

September 12, 2006

MEMORANDUM

From: Sally Prunty, Planning Director

To: Board of Commissioners

Re: Planning Activity Report

Middle Fork Land Acquisition Grant

Jerry Pagac and I presented our proposal for the Middle Fork Land Acquisition Grant at the Illinois Department of Natural Resources central offices in Springfield September 11. The presentation went well. We expect to receive notice regarding the application later this year.

Lake of the Woods / River Bend Roads Project

We have completed the River Bend portion of the roads project. The roads and the parking lot look wonderful. The construction crew did a great job creating the swales to reduce the quantity and speed of runoff while directing it to the drains. Also, the second curve in the entrance road had become very badly “washboarded” due to poor drainage. We installed a culvert to solve the drainage problem, and fixed the severe bumps in the road at that location.

Golf Course Entrance

With the help of the construction crew installing rock, Dave Torrens putting down sod and Larry providing the plantings, we have completed the golf course entrance, and are very pleased with the result.

Greenways and Trails Committee

The final review of the Design Standards report put together by the Champaign County Regional Planning Commission is complete. This report is intended to provide guidelines for development of trails and greenways in Champaign County.

September 11, 2006

MEMORANDUM

From: Bryan Stevens, Construction Manager

To: Board of Commissioners

Re: Construction Department Activity Report

Miscellaneous

Over the past month, the Construction Department:

- assisted Middle Fork staff with repairs to the viewing platform at the North Waterfowl Area;
- completed the patching of roads, parking areas and the construction of drainage swales at River Bend;
- completed the construction of the new retaining wall at the Outdoor Recreation Center at Homer Lake; and
- replaced cracked and heaving sidewalks at the Rayburn-Purnell restrooms.

Early American Museum Annex Project

Advanced Wayne Cain Roofing has completed the roofing component of this project. Cain's Roofing & Seamless Gutters is currently installing the new gutters and downspouts. Kyler Bros. Services will begin the installation of the new heating and air conditioning system on September 18th. The bid opening for the entrance ramps and retaining wall is scheduled for September 19th. Staff is currently evaluating proposals for the electrical upgrade.

September 11, 2006

MEMORANDUM

From: Jeremy Shafer, Assistant Director of Natural Resources

To: Board of Commissioners

Re: Natural Resources Department Activity Report

General

Over the past month, the Natural Resources Department:

- spent several days collecting and cleaning prairie seed for future restoration projects;
- planted several bags of emergent and shoreline wetland seed at the Middle Fork North Waterfowl Area;
- removed honeylocust from a prairie and the Point Pleasant Wetland at Middle Fork;
- treated several large patches of thistle near the west barn at Middle Fork;
- weeded our seed collection beds;
- prepared for the River Bend 9-11 Memorial by planting two white oaks, doing site preparation, and installing the new memorial signage;
- spent a few days clearing and treating exotics along the trail near Briarcliff Subdivision and Lake of the Woods;
- worked with Grand Prairie Friends interns for a day removing hazel from Tomlinson Cemetery;
- updated and added to the ash tree monitoring program; we completed monitoring at Lake of the Woods, River Bend and Middle Fork.

Meetings and Workshops

- All Natural Resources staff attended a forestry workshop and conference at Illinois City.
- Dan attended several meetings regarding the Master Naturalist Program. Classes have begun.
- Dan attended the Grand Prairie Friends Board Retreat at Riverview Retreat Center.
- Dan attended BigSmallAll meetings.



Before and after photos of exotics removal

September 11, 2006

MEMORANDUM

From: Larry Beckett, Botanical Garden Supervisor

To: Board of Commissioners

Re: Botanical Garden Activity Report

The Botanical Garden staff has been involved in the following areas:

- With a reduced staff because of the end of the summer, hand weeding and watering beds, containers, and planters is taking up much of our daily work.
- We completed extensive pruning along the tree line on the west side of the garden. This was to remove dead and/or broken branches, and to remove lower branches of evergreens that were touching the ground.
- As discussed in the past, because of the garden pond draining each winter due to a basin leak, we are cleaning and doing minor repairs to the 2000-gallon pond in the south greenhouse. This will allow us to store the large Koi presently in the garden pond, for the winter.
- The empty raised planter at Lake of the Woods Pavilion was planted with low growing shrubs.
- The entire garden staff assisted in planting the new landscaped Golf Course Entrance Sign.
- Kim DeLong and Larry Beckett attended the first East Central Illinois Master Naturalist meeting held at the Champaign County Extension Office. We learned about the Natural Resources of East Central Illinois, Journal Keeping, and Ecological Concepts. The speakers were Sandy Mason, Dan Olson, Sue Post and Heidi Leuszler. The second meeting was about the Geology and Soils of Illinois with speakers David Grimley, Bob Vaiden and Jesse Kurylo. On Saturday, September 16th, we had a tour of Allerton Park near Monticello scheduled.

Exhibit Work

In August, we were approached about assisting Urbana City Building staff with changing displays in their case just outside the City Council Room and agreed to experiment with the idea this year. We felt we could easily assemble something using past materials, and thus our exhibit for the next two months features Urbana schools.

Barb has been revisiting our WWII Oral History Archive for material for this year's tribute to veterans, and we have begun gathering materials and research for next year's exhibit on baseball. We have been working with Steve Beckett and Barbara Wysocki to develop a Memorandum of Understanding for the proposed Lincoln Exhibit at the Courthouse. Barb has also been working on a Powerpoint program – that may very likely become a short video - on Champaign County's Lincoln for use when speaking to groups about the Looking for Lincoln effort in this area.

Miscellaneous

- Barb did a presentation on the museum for the Christian Women's Club luncheon.
- We are in the final review/revision stage of the revisions to the policy and procedure manuals and hope to have everything completed for review by the Board by the end of October.
- The Friends letter mailing has brought in \$985.00 to-date.
- We are working on the 2007 program schedule.
- We are researching new vendors and merchandise for the gift shop.
- We are cleaning, hauling out and reorganizing office and program supplies and trying to stay ahead of the annex renovation work.

September 6, 2006

MEMORANDUM

From: Wendy Israel, Environmental Education Coordinator

To: Board of Commissioners

Re: Environmental and Horticulture Education Activity Report

Public Programs

Twenty-four people observed bats emerge from Lake of the Woods Covered Bridge during *Bats at the Bridge* on Aug. 5, and 11 people attended *Strolling and Rolling* on Aug. 19 at the Dowell Property. Upcoming programs include: *Night Hike* at Middle Fork on Sept. 2, *Create Your Own Prairie Plot* at Homer Lake on Sept. 9 and *Garden Harvest* at the Botanical Garden on Sept. 24. The preschool program *Growing up Wild* returns this fall and meets once a month at both Homer Lake and Lake of the Woods in Sept., Oct., and Nov. Preparation is currently underway for fall and winter public programs. Staff is also developing the 2007 public program calendar.

Education Center

August visitors: 57 adults and 31 children. The Education Center will continue to be open on Saturdays through the end of October.

School Programs

Along with Museum staff, the Environmental Education Department delivered about 2,000 Education Brochures to Champaign and Urbana teachers as well teachers throughout the county.

Preparations for the fall school program season are underway. Staff is reviewing school program curriculum and preparing for Prairie Adventures along with the staff of the Early American Museum. The lottery for Prairie Adventures is scheduled for Sept. 6; the education departments will begin accepting reservations for other school programs on Sept. 7.

General

At the conclusion of summer programs, the staff met to review the summer, and the seasonal staff submitted a reflection of their training and work experience to assist us as we plan for next year. The staff also organized and stored summer program supplies. Stacey Clementz was hired as the year-round part-time Environmental Educator. Stacey has worked as a seasonal for the past three summers, and I am pleased she accepted the position. I have also hired three part-time seasonals for the fall to assist with school programs and staff the Education Center on Saturdays. In addition to paid staff, we have one volunteer to staff the center on Saturdays and one volunteer to assist with *Growing Up Wild*.

At the end of August, I attended the Association for Nature Center Administrators Annual Summit, and Pam attended The Art of Mentoring: A Unique Approach to Nature Education at the Wilderness Awareness School. We both returned from our workshops with valuable information for the Environmental Education Department and its programs.

September 12, 2006

MEMORANDUM

From: Andee Chestnut, Public Information Director

To: Board of Commissioners

Re: Public Information Activity Report

Promotions

The fall/winter program brochure was distributed to the District mailing list of approximately 5,300 people. The educators distributed the education brochure to all area teachers. We are working on a radio advertising campaign for the golf course which will help us also determine which stations are the most effective. We are in the process of reviewing the year's promotions to determine what worked and what didn't, and we're developing the schedule for next year.

Freedom Fest Volunteer

We were saddened to lose a long-time Freedom Fest volunteer recently. Robert Runyon died suddenly about a week ago. He was an integral part of the Freedom Fest Committee for many, many years, and was presented with a Community Service Award a few years ago for his many contributions. He will definitely be missed, both as a volunteer and as a friend.

9-11 Memorial Woodland

After a very rainy morning, we somehow were able to hold the 9-11 Memorial Woodland Commemoration. We had a brief ceremony and unveiled the sign that now marks the area. WIXY Radio contacted us a few days before and asked if they could participate in the program. They said they selected our tribute because they liked the idea of trees as a living memorial, and that after all the other programs ended, our tribute would continue on. Will Rogers, a local musician who performed at Ground Zero on the 1st anniversary, offered to sing, and wrapped up the tribute with the national anthem. We were very appreciative of their support. Thanks also to the Natural Resources Department for planting a white oak and prepping the sign and surrounding area.

September 11, 2006

MEMORANDUM

From: Kim Horbas, Volunteer Coordinator

To: Board of Commissioners

Re: Volunteer Department Activity Report

- August 20th, 25 incoming UI freshmen participated in a community service project hosted by the CCFPD. They began painting the cart shed at the golf course. In about three hours' time, they completed about 75% of the project. The students were an enjoyable group to work with, and many contacts were made for future volunteers.
- August 22, the Volunteer Department participated in the UI Quad Day. Among over 600 tables representing organizations from both campus and the community, CCFPD received much interest for both the facilities and activities offered, as well as volunteer opportunities.
- August 26, staff participated at the Urbana Sweet Corn Festival assisting the CAC information table. Several contacts were made for volunteer opportunities as well as services offered by CCFPD.
- September 30, CCFPD expects 50 UI students to volunteer in their annual event held in conjunction with homecoming. Projects are still being arranged. To date, the spillwater guardrail at Homer Lake is scheduled for painting, as well as trail maintenance.
- We continue to work with Adult Diversion volunteers who are completing service at CCFPD. Currently a volunteer is completing the cart shed painting at the golf course. The Adult Diversion guidelines have been revised and put into effect for volunteers serving the District in court-appointed hours.
- Revision continues for a District-wide volunteer policy and procedure guideline to be put into effect by year's end.
- A new museum volunteer, Carma Diehl, was welcomed onto the team. She will be assisting as a Wednesday receptionist and filling in wherever else is needed. A new educational volunteer, Suzanne Rogers recently joined the team. Suzanne will be assisting at Homer Lake during the Saturday open houses.

September 12, 2006

MEMORANDUM

From: Jan Plotner, Deputy Director

To: Board of Commissioners

Re: Administration Activity Report

- The annual CCFPD Foundation Mindy Harrington Memorial Golf Outing was held on Friday, September 8th. The day was beautiful, and we had a good turnout of golfers. Many thanks to staff from Headquarters, Museum, Lake of the Woods Operations, Pro Shop and Golf Course Operations for their help in running this event.
- On Wednesday, the District will open up approximately 50 auctions via eBay, selling surplus items. There will be an oral report at the Board Meeting discussing the status of these auctions.
- PDRMA will be sponsoring a chain saw training workshop at Homer Lake September 18th. At least 10 CCFPD staff will be attending this important workshop.
- Staff is currently reviewing options for 2007 health insurance.
- Our new network server has been installed at Headquarters and reconfigured for our AEK accounting software.
- The boat operations have finished for the year. Nearly \$3,000 was donated to the Foundation by those using the boats at Lake of the Woods.
- Staff has been meeting with representatives of Mahomet-Seymour schools regarding the coordination of their cross country meets through various parts of Lake of the Woods.
- We are processing many different Special Use Permit applications at Lake of the Woods, including the Special Olympics Polar Bear Plunge, the Mahomet-Seymour PTO walk (1,300 participants) and the Mahomet Rotary/Mahomet Library 5K Run/Walk-a-Thon.

September 11, 2006

MEMORANDUM

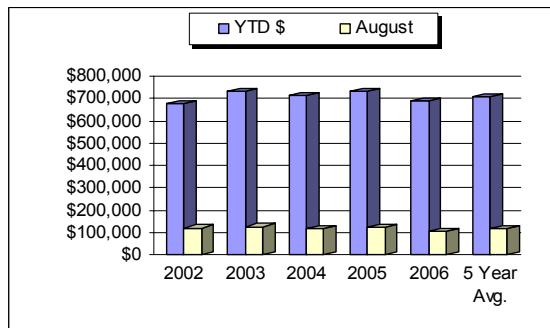
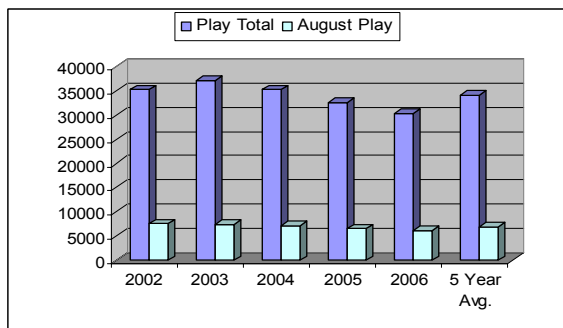
From: Dave Huber, Golf Professional/Manager

To: Board of Commissioners

Re: Hartwell C. Howard Lake of the Woods Golf Course Pro Shop Activity Report

Operations

August was one of the lowest for both play and revenue we have had for several years. In addition to the five-year graphs for August, I have also included an eight-year revenue and ten-year play summaries for comparison.



August 98	1999	2000	2001	2002	2003	2004	2005	5 Yr/Avg
Merchandise								
\$13,106	\$19,943	\$17,537	\$18,381	\$20,974	\$15,038	\$19,162	\$14,509	\$17,613
User fees								
\$84,900	\$83,266	\$86,728	\$85,820	\$88,083	\$87,372	\$84,513	\$77,044	\$84,566
F & B								
\$21,999	\$19,510	\$21,460	\$15,441	\$16,859	\$14,941	\$17,403	\$13,796	\$15,688
Total								
\$120,005	\$122,719	\$125,725	\$119,642	\$125,916	\$117,351	\$121,078	\$105,349	\$117,867

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	5 Yr
AUGUST	7059	5827	5423	5366	6371	5981	5968	5706	5529	5110	5659
Par 3	2181	2096	2503	1992	1686	1569	1402	1459	1015	995	1288
Total	9240	7923	7926	7358	8057	7550	7370	7165	6544	6105	6947

Tournaments & Outings

August 12-13	Naughtin Open	92 players
August 26-27	Lake of the Woods Club Championship	48 players
September 8	Mindy Harrington Memorial Outing	100 players
September 9	Horizon Hobby & Hutchcraft Outings	96 players

Other Activities

- We have launched an advertising campaign on four local radio stations in order to increase fall play as much as possible.
- We will send out direct mailings to former participants of our remaining fall events as well as fax and mail entry forms again to other golf courses.

September 11, 2006

MEMORANDUM

From: Dave Torrens, Director of Golf

To: Board of Commissioners

Re: Hartwell C. Howard Lake of the Woods Golf Course Maintenance Activity Report

General

Over the past month, Golf Course Maintenance staff:

- continued with irrigation repairs;
- performed routine maintenance on equipment;
- prepared for FY 2007 capital equipment purchases;
- continued with the topdressing program; and
- continued with routine golf course maintenance.

Projects

- Aerification of the greens is scheduled for Sept. 11th and 12th. Staff completed tee aerification Aug 21st, followed by overseeding.
- The golf course entrance is almost complete. A few more shrubs will be planted behind the sign. Thank you to all who helped on this project.

September 11, 2006

MEMORANDUM

From: Thomas M. Pike, Site Superintendent

To: Board of Commissioners

Re: Lake of the Woods Forest Preserve / River Bend Forest Preserve Activity Report

- School has started, and we are down to our full-time staff and one seasonal employee. We have enough people just to do the regular maintenance.
- River Bend has gotten a fresh coat of oil and chips to the road. What a difference it has made!
- Elks Lake Pavilion has been repainted.
- Lake of the Woods Pavilion has gotten a touch-up of paint to last the winter. We plan on completely repainting it next spring.
- Crews repainted the flooring deck on the walk bridge by Izaak Walton Cabin with an anti-slip paint.
- Crews had to fix the broken buoy line at River Bend for a third time. Apparently a boat with a trolling motor keeps getting into the line and cutting it.
- Staff completed ongoing mowing and janitorial work at all rental buildings and public restrooms.
- We continued with routine scheduled maintenance and repairs on various District vehicles and other equipment.

September 11, 2006

MEMORANDUM

From: Don Humphrey, Site Superintendent

To: Board of Commissioners

Re: Middle Fork River Forest Preserve Activity Report

- The volunteers from Lincoln's Challenge have been hard at work for the past few weeks helping us complete tasks such as bundling wood, loading brush, removing exotics, cleaning the beach area, and collecting litter.
- Wood has been cut and split in preparation for Lincoln's Challenge to bundle and to get our wood storage full for next year.
- Some tree trimming has been completed inside the forest preserve user areas. Some branches were hazardous, hanging over campsites, and others were too close to the main road.
- We had a very successful Labor Day Weekend at the campground. A camper had karaoke equipment and had asked if he could use it. It seemed to be a big hit with other campers.
- Two Trumpeter Swans stayed with us for about a week at the swimming pond. Many visitors were able to enjoy their presence.
- Thanks to the construction crew for helping fix some doors on our outhouses and making repairs on the waterfowl platform.
- Water samples were returned to us stating we had contamination in our drinking water supply. Signs were posted inside the campground for our guests, and bottled water was supplied. After chlorinating the system, the water passed the test.

September 11, 2006

MEMORANDUM

From: Brian Taylor, Site Superintendent

To: Board of Commissioners

Re: Homer Lake Forest Preserve Activity Report

- Staff has been test driving several different brands of commercial mowers in preparation for the 2007 budget.
- We hosted a meeting concerning the Salt Fork River Clean Up, and the group proposed to take a break this year and resume next year. The group entertained the idea of rotating the clean up effort up and down the river to encourage more involvement, and going upstream should decrease the volume of trash near Homer.
- Staff is replacing bull nose posts with 6x6 posts, and a new metal gate has been installed at Walnut Hill.
- The lake was stocked by the Illinois Department of Natural Resources with 2,817 large mouth bass.
- I went along with other staff members and Jerry to Prophetstown State Park in Indiana. It was a beautiful new park with many similarities to our own. I particularly liked the use of prairie plants to enhance areas along the roads, the use of boulders to control traffic and mark camping sites, and the carry-in carry-out policy instead of providing trash cans.