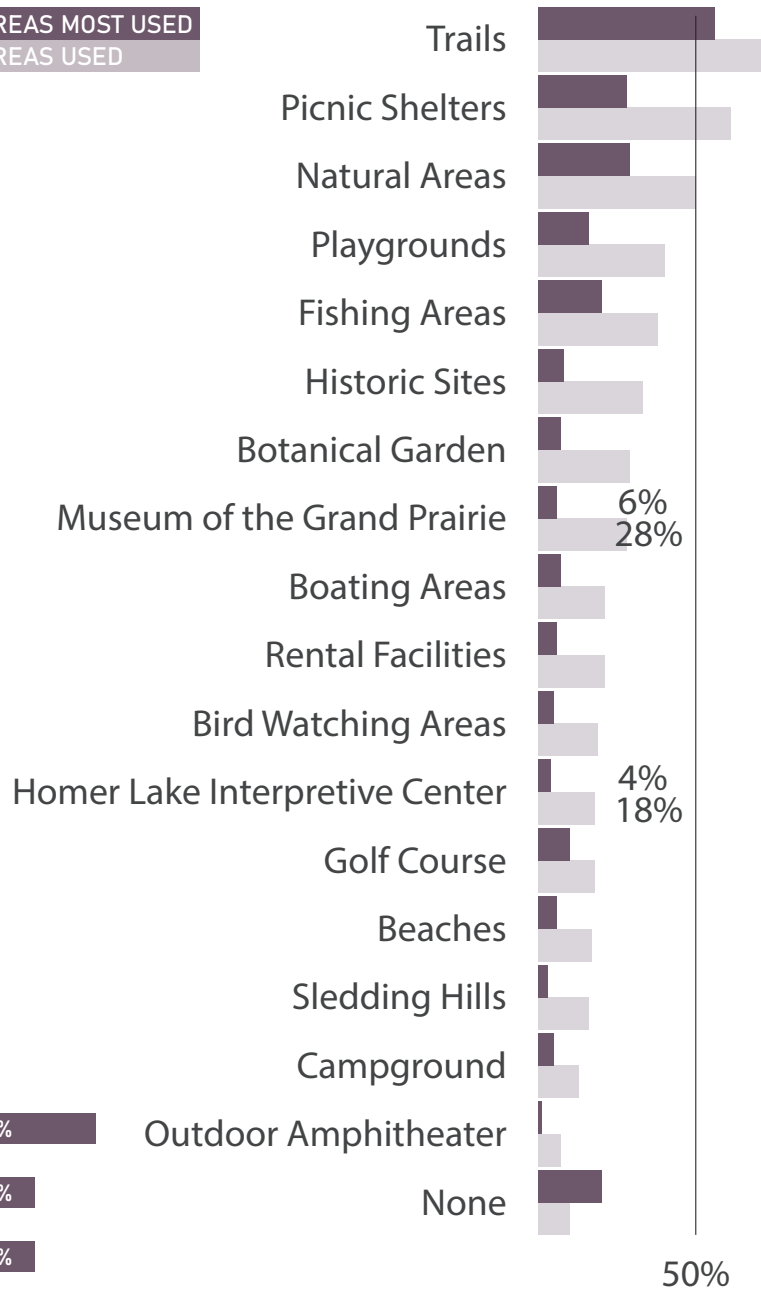


Figure 17. Facilities and Areas Used by Respondents (2014 Needs Assessment)



Figure 15. Frequency of Homer Lake Interpretive Center Visitation (2022 Needs Assessment)

Ratings of existing general environmental and cultural programming/spaces in both the 2014 and 2022 surveys was high. In 2014, most respondents felt their needs were met for “nature museums” and environmental/cultural educational programming (Figure 18). In 2022, nearly half of the respondents had participated in education

programming in the District. Of those users, most were completely or somewhat satisfied with the programs. A very small percentage were dissatisfied (Figure 19). Nearly 60% of 2022 respondents had visited exhibits in the District, and most were satisfied with them (Figure 19). When asked specifically about the HLIC, 2022 respondents

who identified as users were generally satisfied. Satisfaction ratings were highest for programming, but were still positive for exhibits, live animal viewing, staff interactions, and restroom facilities (Figure 20). Generally, survey respondents have expressed their satisfaction with existing environmental and cultural offerings.

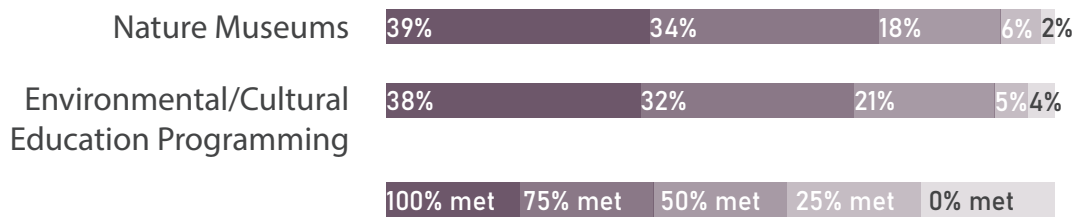


Figure 18. How Well Recreational Facilities and Areas Meet the Needs of Respondents (2014 Needs Assessment)

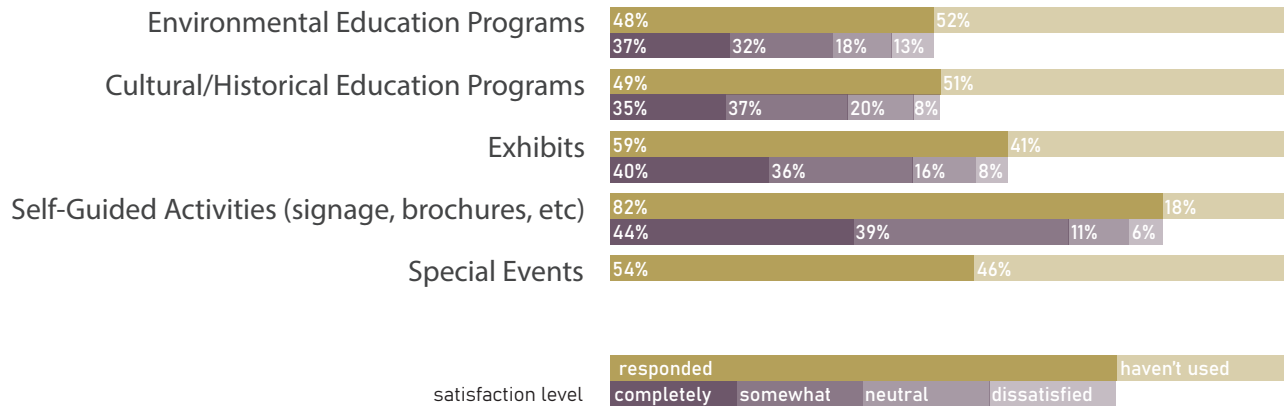


Figure 19. Satisfaction level of users for general District offerings (2022 Needs Assessment)

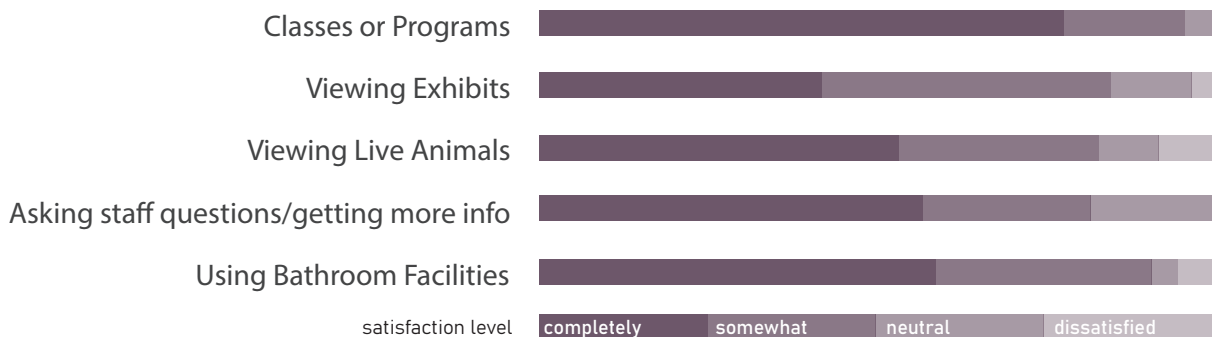


Figure 20. Satisfaction level of HLIC users (2022 Needs Assessment)

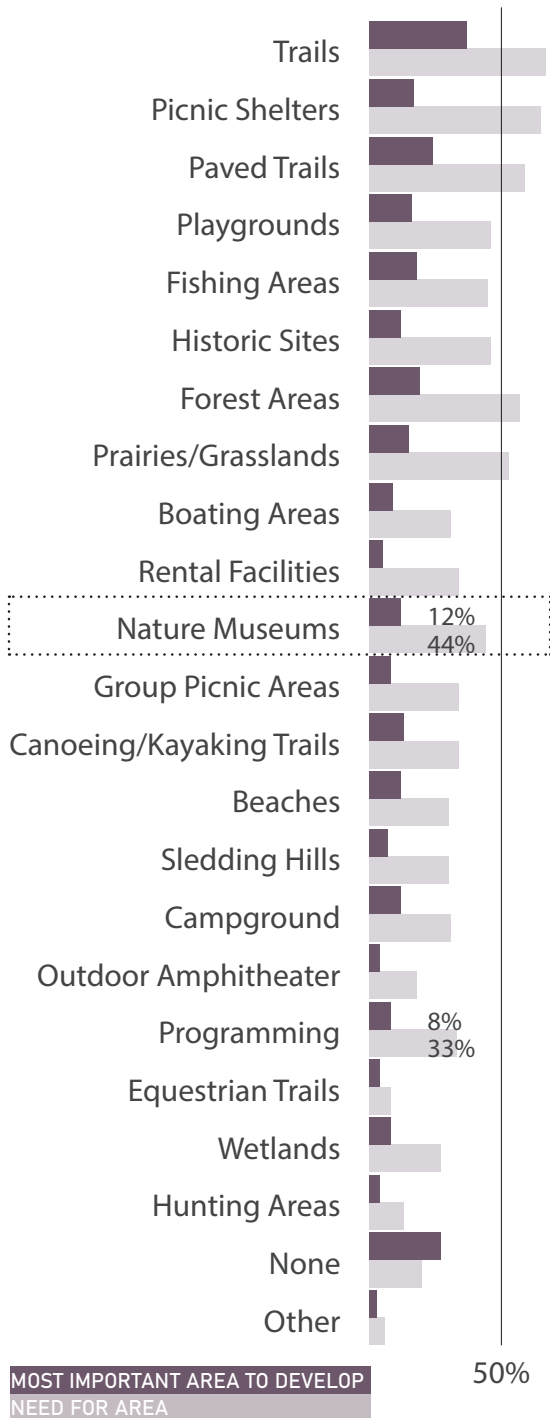


Figure 21. Need for Facilities/Areas & Most Important for Development (2014 Needs Assessment)

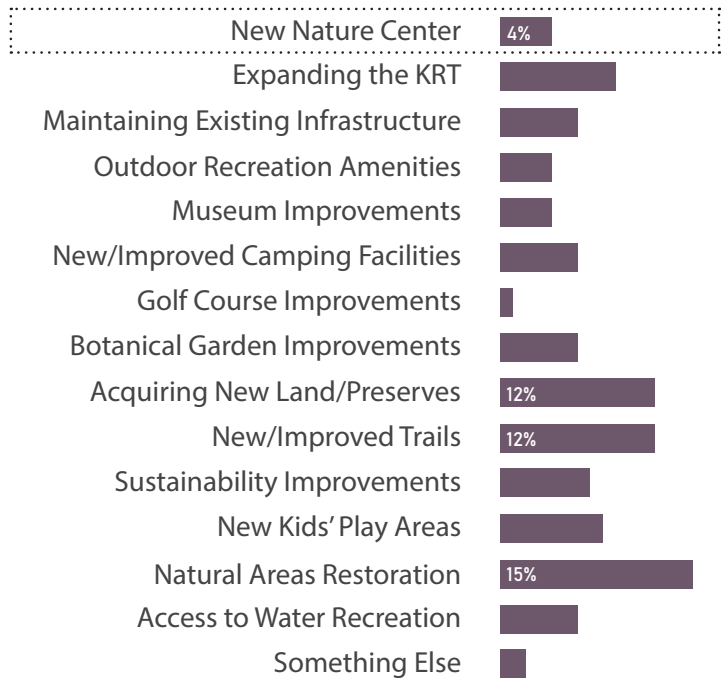


Figure 22. Priorities for spending tax funds (2021 Qualitative Data Gathering for Comprehensive Plan)



Figure 23. Priorities for the District to pursue (2022 Needs Assessment)

There are few consistent desired priorities among residents when asked about prospective improvements. Natural areas restoration/expansion, improving/expanding trails, and acquiring

land for natural areas are commonly ranked high among respondents. When asked about the need for an area of facility, 44% responded that a “nature museum” was a needed facility. However, when asked

about the most important areas for the Forest Preserve to develop, this number dropped to 12% (Figure 21). This is not surprising because survey respondents are typically less judicious with their selections

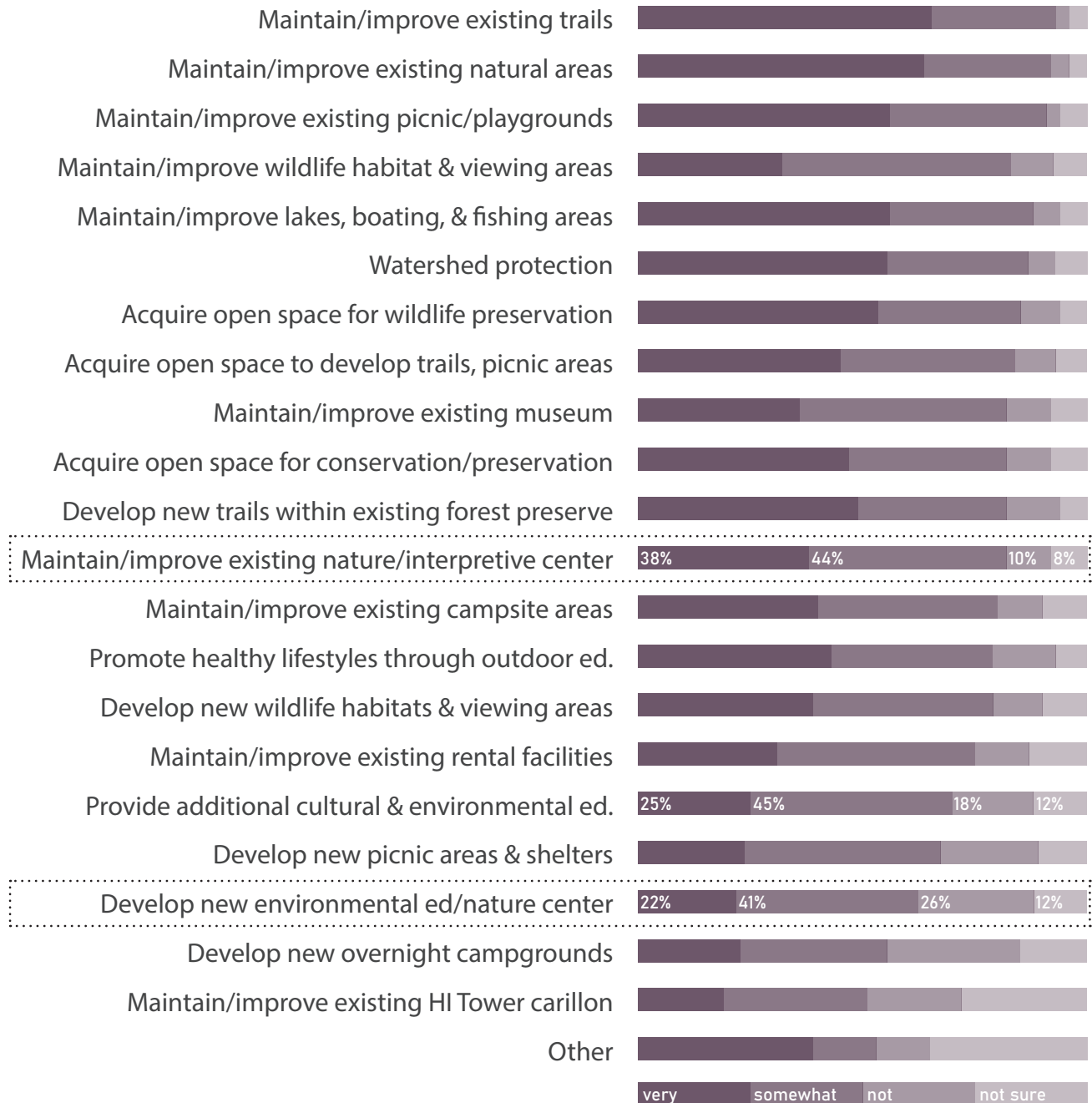


Figure 24. Importance Respondents Place on Possible Actions or Improvements (2014 Needs Assessment)

when they are not asked to prioritize. Because nearly three quarters of respondents found their needs were already being met by existing “nature museums,” they may not have prioritized additional development (Figures 18, 19). Although improving the existing nature center or building a new center are not top priority for survey participants, 20% of

respondents in 2022 ranked it in their top 4 priorities to pursue, suggesting demand for improvements (Figure 23). When asking specifically about prospective activities of greatest interest throughout the District, programming, self-guided activities, and special events were all highly selected, but there was also a relatively high interest in viewing

exhibits (Figure 25). However, when compared to activities respondents had participated in at the Homer Lake Interpretive Center, viewing exhibits was far more popular than attending classes or programs (Figure 26). This suggests a potential opportunity for growth. Both outdoor and indoor program space were rated highly in spaces of greatest interest for a new facility (Figure 28).

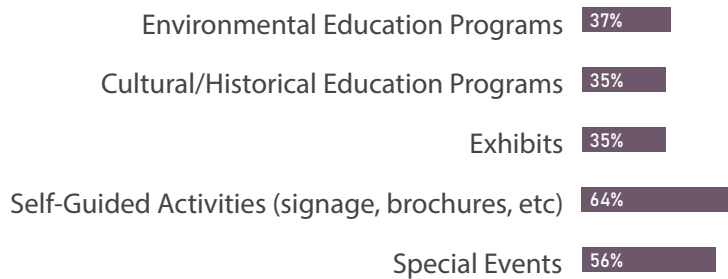


Figure 25. Activities of greatest interest District-wide (2022 Needs Assessment)

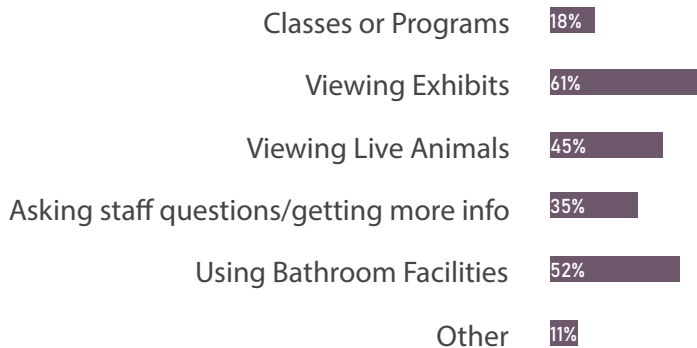


Figure 26. Activities participated in at the HLIC (2022 Needs Assessment)

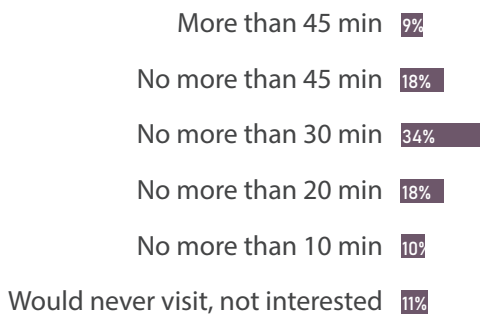


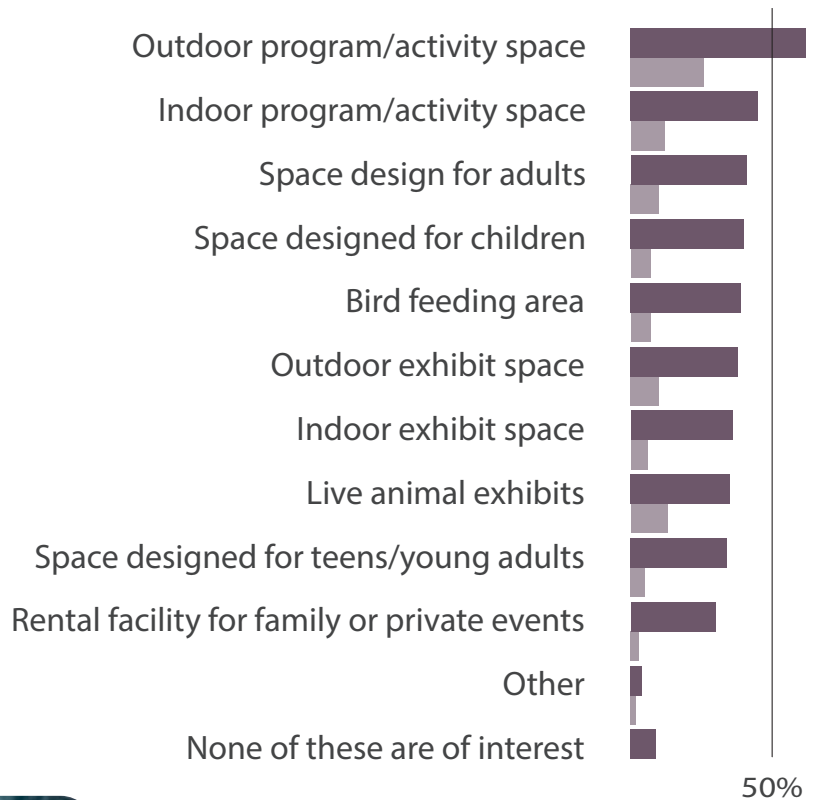
Figure 27. Distance willing to travel to a nature center (2022 Needs Assessment)

Viewing live animals at the existing HLIC was nearly as popular as viewing general exhibits (Figure 26). There was a slightly higher demand for live animal exhibits than typical indoor exhibit space when asking about a new nature center (Figure 28).

New outdoor program/activity space had the highest interest rating for a new nature center, which aligns with the popularity of outdoor programmed space throughout the District such as the Homer Lake Playscape, Middle Fork Beach, and Mabery Gelvin Botanical Garden (Figure 28). This is an opportunity for a unique landscape space designed for programming.



In 2022, when asking directly whether the District should build a new nature center, renovate the existing, or not move forward with a new facility, renovation/addition to the existing HLIC is favored (Figure 29). Thirty-seven percent of respondents were in favor of a new facility, whether that be at Homer Lake or another location (Figure 29). Respondents favored renovation at thirty-eight percent as highly important compared to twenty-two percent for a new nature center when ranking District priorities in 2014 (Figure 24). While the ratio between building new or renovating is similar between the two surveys, there is slightly higher support in 2022 than 2014.



of interest (choose more than one)  
greatest interest (choose one)

Figure 28. Most desired spaces in a new nature center (2022 Needs Assessment)

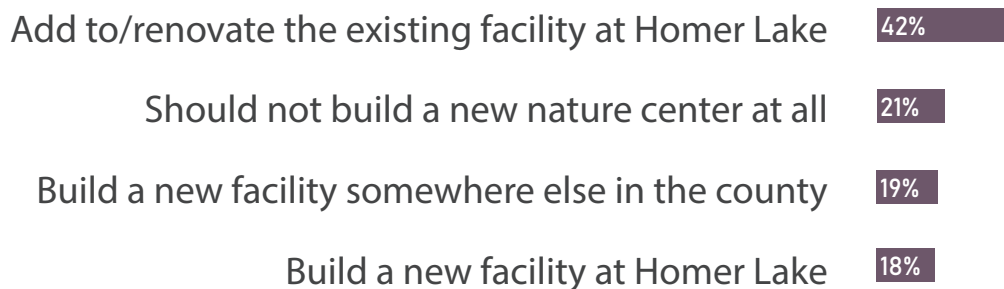
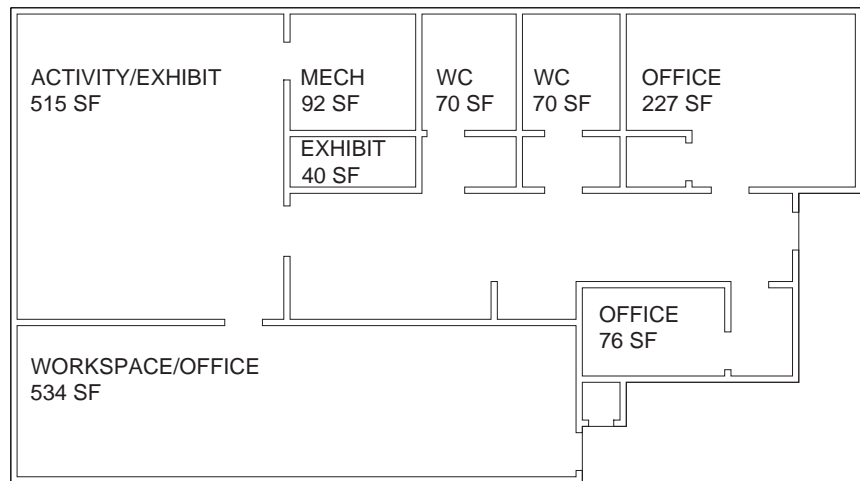


Figure 29. Opinions on a prospective new nature center (2022 Needs Assessment)

## Existing Facility

The existing Homer Lake Interpretive Center was constructed in 1975 and is approximately 2100 square feet. Although some capital improvements have been made in recent years, the space is not functional for daily staff operations, programs, animal displays/care, or walk-in patrons. Adequate space is an issue for programming. For all programs for children (even if they are scheduled as outdoor programs), an indoor facility backup is needed. The only space for programs doubles as the exhibit space, making exhibit space inaccessible to the general public while a program is taking place. The exhibit space is also relatively small at 515sf. In comparison, the education center classroom at the Museum of the Grand Prairie where many other programs are held is 900sf. A typical program may have twenty children participating, but space for parents and guardians must also be accounted for in the facility. The restrooms are also not ideal during programs because many younger participants require assistance in the restroom, making them temporarily inaccessible to general patrons during that time. The space for animal care is not large enough and requires staff to encroach into the exhibit area for regular maintenance of the enclosures. In order to make the space more functional with its current footprint, not only would major renovations be required, they would not necessarily solve the lack of square footage needed for more functional operations.

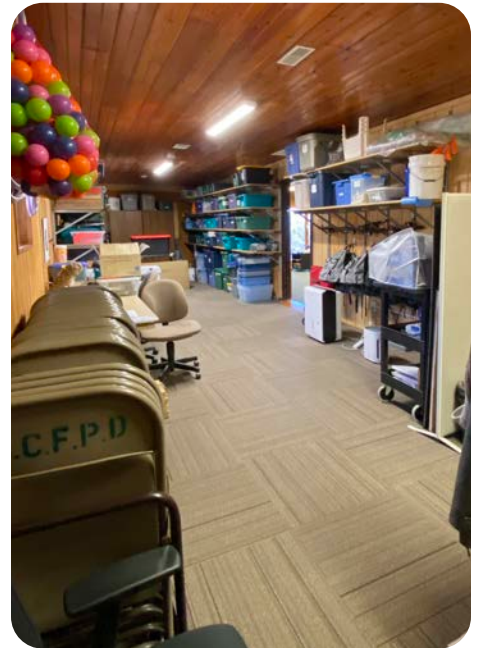


**Existing Homer Lake  
Interpretive Center  
2100 sf**



Homer Lake Interpretive Center Exhibit Space

Recent Capital Improvements:  
 2001 - Minor interior renovations  
 2010 - Mold inspections  
 2013 - Moisture mitigations  
**2016 - ADA sidewalk**  
**2019 - Roof replacement**  
 2021 - Garage installation



Staff prep/storage/  
workspace



Limited staff space



Staff spaces located in a corridor



Limited animal care space



Program held in storage room



Program held in staff offices



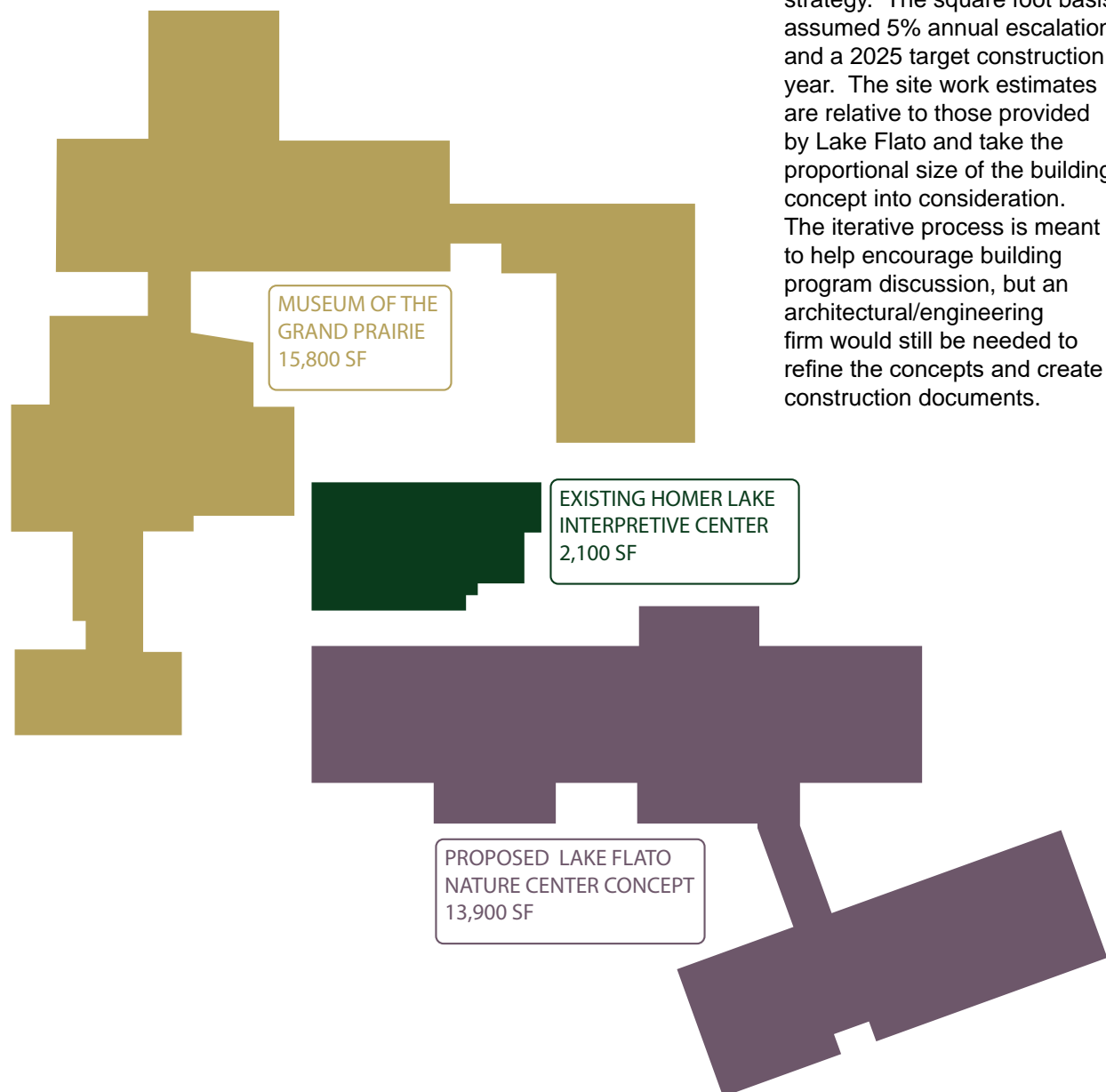
Homer Lake Interpretive Center Exhibit Space: During programs, exhibits must be moved to make space for participants.

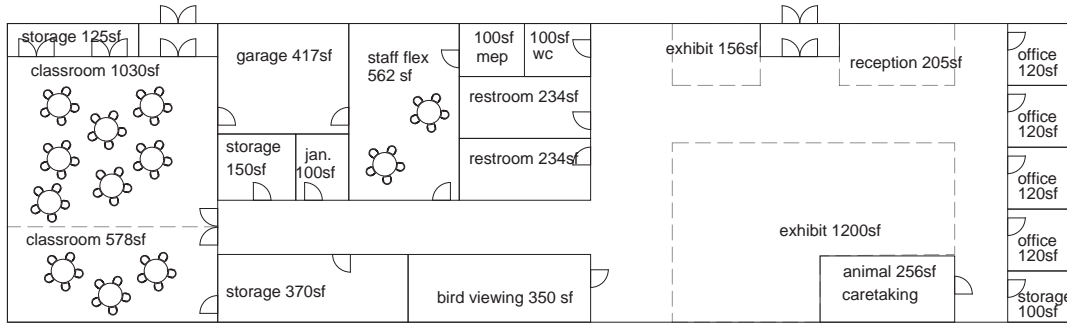
## Refining Concepts

After reviewing the concept design presented by Lake Flato, staff studied the footprint of existing facility in relation to the proposed Lake Flato building and the Museum of the Grand Prairie to better understand the scale of the design. Staff discussed aspects of the design that were favorable and those which were less desirable. Staff also

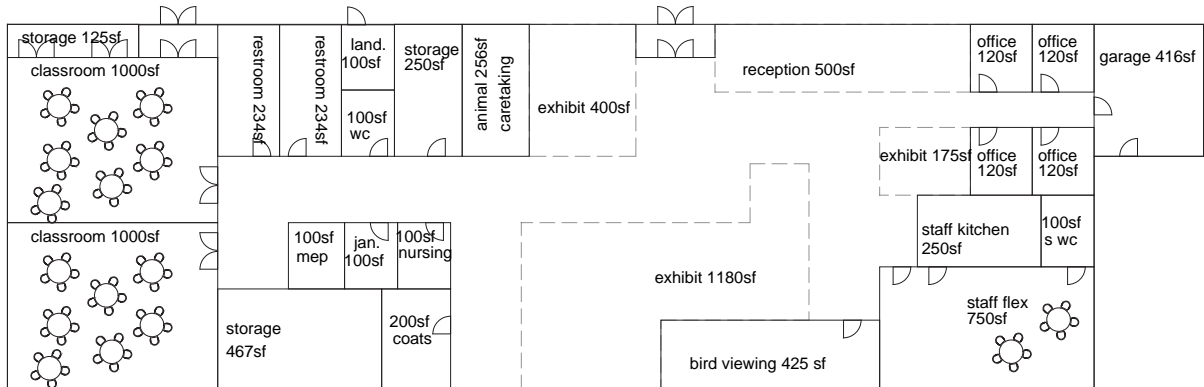
developed additional iterations of the facility building program to study the highest priority spaces and their associate costs. Staff weighed exhibit space, staff space, classroom space, and support areas such as storage and reception areas. In general, the overall size of the proposed concept facility was relatively large, nearly the size of the entire

Museum of the Grand Prairie. When considering potential cost of a facility that large, staff developed several iterative floorplans to help identify the most important spaces for general operations and those identified in public feedback. Based on the cost estimate provided by Lake Flato, staff prorated estimates for each concept iteration based on a cost per square foot estimating strategy. The square foot basis assumed 5% annual escalation and a 2025 target construction year. The site work estimates are relative to those provided by Lake Flato and take the proportional size of the building concept into consideration. The iterative process is meant to help encourage building program discussion, but an architectural/engineering firm would still be needed to refine the concepts and create construction documents.

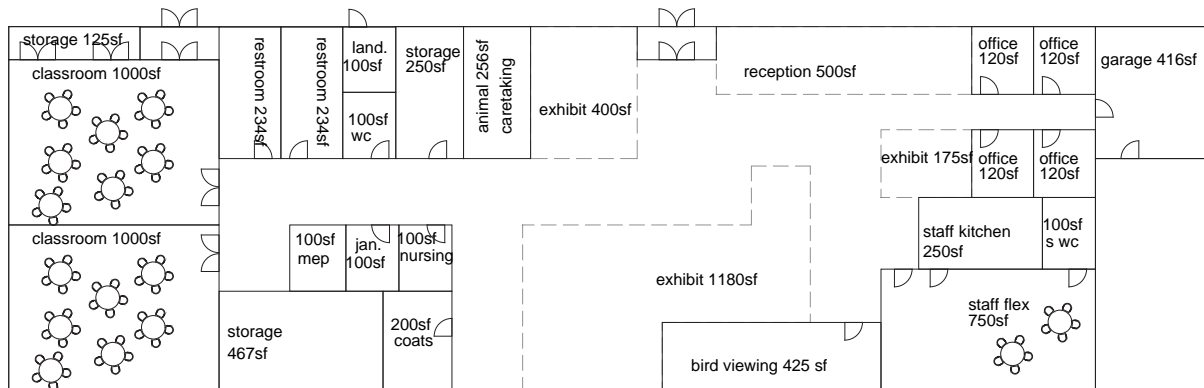




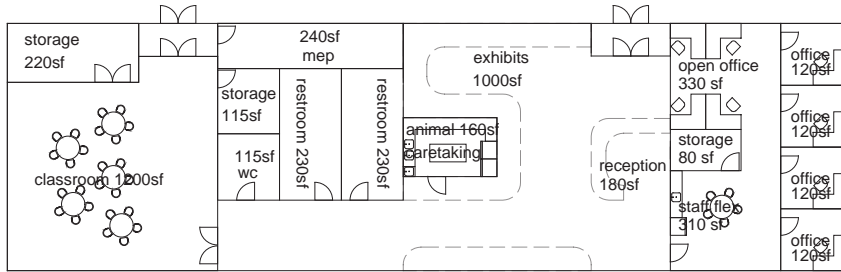
9,200sf  
 Building Construction: \$4.8 million  
 Site Work: \$1.8 million  
 A/E: \$800,000  
 Total: \$7.4 million



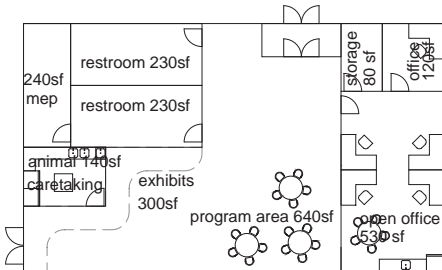
11,800sf  
 Building Construction: \$6.2 million  
 Site Work: \$2.3 million  
 A/E: \$1.0 million  
 Total: \$9.5 million



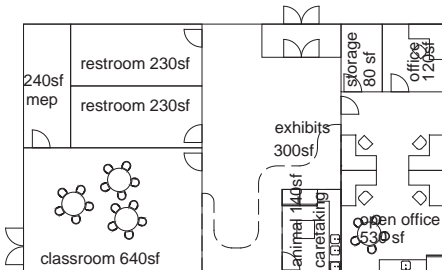
12,800sf  
 Building Construction: \$6.7 million  
 Site Work: \$2.5 million  
 A/E: \$1.1  
 Total: \$10.3 million



6,000sf  
 Building Construction: \$3.2 million  
 Site Work: \$1.2 million  
 A/E: \$500 thousand  
 Total: \$4.9 million



3,000sf  
 Building Construction: \$3.2 million  
 Site Work: \$1.2 million  
 A/E: \$500 thousand  
 Total: \$4.9 million



3,000sf  
 Building Construction: \$3.2 million  
 Site Work: \$1.2 million  
 A/E: \$500 thousand  
 Total: \$4.9 million

## Funding Scenarios

### Assumes PARC Application is Successful

#### 13,900sf Facility (Lake Flato Concept Plan)

Grants	\$4,300,000	PARC	\$2,500,000
		Public Museum	\$750,000
		Clean Energy (net zero)	\$1,000,000
		Small Grants	\$50,000
Match/Donations	\$6,900,000	CCFPD	\$6,900,000
		Total	\$11,200,000

#### 6,000sf Facility

Grants	\$3,800,000	PARC	\$2,500,000
		Public Museum	\$750,000
		Clean Energy (net zero)	\$500,000
		Small Grants	\$50,000
Match/Donations	\$1,100,000	CCFPD	\$1,100,000
		Total	\$4,900,000

### Assumes PARC Application is not Successful

#### 13,900sf Facility (Lake Flato Concept Plan)

Grants	\$1,800,000	PARC	\$0
		Public Museum	\$750,000
		Clean Energy (net zero)	\$1,000,000
		Small Grants	\$50,000
Match/Donations	\$9,400,000	CCFPD	\$9,400,000
		Total	\$11,200,000

#### 6,000sf Facility

Grants	\$1,300,000	PARC	\$0
		Public Museum	\$750,000
		Clean Energy (net zero)	\$500,000
		Small Grants	\$50,000
Match/Donations	\$3,600,000	CCFPD	\$3,600,000
		Total	\$4,900,000

### Assumes PARC/Clean Energy Applications are not Successful

#### 13,900sf Facility (Lake Flato Concept Plan)

Grants	\$800,000	PARC	\$0
		Public Museum	\$750,000
		Clean Energy (net zero)	\$0
		Small Grants	\$50,000
Match/Donations	\$10,400,000	CCFPD	\$10,400,000
		Total	\$11,200,000

#### 6,000sf Facility

Grants	\$800,000	PARC	\$0
		Public Museum	\$750,000
		Clean Energy (net zero)	\$0
		Small Grants	\$50,000
Match/Donations	\$4,100,000	CCFPD	\$4,100,000
		Total	\$4,900,000

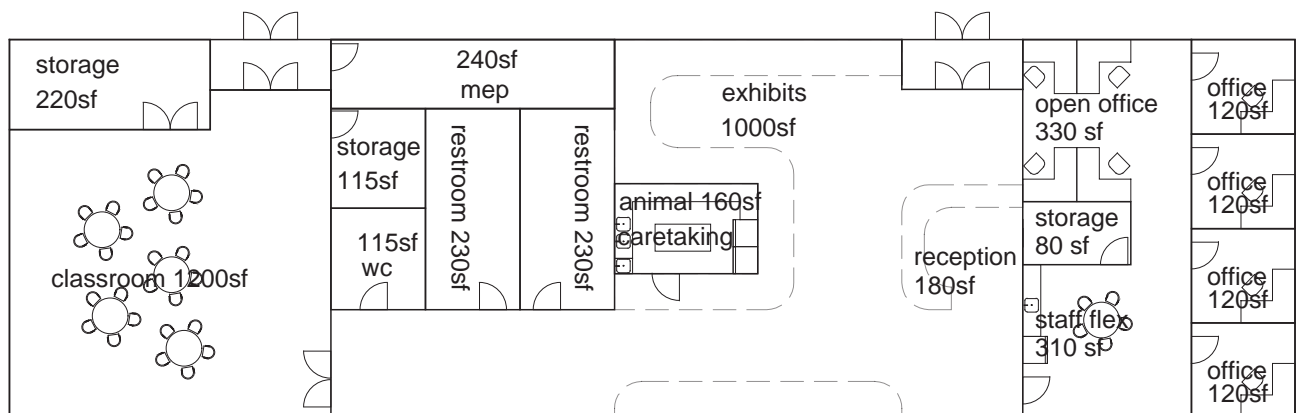
There are limited large capital grants which are a good fit for the prospective nature center. An application for an Illinois Department of Natural Resources (IDNR) Public Museum Capital Grant (PMC) would be highly competitive and an award would be likely. However, an application for a similar capital grant administered through IDNR, the Park and Recreational Facility Construction Program grant, would be less competitive because the scoring favors more traditional indoor recreation. The Illinois Clean Energy Foundation offers a net zero grant, but it is only awarded after the facility is proven to be net zero for a year. The funds available via Illinois Clean Energy are also likely to decline in future years. Staff are continuing to research large funding sources, but are also considering the possibility that those may be limited and will effect the target project size.

## Recommendations

After revisiting earlier planning efforts, reviewing the concept design from Lake Flato, developing a “why” statement for the project, studying past and recent community input surveys, and work-shopping prospective conceptual spatial layouts, staff created a matrix of scenarios to examine the benefits and

drawbacks to projects of various scales. At this time, staff are recommending a new facility of approximately 6,000 square feet. While not particularly favored in recent surveys, building new instead of renovating the existing center addresses the spatial limitations. However, a facility nearly the size of the

Museum of the Grand Prairie would likely be too large for the needs of the District and too costly in both the short term for construction and long term staffing/maintenance. The plan provided is in an early conceptual phase but is a useful tool in generating estimates, studying potential sites, and creating timelines.



Medium Facility 6,000sf  
 Building Construction: \$3.2 million  
 Site Work: \$1.2 million  
 A/E: \$500 thousand  
 Total: \$4.9 million



SCENARIO	BENEFITS	DRAWBACKS
LARGE, FLAGSHIP FACILITY +/- 14,000SF	<ul style="list-style-type: none"> <li>Room to grow</li> <li>Regional draw</li> <li>More exhibit space</li> <li>Improved staff/operational space</li> <li>Space for improved/expanded programs</li> </ul>	<ul style="list-style-type: none"> <li>High initial costs</li> <li>High maintenance/replacement costs</li> <li>High site impact</li> <li>Long fundraising lead time</li> <li>Not favored in needs assessments</li> </ul>
MEDIUM FACILITY +/- 6,000SF	<ul style="list-style-type: none"> <li>Feasible initial costs</li> <li>Potential for phasing</li> <li>Improved staff/operational space</li> <li>Space for improved/expanded programs</li> <li>Shorter fundraising lead time</li> </ul>	<ul style="list-style-type: none"> <li>Medium site impact</li> <li>Less room to grow</li> <li>Medium maintenance/replacement costs</li> </ul>
REPLACEMENT FACILITY +/- 3,000SF	<ul style="list-style-type: none"> <li>Feasible initial costs</li> <li>Potential for phasing</li> <li>Improved staff space</li> <li>Low site impact</li> <li>Less fundraising lead time</li> <li>Favored in Needs Assessments</li> </ul>	<ul style="list-style-type: none"> <li>Limited program space</li> <li>Less room to grow</li> <li>Less of a destination</li> </ul>
RENOVATION FACILITY +/- 2,000SF	<ul style="list-style-type: none"> <li>Feasible initial costs</li> <li>Improved staff space</li> <li>Low site impact</li> <li>Less fundraising lead time</li> <li>Favored in Needs Assessments</li> </ul>	<ul style="list-style-type: none"> <li>Limited program space</li> <li>Less room to grow</li> <li>Less of a destination</li> <li>Limited staff/operational space</li> <li>Limited animal care-taking space</li> <li>Limited phasing ability</li> </ul>



# Board Financing Model Presentation

June 20, 2024

Prepared by: Aaron Gold

SPEER FINANCIAL

230 W MONROE ST, SUITE 2630

CHICAGO, IL 60606

PHONE: [312.346.3700](tel:312.346.3700)

 **SPEER FINANCIAL, INC.**

Independent Municipal Advisor



# Financing Alternatives

## Property Tax Supported

---

### General Obligation Bonds

- Source of repayment: Payable from a direct property tax unlimited as to rate or amount.
- Constrained to 2.300% of the District's EAV (How much the District can have outstanding in total).
- Subject to Referendum approval

### Non-Referendum General Obligation Bonds

- Source of repayment: Payable from a direct property tax unlimited as to rate but limited as to amount.
- Constrained to 0.300% of the District's EAV (How much the District can have outstanding in total).
- District's subject to PTELL: Limited to the District's Debt Service Extension Base (How much the District can levy each year to pay the principal and interest due on the bonds).
- Not subject to referendum approval

## Non-Property Tax Supported

---

### General Obligation (Alternate Revenue Source) Bonds

- Source of repayment: Often referred to as "double-barreled" bonds. Alternate revenue source bonds are paid from any lawfully available resource and have a property tax levy as back up should the primary source of repayment not be available to pay the principal and interest on the bonds.
- Generally, not subject to any debt capacity constraints.
- Subject to a 30-day backdoor referendum period.
- Subject to a 1.25x debt service coverage requirement.

### Debt Certificates

- Source of repayment: Payable from any lawfully available resource.
- Constrained to 2.300% of the District's EAV (How much the District can have outstanding in total).

# Debt Capacity

			Non-Referendum Debt Capacity 0.300% of EAV	Total Debt Capacity 2.300% of EAV
District EAV (2023 Levy Year)		\$5,408,458,133		
Total		\$5,408,458,133		
Statutory Debt Limitation (2.300% of EAV)			\$16,225,374	\$124,394,537
Applicable Debt:	Final Maturity Date:			
GO Limited Tax Park Bonds, Series 2024	12/15/2024	\$266,480	\$266,480	\$266,480
GO Limited Tax Park Bonds, Series 2024B*	12/15/2044	\$3,595,000	\$3,595,000	\$3,595,000
Total		\$3,861,480	\$3,861,480	\$3,861,480
<b>Legal Debt Margin*</b>			<b>\$12,363,894</b>	<b>\$120,533,057</b>
*Preliminary, subject to change.				

# Debt Service Extension Base

Year	DSEB	CPI Increase	Cumulative Increase
Base	199,057.00		
2009	199,256.05	0.10%	199.05
2010	204,635.96	2.70%	5,578.96
2011	207,705.49	1.50%	8,648.49
2012	213,936.65	3.00%	14,879.65
2013	217,573.57	1.70%	18,516.57
2014	220,837.17	1.50%	21,780.17
2015	222,603.86	0.80%	23,546.86
2016	224,162.08	0.70%	25,105.08
2017	228,869.48	2.10%	29,812.48
2018	233,675.73	2.10%	34,618.73
2019	238,115.56	1.90%	39,058.56
2020	243,592.21	2.30%	44,535.21
2021	247,002.50	1.40%	47,945.50
2022	259,352.62	5.00%	60,295.62
2023	272,320.25	5.00%	73,263.25
2024	281,579.13	3.40%	82,522.13

# GO Limited Tax Forest Preserve Bonds, Series 2024B: \$3.7M Financing Model

Levy Year	Bond Year	DSEB*	Annual Debt LTGO Debt Service			DSEB Margin	Series 2024B Initial Levy	Supplemental Levy Ordinance*
			Series 2024	Series 2024B*	Total			
2023	2024	272,320.25	272,320.25	-	272,320.25	-	-	-
2024	2025	281,579.13	-	283,600.00	283,600.00	(2,020.87)	281,579.13	-
2025	2026	285,802.81	-	287,600.00	287,600.00	(1,797.19)	281,579.13	6,020.87
2026	2027	290,089.85	-	291,100.00	291,100.00	(1,010.15)	281,579.13	9,520.87
2027	2028	294,441.19	-	294,100.00	294,100.00	341.19	281,579.13	12,520.87
2028	2029	298,857.80	-	301,600.00	301,600.00	(2,742.20)	281,579.13	20,020.87
2029	2030	303,340.66	-	303,350.00	303,350.00	(9.34)	281,579.13	21,770.87
2030	2031	307,890.76	-	309,600.00	309,600.00	(1,709.24)	281,579.13	28,020.87
2031	2032	312,509.12	-	315,100.00	315,100.00	(2,590.88)	281,579.13	33,520.87
2032	2033	317,196.75	-	319,850.00	319,850.00	(2,653.25)	281,579.13	38,270.87
2033	2034	321,954.70	-	323,850.00	323,850.00	(1,895.30)	281,579.13	42,270.87
2034	2035	326,784.02	-	327,100.00	327,100.00	(315.98)	281,579.13	45,520.87
2035	2036	331,685.78	-	334,600.00	334,600.00	(2,914.22)	281,579.13	53,020.87
2036	2037	336,661.06	-	338,800.00	338,800.00	(2,138.94)	281,579.13	57,220.87
2037	2038	341,710.97	-	342,400.00	342,400.00	(689.03)	281,579.13	60,820.87
2038	2039	346,836.63	-	350,400.00	350,400.00	(3,563.37)	281,579.13	68,820.87
2039	2040	352,039.17	-	352,600.00	352,600.00	(560.83)	281,579.13	71,020.87
2040	2041	357,319.75	-	109,200.00	109,200.00	248,119.75	281,579.13	-
2041	2042	362,679.54	-	-	-	362,679.54		

\*Preliminary, subject to change. Assumes a 1.5% CPI increase in subsequent levy years.

## Champaign County Forest Preserve District

General Obligation Limited Tax Forest Preserve Bonds, Series 2024B

Dated: December 15, 2024 | \*\*\*\$3.7M New Money\*\*\*

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Levy	Levy Total
12/15/2024	-	-	-	-	-	-
06/15/2025	-	-	81,800.00	81,800.00	-	-
12/15/2025	120,000.00	5.000%	81,800.00	201,800.00	2024	283,600.00
06/15/2026	-	-	78,800.00	78,800.00	-	-
12/15/2026	130,000.00	5.000%	78,800.00	208,800.00	2025	287,600.00
06/15/2027	-	-	75,550.00	75,550.00	-	-
12/15/2027	140,000.00	5.000%	75,550.00	215,550.00	2026	291,100.00
06/15/2028	-	-	72,050.00	72,050.00	-	-
12/15/2028	150,000.00	5.000%	72,050.00	222,050.00	2027	294,100.00
06/15/2029	-	-	68,300.00	68,300.00	-	-
12/15/2029	165,000.00	5.000%	68,300.00	233,300.00	2028	301,600.00
06/15/2030	-	-	64,175.00	64,175.00	-	-
12/15/2030	175,000.00	5.000%	64,175.00	239,175.00	2029	303,350.00
06/15/2031	-	-	59,800.00	59,800.00	-	-
12/15/2031	190,000.00	5.000%	59,800.00	249,800.00	2030	309,600.00
06/15/2032	-	-	55,050.00	55,050.00	-	-
12/15/2032	205,000.00	5.000%	55,050.00	260,050.00	2031	315,100.00
06/15/2033	-	-	49,925.00	49,925.00	-	-
12/15/2033	220,000.00	5.000%	49,925.00	269,925.00	2032	319,850.00
06/15/2034	-	-	44,425.00	44,425.00	-	-
12/15/2034	235,000.00	5.000%	44,425.00	279,425.00	2033	323,850.00
06/15/2035	-	-	38,550.00	38,550.00	-	-
12/15/2035	250,000.00	5.000%	38,550.00	288,550.00	2034	327,100.00
06/15/2036	-	-	32,300.00	32,300.00	-	-
12/15/2036	270,000.00	4.000%	32,300.00	302,300.00	2035	334,600.00
06/15/2037	-	-	26,900.00	26,900.00	-	-
12/15/2037	285,000.00	4.000%	26,900.00	311,900.00	2036	338,800.00
06/15/2038	-	-	21,200.00	21,200.00	-	-
12/15/2038	300,000.00	4.000%	21,200.00	321,200.00	2037	342,400.00
06/15/2039	-	-	15,200.00	15,200.00	-	-
12/15/2039	320,000.00	4.000%	15,200.00	335,200.00	2038	350,400.00
06/15/2040	-	-	8,800.00	8,800.00	-	-
12/15/2040	335,000.00	4.000%	8,800.00	343,800.00	2039	352,600.00
06/15/2041	-	-	2,100.00	2,100.00	-	-
12/15/2041	105,000.00	4.000%	2,100.00	107,100.00	2040	109,200.00
<b>Total</b>	<b>\$3,595,000.00</b>	<b>-</b>	<b>\$1,589,850.00</b>	<b>\$5,184,850.00</b>		<b>-</b>

#### Yield Statistics

Bond Year Dollars	\$36,415.00
Average Life	10.129 Years
Average Coupon	4.3659206%
Net Interest Cost (NIC)	3.8914358%
True Interest Cost (TIC)	3.7969327%
Bond Yield for Arbitrage Purposes	3.7264744%
All Inclusive Cost (AIC)	4.0125477%

## Champaign County Forest Preserve District

General Obligation Limited Tax Forest Preserve Bonds, Series 2024B

Dated: December 15, 2024 | \*\*\*\$3.7M New Money\*\*\*

## Sources & Uses

Dated 12/15/2024 | Delivered 12/15/2024

### Sources Of Funds

Par Amount of Bonds	\$3,595,000.00
Reoffering Premium	190,758.65
<b>Total Sources</b>	<b>\$3,785,758.65</b>

### Uses Of Funds

Total Underwriter's Discount (0.500%)	17,975.00
Costs of Issuance	63,525.00
Deposit to Project Construction Fund	3,700,000.00
Rounding Amount	4,258.65
<b>Total Uses</b>	<b>\$3,785,758.65</b>

# GO Forest Preserve Bonds (ARS), Series 2024B \$6.4M Financing Model

Sources			Prior Obligations - Debt Service			New Money
Rollover Levy	General Fund Contribution*	Rollover Bond Proceeds*	Bond Year	Series 2024B*	Total Debt Service	
2024	194,352.22	270,000	2025	464,352	464,352	6,400,000
2025	195,175.00	274,000	2026	469,175	469,175	-
2026	190,675.00	278,000	2027	468,675	468,675	-
2027	185,675.00	282,000	2028	467,675	467,675	-
2028	180,175.00	286,000	2029	466,175	466,175	-
2029	174,175.00	290,000	2030	464,175	464,175	-
2030	172,550.00	294,000	2031	466,550	466,550	-
2031	170,175.00	298,000	2032	468,175	468,175	-
2032	167,050.00	302,000	2033	469,050	469,050	-
2033	158,300.00	306,000	2034	464,300	464,300	-
2034	158,800.00	310,000	2035	468,800	468,800	-
2035	150,200.00	314,000	2036	464,200	464,200	-
2036	147,700.00	318,000	2037	465,700	465,700	-
2037	144,600.00	322,000	2038	466,600	466,600	-
2038	140,900.00	326,000	2039	466,900	466,900	-
2039	136,600.00	330,000	2040	466,600	466,600	-
2040	131,700.00	334,000	2041	465,700	465,700	-
2041	125,200.00	339,000	2042	464,200	464,200	-
2042	123,000.00	344,000	2043	467,000	467,000	-
2043	115,100.00	349,000	2044	464,100	464,100	-
			<b>9,328,102</b>		<b>9,582,679</b>	
			Callable:	3/1/2034		

\*Preliminary, subject to change. Rollover bond proceeds are projected to grow at a rate of 1.50% per year.

## Champaign County Forest Preserve District

General Obligation Forest Preserve Bonds (ARS), Series 2024B

Dated: December 15, 2024 | \*\*\*Model; \$6.4M/20YR\*\*\*

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/15/2024	-	-	-	-	-
03/01/2025	270,000.00	5.000%	59,702.22	329,702.22	-
09/01/2025	-	-	134,650.00	134,650.00	464,352.22
03/01/2026	205,000.00	5.000%	134,650.00	339,650.00	-
09/01/2026	-	-	129,525.00	129,525.00	469,175.00
03/01/2027	215,000.00	5.000%	129,525.00	344,525.00	-
09/01/2027	-	-	124,150.00	124,150.00	468,675.00
03/01/2028	225,000.00	5.000%	124,150.00	349,150.00	-
09/01/2028	-	-	118,525.00	118,525.00	467,675.00
03/01/2029	235,000.00	5.000%	118,525.00	353,525.00	-
09/01/2029	-	-	112,650.00	112,650.00	466,175.00
03/01/2030	245,000.00	5.000%	112,650.00	357,650.00	-
09/01/2030	-	-	106,525.00	106,525.00	464,175.00
03/01/2031	260,000.00	5.000%	106,525.00	366,525.00	-
09/01/2031	-	-	100,025.00	100,025.00	466,550.00
03/01/2032	275,000.00	5.000%	100,025.00	375,025.00	-
09/01/2032	-	-	93,150.00	93,150.00	468,175.00
03/01/2033	290,000.00	5.000%	93,150.00	383,150.00	-
09/01/2033	-	-	85,900.00	85,900.00	469,050.00
03/01/2034	300,000.00	5.000%	85,900.00	385,900.00	-
09/01/2034	-	-	78,400.00	78,400.00	464,300.00
03/01/2035	320,000.00	5.000%	78,400.00	398,400.00	-
09/01/2035	-	-	70,400.00	70,400.00	468,800.00
03/01/2036	330,000.00	4.000%	70,400.00	400,400.00	-
09/01/2036	-	-	63,800.00	63,800.00	464,200.00
03/01/2037	345,000.00	4.000%	63,800.00	408,800.00	-
09/01/2037	-	-	56,900.00	56,900.00	465,700.00
03/01/2038	360,000.00	4.000%	56,900.00	416,900.00	-
09/01/2038	-	-	49,700.00	49,700.00	466,600.00
03/01/2039	375,000.00	4.000%	49,700.00	424,700.00	-
09/01/2039	-	-	42,200.00	42,200.00	466,900.00
03/01/2040	390,000.00	4.000%	42,200.00	432,200.00	-
09/01/2040	-	-	34,400.00	34,400.00	466,600.00
03/01/2041	405,000.00	4.000%	34,400.00	439,400.00	-
09/01/2041	-	-	26,300.00	26,300.00	465,700.00
03/01/2042	420,000.00	4.000%	26,300.00	446,300.00	-
09/01/2042	-	-	17,900.00	17,900.00	464,200.00
03/01/2043	440,000.00	4.000%	17,900.00	457,900.00	-
09/01/2043	-	-	9,100.00	9,100.00	467,000.00
03/01/2044	455,000.00	4.000%	9,100.00	464,100.00	-
09/01/2044	-	-	-	-	464,100.00
<b>Total</b>	<b>\$6,360,000.00</b>	<b>-</b>	<b>\$2,968,102.22</b>	<b>\$9,328,102.22</b>	<b>-</b>

#### Yield Statistics

Bond Year Dollars	\$70,257.67
Average Life	11.047 Years
Average Coupon	4.2245955%
Net Interest Cost (NIC)	4.0483837%
True Interest Cost (TIC)	4.0223668%
Bond Yield for Arbitrage Purposes	3.9591840%
All Inclusive Cost (AIC)	4.1707657%

## Champaign County Forest Preserve District

General Obligation Forest Preserve Bonds (ARS), Series 2024B

Dated: December 15, 2024 | \*\*\*Model; \$6.4M/20YR\*\*\*

## Sources & Uses

Dated 12/15/2024 | Delivered 12/15/2024

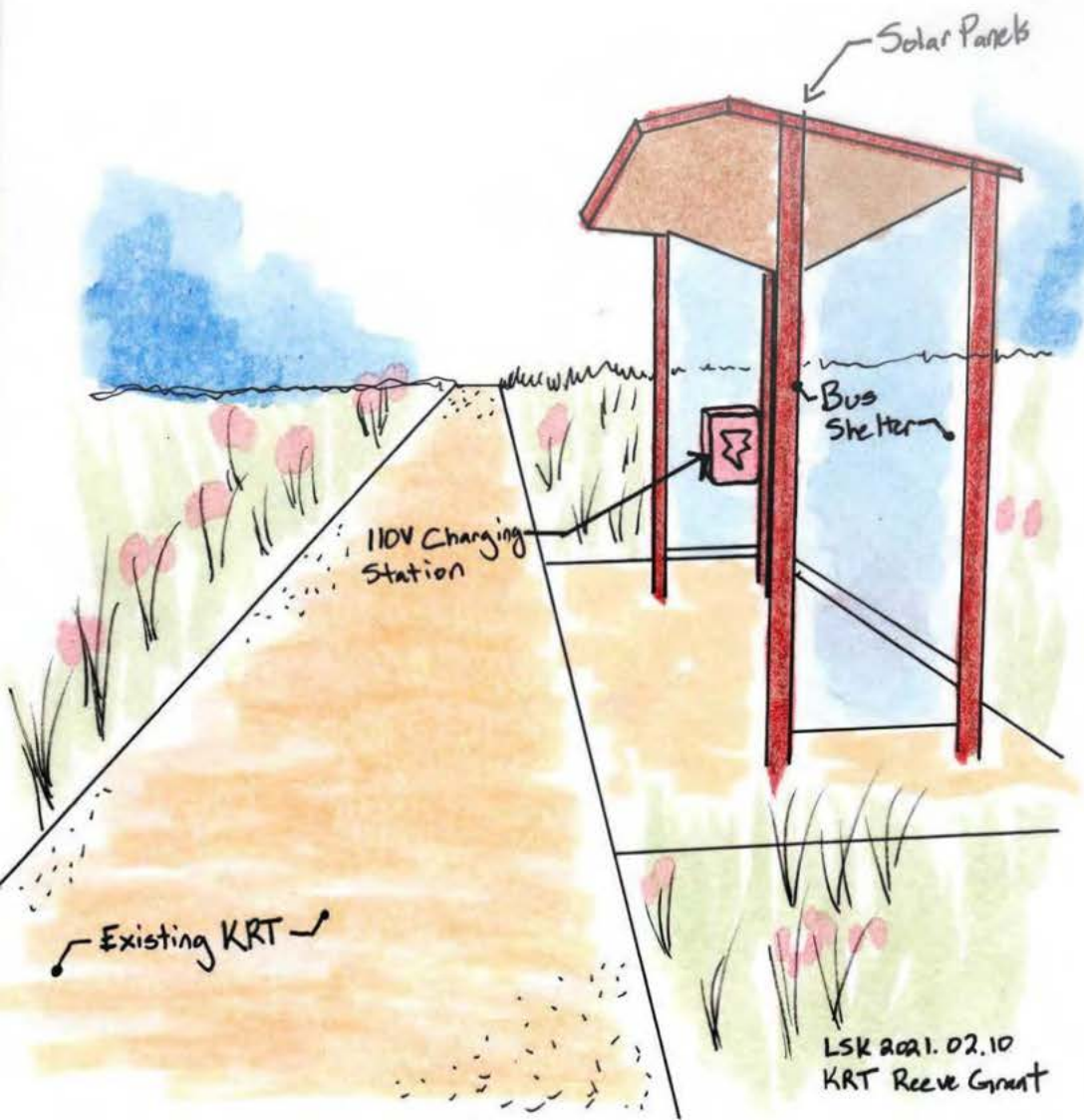
### Sources Of Funds

Par Amount of Bonds	\$6,360,000.00
Reoffering Premium	155,602.30
<b>Total Sources</b>	<b>\$6,515,602.30</b>

### Uses Of Funds

Total Underwriter's Discount (0.500%)	31,800.00
Costs of Issuance	79,350.00
Deposit to Project Construction Fund	6,400,000.00
Rounding Amount	4,452.30
<b>Total Uses</b>	<b>\$6,515,602.30</b>

# Capital Funding Forecast Summary



- The Preserves should have funding for between \$678K and \$900K annually from current revenues for the next five years.
- Over the last four years operating funds have contributed \$1.3M annually to capital projects. This is in large part due to revenues exceeding budgets and expenses coming in below budgets in most years.
- Funds in the Public Accounts Audit, IMRF and Social Security funds are restricted in use would only be available for short term loans to a capital project.

**Journal of Proceedings**  
**REGULAR MEETING – BOARD OF COMMISSIONERS**  
**May 16, 2024 6:00 pm,**  
**Golf Course Clubhouse, Lake of the Woods Forest Preserve, Mahomet, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting on Thursday, May 16, 2024, at the Golf Course Clubhouse, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Goodman called the Regular Meeting to order at 6:12 p.m. Commissioner Knott moved that the Board appoint Commissioner Goodman President pro tem to preside over the meeting in the absence of the President and Vice President of the Board. Commissioner Hundley seconded. A voice vote was taken. Motion carried. Commissioner Hundley called the roll. The following Commissioners were present: Goodman, Knott and Hundley. Commissioner Herakovich and Kerins were absent with notice.

**REMOTE ATTENDANCE** – None

**PUBLIC COMMENT** – None

**AGENDA MODIFICATIONS** – None

**APPROVAL OF CONSENT AGENDA**

- A. Minutes of Regular Meeting on April 18, 2024**
- B. Minutes of Executive Session on April 18, 2024**
- C. Monthly Staff Reports**
- D. Disbursements for Approval**
- E. April Treasurers Report**
- F. Approval of Quote for Homer Lake Automated Gate**

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

**FOREST PRESERVE FRIENDS FOUNDATION**

Commissioner Goodman reported he attended the last meeting and reported there was a lot of discussion on the current fundraising efforts as well as the current grant activities.

Lorrie Pearson, Executive Director shared that the Three Rivers event on March 25, 2024 was well attended and the attendees had the opportunity to see some behind the scenes work being done at the Museum of the Grand Prairie.

**CITIZENS ADVISORY COMMITTEE**

Pearson reported she is working with legal counsel who has advised that the volunteer group we are looking to form in lieu of the Citizens Advisory Committee does not fall under the Open Meetings Act requirements since it is comprised of volunteers doing only outreach. Pearson also reported that it was recommended by legal counsel to dissolve the committee and it could be recreated later on if necessary.

A brief discussion was had and the Board would like to follow the recommendation made by legal counsel and dissolve the committee. Item to be placed on the Agenda for the next month’s Board meeting for approval.

## **Regular Meeting**

**May 16, 2024**

**Page 2 of 3**

### **COMMISSIONER COMMENTS**

Commissioners noted positive things about the following items from staff reports and observations:

- Great to see some good public outreach in the News-Gazette.
- It is really cool to see that the district has someone who is a mural artist.
- Happy to see all programs going on in the district for spring and summer.
- Appreciated the spring tree planting and volunteer activities.
- The public is providing good feedback on the KRT work.

### **STAFF REPORTS**

#### **A. Executive Director Announcements**

Pearson reported the White Oak Shelter that was approved last month as a rental facility already has its first rental on the books. Pearson shared that the Preserves are now taking a deeper look into the organizational values and what that means for each individual job. Additionally, there is a lot of construction work currently being done on the Dark Skies Trail and facility rentals are currently up. The Preserves celebrated volunteer week and also received a 'lost income' check for approximately \$28,000 from the power outage that occurred last year at the Golf Course. Staff have also been working hard to clear invasive plants and putting up new trail signs.

### **OLD BUSINESS**

#### **A. Comprehensive Plan – May 2024 Draft for Review**

Sam Ihm, Planning Assistant presented the 2040 Draft Comprehensive Plan to Commissioners. Ihm shared that the Comprehensive Plan is a decision-making tool that helps the Preserves make decisions for the next 10 to 20 years. An analysis of the state of the Preserves was completed and the Preserves sought feedback from community members and internal stakeholders during the process. Through the analysis, the Preserves identified six key areas that will be a focus for success. The six key areas are as follows:

1. Assess programming & Improve the Nature Education Space
2. Expand trails & outdoor recreation opportunities
3. Evaluate & maintain facilities & infrastructure
4. Increase engagement
5. Lead on climate & conservation
6. Provide more land for conservation & recreation

Ihm requested Commissioners read through the Comprehensive Plan but focus on the recommendations as they will be key drivers for creating the Strategic Plan. Ihm provided a feedback form to the Commissioner and any edits provided will be incorporated and presented at next month's Board meeting for approval.

### **NEW BUSINESS**

#### **A. Approval of Fund Transfers**

Commissioner Knott moved the Board approve the fund transfers for the following amounts:

**Regular Meeting**

**May 16, 2024**

**Page 3 of 3**

- \$942,350 Corporate Fund to Capital Projects Fund
- \$168,931 Construction and Improvement Fund to Capital Projects Fund
- \$200,000 Land Acquisition Fund to Capital Projects Fund

Commissioner Hundley seconded. Brock Martin, Finance Director went over why the transfers needed to take place and that several were already included in the budget but just needed final Board approval. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Knott and Hundley. Motion carried.

**B. Approval of Purchase of Tyler ERP Financial Management Suite**

Commissioner Knott moved the Board approve the purchase agreement for Tyler ERP Pro Financial Management Suite at an annual cost of \$18,988, a one-time implementation fee not to exceed \$31,860 and authorize the Executive Director to execute the contract. Commissioner Hundley seconded. Martin reported that the upgrade to the current software, MSI, was not going as planned. He reported that after looking at several software programs it was determined that even the upgrade to MSI was not going to be worth the cost. Tyler came highly recommended by several local government entities and will provide much better functionality for the Preserves. Martin spoke about the workload that the implementation will put on staff but shared he thinks the finance team will be able to handle the implementation process. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Knott and Hundley. Motion carried.

**C. Approval of Change Orders 4 and 5 for Lake of the Woods Golf Course Irrigation Wiring Replacement**

Commissioner Hundley moved the Board approve Change Orders 4 and 5 for the Lake of the Woods Golf Course Irrigation Wiring Replacement project for \$12,560. Knott seconded. Joie Torres, Golf Course Superintendent explained that F&W Lawn Care found additional issues when they started replacing wiring for the irrigation heads on the original project. This has resulted in the need to expand the scope of the project with these change orders. Torres reported that the work has not interfered with golfers at this time and these should be the final changes. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Knott and Hundley. Motion carried.

**MEETING ADJOURNMENT**

Commissioner Knott made a motion to adjourn the Regular Meeting at 7:03pm. Commissioner Hundley seconded. A voice vote was taken. Motion carried.

---

Wendy Hundley, Secretary  
Board of Commissioners  
Champaign County Forest Preserve District

June 11, 2024

## **Memorandum**

To: Board of Commissioners

From: Nina Carmichael, Leadership in Conservation Fellow

Re: June staff reports

### **Executive Management (Lorrie Pearson, Michael Daab)**

- Michael filed witness slips in support of World Wetlands Day (HR0547), bike and pedestrian path funding (HB4489), and the Youth and Young Adult Conservation Education Act (HB0255) during the State Legislative Session.
- Chris Edmondson, Kamryn Suttinger, and Michael attended an Inclusion Mini-Summit hosted by Champaign Urbana Special Recreation and Champaign Park District. We thank Jarrod Scheunemann, CPD Deputy Executive Director, for the invitation, and Christina Mott, CUSR Inclusion Coordinator, for the informative presentation and discussion regarding inclusion and accommodation for those with special needs.
- Michael and Peter Goodspeed helped organize a meeting with CQI Associates to discuss the initial proposal for a solar installation at Lake of the Woods. Soon, staff will be formally presented with a slate of solar options, along with relevant information regarding the installation timing and the overall effect on CO2 reduction and utility fee savings for the Forest Preserves.
- Michael attended a webinar hosted by ClearGov regarding technology shifts in local government. Topics included new ADA compliance laws, increased use of AI, and generational shifts in employees and constituents. This was followed up with a sales call from ClearGov regarding their budget and planning tools that can ease operations and increase transparency for organizations like Forest Preserves.
- Lorrie attended the annual Toast to Tourism, organized by Experience Champaign-Urbana. The event provides a great opportunity to maintain connections with community leaders. Spoke with Dave Leake, a spontaneous meeting that resulted in being invited to an hour-long interview on Penny for Your Thoughts.
- Kamryn Suttinger, Chris Edmondson, and Lorrie met with Urbana Park District leadership to discuss providing programs at the new Health and Wellness Facility and as part of an initiative working with Urbana Unit 116 School District to provide after-school programming.
- We have been conducting interviews with Amber Johnson to help determine how to best incorporate our newly developed organizational values of stewardship, community, and discovery throughout the Forest Preserves.
- We have been conducting interviews and have received four proposals from strategic planning consultants. A small group is evaluating the proposals and will recommend to the Board of Commissioners that the favored choice be hired at the end of the process.

## CCFPD Fellow (Nina Carmichael)

- Nina was featured in the recently released Nurtured in Nature promo video <https://youtu.be/GNIUKSYyYo?si=oGrAop8pLWGaLIHn>  
Nurtured in Nature is an interagency partnership nature-based initiative for BIPOC folks.
- Participated in the unique Whip-poor-walk at the Iroquois County State Wildlife Area (ICSWA), guided by the esteemed Edward Warden, President of the Chicago Ornithological Society. The walk, focused on spotting whip-poor-wills, also provided insights into the ecological challenges in Illinois, contributing to the species' over 60% decline, and why they still thrive in ICSWA.
- Met with Brock to gain a better understanding of the business and finance side of the forest preserve
- Met with Chelsea Prahl about strategies for revitalizing and reintroducing the DEI committee.
- Assisted at the World Migratory Bird Day public Mist Netting demonstration at Homer Lake on May 11th, which attracted a diverse and abundant audience!

## Planning and Construction (Bridgette Moen)

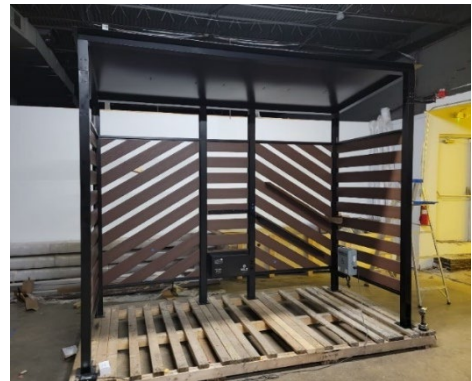
- The Construction crew and Roy Woodmansee from Homer Lake Ops repaired a sinkhole on the KRT. The hole formed because of a culvert issue, which was fixed, and required 22 bags of concrete. Creative thinking in the approach to the repair prevented the need to tear up the trail, reducing staff time needed and downtime for users.



- Construction repaired the Botanical Gardens waterfall pump.
- Furnishings along the Ogden stretch were requested by the Village of Ogden Beautification Committee. The Forest Preserves Friends Foundation provided the funding for the bike racks and benches and they were installed by the Construction crew. The Beautification Committee has installed a community-maintained garden in the Interurban Park adjacent to the trail and is planning several other improvements and events. These small improvements have had a meaningful impact in building a stronger relationship with Ogden residents.



- Planning, Construction, and Homer Lake Operations are coordinating with the vendor to install and deliver the accessible kayak launch at Homer Lake. Installation is estimated for late July. The concrete path will be installed afterward to minimize damage during the launch installation. Illinois Department of Natural Resources Boat Access and Development grant reports were completed.
- Planning prepared and submitted the Climate and Equitable Jobs Act (CEJA) charging station grant.
- Staff held kickoff meetings with CORE Construction (Owners' Representative) and Farnsworth Group (engineer) for the Department of Commerce and Economic Opportunity (DCEO) KRT completion.
- The KRT charging station has been delivered. Construction will be installing this feature west of Saint Joseph near the ballfields on Old Police Park Road.
- Construction staff have been working on the new parking lot at Middle Fork for the Dark Skies project. Mike Fry and Bridgette met with Engineering Resource Associates on permitting electrical service to the new campsites.



- Construction and Homer Lake Operations have been troubleshooting the playscape pump. A new pump has been installed. Staff have traced the issue to the control panel and are working with an electrician and the manufacturer to identify a solution.
- Bridgette presented ADA training for the risk management staff group, including reminders on providing reasonable modifications and auxiliary aids, the grievance procedure process, and accommodating service animals.
- Construction and Lake of the Woods Operations have started the Crowley Road parking lot expansion. Construction will complete the base work, which will then be paved by a contractor as part of the trail renovation project.
- The Golf Course wiring project is wrapping up. A summary of all change orders is below:



Updated 05/13/2024

Amount (\$)

Date	Description	Add	Budget Ledger	Remarks
3/29/2024	Original Contract	\$63,350.00	\$63,350.00	Budget: \$88,000
4/25/2024	CO1	\$1,750.00	\$65,100.00	Rewire junction box connectors on hole #2
4/25/2024	CO2	\$8,750.00	\$73,850.00	5 additional heads on hole #6
5/3/2024	CO3	\$3,750.00	\$77,600.00	Re-route 2 of the additional heads on hole #6 to their own box
5/13/2024	CO4	\$4,710.00	\$82,310.00	Run wires to an additional station (#7) on hole #11
5/13/2024	CO5	\$7,850.00	\$90,160.00	Four additional heads on hole #11

CAPITAL FUND				
Site	Cost to District	Total Cost	Description	Status
BG	\$23,100	\$987,625	Discovery Garden Greenhouse*	Greenhouse awarded, working with vendor for restrooms
District	\$15,000	\$15,000	Sign Replacement*	LOW directional signs replaced
	\$40,000	\$40,000	HVAC replacement	Hold, LOW units to be inspected before replacement
HL	\$46,100	\$126,100	North Boat Launch	Launch to be installed late July/Early August
	\$11,500	\$11,500	Salt Fork Center Sound & Light Improvements*	Complete
KRT	\$0	\$2,600,000	Department of Commerce & Economic Opportunity	Coordinating acquisition and A/E
LOW	\$400,000	\$800,000	Buffalo Trace OSLAD	Bids solicited, recommending June approval
	\$50,000	\$250,000	Bike Path Maintenance A	Bids solicited, recommending June approval
	\$100,000	\$200,000	Bike Path Maintenance B	Bids solicited, recommending June approval
	\$23,941	\$23,941	Elks Lake Renovation*	Complete
MF	\$294,000	\$588,000	Dark Sky OSLAD*	Campground started, parking underway, trail bid awarded
NR	\$0	\$58,000	Homer Lake Invasive species management	Bid awarded
	\$60,000	\$60,000	Buffalo Trace Wetland	Wetlands Initiative developing alternative scopes
MUED	\$50,000	\$50,000	Nature Center Concept Architecture & Engineering	Hold, need more direction for scope
RB	\$55,000	\$55,000	Canoe & Kayak Access (formerly Heron View)	Hold, may adjust plan following acquisition

CAPITAL EQUIPMENT				
Site	Cost to District	Total Cost	Description	Status
LOW	\$81,000	\$81,000	Stake Bed Truck	Truck ordered, delivery in August
	\$6,500	\$6,500	Floor Scrubber	Hold, to solicit quotes
GC	\$35,000	\$35,000	Work Cart*	Complete
BG	\$30,000	\$30,000	Utility Vehicle	Complete
HL	\$55,000	\$55,000	Light Duty Truck	Complete

RISK FUND				
Site	Cost to District	Total Cost	Description	Status
GC	\$30,500	\$30,500	Automatic Gate*	Quotes solicited, recommending June approval
HL	\$16,500	\$16,500	Automatic Gate	Quote approved, coordinating install
LOW	\$40,000	\$150,000	Spillway Renovation*	Hold, Construction crew on other work
	\$310,750	\$310,750	Stream Barbs*	Rejected bids, over budget, preparing new bid
	\$12,000	\$12,000	Deck Replacement - Izaak Walton Cabin	Hold, Construction crew on other work

GOLF COURSE FUND				
Site	Cost to District	Total Cost	Description	Status
GC	\$88,000	\$88,000	Replace wiring	Complete
	\$20,000	\$20,000	Landscaping	Complete
	\$30,163	\$30,163	Cart Rental	Complete

FOUNDATION				
Site	Cost to District	Total Cost	Description	Status
MUED	\$40,000	\$40,000	Blacksmith Wing Renovation*	Concept plans complete, anticipating winter construction

BG	Mabery Gelvin Botanical Garden
GC	Golf Course
HL	Homer Lake
KRT	Kickapoo Rail Trail
LOW	Lake of the Woods
MF	Middle Fork River
MUED	Museum and Education
NR	Natural Resources
OSLAD	Open Space Lands Acquisition & Development
RB	River Bend

\*Carry-Over

## Business and Finance (Brock Martin, Jessica Howard, & April Smysor)

- Kickoff meeting for Tyler Technologies software implementation occurred.
- 2025 Operational Budget worksheets provided to department managers.
- Worked with Speer Financial to understand funding options for potential Homer Lake Interpretive Center projects.
- Streamlined workflow for credit card purchase reviews to eliminate duplicate reviewers.
- Worked with Site Supervisors to update capital equipment records
- Brock attended the IAPD Legislative Conference in Springfield.

## **Human Resources/Risk Management (Kathryn Glynn, Mary Beck)**

- During the month of May, HR processed 13 hires and 4 terms.
- As of May 31<sup>st</sup>, our total headcount was 127 employees; including 55 FT, 22 PT, and 50 seasonal.
- There were no employee incidents and 2 patron incidents at the golf course. Emergency medical was summoned for one (the patron was transported via ambulance and later released). The second was for a minor injury that staff assisted with.
- Annual AED/CPR/First Aid Training with a facilitator was scheduled for July for those who need recertification/certification.
- Mary attended the Annual Membership meeting at the Park District Risk Management Agency (PDRMA).
- The Forest Preserves received a \$500 incentive check from PDRMA—one of three we can earn this year—as part of the overall \$1500 short-term financial incentive for the 2024 Risk Management Review.
- We continue to review our current compensation structure and plan for FY25.
- We have been exploring benefits enhancements and cost-saving strategies, including evaluating our current EAP, reviewing benefit benchmarking studies to better evaluate the quality of our plans, and considering PDRMA's wellness platform, PATH.
- To address workplace needs and compliance requirements, HR is currently drafting several new policies and updating existing ones.
- Monthly in-house supervisor training sessions are being scheduled, and external training options like "Mental Health First Aid" are being considered for later in the year.

## **Marketing (Lisa Sprinkle)**

- Media this month included:
  - Penny for Your Thoughts Podcast (5/24/24)  
<https://www.news-gazette.com/podcasts/penny-for-your-thoughts/>
  - Lake of the Woods Storywalk trail features new story  
<https://www.wcia.com/news/lake-of-the-woods-storywalk-trail-features-new-story/>
  - There might be some aurora visibility in the area tonight  
<https://www.smilepolitely.com/splog/there-might-be-some-aurora-visibility-in-the-area-tonight/>
  - Forest Preserve District working on projects for easier access to fishing, kayaking, stargazing  
[https://www.news-gazette.com/news/local/parks-recreation/forest-preserve-district-working-on-projects-for-easier-access-to-fishing-kayaking-stargazing/article\\_9ab48b51-f28a-59da-a354-4443054ac3cc.html](https://www.news-gazette.com/news/local/parks-recreation/forest-preserve-district-working-on-projects-for-easier-access-to-fishing-kayaking-stargazing/article_9ab48b51-f28a-59da-a354-4443054ac3cc.html)
  - Champaign County Forest Preserve offers a variety of fun outdoor activities  
<https://www.wcia.com/ciliving-tv/champaign-county-forest-preserve-offers-a-variety-of-fun-outdoor-activities/>

- Inside Out| May 20 is all about bees  
[https://www.news-gazette.com/news/local/parks-recreation/inside-out-may-20-is-all-about-the-bees/article\\_8cf303f2-9e70-5e91-85ee-edc7774b957b.html](https://www.news-gazette.com/news/local/parks-recreation/inside-out-may-20-is-all-about-the-bees/article_8cf303f2-9e70-5e91-85ee-edc7774b957b.html)
- Champaign Urbana is full of great places for your family to take a walk  
<https://www.chambanamoms.com/2024/05/15/walking-paths-champaign-urbana/>
- Plenty of free and low-cost ways to have fun in Champaign Urbana this summer  
<https://www.chambanamoms.com/2024/05/23/summer-fun-on-budget-champaign-urbana-family-kids/>
- There are beaches within a short drive from Champaign Urbana, providing families a taste of sandy fun  
<https://www.chambanamoms.com/2024/05/23/swimming-beaches-champaign-urbana-central-illinois/>
- Weekend Planner: Memorial Day Weekend  
<https://www.chambanamoms.com/2024/05/22/champaign-urbana-memorial-day-weekend-is-here/>
- Walk the River Bend Forest Preserve  
<https://www.smilepolitely.com/culture/walk-the-river-bend-forest-preserve/>
- What's new with cicadas? Field Museum heads downstate in search of specimens in convergence region  
<https://news.wttw.com/2024/06/04/what-s-new-cicadas-field-museum-heads-downstate-search-specimens-convergence-region>
- Our Turn | What is special about our community? Look at four 'publics'  
[https://www.news-gazette.com/opinion/our-turn-what-is-special-about-our-community-look-at-four-publics/article\\_5534a4ac-2e9c-5924-89a2-25b0164a6007.html](https://www.news-gazette.com/opinion/our-turn-what-is-special-about-our-community-look-at-four-publics/article_5534a4ac-2e9c-5924-89a2-25b0164a6007.html)
- Make the most of your time this summer  
<https://www.smilepolitely.com/opinion/make-the-most-of-your-time-this-summer/>
- Destination Illinois: International Dark Sky Park  
<https://www.ourquadcities.com/weather/destination-illinois/destination-illinois-international-dark-sky-park/>  
[https://www.youtube.com/watch?v=9VEeZj\\_FxIw](https://www.youtube.com/watch?v=9VEeZj_FxIw)  
<https://wgntv.com/news/destination-illinois/destination-illinois-middle-fork-river-forest-preserve/>
- Experience Champaign Urbana: Summer Edition  
<https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/sponsored-content-experience-champaign-urbana-summer-edition/>
- Summer splashing and Trail Challenges with Champaign County Forest Preserve District  
<https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/summer-fun-splashing-at-the-champaign-county-forest-preserve-ciliving/>

- Social Media numbers for May

	FACEBOOK	+/-	INSTAGRAM	+/-
CCFPD	10,001	+240	3,876	+46
KRT	6,506	+5	177	+0
MGP	5,551	+70	1,382	+11
HLIC	3,883	+17		
GC	2,289	+13	394	+0
FPPF	791	+1		

- May Rental Info:

2024	2023	2022	May		2022	2023	2024
# Rentals	# Rentals	# Rentals	Preserve	Facility	\$	\$	\$
14	14	7	HL	Salt Fork Center	\$2,500.00	\$4,250.00	\$4,240.00
6	9	5	HL	Walnut Hill Shelter	\$720.00	\$1,170.00	\$690.00
1	1	6	LOW	Botanical Garden Weddings	\$4,975.00	\$1,095.00	\$1,200.00
10	9	10	LOW	Elks Lake Pavilion	\$4,150.00	\$3,500.00	\$4,030.00
8	5	6	LOW	Izaak Walton Cabin	\$240.00	\$520.00	\$1,200.00
9	12	9	LOW	Lake of the Woods Pavilion	\$3,670.00	\$3,800.00	\$3,740.00
5	3	3	LOW	Lakeview Shelter	\$240.00	\$420.00	\$390.00
4	6	5	LOW	Riverview Retreat Center	\$960.00	\$1,160.00	\$680.00
4	3	9	LOW	Rotary Hill Shelter	\$1,110.00	\$680.00	\$800.00
4	3	3	LOW	Sycamore Hollow Shelter	\$400.00	\$375.00	\$405.00
1	0	0	LOW	White Oak Grove Shelter	\$0.00	\$0.00	\$90.00
4	5	4	MF	Activity Center	\$1,200.00	\$1,750.00	\$660.00
1	3	1	RB	River Bend Shelter	\$40.00	\$210.00	\$150.00
<b>71</b>	<b>73</b>	<b>68</b>		<b>TOTAL</b>	<b>\$20,205.00</b>	<b>\$18,930.00</b>	<b>\$18,275.00</b>

- To better reflect our identity and mission to the public, the Champaign County Forest Preserves is transitioning from our former website URL, ccfpd.org, to Champaignforests.org. The new domain encapsulates the essence of who we are and what we represent – a diverse network of forests, trails, and recreational opportunities throughout Champaign County. We’ve been using the #champaignforests on Instagram for several years, so the transition to our new URL seems familiar. Users will be automatically transferred to the correct page if they use CCFPD.org. All links and QR codes should still work, but if you encounter one that doesn’t, please forward it to me. We don’t anticipate changing our email addresses due to this change.
- We reached 10,000 followers on our Facebook account!
- Met with team members to coordinate marketing efforts for the upcoming Summer Splash Event.
- Met with staff members for the Crucial Conversations group discussion.
- Updated monthly print and digital ads to promote trail exploration.

### Social Media

- Generated a Facebook Event Page for Summer Splash:  
<https://www.facebook.com/share/GN5Mw2sonSfRFhPE/>
- Promoted Public Programs by creating short videos posted to social media and YouTube:
  - Summer Concert Series: <https://youtu.be/8MRFTfm63Z0>
  - The First Illinoisans:
    - <https://youtu.be/htWBZ70j56o> -Indigenous Cultures
    - <https://youtu.be/gGsyTzewFSc> -Early Settlers
- Highlighted capital projects such as renovations to Salt Fork Center at Homer Lake and new concrete pouring at Botanical Gardens. Also highlighted events and projects such as the Three Rivers Society Event from April 25, and mural on the storm shelter at Lake of the Woods with social media posts.

Forest Preserve Friends Foundation

- Met with Forest Preserve Friends Foundation staff members to discuss trail improvement fundraising marketing tasks.
- Generated yard signs to promote trail improvement fundraising.
- Updated/revamped the Foundation webpage based on input from the Forest Preserve Friends Foundation Marketing Committee to include upcoming fundraising events and highlight ways to support the foundation:

- [Foundation | Champaign County Forest Preserve District \(champaignforests.org\)](http://champaignforests.org)

KEY UPCOMING FUNDRAISING EVENTS: Buffalo Trace Whiskey Walk June 20, and Pedal the Preserves August 17.

- Designed Summer Fun Guide ad



**SUMMER IS A GREAT TIME TO GET CLOSER TO NATURE AT THESE FREE PROGRAMS!**

**Take Me Fishing - 9-11 a.m.**  
 Saturday, May 25: Middle Fork River Forest Preserve  
 Saturday, June 22: Homer Lake Forest Preserve  
 Saturday, July 27: Lake of the Woods Forest Preserve

**Dark Sky Series**  
 Saturday, June 8: Starwatch, Activity Center, Middle Fork River Forest Preserve, 8-11 p.m.  
 Friday, August 2: The Lives and Deaths of Stars, Activity Center, Middle Fork River Forest Preserve, 8-11 p.m.  
 Saturday, August 31: Starwatch, Activity Center, Middle Fork River Forest Preserve, 7-11 p.m.

**Summer Concert Series - 5-7 p.m.**  
 Sunday, June 3: Candy Foster and Shades of Blue, Peninsula, Lake of the Woods Forest Preserve  
 Sunday, June 30: Hot Iron String Band, Harry L. Swartz Campground, Middle Fork River Forest Preserve  
 Saturday, July 20: Mid-October, Walnut Hill Shelter, Homer Lake Forest Preserve  
 Saturday, August 1: One Foot In, Peninsula, Lake of the Woods Forest Preserve  
 Saturday, August 17: Afro D & Global Soundwaves, Harry L. Swartz Campground, Middle Fork River Forest Preserve

**Saturday, July 27 Peninsula area Lake of the Woods Forest Preserve 9 a.m. - 3 p.m.**  
 Join in the fun with a new family friendly event at Lake of the Woods! The day will begin with our annual "Take Me Fishing" event Activities throughout the day include fishing, canoeing, kayaking, educational exhibits, and more! Enjoy the INHS Traveling Science Center and food trucks too!

Scan for all upcoming programs!  [Champaignforests.org](http://Champaignforests.org) 

- Developed marketing materials for the Summer Concert Series, including a banner, yard signs, and poster.
- Met with Megan McNellis and Jen Gravely to discuss Pedal the Preserves

- Coordinated a Social Media Blitz with Chamabanamoms.com to promote the Forest Preserves' trails and announce the 2024 Trails Challenge the week of May 20. Here is a [link to a report](#) where you can view the impressions and engagement with the social media posts.
- The 2024 Trails Challenge started on Saturday, June 1, and runs through December 1. People are encouraged to visit all 30 trails throughout the Forest Preserves and take selfies at the "Selfie Spot" on each trail. They can upload the selfies to the Trail Tracker to keep track of which ones they've visited. Once they've gone to 5 new trails in a month, they can send in the sheet and be entered into a prize drawing. 125 people registered in the first week.
- Dave Leake and Lisa were interviewed by WCIA's Jacob Dickey for a Destination Illinois segment on Middle Fork River Forest Preserve, International Dark Sky Park. We discussed the preserve's various amenities and what it means to be a Dark Sky Park. The segment airs in early June.



## Grants and Fundraising (Ryan Anderson & Megan McNellis)

**June/July Leaflet:** In the upcoming fundraising issue of the Leaflet, we have published articles on key initiatives and events for the summer. These include Pedal the Preserves, a two-day cycling event; the Stable Roots Endowment for financial stability; the Three Rivers Society for engaging top supporters; and our fundraising goal for District Trail Improvements. These articles aim to inform and engage our community, fostering greater awareness and support for our projects and events.

**District Trail Improvements Update:** Ryan and Megan are finishing the solicitation plan for individuals and exploring other revenue sources for this campaign.

### Events:

#### **Pedal the Preserves (PtP) Bike Event.**

- This event is in its 2<sup>nd</sup> official year and is primarily led by staff and a partnering organization, the Prairie Cycle Club (PCC). We have opened registration and have a flat fee structure this year to offer riders more flexibility on what ride they may choose the day of.
- Volunteer Jen Gravley is involved in guiding us with her many years of experience organizing this kind of event, and we are very grateful to have her on this journey!
- Megan directed Kristin to create a [webpage](#) for PtP for sponsorship visibility, registration, information, and volunteer sign-up. Kristin did a fantastic job!



- We want to highlight the bike-to-camp option when communicating about this event since it is a unique experience and opportunity for cyclists in our area!

**Whiskey Walk fundraiser at Buffalo Trace Prairie**

- Ryan and Megan have met with Sam Vandegrift twice to discuss this event. Sam is as enthusiastic about it as we are! Sam predicts 100+ people in attendance at the Whiskey Walk and has already organized and coordinated with potential volunteers and a potential co-sponsor, The Main Scoop.
- Featured Whiskeys: Buffalo Trace, Bowman Bros Bourbon, E.H. Taylor, Eagle Rare, Blanton’s Bourbon.
- Getting quotes for a commemorative cup for this event. Time may not allow for branded glass. We want to avoid creating plastic waste, but if we need to go with plastic, we will source a reusable option.
  - The price of the cup will be included in the ticket price
- Sam suggested making the Whiskey Walk an annual event; it would be a great fundraiser and community event to kick off the summer at the Preserves, providing a unique experience for attendees to learn about the Preserves, receive updates, and discover support opportunities.

**Urbana Farmers Market**

- Carter Billingsly (Foundation Member) will host the Urbana Farmers Market table/booth on June 15<sup>th</sup> alongside a staff member from 7:30 a.m. to 11:30 a.m.
  - Materials for PtP, District Trail Improvements, and unrestricted donations have been requested.
  - Whiskey Walk flyer will also be handed out

**Fundraising Campaigns Progress (as of 5/29/24):**

Campaign	Raised	Left	Goal	%
Trail Improvements	\$380	\$99,620	\$100,000	0.38

*Adjusted Revenue by Month (Jan - May)*

	Feb	Mar	Apr	May
2021	\$12,096.66	\$1,972.00	\$31,291.41	\$11,330.06
2022	\$1,777.62	\$1,836.38	\$7,774.04	\$24,112.80
2023	\$6,365.14	\$5,137.02	\$4,767.94	\$4,087.98
2024	\$25,085.06	\$7,746.00	\$4,122.40	\$4,697.40

## Fundraising Trends (as of 4/26/2024)

### *Donations 4-Year Summary*

<b>4-year totals:</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 (YTD)</b>
<b>Total \$</b>	\$209,832.74	\$207,053.66	\$221,362.35	\$84,268.58
<b>Total \$ (adjusted)</b>	\$174,725.10	\$175,731.78	\$195,050.45	\$52,268.58
<b>Total as of 5/29</b>	\$98,606.30	\$278,641.21	\$34,831.40	\$84,268.58
<b># of donors (adjusted)</b>	407	345	442	89*
<b># of 1<sup>st</sup> time donors</b>	165	87	159	35

*"Adjusted" numbers have grants and bequests removed. Updates to Bloomerang have altered these figures:*

*\*Report for "# of donors adjusted" had an error last month; this is the accurate number*

## Volunteer Coordinator (Sue Gallo)

- Thanks to Natural Resources (NR) for hosting three public Garlic Mustard removal events and for hosting RATIO staff for a volunteer work day.
- A scout troop removed Autumn Olive and Honeysuckle from the northern edge of Homer Lake in a self-led but staff-supported event. Similarly, the Champaign County Audubon Society continued their invasive removal efforts independently at the Homer Lake Forest Preserve location, where they had worked with NR staff last month.
- Reorganized the volunteer Constant Contact mailing lists to facilitate the use of the sign-up link. We currently have 778 subscribers to the Volunteer newsletter and 268 for the public volunteer newsletter.
- Met with Chelsea to discuss the volunteer program, how to request volunteers and my interest in developing service learning opportunities collaboratively. Welcome Chelsea!
- Participated in Pedal the Preserves and Summer Splash meetings.
- Completed all the paperwork, letters, and processes for the two Eagle Scouts I supervised. Photo of Jayden Ortiz dropping off his rocket box bat boxes:



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

- The month of May kept staff quite busy. The weather was very favorable, allowing us great play and revenue numbers. We had 6,056 players, which is well above the 5-year average of 4,436, and the highest total for the month of May since 2005. Revenue for the last month was \$169,267, which is the highest total on record for May by \$8,000. The 5-year revenue average is \$100,071.
- We held several golf outings in May. The chart below shows player count and revenues for those events:

Outing	# of Players	24 Total Rev	24 Actual Merch
Bulldog Gridiron Club	96	\$5,462.00	\$480.00
Grasshoppers	23	\$644.00	\$0.00
Mahomet Lions Club	72	\$4,320.00	\$360.00
Edelman Electric	72	\$4,776.74	\$360.00

- On Saturday, May 11<sup>th</sup>, a representative from Mizuno Golf held a Fitting Day on the driving range from 10:00 a.m. to 2:00 p.m. All time slots were filled, so we sold a driver, 3-wood, hybrid, and iron set.
- On Thursday, May 16<sup>th</sup>, Chris attended an Inclusion Mini-Summit at the Champaign Park District, along with Mike Daab and Kamryn Suttinger. A speaker gave a presentation and took questions on the inclusion of people with disabilities in recreational and other types of programming.
- On Monday, May 20<sup>th</sup>, David attended the Food Service Sanitation Manager Class at Parkland College. This was for his 5-year recertification...which he passed! Jason, David, and Chris are now all certified for another 5 years.
- F&W Landscapes completed their wiring project.
- Assistant Superintendent sprayed insecticide for grub control on tee and fairways.
- Irrigation leaks on holes # 5, # 10, and # 11, all repaired and up and running.
- Crew members continue to work hard and keep the course in its best shape in many years.
- KUDOS TO THE GOLF MAINTENANCE STAFF!

## Museum and Education Department (Kamryn Suttinger)

### Patrons Served

	In-Person Programming*	Outreach**	MGP Visitation	HLIC Visitation
<b>Jan-24</b>	86	0	0	109
<b>Feb-24</b>	157	25	0	126
<b>Mar-24</b>	244	30	717	191
<b>Apr-24</b>	1082	111	875	155
<b>YTD</b>	<b>1569</b>	<b>166</b>	<b>1592</b>	<b>581</b>

\* Includes all youth and public program opportunities \*\* Includes loan kits and tabling events

### **Collections and Exhibits:**

- The Historic Marbold Farmstead visited to retrieve a transfer of deaccessioned objects. Remaining deaccessioned objects earmarked for transfer will again be offered to other institutions. With greatly appreciated help from LOW Ops, all deaccessions originally earmarked for witnessed destruction are gone. The goal is to wrap up all deaccessioning and disposal by year's end.
- Madeleine Keenan started her Smith internship with us on May 28<sup>th</sup>. She is studying history at Yale and grew up in Urbana-Champaign. Madeleine is tackling the Lucy Gray component of the Doris Hoskins Archive and will be with us until early August.
- Mark is collaborating with the Champaign County African American Heritage Trail on a short promotional video about the 99<sup>th</sup> Pursuit Squadron.

### **Youth Programs:**

- We met with Champaign Unit 4 School District Social Science and Science Coordinators to discuss future field trips and in-class programming for their students. Tentatively, we will see all 4<sup>th</sup> graders for an Early Peoples of Illinois trip at the Museum, all 2<sup>nd</sup> graders for the Land and Water Around Us at Homer Lake, and two optional in-classroom programs, 5<sup>th</sup> grade Artifact Discovery: Civil War and 3<sup>rd</sup> grade Nature of Winter. Because of this great partnership, we also see all the 7<sup>th</sup> graders for Early East Central Illinois and all 6<sup>th</sup> graders for Pond Life. This includes Edison, Franklin, Jefferson, International Prep Academy, and Garden Hills. For Pond Life this spring, we saw 661 sixth graders.
  - This partnership also helps us fine-tune our field trip offerings for all of Champaign County by helping us align all our offerings to Common Core and Next Generation Science Standards.
- School program season has just finished, and we are moving into summer camp season. Day Camp Educators will have started by the beginning of June. We are excited about all the different offerings this summer, as well as giving the seasonal educators the chance to create pop-up programming. These programs may include spontaneous outdoor adventures or a day spent with a school marm at the one-room schoolhouse. These events are free and will be designed for children ages three to seventeen. We will promote them on social media, our website, and an email list serve up to two weeks in advance.

### **Public Programs and Visitor Services:**

- The 2024 Museum Docent Program aims to offer new and previous volunteer docents more chances to utilize their skills and increase volunteer hours during the summer and fall. The 2023 scheduling process for docent-led tours has been reworked, as docents did not see enough active engagement. The public must contact the museum beforehand if they require a guided tour. This new scheduling process will enable docents to provide more thorough and informative tours. In addition to the museum tours, docents can also display their skills in a new activity called Artifact Showcase. Using the museum's collection, docents will handle and explain historical artifacts to visitors. Artifacts will be tied to the museum's many exhibits. Docents are also volunteers of the Champaign County Forest Preserves and can help with programming. The Museum & Education Department offers a wide variety of programs that could always use some extra help.

### **Training/Professional Development:**

- Public Programs Manager Chelsea Prahl participated in a National Weather Service (NWS) training session focused on event planning. During the program, the manager learned how to leverage NWS-provided tools for making weather-related decisions during events. One particularly valuable tool estimated the time it would take for a storm to reach the event venue, allowing us to make informed safety decisions. We will be applying these tools to ensure the safety of visitors during our special events this summer.
- M&E Director Kamryn Suttinger attended an IPRA meeting to learn about exhibit design for various budget levels and improving accessibility.

## **Natural Resources (Peter Goodspeed)**

### **NR Completed Field Tasks**

- Integrated pest management
  - NR hosted its final two volunteer events, focused on hand-pulling garlic mustard, in early May.
  - Mowing
    - Two units were mowed at Lake of the Woods FP – Buffalo Trace, each over 2 acres in size, to prepare them for herbicide application and cover crop planting.
    - Mowing began in several newly planted restoration units at Middle Fork River FP to control annual and biennial weeds.
  - Herbicide
    - The NR crew has been busy spot-spraying invasive herbaceous plants throughout natural areas in all of the preserves. These plants include:
      - Poison hemlock, *Conium maculatum*
      - Reed canary grass, *Phalaris arundinacea*
      - Wild parsnip, *Pastinaca sativa*
      - Japanese hops, *Humulus japonicus*

- Yellow sweet clover, *Melilotus offinalis*
      - Tyler boom-sprayed two recently eliminated mowed trails at Lake of the Woods FP – Buffalo Trace to prevent the establishment of invasive turf grass. Native warm-season grasses will be planted on these former trails.
        - Hand pulling – in high-quality areas where populations of weeds were sparse, hand-pulling or spading methods were used to remove the plants from the site
- NR picked up seed oats to plant as a cover crop on sites being prepped for restoration – this cover crop will provide weed control and prevent soil loss on the sites being prepped
- Anna worked on germinating and growing native plants that will be planted in various natural areas throughout the preserves. These plants include:
  - American lotus, *Nelumbo lutea*, a native emergent aquatic plant
  - Spicebush, *Lindera benzoin*, a native shrub
  - Pawpaw, *Asimina triloba*, a small native tree

### NR Administrative Projects

- Emily gave an interview about ticks on a Danville radio station, 1490 WDAN
- Peter administered a make-up volunteer herbicide applicator training
- The master's student group from the University of Michigan School of Environment and Sustainability spent a week in the area collecting data from random sample plots throughout the preserves for their project, *Quantifying Carbon Storage in Illinois Restored Ecosystems with Remote Sensing Techniques*

### Lake of the Woods (Rusty Maulding)

- The waterfall pump at the Botanical Garden wrapped up a good length of cord into it last month and shut down. Thank you to Construction, Ops and BG staff for the joint effort in damming off the pump well, extracting the wire and getting the waterfall back online in short order.
- All annual installations are in and are beginning to fill in nicely. The timely rains have helped greatly with the establishment.
- Copper Creek Contractors donated the shed last fall, which is now up and running for volunteer activity storage. The building was leveled and landscaped, and a gravel ramp up to the door was installed.
- BG staff installed posts with roping around select areas of the waterfall and pond to improve public safety and better preserve the feature.



- One of our large 11' mowers had several mechanical failures this past month. All were age-related wear issues, including an oil cooler, hydraulic oil line, and deck parts. Replacing the hydraulic oil line proved to be a significant undertaking to gain access as is shown in the picture.
- There were also repairs needed to the stump grinder that resulted from age as well as improper use. In response, we have increased monitoring of new staff after training to correct any use issues more quickly.
- The interiors of the Hawthorn and Big Oak Restrooms were painted, as were the interiors of the Elks Lake Pavilion doors. Hawthorn also had the drain pipe jetted.
- Brodie attended playground safety training by PDRMA in May.

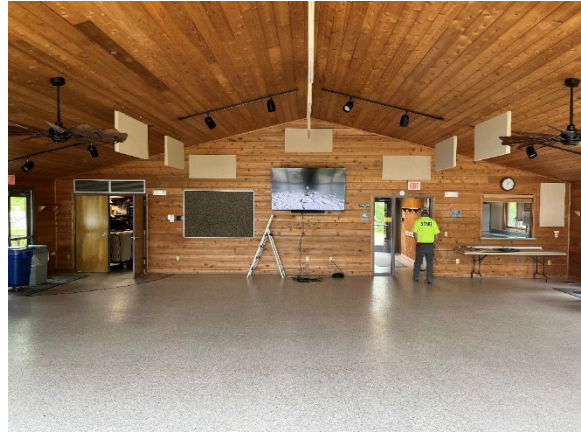


## Homer Lake (Skylar Smith)

- A lot of mowing, trail maintenance, and mulching took place to get the preserve in good shape to kick off the summer.
- The aging landscaping was replaced with a pollinator patch comprised of native Illinois wildflowers and grasses in front of the Salt Fork Center.
- Dead trees and stumps were cut down and removed from user areas.



- An 85” smart television was installed at the Salt Fork Center, replacing the projection screen.
- Skylar met with the mayor of Saint Joseph to discuss the Girl Scouts planting a tree on the KRT in the downtown area.
- Chelsie Lansaw joined the Homer Lake team as a seasonal employee working weekends.
- The roof of the Salt Fork Center was patched, as the rain this year exposed a leak.
- Routine trail maintenance was performed on the KRT.



### **Middle Fork (Matthew Kuntz)**

- Since the beginning of May, we have had a large number of campers at the campground to start the season. Although we have received large amounts of precipitation, it has not kept the guests from camping. One benefit of so much rain is that Willow Pond has reached maximum height, where we witnessed the overflow structure doing its job. This has not been seen in over 15 years. We have also seen large numbers of beachgoers so far this summer.
- In case you haven't heard, the cicada hatch is in full swing at Middle Fork. It has been interesting to see the tourism due to the cicada population; having both broods arrive at the same place has been unique, to say the least. Several field biology teams from all over the state, including collection teams from the Field Museum in Chicago, have been using our preserve for cicada research.
- Middle Fork staff would like to thank our trail stewards for their hard work, dedication, and patience. After the recent rain, staff could not access most of our trails due to excessive flooding.
- Progress has been slow with the Dark Sky trail project due to heavy rains. The parking lot to the trailhead has been built, along with several campsites.

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Business and Finance Department  
Re: June 2024 Disbursements for Approval

**Action Requested**

Staff requests that the Board of Commissioners approve the payment of **\$392,780.28** in accounts payable disbursements dated May 17, 2024 through June 20, 2024.

Accounts Payable check range: 118171 through 118369  
Purchasing Card check range: PO08236 through PO08303

**Background**

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

<b>Disbursements Breakdown</b>	<b>Amount</b>
Board Approved Expenses	\$236,301.24
Delegated Insurance Expenses	\$57,170.65
Expenses Under \$1,000	\$34,255.78
Delegated Utilities Expenses	\$28,374.51
Delegated Purchasing Card Expenses	\$25,105.00
Delegated Merchandise & Concession Expenses	\$11,573.10
<b>Total Disbursements</b>	<b>\$392,780.28</b>

DATED FROM 05/17/2024 TO 06/21/2024  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
118171	AMERENIP	AMERENIP	CAN	05/17/24	05/22/24	566.10
118172	AWARDLIM	AWARDS LIMITED	CAN	05/17/24	06/04/24	16.40
118173	CALLAWAY	CALLAWAY GOLF CO	CAN	05/17/24	05/23/24	131.40
118174	CLEVGOLF	CLEVELAND GOLF CO / SRIXON	CAN	05/17/24	05/22/24	350.75
118175	CLIFTON	CLIFTON LARSON ALLEN LLP	CAN	05/17/24	05/24/24	267.75
118176	CROZIERC	CARLYN CROZIER	OUT	05/17/24	05/17/24	248.17
118177	DLLFINAN	DLL FINANCE LLC	CAN	05/17/24	05/22/24	30,163.20
118178	DONENET	D1 NETWORKS, INC	CAN	05/17/24	05/21/24	7,260.00
118179	FARNSWOR	FARNSWORTH GROUP INC	CAN	05/17/24	05/23/24	21,624.25
118180	HEARCOLA	HEARTLAND COCA COLA	CAN	05/17/24	05/20/24	469.34
118181	HEIDELBE	HEIDELBERG MATERIALS MIDWEST	OUT	05/17/24	06/06/24	1,768.22
118182	HELENA	HELENA CHEMICAL CO	CAN	05/17/24	05/20/24	374.00
118183	ILLDEPAG	ILLINOIS DEPARTMENT OF	CAN	05/17/24	05/28/24	240.00
118184	ILPOLICE	ILLINOIS STATE POLICE	CAN	05/17/24	05/24/24	120.00
118185	J&LMORRI	J & L MORRIS TRUCKING LLC	OUT	05/17/24	05/17/24	2,715.00
118186	KIRCHNR	KIRCHNER BUILDING CENTER	CAN	05/17/24	05/21/24	253.35
118187	KOERNER	KOERNER DISTRIBUTOR INC	CAN	05/17/24	05/22/24	391.66
118188	MCCORREF	MCCORMICK COMMERCIAL REFRIGERA	CAN	05/17/24	05/28/24	857.74
118189	MENARDS	MENARDS	CAN	05/17/24	05/24/24	1,010.56
118190	MGTAMERI	MGT OF AMERICA CONSULTING	CAN	05/17/24	05/21/24	20,790.00
118191	MICROSYS	MICRO SYSTEMS INTEGRATION	CAN	05/17/24	06/06/24	1,293.00
118192	MIDCONST	MIDWEST CONSTRUCTION RENTALS	CAN	05/17/24	06/06/24	51.98
118193	MIDFIBER	MIDWEST FIBER NORMAL LLC	CAN	05/17/24	05/21/24	181.59
118194	MIZUNO	MIZUNO USA, INC	CAN	05/17/24	05/22/24	850.69
118195	MTIDIST	MTI DISTRIBUTING, INC	CAN	05/17/24	05/22/24	615.65
118196	MUNICIPA	MUNICIPAL APPAREL COMPANY LLC	CAN	05/17/24	06/06/24	216.00
118197	PRESTOX	PRESTO X CO	CAN	05/17/24	05/24/24	108.02
118198	PROFESSI	PROFESSIONAL OUTDOOR SOLUTIONS	OUT	05/17/24	05/17/24	3,320.00
118199	RRPROD	R & R PRODUCTS, INC	CAN	05/17/24	05/22/24	359.25
118200	RRPROD	R & R PRODUCTS, INC	OUT	05/17/24	05/17/24	3,953.35
118201	SANGVALL	SANGAMON VALLEY PUBLIC WATER	CAN	05/17/24	05/23/24	650.57
118202	SITEONE	SITEONE LANDSCAPE SUPPLY	CAN	05/17/24	05/21/24	485.56
118203	SITTONSH	SHAWN SITTON	CAN	05/17/24	06/06/24	103.68
118204	STANDARD	THE STANDARD	CAN	05/17/24	05/28/24	323.68
118205	STAPLES	STAPLES	CAN	05/17/24	05/22/24	53.61
118206	TEPPEREL	TEPPER ELECTRIC SUPPLY CO	OUT	05/17/24	05/17/24	4,870.24
118207	TEPPEREL	TEPPER ELECTRIC SUPPLY CO	CAN	05/17/24	05/22/24	842.04
118208	TITLEIST	ACUSHNET COMPANY	CAN	05/17/24	05/23/24	40.91
118209	TLCPEST	TLC PEST CONTROL	CAN	05/17/24	05/28/24	225.00
118210	TOUREDGE	TOUR EDGE GOLF MFG, INC	CAN	05/17/24	05/21/24	330.52
118211	UNITFUEL	UNITED FUEL CO	CAN	05/17/24	05/21/24	950.48
118212	UPCLOSE	UPCLOSE MARKETING & PRINTING	CAN	05/17/24	05/21/24	59.56
118213	WATTSCPY	WATTS COPY SYSTEMS	CAN	05/17/24	05/21/24	81.26
118214	ACCURATY	ACCURATY SOLUTIONS LLC	CAN	05/22/24	06/03/24	124.95
118215	AMERENIP	AMERENIP	CAN	05/22/24	06/03/24	5,152.98

DATED FROM 05/17/2024 TO 06/21/2024  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
118216	AWARDLIM	AWARDS LIMITED	CAN	05/22/24	06/06/24	19.70
118217	CALLAWAY	CALLAWAY GOLF CO	CAN	05/22/24	06/04/24	1,303.20
118218	CARLEPHY	CARLE PHYSICIANS GROUP	CAN	05/22/24	06/03/24	51.00
118219	CHCOTREA	COUNTY COLLECTOR	CAN	05/22/24	06/06/24	250.60
118220	CHRISWG	CHRIS'S LAWN SERVICE AND WATER	CAN	05/22/24	06/06/24	360.00
118221	CONSTELL	CONSTELLATION NEWENERGY	CAN	05/22/24	06/03/24	381.45
118222	DONENET	D1 NETWORKS, INC	CAN	05/22/24	06/06/24	172.50
118223	GFLENVIR	GFL ENVIRONMENTAL	CAN	05/22/24	06/06/24	895.07
118224	GILLETTH	HEATHER GILLETT	CAN	05/22/24	06/06/24	750.00
118225	HEARCOLA	HEARTLAND COCA COLA	CAN	05/22/24	06/03/24	739.25
118226	HINCKLEY	HINCKLEY SPRINGS	CAN	05/22/24	06/03/24	523.92
118227	HLTHALL	HEALTH ALLIANCE MEDICAL PLANS	CAN	05/22/24	06/04/24	44,303.00
118228	ILLNIFE	ILLINI FIRE EQUIPMENT	CAN	05/22/24	06/03/24	142.00
118229	KIRCHNR	KIRCHNER BUILDING CENTER	OUT	05/22/24	05/22/24	4,940.37
118230	KIRCHNR	KIRCHNER BUILDING CENTER	CAN	05/22/24	06/06/24	704.53
118231	KOERNER	KOERNER DISTRIBUTOR INC	CAN	05/22/24	06/06/24	883.72
118232	MEDIACOM	MEDIACOM ILLINOIS LLC	OUT	05/22/24	05/22/24	700.00
118233	MENARDS	MENARDS	CAN	05/22/24	06/06/24	361.45
118234	MTIDIST	MTI DISTRIBUTING, INC	CAN	05/22/24	06/06/24	165.84
118235	REPUBLIC	REPUBLIC SERVICES #729	CAN	05/22/24	06/06/24	1,291.85
118236	SITEONE	SITEONE LANDSCAPE SUPPLY	CAN	05/22/24	06/06/24	530.82
118237	SITTONSH	SHAWN SITTON	CAN	05/22/24	06/06/24	155.52
118238	SYSCO	SYSCO CENTRAL ILLINOIS, INC	CAN	05/22/24	06/06/24	1,717.10
118239	TOUREDGE	TOUR EDGE GOLF MFG, INC	CAN	05/22/24	06/06/24	503.56
118240	WATCHCOM	WATCH COMMUNICATIONS	CAN	05/22/24	06/06/24	248.19
118241	J&SWASTE	J & S WASTEWATER SYSTEMS INC	CAN	05/30/24	06/10/24	1,170.00
118242	SMYSORAP	APRIL SMYSOR	CAN	05/30/24	06/06/24	500.00
118243	BELSON	BELSON OUTDOORS LLC	OUT	05/31/24	06/06/24	5,208.68
118244	BENSONIS	ISAIAH BENSON	OUT	05/31/24	05/31/24	54.49
118245	BLITTAND	BLITT AND GAINES PC	CAN	05/31/24	06/06/24	578.76
118246	CALLAWAY	CALLAWAY GOLF CO	CAN	05/31/24	06/04/24	469.92
118247	CARLE	CARLE	OUT	05/31/24	05/31/24	20,000.00
118248	CHEMICAL	CHEMICAL MAINTENANCE, INC.	CAN	05/31/24	06/04/24	2,069.62
118249	CNHCREDI	CNH INDUSTRIAL ACCOUNTS	CAN	05/31/24	06/06/24	795.04
118250	DEANS	DEANS GRAPHICS	CAN	05/31/24	06/06/24	1,188.56
118251	DEX	THRYV	CAN	05/31/24	06/06/24	504.00
118252	DILLMAN	DILLMAN SANITARY HAULING	CAN	05/31/24	06/04/24	170.00
118253	DIONHAPP	DION HAPPS PERFORMANCE	CAN	05/31/24	06/10/24	309.59
118254	DONENET	D1 NETWORKS, INC	CAN	05/31/24	06/04/24	105.00
118255	EQUITABL	EQUITABLE FINANCIAL	CAN	05/31/24	06/06/24	30.00
118256	FEINBURS	FEIN BURSONI INC	CAN	05/31/24	06/10/24	5,000.00
118257	FOSTERGE	GERALD FOSTER	CAN	05/31/24	06/04/24	1,100.00
118258	HEARCOLA	HEARTLAND COCA COLA	CAN	05/31/24	06/04/24	727.71
118259	ILCONSUP	ILLINI CONTRACTORS SUPPLY	CAN	05/31/24	06/04/24	182.55
118260	INTBILLS	INTERSTATE BILLING SERVICE	CAN	05/31/24	06/04/24	55.71

DATED FROM 05/17/2024 TO 06/21/2024  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
118261	KEENANMA	MADELEINE KEENAN	CAN	05/31/24	06/03/24	4,500.00
118262	KIRCHNR	KIRCHNER BUILDING CENTER	CAN	05/31/24	06/04/24	3.13
118263	KOERNER	KOERNER DISTRIBUTOR INC	CAN	05/31/24	06/06/24	548.09
118264	LAKECORP	LAKE COUNTRY CORP	CAN	05/31/24	06/06/24	4,628.22
118265	LAWSON	LAWSON PRODUCTS	CAN	05/31/24	06/06/24	360.10
118266	LOWES	LOWES	CAN	05/31/24	06/06/24	85.84
118267	MAHOACE	MAHOMET ACE HARDWARE	CAN	05/31/24	06/10/24	34.92
118268	MENARDS	MENARDS	CAN	05/31/24	06/06/24	363.19
118269	METLIFE	METROPOLITAN LIFE INSURANCE CO	CAN	05/31/24	06/06/24	265.00
118270	MTIDIST	MTI DISTRIBUTING, INC	CAN	05/31/24	06/06/24	395.38
118271	NAPACHAM	NAPA AUTO PARTS CHAMPAIGN	CAN	05/31/24	06/06/24	93.08
118272	NORTHEAS	NORTHEAST PRODUCTS & SERVICES	CAN	05/31/24	06/10/24	38,619.00
118273	PAVLOV	CAMPUS COMMUNICATIONS GROUP	CAN	05/31/24	06/04/24	240.00
118274	PRESTOX	PRESTO X CO	CAN	05/31/24	06/06/24	69.73
118275	RURALKNG	RURAL KING DISTRIBUTING	CAN	05/31/24	06/06/24	890.61
118276	SITEONE	SITEONE LANDSCAPE SUPPLY	OUT	05/31/24	05/31/24	2,281.47
118277	SITTONSH	SHAWN SITTON	CAN	05/31/24	06/06/24	100.80
118278	SMITTYS	SMITTY'S TIRE & AUTO	CAN	05/31/24	06/10/24	61.00
118279	STNDLIFE	THE STANDARD	CAN	05/31/24	06/06/24	613.48
118280	TITLEIST	ACUSHNET COMPANY	CAN	05/31/24	06/06/24	235.20
118281	TURFWERK	TURFWERKS	CAN	05/31/24	06/04/24	240.01
118282	UNITFUEL	UNITED FUEL CO	CAN	05/31/24	06/04/24	1,966.17
118283	UPCLOSE	UPCLOSE MARKETING & PRINTING	CAN	05/31/24	06/06/24	355.71
118284	VILLRANT	VILLAGE OF RANTOUL	CAN	05/31/24	06/06/24	500.00
118285	WCIA	WCIA	CAN	05/31/24	06/04/24	200.00
118286	AHASICP	PATRICK AHASIC	CAN	05/31/24	06/04/24	1,670.21
118287	AHWLLC	AHW LLC	OUT	06/05/24	06/06/24	435.55
118288	ALLPROWE	ALL PRO WELDING SERVICE INC	OUT	06/05/24	06/06/24	411.21
118289	ALLPROWE	ALL PRO WELDING SERVICE INC	CAN	06/05/24	06/10/24	7,818.20
118290	ALLPROWE	ALL PRO WELDING SERVICE INC	OUT	06/05/24	06/06/24	125.00
118291	BULLDOG	BULLDOG AUTOMOTIVE	OUT	06/05/24	06/06/24	1,861.94
118292	CDGA	CHICAGO DISTRICT GOLF ASSN	OUT	06/05/24	06/06/24	735.00
118293	CHEMICAL	CHEMICAL MAINTENANCE, INC.	OUT	06/05/24	06/06/24	87.01
118294	DEPKE	WELDSTAR COMPANY	OUT	06/05/24	06/06/24	28.80
118295	EASTILL	EASTERN ILLINI ELECTRIC CO	OUT	06/05/24	06/06/24	2,777.34
118296	FRONTIER	FRONTIER	OUT	06/05/24	06/06/24	315.72
118297	GARRELEC	MARK GARRELL ELECTRIC	OUT	06/05/24	06/06/24	315.13
118298	GORDON	GORDON FARMS SEED COMPANY	OUT	06/05/24	06/06/24	270.00
118299	HEARCOLA	HEARTLAND COCA COLA	CAN	06/05/24	06/10/24	561.12
118300	HEARTTEC	HEART TECHNOLOGIES INC	OUT	06/05/24	06/06/24	2,318.57
118301	HELENA	HELENA CHEMICAL CO	OUT	06/05/24	06/06/24	4,035.60
118302	HOWARDRA	RALPH HOWARD	OUT	06/05/24	06/06/24	922.25
118303	INTBILLS	INTERSTATE BILLING SERVICE	OUT	06/05/24	06/06/24	516.55
118304	KIRCHNR	KIRCHNER BUILDING CENTER	OUT	06/05/24	06/06/24	51.78
118305	KOERNER	KOERNER DISTRIBUTOR INC	OUT	06/05/24	06/06/24	291.80

DATED FROM 05/17/2024 TO 06/21/2024  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
118306	MAHOACE	MAHOMET ACE HARDWARE	CAN	06/05/24	06/10/24	26.17
118307	MENARDS	MENARDS	OUT	06/05/24	06/06/24	319.30
118308	MICROSYS	MICRO SYSTEMS INTEGRATION	OUT	06/05/24	06/06/24	2,075.00
118309	MIDFIBER	MIDWEST FIBER NORMAL LLC	OUT	06/05/24	06/06/24	181.59
118310	MIZUNO	MIZUNO USA, INC	OUT	06/05/24	06/06/24	1,624.07
118311	MTIDIST	MTI DISTRIBUTING, INC	OUT	06/05/24	06/06/24	1,549.36
118312	NCPERS	NCPERS GROUP LIFE INS	OUT	06/05/24	06/06/24	80.00
118313	PDRMA	PARK DISTRICT RISK MGMT ASSN	OUT	06/05/24	06/06/24	11,585.49
118314	PRAIRMTL	PRAIRIE MATERIAL	OUT	06/05/24	06/06/24	1,299.18
118315	RURALKNG	RURAL KING DISTRIBUTING	OUT	06/05/24	06/06/24	152.27
118316	SANGVALL	SANGAMON VALLEY PUBLIC WATER	OUT	06/05/24	06/06/24	1,843.51
118317	SEBESTKD	DAVID SEBESTIK	OUT	06/05/24	06/06/24	1,894.18
118318	SECSTATE	SECRETARY OF STATE	OUT	06/05/24	06/06/24	5.00
118319	SITTONSH	SHAWN SITTON	OUT	06/05/24	06/06/24	103.68
118320	SMYSORAP	APRIL SMYSOR	OUT	06/05/24	06/06/24	250.00
118321	TROYERJA	JASON TROYER	OUT	06/05/24	06/06/24	850.18
118322	TURFWERK	TURFWERKS	OUT	06/05/24	06/06/24	625.04
118323	UNITFUEL	UNITED FUEL CO	OUT	06/05/24	06/06/24	2,021.31
118324	UPCLOSE	UPCLOSE MARKETING & PRINTING	OUT	06/05/24	06/06/24	340.42
118325	VULCAN	VULCAN MATERIALS COMPANY	OUT	06/05/24	06/06/24	76.97
118326	WALKERTI	WALKER TIRE	OUT	06/05/24	06/06/24	58.00
118327	WEBSTER	WEBSTER & ASSOCIATES INC	OUT	06/05/24	06/06/24	400.00
118328	WEXBANK	WEX BANK	OUT	06/05/24	06/06/24	465.60
118329	WORLDPW	WORLD OF POWERSPORTS	OUT	06/05/24	06/06/24	44.99
118330	PCARDS	PCARD TOTAL CHECK	VAD	06/06/24	06/06/24	25,105.00
118331	ABSOLUTE	ABSOLUTE AUTO GLASS	OUT	06/11/24	06/11/24	65.00
118332	ALLPROWE	ALL PRO WELDING SERVICE INC	OUT	06/11/24	06/11/24	125.00
118333	CHEMICAL	CHEMICAL MAINTENANCE, INC.	OUT	06/11/24	06/11/24	250.83
118334	CNHCREDI	CNH INDUSTRIAL ACCOUNTS	OUT	06/11/24	06/11/24	1,111.39
118335	CONNORC	CONNOR CO	OUT	06/11/24	06/11/24	322.52
118336	DAVEHARR	DAVE & HARRY LOCKSMITHS	OUT	06/11/24	06/11/24	562.00
118337	DONSAUTO	DON'S AUTO CENTER, INC	OUT	06/11/24	06/11/24	64.97
118338	IDNR	ILLINOIS DEPARTMENT OF NATURAL	OUT	06/11/24	06/11/24	50.00
118339	ILLINIFS	ILLINI FS INC.	OUT	06/11/24	06/11/24	322.46
118340	INTERBAT	INTERSTATE BATTERY SYSTEM	OUT	06/11/24	06/11/24	16.20
118341	KARSTEN	KARSTEN MANUFACTURING CORP	OUT	06/11/24	06/11/24	112.78
118342	LOWES	LOWES	OUT	06/11/24	06/11/24	172.58
118343	MAHOACE	MAHOMET ACE HARDWARE	OUT	06/11/24	06/11/24	391.34
118344	MAHOMET	VILLAGE OF MAHOMET	OUT	06/11/24	06/11/24	24.04
118345	MAHSMENG	MAHOMET SMALL ENGINE	OUT	06/11/24	06/11/24	14.70
118346	MENARDS	MENARDS	OUT	06/11/24	06/11/24	1,454.67
118347	MICROSYS	MICRO SYSTEMS INTEGRATION	OUT	06/11/24	06/11/24	1,800.00
118348	MIDCONST	MIDWEST CONSTRUCTION RENTALS	OUT	06/11/24	06/11/24	267.75
118349	MTIDIST	MTI DISTRIBUTING, INC	OUT	06/11/24	06/11/24	984.20
118350	NAPACHAM	NAPA AUTO PARTS CHAMPAIGN	OUT	06/11/24	06/11/24	42.98

DATED FROM 05/17/2024 TO 06/21/2024  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
118351	NORTHSAF	NORTHERN SAFETY	OUT	06/11/24	06/11/24	433.46
118352	PRAIRGAR	PRAIRIE GARDENS	OUT	06/11/24	06/11/24	583.12
118353	REVELYST	REVELYST SALES LLC	OUT	06/11/24	06/11/24	251.78
118354	RURALKNG	RURAL KING DISTRIBUTING	OUT	06/11/24	06/11/24	45.94
118355	SCHOONO	SCHOONOVER SEWER SERVICE	OUT	06/11/24	06/11/24	215.00
118356	SELSUSA	SELS USA LLC	OUT	06/11/24	06/11/24	14,642.00
118357	SITEONE	SITEONE LANDSCAPE SUPPLY	OUT	06/11/24	06/11/24	2,312.41
118358	SITTONSH	SHAWN SITTON	OUT	06/11/24	06/11/24	103.68
118359	SMYSORAP	APRIL SMYSOR	OUT	06/11/24	06/11/24	500.00
118360	SMYSORAP	APRIL SMYSOR	OUT	06/11/24	06/11/24	500.00
118361	SPRGELEC	SPRINGFIELD ELECTRIC SUPPLY	OUT	06/11/24	06/11/24	329.41
118362	TERMINIX	TERMINIX	OUT	06/11/24	06/11/24	590.00
118363	TLCPEST	TLC PEST CONTROL	OUT	06/11/24	06/11/24	645.00
118364	TNTTRUCK	TNT TRUCKING	OUT	06/11/24	06/11/24	3,825.00
118365	TURFWERK	TURFWERKS	OUT	06/11/24	06/11/24	48.78
118366	TWININDU	TWIN CITY INDUSTRIAL RUBBER,	OUT	06/11/24	06/11/24	260.92
118367	UNITFUEL	UNITED FUEL CO	OUT	06/11/24	06/11/24	5,088.92
118368	WALKERTI	WALKER TIRE	OUT	06/11/24	06/11/24	387.50
118369	WHITECAP	WHITE CAP	OUT	06/11/24	06/11/24	510.00
TOTAL---ALL CHECKS						392,780.28

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
SHRMANNU SOCIETYFORHUMANRESOURCE 96822974	04/29/24		01	Kathryn Glynn's SHRM Certifi	01-01-53-04-5333		135.00
						INVOICE TOTAL:	135.00
DISPLAYS DISPLAYS 2 GO COM 96822975	04/29/24		01	Reservation Sheet Boxes	01-03-51-11-5101		152.20
						INVOICE TOTAL:	152.20
CHATGPT CHATGPT SUBSCRIPTION 96822976	04/29/24		01	Monthly subscription - final	01-01-55-00-5520		20.00
						INVOICE TOTAL:	20.00
GOOGLE Google 96822977	04/29/24		01	TV Service for Snack Bar/Clu	03-15-53-00-5201		82.98
						INVOICE TOTAL:	82.98
SPMUSEUM SP MUSEUM SERVICES C 96822978	04/29/24		01	Collections: Paranoid B-72 V	01-89-51-16-5101		34.18
						INVOICE TOTAL:	34.18
PRAIRSCC PRAIRIE STATE CONSERVATION 96822979	04/29/24		01	Prairie State Conservation C	01-02-52-00-5240		100.00
						INVOICE TOTAL:	100.00
SCHNUCKS SCHNUCKS 96850703	04/30/24		01	Taco Supplies	01-03-51-00-5101		88.68
						INVOICE TOTAL:	88.68
ADOBE ADOBE SYSTEMS INC 96850704	04/30/24		01	Tax credit	01-01-55-00-5520		-34.24
						INVOICE TOTAL:	-34.24
ADOBE ADOBE SYSTEMS INC 96850705	04/30/24		01	Tax credit	01-01-55-00-5520		-1.13
						INVOICE TOTAL:	-1.13
ADOBE ADOBE SYSTEMS INC 96850706	04/30/24		01	Tax credit	01-01-55-00-5520		-32.74
						INVOICE TOTAL:	-32.74
ADOBE ADOBE SYSTEMS INC 96850707	04/30/24		01	Tax credit	01-01-55-00-5520		-31.24
						INVOICE TOTAL:	-31.24
ADOBE ADOBE SYSTEMS INC 96850708	04/30/24		01	Tax credit	01-01-55-00-5520		-1.41
						INVOICE TOTAL:	-1.41
AMAZON AMAZON MKTPLACE PMTS 96850709	04/30/24		01	SS wedge anchors for grills/	02-13-51-00-5101		76.15
						INVOICE TOTAL:	76.15
FARMFLEE FARM & FLEET 96850710	04/30/24		01	Air hose reel-spade-rake	02-13-51-00-5101		220.97
						INVOICE TOTAL:	220.97
SAMCLB SAM'S CLUB 96850711	04/30/24		01	Peanuts, Cookies, Danish, Ch	03-16-51-00-5101		293.09
						INVOICE TOTAL:	293.09
FARMFLEE FARM & FLEET							

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
FARMFLEE FARM & FLEET 96850712	04/30/24		01 fertilizer for annuals	02-10-51-00-5101		239.92
					INVOICE TOTAL:	239.92
SCHNUCKS SCHNUCKS 96850713	04/30/24		01 Cookies for Volunteers	02-14-51-00-5101		14.97
					INVOICE TOTAL:	14.97
STARLINK STARLINK INTERNET 96850714	04/30/24		01 ethernet adapter	01-06-51-00-5101		26.88
					INVOICE TOTAL:	26.88
ILGOVFIN ILLINOIS GOVERNMENT FINANCE 96886999	04/30/24		01 IGFOA Webinar - The Public B	01-01-53-05-5205		40.00
					INVOICE TOTAL:	40.00
IAPD ILLINOIS ASSOC OF PARK 96887000	04/30/24		01 IAPD Financial Procedures bo	01-01-51-00-5101		45.00
					INVOICE TOTAL:	45.00
STJOEREC ST JOSEPH RECORD ONLINE WAV 96887001	05/01/24		01 Monthly advertising	01-02-53-00-5300		175.00
					INVOICE TOTAL:	175.00
COUNTRYA COUNTRY ARBORS 96887002	05/01/24		01 Memorial Tree - Maple	01-00-12-00-0270		220.00
					INVOICE TOTAL:	220.00
INLEISU IN LEISURE INTERACTIVE, 96887003	05/01/24		01 reservation fees campground	01-06-57-12-5705		536.21
					INVOICE TOTAL:	536.21
AMAZON AMAZON MKTPLACE PMTS 96925925	05/02/24		01 VGA to HDMI Adapter for Mega	01-01-51-00-5101		13.21
					INVOICE TOTAL:	13.21
GOVFINOF GOVERNMENT FINANCE OFFIC 96925926	05/02/24		01 GFOA Membership 06/01/24 thr	01-01-53-05-5205		160.00
					INVOICE TOTAL:	160.00
JOYOFTHA JOY OF THAI 96925927	05/02/24		01 Women in Leisure Services co 02 Women in Leisure Services co	01-01-53-05-5205 01-02-53-05-5205		23.52 20.00
					INVOICE TOTAL:	43.52
AMAZON AMAZON MKTPLACE PMTS 96925928	05/02/24		01 Tall Fold Napkins	03-16-51-00-5101		49.50
					INVOICE TOTAL:	49.50
AUDUBON AUDUBON INTERNATIONAL 96925929	05/02/24		01 Audubon International Member	03-15-53-05-5205		500.00
					INVOICE TOTAL:	500.00
ETHOSPUB ETHOS PUBLISHING 96925930	05/02/24		01 Monthly Advertising	01-02-53-00-5300		300.00
					INVOICE TOTAL:	300.00
ULINE ULINE 96925931	05/02/24		01 Wardrobe cabinet for educati	01-89-51-07-5101		500.54
					INVOICE TOTAL:	500.54

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR #	INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
MENARDS	MENARDS	05/01/24		01	Animal care: bird seed and s	01-89-51-16-5101		104.28
	96925932						INVOICE TOTAL:	104.28
STARLINK	STARLINK INTERNET	05/02/24		01	internet service	01-02-52-00-5240		300.00
	96925933						INVOICE TOTAL:	300.00
AMAZON	AMAZON MKTPLACE PMTS	05/02/24		01	patio furniture	01-06-51-12-5101		185.00
	96925934						INVOICE TOTAL:	185.00
COUNTRYA	COUNTRY ARBORS	05/03/24		01	SFC landscaping	01-07-51-11-5101		63.00
	96971656						INVOICE TOTAL:	63.00
HYATT	HYATT REGENCY	05/03/24		01	Lodging for Women in Leisure	01-01-53-05-5205		105.21
	96971657						INVOICE TOTAL:	105.21
MUMMPRO	MUMM PRODUCTS	05/04/24		01	Cool-Grip Coolers	03-16-51-00-5101		216.00
	96971658						INVOICE TOTAL:	216.00
HYATT	HYATT REGENCY	05/03/24		01	WILS conference hotel	01-01-53-05-5205		105.21
	96971659						INVOICE TOTAL:	105.21
4IMPRINT	4 IMPRINT	05/03/24		01	giveaway items for 2024 fish	01-89-51-06-5101		642.39
	96971660						INVOICE TOTAL:	642.39
VERIZWIR	VERIZON WIRELESS	05/05/24		01	NR tablet data	02-14-52-00-5240		40.00
	96971661			02	LOW Ops shift phone data	01-03-52-00-5220		59.92
							INVOICE TOTAL:	99.92
MAHOACE	MAHOMET ACE HARDWARE	05/02/24		01	light bulbs, potting soil, e	01-06-51-00-5101		260.84
	96971662						INVOICE TOTAL:	260.84
ROPFSFLO	ROPFS FLOWER FACTORY	05/03/24		01	camphost landscaping	01-06-51-12-5101		304.47
	96971663						INVOICE TOTAL:	304.47
AMAZON	AMAZON MKTPLACE PMTS	05/03/24		01	host supply, water softener,	01-06-51-12-5101		276.43
	96971664						INVOICE TOTAL:	276.43
AMAZON	AMAZON MKTPLACE PMTS	05/06/24		01	window clings, tape	01-89-51-09-5101		35.57
	97019093						INVOICE TOTAL:	35.57
SCHNUCKS	SCHNUCKS	05/06/24		01	Cookies for volunteer event	02-14-51-00-5101		5.99
	97019094						INVOICE TOTAL:	5.99
SAMCLB	SAM'S CLUB	05/07/24		01	Crackers, Danish, Candy, Chi	03-16-51-00-5101		240.72
	97046944						INVOICE TOTAL:	240.72

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
STAPLES 97046945	05/07/24		01 Manilla File Folders	01-01-51-00-5101		47.98
					INVOICE TOTAL:	47.98
TACTACAM 97083078	05/08/24		01 Security camera subscription	01-07-53-00-5201		9.00
					INVOICE TOTAL:	9.00
TARGET 97083079	05/07/24		01 Materials for camp program.	01-89-51-07-5101		4.69
					INVOICE TOTAL:	4.69
MEIJER 97083080	05/07/24		01 annuals	02-10-51-00-5115		149.68
					INVOICE TOTAL:	149.68
MENARDS 97083081	05/07/24		01 annuals	02-10-51-00-5115		156.80
					INVOICE TOTAL:	156.80
HOMEDEP 97083082	05/07/24		01 annuals	02-10-51-00-5115		155.00
					INVOICE TOTAL:	155.00
PRAIRGAR 97083083	05/07/24		01 annuals	02-10-51-00-5115		698.17
					INVOICE TOTAL:	698.17
GRAMMARL 97083084	05/08/24		01 The annual fee for Grammarly	01-02-52-00-5240		144.00
					INVOICE TOTAL:	144.00
HOMEDEP 97121733	05/09/24		01 cleaning supplies	01-03-51-00-5101		504.98
			02 HQ paper towels for dispense	01-01-51-00-5101		74.87
			03 Latex and Nitrile Gloves	05-00-53-04-5371		183.48
					INVOICE TOTAL:	763.33
AMAZON 97121734	05/09/24		01 Supplies	01-07-51-00-5101		90.22
					INVOICE TOTAL:	90.22
GOVFINOF 97121735	05/09/24		01 GFOA Webinar - Breaking the	01-01-53-05-5205		35.00
					INVOICE TOTAL:	35.00
AMAZON 97121736	05/09/24		01 paperbags	02-10-51-00-5101		35.94
					INVOICE TOTAL:	35.94
STAPLES 97121737	05/09/24		01 Brother TN760 Toner Cartridg	01-01-51-00-5101		144.99
					INVOICE TOTAL:	144.99
K&MINTER 97121738	05/10/24		01 Items for sale at Museum Sto	04-00-57-00-5700		56.77
					INVOICE TOTAL:	56.77
KIDDIEKI 97121739	05/08/24		01 Items for sale at Museum Sto	04-00-57-00-5700		-5.78

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
KIDDIEKI KIDDIEKICKZ FAIRE						
					INVOICE TOTAL:	-5.78
AMAZON 97168484	05/12/24		01 Mosquito spray	05-00-53-04-5371		29.93
			02 door stops	01-03-55-11-5500		47.04
			03 dish soap	01-03-51-11-5101		21.14
					INVOICE TOTAL:	98.11
FARMFLEE 97168485	05/11/24		01 Electrical plug	01-07-51-00-5101		14.99
					INVOICE TOTAL:	14.99
ADOBE 97168486	05/12/24		01 Adobe for business monthly s	01-01-55-00-5520		618.87
					INVOICE TOTAL:	618.87
NIUOUTRE 97168487	05/11/24		01 Refund for canceled 5/17/202	01-01-53-05-5205		-120.00
					INVOICE TOTAL:	-120.00
PRAIRGAR 97168488	05/09/24		01 annuals	02-10-51-00-5115		902.18
					INVOICE TOTAL:	902.18
PRAIRGAR 97168489	05/10/24		01 annuals	02-10-51-00-5115		635.93
					INVOICE TOTAL:	635.93
HOMEDP 97168490	05/10/24		01 Light tubes and AA batteries	01-89-51-08-5101		161.58
					INVOICE TOTAL:	161.58
DD/BR 97168491	05/11/24		01 Donuts for migratory bird da	01-89-51-06-5101		18.94
					INVOICE TOTAL:	18.94
WALMART 97168492	05/09/24		01 Drinks and snacks for docent	01-89-51-06-5101		33.98
					INVOICE TOTAL:	33.98
HPINSTAN 97214716	05/13/24		01 Ink Subscription	01-07-51-00-5101		7.43
					INVOICE TOTAL:	7.43
AMAZON 97214717	05/13/24		01 Latex Gloves	03-16-51-00-5101		155.40
					INVOICE TOTAL:	155.40
DISPLAYS 97214718	05/13/24		01 Kiosk for schoolhouse	01-89-51-07-5101		310.17
					INVOICE TOTAL:	310.17
KIDDIEKI 97214719	05/13/24		01 Items for sale at Museum Sto	04-00-57-00-5700		5.78
					INVOICE TOTAL:	5.78
K&MINTER 97214720	05/14/24		01 Items for sale at Museum Sto	04-00-57-00-5700		-4.98
					INVOICE TOTAL:	-4.98

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
NAPAPXTN NAPA AUTO PARTS 97214721	05/13/24		01 filters	01-06-51-00-5101		142.82
					INVOICE TOTAL:	142.82
HOMEDep HOME DEPOT PRO 97240630	05/14/24		01 Paper towels, toilet cleaner	01-03-51-11-5101		259.56
			02 latex gloves	05-00-53-04-5371		99.60
			03 tp and trigger sprayers	01-03-51-00-5101		61.24
					INVOICE TOTAL:	420.40
CANVA CANVA 97240631	05/13/24		01 Return of taxes.	01-89-51-07-5101		-3.49
					INVOICE TOTAL:	-3.49
MENARDS MENARDS 97240632	05/13/24		01 Electric cord/range for shop	02-13-51-00-5101		90.53
					INVOICE TOTAL:	90.53
SAMCLB SAM'S CLUB 97240633	05/14/24		01 Danish, Chips, Candy, Cold S	03-16-51-00-5101		345.52
					INVOICE TOTAL:	345.52
SCHNUCKS SCHNUCKS 97240634	05/14/24		01 koi and catfish food	02-10-51-00-5101		41.42
					INVOICE TOTAL:	41.42
RURALKNG RURAL KING DISTRIBUTING 97240635	05/14/24		01 posts and concrete	02-10-55-00-5500		263.74
					INVOICE TOTAL:	263.74
AWARDLIM AWARDS LIMITED 97240636	05/14/24		01 medals for 2024 fishing even	01-89-51-06-5101		99.75
					INVOICE TOTAL:	99.75
FARMFLEE FARM & FLEET 97240637	05/14/24		01 Half of seed spreader	02-14-51-00-5101		406.52
			02 Half of seed spreader	01-06-51-00-5101		406.52
					INVOICE TOTAL:	813.04
AMERUS AMERICAN ASSOC OF MUSEUM 97278349	05/14/24		01 Forward planning AAM	04-00-59-00-5950		50.00
					INVOICE TOTAL:	50.00
AT&T AT&T 97278350	05/15/24		01 Foundation Phone	01-00-12-00-0270		127.00
					INVOICE TOTAL:	127.00
WALMART WALMART COMMUNITY/GEMB 97278351	05/14/24		01 Produce, bird seed - 21.87	01-89-51-16-5101		21.87
					INVOICE TOTAL:	21.87
AMAZON AMAZON MKTPLACE PMTS 97278352	05/15/24		01 tick repellent	05-00-53-04-5371		107.93
					INVOICE TOTAL:	107.93
MODEPFOU MOST DEPENDABLE FOUNTAINS 97278353	05/15/24		01 water fountain repair parts	01-06-51-00-5101		328.51
					INVOICE TOTAL:	328.51
UPS UPS 1Z0849UT0395023819						

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
UPS 97278354	05/15/24	UPS 1Z0849UT0395023819	01 water sample shipping	01-06-53-00-5201		109.55
					INVOICE TOTAL:	109.55
AMAZON 97316788	05/16/24	AMAZON MKTPLACE PMTS	01 Mower Blades (Lost in Shippi	01-03-55-00-5510		-263.94
					INVOICE TOTAL:	-263.94
PRAIRGAR 97316789	05/15/24	PRAIRIE GARDENS	01 annuals	02-10-51-00-5115		708.55
					INVOICE TOTAL:	708.55
RADGIRL 97316790	05/17/24	RAD GIRL CREATIO FAIRE	01 Items for sale at Museum Sto	04-00-57-00-5700		124.25
					INVOICE TOTAL:	124.25
FARMFLEE 97316791	05/16/24	FARM & FLEET	01 Rain jacket, WD40, engine oi	02-14-51-00-5101		126.96
					INVOICE TOTAL:	126.96
FARMFLEE 97316792	05/16/24	FARM & FLEET	01 Loppers	02-14-51-00-5101		25.93
			02 VSN grant : loppers and hand	01-00-12-00-0270		205.00
					INVOICE TOTAL:	230.93
AMAZON 97316793	05/17/24	AMAZON MKTPLACE PMTS	01 Keyboard and mouse for WFH s	02-12-51-00-5101		26.99
					INVOICE TOTAL:	26.99
217INC 97362389	05/18/24	217, INC	01 Emergency AC repair at Pl on	01-03-53-00-5201		244.00
					INVOICE TOTAL:	244.00
CULLIGAN 97362390	05/17/24	CULLIGAN	01 Water softener repair and fi	01-07-55-11-5500		388.00
					INVOICE TOTAL:	388.00
STARLINK 97362391	05/19/24	STARLINK INTERNET	01 monthly satellite internet	01-89-52-09-5240		250.00
					INVOICE TOTAL:	250.00
AMAZON 97362392	05/19/24	AMAZON MKTPLACE PMTS	01 Pro Shop Marketing at Counte	03-15-51-00-5101		39.99
					INVOICE TOTAL:	39.99
WALMART 97362393	05/17/24	WALMART COMMUNITY/GEMB	01 Hand soap and steel cleaner	01-89-51-09-5101		10.91
			02 Animal care: produce, vinega	01-89-51-16-5101		18.39
					INVOICE TOTAL:	29.30
STAPLES 97362394	05/19/24	STAPLES	01 AA batteries and copy paper	01-89-51-09-5101		77.76
					INVOICE TOTAL:	77.76
STAPLES 97362395	05/18/24	STAPLES	01 Reimbursement for taxes on A	01-89-51-08-5101		-3.95
					INVOICE TOTAL:	-3.95
AMAZON 97362396	05/19/24	AMAZON MKTPLACE PMTS	01 Business card holder	01-89-51-09-5101		8.81

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
AMAZON AMAZON MKTPLACE PMTS			02 supplies for 2024 fishing ev	01-89-51-06-5101		177.44
					INVOICE TOTAL:	186.25
UNIVPROD 97362397	05/16/24		01 Collections; Book cloth and	01-89-51-16-5101		131.77
					INVOICE TOTAL:	131.77
AMAZON 97362398	05/17/24		01 facility supplies garbage ba	01-89-51-08-5101		54.99
					INVOICE TOTAL:	54.99
AMAZON 97362399	05/18/24		01 museum facility supplies, ca	01-89-51-08-5101		104.94
					INVOICE TOTAL:	104.94
AMAZON 97362400	05/19/24		01 museum facility supplies ,ga	01-89-51-08-5101		190.92
					INVOICE TOTAL:	190.92
STAPLES 97362401	05/16/24		01 Need Receipt/details of tran	01-89-51-06-5101		29.99
					INVOICE TOTAL:	29.99
JIMJOHN 97362402	05/17/24		01 Need Receipt/details of tran	01-89-51-07-5101		23.06
					INVOICE TOTAL:	23.06
AMAZON 97362403	05/17/24		01 trophies	01-06-51-12-5101		62.45
					INVOICE TOTAL:	62.45
AMAZON 97408420	05/20/24		01 supplies for 2024 fishing ev	01-89-51-06-5101		36.87
					INVOICE TOTAL:	36.87
WALMART 97408421	05/20/24		01 supplies and raffle items fo	01-89-51-06-5101		77.46
					INVOICE TOTAL:	77.46
TREESTUF 97435735	05/21/24		01 saws for volunteers - to be	01-00-12-00-0270		217.94
					INVOICE TOTAL:	217.94
GOVFINOF 97435736	05/21/24		01 Webinar	01-01-53-05-5205		170.00
					INVOICE TOTAL:	170.00
GOVFINOF 97435737	05/21/24		01 Webinar	01-01-53-05-5205		170.00
					INVOICE TOTAL:	170.00
AMAZON 97435738	05/21/24		01 Coffee	03-16-51-00-5101		115.29
					INVOICE TOTAL:	115.29
SAMCLB 97435739	05/21/24		01 Food for Edelman Electric Ou	03-16-51-00-5101		521.18
					INVOICE TOTAL:	521.18
RURALKNG RURAL KING DISTRIBUTING						

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
RURALKNG 97435740	05/21/24		01 glue, posts, concrete	02-10-55-00-5500		127.83
					INVOICE TOTAL:	127.83
AMAZON 97435741	05/21/24		01 Desk for educator at MGP	01-89-51-07-5101		369.99
					INVOICE TOTAL:	369.99
YELLOH 97435742	05/21/24		01 ice cream	01-06-57-12-5750		119.08
					INVOICE TOTAL:	119.08
PRAIRGAR 97472301	05/21/24		01 annuals	02-10-51-00-5110		159.76
			02 perennials for tee beds	03-15-51-00-5101		159.75
					INVOICE TOTAL:	319.51
AMAZON 97472302	05/22/24		01 Green Tea Bags	01-01-51-00-5101		17.88
					INVOICE TOTAL:	17.88
HIBUINC 97472303	05/22/24		01 Monthly advertising cost	01-02-53-00-5300		211.00
					INVOICE TOTAL:	211.00
AMAZON 97472304	05/22/24		01 Chair for educator at MGP	01-89-51-07-5101		65.54
					INVOICE TOTAL:	65.54
AMAZON 97472305	05/22/24		01 Animal care (divider for aqu	01-89-51-16-5101		36.97
					INVOICE TOTAL:	36.97
MEIJER 97472306	05/22/24		01 Animal care (bird seed, calc	01-89-51-16-5101		102.44
					INVOICE TOTAL:	102.44
TARGET 97510532	05/23/24		01 Return for supplies for scho	01-89-51-07-5101		-32.63
					INVOICE TOTAL:	-32.63
AMAZON 97510533	05/23/24		01 Crucial Conversation Trainin	01-01-53-04-5332		115.43
					INVOICE TOTAL:	115.43
ZOOM.US 97510534	05/23/24		01 Foundation Zoom Subscription	01-00-12-00-0270		15.99
					INVOICE TOTAL:	15.99
AMAZON 97510535	05/23/24		01 Pump for play-scape	01-07-55-00-5500		868.99
					INVOICE TOTAL:	868.99
AMAZON 97510536	05/23/24		01 Flagpole Replacements for St	03-15-51-00-5101		49.90
					INVOICE TOTAL:	49.90
STAPLES 97510537	05/23/24		01 Brother ez label tape	01-01-51-00-5101		45.76
					INVOICE TOTAL:	45.76

INVOICE BATCH # : 2406PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
LANDSEND LANDSEND 97510538	05/24/24		01 Uniforms for MGP staff	01-89-51-00-5190		496.85
					INVOICE TOTAL:	496.85
WALMART WALMART COMMUNITY/GEMB 97510539	05/23/24		01 Bait for Take Me Fishing	01-89-51-06-5101		16.32
					INVOICE TOTAL:	16.32
AMAZON AMAZON MKTPLACE PMTS 97510540	05/23/24		01 Tick remover tool (10.00)	01-89-51-09-5101		10.00
					INVOICE TOTAL:	10.00
AMAZON AMAZON MKTPLACE PMTS 97510541	05/23/24		01 receipt paper for POS	04-00-59-00-5950		18.96
					INVOICE TOTAL:	18.96
LITTWOOD LITTLE WOOD WALK FAIRE 97510542	05/23/24		01 Items for sale at Museum Sto	04-00-57-00-5700		155.61
					INVOICE TOTAL:	155.61
EARTHSKY EARTH SKY AND WATER LLC 97510543	05/23/24		01 Items for sale at Museum Sto	04-00-57-00-5700		598.52
					INVOICE TOTAL:	598.52
TOYSMITH TOYSMITH 97510544	05/24/24		01 Items for sale at Museum Sto	04-00-57-00-5700		219.52
					INVOICE TOTAL:	219.52
WALMART WALMART COMMUNITY/GEMB 97510545	05/23/24		01 Tubs for program supplies	01-89-51-06-5101		29.88
					INVOICE TOTAL:	29.88
AMAZON AMAZON MKTPLACE PMTS 97553491	05/26/24		01 Materials for office and cam	01-89-51-07-5101		75.90
					INVOICE TOTAL:	75.90
WATTSCPY WATTS COPY SYSTEMS 97553492	05/24/24		01 MGP copier service	01-89-53-00-5201		28.78
					INVOICE TOTAL:	28.78
AMAZON AMAZON MKTPLACE PMTS 97553493	05/24/24		01 Echo Blower Start Cord Assem	02-10-55-00-5510		42.95
					INVOICE TOTAL:	42.95
AMAZON AMAZON MKTPLACE PMTS 97553494	05/26/24		01 Paper Plates, Earplugs	01-03-51-00-5101		75.67
			02 Paper Plates, Earplugs	05-00-53-04-5371		48.60
					INVOICE TOTAL:	124.27
PGAMEMB PGA MEMBER INFO SERVICES 97553495	05/26/24		01 David Sebestik PGA Annual Du	03-15-53-05-5205		786.92
					INVOICE TOTAL:	786.92
STAPLES STAPLES 97553496	05/25/24		01 6 boxes of copy paper	01-01-51-00-5101		293.94
					INVOICE TOTAL:	293.94
ALLISONS ALLISON STOISER FAIRE 97553497	05/25/24		01 Items for sale at Museum Sto	04-00-57-00-5700		218.48
					INVOICE TOTAL:	218.48

INVOICE BATCH # : 2406PC  
SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
UNIVPROD UNIVERSITY PRODUCTS IN 97553498	05/23/24		01	Collections; Sewing needles;	01-89-51-16-5101		9.50
						INVOICE TOTAL:	9.50
LOWES LOWES 97553499	05/25/24		01	plumbing parts, waterhose,	01-06-51-00-5101		230.76
						INVOICE TOTAL:	230.76
CASEYS CASEYS 97553500	05/24/24		01	fishing bait	01-06-57-12-5752		47.18
						INVOICE TOTAL:	47.18
						TOTALS:	25,105.00

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Brock Martin, Business & Finance Director  
Re: May Treasurer’s Report

**Action Requested**

Staff requests the Board accept the May 2024 Treasurer’s Report.

**Summary:**

The first property tax installment of the year was received in the amount of \$593,247. This money was moved into the Illinois Fund for investment. The Preserves also received \$1.6M on the first advance of the KRT grant. Approximately \$1M of these funds will be placed in 3-month CDs with the rest being available to cover engineering costs.

**May Asset Balances 2022-2024**

	<b>2022</b>	<b>2023</b>	<b>2024</b>
Cash and Cash Equivalents			
Checking/Deposit Accounts	\$ 253,734	\$ 447,232	\$ 1,824,645
Illinois Fund	\$ 1,991,933	\$ 2,229,344	\$ 3,561,269
Investments			
Certificates of Deposit	\$ 628,902	\$ 1,295,000	\$ 785,000
Illinois Investor's Trust	\$ 47,732	\$ 58,777	\$ 201,879
Business Equity	\$ 29,419	\$ 31,222	\$ 29,455
Total Cash and Investments	\$ 2,951,720	\$ 4,061,575	\$ 6,402,248

**May Cash & Investment Balances 2022-2024**

	<b>2022</b>	<b>2023</b>	<b>2024</b>
Starting Balance	\$ 3,182,201	\$ 4,430,324	\$ 4,873,414
Revenues	\$ 310,331	\$ 300,411	\$ 2,467,527
Expenditures	\$ 540,872	\$ 669,160	\$ 1,001,853
Net Change Assets/Liabilities	\$ 0	\$ 0	\$ 63,160
Ending Balance	\$ 2,951,720	\$ 4,061,575	\$6,402,248

Please note May bank reconciliations had not been completed when this report was prepared.

**Attachments:**

- May 2024 Financial Activity and Balances
- May 2024 Reserve Balances and Outstanding Commitments
- May 2024 Investment Rates and Maturities
- 2023 Public Funds Statement

**Champaign County Forest Preserve District**  
**May 2024 Treasurer's Report**

May 2024 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	Business Equity	Certificates of Deposit	Total Investments	
<b>CORPORATE</b>	\$ 293,840	\$ 435,287	\$ (504,786)	\$ 755,200	\$ (942,350)	\$ 37,191	\$ 907,345	\$ -	\$ 28,368	\$ 342,000	\$ 1,277,713	\$ 1,314,903
<b>CONSTRUCTION</b>	\$ 42,300	\$ 147,528	\$ (146,397)	\$ 128,371	\$ (168,931)	\$ 2,871	\$ 210,319	\$ -	\$ 1,087	\$ -	\$ 211,406	\$ 214,277
<b>GOLF</b>	\$ 151,993	\$ 162,816	\$ (161,241)	\$ (115,450)	\$ -	\$ 38,119	\$ 583,020	\$ -	\$ -	\$ -	\$ 583,020	\$ 621,139
<b>MUSEUM STORE</b>	\$ 12,862	\$ 1,597	\$ (2,913)	\$ (329)	\$ -	\$ 11,217	\$ -	\$ 10,351	\$ -	\$ -	\$ 10,351	\$ 21,569
<b>INSURANCE</b>	\$ 71,951	\$ 33,350	\$ (23,483)	\$ (56,631)	\$ -	\$ 25,186	\$ 350,015	\$ 102,469	\$ -	\$ -	\$ 452,484	\$ 477,670
<b>IMRF</b>	\$ 32,966	\$ 19,456	\$ (25,250)	\$ (22,893)	\$ -	\$ 4,279	\$ 158,352	\$ 77	\$ -	\$ -	\$ 158,429	\$ 162,708
<b>AUDIT</b>	\$ 4,871	\$ 7,526	\$ (17,938)	\$ 12,735	\$ -	\$ 7,194	\$ -	\$ 32,939	\$ -	\$ -	\$ 32,939	\$ 40,133
<b>SSI</b>	\$ 18,209	\$ 27,197	\$ (36,260)	\$ 21,972	\$ -	\$ 31,118	\$ -	\$ 45	\$ -	\$ -	\$ 45	\$ 31,163
<b>BOND</b>	\$ -	\$ 29,062	\$ (1,226)	\$ (27,836)	\$ -	\$ -	\$ 27,732	\$ 25,480	\$ -	\$ -	\$ 53,212	\$ 53,212
<b>PROJECT</b>	\$ (162,103)	\$ 1,607,619	\$ (82,366)	\$ (1,056,387)	\$ 1,311,281	\$ 1,618,044	\$ 1,299,632	\$ -	\$ -	\$ -	\$ 1,299,632	\$ 2,917,676
<b>LAND</b>	\$ -	\$ 697	\$ (796)	\$ 200,099	\$ (200,000)	\$ -	\$ 24,855	\$ 30,517	\$ -	\$ 443,000	\$ 498,371	\$ 498,371
<b>TOTAL</b>	\$ 466,889	\$ 2,472,135	\$ (1,002,656)	\$ (161,150)	\$ -	\$ 1,775,218	\$ 3,561,269	\$ 201,879	\$ 29,455	\$ 785,000	\$ 4,577,603	\$ 6,352,821

**CCFPD - Reserves - All Funds**  
as of May 31, 2024

Operating Funds	Cash and Investment Balance	Committed	Uncommitted Balance	Approved 2024 Budget	% of Budget in Uncommitted Reserve	# Months
Corporate	1,314,903	(127,570)	1,187,333	4,357,246	27%	3.27
Construction	214,277	(18,115)	196,162	1,460,432	13%	1.61
Golf	621,139	-	621,139	1,268,612	49%	5.88
Museum Inventory	21,569	-	21,569	14,500	149%	17.85
Liability & Compensation Insurance	477,670	(341,250)	136,420	746,242	18%	2.19
Public Accounts Audit	40,133	-	40,133	66,439	60%	7.25
IMRF	162,708	-	162,708	201,050	81%	9.71
Social Security	31,163	-	31,163	297,141	10%	1.26
<b>Totals</b>	<b>2,883,562</b>	<b>(486,935)</b>	<b>2,396,627</b>	<b>8,411,662</b>	<b>28%</b>	<b>3.42</b>

Non-Operating Funds	Cash and Investment Balance	Committed	Uncommitted Balance	Approved 2024 Budget
General Obligation Bond	53,212	-	53,212	12,341
Capital	2,917,676	(44,675)	2,873,001	6,112,666
Land Acquisition	498,371	(116,173)	382,198	80,300
<b>Totals</b>	<b>3,469,259</b>	<b>(160,848)</b>	<b>3,308,411</b>	<b>6,205,307</b>

<b>Grand Total</b>	<b>6,352,821</b>	<b>(647,783)</b>	<b>5,705,038</b>	<b>14,616,969</b>
--------------------	------------------	------------------	------------------	-------------------

**Commitment Detail**  
as of April 30, 2024

Corporate Fund	
Tax Appeal Contingency	87,753
Carle Tax Settlement	20,000
Tomlinson Cemetary (Donations Given for Cemetery Upkeep)	19,817
Total Corporate	127,570
<hr/>	
Construction	
Farm Fund (Farm Income for Natural Resources)	18,115
Total Farm Fund	18,115
<hr/>	
Risk Management	
Stream Barb	310,750
Gate	30,500
Total Risk Management	341,250
<hr/>	
Capital	
Grant Expenses pending reimbursement	(55,325)
Nature Center	100,000
Total Capital Fund	44,675
<hr/>	
Land Acquisition	
NRDA Program - Future Years	116,173
Total Land Acquisition	116,173
<hr/>	

# Champaign County Forest Preserve District

## May 2024 Treasurer's Report

### Investment Rates and Maturities

Investments	Rate	Month End	Maturity Date
Illinois Fund	5.422%	\$ 3,561,269	NA
Illinois Investor's Trust	5.150%	\$ 201,879	NA
Business Equity	NA	\$ 29,455	NA
CD IIT - Nexbank, Ssb, TX	5.750%	\$ 243,000	June 11, 2024
CD IIT - Financial Fed Savings Bank, TN	5.800%	\$ 242,000	June 17, 2024
CD IIT - Crossfirst Bank, KS	5.400%	\$ 100,000	September 9, 2024
CD IIT - First State Bank & Trust Co., MO	5.350%	\$ 200,000	March 25, 2025
<b>Total Investments</b>		<b>\$ 4,577,603</b>	

# Champaign County Forest Preserve District

## May 2024 Treasurer's Report

### Revenues and Expenditures Transacted as Percent of Budget

2024 Revenues				
Fund	Budgeted	Cumulative Revenues	2024 Percent Collected	5 year Average Percent*
<b>CORPORATE</b>	\$ 4,357,246	\$ 695,828	16.0%	12.5%
<b>CONSTRUCTION</b>	\$ 1,460,432	\$ 158,712	10.9%	5.4%
<b>GOLF COURSE</b>	\$ 1,268,612	\$ 398,722	31.4%	32.3%
<b>MUSEUM STORE</b>	\$ 14,500	\$ 5,932	40.9%	32.0%
<b>INSURANCE</b>	\$ 746,242	\$ 47,175	6.3%	5.0%
<b>IMRF</b>	\$ 201,050	\$ 30,892	15.4%	13.0%
<b>AUDIT</b>	\$ 66,439	\$ 8,328	12.5%	5.0%
<b>SOCIAL SECURITY</b>	\$ 297,141	\$ 27,735	9.3%	5.2%
<b>BOND</b>	\$ 279,321	\$ 29,775	10.7%	4.7%
<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>	\$ 6,112,666	\$ 2,990,572	48.9%	8.1%
<b>LAND ACQUISITION</b>	\$ 80,300	\$ 7,705	9.6%	3.6%
<b>TOTAL</b>	\$ 14,883,949	\$ 4,401,376	29.6%	3.8%

2024 Expenditures				
Fund	Budgeted	Cumulative Expenses	2024 Percent Expended	5 year Average Percent*
<b>CORPORATE</b>	\$ 4,357,246	\$ 2,430,450	55.8%	34.4%
<b>CONSTRUCTION</b>	\$ 1,460,432	\$ 719,394	49.3%	34.8%
<b>GOLF COURSE</b>	\$ 1,268,612	\$ 542,499	42.8%	40.6%
<b>MUSEUM STORE</b>	\$ 14,500	\$ 7,219	49.8%	39.0%
<b>INSURANCE</b>	\$ 746,242	\$ 100,255	13.4%	22.0%
<b>IMRF</b>	\$ 201,050	\$ 86,499	43.0%	36.6%
<b>AUDIT</b>	\$ 66,439	\$ 35,304	53.1%	36.9%
<b>SOCIAL SECURITY</b>	\$ 297,141	\$ 115,800	39.0%	34.0%
<b>BOND</b>	\$ 279,321	\$ 4,726	1.7%	2.2%
<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>	\$ 6,112,666	\$ 370,513	6.1%	17.0%
<b>LAND ACQUISITION</b>	\$ 80,300	\$ 258,978	322.5%	4.3%
<b>TOTAL</b>	\$ 14,883,949	\$ 4,671,637	31.4%	10.3%

\*The 5 Year Average Percent equals each fund's current period average percentage of budget for revenues or expenditures for the years 2019-2023.

**Champaign Co Forest Preserve District**

Champaign County Illinois FY2023

Public Funds Statement

William Goodman Treasurer

**Combined Statement of Revenues and Expenses and Changes in Fund Balance**

**Revenue** Taxes 5941336; User Fees 1183932; Grants & Donations 572966; Sales 390630; Other 268070 **Total 8356934** **Expenses** Wages & Salary 3278940; Other Operating 2496730; Projects & Equipment 1260033; Benefits 919358 **Total 7955061**

**Revenue by Fund**

**Corporate** Taxes 3547882; User Fees 279214; Grants & Donations 53865; Sales 10008; Other 177604 **Total 4068573** **Improvements & Development** Taxes 1243484; User Fees 9780; Grants & Donations 17566; Sales 65274; Other 15128 **Total 1351232** **Golf** User Fees 893895; Sales 297816; Other 16742 **Total 1208453**

**Museum Sales** Sales 17532; Other 1078 **Total 18610** **Risk Management** Taxes 422784; Other 9137 **Total 431921** **IMRF** Taxes 165132; Other 5992 **Total 171124** **Audit** Taxes 49739; Other 1149 **Total 50888** **Social Security** Taxes 243724; Other 2527 **Total 246251** **General Obligation Bond** Taxes 268591; Other 10123

**Total 278714** **Capital Projects** Grants & Donations 261535; User Fees 1043 Other 13703 **Total 276281** **Land Acquisition** Grants & Donations 240000; Other 14887 **Total 254887**

**Expenditures Summary – Salaries**

**Under 25000** Atwood Richard; Bagger Dave A.; Balbach Blair; Banister Artxmis V.; Bergman Aden K.; Bielski Kenny D.; Bien John C.; Birge Kiki M.; Boykin Caleb A.; Burgener-Patton Liz A.; Byers Channing D.; Cagle Jeremy A.; Chapman Sam L.; Chilsted Alex N.; Claybrooke Reis M.; Colravy Bruce M.; Conrad Tom C.; Cropp Nick J.; Denmark-Collins, Rowan M.; Diehl Rob J.; Dietrich Julie B.; Dietrich Richard; Dowers Riley M.; Doyle Nolan G.; Drinkwalter Jameson W.; Eisenmenger Koby J.; Evans Lincoln E.; Flowers Tegan; Freeman Julia M.; Fuller Neal L.; Fuller Nikki M.; Gallo Sue; Gerber Mitch B.; Gillham Gary; Gonzalez Selena M.; Green Shelly L.; Groschen George; Grove Jennifer K.; Hanson Grace O.; Harms Camden A.; Hendricks Bob; Henrikson Carter W.; Holt Scott D.; Hopper Joe C.; Huffman Jaymie L.; Ireland John C.; Kindermann Victor M.; Kuhlmann Collin M.; Labbe Gabe B.; Lawson Andrew; Lawson Steve C.; Long Ryan J.; Love Kathleen; Mackins Ashante M.; Mallory Rick; Martin Brock E.; Miller Kaitlyn M.; Montez-Ellis Marina; Nicholson Andrew D.; Niebur Cara W.; O’Dea Chris T.; Oehlschlaeger-Garvey Barbara; Orr Zach; Pacunas Bryson M.; Peralta Fred F.; Pillischafske Keith B.; Plowick Ethan J.; Pope J.R. R.; Potts Gus G.; Potts Mason M.; Powers Quinn C.; Rhoads Ray.; Savener Kirby D.; Schmitz Jo M.; Schneider Catherine M.; Schweighart Kale D.; Setterdahl Jack K.; Sievers Jack G.; Snyder Devin C.; Snyder Katie T.; Stigall Clint R.; Sullivan Joshua; Thurman Zach L.; Traficante Daniel A.; Trail Ethan C.; Wagner Allie P.; Weddle Ben A.; Wenzel Randi N.; Whitaker Kelle J.; Whitaker Todd J.; Whitlock Angela R.; Whittington Connor L.; Wiegel Melinda S.; Williams Mike D.; Winans Gary K.; Witts Elizabeth J.; Youngblood Wyatt G.; Zhang Steven; Ziehr Brodie L. **From 25000 to 50000** Ahasic Patrick J.; Anderson Ryan; Baker John; Beck Mary; Birge Cainan J.; Birge Dennis N.; Blythe James; Carmichael Nina R.; Carr Colton C.; Clayton Angie; Courson Tyler; Dale Michael; Drinkwalter Mackynzie R.; Edgington Dara; Fry Tammy; Fullenkamp Justin; Glynn Kathryn T.; Gordon Jake H.; Hutchinson Edward; Ihm Sam B.; Pruiett Jacob; Roldan-Leon Demetrio; Rose Kristin A.; Roth Eric; Scheidel Anna M.; Sullivan Timothy M.; Suttinger Kamryn R.; Troyer Jason P.; Watson Jacob B.; Wick Jennifer M.; Williams Emily; Williams Gary; Wolfe Stephen K.; Yelaska Victor E. **From 50000 to 75000** Cain, Patrick R.; Clementz Stacey; Edmondson Christopher A.; Fry Michael; Goodspeed Peter; Hanson Mark; Moen Bridgette N.; Sebestik David; Smith Skylar A.; Sprinkle Lisa; Torres Joie; Woodmansee, Roy **From 75000 to 100000** Kuntz Matt; Maulding Rusty M. **From 100000 to 125000** Daab Michael **125000 and over** Pearson Lorrie L. **Total Salaries 3278940**

**Expenditure Summary – Purchasing**

**Greater than 2500** 217, Inc 7,510; A & A Graphx 2,500; A&R Mechanical Services, Inc. 7,757; Accurarty Solutions LLC 23,452; Adobe Systems Inc 4,307; AHW LLC 25,702; Amazon Mktplace Pmts 37,781; AmerenIP 81,003; American Pole & Timber 27,273; Amvan, LLC 3,742; The Antigua Groups, Inc 5,002; Aqity Research & Insights, Inc 19,533; B & D Chemical Inc. 3,885; Babb Agri Ssales Inc 7,877; Battery Specialists & Golf Car 2,955; Berg Tanks 3,683; Bestwestern 2,639; Big Big Project Media LLC 6,840; Birkeys 95,060; Bloomington-Normal Auto Mall 90,824; Bobcat of Champaign 22,673; Brickworks Supply Center 3,415; Bridgestone Golf, Inc 2,945; Buds Tree Care 17,960; Bulldog Automotive 7,177; Burris Equipment Company 20,403; Callaway Golf Co 11,533; Carle 20,294; Carpet Weavers 5,720; Carpet Weaver's Flooring 4,736; Carron Johnson 4,111; Center for Internet Security 5,128; Central IL Agriculture, Inc 4,850; Champaign County Mobility 15,289; Chemical Maintenance Inc. 4,946; Chicago District Golf Assn 4,110; CivicplusUS LLC 4,688; Classic Plumbing 23,665; Cleveland Golf Co / Srixon 14,744; Client First Consulting 17,779; Clifton Larson Allen LLP 12,660; Cobra Golf Incorporated 8,611; Commercial Irrigation & Turf 2,940; Constellation Newenergy 4,897; D1 Networks, Inc 35,717; Deans Graphics 8,945; Dero 3,954; Dion Happs Performance 3,524; DLL Finance LLC 30,163; Eastern Illini Electric Co 33,254; Engineering Resource Associate 9,660; ERB Turf Equipment Inc 5,402; Ethos Publishing 3,900; F&W Lawn Care & Landscaping 98,495; Farm & Fleet 2,749; Farmers Ag Services, Inc 23,345; Farnsworth Group Inc 40,861; Ford City 54,322; Foresight Sports 17,064; Fred's Plumbing, Heating, Air 71,430; Frontier 6,161; GFL Environmental 7,595; Heather Gillett 8,375; Gopher Sign Company 9,106; GovtempsUSA LLC 121,450; Graber Manufacturing Inc 4,772; Harris Computer Systems 5,159; Joshua Harris 6,160; Hayes & Sims Drilling Co 8,210; HD Supply Facilities 5,351; Health Alliance Medical Plans 408,468; Heartland Coca Cola 16,306; Helena Chemical Co 12,745; Hendrick House 2,516; Hinckley Springs 4,267; Home Depot Pro 17,956; Horizon Inc. 3,643; Hornung's Pro Golf Sales 5,001; Hyatt Regency 3,297; Ideal Turf 7,897; IL Meter Utility Supply (IMCO) 11,202; Treasurer, State of Illinois 29,632; Illiana Construction Co 281,080; Illini Contractors Supply 3,094; Illini Fire Equipment 3,734; Illini Radio Group 4,432; Illinois Assoc of Park 9,819; Illinois Pump Inc 8,733; Imperial 4,364; IN Leisure Interactive, 2,958; Interstate Billing Service 13,522; J & L Morris Trucking LLC 3,705; J&M Displays 13,000; James Carter 11,750; Johnson Tree Care 9,125; Kamryn Suttinger 7,469; Karsten Manufacturing Corp 6,427; Kay Park & Recreation Corp 4,347; Kirchner Building Center 11,541; Kold Kube 2,709; Lale County Forest Preserve 4,150; Larry Denton, Golf Course 21,120; Lauterbach & Amen, LLP 2,530; Lori Lytle 16,000; Lovers 6,265; Mahomet Ace Hardware 6,832; Mahomet Landscapes 22,565; Mahomet Small Engine 3,112; Gail Marcotte 8,190; Mediacom Illinois LLC 18,090; Menards 38,959; Metropolitan Life Insurance Co 2,663; Meyer Capel 18,249; Micro Systems Integration 29,468; Midwest Construction Rentals 8,678; Midwest Engineering & Testing 4,770; Midwest Groundcovers LLC 7,174; Mizuno USA, Inc 16,420; Most Dependable Fountains 12,474; MTI Distributing, Inc 71,938; NAPA Auto Parts Champaign 8,631; National Auto Fleet Group 61,255; Natl Assoc For Interpretation 4,295; Champaign Multimedia Group 12,395; Nutoys Leisure Products 3,647; Oak Bros Tree Care & Removal 15,800; Koerner Distributor Inc 18,045; Otto's Construction LLP 18,351; Owl Labs 3,098; Park District Risk Mgmt Assn 120,178; Paxton Ready Mix 4,276; Pizzo Native Nursery LLC 2,664; Positioned LLC 4,300; Prairie Moon 2,708; Prairie Gardens 6,420; Prairie Material 10,575; CNH Industrial Accounts 3,146; Progressive Propane, Inc 17,669; Quadbridge Inc 8,349; Quality Truck and Equipment Co 7,878; R & R Products, Inc 5,336; R J Thomas Mfg Co., Inc. 4,912; Republic Sservices #729 10,787; Robert's Sysco Inc 7,285; Rogards Office Plus 20,550; Rural King Distributing 15,574; Sam's Club 14,361; Sangamon Valley Public Water 10,214; David Sebestik 20,754; Shawn Sitton 2,569; Sherwin Williams 8,864; Siteone Landscape Supply 23,928; Skid Heaven LLC 3,200; Fein Bursoni Inc 5,000; Spence Restoration Nursery 9,849; Spheriion Staffing LLC 40,169; The Standard 37,399; Staples 4,337; Stark Excavating Inc 9,228; Still Water Mulch Inc 4,242; Sticker Mule 3,236; Thornburgh Abatement, Inc 22,941; Thryv 3,228; Time Well Spent, LLC 3,066; Acushnet Company 41,581; TLC Pest Control 3,110; Tour Edge Golf Mfg, Inc 3,475; Jason Troyer 5,391; Tylex Inc 3,800; Uline 6,478; United Fuel Co 67,389; United Way of Champaign Co 5,845; Upclose Marketing & Printing 29,594; Van Diest Supply Company 34,360; Experience Champaign Urbana 3,551; Walker TIRE 6,335; Watch Communications 2,770; WEX Bank 4,301; Whitsitt & Associates Inc 2,500; Wild Nature Project 2,600; Woody Warehouse Nursery Inc 6,046; www.foreup.com 8,379; www.pergolakitsusa.com 10,235 **Greater than 2500** 3,436,564

**Expense Disbursements Under 2500** 320,199 **Total** 3,756,763

I William Goodwin Treasurer of the Champaign County Forest preserve District in Champaign County Illinois from January 1 2023 to December 31 2023 do hereby certify that the above and foregoing is a true and correct statement of all monies received and from what sources received giving items particulars and details of all monies paid out where the total amount paid during the fiscal year exceeds 2500 giving the name of each individual to whom paid and the amount paid to each person and of all monies paid out as compensation for personal services giving the name of each individual to whom paid and the total amount paid to each person for said Champaign County Forest Preserve District in Champaign County Illinois for the fiscal year ending December 31 2023 as required by 30 ILCS 15/1.

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Chris Edmondson, General Manager, Lake of the Woods Golf Course  
Sam Ihm, Planning Assistant  
Re: Approval of Quote for Lake of the Woods Golf Course Automated Gate

**Action Requested**

Staff requests the Board of Commissioners approve the quote for an Automated Gate (Materials and Labor) at Lake of the Woods Golf Course from Main Street Construction Co. for **Twenty-Four Thousand Eight Hundred Thirty Dollars and 00/100 (\$24,830.00)**.

**Background**

The Lake of the Woods Golf Course experiences intermittent vandalism, most of which occurs after posted hours. An automated gate with sensor technology and remote control would help prevent illegal entry into the preserve while allowing staff who live on-site to leave after hours. The automated gate would improve visitor safety, reduce vandalism, and allow the preserve to open and close at scheduled times without staff.

**Quote Results**

Quotes were solicited from four (4) companies in May. Staff received two (2) quotes and two (2) vendors were non-responsive.

<b>Company</b>	<b>Location</b>	<b>DBE</b>	<b>Base Quote</b>
Decatur Fence Co.	Decatur, IL	n/a	Non-responsive
Kelley Ironworks	East Peoria, IL	WBE	Non-responsive
SK Exteriors	Champaign, IL	n/a	\$30,714.00
Main Street Construction Co.	Mahomet, IL	n/a	\$24,830.00

**Equity in Purchasing**

Staff contacted vendors registered with City of Champaign Diversity Advancement Program and the Illinois Procurement Gateway but none submitted a quote.

**Project Funding**

2024 Capital Approved Risk Budget for Golf Course Automated Gate	\$30,000.00
Golf Course Automated Gate Project Cost	(\$24,830.00)
<b>2024 Capital Risk Budget Remaining</b>	<b>\$5,170.00</b>

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Bridgette Moen, Planning Director  
Re: Approval of Proposal for KRT Architecture and Engineering Services

**Action Requested**

Staff requests the Board of Commissioners approve the proposal for Architecture and Engineering Services at the Kickapoo Rail Trail from Farnsworth Group for **One Million Six Hundred Fifty-Nine Thousand One Hundred Twenty-Five and 00/100 (\$1,659,125.00)**, pending legal review.

**Background**

Through a Request for Qualifications (RFQ) and Fee Proposal process, staff selected Farnsworth Group to provide architectural and engineering services for the Kickapoo Rail Trail (KRT). Their proposed contract of \$1,403,000 was presented to the Board of Commissioners on March 21, 2024, for approval. During discussions of legal and scope review, the need for increased rail coordination and construction management beyond the initial scope of the RFQ became apparent. Staff negotiated a revised scope with Farnsworth Group. Because the initial proposal was not executed in its entirety due to the scope review discussions, staff are requesting that the Board approve the revised proposal as attached.

**Previous Applicable Board Reports:**

July 20, 2023	Kickapoo Rail Trail Update
January 18, 2024	KRT Intergovernmental Agreement
January 18, 2024	Approval of Proposal for KRT Owners' Representative Services
March 21, 2024	Approval of Proposal for KRT Architecture and Engineering Services

**Attachments:**

1. Proposal as Submitted by Farnsworth Group – executed survey services
2. Proposal as Submitted by Farnsworth Group – UPD Weaver
3. Proposal as Submitted by Farnsworth Group – CCFPD Union Pacific Rail Coordination
4. Proposal as Submitted by Farnsworth Group – remaining scope for CCFPD, UPD, VCCD

**SURVEY PROFESSIONAL SERVICES AGREEMENT**  
**For Surveying Services Only**  
**(Farnsworth Group General Conditions Attached)**

This **SURVEY PROFESSIONAL SERVICES AGREEMENT** (this "**Agreement**") is made as of this 21st day of March, 2024 (the "**Effective Date**") between **CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT**, ("**Client**") and **FARNSWORTH GROUP, INC.** ("**Farnsworth Group**"). Each of Farnsworth Group and Client is referred to herein as a "**Party**," and collectively as the "**Parties**."

- 1. Services.** Farnsworth Group will perform the work and services (the "**Services**"), as set forth in the scope of work entered into by the Parties ("**SOW**"), attached hereto as **Exhibit A**. Unless expressly set forth otherwise in the applicable SOW, Farnsworth Group will provide all supervision, labor, materials, tools, equipment, and subcontracted work that are necessary for the performance and completion of the Services. Unless and until this Agreement and/or a SOW is fully executed by both Parties, Farnsworth Group shall have no obligation to provide Services.
- 2. Term.** This Agreement commences on the Effective Date, and unless sooner terminated in accordance with this Agreement, will continue until the Services are completed.
- 3. Pricing and Payment.** Client shall pay Farnsworth Group the fees set forth in the SOW (the "**Fees**"). The rates used in calculating the Fees for the SOW will be the rates set forth in the then-current rate schedule attached hereto as **Exhibit B** ("**Rate Schedule**"), which Rate Schedule may be unilaterally amended by Farnsworth Group no more frequently than once per year, beginning on the first day of the calendar year commencing after the date of this Agreement. All other invoicing and payment terms are addressed in the General Conditions, attached hereto as **Exhibit C**.
- 4. Notices.** See General Conditions, attached hereto as **Exhibit C**
- 5. Governing Terms.** The terms and conditions of this Agreement apply to the SOW issued pursuant to this Agreement. All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.
- 6. Facsimile; PDF Signatures.** Execution and delivery of this Agreement and the SOW by delivery of a facsimile or portable document format ("**PDF**") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement or SOW by such party. Such facsimile and PDF copies shall constitute enforceable original documents.
- 7. General Conditions.** The General Conditions attached hereto as Exhibit C are incorporated into and made a part of this Agreement.
- 8. Exhibits.** The following Exhibits are attached to this Agreement:
  - Exhibit A: Scope of Work
  - Exhibit B: Rate Schedule
  - Exhibit C: General Conditions

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**FARNSWORTH GROUP, INC.**

Digitally signed by Paul E. Brown  
DN: C=US,  
E=pbrown@f-w.com,  
O=Farnsworth Group,  
OU=Senior Land Surveying Manager,  
CN=Paul E. Brown  
Date: 2024.03.21 15:04:21-05'00'

Paul E. Brown

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT**

Signature: *Lonnie Pearson*  
Name: Lonnie Pearson  
Title: Executive Director  
Date: 3/26/2024

**FARNSWORTH GROUP, INC.**

Digitally signed by Robert J. McIntosh  
DN: C=US,  
E=rmcintosh@f-w.com,  
O="Farnsworth Group, Inc.", OU=Principal,  
CN=Robert J. McIntosh  
Date: 2024.03.21 20:29:20-05'00'

Robert J. McIntosh

**SURVEY - PROFESSIONAL SERVICES AGREEMENT – SIGNATURE PAGE**

## EXHIBIT A

### SCOPE OF WORK

This **SCOPE OF WORK** (this "**SOW**") entered into pursuant to, and shall be subject to, the terms and conditions of that certain Survey Professional Services Agreement dated as of 21st day of March, 2024 (the "**Agreement**") between Client and Farnsworth Group. Capitalized terms used and not defined in this SOW will have the meanings ascribed to them in the Agreement.

#### **PROJECT SCOPE:**

Farnsworth Group will provide the following Services:

- Urbana Park District Topo Survey
  - Approximately 1 acre tract in Weaver Park in Urbana.
  - No plat will be produced.
  - The field data will be processed for internal use for park improvements design.
- Champaign County Forest Preserve District Topo Survey
  - Approximately 2,000' of topo of a former railroad ROW along University Ave.
  - Railroad plans/plats will not be acquired at this time.
  - No boundary or topographic survey plat will be produced.
  - The field data will be processed for internal use for trail design.
  - Fee assumes vegetation has not fully emerged and project will be started by late March.
- Vermillion County Conservation District Topo Survey
  - Approximately 8.5 miles of topo of a former railroad ROW along Rte 150 from Ogden IL to Oakwood IL in Vermillion County.
  - Individual trees 6" diameter and above will be located in less dense vegetation areas.
  - Railroad plans/plats will not be acquired at this time.
  - No boundary or topographic survey plat will be produced.
  - The field data will be processed for internal use for trail design.
  - Fee assumes vegetation has not fully emerged and project will be started by late March.

#### **SCHEDULE & MILESTONES:**

The field work will be performed within three (3) weeks of receipt of this signed contract.

#### **FEES:**

Farnsworth Group, Inc. proposes to provide the described services under the current Continuing Services Agreement between the Champaign County Forest Preserve and Farnsworth Group, Inc. for a Time & Materials (T&M) Not to Exceed (NTE) fee, based on an hourly basis per the attached Schedule of Charges, of **\$69,000** as broken down below. The NTE fee is based on the scope of work identified in this agreement. If additional services are requested by the Client, the agreement amount will be adjusted at that time.

EXHIBIT B



Schedule of Charges – January 1, 2024

<b>Engineering / Surveying / Commissioning Professional Staff</b>	<b>Per Hour</b>
Administrative Support / Project Controls .....	\$ 100.00
Environmental Scientist I .....	\$ 110.00
Environmental Scientist II .....	\$ 120.00
Engineering Associate I / Cx Specialist I / Process Associate I / Env. Scientist III .....	\$ 145.00
Engineering Associate II / Cx Specialist II / Process Associate II / Env. Scientist IV .....	\$ 155.00
Engineer / Land Surveyor / Sr. Cx Specialist / Sr. Env. Scientist .....	\$ 165.00
Sr. Engineer / Sr. Land Surveyor / Cx Project Manager / Sr. Env. Scientist III.....	\$ 175.00
Project Engineer / Project Land Surveyor / Sr. Cx Project Manager / Process Engineer/ Env. Manager I .....	\$ 185.00
Sr. Process Engineer.....	\$ 195.00
Sr. Project Engineer / Sr. Project Land Surveyor / Cx Manager / Process Project Engineer/ Env. Manager II .....	\$ 205.00
Sr. Process Project Engineer .....	\$ 220.00
Engineering Manager / Land Surveying Manager / Sr. Cx Manager / Process Engineering Manager.....	\$ 230.00
Sr. (Process) Engineering Manager / Sr. Land Surveying Manager / Sr. Cx Director .....	\$ 250.00
Principal / Vice President.....	\$ 265.00
Process Director of Engineering .....	\$ 290.00
Process Principal / Process Vice President .....	\$ 320.00
 <b>Technical Staff</b>	 <b>Per Hour</b>
Technician I / Env. Specialist I .....	\$ 102.00
Technician II / Env. Specialist II .....	\$ 125.00
Sr. Technician / Cx Technician / Env. Specialist III .....	\$ 135.00
Chief Technician / Env. Specialist IV .....	\$ 155.00
Designer / Computer Specialist / Lead Technician / Process Designer I .....	\$ 165.00
Sr. Designer / Process Designer II .....	\$ 170.00
Project Designer / Project Technician / Process Designer III .....	\$ 185.00
Sr. Project Designer / Systems Integration Manager / Sr. Process Designer I / Sr. Project Technician .....	\$ 205.00
Design Manager / Grants Manager / Program Manager .....	\$ 210.00
Technical Manager / Program Director .....	\$ 220.00
Sr. Process Designer II .....	\$ 230.00
Sr. Process Designer III / Process Design Manager .....	\$ 235.00
Sr. Technical Manager/ Sr. Program Director .....	\$ 245.00
Sr. Process Design Manager .....	\$ 255.00
 <b>Architecture / Landscape Architecture / Interior Design Professional Staff</b>	 <b>Per Hour</b>
Architectural Associate I / Landscape Associate I / Interiors Associate I .....	\$ 130.00
Architectural Associate II / Landscape Associate II, Interiors Associate II / Interior Designer .....	\$ 140.00
Architect / Architectural Associate III / Landscape Associate III / Interior Associate III .....	\$ 155.00
Project Coordinator / Urban Planner I / Sr. Interior Designer .....	\$ 155.00
Sr. Architect / Sr. Project Coordinator/ Urban Planner II / Interior Design Manager .....	\$ 165.00
Project Architect / Project Manager .....	\$ 180.00
Sr. Project Architect / Sr. Project Manager / Sr. Urban Planner.....	\$ 195.00
Architectural Manager / Sr. Urban Planner Manager .....	\$ 210.00
Sr. Architectural Manager / Sr. Urban and Community Planner .....	\$ 225.00
Architecture Principal / Vice President.....	\$ 265.00



Schedule of Charges – January 1, 2024

Units

Expert Testimony.....	2.0x bill rate
Software/CAD/Revit Station.....	\$15.00 / hr.
ATV & Trailer .....	\$17.50 / hr.
Field Vehicle .....	\$27.00 / hr.
Automobile mileage .....	IRS Rate
Handheld GPS.....	\$15.00 / hr.
GPS Unit (each).....	\$25.00 / hr.
Environmental GPS Data Collector.....	\$80.00 / day
Utility Locator / Robotic Total Station.....	\$29.00 / hr.
Stationary Scanner (low res)   High-Def Scanner / UAV .....	\$315 / day   \$525 / day
Subconsultants & Other Reimbursable Expenses Related to Project* .....	Cost+ 10%

\*Includes the actual cost of prints / copies, supplies, travel charges, testing services, conferencing services, and other costs directly incidental to the performance of the above services.

CHARGES EFFECTIVE UNTIL JANUARY 1, 2025 UNLESS OTHERWISE NOTIFIED

**Date:** March 21, 2024  
**Client:** Champaign County Forest Preserve District  
**Project:** Kickapoo Rail Trail Survey

**Standard of Care:** Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

**Entire Agreement:** These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement". The Agreement supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of the Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions.

**Precedence:** All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Farnsworth Group's services. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Farnsworth Group. Such fees in the initial year of the Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of the Agreement.

**Opinions of Cost:** Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

**Invoices:** Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto. Client shall reimburse Farnsworth Group for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by Client unless agreed to in writing by Farnsworth Group. Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Amounts outstanding more than thirty (30) days will accrue interest at the rate of 1.5% per month (compounded), or if lower, the maximum rate permitted by applicable law. Should a past due amount exceed sixty (60) days, Farnsworth

Group shall have the right to suspend all Services, without liability of any kind to Client, until full payment is received. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Farnsworth Group per Farnsworth Group's then current Schedule of Charges. Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using information (i) when the information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when the information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Compliance with Law:** In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

**Modification to the Agreement:** Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of Farnsworth Group's compensation, to which Client and Farnsworth Group mutually agree shall be incorporated in the Agreement by a written amendment to the Agreement.

**Notice:** All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit. Notice must be addressed at the address or electronic mail address shown below for, or such other address as may be designated by notice by such Party:

If to Client:  
**Champaign County Forest Preserve District**  
Attn: Bridgette Moen  
P.O. Box 1040  
Mahomet, IL 61853  
E-mail: bmoen@ccfpd.org

If to Farnsworth Group:  
Farnsworth Group, Inc.  
Attn: Joe Adams  
2211 W. Bradley Avenue  
Champaign, IL 61821  
E-mail: jdadams@f-w.com

With a copy (which will not constitute notice) to:  
Farnsworth Group, Inc.  
Attn: Ryan Perras  
5613 DTC Parkway, Suite 1100  
Greenwood Village, CO 80111  
E-mail: rperras@F-W.com

**Facsimile; PDF Signatures.** Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

**Force Majeure:** Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

**Assignment:** Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

**Timeliness of Performance:** Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside Farnsworth Group's control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**Suspension:** Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

**Termination:** If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

**Reuse of Documents:** All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and/or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and/or any subconsultant shall be deemed the authors and owners of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights.

They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific written verification or adaptation by Farnsworth Group will be at Client's sole risk, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

**Subcontracting:** Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

**Third Party Beneficiaries:** Nothing contained in the Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. Farnsworth Group's services under the Agreement are being performed solely for Client's benefit, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

**Right of Entry:** Client shall provide for Farnsworth Group's and/or any subconsultant's right to enter property owned by Client and/or others in order for Farnsworth Group and/or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

**Recognition of Risk:** Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at Client's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. Farnsworth Group's and/or any subconsultant's application of its present judgment will be subject to factors outlined in (1) and (2) above. Client waives any claim against Farnsworth Group and/or any subconsultant, and agrees to indemnify and hold Farnsworth Group and/or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and/or any subconsultant for any time spent or expenses incurred by Farnsworth Group and/or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and/or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Authority and Responsibility:** Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

**Electronic Files Transfer.**

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and/or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other

projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files may contain data which is not included in the contract documents.

(c) **BIM Digital Files.** With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and/or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and/or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and/or any subconsultant for any time spent or expenses incurred by Farnsworth Group and/or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and/or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalies, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and/or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and/or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and/or any subconsultant to take immediate measures to protect human health and safety, and/or the environment. Farnsworth Group and/or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and/or any subconsultant to take any and all measures that in Farnsworth Group's and/or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and/or any subconsultant's personnel and the public, and/or the environment, and Client agrees to compensate Farnsworth Group and/or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and/or any subconsultant, and agrees to indemnify and hold Farnsworth Group and/or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and/or any subconsultant for any time spent and expenses incurred by Farnsworth Group and/or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and/or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and/or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and/or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and/or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be interpreted as an inspection service, a construction supervision service, or guaranteeing the construction contractor's or construction subconsultant's performance. Farnsworth Group and/or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and/or any subconsultant will not be responsible for construction contractor's or construction subconsultant's obligation to carry out the work according to the Contract Documents. Farnsworth Group and/or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and/or any subconsultant shall review shop drawings and/or submittals solely for their general conformance with Farnsworth Group's and/or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and/or any subconsultant shall not be responsible for any aspects of a shop drawing and/or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and/or submittals and approve them in these respects before submitting them to Farnsworth Group and/or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and/or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and/or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and/or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and/or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase I Environmental Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages

that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION:** IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL

SERVICES SHALL BE LIMITED TO TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and/or any subconsultant to subpoenas issued by any party other than Farnsworth Group and/or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.

[REMAINDER OF THIS IN INTENTIONALLY BLANK]





PROJECT SERVICES AGREEMENT

# Weaver Park Trail Head

Champaign County Forest Preserve  
District

May 30, 2024

May 30, 2024

Bridgette Moen  
Planning Director  
Champaign County Forest Preserve District  
P.O. Box 1040  
Mahomet, IL 61853

RE: Project Services Agreement for Weaver Park Trail Head

Dear Bridgette:

We appreciate the opportunity to work with you on the next phase of the Kickapoo Rail Trail. This is an exciting project that requires careful consideration of a number of parameters. We have allocated a dedicated team of design professionals that will be devoted to this project and will work alongside of you to make it a success.

Farnsworth Group, Inc. ("Farnsworth Group") is pleased to present this Project Services Agreement ("Agreement") to Champaign County Forest Preserve District ("Client") to provide architectural and engineering design services for the Weaver Park Trail Head located in Urbana, IL. We have prepared this Agreement to match the scope of the work as we understand it, and identified as follows:

Design a new trail head facility that will be used as a restroom building and pavilion in Urbana's Weaver Park.

Please let me know if there are any questions regarding the scope as we've outlined above. The following pages provide more specific details regarding the scope of work, project approach, project team, etc. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.

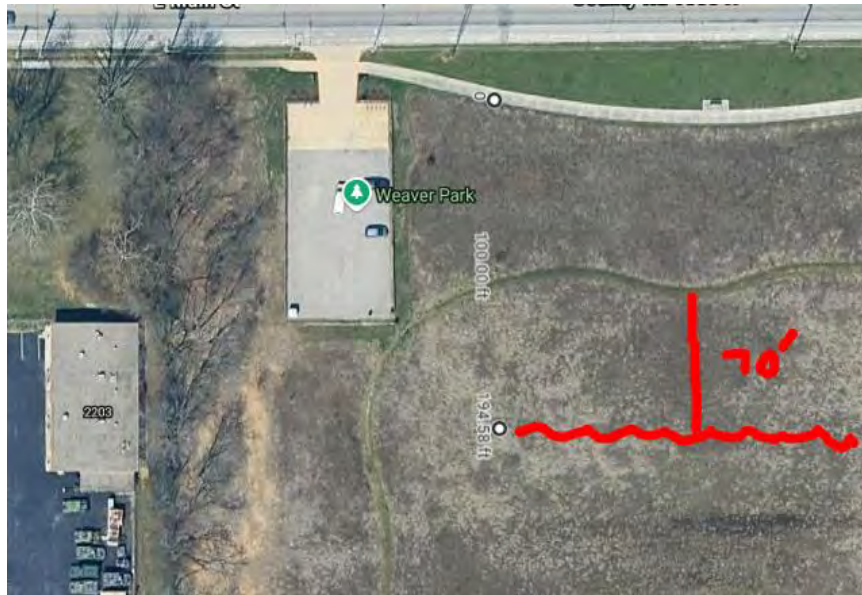


Scott Burge, AIA  
Senior Architectural Manager

## PROJECT OVERVIEW /

Our understanding of the project is based on the Request for Qualifications dated February 6, 2024.

The project consists of an approximately 1,500 square foot, single-story facility that will be used as a trail head for the newest extension of the Kickapoo Rail Trail. The building will be utilized as a restroom building with a pavilion that will be utilized as a gathering space and picnic shelter. The restrooms will be two, single-user restrooms. It will be located in Urbana Park District's Weaver Park in the approximate location shown below.



The general aesthetics will be based on the recently completed shelter at Crystal Lake Park – refer to the image below. The pavilion will consist of heavy timber construction with stone at the base of the columns. The restroom area will be stud framed walls with wood trusses. The walls will be clad with a combination of fiber cement siding and a stone wainscot. If included, the fireplace will be made of CMU clad with stone. The roof will be clad with standing seam metal roof panels. The floor will be a slab on grade with a broom finish.



This proposal covers schematic design, construction documents, bidding assistance, and construction administration.

## SCOPE OF PROFESSIONAL SERVICES / SCOPE OF WORK

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included architecture, civil engineering, mechanical engineering, plumbing design, and electrical engineering design services, as well as necessary interface with the Client, review agencies, and other Client retained consultants and vendors. The scope of work includes the services generally described as follows:

- A. Architecture
  1. Project Management
    - A. Coordinate the project team and act as a single point of contact.
    - B. Compile the project deliverables and submit to permitting authorities and project team.
  2. Schematic Design
    - A. Code research.
    - B. Prepare proposed floor plan as required to meet code requirements.
    - C. Submit a floor plan for approval prior to proceeding with Construction Documents.
    - D. Up to one meeting to discuss the Schematic Design.
  3. Construction Documents
    - A. Once a schematic design floor plan has been approved, prepare architectural drawings and specifications that will be utilized for obtaining bids and a building permit. We will submit a 50% complete and 100% complete deliverable for owner review.
    - B. Conduct up to one (1) 50% Construction Document owner review meeting to review the current design.
    - C. Revise design to reflect Owner comments from the 50% CD owner review meeting.
    - D. Submit building permit applications to City of Urbana for building permit.
  4. Bidding Assistance
    - A. Reach out to General Contractors to garner interest in the project.
    - B. Conduct one pre-bid meeting.
    - C. Conduct one bid opening.
    - D. Answer questions from contractors and prepare addenda during the bidding process.
    - E. Prepare recommendation after receipt of the bids.
    - F. Prepare a contract between the chosen contractor and the District.
  5. Construction Administration
    - A. Answer questions from the contractors during construction.
    - B. Review contractors pay requests and provide recommendation for approval.
    - C. Review architectural shop drawings.
    - D. Visit the site at appropriate intervals during construction to review progress, answer questions on-site, and observe whether the construction matches design intent.
    - E. One punch list site visit near substantial completion to review items left for the contractor to complete. Distribute the punch list to the project team.
    - F. We have included up to 4 site visits for progress and punch list reviews.

- B. Civil Engineering (performed by Kaskaskia Engineering)
  - 1. Schematic Design
    - A. Utilizing the site survey completed as part of the Kickapoo Rail Trail design, prepare a conceptual site plan.
    - B. Submit the conceptual site plan to the City of Urbana for preliminary approval.
  - 2. Construction Documents
    - A. Utilizing the approved site schematic design, provide detailed site design and prepare the civil engineering 50% and 100% complete construction documents deliverables.
    - B. Code review.
    - C. Coordinate with utility providers and design connection to existing utilities.
    - D. Prepare and submit site permit applications to local and state authorities having jurisdiction. We anticipate needing the following permits:
      - i. IHPA and IDNR clearances for historical and endangered species.
      - ii. IEPA NOI / NOT forms.
      - iii. City of Urbana Land Disturbance Permit.
      - iv. City of Urbana Grading and Drainage Permit.
      - v. UCSD Connection Permit.
      - vi. Right of way permit from City of Urbana.
  - 3. Bidding Assistance
    - A. Answer questions from the prospective bidders and issue revisions for the project deliverables via addenda.
  - 4. Construction Administration
    - A. Answer questions throughout the construction duration.
    - B. Review civil engineering shop drawings.
- C. Landscape Architecture
  - 1. Schematic Design
    - A. Coordinate with the civil engineer to prepare a conceptual landscape plan.
    - B. Up to one meeting to discuss the concept plan.
  - 2. Construction Documents
    - A. Utilizing the approved site layout concept, provide detailed site design and prepare the landscape architecture 50% and 100% complete construction documents deliverables.
  - 3. Bidding Assistance
    - A. Answer questions from the prospective bidders and issue revisions for the project deliverables via addenda.
  - 4. Construction Administration
    - A. Answer questions throughout the construction duration.
    - B. Review landscape architecture shop drawings.
- D. Structural Engineering
  - 1. Construction Documents
    - A. Establish the structural design criteria.
    - B. Code analysis.
    - C. Provide structural design for the new building structural systems.
    - D. Utilizing the proposed building layout, prepare structural engineering 50% and 100% complete construction documents deliverables.

2. Bidding Assistance
    - A. Answer questions from the prospective bidders and issue revisions for the project deliverables via addenda.
  3. Construction Administration
    - A. Answer questions throughout the construction duration.
    - B. Review structural engineering shop drawings.
- E. Mechanical Engineering
1. Construction Documents
    - A. Code review.
    - B. Calculate the outside air flow rates for code required ventilation.
    - C. Layout and specification of new ventilation equipment and associated ductwork.
    - D. Utilizing the proposed building layout, prepare mechanical engineering 50% and 100% complete construction documents deliverables.
  2. Bidding Assistance
    - A. Answer questions from the prospective bidders and issue revisions for the project deliverables via addenda.
  3. Construction Administration
    - A. Answer questions throughout the construction duration.
    - B. Review mechanical engineering shop drawings.
- F. Plumbing Design
1. Construction Documents
    - A. Code review.
    - B. Design of domestic hot and cold-water distribution system.
    - C. Design of sanitary waste and vent system.
    - D. Selection and specification of new plumbing fixtures.
    - E. Utilizing the proposed building layout, prepare plumbing 50% and 100% complete construction documents deliverables.
  2. Bidding Assistance
    - A. Answer questions from the prospective bidders and issue revisions for the project deliverables via addenda.
  3. Construction Administration
    - A. Answer questions throughout the construction duration.
    - B. Review plumbing shop drawings.
- G. Electrical Engineering
1. Construction Documents
    - A. Code review.
    - B. Design general power distribution within the building.
    - C. Lighting design for interior and exterior lighting.
    - D. Utilizing the proposed building layout, prepare electrical engineering 50% and 100% complete construction documents deliverables.
  2. Bidding Assistance
    - A. Answer questions from the prospective bidders and issue revisions for the project deliverables via addenda.

3. Construction Administration
  - A. Answer questions throughout the construction duration.
  - B. Review electrical engineering shop drawings.

## DELIVERABLES

The scope of work includes the deliverables generally described as follows:

- A. Architecture
  1. Drawings
    - A. Schematic Design: Building floor plan layout.
    - B. Construction Documents: General notes and legend, life safety plan, floor plan, roof plan, roof details, building elevations, building sections, wall sections, partition details, door details, window details, interior elevations, reflected ceiling plan, interior finish plans and schedules.
  2. Specifications: To be provided in 8.5 x 11 book format.
- B. Civil Engineering
  1. Schematic Design: Site layout plan showing proposed geometry, approximate key grades, and utility layout.
  2. Construction Documents: Site demolition plan, dimensional control plan / site plan, grading plan, storm sewer plan, erosion and sediment control, site details, and general notes.
- C. Landscape Architecture
  1. Schematic Design: Site layout plan showing proposed large lawn area for special events, adjacent native areas to be preserved, new native landscaping, and new landscaping.
  2. Construction Documents: Planting plan, plant schedule, planting details, and general notes.
- D. Structural Engineering
  1. Construction Documents: General structural information, foundation plan, foundation details, framing plan, and framing details.
  2. Specifications: To be provided in 8.5 x 11 book format.
- E. Mechanical Engineering
  1. Construction Documents: General mechanical information, HVAC equipment layout, duct layout, mechanical details, and mechanical equipment schedules.
  2. Specifications: To be provided in 8.5 x 11 book format.
- F. Plumbing Design
  1. Construction Documents: General plumbing information, under grade plumbing plans, above grade plumbing plans, and plumbing details.
  2. Specifications: To be provided in 8.5 x 11 book format.
- G. Electrical Engineering
  1. Construction Documents: General electrical information, electrical site plan, lighting plan, power plan, electrical schedules, and electrical details.
  2. Specifications: To be provided on the drawings.

## MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this project will be:

Scott Burge, AIA  
2211 West Bradley Avenue  
Champaign, IL 61821  
(217) 352-7408  
[sburge@f-w.com](mailto:sburge@f-w.com)

Joe Grimm  
2211 West Bradley Avenue  
Champaign, IL 61821  
(217) 352-7408  
[jgrimm@f-w.com](mailto:jgrimm@f-w.com)

## PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a fixed fee of **\$89,925 (Eighty-nine thousand, nine hundred twenty-five dollars)**, plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

## PROJECT TIMELINE /

We have assumed that a notice to proceed will be provided in June of 2024. Upon your notice to proceed, we are prepared to begin work within 1 week and as soon as the site surveying is complete. We anticipate schematic design taking approximately 2-3 weeks to complete. This is contingent upon obtaining a time to meet with the owner team and approval of the proposed concept. Upon approval of the schematic design, we anticipate the 50% construction documents taking approximately 3-4 weeks. Upon approval of the 50% construction documents, we anticipate the 100% construction documents taking approximately 3-4 weeks.

## ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

- A. General
  1. We have assumed the project will be bid as a single bid package without alternate bids.
  2. The utilities near the site are adequate for the proposed use. We have not included design for any off-site work.
  3. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
  4. Design revisions required as a result of code changes adopted after delivery of 100% construction documents are not included.
  5. This work is expected to commence in June 2024. Significant delays in start date may require reassessing necessary services, schedule, and fees.
  6. Energy modeling not included.
  7. Life cycle cost analysis on equipment not included.
  8. Record as-built drawings are not included; nor are Record As-Built drawing revisions and reformatting based on contractor provided as-built markups.
  9. Detailed construction schedule is not included in the scope.

10. Design services during startup, commissioning, response to 3rd Party Commissioning or performance validation activities are not included.
11. Consulting or completion of energy and utility rebate forms is not included, including LEED.
12. Multiple design alternatives finalized after Design Development phase are not included.
13. Client provided consultants, such as legal services, geotechnical engineering, traffic engineering, environmental analysis, etcetera, are excluded. We have included coordination with these consultants.
14. Revisions caused by Client, Tenants, Authority Having Jurisdiction (AHJ), other governmental review agencies or any other entity that causes work already performed to be revised is excluded.

B. Structural

1. We assume all foundations will be shallow, spread-type foundations. Design of deep foundations, if required by geotechnical engineer, will be an additional service.
2. Grade around the perimeter of the building will be within 6" of the finish floor such that no soil retention is required.
3. Net allowable bearing pressure shall be assumed for design purposes and field verified prior to foundation construction. Redesign of the foundation for actual soil conditions is excluded.
4. Miscellaneous site structures or structural elements are excluded. This includes, but is not limited to equipment foundations, screen walls, retaining walls, etc.

C. Plumbing

1. Design includes piping in the building and 5 feet outside the building.
2. Design or layout of site utilities, including gas, storm, water and sewer are not included.
3. Medical gas piping design or layout is not included.

D. Mechanical

1. Design of septic or well systems is not included.
2. Chilled water systems are not included.
3. Geothermal design or consulting is not included.

E. Electrical

1. No access control system design included.
2. Networking design of voice or data systems is not included.
3. Design of audio/video systems and signaling systems is not included.
4. Renewable energy design or consulting such as solar panels, windmills, etc. is not included.
5. Design of site and park lighting has not been included. We assume all exterior lights will be attached to the building.

F. Civil

1. No offsite site design or master planning is included, including water and sewer.
2. Water or wastewater treatment facility design is not included.
3. Water pump station design is not included.
4. Wastewater lift station design is not included.
5. Water distribution modeling or wastewater collection modeling is not included.
6. Natural gas distribution or service design is not included.; sizing and material requirements provided by mechanical engineer or gas Client.

7. Site electrical design or photometric analysis is not included.
8. Subdivision Plat or Re-Plat drawings or documents is not included.
9. Preparing easements or exhibits is not included.
10. Public hearing process or attending neighborhood meetings is not included.
11. Subsurface Utility Engineering (SUE) is not included.

## ADDITIONAL SERVICES /

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee:

- Multiple revisions and changes of scope both during and after each phase of service.
- Preparation of plans or specifications not specifically defined by this agreement.
- Cost opinion services.
- Site surveying.
- Field tile investigating and mapping.
- Value Engineering exercises.
- Geotechnical Engineering for subsurface exploration.
- Environmental Engineering.
- Traffic Engineering.
- Fire protection and fire alarm design.
- Meetings and/or hearings with Planning and Zoning or City Council.
- Attendance at additional meetings or site visits requested by CCFPD and the owner team.
- Assistance with material testing.
- Assistance with special inspections.
- Construction staking.
- Architectural renderings or special presentation graphics.
- Design of building signage.
- Postings, notifications, and other related services are not included in the proposed scope of work. Farnsworth Group can provide these services as an additional service upon request.

## CLIENT RESPONSIBILITIES /

The following services or items are required to be provided by you to allow Farnsworth to complete the scope of services outlined above.

- Provide any available PDF, hard copy, or AutoCAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- All required notifications that originate with the Client (signs, public announcements, etc).
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.
- Timely feedback throughout the project duration.
- Coordination with the grant administrators.
- Coordination amongst the three owner team entities (CCFPD, UPD, and VCCD).

**AGREEMENT /**

Please indicate your acceptance of this Agreement, including the attached Schedule of Charges and General Conditions, by signing and returning one copy for our records.

**FARNSWORTH GROUP, INC.**

  
\_\_\_\_\_  
Signature

Scott Burge  
\_\_\_\_\_  
Typed Name

Senior Architectural Manager  
\_\_\_\_\_  
Title

May 30, 2024  
\_\_\_\_\_  
Date

**CCFPD**

\_\_\_\_\_  
Signature

Bridgette Moen  
\_\_\_\_\_  
Typed Name

Planning Director  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FARNSWORTH GROUP, INC.**

  
\_\_\_\_\_  
Signature

John Bishop, Jr.  
\_\_\_\_\_  
Typed Name

Principal  
\_\_\_\_\_  
Title

May 30, 2024  
\_\_\_\_\_  
Date



**Date:** May 30, 2024  
**Client:** Champaign County Forest Preserve District  
**Project:** Weaver Park Trail Head

**Standard of Care:** Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

**Entire Agreement:** These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement". The Agreement supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of the Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions.

**Precedence:** All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding **Farnsworth Group's** services. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Farnsworth Group. Such fees in the initial year of the Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of the Agreement.

**Opinions of Cost:** Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

**Invoices:** Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto. Client shall reimburse Farnsworth Group for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by Client unless agreed to in writing by Farnsworth Group. Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Amounts outstanding more than thirty (30) days will accrue interest at the rate of 1.5% per month (compounded), or if lower, the maximum rate permitted by applicable law. Should a past due amount exceed sixty (60) days, Farnsworth Group shall have the right to suspend all Services, without liability of any kind to Client, until full payment is received. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Farnsworth Group per Farnsworth Group's then current

**Schedule of Charges.** Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and / or otherwise using information (i) when the information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when the information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Compliance with Law:** In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

**Modification to the Agreement:** Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of **Farnsworth Group's compensation, to which Client and Farnsworth Group mutually agree** shall be incorporated in the Agreement by a written amendment to the Agreement.

**Notice:** All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit. Notice must be addressed at the address or electronic mail address shown below for, or such other address as may be designated by notice by such Party:

If to Client:  
Champaign County Forest Preserve District  
Attn: Bridgette Moen  
P.O. Box 1040  
Mahomet, IL 61853  
E-mail: [bmoen@ccfpd.org](mailto:bmoen@ccfpd.org)

If to Farnsworth Group:  
Farnsworth Group, Inc.  
Attn: Scott Burge  
2211 West Bradley Avenue  
Champaign, IL 61821  
E-mail: [sburge@f-w.com](mailto:sburge@f-w.com)

With a copy (which will not constitute notice) to:  
Farnsworth Group, Inc.  
Attn: Ryan Perras  
5613 DTC Parkway, Suite 1100  
Greenwood Village, CO 80111  
E-mail: [rperras@F-W.com](mailto:rperras@F-W.com)

Facsimile; PDF Signatures. Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

Force Majeure: Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

Assignment: Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

Dispute Resolution: In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

Timeliness of Performance: Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside **Farnsworth Group's** control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

Suspension: Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

Termination: If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

Reuse of Documents: All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and / or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and / or any subconsultant shall be deemed the authors and Clients of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific written verification or adaptation **by Farnsworth Group will be at Client's sole risk**, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

Subcontracting: Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

Third Party Beneficiaries: Nothing contained in the Agreement shall create a

contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. **Farnsworth Group's services under the Agreement are being performed solely for Client's benefit**, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

Right of Entry: Client shall provide for Farnsworth Group's and / or any **subconsultant's right to enter property owned by Client and /** or others in order for Farnsworth Group and / or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

Recognition of Risk: Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at **Client's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. Farnsworth Group's and / or any subconsultant's application of its present judgment will be subject to factors outlined in (1) and (2) above.** Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / **or any subconsultant's** prevailing fee schedule and expense reimbursement policy.

Authority and Responsibility: Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

Electronic Files Transfer.

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and / or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files

may contain data which is not included in the contract documents.

(c) BIM Digital Files. With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and / or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and / or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and / or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and / or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and / or any subconsultant to take immediate measures to protect human health and safety, and / or the environment. Farnsworth Group and / or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and / or any subconsultant to take any and all measures that in Farnsworth Group's and / or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and / or any subconsultant's personnel and the public, and / or the environment, and Client agrees to compensate Farnsworth Group and / or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and / or any subconsultant for any time spent and expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and / or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and / or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and / or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be

interpreted as an inspection service, a construction supervision service, or **guaranteeing the construction contractor's or construction subconsultant's** performance. Farnsworth Group and / or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and / or any subconsultant **will not be responsible for construction contractor's or construction subconsultant's** obligation to carry out the work according to the Contract Documents. Farnsworth Group and / or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and / or any subconsultant shall review shop drawings and / or submittals solely for their general conformance with Farnsworth Group's and / or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and / or any subconsultant shall not be responsible for any aspects of a shop drawing and / or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and / or submittals and approve them in these respects before submitting them to Farnsworth Group and / or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and / or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and / or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and / or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and / or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase I Environmental Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence,

strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and / or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION: IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF**

**AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.**

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and / or any subconsultant to subpoenas issued by any party other than Farnsworth Group and / or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose of limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.



PROJECT SERVICES AGREEMENT

# Kickapoo Rail Trail – Railroad Coordination

Champaign County Forest Preserve  
District

May 30, 2024

May 30, 2024

Bridgette Moen  
Planning Director  
Champaign County Forest Preserve District  
P.O. Box 1040  
Mahomet, IL 61853

RE: Project Services Agreement for Kickapoo Rail Trail – Railroad Coordination

Dear Bridgette:

We appreciate the opportunity to work with you on the next phase of the Kickapoo Rail Trail. This is an exciting project that requires careful consideration of a number of parameters. We have allocated a dedicated team of design professionals that will be devoted to this project and will work alongside you to make it a success.

Farnsworth Group, Inc. (“Farnsworth Group”) is pleased to present this Project Services Agreement (“Agreement”) to Champaign County Forest Preserve District (“Client”) to provide railroad coordination services for the Kickapoo Rail Trail crossing of the Union Pacific Railroad located east of St. Joseph, IL. We have prepared this Agreement to match the scope of the work as we understand it.

Thank you again for the opportunity to provide you with this Project Services Agreement. Should you have any questions regarding this Project Services Agreement, we would be pleased to discuss. The following pages provide more specific details regarding the scope of work, project approach, project team, etc. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.



Joe Grimm, PE  
Sr. Project Engineer

## PROJECT OVERVIEW /

Our understanding of the project is based on the Request for Qualifications dated February 6, 2024 and the following documents and communications:

- A. Coordination with Union Pacific Railroad and Illinois Commerce Commission for an at-grade trail crossing of the Union Pacific railroad east of St. Joseph, IL.
- B. Scope meeting on 5-10-2024 to discuss trail design
  - 1. Review documents for confirmation of land ownership

## SCOPE OF PROFESSIONAL SERVICES /

### SCOPE OF WORK

See attached Exhibit A scope of work by WSP, USA Inc. as a subconsultant to Farnsworth Group, Inc.

## MAIN POINT OF CONTACT /

The Main Points of Contact for this project will be:

Kickapoo Rail Trail  
Farnsworth Group  
Joe Grimm  
2211 West Bradley Avenue  
Champaign, IL 61821  
(217) 352-7408  
[jgrimm@f-w.com](mailto:jgrimm@f-w.com)

Railroad Coordination  
WSP  
Courtney McCormick  
(312) 618-0714  
[courtney.mccormick@wsp.com](mailto:courtney.mccormick@wsp.com)

## PROFESSIONAL FEES /

Farnsworth Group proposes WSP USA, Inc. as a Subconsultant to provide the described services for a Cost Plus Fixed Fee (CPFF) Not to Exceed (NTE) fee, including normal reimbursable expenses, of **\$125,000 (One hundred twenty-five thousand dollars)**. Additional details regarding payment terms and related policies are included in the attached General Conditions.

Total Compensation = DL+DC+OH+FF.

DL is the total Direct Labor

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and FF is the Fixed Fee.

Where FF = (0.33) DL + % SubDL,

## PROJECT TIMELINE /

We understand the estimated timeline of the project to be as follows for the St. Joseph to Ogden Section of the Kickapoo Rail Trail (3.6 miles) contingent upon CCFPD obtaining at-grade permit to cross the Union Pacific Railroad by October 31, 2024:

- Project Award June 7, 2024
- Obtain Union Pacific Railroad At-Grade Crossing Permit October 31, 2024

The estimated project timeline is based upon no delays beyond the control of the Client and Engineer, and expedited review times by the Client and/or other review agencies. Submittals to Union Pacific require a 4 to 6 week review period.

### ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for the Union Pacific Railroad Coordination.

- A. General
  1. Trail crossing is to be at-grade.
  2. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
  3. Design revisions required as a result of railroad coordination are included as part of a separate agreement.
  4. This work is expected to commence in June 2024. Significant delays in start date may require reassessing necessary services, schedule, and fees.

Additional assumptions and clarifications that support the fees for the Kickapoo Rail Trail Railroad Coordination in Champaign County are found in the attached scope of services Exhibit A.

### ADDITIONAL SERVICES /

Services included in the fees for this proposal are described in the project scope (Exhibit A). Additional work may be completed under a separate contract addendum if requested at a later date by the Client.

### CLIENT RESPONSIBILITIES /


The following services or items are required to be provided by you to allow Farnsworth to complete the scope of services outlined above.

- Provide records of past railroad coordination efforts.
- All required notifications that originate with the Client (signs, public announcements, etc).
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.
- Timely feedback throughout the project duration.
- Coordination with the grant administrators.
- Coordination amongst the three owner team entities (CCFPD, UPD, and VCCD).

[Signatures on Following Page]

AGREEMENT /

FARNSWORTH GROUP, INC.



Signature

Ryan Uebinger

Typed Name

Principal

Title

May 30, 2024

Date

CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

Signature

Bridgette Moen

Typed Name

Planning Director

Title

Date

FARNSWORTH GROUP, INC.



Signature

Eric Bachman

Typed Name

Principal

Title

May 30, 2024

Date

# EXHIBIT A

Kickapoo Rail Trail  
Railroad Coordination  
Scope and Estimate of Hours  
April 2024

---

## **Scenario B – Scope and Estimate of Hours**

With introduction of a new trail crossing at the intersection of the railbanked corridor and Union Pacific Railroad in St. Joseph, the consultant team will support coordination efforts with UPRR and ICC.

Tasks will include:

1. Confirmation of land ownership
  - a. Review of STB Docket No. AB 167 (Sub-No. 1161X)
  - b. Review of existing agreements between involved parties
  - c. Preparation of memo for project sponsor and design team summarizing existing ownership, confirmation of any existing easements, and explanation of resulting impacts to the crossing project scope and schedule
2. UPRR coordination
  - a. Preparation of project proposal and submittal to UPRR through the UPRR Public Projects Portal
  - b. Preparation of memo for project sponsor and design team summarizing UPRR design standards and project requirements
  - c. Regular meetings with UPRR to review project scope
  - d. Responses to UPRR comments as required
  - e. Preparation of design variance request if required
3. ICC coordination
  - a. In support of project sponsor's legal team,
    - i. Preparation of draft ICC petition for new, at-grade trail crossing
    - ii. Preparation of draft ICC order for new, at-grade trail crossing
    - iii. Participation in ICC status calls and hearing as required
  - b. Coordination with ICC staff related to project scope
  - c. Responses to comments from ICC staff and ICC Administrative Law Judge as required

Note: Submittals to UPRR require a 4 to 6 week review period, which should be factored into the project schedule for crossing design.

Staff	Role	Estimate of Hours
Courtney McCormick	Railroad Engineer	256
Grace Kayat	Project Engineer	320
Megan McDonald	QA/QC	44
Rick Powell	Advisor	28
TOTAL		648

Estimated budget for Scenario B is \$125,000 with work to be performed within 12 to 18 months.





Date: May 30, 2024  
Client: Champaign County Forest Preserve District  
Project: Kickapoo Rail Trail – Railroad Coordination

**Standard of Care:** Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

**Entire Agreement:** These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement". The Agreement supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of the Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions.

**Precedence:** All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Farnsworth Group's services. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Farnsworth Group. Such fees in the initial year of the Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of the Agreement.

**Opinions of Cost:** Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

**Invoices:** Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto. Client shall reimburse Farnsworth Group for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by Client unless agreed to in writing by Farnsworth Group. Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Amounts outstanding more than thirty (30) days will accrue interest at the rate of 1.5% per month (compounded), or if lower, the maximum rate permitted by applicable law. Should a past due amount exceed sixty (60) days, Farnsworth Group shall have the right to suspend all Services, without liability of any kind to Client, until full payment is received. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Farnsworth Group per Farnsworth Group's then current

Schedule of Charges. Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and / or otherwise using information (i) when the information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when the information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Compliance with Law:** In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

**Modification to the Agreement:** Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of Farnsworth Group's compensation, to which Client and Farnsworth Group mutually agree shall be incorporated in the Agreement by a written amendment to the Agreement.

**Notice:** All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit. Notice must be addressed at the address or electronic mail address shown below for, or such other address as may be designated by notice by such Party:

If to Client:  
Champaign County Forest Preserve District  
Attn: Bridgette Moen  
P.O. Box 1040  
Mahomet, IL 61853  
E-mail: bmoen@ccpfd.org

If to Farnsworth Group:  
Farnsworth Group, Inc.  
Attn: Ryan Uebinger  
2211 W. Bradley Avenue  
Champaign, IL 61821  
E-mail: ruebinger@f-w.com

With a copy (which will not constitute notice) to:  
Farnsworth Group, Inc.  
Attn: Ryan Perras  
5613 DTC Parkway, Suite 1100  
Greenwood Village, CO 80111  
E-mail: rperras@F-W.com

**Facsimile; PDF Signatures.** Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

**Force Majeure:** Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

**Assignment:** Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

**Timeliness of Performance:** Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside Farnsworth Group's control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**Suspension:** Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

**Termination:** If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

**Reuse of Documents:** All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and / or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and / or any subconsultant shall be deemed the authors and Clients of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific written verification or adaptation by Farnsworth Group will be at Client's sole risk, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

**Subcontracting:** Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

**Third Party Beneficiaries:** Nothing contained in the Agreement shall create a

contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. Farnsworth Group's services under the Agreement are being performed solely for Client's benefit, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

**Right of Entry:** Client shall provide for Farnsworth Group's and / or any subconsultant's right to enter property owned by Client and / or others in order for Farnsworth Group and / or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

**Recognition of Risk:** Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at Client's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. Farnsworth Group's and / or any subconsultant's application of its present judgment will be subject to factors outlined in (1) and (2) above. Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Authority and Responsibility:** Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

#### **Electronic Files Transfer.**

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and / or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files

may contain data which is not included in the contract documents.

(c) **BIM Digital Files.** With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and / or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and / or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalies, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and / or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and / or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and / or any subconsultant to take immediate measures to protect human health and safety, and / or the environment. Farnsworth Group and / or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and / or any subconsultant to take any and all measures that in Farnsworth Group's and / or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and / or any subconsultant's personnel and the public, and / or the environment, and Client agrees to compensate Farnsworth Group and / or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and / or any subconsultant for any time spent and expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and / or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and / or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and / or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be

interpreted as an inspection service, a construction supervision service, or guaranteeing the construction contractor's or construction subconsultant's performance. Farnsworth Group and / or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and / or any subconsultant will not be responsible for construction contractor's or construction subconsultant's obligation to carry out the work according to the Contract Documents. Farnsworth Group and / or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and / or any subconsultant shall review shop drawings and / or submittals solely for their general conformance with Farnsworth Group's and / or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and / or any subconsultant shall not be responsible for any aspects of a shop drawing and / or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and / or submittals and approve them in these respects before submitting them to Farnsworth Group and / or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and / or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and / or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and / or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and / or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase I Environmental Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence,

strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and / or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION:** IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF

AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and / or any subconsultant to subpoenas issued by any party other than Farnsworth Group and / or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.



PROJECT SERVICES AGREEMENT

# Kickapoo Rail Trail

Champaign County Forest Preserve  
District

May 30, 2024

May 30, 2024

Bridgette Moen  
Planning Director  
Champaign County Forest Preserve District  
P.O. Box 1040  
Mahomet, IL 61853

RE: Project Services Agreement for Kickapoo Rail Trail

Dear Bridgette:

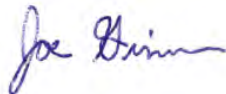
We appreciate the opportunity to work with you on the next phase of the Kickapoo Rail Trail. This is an exciting project that requires careful consideration of a number of parameters. We have allocated a dedicated team of design professionals that will be devoted to this project and will work alongside you to make it a success.

Farnsworth Group, Inc. ("Farnsworth Group") is pleased to present this Project Services Agreement ("Agreement") to Champaign County Forest Preserve District ("Client") to provide engineering design and construction services for the Kickapoo Rail Trail located in Champaign and Vermilion Counties. We have prepared this Agreement to match the scope of the work as we understand it.

Thank you again for the opportunity to provide you with this Project Services Agreement. Should you have any questions regarding this Project Services Agreement, we would be pleased to discuss. The following pages provide more specific details regarding the scope of work, project approach, project team, etc. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.



Joe Grimm, PE  
Sr. Project Engineer

## PROJECT OVERVIEW /

Our understanding of the project is based on the Request for Qualifications dated February 6, 2024 and the following documents and communications:

- A. Kickapoo Rail Trail – Champaign County Section
  1. Prepare PS&E documents and perform construction observation for the proposed 10 feet wide aggregate surface trail between Smith Road and Main Street in the City of Urbana, IL. The design will involve capping the existing railroad bed with 12 inches of furnished excavation.
  2. Perform construction observation for the proposed 10 feet wide aggregate surface trail between Seventh Street in St. Joseph east to CR 2650 E in Champaign County, IL.
  3. The existing plans, specifications, and estimates (PS&E) documents for the section of trail between the Villages of St. Joseph and Ogden will be updated to include the most current standards and specifications along with revising the project limits. Revise plan set to include updates to railroad at-grade crossing east of St. Joseph as determined from separate railroad coordination agreement.
  4. Professional Engineering Services shall be funded through a DCEO grant.
  5. Work to be completed in accordance with applicable DCEO policies and procedures or as agreed upon by the Champaign County Forest Preserve District as well as any project specific criteria.
  
- B. Kickapoo Rail Trail – Vermilion County Section
  1. Prepare PS&E documents and perform construction observation for the proposed 10 feet wide aggregate surface trail in Vermilion County between CR 2800 E and 700 feet west of Seymour Street in Oakwood, IL. The design will involve capping the existing railroad bed with 12 inches of furnished excavation.
  2. Email dated 4/10/24: The existing structure will remain in place and be utilized to carry the trail across the Conkey Branch. A structural inspection including a load rating of the bridge will be performed. A separate agreement will cover the design of the repair work on the structure.
  3. Professional Engineering Services shall be funded through a DCEO grant.
  4. Work to be completed in accordance with applicable DCEO policies and procedures or as agreed upon by the Champaign County Forest Preserve District and Vermilion County Conservation District as well as any project specific criteria.

## SCOPE OF PROFESSIONAL SERVICES /

### SCOPE OF WORK

Farnsworth Group's scope of work can be found in the attached Exhibit A.

### DELIVERABLES

The scope of work includes the deliverables generally described as follows:

## Kickapoo Rail Trail

- A. Transportation Design Engineering
  - 1. One set of Plans combining all three sections of trail: 11x17 PDF's (one PDF of complete plan set)
  - 2. One set of Specifications combining all three sections of trail: PDF of job-specific special provision package; PDF of recurring special provision check sheet; PDF of all other applicable check sheets (BDE, GBSP, ect.)
  - 3. PDF of Estimate of Time (BDE 220a); PDF of Estimate of Cost (BDE 213)
- B. Transportation Construction Engineering
  - 1. Observation of Contractor's work, operations, and progress for general compliance with the plans and specifications as construction proceeds including job box setup, shop drawing review, documentation of contract quantities, pay estimates, and record drawings

## MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this project will be:

Joe Grimm, PE  
2211 West Bradley Avenue  
Champaign, IL 61821  
(217) 352-7408  
[jgrimm@f-w.com](mailto:jgrimm@f-w.com)

## PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a Time & Materials (T&M) Not to Exceed (NTE) fee, based on an hourly basis per the attached Schedule of Charges plus normal reimbursable expenses, of **\$1,375,200 (One million, three hundred seventy-five thousand, two hundred dollars)**. Additional details regarding payment terms and related policies are included in the attached General Conditions.

Fee breakdown per stakeholder for grant reporting:

Champaign County Forest Preserve District (CCFPD) – Design:	\$ 129,900
Vermilion County Conservation District (VCCD) – Design:	\$ 466,300
CCFPD and VCCD – Construction Engineering:	<u>\$ 779,000</u>
Total:	\$1,375,200

## PROJECT TIMELINE /

We understand the estimated timeline of the project to be as follows for the design and construction engineering for the Urbana Section of the Kickapoo Rail Trail between Smith Road and Main Street (0.75 miles) contingent upon CCFPD acquiring properties for trail location by the end of June 2024, the St. Joseph to Ogden Section of the Kickapoo Rail Trail (3.6 miles) contingent upon CCFPD obtaining at-grade permit to cross the Union Pacific Railroad by October 31, 2024, and the Vermilion County Section of the Kickapoo Rail Trail between Ogden and Oakwood (8.3 miles):

- Notice to Proceed June 20, 2024
- Final Acquisition of Property in Urbana June 28, 2024
- Topographical Survey Complete July 8, 2024
- Preliminary Trail Design Concepts to Client September 6, 2024
- Preliminary Trail Design Review Comments from Client September 20, 2024
- Pre-Final PS&E Submitted to Client October 18, 2024
- Obtain Union Pacific Railroad At-Grade Crossing Permit October 31, 2024
- Pre-Final PS&E Review Comments from Client November 1, 2024
- Final PS&E Submitted to Client November 27, 2024
- Bid Documents Signed by Client December 13, 2024
- Advertise for bidding December 19, 2024
- Bid Opening January 2, 2025
- CCFPD Execute Construction Contractor’s Agreement January 24, 2025
- Tree Removal Begins February 3, 2025
- Construction Start April 1, 2025
- Anticipated Contractor Winter Shutdown Period December 1, 2025 to April 6, 2026
- Construction Completion November 27, 2026

The estimated project timeline is based upon no delays beyond the control of the Client and Engineer, and expedited review times by the Client and/or other review agencies.

### ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for the Kickapoo Rail Trail in Champaign and Vermilion Counties are found in the attached scope of services Exhibit A.

### ADDITIONAL SERVICES /

Services not included in the fees for this proposal are described in the project scope (Exhibit A), but may be relevant to the project and can be provided at your request for an additional fee.

### CLIENT RESPONSIBILITIES /


The following services or items are required to be provided by you to allow Farnsworth to complete the scope of services outlined above.

- Provide any available PDF, hard copy, or AutoCAD drawings of existing surveys, site plan, base drawings, mapping, and exhibits.
- All required notifications that originate with the Client (signs, public announcements, etc).
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.
- Timely feedback throughout the project duration.
- Coordination with the grant administrators.
- Coordination amongst the three owner team entities (CCFPD, UPD, and VCCD).
- Acquisition of railroad and residential property in Urbana prior to survey and to complete trail design

[Signatures on Following Page]

AGREEMENT /

FARNSWORTH GROUP, INC.



Signature

Ryan Uebinger

Typed Name

Principal

Title

May 30, 2024

Date

CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT

Signature

Bridgette Moen

Typed Name

Planning Director

Title

Date

FARNSWORTH GROUP, INC.



Signature

Eric Bachman

Typed Name

Principal

Title

May 30, 2024

Date

**Exhibit A – 7<sup>th</sup> Street in St. Joseph East to CR 2650 E**  
**Scope of Services – May 30, 2024**  
**Kickapoo Rail Trail – Champaign County**

**Phase II Engineering, Bidding Services, and Phase III Construction Engineering Services –** Assumes DCEO funds used for design engineering, construction engineering, and construction costs and no IDOT, MFT, or Federal funds utilized. IDOT reviews and coordination will not be required.

**1. Agency Meetings - Coordination and Review (Villages, Public, Utility Agency, Stakeholders)**

- Attend up to three (3) project coordination meetings for railroad crossing with Client, WSP, & Union Pacific Railroad, prepare and distribute meeting minutes.
- Attend up to one (1) project coordination meeting with Client to review and discuss updated final plan comments.

**2. Plans, Specifications and Estimates (PS&E) Packet Update to Meet Current Design Requirements**

- Plan sheets
  - Revise cover sheet for location map, index of sheets, and signature block
  - Updates to general notes and highway standards
  - Revise summary of quantities and schedules to match new project limits
  - Adjust stationing on typical sections to match new project limits
  - Revise alignment, ties, and bench mark sheet to match new project limits
  - Update plan sheets with new project beginning and ending stations
  - Revise railroad crossing detail sheet with railroad review comments
- Specifications
  - Update BLR and BDE recurring special provision check sheets
  - Revise written special provisions to match new project limits
- Estimates
  - Update estimate of costs and estimate of time to match new project limits and quantities
- Provide Storm Water Pollution Prevention Plan (SWPPP) and Erosion Control Plan

**3. Bidding Services – One Bid Packet for All Three Sections of Trail**

- Meetings
  - Attend one (1) bid opening to be held at the Champaign County Forest Preserve District office
- Bidding Process
  - Prepare IDOT Bulletin advertisement and submit to IDOT for Local Agency letting
  - Advertise project on bidlist.f-w.com. Client to advertise in local newspaper.
  - Provide proposal documents to prospective bidders electronically and keep a bid distribution list
  - Answer questions from bidders as needed during the bidding process
  - Process bid addendums as needed during the bidding process to either address changes in the bidding documents or to clarify questions for all bidders
  - Assist Client with the tabulation of the bids received

**4. Project Management and Administration**

- Create the project in Vision management software platform and maintain the system for monitoring progress and expenditures to allow monthly tracking

- Prepare and submit monthly invoices, including review of subconsultant invoices, to Client for payment
- Preparation of subconsultant agreements; routing coordination activities with the subconsultants; and monitoring of subconsultant's activities and schedules. WSP and Midwest Engineering & Testing are proposed subconsultants for this project
- Provide for phone calls and email correspondence with Client during the course of the design project
- Perform periodic reviews of the project to analyze scope, schedule and budget

#### **5. QC/QA**

- Provide for quality control/quality assurance checks and reviews during the appropriate milestones and deliverables for the design project

#### **6. Construction Engineering, and Material Documentation (Assume All 3 Sections will be Under 1 Construction Contract)**

- All three sections of trail will be constructed during the same time period as outlined in the Project Timeline section of the agreement
- Assist Client with Engineering services and providing Construction Engineering and documentation services for the subject project in accordance with DCEO Funded construction services project and procedures, and Client requirements
- Attend Pre-Construction Meeting with two staff members (Project Manager and Resident Engineer) and provide meeting summary; Assumes Client will schedule and coordinate the meeting
- Provide for documentation of contract quantities to process pay estimates and change orders
- Provide resident engineer and one (1) other technical personnel for part time to provide the following services for up to 3,865 hours for all 3 sections of trail:
  - Observation of the Contractor's work, operations, and progress for general compliance with the plans and specifications as construction proceeds, but does not guarantee the performance of the work by the Contractor
  - Maintain a record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work
  - Perform Quality Assurance Portland Cement Concrete (PCC) field testing in accordance with the IDOT policies and procedures, including air tests, slump tests, temperature tests, and PCC strength sampling. PCC cylinders will be delivered to Midwest Engineering & Testing for testing.
  - Quality Assurance Hot Mix Asphalt density, furnished excavation, and aggregate material testing will be performed by a subconsultant (Midwest Engineering and Testing).
  - Prepare and process Pay Estimates monthly and prepare Change Order forms
  - Prepare final punchlist and final review of the project
- Assumes up to 16 hours for review of shop drawings, mix designs, and transmit RFI's if needed to Client and Engineer of Record
- Provide construction and materials documentation, and paperwork in accordance with DCEO funded standards and guidelines
- Submittal of IEPA Notice of Intent (NOI) and Notice of Termination (NOT) forms. Submittal fees are to be paid for by Client.
- Should the Contractor's field operations continue beyond the estimated construction timeline as identified under the Project Timeline of this agreement for any reason, Client will provide an Addendum for additional services should the Client request Construction

Engineering and Documentation Services to continue beyond the estimated construction timeline

**Note: Not included in this Contract and Scope of Services:**

1. Additional Environmental Items:
  - a. Project Development Report (PDR)
  - b. Preliminary Site Investigation (PSI)
  - c. Environmental Assessment (EA)
  - d. Other regulatory permitting agency services or coordination beyond what is included in the scope of services.
2. Additional Right of Way/Easement/Property Items:
  - a. Side yard, property, and title commitments or courthouse research
  - b. Additional Coordination Meetings or Presentations with Client board, Homeowners, Hospital, Schools, or Associations other than those detailed above
  - c. Condemnation, Quick Take, Court Preparation, Court proceedings or other related activities
  - d. Proposed ROW and Easement Plats, descriptions, and survey, appraisals, and recording services
3. Additional Agency/Public Coordination Items:
  - a. Grant Administration
  - b. Formal Public Hearing, Public Open House, or Context Sensitive Solution (CSS) process
  - c. Advertising, Mailings, or Space Rental for Public Open House (by Client)
  - d. Public or Private Utility Extensions or Replacement planning/design
  - e. Participation in utility coordination meetings other than those meetings listed above
  - f. Additional meetings other than those listed above
4. Additional Planning/Design Items:
  - a. Multiple construction section PSE packages or incorporating additional changes to proposed improvement
  - b. Coordination with Union Pacific Railroad for at-grade crossing (under a separate agreement)
  - c. Vehicular, Pedestrian or Bicycle Traffic Counts
  - d. Formal Intersection Design Studies or Traffic Capacity Analysis
  - e. Street or path lighting replacement or other electrical and lighting design
  - f. Existing storm sewer outfall analysis or improvements
  - g. Landscaping Plans other than that needed for seeding
  - h. Geotechnical Borings, Reports, or Analysis
  - i. Structural Engineering Services other than those listed above
  - j. Updates to Plans, Specifications, Estimates after final submittal to Client due to delays in letting schedule, funding, ROW/Easement acquisitions or other unknown delays
5. Additional Construction Engineering Items
  - a. Plant testing for Portland Cement Concrete, Hot-Mix Asphalt, and Aggregate Testing at the Quarry
  - b. Preparing MFT funding resolutions, Executed Engineering Agreements, Processing Contractor contracts, bonds, or insurance certifications

- c. Construction Layout Staking or Benchmark Level Circuit
- d. Pre-construction and Post-construction topographic survey for cross sections and documenting final earthwork quantities
- e. Attendance at meetings during evening or weekend hours outside of normal construction hours for Coordination Meetings with Commercial or Residential Owners, Utility Agencies, Schools, Businesses, Railroad Agencies, County or Township Highway Departments, or Associations
- f. Additional site soil borings or material sampling or testing that may be required as a result of unknown soil material findings
- g. Public or Private Utility Extensions, Studies, or Replacement construction engineering
- h. Provide record drawings indicating "as-built" locations and elevations of storm sewers and drainage structures. Assumes this will be the Construction Contractor's responsibility.

The work listed above or other additional work may be completed on a time and material basis under a separate contract addendum if requested at a later date by the Client.

**Exhibit A – N. Smith Road to E. Main Street in Urbana, IL  
Scope of Services – May 30, 2024  
Kickapoo Rail Trail – Champaign County**

**Phase II Surveying, Engineering, and Bidding Services and Phase III Construction Engineering Services** – Assumes DCEO funds used for design engineering, construction engineering, and construction costs and no IDOT, MFT, or Federal funds utilized. IDOT reviews and coordination will not be required.

- 1. Field Survey Complete with Total Station/Data Collector or GPS Equipment (Farnsworth Group)**
  - Length of topography survey including side roads – 1,350 feet (0.26 miles)
  - Conduct topographic survey within Champaign County Forest Preserve District R.O.W.; cross sections every 50 feet, at all road crossings, and at culverts
  - Establish project site control and benchmarks at 400' minimum intervals (Use State Plane control and USGS elevation datum)
  - Upload survey data
  - Download, process and edit survey files, and create DTM model.
  
- 2. Agency Meetings - Coordination and Review (Villages, Public, Utility Agency, Stakeholders) (Farnsworth Group)**
  - Attend up to three (3) project coordination meetings with Client, prepare and distribute meeting minutes. One meeting is anticipated for 50 percent line and grade plans field review. Second meeting is anticipated at 90% (prefinal) plans. Third meeting is anticipated to review & discuss final plan comments.
  
- 3. Environmental Services (Kaskaskia Engineering Group)**
  - Prepare Preliminary Environmental Site Assessment (PESA)
    - Coordination, data collection, site visit, preparation & submittal of report
  
- 4. Plans, Specifications and Estimates (PS&E) (Kaskaskia Engineering Group)**
  - Provide for 10' wide Crushed Aggregate Surface with 2' wide Aggregate Shoulders. A 10' wide Hot-Mix Asphalt transitional pavement will also be provided at all roadway, driveway and railroad crossings.
  - Design traffic control devices at intersecting roadways. This work will consist of stop signs on the bike trail and pavement markings/warning signs on road crossings.
  - Provide Drainage Analysis to determine necessary improvements for existing and proposed culvert locations
  - Plan and Profile drawings at 1"=20' scale
  - Bike Trail cross slope @ 1.5% maximum and varies
  - Cross Sections to be provided at 50' intervals, at entrances, and at side roads
  - Storm Water Pollution Prevention Plan (SWPPP)
  - Prepare special provisions
  - Provide estimates for Cost and Time for the project
  
- 5. Bidding Services (Farnsworth Group) – One Bid Packet for All Three Sections of Trail**
  - Meetings
    - Attend one (1) bid opening to be held at the Champaign County Forest Preserve District office
  - Bidding Process
    - Prepare IDOT Bulletin advertisement and submit to IDOT for Local Agency letting

- Advertise project on bidlist.f-w.com. Client to advertise in local newspaper
- Provide proposal documents to prospective bidders electronically and keep a bid distribution list
- Answer questions from bidders as needed during the bidding process
- Process bid addendums as needed during the bidding process to either address changes in the bidding documents or to clarify questions for all bidders
- Assist Client with the tabulation of the bids received

**6. Project Management and Administration (Farnsworth Group)**

- Create the project in Vision management software platform and maintain the system for monitoring progress and expenditures to allow monthly tracking
- Prepare and submit monthly invoices, including review of subconsultant invoices, to Client for payment
- Preparation of subconsultant agreements; routing coordination activities with the subconsultants; and monitoring of subconsultant's activities and schedules. Kaskaskia Engineering Group, LLC and Midwest Engineering & Testing are proposed subconsultants for this project
- Provide for phone calls and email correspondence with Client during the course of the design project
- Perform periodic reviews of the project to analyze scope, schedule and budget

**7. QC/QA (Farnsworth Group)**

- Provide for quality control/quality assurance checks and reviews during the appropriate milestones and deliverables for the design project

**8. Construction Engineering, and Material Documentation (Farnsworth Group) – (Assume All 3 Sections will be Under 1 Construction Contract)**

- All three sections of trail will be constructed during the same time period as outlined in the Project Timeline section of the agreement
- Assist Client with Engineering services and providing Construction Engineering and documentation services for the subject project in accordance with DCEO Funded construction services project and procedures, and Client requirements
- Attend Pre-Construction Meeting with two staff members (Project Manager and Resident Engineer) and provide meeting summary; Assumes Client will schedule and coordinate the meeting
- Provide for documentation of contract quantities to process pay estimates and change orders
- Provide resident engineer and one (1) other technical personnel for part time to provide the following services for up to 3,865 hours for all 3 sections of trail:
  - Observation of the Contractor's work, operations, and progress for general compliance with the plans and specifications as construction proceeds, but does not guarantee the performance of the work by the Contractor
  - Maintain a record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work
  - Perform Quality Assurance Portland Cement Concrete (PCC) field testing in accordance with the IDOT policies and procedures, including air tests, slump tests, temperature tests, and PCC strength sampling. PCC cylinders will be delivered to Midwest Engineering & Testing for testing.
  - Quality Assurance Hot Mix Asphalt density, furnished excavation, and aggregate material testing will be performed by a subconsultant (Midwest Engineering and Testing).

- Prepare and process Pay Estimates monthly and prepare Change Order forms
- Prepare final punchlist and final review of the project
- Assumes up to 16 hours for review of shop drawings, mix designs, and transmit RFI's if needed to Client and Engineer of Record
- Provide construction and materials documentation, and paperwork in accordance with DCEO funded standards and guidelines
- Submittal of IEPA Notice of Intent (NOI) and Notice of Termination (NOT) forms. Submittal fees are to be paid for by Client.
- Should the Contractor's field operations continue beyond the estimated construction timeline as identified under the Project Timeline of this agreement for any reason, Client will provide an Addendum for additional services should the Client request Construction Engineering and Documentation Services to continue beyond the estimated construction timeline

**Note: Not included in this Contract and Scope of Services:**

1. Additional Environmental Items:
  - a. Project Development Report (PDR)
  - b. Preliminary Site Investigation (PSI)
  - c. Environmental Assessment (EA)
  - d. Other regulatory permitting agency services or coordination beyond what is included in the scope of services.
2. Additional Right of Way/Easement/Property Items:
  - a. Side yard, property, and title commitments or courthouse research
  - b. Additional Coordination Meetings or Presentations with Client board, Homeowners, Hospital, Schools, or Associations other than those detailed above
  - c. Condemnation, Quick Take, Court Preparation, Court proceedings or other related activities
  - d. Proposed ROW and Easement Plats, descriptions, and survey, appraisals, and recording services
3. Additional Agency/Public Coordination Items:
  - a. Grant Administration
  - b. Formal Public Hearing, Public Open House, or Context Sensitive Solution (CSS) process
  - c. Advertising, Mailings, or Space Rental for Public Open House (by Client)
  - d. Public or Private Utility Extensions or Replacement planning/design
  - e. Participation in utility coordination meetings other than those meetings listed above
  - f. Additional meetings other than those listed above
4. Additional Planning/Design Items:
  - a. Multiple construction section PSE packages or incorporating additional changes to proposed improvement
  - b. Coordination with Union Pacific Railroad for at-grade crossing
  - c. Vehicular, Pedestrian or Bicycle Traffic Counts
  - d. Formal Intersection Design Studies or Traffic Capacity Analysis
  - e. Street or path lighting replacement or other electrical and lighting design
  - f. Existing storm sewer outfall analysis or improvements
  - g. Landscaping Plans other than that needed for seeding

- h. Geotechnical Borings, Reports, or Analysis
  - i. Structural Engineering Services other than those listed above
  - j. Updates to Plans, Specifications, Estimates after final submittal to Client due to delays in letting schedule, funding, ROW/Easement acquisitions or other unknown delays
5. Additional Construction Engineering Items
- a. Plant testing for Portland Cement Concrete, Hot-Mix Asphalt, and Aggregate Testing at the Quarry
  - b. Preparing MFT funding resolutions, Executed Engineering Agreements, Processing Contractor contracts, bonds, or insurance certifications
  - c. Construction Layout Staking or Benchmark Level Circuit
  - d. Pre-construction and Post-construction topographic survey for cross sections and documenting final earthwork quantities
  - e. Attendance at meetings during evening or weekend hours outside of normal construction hours for Coordination Meetings with Commercial or Residential Owners, Utility Agencies, Schools, Businesses, Railroad Agencies, County or Township Highway Departments, or Associations
  - f. Additional site soil borings or material sampling or testing that may be required as a result of unknown soil material findings
  - g. Public or Private Utility Extensions, Studies, or Replacement construction engineering
  - h. Provide record drawings indicating “as-built” locations and elevations of storm sewers and drainage structures. Assumes this will be the Construction Contractor’s responsibility.

The work listed above or other additional work may be completed on a time and material basis under a separate contract addendum if requested at a later date by the Client.

**Exhibit A – CR 2800E to Seymour Street in Ogden, IL**  
**Scope of Services – May 30, 2024**  
**Kickapoo Rail Trail – Vermilion County**

**Phase II Engineering, Bidding Services, and Phase III Construction Engineering Services –** Assumes DCEO funds used for design engineering, construction engineering, and construction costs and no IDOT, MFT, or Federal funds utilized. IDOT reviews and coordination will not be required.

**1. Existing Base Sheet Preparation**

- Download, process and edit survey files, and create DTM model.
- Visualize in CADD existing utility information received from Utility Owners, existing ROW from existing plans, plats, & field data, existing drainage invert elevations, existing topography and labeling, existing profile
- Check existing base sheets from field topographic survey
- Submit existing base sheets to utilities and Villages of Fithian & Muncie for their review of utility locations

**2. Data Collection**

- Obtain existing information and available maps – Existing documents and plans from Client, County and State, Wetlands map, Endangered Species map, USGS map, Adjacent Bike Path plans, Corporate Limits, Floodplain-FIRM, Utility contacts
- Provide for JULIE design locate and initial utility atlas information request
- Review Utility Agency Conflict Resolution correspondence and respond to relocation and/or adjustment plan if provided

**3. Agency Meetings - Coordination and Review (Villages, Public, Utility Agency, Stakeholders)**

- Attend up to three (3) project coordination meetings with Client, prepare and distribute meeting minutes. One meeting is anticipated for 50 percent line and grade plans field review. Second meeting is anticipated at 90% (prefinal) plans. Third meeting is anticipated to review & discuss final plan comments.
- Attend up to one (1) project coordination meeting with Village of Fithian & Muncie, prepare and distribute meeting minutes
- Provide Utility agency coordination and correspondence and review and comment for their respective conflict resolution relative to proposed multi-use path improvements.

**4. Environmental Services (Kaskaskia Engineering Group)**

- Preliminary Environmental Site Assessment Report (PESA)
- 401/404 Joint Application form for stream crossing

**5. Plans, Specifications and Estimates (PS&E) – Excludes Trail Across Conkey Branch Structure by Kaskaskia Engineering Group**

- PS&E to be provided for one (1) total construction section
- The total limit of the Project is from CR 2800 E to 700 feet west of Seymour Street in Oakwood.
- Design Policy – Chapter 42, Bicycle Facilities, Bureau of Local Roads and Streets Manual, 2008 Edition (as updated on IDOT's website)
- Bike Trail Design Speed – 20 mph
- Proposed KRT Bike Trail Improvements Summarized as Follows:

- Provide for 10' wide Crushed Aggregate Surface with 2' wide Aggregate Shoulders. A 10' wide Hot-Mix Asphalt transitional pavement will also be provided at all roadway, driveway and railroad crossings.
- Provide for 10' wide Hot-Mix Asphalt Surface with 2' wide Aggregate Shoulders in as a bid alternate through Village's right-of-way.
- Provide for replacement and rehabilitation (respectively) of intersecting roadways as necessary to match into proposed bike trail crossings and meet ADA and PROWAG requirements
- Design traffic control devices at intersecting roadways. This work will consist of stop signs on the bike trail and pavement markings/warning signs on road crossings.
- Provide Drainage Analysis to determine necessary improvements for existing and proposed culvert locations
- Existing right-of-way is generally 100' wide along former railroad right-of-way, varying within the limits of municipalities.
- Plan and Profile drawings at 1"=20' scale
- Bike Trail cross slope @ 1.5% maximum and varies
- Cross Sections to be provided at 50' intervals in urban areas, 100' intervals in rural areas, at entrances, and at side roads
- Erosion Control/Seeding plan sheets (Provided by Kaskaskia Engineering Group)
- Provide Intersection Details for roadway crossings including Pavement Markings and Signage
- Provide the following submittals:
  - Preliminary plans and estimates (50%)
  - Prefinal plans, specifications, and estimates (90%)
  - Final plans, specifications, and estimates (100%)
- Storm Water Pollution Prevention Plan (SWPPP) and Erosion Control Plan (Provided by Kaskaskia Engineering Group)
- Prepare special provisions
- Provide estimates for Cost and Time for the project
- Design plans to be completed using Microstation. Data files to be provided electronically if requested.

**6. Plans, Specifications and Estimates (PS&E) – Trail Across Conkey Branch Structure (Kaskaskia Engineering Group)**

- Structural inspection of existing railroad structure over the Conkey Branch
- Design of structural repairs to the existing railroad structure over the Conkey Branch (to be provided as part of a separate contract after the structural inspection is completed)
- Design of trail across existing railroad structure over the Conkey Branch (to be provided as part of a separate contract after the structural inspection is completed)

**7. Bidding Services – One Bid Packet for All Three Sections of Trail**

- Meetings
  - Attend one (1) bid opening to be held at the Client's office
- Bidding Process
  - Prepare IDOT Bulletin advertisement and submit to IDOT for Local Agency letting
  - Advertise project on bidlist.f-w.com. Client to advertise in local newspaper.
  - Provide proposal documents to prospective bidders electronically and keep a bid distribution list
  - Answer questions from bidders as needed during the bidding process
  - Process bid addendums as needed during the bidding process to either address changes in the bidding documents or to clarify questions for all bidders

- Assist Client with the tabulation of the bids received

## **8. Project Management and Administration**

- Create the project in Vision management software platform and maintain the system for monitoring progress and expenditures to allow monthly tracking
- Prepare and submit monthly invoices, including review of subconsultant invoices, to Client for payment
- Preparation of subconsultant agreements; routing coordination activities with the subconsultants; and monitoring of subconsultant's activities and schedules. Kaskaskia Engineering Group, LLC and Midwest Engineering & Testing are proposed subconsultants for this project
- Provide for phone calls and email correspondence with Client during the course of the design project
- Perform periodic reviews of the project to analyze scope, schedule and budget

## **9. QC/QA**

- Provide for quality control/quality assurance checks and reviews during the appropriate milestones and deliverables for the design project

## **10. Construction Engineering, and Material Documentation (Assume All 3 Sections will be Under 1 Construction Contract)**

- All three sections of trail will be constructed during the same time period as outlined in the Project Timeline section of the agreement
- Assist Client with Engineering services and providing Construction Engineering and documentation services for the subject project in accordance with DCEO Funded construction services project and procedures, and Client requirements
- Attend Pre-Construction Meeting with two staff members (Project Manager and Resident Engineer) and provide meeting summary; Assumes Client will schedule and coordinate the meeting
- Provide for documentation of contract quantities to process pay estimates and change orders
- Provide resident engineer and one (1) other technical personnel for part time to provide the following services for up to 3,865 hours for all 3 sections of trail:
  - Observation of the Contractor's work, operations, and progress for general compliance with the plans and specifications as construction proceeds, but does not guarantee the performance of the work by the Contractor
  - Maintain a record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work
  - Perform Quality Assurance Portland Cement Concrete (PCC) field testing in accordance with the IDOT policies and procedures, including air tests, slump tests, temperature tests, and PCC strength sampling. PCC cylinders will be delivered to Midwest Engineering & Testing for testing.
  - Quality Assurance Hot Mix Asphalt density, furnished excavation, and aggregate material testing will be performed by a subconsultant (Midwest Engineering and Testing).
  - Prepare and process Pay Estimates monthly and prepare Change Order forms
  - Prepare final punchlist and final review of the project
- Assumes up to 16 hours for review of shop drawings, mix designs, and transmit RFI's if needed to Client and Engineer of Record
- Provide construction and materials documentation, and paperwork in accordance with DCEO funded standards and guidelines

- Submittal of IEPA Notice of Intent (NOI) and Notice of Termination (NOT) forms. Submittal fees are to be paid for by Client.
- Should the Contractor's field operations continue beyond the estimated construction timeline as identified under the Project Timeline of this agreement for any reason, Client will provide an Addendum for additional services should the Client request Construction Engineering and Documentation Services to continue beyond the estimated construction timeline

**Note: Not included in this Contract and Scope of Services:**

1. Additional Environmental Items:
  - a. Project Development Report (PDR)
  - b. Preliminary Site Investigation (PSI)
  - c. Environmental Assessment (EA)
  - d. Other regulatory permitting agency services or coordination beyond what is included in the scope of services.
2. Additional Right of Way/Easement/Property Items:
  - a. Side yard, property, and title commitments or courthouse research
  - b. Additional Coordination Meetings or Presentations with Client board, Homeowners, Hospital, Schools, or Associations other than those detailed above.
  - c. Condemnation, Quick Take, Court Preparation, Court proceedings or other related activities.
  - d. Proposed ROW and Easement Plats, descriptions, and survey, appraisals, and recording services
3. Additional Agency/Public Coordination Items:
  - a. Grant Administration
  - b. Formal Public Hearing, Public Open House, or Context Sensitive Solution (CSS) process
  - c. Advertising, Mailings, or Space Rental for Public Open House (by Client)
  - d. Public or Private Utility Extensions or Replacement planning/design
  - e. Participation in utility coordination meetings other than those meetings listed above
  - f. Additional meetings other than those listed above
4. Additional Planning/Design Items:
  - a. Multiple construction section PSE packages or incorporating additional changes to proposed improvement
  - b. Vehicular, Pedestrian or Bicycle Traffic Counts
  - c. Formal Intersection Design Studies or Traffic Capacity Analysis
  - d. Design of structural repairs to the existing railroad structure over the Conkey Branch (to be provided as part of a separate contract after the structural inspection is completed)
  - e. Design of trail across existing railroad structure over the Conkey Branch (to be provided as part of a separate contract after the structural inspection is completed)
  - f. Street or path lighting replacement or other electrical and lighting design
  - g. Existing storm sewer outfall analysis or improvements
  - h. Landscaping Plans other than that needed for seeding
  - i. Geotechnical Borings, Reports, or Analysis
  - j. Structural Engineering Services other than those listed above

- k. Updates to Plans, Specifications, Estimates after final submittal to Client due to delays in letting schedule, funding, ROW/Easement acquisitions or other unknown delays
5. Additional Construction Engineering Items
- a. Plant testing for Portland Cement Concrete, Hot-Mix Asphalt, and Aggregate Testing at the Quarry
  - b. Preparing MFT funding resolutions, Executed Engineering Agreements, Processing Contractor contracts, bonds, or insurance certifications
  - c. Construction Layout Staking or Benchmark Level Circuit
  - d. Pre-construction and Post-construction topographic survey for cross sections and documenting final earthwork quantities
  - e. Attendance at meetings during evening or weekend hours outside of normal construction hours for Coordination Meetings with Commercial or Residential Owners, Utility Agencies, Schools, Businesses, Railroad Agencies, County or Township Highway Departments, or Associations
  - f. Additional site soil borings or material sampling or testing that may be required as a result of unknown soil material findings
  - g. Public or Private Utility Extensions, Studies, or Replacement construction engineering
  - h. Provide record drawings indicating “as-built” locations and elevations of storm sewers and drainage structures. Assumes this will be the Construction Contractor’s responsibility.

The work listed above or other additional work may be completed on a time and material basis under a separate contract addendum if requested at a later date by the Client.



SMITH ROAD

MAIN STREET

US 150 (UNIVERSITY AVE.)

**LEGEND**

 PROPOSED 10 FEET WIDE AGGREGATE SURFACE TRAIL



CLIENT: CHAMPAIGN CO. FOREST PRESERVE DIST.

PROJECT: KICKAPOO RAIL TRAIL

FGI JOB#: CLIENT JOB#:

DWG:	EXHIBIT B LOCATION MAP	DATE: 04/26/24	REV: 0
		DRWN BY: JGG	CKD BY: RPU



**LEGEND**



PROPOSED 10 FEET WIDE AGGREGATE SURFACE TRAIL



CLIENT: CHAMPAIGN CO. FOREST PRESERVE DIST.

PROJECT: KICKAPOO RAIL TRAIL

FGI JOB#: CLIENT JOB#:

DWG:	EXHIBIT B LOCATION MAP	DATE: 04/26/24	REV: 0
		DRWN BY: JGG	CKD BY: RPU



**LEGEND**



PROPOSED 10 FEET WIDE AGGREGATE SURFACE TRAIL



CLIENT: CHAMPAIGN CO. FOREST PRESERVE DIST.

PROJECT: KICKAPOO RAIL TRAIL

FGI JOB#: CLIENT JOB#:

DWG:	EXHIBIT B LOCATION MAP	DATE: 04/26/24	REV: 0
		DRWN BY: JGG	CKD BY: RPU

EXHIBIT C



Schedule of Charges – January 1, 2024

<b>Engineering / Surveying / Commissioning Professional Staff</b>	<b>Per Hour</b>
Administrative Support / Project Controls .....	\$ 100.00
Environmental Scientist I .....	\$ 110.00
Environmental Scientist II .....	\$ 120.00
Engineering Associate I / Cx Specialist I / Process Associate I / Env. Scientist III .....	\$ 145.00
Engineering Associate II / Cx Specialist II / Process Associate II / Env. Scientist IV .....	\$ 155.00
Engineer / Land Surveyor / Sr. Cx Specialist / Sr. Env. Scientist .....	\$ 165.00
Sr. Engineer / Sr. Land Surveyor / Cx Project Manager / Sr. Env. Scientist III.....	\$ 175.00
Project Engineer / Project Land Surveyor / Sr. Cx Project Manager / Process Engineer/ Env. Manager I .....	\$ 185.00
Sr. Process Engineer.....	\$ 195.00
Sr. Project Engineer / Sr. Project Land Surveyor / Cx Manager / Process Project Engineer/ Env. Manager II .....	\$ 205.00
Sr. Process Project Engineer .....	\$ 220.00
Engineering Manager / Land Surveying Manager / Sr. Cx Manager / Process Engineering Manager.....	\$ 230.00
Sr. (Process) Engineering Manager / Sr. Land Surveying Manager / Sr. Cx Director .....	\$ 250.00
Principal / Vice President.....	\$ 265.00
Process Director of Engineering .....	\$ 290.00
Process Principal / Process Vice President .....	\$ 320.00
 <b>Technical Staff</b>	 <b>Per Hour</b>
Technician I / Env. Specialist I.....	\$ 102.00
Technician II / Env. Specialist II.....	\$ 125.00
Sr. Technician / Cx Technician / Env. Specialist III .....	\$ 135.00
Chief Technician / Env. Specialist IV .....	\$ 155.00
Designer / Computer Specialist / Lead Technician / Process Designer I .....	\$ 165.00
Sr. Designer / Process Designer II .....	\$ 170.00
Project Designer / Project Technician / Process Designer III.....	\$ 185.00
Sr. Project Designer / Systems Integration Manager / Sr. Process Designer I / Sr. Project Technician.....	\$ 205.00
Design Manager / Grants Manager / Program Manager .....	\$ 210.00
Technical Manager / Program Director.....	\$ 220.00
Sr. Process Designer II .....	\$ 230.00
Sr. Process Designer III / Process Design Manager .....	\$ 235.00
Sr. Technical Manager/ Sr. Program Director.....	\$ 245.00
Sr. Process Design Manager.....	\$ 255.00
 <b>Architecture / Landscape Architecture / Interior Design Professional Staff</b>	 <b>Per Hour</b>
Architectural Associate I / Landscape Associate I / Interiors Associate I.....	\$ 130.00
Architectural Associate II / Landscape Associate II, Interiors Associate II / Interior Designer.....	\$ 140.00
Architect / Architectural Associate III / Landscape Associate III / Interior Associate III.....	\$ 155.00
Project Coordinator / Urban Planner I / Sr. Interior Designer .....	\$ 155.00
Sr. Architect / Sr. Project Coordinator/ Urban Planner II / Interior Design Manager .....	\$ 165.00
Project Architect / Project Manager.....	\$ 180.00
Sr. Project Architect / Sr. Project Manager / Sr. Urban Planner.....	\$ 195.00
Architectural Manager / Sr. Urban Planner Manager.....	\$ 210.00
Sr. Architectural Manager / Sr. Urban and Community Planner.....	\$ 225.00
Architecture Principal / Vice President.....	\$ 265.00



Schedule of Charges – January 1, 2024

Units

Expert Testimony.....	2.0x bill rate
Software/CAD/Revit Station.....	\$15.00 / hr.
ATV & Trailer .....	\$17.50 / hr.
Field Vehicle .....	\$27.00 / hr.
Automobile mileage .....	IRS Rate
Handheld GPS.....	\$15.00 / hr.
GPS Unit (each).....	\$25.00 / hr.
Environmental GPS Data Collector.....	\$80.00 / day
Utility Locator / Robotic Total Station.....	\$29.00 / hr.
Stationary Scanner (low res)   High-Def Scanner / UAV .....	\$315 / day   \$525 / day
Subconsultants & Other Reimbursable Expenses Related to Project* .....	Cost+ 10%

\*Includes the actual cost of prints / copies, supplies, travel charges, testing services, conferencing services, and other costs directly incidental to the performance of the above services.

CHARGES EFFECTIVE UNTIL JANUARY 1, 2025 UNLESS OTHERWISE NOTIFIED



**Date:** May 30, 2024  
**Client:** Champaign County Forest Preserve District  
**Project:** Kickapoo Rail Trail

**Standard of Care:** Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee, is included or intended in the Agreement, or in any report, opinion, document, or otherwise.

**Entire Agreement:** These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement". The Agreement supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of the Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions.

**Precedence:** All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding **Farnsworth Group's** services. Any additional or conflicting terms or conditions contained in any purchase order, statement of work, or other document issued by Client will not be binding upon Farnsworth Group and are expressly rejected by Farnsworth Group.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Farnsworth Group. Such fees in the initial year of the Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of the Agreement.

**Opinions of Cost:** Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If Client wishes greater assurance as to the construction cost, Client should employ an independent cost estimator.

**Invoices:** Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto. Client shall reimburse Farnsworth Group for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by Client unless agreed to in writing by Farnsworth Group. Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Amounts outstanding more than thirty (30) days will accrue interest at the rate of 1.5% per month (compounded), or if lower, the maximum rate permitted by applicable law. Should a past due amount exceed sixty (60) days, Farnsworth Group shall have the right to suspend all Services, without liability of any kind to Client, until full payment is received. All time spent and expenses incurred **(including attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Farnsworth Group per Farnsworth Group's then current**

**Schedule of Charges:** Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and / or otherwise using information (i) when the information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when the information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Compliance with Law:** In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

**Modification to the Agreement:** Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of **Farnsworth Group's compensation, to which Client and** Farnsworth Group mutually agree shall be incorporated in the Agreement by a written amendment to the Agreement.

**Notice:** All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit. Notice must be addressed at the address or electronic mail address shown below for, or such other address as may be designated by notice by such Party:

If to Client:  
Champaign County Forest Preserve District  
Attn: Bridgette Moen  
P.O. Box 1040  
Mahomet, IL 61853  
E-mail: bmoen@ccpfd.org

If to Farnsworth Group:  
Farnsworth Group, Inc.  
Attn: Ryan Uebinger  
2211 W. Bradley Avenue  
Champaign, IL 61821  
E-mail: ruebinger@f-w.com

With a copy (which will not constitute notice) to:  
Farnsworth Group, Inc.  
Attn: Ryan Perras  
5613 DTC Parkway, Suite 1100  
Greenwood Village, CO 80111  
E-mail: rperras@F-W.com

Facsimile; PDF Signatures. Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

Force Majeure: Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

Assignment: Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

Dispute Resolution: In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

Timeliness of Performance: Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside **Farnsworth Group's** control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

Suspension: Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

Termination: If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

Reuse of Documents: All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and / or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and / or any subconsultant shall be deemed the authors and Clients of their respective instruments of service and shall retain all common law, statutory and other reserved rights, including copyrights. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific **written verification or adaptation by Farnsworth Group will be at Client's sole risk**, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses **and expenses including court costs and attorney's fees arising out of or resulting therefrom**. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

Subcontracting: Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

Third Party Beneficiaries: Nothing contained in the Agreement shall create a

contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. **Farnsworth Group's services under the Agreement are being performed solely for Client's benefit**, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

Right of Entry: Client shall provide for Farnsworth Group's and / or any **subconsultant's right to enter property owned by Client and /** or others in order for Farnsworth Group and / or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

Recognition of Risk: Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at **Client's site; and (2) although necessary to perform the Agreement, commonly** used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. **Farnsworth Group's and / or any subconsultant's application of its present** judgment will be subject to factors outlined in (1) and (2) above. Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / **or any subconsultant's** prevailing fee schedule and expense reimbursement policy.

Authority and Responsibility: Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

Electronic Files Transfer.

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and / or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files

may contain data which is not included in the contract documents.

(c) **BIM Digital Files.** With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and / or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and / or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and / or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and / or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and / or any subconsultant to take immediate measures to protect human health and safety, and / or the environment. Farnsworth Group and / or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and / or any subconsultant to take any and all measures that in Farnsworth Group's and / or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and / or any subconsultant's personnel and the public, and / or the environment, and Client agrees to compensate Farnsworth Group and / or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and / or any subconsultant for any time spent and expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and / or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and / or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and / or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be

interpreted as an inspection service, a construction supervision service, or **guaranteeing the construction contractor's or construction subconsultant's** performance. Farnsworth Group and / or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and / or any subconsultant **will not be responsible for construction contractor's or construction subconsultant's** obligation to carry out the work according to the Contract Documents. Farnsworth Group and / or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and / or any subconsultant shall review shop drawings and / or submittals solely for their general conformance with Farnsworth Group's and / or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and / or any subconsultant shall not be responsible for any aspects of a shop drawing and / or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and / or submittals and approve them in these respects before submitting them to Farnsworth Group and / or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and / or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and / or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and / or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and / or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase I Environmental Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence,

strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and / or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION: IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF**

**AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.**

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and / or any subconsultant to subpoenas issued by any party other than Farnsworth Group and / or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose of limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Bridgette Moen, Planning Director  
Re: Approval of Bid for Bike Path Renovation

**Action Requested**

Staff requests the Board of Commissioners approve the base bid and add alternates one, two, and three for Bike Path Renovation (Materials and Installation) at Lake of the Woods Forest Preserve from Cross Construction Inc. for **Nine Hundred Sixty-Four Thousand Four Hundred Forty-Five and 00/100 (\$964,445.00)**.

**Background**

The Lake of the Woods Forest Preserve bike trail was constructed in 1997. The pavement has been maintained over the years but has not been renovated to date. The scope includes milling the surface of the trail and relaying it with asphalt, replacing failing culverts, and paving the parking lot addition at Buffalo Trace.

This work is part of other improvements trail improvements such as wayfinding, exercise equipment, and bike infrastructure. Funding for this work is provided in part by the Illinois Department of Natural Resources via the Open Space Lands Acquisition and Development Grant (OSLAD), Illinois Bicycle Path Grant (BIKE), and Recreational Trails Program (RTP).

**Bid Results**

Two (2) sealed bids were opened June 4, 2024, with bid tabulation as shown. The request for bids was advertised in the News-Gazette on March 18, 2024. Cross Construction Inc. completed the trail renovation at Stidham Woods in 2021.

Bidder	DBE	Base Bid (Buffalo Trace)	Add Alt 1 (Wetland Area)	Add Alt 2 (Bike Path B)	Add Alt 3 (Bike Path A)	Total
Cross Construction, Inc.	N/A	\$479,430.00	\$70,935.00	\$178,890.00	\$235,190.00	\$964,445.00
Open Road Paving Company	N/A	\$622,582.00	\$123,355.00	\$312,256.50	\$425,766.00	\$1,483,959.50

**Equity in Purchasing**

Staff researched contractors registered with City of Champaign Diversity Advancement Program and Illinois Procurement Gateway and sent the solicitation to nine registered vendors; none responded.

**Sustainability in Purchasing**

The path renovation work includes milling the existing surface, repairing the base, and resurfacing the trail with new asphalt. The asphalt millings contain petroleum products but are a valuable byproduct for reuse. The new surface will be asphalt, a petroleum product, but like the existing surface, can be remilled for other uses at the end of its useful life. Site impacts will be minimal as the footprint of the trail will not change.

**Project Funding**

**Projected Revenue Sources for Current Contract**

IDNR OSLAD Grant	\$275,000
IDNR RTP Grant	\$188,000
IDNR BIKE Grant	\$90,000
Foundation Support, raised (campaign recently started)	\$220
Capital Fund	\$411,225

**Approved Capital Project Budget**

Buffalo Trace OSLAD	\$800,000
Bike Path Maintenance A	\$250,000
Bike Path Maintenance B	\$200,000
Total	\$1,250,000

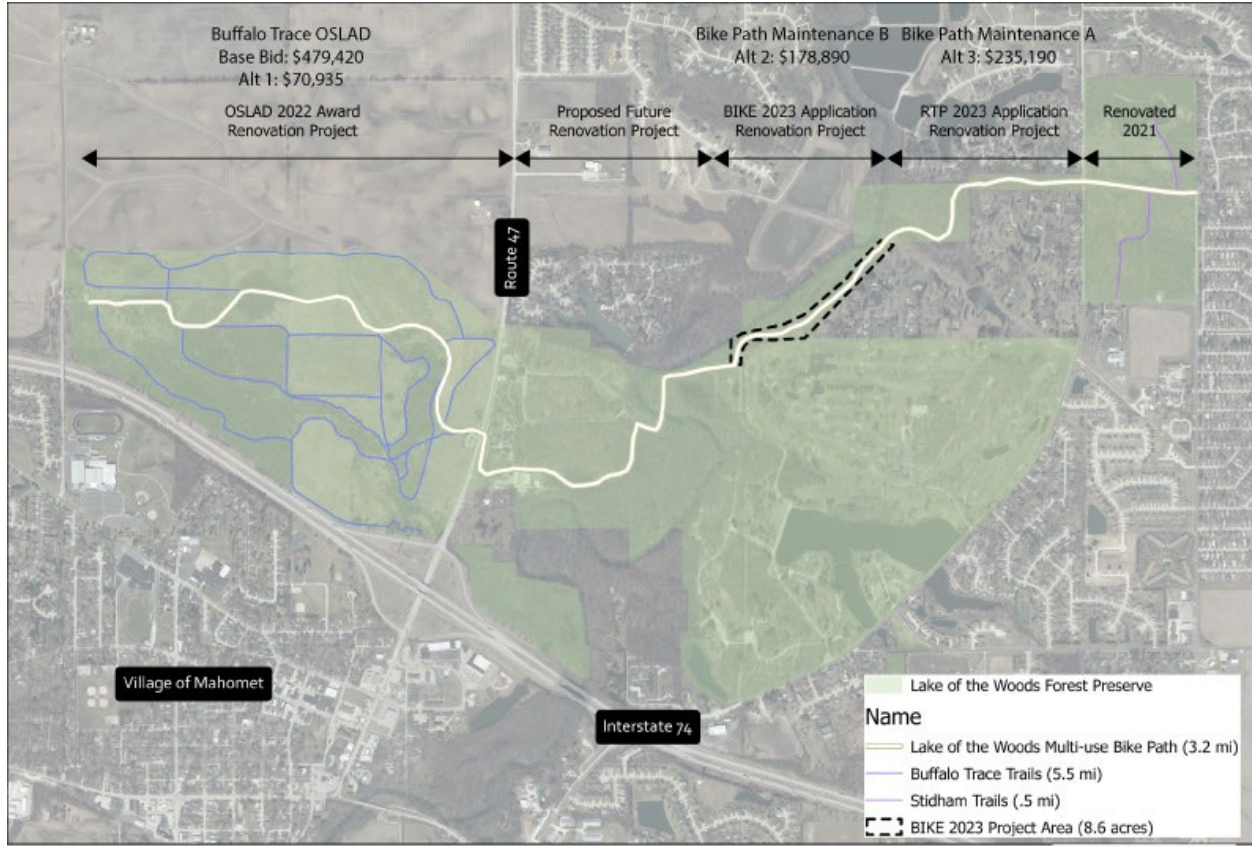
**Previous Applicable Board Reports:**

- September 15, 2022 Approval of Resolution No. 2022-14 authorizing application of an IDNR OSLAD application
- February 16, 2023 Approval of Resolution No. 2023-01 authorizing application of an RTP application
- April 20, 2023 Approval of Resolution No. 2023-05 authorizing a Bike Path grant application

**Attachments:**

1. Bike Path Renovation Improvement Area Plan by Grant

# Attachment 1: Bike Path Renovation Improvement Area Plan by Grant



Lake of the Woods Forest Preserve  
Bike Trail



June 17, 2024

**MEMORANDUM**

To: Board of Commissioners

From: Lorrie Pearson, Executive Director

Re: Approval of Selection of Recreation Results for Strategic Planning Services

**Action Requested**

The Board of Commissioners is asked to approve the selection of the Recreation Results to develop a strategic plan in an amount not to exceed \$25,685.

**Background**

The Forest Preserves' current strategic plan spans the years 2020-2024. A new strategic plan is needed to guide our work over the next several years. The next strategic plan will draw heavily upon the work already completed to produce the 2040 Comprehensive Plan and will include tangible steps to achieve the goals in the plan.

Staff received four proposals that suggested a process to develop the strategic plan and implementation measures. After scoring the proposals and interviewing of finalists, Recreation Results was selected as the firm that fits our needs and culture the best. The process will commence in July, with the intent to have a final document approved by the Board by December 2024. The reviewing team consisted of Commissioner Greg Knott, Lisa Sprinkle, Brock Martin, Bridgette Moen, Michael Daab, and myself.

The development of a new strategic plan was anticipated in the FY24 budget. This expense falls within the \$30,000 amount budgeted.

**Attachments**

Attachment 1: Recreation Results Proposal

# Strategic Plan Development Proposal

**Developed For**

Champaign County  
Forest Preserve District

**Submitted By**

Recreation Results LLC

Lorrie Pearson  
Executive Director  
Champaign County Forest Preserve District  
109 S Lake of the Woods Road  
Mahomet, IL 61853

May 24, 2024

**Re: Strategic Plan Development**

Dear Lorrie,

Thank you for the opportunity to submit this proposal for your upcoming Strategic Plan development process. As the situations, opportunities, and challenges we face continue to change at an increasingly faster pace, it is important for organizations to continually examine and adapt their strategies towards advancing their mission and goals. We believe that long-term planning and strategy development is a collaborative process that allows for this type of self-evaluation and helps organizations better understand their current situation, identify and confirm their priorities, and outline a strategy that motivates stakeholders and aligns them around a common path.

We are confident that our approach, which equally emphasizes plans, performance, and people, will result in a thoughtful, practical, and engaging document as well as the buy-in and momentum needed to carry it out.

Thank you for your consideration. We look forward to the opportunity to expand the conversation regarding how we can work together.

Sincerely,



Bobbi Nance, CPRP  
President  
Recreation Results LLC  
2515 Waukegan Rd  
Deerfield, IL 60015  
(708) 620-7448  
bobbi@recreationresults.com

# project approach

We recognize the opportunity that this strategic plan development presents for the future of Champaign County Forest Preserve. We see it as a commitment that your organization is making towards the long-term vision that you have for your open spaces, team, and community.

We are strong believers that better questions lead to better results. That's why we've centered our planning process around answering five important questions:

- 1) What is the situation?
- 2) What is important?
- 3) Where do we want to go?
- 4) What is the path to success?
- 5) How are we going to make it happen?

We have shared more detail about each proposed phases of the project on the following pages. This approach is based on our past experience with similar projects, but we welcome feedback to further define the approach or customize it to your specific needs.



## PHASE ONE

### What is the Situation?

In the first phase of the project, we will begin by not only confirming project details, but also reviewing the District's needs and desired outcomes for the strategic planning process itself. We will also begin collecting any information from your current organizational plans as well as new information that will be used to inform your update. This includes getting input about your organization's current reality and future direction from key stakeholders.

#### Kick-Off Meeting with Project Leaders (virtual meeting)

In this initial meeting, we will review the work to be done, processes that will take place, and stakeholders that will be involved. We will also confirm the project plan, roles and responsibilities, tools that will be used, and preliminary timeline.

In addition to these project details, we will also discuss strategies to keep elected officials and staff outside of the Strategic Planning Team engaged and informed, the desired outcomes for our work together, and discuss some of the successes and challenges your organization has experienced with past planning efforts and the development and implementation of new initiatives.

#### Kick-Off Meeting with Strategic Planning Team

(90-minute in-person meeting during first proposed visit)

In this initial meeting, we will give an overview of the project timeline and the Strategic Planning Team's responsibilities and expectations. This is also good time to hear team members' initial thoughts regarding your District's current challenges, opportunities, needs, and priorities, as well as any big picture questions or decisions (or elephants in the room) that the strategic planning process should address.

### Engaging Employees and Gathering Their Perspective

(1-hour in-person meeting(s) during first proposed visit)

While it may not be practical to fully engage every employee in every aspect of your strategic planning process, communicating with them early about your strategic planning process and getting their broader perspective on your organization's strengths, weaknesses, purpose, and future direction is important. To this end, we will hold a meeting with your full-time staff (either on its own or as part of a regularly scheduled staff meeting) to accomplish the following:

- 1) Introduce your upcoming strategic planning process to your staff, emphasizing why it is important and sharing examples of how they will have opportunities to take part in the development of the plan and its roll-out
- 2) Facilitate an engaging activity for staff to reflect and provide feedback on your District collaboratively in small groups

We will collect and compile the information from this meeting to share at the Strategic Planning Team workshop in the next phase of the project, as well as create a high-level summary that can be shared with staff to keep them engaged and see that their input is being put to use.

#### Employee Survey

(survey generally open for 2-3 weeks)

In order to engage and collect feedback from your seasonal or part-time staff, as well as any full-time staff that may not be able to participate in the staff meeting, an electronic survey asking similar questions to those that will be discussed at the full-time staff in-person meeting will also be distributed.

We will compile the survey results and include them with the summary from the in-person staff meeting.

## Key Stakeholder Focus Groups

(two 1-hour in-person focus groups during the first proposed visit)

Although we understand that much public and stakeholder input has already been collected as part of the District's comprehensive planning process, we have set aside time for two focus groups to collect any additional feedback to inform our first stage of this project.

We envision that the first focus group will include representatives from organizational partners and important community groups and that the second will include individuals that are engaged in the District as volunteers, users, etc., but welcome input and support from District staff in developing and distributing invitations to participate.

## Information Gathering and Review

We understand that much visioning and planning work has taken place recently in an effort to develop new values for the District as well as a comprehensive master plan. To ensure that your new strategic plan will align and continue to build upon those efforts, we will gather and review documents and other related information from the District to learn more about your current situation and performance.

Should any other data or information be needed to achieve any of the desired plan outcomes or in order to have a fact-based, frank discussion of any challenges or big picture questions shared by the Strategic Planning Team, we will work with you at this time to develop a plan to address this.

## PHASE TWO

### What is Important?

### Where Do We Want to Go?

In this phase, we will confirm the District's purpose and identify the key strategic focus areas that should be prioritized to take your organization from where it is now to where you want it to be.

## Purpose and Priorities Workshop with Strategic Planning Team

(2.5-hour in-person workshop during second proposed visit)

In this meeting, we will confirm your organizational vision and mission and begin the work of shaping your strategic priorities.



Activities in this workshop will include:

- Presentation of the key themes that emerged from input collected in the previous phase
- Review and refinement of your organizational purpose, strengths, and challenges
- Discussion of the gaps between the District's current situation and where you would like to be, as well as some of the factors that may be influencing them
- Initial identification and refinement of strategic priorities

## What is the Path to Success?

Once the major strategic priorities have been confirmed, your organization will begin work to further define your vision by identifying the specific change you want to create and what strategies are most likely to lead you there.

In this phase, the vision for where you want to go becomes much clearer and strategies to affect that change begin to emerge. This important step ensures that the work done in the next phase of identifying initiatives and tactics doesn't lose sight of the results you ultimately want to create.

## Key Results and Goal-Setting Workshop with Strategic Planning Team

(2.5 hour in-person workshop during second proposed visit)

In this workshop, we will begin to further define the vision for your plan will see your strategy start to take shape. Activities will include:

- Identification of key results that your organization wants to improve through implementation of your plan
- Discussion of the strategies that are most likely to create the desired results

- Initial development and prioritization of goals related to each strategic priority

This information will be summarized and provided to the Strategic Planning Team for additional review and comment before proceeding to the next phase.

## Staff Update & Feedback

(2-3 weeks with optional survey)

At this point, the Strategic Planning Team will have taken some important steps in confirming or reviewing the District's vision and mission statements as well as setting organizational priorities, goals, and desired results. Although we encourage staff updates and input at any point in the process, this specific moment can be an ideal opportunity to re-engage staff to:

- Share an update of your strategic planning process
- Provide an opportunity for their input and feedback on the work completed to date, and
- Introduce the next phase (which staff will play a direct role in)

We are happy to work with you to craft that message, and can provide an electronic survey to capture staff feedback if you would like. Any feedback collected (through our survey tool or otherwise) will be shared with the Strategic Planning Team, and if needed, a virtual call can be held to determine if any adjustments or additions need to be made to the work completed so far.

## PHASE THREE

### How Are We Getting There?

Once you are confident in the strategies that will best help you make progress towards your priorities, it is time to determine the specific actions and initiatives that your organization will complete to bring that strategy to life.

#### Brainstorming Workshops with Staff

(three to five 90-minute workshops during third proposed visit)

Over the course of 1-2 days, we will lead a series of 90-minute brainstorming sessions, each focused on one of your strategic priorities. We will work with the Strategic Planning Team to identify staff that will be invited to participate in each session, with the intention of getting staff from different areas and levels of the organization and giving everyone a chance to participate, as practical.

In these workshops, we will lead participants through activities to both identify and prioritize possible actions, initiatives, and tactics that may be effective in achieving the goals identified in the prior phase.

#### Action-Planning Workshop with Strategic Planning Team

(one 2.5-hour workshop during third proposed visit)

Results from the staff brainstorming workshops will be compiled and shared with the Strategic Planning Team for further input, review, and refinement.

In this interactive workshop, your Strategic Planning Team will narrow down and confirm the specific actions that your organization will take to achieve your goals, including plotting out an initial timeline for implementation that is aligned with other organizational plans, significant events, and milestones.

### Preparation of Strategic Plan Document

We will prepare a draft of strategic plan which will include at a minimum:

- Organizational overview
- Description and purpose of the Strategic Plan
- Summary of the processes used to complete the plan
- One-page Strategy Map showing alignment between the District's mission, priorities, and goals
- List of the key results, goals, and actions that the District will work towards achieving in alignment with your strategic priorities
- Additional information and results collected through the strategic planning process

The draft versions of the strategic will be shared with the Strategic Planning Team for review. This is an opportunity to provide any comments and to confirm that there is clear understanding and consensus of the strategy and work to be done. An updated draft will be created and shared again for a final review.

### Presentation of the Strategic Plan to Board of Commissioners

We will collaborate with staff to present the final plan to your Board for approval as well as to summarize the planning process and results, answer questions, and provide any clarifications regarding the plan or implementation strategies.

### Implementation Review and Wrap-Up Meeting with Project Leaders

(60-minute virtual meeting)

With an approved updated strategic plan in place, we will meet virtually with the Strategic Planning Team one final time to review and

discuss approaches to implementation, including leadership roles and assignments, staff engagement strategies, and ways to monitor progress and performance.

### Nine-Month Check-in

We will schedule a follow-up call with you to review your progress and discuss your experience with implementing your strategic plan so far, and how you may further capitalize on any successes or combat any struggles.



# project scope overview

## PHASE ONE

### What is the Situation?

Kick-Off Meeting with Project Leaders

Kick-Off Meeting with Planning Team

Staff Workshop

Staff Survey

Stakeholder Focus Groups

Information Gathering and Review

## PHASE TWO

### What is Important?

### Where Do We Want to Go?

### What is the Path to Success?

Purpose and Priorities Workshop

Key Results and Goal-Setting Workshop

### Phase Deliverables:

Preliminary Project Schedule

Meeting Agendas and Notes

Staff Survey Tool and  
Tabulated Results

Written Summary of Staff Workshops  
and Focus Group Feedback

Summary Presentation Slides of  
Phase One Findings

Summary of Purpose and Priorities  
Workshop Results including 3-5 Strategic  
Priorities

District Vision and Mission Statements  
(either revised draft or confirmed)

Summary of Key Results and  
Goal-Setting Workshop

# project scope overview

## PHASE THREE

### How are We Getting There?

---

Brainstorming Sessions with Staff

Action-Planning Workshop  
with Strategic Planning Team

Preparation of Strategic Plan Document

Internal Review of Plan Documents

Implementation Review and  
Wrap-Up Meeting with Project Team

### Phase Deliverables:

---

Summary of Brainstorming Session Results

Final Timeline of Strategic Plan Actions  
and Initiatives Related to Strategic Priorities,  
Key Results, and Goals

Final Strategic Plan Update Document in  
electronic format

Summary of Implementation Review and  
Wrap-Up Meeting

Nine-Month Check-in Call

# about us

## Recreation Results LLC

Recreation Results LLC is a consulting and training firm based out of the Chicago area serving recreation, park, and open space providers across North America. Recreation Results is known for working with organizations to create practical and actionable plans and tools that keep teams focused on the future and better position them to serve their communities and customers.

Founded by Bobbi Nance in 2016, the firm benefits from her wide range of experience in the industry, including 15 years working at park and recreation organizations, where her work was recognized by the Alliance for Innovation's Havlick Award for Innovation in Local Government. Bobbi is best known for making data, evaluation, and strategy development approachable, practical, actionable, and motivational, helping park and recreation professionals back up their passion with proof.

Although each project we are involved with is unique, we are best known for:

- Simplifying complicated and sometimes intimidating work and concepts into relatable, easy-to-understand bites
- Equipping teams with practical tools and advice
- Breaking down resistance and building momentum



Recreation Results LLC  
2515 Waukegan Rd, Deerfield, IL 60015  
[www.recreationresults.com](http://www.recreationresults.com)  
(708) 620-7448  
[bobbi@recreationresults.com](mailto:bobbi@recreationresults.com)



**BOBBI NANCE, CPRP**  
PRESIDENT

**LOCATION**

Deerfield, Illinois

**FEATURED IN**

National Recreation and  
Park Association

Athletic Business

National League of Cities

ELGL.org

Alliance for Innovation

Government Technology

As Founder and President of Recreation Results LLC, Bobbi Nance partners with parks & recreation agencies across North America to use data, trends, and strategy to develop an increased understanding of their communities, operations, and service delivery and stronger strategy.

Prior to forming Recreation Results, Bobbi worked for 15 years in Illinois park and recreation organizations managing recreation programs, facilities, budgets, staff, and projects as well as her nationally-recognized work with data and innovation efforts.

**EDUCATION**

University of Illinois at Urbana-Champaign  
B.S., Leisure Studies

Northwestern University  
Certificate in Project Management

**PROFESSIONAL EXPERIENCE**

RECREATION RESULTS LLC - OAK PARK, ILLINOIS  
President; September 2016 - Present

PARK DISTRICT OF OAK PARK - OAK PARK, ILLINOIS  
Senior Manager of Strategy & Innovation; June 2015 - April 2017  
Project Manager; September 2012 - June 2015  
Recreation Manager; January 2009 - September 2012  
Teen & Adventure Supervisor; July 2005 - December 2008

URBANA PARK DISTRICT - URBANA, ILLINOIS  
Community Programs Coordinator; June 2003 - July 2005

**LEADERSHIP**

City Parks Alliance Board Member; 2021 - Present  
Women in Leisure Services

National President; 2022 - Present  
National Board Member; 2017 - Present  
Chicago Chapter Founding President; 2015 - 2018

Revenue Development & Management School Instructor; 2016 - 2023  
NRPA Director's School Instructor; 2018 - 2022

**RECOGNITION**

Havlick Award for Innovation in Local Government. 2017  
Illinois Park & Recreation Association Chairman's Award. 2015  
American Academy for Parks & Recreation Administration Externship. 2014  
Fitzsimmons Award for Excellence in Public Health. 2008  
IPRA Recreation Section Young Professional Award. 2007  
University of Illinois Humanitarian of the Year Award. 2001

# project pricing & details

## Fees for Consulting Services for a Strategic Master Plan for Champaign County Forest Preserve

Fee for Consulting Services	\$23,135
<hr/>	
Project Expenses (printing, travel, etc.)	\$2,550
<hr/>	

### Project Timeframe

We anticipate a schedule from start to completion of three months with an anticipated start date of approximately July 1, 2024.

### Additional Services

If circumstances arise during our project which require additional services, we will notify you about the nature, extent, and estimated cost of the additional services. We will only perform these services with your written authorization.



**For more information, contact**

**Bobbi Nance**

**Founder & President**

**[bobbi@recreationresults.com](mailto:bobbi@recreationresults.com)**

**(708) 620-7448**

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Sam Ihm, Planning Assistant  
Re: Approval of the 2040 Comprehensive Plan

**Action Requested**

Staff request Commissioners approve the 2040 Comprehensive Plan with minor edits.

**Background**

In May 2024, staff presented a draft of the 2040 Comprehensive Plan to Commissioners for review and comment. Staff have incorporated Commissioner comments; content changes have been highlighted with large red boxes. If approved, staff will complete the copy-editing process and share a clean version on the Forest Preserves website and other appropriate media.

Commissioner comments and staff responses are included in Attachment 2. Staff appreciate Commissioners' time and thoughtfulness in providing feedback.

**Previous Applicable Board Reports**

May 16, 2024	Comprehensive Plan – May 2024 Draft for Review
September 21, 2023	Comprehensive Plan Update
August 17, 2023	Comprehensive Plan Recommendations Update
July 20, 2023	Comprehensive Plan Recommendations Update
May 18, 2023	Comprehensive Plan Update
November 17, 2022	Comprehensive Plan Status Update – For Information Only
October 20, 2022	Comprehensive Plan Feedback Exercise
October 21, 2021	Comprehensive Plan Update
February 18, 2021	Comprehensive Plan Update

**Attachments**

1. Comprehensive Plan – for Approval  
<https://www.champaignforests.org/Portals/0/siteContent/pdf/comprehensive-plan/comprehensive-plan-for-approval-2024-06-20-compressed-updated.pdf>
2. Comprehensive Plan May 2024 Draft – Commissioner Comments and Staff Responses

## Attachment 2

### Comprehensive Plan May 2024 Draft – Commissioner Comments and Staff Responses

June 20, 2024

Staff thank Commissioners for their time and feedback. Several changes have been incorporated in the “for approval” version of the plan in the June packet, and other suggestions are addressed below. Many comments contain ideas that are too specific for the Comprehensive Plan, but these ideas will be considered during the strategic planning process.

---

#### Changes Made

- Pages 95 [GK], 96 [AK]: Added language to recommendation – see p. 96
- Page vi [WG]: Switched order of chapters 2-3 and 4-5

#### Further Changes for Final Draft

- Minor copy edits and content clarifications
- Bolding of key text and internal page linking to improve readability

#### Commissioner Comments

*Format*

Page

[Commissioner Initials] Commissioner verbatim comment

[Staff response](#)

Page ii

[AK] ED comments appear to be in a language other than English.

[Addressed](#)

Page vi

[WG] In reading the report, I wondered if changing the order of the sections would be beneficial? Obviously I trust and value your effort that went into this report, so my comment is based previous years of reading similar reports and plans, but maybe not relevant here.

I wondered if moving **sections 2 & 3 toward the end** would make a big difference to the reader. In essence, Section 2 & 3 discuss the tangible assets and business part of the report. These do seem to follow one another, but wondered if moving 4(Profile) and 5 (Input) up to following 1 would place more emphasis on the Community aspect of the report? Would the finance discussion be better served later?

[Addressed](#)

Page 13

[WG] It seems that the golf course in the early years may have attracted many potential users of Lake of the Woods beyond golf. It seems that this exposed residents to Forest Preserve District as a distinct agency offering programs beyond what the local park districts were able to offer. If true, how could you reference this in the report? Maybe this impact is the same as the LOW swimming beach which was a county asset.

Anecdotally, this is a logical assumption, but we do not have any clear evidence of this effect to date.

Page 25

[WG] Did the 2010 Master Plan have any reference to the need for a future referendum? I like this summary and would hope maybe reference to a successful referendum could be cited here?

Reviewed the 2010 Master Plan and found no references to referendum, so the Master Plan section is not an appropriate place to refer to the recent referendum. It is referenced in other sections of the plan.

Page 41

[GK] KRT Trail - proposed studies and improvements. I would like to have additional historical signage added along the trail. This could include history of native Americans, early champaign county pioneers, role of the railroad and impact, environmental interpretations (bird species, etc.), etc. I don't know how much is too much, but this would be an opportunity to further what is already in place.

Strategic Plan: This is specific enough it should be considered in the Strategic Plan or annual budget process. There is also an existing framework for interpretation along the KRT that can be shared with Commissioners. Many of these signs have been implemented, while others will be installed after the trail is complete.

Page 53

[GK] Sycamore Shelter - I would like to tour this facility and perhaps more of our facilities in general to understand and see the current conditions, usage, etc. This could be scheduled sometime in the near future, but won't need to be done before this document is complete and presented to the board for approval.

The Comprehensive Plan recommends the Forest Preserves *consider* removal of some structures, but no action will be taken without additional information gathered and presented to the Board for formal action.

Page 54

[GK] Occupancy of Museum Education Center. Again, similar to my comment above, why was an F given on occupancy. I would assume due to lack of usage. A general tour and conversation about facilities will give me a deeper understanding of the usages, conditions, etc. Again, this would not need to be done before the document is finalized.

Occupancy was “graded” based on number of hours per year the facility/space is utilized, reserved, or open to the public. For example, staff office space assumes the area is occupied during working hours, rental spaces based on time reserved in our reservation software, and public facilities based on the hours open. This data will help us identify those currently underutilized and better maximize existing spaces, which is beneficial from a cost perspective and a sustainability lens.

Page 55

[GK] Riverview Retreat Center - ditto on my above comments. General comment - as the document says, we obviously have too many facilities that are underutilized. I would assume as the document goes into detail later, our visits to museum have peaked out, fewer people are doing activities of the past, more people need to know about us, etc.

The Comprehensive Plan recommends the Forest Preserves *consider* removal of some structures, but no action will be taken without additional information gathered and presented to the Board for formal action.

Page 87

[GK] discussion of the nature center. I greatly appreciate the very thorough analysis of the nature center and associated activities. As the document states, we need to undertake a much deeper study on how we conduct our nature outreach efforts, how we can get in front of more people, what are new trends in environmental education that we could undertake and be leaders on? One of the obvious questions to me (and I am sure others), is it wise to consider a new facility, when so many other current facilities are underutilized. For example, the Salt Fork Center, sits empty the majority of the time, could it not be used for classroom-like activities? Museum facilities are underutilized, more use of these for this purpose? Etc...

Data gathered in the Comprehensive Planning process identifies a need to more formally study programming efforts and the spaces they require. Staff recommend that anything more prescriptive be addressed in the Strategic Plan as those conversations are ongoing with the Commissioners.

Page 88

[AK] I love the idea of a programming plan and am happy to see its inclusion here.

Page 93

[GK] Expand Trail and Outdoor Recreation Opportunities - I very much agree that our trails are one of the most important resources we have. How can the trails be utilized to further our educational mission? As stated, I encourage us to work closely with our local partners to meet the need to get more people outside.

Comprehensive Plan: The “Increase engagement” recommendation includes maximizing “non-marketing” activities for messaging.

Strategic Plan: Specific opportunities for new/enhanced partnerships could be explored in the Strategic Plan.

Page 93

[AK] I appreciate the concise nature of the trails section. I know it will be a lot of work, but utilizing an app AND publishing information on trails (maps, lengths, difficulty, connectivity) seems like something we should be on top of.

Page 95

[GK] I share the concerns about our ability to maintain our current facilities. Can any of the existing facilities be repurposed for other missions? Are there other partnerships we need to be looking at partnering with to increase usage? Youth groups, community groups, etc. Will we need some professional assistance in the evaluation of our facilities?

Comprehensive Plan: Addressed with additional language – see recommendation.

Strategic Plan: Specific opportunities for new/enhanced partnerships could be explored in the Strategic Plan.

Page 96

[AK] This section gets at some very important points about evaluating our existing facilities/vehicles to make sure we right-size for the future. However, it seems like the word sustainability should be included here somewhere as part of these efficiency efforts.

Comprehensive Plan: Addressed with additional language – see recommendation.

Page 97

[GK] Engagement - The creation of our organizational values will help us focus in on engagement. I agree on drafting another detailed document down the road on describing the roles of conservation, recreation and education.

Page 98

[AK] This statement seemed oddly specific given the general nature of many of these recommendations, including the subpoints. “Consider conducting informal interviews at offsite locations such as grocery stores to better understand non-visitors.” I love the idea, but perhaps this should fall under something broad like developing a strategy for soliciting such feedback through formal (e.g. stakeholder groups) and informal (e.g. grocery store intercept) means.

Comprehensive Plan: Addressed with revised language – see recommendation.

Page 103

[AK] I love this section and am happy we are making concerted efforts in this area.

[GK] Lead on climate and conservation - as indicated working with other local agencies is critical to having any real impact. I would like to see us work with the agriculture community i.e. soil and water conservation district on this topic.

[Strategic Plan: Specific opportunities for new/enhanced partnerships could be explored in the Strategic Plan.](#)

Page 105

[AK] Word missing “Reestablishing nature is an infrastructural solution THAT would help maximize the built environment’s ability to weather climate changes and to stem future change.”

[Comprehensive Plan: addressed with revised language.](#)

Page 107

[GK] CCFPD should continue to consider options for acquiring parcels of land when they become available. Budgetary impacts will have to be considered when parcels are acquired. I personally put less emphasis on "acres per person" and to look at the reality of what parcels will become available and our ability to effectively manage these for the public good. If we want to have people closer to the properties, then perhaps partnering with the City of Champaign and Champaign Park District for when planning occurs for new subdivisions, that CCFPD have some kind of presence.

[Acquisition: Will address with more specificity in the strategic acquisition guidance. Agreed that “acres per person” should not be the only metric considered, but was included as it is a common benchmark among special districts.](#)

Page 109

[AK] Love the scenarios and the justifications.

General comment

[WG] I did not see a specific reference to the University of Illinois in the report, and maybe not appropriate. I was just wondering if this world class institution played a role in the development of the district? Is there a role going forward in the next 15 years?

[Strategic Plan: The University, as a large employer and draw to the area, has certainly affected the development of the Forest Preserves in general, but staff have not identified major, direct influences. Specific opportunities for new/enhanced partnerships could be explored in the Strategic Plan.](#)

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Lorrie Pearson, Executive Director  
Kathryn Glynn, HR Manager

Re: Resolution 2024-08 Allowing Service Credit for Military Leave Prior to Participation

**Action Requested**

Staff requests the Board of Commissioners pass Resolution 2024-08 to allow IMRF members to purchase up to four years of military service credit for service performed prior to their participation in IMRF.

Previously, the Champaign County Forest Preserve District adopted a resolution permitting members to convert two years of military service to IMRF service credit. To increase this allowance from two years to four years, the Board is required by IMRF to pass a new resolution.

Expanding the benefit is a step towards honoring the service of our military personnel and providing them with the benefits they have earned.



FOR2700-0001H59



# Resolution to Allow Service Credit for Military Leave Prior to Participation

Member did not return to IMRF within 90 days of discharge OR military service earned prior to participation

Revised July 2019

Questions? Call 1-800-728-7971.

Upload this form through Employer Access

0	3	0	8	0	Champaign Co Forest Pres Dist
Employer Number					Employer Name

## RESOLUTION

Number 2024-08

**WHEREAS**, Article 7 of the Illinois Pension Code (40 ILCS 5/7-139) provides that the governing body of a governmental unit may elect to allow service credit in the Illinois Municipal Retirement Fund to members who served in the armed forces of the United States for all periods of such service prior to their participation in IMRF **OR** whose participation was interrupted by military leave but did not return to IMRF participation within 90 days of discharge, and

**WHEREAS**, such allowance of service credit cannot be limited to a specific IMRF member and applies to all employees who were in active participating status under IMRF on the date this resolution was adopted;

**RESOLVED**, that the Board of Commissioners  
Board, Council, etc.

of The Champaign County Forest Preserve District  
Employer Name

elects to allow service credit to members who served in the armed forces of the United States for up to four years of service, prior to their participation in the Illinois Municipal Retirement Fund;

**FURTHER RESOLVED**, that the Wendy Hundley shall be directed  
Clerk or Secretary

to file a certified copy of this resolution with the Board of Trustees of the Illinois Municipal Retirement Fund and that this resolution shall remain in full force and effect until modified or rescinded and notice of such modification or rescission has been filed with the Board of Trustees of the Illinois Municipal Retirement Fund.



June 20, 2024

**MEMORANDUM**

To: Board of Commissioners

From: Lorrie Pearson, Executive Director

Lisa Sprinkle, Marketing Manager

Re: Resolution 2024-09 Dissolution of Citizens Advisory Committee (CAC)

**Action Requested**

Staff requests the Board of Commissioners pass Resolution 2024-09 to approve the dissolution of the Citizens Advisory Committee.

**Background**

The committee was established in 1989, with its purpose and responsibilities outlined in its bylaws, last approved by the District Board in 2018. The Board authorized the establishment of the committee and it is responsible for the dissolution of the committee, per the Board's powers at Article IV, Section 1(o).

As previously discussed at Board meetings, the staff's greatest needs from a group of volunteers is in the area of outreach. This area of focus by a group of volunteers does not warrant the committee being established and members appointed by the Board. The dissolution of the committee does not limit the Board from establishing another advisory committee in the future. This resolution is brought forward with direction provided by Commissioners at the May 16, 2024, regular meeting of the Board of Commissioners.

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT  
BOARD OF COMMISSIONERS**

**RESOLUTION 2024-09 – Dissolution of the Citizens Advisory Committee**

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

WHEREAS, the Board of Commissioners is responsible for the creation and dissolution of committees as stated in Article IV, Section 1(o) of the bylaws.

WHEREAS, the Board of Commissioners approved the creation of the Citizens Advisory Committee in September 1989; and

WHEREAS, the Board of Commissioners recognize that at this time there is not a need for an advisory committee, but reserves the right to create a new one for a specifically tailored purpose if identified in the future.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign County Forest Preserve District hereby approves the Dissolution of the Citizens Advisory Committee

PASSED, ADOPTED AND APPROVED THIS 20<sup>th</sup> DAY OF JUNE 2024.

---

President

ATTEST:

---

Secretary

June 17, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Kamryn Suttinger, Director of Museum and Education  
Chelsea Prah, Public Programs Manager  
Lorrie Pearson, Executive Director  
Re: Approval of Temporary Upgrade of Part-time Position to Full-time

**Action Requested**

Staff seek approval to increase the hours for the part-time Public Program Specialist position to full-time hours for the remainder of 2024.

**Background**

Board of Commission bylaws specify that the Executive Director shall submit to the Board in writing any request to create any new full-time employee position (Section 8.4). As this request is for a temporary increase in hours to create a full-time position from a part-time position, the requirement to submit to the Board may not have been triggered. Since staff does not have clear Board direction<sup>1</sup> on this matter, we bring this request formally.

The Museum & Education Public Programs area aims to enhance community engagement and inclusivity within Champaign County. We aspire to achieve this goal by broadening our outreach to diverse audiences through targeted programs and events. Additionally, we foster partnerships with local organizations to create meaningful community connections. A key focus will be on designing programming that caters to historically marginalized communities, ensuring equitable access and participation. Our vision is to create a vibrant and inclusive environment where everyone feels welcome and engaged in Forest Preserve offerings. Temporarily upgrading the current part-time Public Program Specialist job description to encompass these new required responsibilities and elevating the position to full-time for the remainder of 2024, will allow us to begin in earnest to build the needed relationships to more effectively reach these goals while capitalizing on the skills of existing staff. Integrating these tasks into the work of the Public Programs Specialist is logical as the position will not only design programs catering to audiences we do not see as often at our programs, but also build on the interactions the position has with the community at outreach events. Moving the position from half-time to full-time would allow more time to focus on that critical relationship-building, at least for one-half of the year.

The administration has also been asking for more from the Public Programs Specialist position in terms of organizing district-wide public events. The incumbent is taking a lead role in organizing the new Summer Splash event, and we see opportunities for the position to help enhance Night Lights and help establish an ambassador program. The incumbent has also grown the summer

---

<sup>1</sup> Direction from the Board is appreciated to define if the non-permanent creation of a full-time position to meet operational needs requires Board approval, and if the non-permanent increase of hours from a part-time staff to full-time hours requires Board approval. Upon direction given, the bylaws can be clarified accordingly.

concert series to include popular elements like food trucks. Adding amenities to events takes time and effort for this position to organize, yet the public appreciates the results.

Should we see gains in our relationship building, more diverse programming, and the start of development of an ambassador program over the next several months, we would examine if maintaining a full-time position to complete these duties is both financially feasible and in alignment with the organization's broad goals. These discussions would be held with the Board during development of the FY25 budget. Supporting the temporary increase does not set an expectation that there would be support in the FY25 budget, and the individual in the position understands that.

*What we want to achieve through the added hours:*

1. Expanded Outreach: We are committed to engaging a broader audience by offering diverse programs, workshops, and events. Our goal is to reach residents who have been traditionally underrepresented in programming.
2. Optimize Program Availability: With a focus on timing and availability of public programs, we will ensure programs are offered when the public is most available and find overlooked opportunities for engagement.
3. Collaborative Partnerships: Strengthening partnerships with local organizations, schools, and community groups. Together, we promote conservation, outdoor experiences, and community well-being. These partnerships could help to build an ambassador program.
4. Intentional Social Media: By streamlining our social media process and creating thoughtful social media content and interactions, we will enhance our reach and contribute toward building positive name recognition.

### **Estimated Cost**

The additional hours will cost roughly \$10,000 plus benefits, although the position is already eligible for IMRF and a portion of health insurance. Funds to cover this expense are available in the current 2024 budget due to vacancies in other positions earlier in the year.

### **Conclusion**

Elevating the part-time Public Programs Specialist position to full-time status will allow the incumbent to dedicate more time and resources to impactful programming and community connections, and the responsibilities discussed above. These changes directly support our strategic plan and 2024 organizational objectives, emphasizing community inclusivity and environmental stewardship in the following ways:

*Strategic Objectives: Educate|Inspire|Lead*

Provide positive learning experiences for people of all ages and abilities, following best practices, most current research, and innovative interpretive and educational techniques.

Partner with community organizations to expand programming that reaches underserved audiences.

*2024 Organizational Objective*

Theme: Advance Our Mission:

Develop and host a signature event or series of events that are family friendly and appeal to a diverse audience, collaborating with other groups where possible/appropriate.

June 20, 2024

**MEMORANDUM**

To: Board of Commissioners

From: Lorrie Pearson, Executive Director

Kathryn Glynn, HR Manager

Re: Delegation of Authority for Administrative Policy Changes

**Action Requested**

No formal action is requested. Staff requests direction from the Board.

**Background**

Currently, the Board of Commissioner bylaws require that the Board approve all policy changes. While this ensures thorough oversight, it also results in delays for administrative adjustments that have minimal or no impact on our budget. We propose a procedural adjustment regarding the approval process for policy changes.

To enhance our operational efficiency and agility, we request that the Board of Commissioners delegate the authority to approve certain policy changes to the administration. Specifically, we propose that the administration be granted the authority to approve policy creation or changes that are:

1. Administrative in nature and do not impact the strategic direction or core values of the Forest Preserves.
2. Operational changes that do not significantly affect the budget, incur high costs, or require substantial financial commitments.
3. Minor updates to existing policy required to stay in compliance with state or federal law.

**Examples of Policy Creation and Changes Requested to be Delegated:**

**Administrative in nature and do not impact the strategic direction or core values of the Forest Preserves:**

1. Payroll period correction in existing Policy 2-3: Payroll Periods and Paydays.

*Explanation:* The current policy outlines a payroll period that is outdated and requires correction to align with current practices.

*Impact:* This adjustment does not affect the strategic direction or core values of the district but addresses an administrative discrepancy to ensure accurate representation of payroll processing timelines.

**Operational changes that do not significantly affect the budget, incur high costs, or require substantial financial commitments.**

1. Introduction of a Six-Month Introductory Period.

*Explanation:* This policy would introduce a six-month introductory period for new employees. During this period, new hires will be evaluated more thoroughly to ensure they meet the performance standards and are a good fit for the Forest Preserves.

*Impact:* This change is administrative and does not have a significant financial impact. It adjusts the evaluation process without altering compensation or benefits.

## 2. Adoption of a Remote Work Policy:

*Explanation:* To adapt to evolving workplace norms and as a way to support retention, this policy would formalize the eligibility for employees to work remotely on a part-time basis. Presently, this practice is informally permitted. The policy will establish clear guidelines and eligibility criteria to uphold productivity and accountability standards.

*Impact:* This policy is designed to enhance work-life balance and employee satisfaction while streamlining expectations and maintaining a consistent application of remote work. The financial impact is minimal, primarily involving technical equipment such as a laptop if not already available.

### **Minor updates to existing policy required to stay in compliance with state or federal law:**

#### 1. Updates to Family Bereavement Leave Act (FBLA) Rights and addition of Child Extended Bereavement Leave Act:

*Explanation:* These policies would expand the current bereavement leave provisions to align with recent updates to the Family Bereavement Leave Act and introduce additional leave options for employees grieving the loss of a child.

*Impact:* While providing essential support to our employees, this policy adjustment involves minimal financial cost as it extends unpaid leave options without requiring substantial additional resources and allows us to maintain compliance with Illinois law.

### **Examples of Policies that Would Continue to Requiring Board Approval:**

#### 1. Resolution to Allow Service Credit for Military Leave Prior to Participation:

*Explanation:* This resolution would allow employees to receive service credit for military leave taken before they became participants in the Forest Preserves' retirement plan. It acknowledges and honors the service of our veterans by ensuring their time in military service is credited towards their retirement benefits.

*Impact:* IMRF requires a resolution from the Board of Commissioners for this update. By submitting this policy change for Board approval and resolution, we ensure compliance with IMRF requirements. As this change would have financial impact, it should be reviewed by the Board.

#### 2. Introduction of Paid Parental Leave:

*Explanation:* This policy would offer full-time employees up to 12 weeks of paid parental leave for the birth, adoption or foster care of a new child. In addition to having a highly positive impact on employees and their families, paid parental leave is also attractive to potential job seekers and improves employee morale and retention.

*Impact:* Due to the potential for significantly affecting the budget and a substantial financial commitment, this policy should be reviewed in detail and approved by the Board before adoption.

**Scope and Oversight:**

To maintain transparency and accountability, the administration will:

1. Provide at least a quarterly report to the Board detailing all policy changes approved under this delegated authority.
2. Ensure that any policy change with potential significant impact on the budget or operations will still be presented to the Board for approval.
3. Maintain open communication with the Board to address any concerns or feedback regarding the implemented changes.

By allowing the administration to approve minor policy changes, we can enhance our operational efficiency while ensuring that the Board's time and expertise are dedicated to more significant and strategic matters. If supported, the bylaws would be updated to reflect this change and brought to the Board for review and approval.