

November 3, 2009

**MEMORANDUM**

From: Sally Prunty, Planning Director

To: Board of Commissioners

Re: Planning Activity Report

**Bicycle Path Parking Area Addition**

The bike path parking area addition is complete.

**Sugar Creek Bridge at Middle Fork**

We are looking into constructing a bridge over Sugar Creek at Middle Fork to enable access for staff between the maintenance building and the main part of the forest preserve when County Highway 22 / County Road 2700 E is closed for construction within the next year or two. I am researching permit requirements for installing such a bridge, and we will be contacting John Fraenhoffer regarding the parameters of the project and how to proceed.

**Site Inventory**

Mark Nepermann has completed the Site Inventory. After I proof the report, I will send it out for staff review.

**Miscellaneous Planning Tasks**

- Planning staff has developed drawings for the Sangamon River Trail markers and coordinated sandblasting and painting of boulder arrows with a local stone company.
- Work continues on Master Plan recommendations.
- I have contacted Kim Horbas regarding potential volunteers for the Citizens Advisory Committee, and have received three good leads. Two of our members are completing terms in December.

November 2, 2009

**MEMORANDUM**

From: Bryan Stevens, Construction Manager

To: Board of Commissioners

Re: Construction Department Activity Report

- We continued work on the drainage problem on Buffalo Trace trails.
- Staff started removing brick pavers in the arbor area of the Botanical Garden and filled in these areas with new concrete.
- We started construction of new wood planters for the Botanical Garden.
- Staff replaced the entrance doors to our shop.

October 28, 2009

## MEMORANDUM

From: Daniel J. Olson, Director of Natural Resources

To: Board of Commissioners

Re: Natural Resources Activity Report

- Staff is prepping for the fall burn season with equipment checks and personal protective equipment evaluation, burn breaks, hazard clean up, etc.
- We have had more than 70 individuals show up on three different volunteer seed collection days this month. Additionally, we have had others drop off collected seed. We also thank the Somer Township Road Commission for allowing us to collect on their land.
- CCFPD was honored on a plaque that will be hung at the entrance of Unity West Elementary School for our efforts in the six years of making West Woods.
- We are very happy to report that longtime Tomlinson Cemetery Steward Elisabeth Hanson has donated all of her Tomlinson material to us.
- We took possession of our new dump truck and will be auctioning off the Dodge Ram and the old Middle Fork dump truck that we used for two years.
- Over the past six weeks, we have given nine formal presentations to the public, responded to several newsletter information requests and several requests of information from the public.
- Mike Daab attended the local PDRMA supervisor training. I attended the first Statewide Master Naturalist Conference and attended the Midwest Environmental Education Conference.
- We will have a few participants in the Honorary and Memorial Tree Program this fall. Staff has been planting additional trees throughout the preserves.
- Equipment maintenance, exotic species control, and prairie and tree seed collection continue. Additionally, Adam Rex and Nate Hudson have extensively worked on our seed collection drying racks, hammermill, and other seed processing equipment which will help save many hours of processing. This year, staff has made a special effort to collect rarer species for inclusion in all of our plantings.
- Administratively, we continue to work on 2009 and 2010 budget requests, newsletter requests, and management plan writing. Natural Resources and Botanical Garden staff evaluations are complete.
- Staff helped clean up after some recent storms.
- Natural Resources staff has helped with a few Botanical Garden tasks this month.
- We have been working with Lincoln's Challenge on miscellaneous projects.
- We have been working with seed vendors to see what will become available this year.
- Emerald Ash Borer traps were collected and sent to the Illinois Department of Agriculture for analysis.

November 2, 2009

**MEMORANDUM**

From: Larry Beckett, Botanical Garden Supervisor

To: Board of Commissioners

Re: Mabery Gelvin Botanical Garden Activity Report

- The Botanical Garden had one wedding during October.
- Garden and preserve fall clean-up has begun. We have been cleaning vegetation from annual beds, and digging and potting tropical plants and tender perennials.
- After preparing the greenhouse for winter, cuttings were taken from selected annuals and tender perennials for propagation to use in the Botanical Garden next year.
- With the help of Lincoln's Challenge cadets, we cleared all annual plantings from the Discovery Garden, emptied all containers, and cut back many of the perennial plantings.
- Combining work by Lincoln's Challenge and Community Service volunteers, the Botanical Garden benefited from more than 100 hours of volunteer service during October helping with fall clean-up. We anticipate another 90 to 110 volunteer hours from Lincoln's Challenge and the Parkland College Ag Club during November. Parkland College Ag Club will be planting more than 60 shrubs and trees within the Botanical Garden the week of November 2nd. Many of the shrubs are replacements as a result of deer damage.
- We have planted 10 spruce and fir trees near the wedding area in the Botanical Garden to help reduce noise levels coming from Route 47.
- We have been mulching leaves with the garden's mulching mowers to reduce the amount of leaf raking during late fall and early spring.
- I am in the process of repairing an irrigation leak in the Botanical Garden before the irrigation system is shut down and drained for winter.

November 2, 2009

**MEMORANDUM**

From: Cheryl Kennedy, Museum Director

To: Board of Commissioners

Re: Early American Museum Activity Report

<b><u>September/October Comparisons</u></b>	<b>Sept/Oct 2008</b>	<b>Sept/Oct 2009</b>
Visitation	882 / 510	776 / 552
Year to Date	6,695	6,586
Gift Shop	\$1,070.80 / \$622.75	\$1,515.73 / \$1,149.22
Year to Date	\$10,066.42	\$12,977.17
Donations	\$289.25 / \$197.14	\$306.63 / \$230.82
Year to Date	\$2,804.75	\$3,290.86

**Sept/Oct Volunteer Hours Sept Hrs 494.80 / Oct Hrs 279.75**

Collections	64.00
Office Support	117.00
Education	84.00
Lincoln Exhibit	319.55
Public Programming	190.00 (Prairie Stories)

**Sept/Oct Education Programs 1,245 Students**

There were many combined programs with Environmental Education and Plant Science Education. Schools taking part in the regular school programs in October included: Holy Cross, St. Matthew, Westview, Judah Christian, Thomas Paine, Wiley and Gifford. Prairie Adventures schools included Bottenfield, Wiley, Gifford, Washington from Monticello, and a group of homeschool families. The new Buffalo Trace program offered special programs for 25 classes of Champaign 3<sup>rd</sup> graders and was funded through their science program. Schools included Kenwood, Dr. Howard, Bottenfield, Carrie Busey, Robeson, Westview and Judah Christian. St. Joseph Elementary checked out the Illiniwek kit

Seventeen homeschool families are participating in the five-part settler curriculum. They are from Tilton, Danville, Urbana, Champaign, Mahomet, Milford, Mansfield and Homer.

**Collections**

Tom Meachum and Barb Garvey have been working on researching all the pieces which are “inventory problems” remaining from the “Choices, Challenges...” exhibit – now the Lincoln exhibit. When we did inventory a few years ago, these were recorded as problems but had not yet been investigated. Where necessary, Claudine Rawdin has been renumbering and doing condition reports/worksheets on those items. In addition, this new exhibit has generated a great number of hands-on items, and education/support pieces which Tom and his volunteers are numbering, describing, and cataloguing (e.g. tavern barrels, table, clothing items, camera).

Barb attended one of four regional planning meetings for the Illinois State Connecting to Collections Project. The four-hour meeting was centered around brainstorming and gathering comprehensive lists of the types of resources already available and the audiences to which those could be delivered. They discussed resources that already exist for the public, resources the public still needs, how to spark public interest and how to reach audiences previously unmet. Connecting to Collections: A Call to Action was organized by the Institute of Museum and Library Services. It is a multi-year, multi-faceted national initiative grounded in the results of the Heritage Preservation publication *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*.

### **Lecture Series**

Two of the three lectures from the Fall Lecture Series have occurred. The third will be held on November 8<sup>th</sup>. Ron Keller spoke on September 13<sup>th</sup> to a crowd of 51 people on "How We View Our History: the Image of the 16<sup>th</sup> President." Illinois Humanities Council surveys were distributed for the talk, and the results of the surveys show that many people came as a result of seeing it in the newspaper. (19 of 32 responses specifically stated News-Gazette, with five more saying more generically newspaper.) On October 3<sup>rd</sup>, Mark Pohlad presented "The Camera and Abraham Lincoln," a lecture which was also well received, with 41 people in attendance.

Mayhaven Press reserved the museum on October 23<sup>rd</sup> for the reading of an award-winning play based upon the life of Mary Todd Lincoln. There were 55 people in attendance with 20 cast members – a standing-room-only event.

### **Crossroads Culture Bus**

On October 16<sup>th</sup>, we hosted 22 adults for a tour as part of the Crossroads Culture Bus, a Continuing Education class through Parkland, initiated by the Museums at the Crossroads Consortium.

### **Prairie Stories**

Staff recorded 292 in attendance for Prairie Stories. People could enter in several ways, but we think this is a good estimate. From the zip codes collected at the reception desk, 41% came from Mahomet, 26% from Champaign-Urbana, and 9% from other communities in Champaign County. All but 10 visiting the museum on that day were from Illinois.

### **Other**

Sarah Elm Rex and I spoke to the EIU Historical Administration Program students, providing an overview of how promotion is handled for the museum within the context of the District marketing program. Sarah, a graduate of this program, shared examples of the work she is doing with Andee Chestnut.

I did a telephone interview with Tracy Parsons with WBCP Radio. We talked about the online exhibit of Champaign County African American men and women and the work being done by graduate students on the Doris Hoskins Archive.

November 2, 2009

## **MEMORANDUM**

From: Pam Leiter, Coordinator of Environmental Education and Interpretation

To: Board of Commissioners

Re: Environmental Education Activity Report

### **School Programs 1,822 Students**

Environmental Education school programs served 1,056 students from these schools/agencies in September and October (624 in Sept, 432 in October): Middletown, Hugs & Bugs Preschool, Prairie, Kenwood, Dr. Howard, Gifford, Wiley, Washington, Bottenfield, Judah Christian, Carrie Busey, St. Joe Elementary, Yankee Ridge, Carrie Busey, Robeson, Fisher, St. Matthew, Shamrock 4-H Group, Sangamon and Heritage Grade School.

Plant Science school programs served 766 students from these schools/agencies in September and October (452 in Sept, 298 in Oct): Kenwood, Dr. Howard, Gifford, Wiley, Washington, Bottenfield, Carrie Busey, Robeson, Holy Cross, Unity West, Wiley, and Judah Christian.

### **Homeschool Programs 30 Students**

The Tree-mendous Trees homeschool program on Sept. 2 had a good showing with 14 students in attendance. The homeschool section of Prairie Adventures had 16 students.

### **Public Programs 127 Participants**

- Our Campground Naturalist held her last programs of the summer on Labor Day weekend. A total of 33 people attended programs that weekend.
- September's Kids Garden Club program, Garden Harvest, had 20 participants; in October the Jack-O-Lanterns program had 11 participants.
- The Growing Up Wild program, Be a Fish, in September had 21 people. In October, Shapes in Nature had 20 people.
- Pat Simpson did a wonderful job as a guest speaker at our Mammal Tracking Workshop. It was a small group (3 adults), but all had a good time.
- The Star Watch conducted by C-U Astronomy Society on October 10 had about 20 in attendance.
- The Red Hat Club of St. Joe visited the Environmental Education Center for a program to learn about Homer Lake and volunteering opportunities.

### **Scout Programs 25 Scouts**

Boy Scout Pack 25 had an outing and program at the Environmental Education Center on October 24. Savannah Hampson also developed loan kits for them.

## **Environmental Education Center**

**September Visitation: 137 (113 adults, 24 children)**

**October Visitation: 173 (87 adults, 86 children)**

Not counting program participants, visitation at the center for September and October was 310 people. We received \$8.99 in the donation box. Siv Schwink has been working to improve the reptile enclosures and installed new heaters for the aquatic turtles this month. An Eagle Scout, Nathaniel Anderson, installed an outdoor classroom northwest of the center. It is located a few hundred feet back in the woods in a lovely semi-secluded spot accessed by a trail. We are excited to use it in our school, public and summer camp programs. Thanks, Nathaniel!



Outdoor Classroom Crew

## **Volunteers**

**46.25 Hours**

Environmental Education: 3.25

Discovery Garden & Plant Science: 43.00

The bulk of the volunteers' time was spent helping with the busy fall program season. They also worked in the Discovery Garden, and weeded the landscaping around the Environmental Education Center.

I gave a presentation to this year's Master Naturalist class about volunteer opportunities in the Environmental Education Department.

## **Midwest Environmental Education Conference**

Environmental Education staff attended and volunteered for the Midwest Environmental Education Conference, held at the I Hotel Oct 14-17. There were 242 registered participants and more than 100 exhibitors and presenters. Stacey Clementz did a fantastic job as conference chair. I designed the conference publications, and other staff served as volunteers while enjoying the many learning opportunities the conference provided. Sarah Elm Rex, Barb Garvey and I also gave a presentation about the Interpretive Plan.

## **General**

- Prairie Rain Harvester donated a rain barrel to the Environmental Education Center. We hope to have an artist paint it before we install it. It will serve both a functional and educational purpose.
- Savannah finished and distributed a fall self-guided trail brochure for Rayburn-Purnell trail in Lake of the Woods. Copies are available at the Rayburn-Purnell Shelter and the Early American Museum.
- Savannah submitted a mini-grant application to the Environmental Education Association of Illinois for funds to help cover presenter fees at Migration Fest.
- Staff has been working hard on 2010 budget development.

November 2, 2009

**MEMORANDUM**

From: Andee Chestnut, Public Information Director

To: Board of Commissioners

Re: Public Information Activity Report

- Kirby Pringle is working on the next issue of the e-newsletter, which should be online shortly, and work is starting on the next issue of the print newsletter, which is scheduled to be distributed before the end of the year.
- Work continues on the new District brochure and the five preserve map brochures. Our artist is also working with the Foundation to design a fundraising piece to go out before the end of the year.
- I now have the tentative schedule of all the programs for 2010, thanks to the programming staff. It is a challenge for them to plan so far ahead, but it is important for promotions, so I greatly appreciate their work. Not only are they creative, but they are organized. Work now begins for me to plan the 2010 promotions and advertising schedule.

November 2, 2009

## **MEMORANDUM**

From: Kim Horbas, Volunteer Coordinator

To: Board of Commissioners

Re: Volunteer Activity Report

The last two months have seen a great deal of activity from volunteers serving CCFPD!

### **University of Illinois**

- Forty students from the UI College of Business spent the afternoon weeding and cleaning the Discovery Garden and tree lines along Route 47. In addition, another group focused on dirt spreading in preparation for planting near the schoolhouse.
- IMPACT Day brought 32 students to the trails at Buffalo Trace. Divided into groups, they set out to trim limbs and pick up garbage.
- Six students assisted at Prairie Stories filling in at the craft and activities tables.
- Twenty-two students from the Environmental Club and Chi Phi Fraternity participated in seed collecting at Buffalo Trace.
- Twenty-five students from the Greek System did extensive shrub removal at Elks Lake and Lake of the Woods pavilions.

### **Community Service Volunteers**

Individuals completing community service hours:

- helped with construction of the Lincoln exhibit at the Early American Museum;
- completed miscellaneous tasks at the golf course; and
- assisted with plant removal and weeding throughout the gardens.

### **Community Member Involvement**

Phil Hult coordinated two seed collection dates in October. In addition to the great response by students, 18 members from the community answered the call for volunteers. Both days had great weather, and much seed was collected for planting next spring.

Nathaniel Anderson, Eagle Scout from Troop 103, completed an outdoor learning center outside the Environmental Education Center at Homer Lake for his Eagle Project. Nathaniel and his troop, along with the guidance of several adults, constructed 24 benches from logs at Lake of the Woods. In addition, he prepared the area with gravel and then placed all the benches in position. Many thanks to Pam Leiter, Tom Pike, Clint Schaffer, Larry Beckett, Brian Taylor, and Bryan Stevens for all your help and guidance in completing this exciting project!

CCFPD welcomes volunteer Nancy Snellen, who has been a great resource. In the short time she has been involved with the District, she has shared her time and talents with the museum, trail stewardship and education programs. Her support is greatly appreciated.

### **Volunteer Recognition**

The Volunteer Recognition Event was hosted in October at Middle Fork. Many thanks to Matt Kuntz and Andy Little for all their help in setting up this fun-filled afternoon. Eighty-five volunteers enjoyed a picnic lunch, and then explored Middle Fork through a guided wetlands tour, campground hayride and fishing experience coordinated by Pam Leiter and Savannah Hampson. It was the perfect fall day, and the program received great reviews from volunteers!

### **Upcoming Projects**

CCFPD has been invited by Parkland College to participate in a roundtable discussion on implementing volunteering with their education program on November 6th at the college. This will be a great opportunity to enlist the assistance of students to fill our volunteer needs.

I will attend the Center for Nonprofit Success Workshop on Volunteerism November 17 in Chicago. This is a series held throughout the year, each month focusing on issues and challenges being faced by nonprofit organizations. It's an excellent resource for networking and idea sharing.

<b><u>Volunteer Hours for Sept/Oct</u></b>	<b>891 total</b>
Trail Stewards	88
Education	61
Community Service	73
Groups	459
Miscellaneous	210



# *Volunteers!*



November 3, 2009

## MEMORANDUM

From: John Baker, Administration

To: Board of Commissioners

Re: Administration Activity Report

The “times they are a-changin’” was the theme the last couple months for Headquarters activities:

The District’s 2009 Master Plan is nearing completion. The Citizens Advisory Committee dedicated its September and October meetings to discussing the document and long-range planning in the District. This exercise provided diverse perspectives and invaluable feedback from experienced professionals. Jerry Pagac, Sally Prunty, Sarah Elm Rex and I have been working on fine-tuning the text and adding recommendations. Our next step is to present the document to staff for a final review. After staff approval of the official first draft, the document will be presented to the public, Board and CAC for feedback in a format yet to be determined. The public review timeline is set to take place in early December, followed by Board formal adoption in 2010.

Matt Deering and I attended an Ancel Glink seminar on the Open Meetings and Freedom of Information acts. Illinois law effective January 1 will require changes in District practices in both areas, particularly for FOIA, which was significantly revamped to broaden the definition of public records and to require public agencies to appoint FOIA officers.

Staff attended IPRA meetings on compensation issues and on bidding/prevaling wage requirements. Illinois prevailing wage requirements will expand as of January 1 to cover services such as cleaning and snow removal that were not previously covered.

Illinois sales tax law changed recently and is requiring Melinda Boyer to review carefully whether items sold by the District are accurately taxed and reported. The legal definitions are surprisingly complex!

The annual Mahomet TIF District meeting was informative and helpful. Mahomet is considering adding a TIF District between I-74 and US 150 east of Prairieview Road and the Farm Credit Services Agency.

Three UI students met with us about preserving District historical records. They reviewed our storage methods, took a general inventory, and will recommend a retention plan to meet their archives course requirement. We are also looking into the possibilities for a future intern to begin implementing a good storage system for our historical records.

We sold 1314 bushels of beans from the Middle Fork farm at \$9.59/bushel. The fall rains have delayed harvesting 72 acres of corn and the remaining 67 acres of beans. The \$12,539 generated thus far is just the first part of 2009 farm proceeds which were budgeted to support the natural resources program.

The Farm Services Agency transferred \$24,005 in Conservation Reserve Program payments for 2009. This is a 60% increase over 2008 funds, which were not received until early 2009. The District has 246 acres enrolled in the program, at Middle Fork, River Bend and Sangamon River. For CRP payments, landholders are required to conserve prairie and grasslands, woodlands, and riparian environments as specified in the CRP agreements.

Site Superintendents, Sally Prunty and I met regarding sealcoating District roads and agreed that we should budget between \$40,000 and \$60,000 annually and to rotate the projects among the preserves. The District's agreement with the Champaign County Chamber of Commerce to participate in the electric cooperative was renewed, and the District joined the natural gas cooperative as well. New rates will be bid and implemented by next June. This agreement primarily covers gas and electric costs at Lake of the Woods. Eastern Illini Electric serves the other preserves.

Six supervisory staff attended PDRMA's two-and-a-half day training session on Human Resources Essentials. The program was very well done with great materials, examples and discussion of timely issues. Champaign Park District hosted the session to provide downstate districts an opportunity to have excellent training in our own backyard.

I have set up a system for projecting budget expectations on a monthly basis. This provides a comparison of actual expenditures and revenues against expectations and makes it easy to assess trends, possible missing transactions, cash flow/investments and better project year-end balances and what activities (capital projects especially) will carry over to the next year's budget.

In 2009 to-date, 558 renters used District pavilions or are signed up to use them before year-end. Four special use permits were approved for the following events: LOW Horse & Carriage 10/3; LOW Antique Car Drive 10/4; HL Cardboard Boat Races 10/22; and LOW Rotary Breakfast and Run 11/21.

While all of this has been going on, as well as our ongoing work to serve customers, take care of program staff, pay staff/vendors, and reconcile accounts, we have also worked hard to improve District financial systems. We are excited about the new financial management system and are presently reviewing the proposed Harris contract with Matt Deering. Our project management team will meet shortly thereafter to establish our timeline and priorities for implementation.

Other systems that the District is in process of considering:

- An online pavilion rental system will greatly simplify our current reservations process. Angie Clayton, Sarah Elm Rex and I have looked into three affordable solutions for the agency: Activitek, Event Pro and Event Management. The goal is to have a new system in place for next year's reservations.
- A time and attendance system will streamline our paper timesheet system. Most systems reviewed so far will interact with our new financial system and will eliminate hand entering staff time into our system, but they also include expensive features such as biometric scanning that are not needed. We have decided to delay making a decision on this until next year so we can focus on the implementation of the new financial system.
- Credit card handling in all new systems must be Payment Card Industry compliant. Some of the products under review do not provide credit card handling because of the costs associated with ensuring data breaches will not happen. If necessary, staff will consider the use of Illinois E-pay or PayPal to eliminate current paper handling of credit cards and ensure secure handling of data.
- We've received bids on replacing the District's server, a real-time backup system and a robust security tool to protect the District's network. The current server does not have the capacity for the new financial system or for an expanded network. District staff backs up financial data every Thursday, after Wednesday's financial transactions, and takes home an external drive. District disaster recovery and security practices need major upgrades.

November 2, 2009

## MEMORANDUM

From: Mary Ellen Wuellner, Grants Coordinator

To: Board of Commissioners

Re: Grant Activity Report

### **Grants Approved/Denied**

- The proposal submitted to the Lumpkin Family Foundation in the amount of \$3,385 to fund an environmental education program for the visually impaired was denied. Two additional grant applications have now been submitted to find funding for the collaborative program between the District and the Central Affiliation for Special Education (CASE). The grant funds would be used to conduct two “vision activity days” - one in the spring of 2010 at Lake of the Woods and one in the fall at Homer Lake. Grant applications to the CVS Caremark Foundation (\$2,885) and the Junior League of Champaign-Urbana (\$500), both of which will be decided in the next few months, would cover the program costs. About 40 visually impaired or blind children (K-12) are expected to participate in each activity day.

### **New Grant Applications Submitted**

- A \$2,500 grant application was submitted to the Park District Risk Management Agency (PDRMA) for the purchase of an ice rescue sled for Homer Lake. The agency awards two risk management grants each year to member organizations. The sled would be used only by trained staff if a visitor or staff member were to fall through thin ice into the lake. It allows the rescuer to reach the victim both quickly and safely.
- An application was submitted to the State of Illinois Department of Commerce and Economic Opportunity (DCEO) to request rebate funding for the upcoming energy efficiency improvements to Elks Lake Pavilion. New windows and insulation are planned for the pavilion this winter. If approved by DCEO, a portion of the cost of the improvements, based on the estimated energy savings, would be rebated to the District.

### **Grant Applications Previously Submitted – Decision Pending**

- A grant application to the Community Foundation of East Central Illinois for \$3,800 is currently pending. If approved, the funding would allow for the purchase of an all-terrain wheelchair for trail use at Homer Lake by persons with limited mobility. Decisions are expected any day.
- The District has made the first cut in the OSLAD application review process according to the Illinois Department of Natural Resources. We were asked to make a brief presentation on the application in early October at the IDNR offices in Springfield. Final decisions will be made at the end of the year. If approved, up to \$126,000 would be available to fund 50% of the cost of improvements to the Sangamon River Forest Preserve.

November 2, 2009

**MEMORANDUM**

From: Dave Torrens, Director of Golf

To: Board of Commissioners

Re: Lake of the Woods Golf Course Maintenance Activity Report

- Preparations to winterize the irrigation system have begun. We are finishing up a few irrigation repairs first.
- Staff continues to clean leaves from the course and around the pro shop.
- Staff is working on the equipment bid specifications for the 2010 capital purchases.

November 2, 2009

## MEMORANDUM

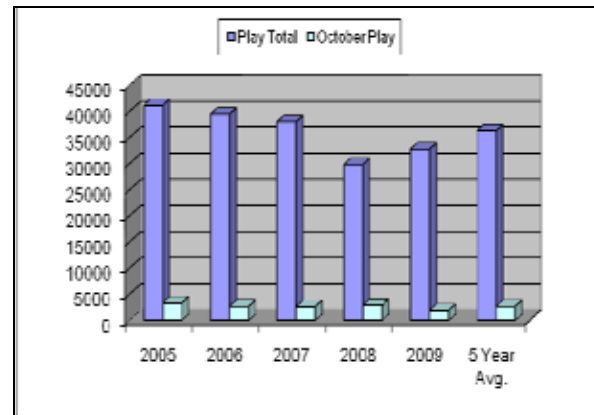
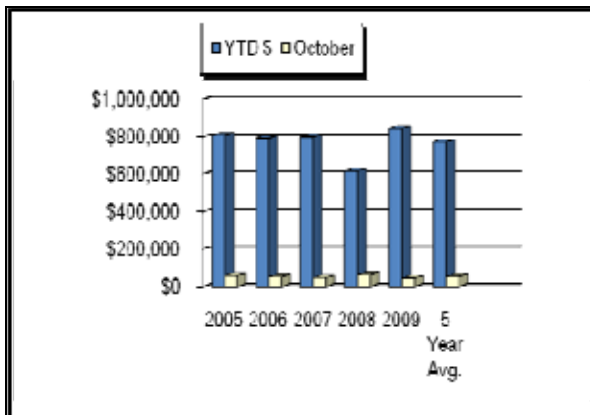
From: Dave Huber, PGA Golf Professional

To: Board of Commissioners

Re: Lake of the Woods Golf Course Pro Shop Activity Report

### Operations

Revenue for October 2009 was only down a little less than \$20,000 compared to October of 2008 which was one of our best ever. This was fairly good considering the near-record rain. Play for October 2009 was down 954 players from October 2008.



### Tournaments and Outings

September 10 <sup>th</sup>	Mahomet Chamber of Commerce	48 players
September 13 <sup>th</sup>	Mixed Chapman	20 players
September 19 <sup>th</sup>	Horizon Hobby Outing	24 players
September 19 <sup>th</sup>	Latania Sports Group Outing	48 players
September 20 <sup>th</sup>	Parkland Baseball Outing	27 players
September 23 <sup>rd</sup>	Men's Association Night Golf	36 players
September 25 <sup>th</sup>	UI Facilities & Services Outing	52 players
September 27 <sup>th</sup>	Big Merchandise Scramble	76 players
October 1 <sup>st</sup>	Sangamon Valley HS Conference	48 players
October 4 <sup>th</sup>	UI Engineering Council	76 players
October 6 <sup>th</sup>	High School Class 2A Regional	42 players
October 10 <sup>th</sup>	Amergen CPS Outing	68 players
October 17 <sup>th</sup> & 18 <sup>th</sup>	2 Player Better Ball	48 players

### Other Activities

- We are marking down selected merchandise for our fall pro shop sale and in preparation for the offsite sale in November.
- We completed a postcard mailing reminding golfers with shop credit to redeem their tournament winnings.

November 2, 2009

**MEMORANDUM**

From: Thomas M. Pike, Site Superintendent

To: Board of Commissioners

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

- Staff removed the rental boats from the water and closed the boathouse down for the winter. They finished closing down all drinking fountains and all of the summer rental buildings for the winter. That leaves Lake of the Woods Pavilion, Elks Lake Pavilion and Izaak Walton Cabin open for winter rentals.
- Staff is mulching the leaves that have fallen in the preserves and blowing the leaves off the bike/pedestrian trail.
- The snowplows have had the annual hydraulic oil changes and are ready for winter use.
- The parking lot expansion has been completed at Buffalo Trace, and we are still planning on painting the parking lines before winter weather hits.
- Staff repaired the parking lot lights at Lake of the Woods Pavilion including installation of an extra light.
- Staff changed signs to the preserves, announcing a 5:00 p.m. closing including the boat peninsula at Lake of the Woods. The preserve is still open for standard rentals until 10:00 p.m. and to 11:00 p.m. for wedding receptions.
- The trail at River Bend is now open over the ditch that had been dug for the lake drain tile. Staff will have to haul recycled concrete and top it off with recycled asphalt, both of which will be done soon.
- Staff completed ongoing janitorial work at rental buildings and public restrooms.
- We continued with routine scheduled maintenance and repairs on various District vehicles and other equipment.

November 2, 2009

**MEMORANDUM**

From: Matthew Kuntz, Site Superintendent

To: Board of Commissioners

Re: Middle Fork River Forest Preserve Activity Report

- We have finished up the fall semester with the Lincoln's Challenge volunteers. As always, they helped us with bundling firewood, litter pick up and other jobs.
- This week we are preparing to blow the water lines out for the winter season. All water fountains will be brought in for the winter also.
- Work continues with budget preparations for the next fiscal year.
- We are planning on building a counter for the campground host cabin with the help of the construction crew. This will be more user-friendly for campground guests and for our hosts.
- Staff has been pruning and cutting down trees throughout the forest preserve. Hazardous trees inside the campground and some ash have been our primary focus.
- Camping has slowed down in the month of October due to heavy rains and cooler temperatures.
- Staff has taken the sign down at the Waterfowl Management Area for a new sanding and paint job. I think we will be looking at a new sign design in the near future.
- We are currently planting trees throughout the preserve with the help of Natural Resources staff.
- The remainder of the month has been spent doing routine maintenance throughout the preserve.

November 2, 2009

**MEMORANDUM**

From: Brian Taylor, Site Superintendent

To: Board of Commissioners

Re: Homer Lake Forest Preserve Activity Report

The construction crew has finished the concrete work and wall repairs at Walnut Hill Shelter (pictured at right). The improvements are outstanding. We plan to paint the shelter this fall, weather-permitting.



Staff repaired a large section of field tile that was broken and had eroded an area across a trail. This tile drains a farm field just north of the park entrance so the farmer should see improved drainage as well.

I attended the Kickapoo Trail Public Meeting that was held at the Salt Fork Center. A number of people attended the meeting, and they seemed very interested in the trail.



We moved the Boy Scout Lincoln Monument so it is just opposite of the Looking for Lincoln Wayside Exhibit (pictured at left). This turned out to be a much more difficult project than anticipated as a result of the large concrete footer.

Brad Houchens has resigned his park maintenance position to pursue interests in agriculture. He plans to expand his seed business, do soil sampling, and help his father-in-law on the farm. He was a very good employee, and he made numerous contributions that improved the park.