July 8, 2019

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

Executive Director (Mary Ellen Wuellner)
- We enjoyed a highly informative guided hike of the Point Pleasant wetland, prairie, and trail system at Middle Fork on Saturday, June 29. Mike Daab provided highlights of Point Pleasant’s unique natural resources, the prairie restoration work that has been done, and the hydrological work still needed to maintain a properly functioning wetland. Ten donors and CAC members joined Mike, Matt Kuntz, Jennifer Wick, and me on the hike.
- Another successful July 4th Freedom Fest celebration is now behind us. About 3,000 people attended the event, yielding a total net revenue of just over $5,600 - about $500 more than the total from 2018. Special thanks to members of the Freedom Fest Committee who organize and implement the event each year – Chuck Thompson, Jason Enos, Tammy Bruehl, Lisa Sprinkle, and Kristin Tetzlaff. More volunteers are always welcome to join the committee or help out on the day of the event.

Business and Finance (John Baker)
- Posted the District’s 2018 comprehensive annual financial report (CAFR) to the County Clerk as required in statute, to PDRMA for review and determination of 2020 insurance rates, to the Municipal Securities Rulemaking Board to meet bond disclosure requirements, to the Illinois Grants Portal to ensure continued grant eligibility for the District, as well as to Dunn and Bradstreet.
- Worked with CliftonLarsonAllen to finalize the District annual financial report to the State Comptroller. CLA filed this along with the District CAFR on June 26.
- Submitted the 2018 District CAFR to the Government Finance Officers Association (GFOA) for consideration of Excellence in Financial Reporting achievement certificate. This is the District’s second year for GFOA consideration, which generally requires six months before achievement notification.
- Met with Mary Ellen, Jon, Lisa, Dara and Jarrod to outline steps toward achieving the GFOA Distinguished Budget Award based on an internal assessment of the District budget process compared to GFOA criteria. Met internally with headquarters’ employees about project and equipment needs for the 2020 budget.
• Met with IPARKS representatives, along with Mary, Mary Ellen, and Dara, to consider possible risk management services and liability insurance as a possible alternative to the District’s current PDRMA membership and coverage.

• Updated the District’s information on the State of Illinois grant portal, which is necessary annually before any grant awards or other state grant action may be taken on CCFPD grants.

• Received timely information and recommendations from Furat Ibrahim on current IT services provided to the District by Microsystems International.

• Processed accelerated payroll on July 3 because of the July 4 holiday, to ensure all employees were paid on July 5. Any discrepancies between estimated and actual hours worked for July 3 will be adjusted on the July 19 payroll.

• Prepared 2020 budget timeline and materials for the July 10 budget kick-off meeting.

• Updated fiscal projections for all District funds with actuals through June 30, 2019 and revised projections for year end.

Grants (Jarrod Scheunemann)
Separate file attached.

Marketing (Lisa Sprinkle)
• Chambanamoms kicked off their summer playdates at the Lake of the Woods Golf Course with a fun evening of exploration and outdoor play. Attendance was great that night with over 50 people enjoying a round of Foot Golf, many for the first time.

• The District participated in Working Women’s Expo again this year. Working Women’s Expo is a night dedicated to the women of east central Illinois and beyond. It is a fun, free event where attendees can discover their new favorite business, make connections, play games, sample new things, and enjoy time with friends.

• Social Media Monthly Numbers

<table>
<thead>
<tr>
<th></th>
<th>FACEBOOK</th>
<th>+/-</th>
<th>INSTAGRAM</th>
<th>+/-</th>
<th>TWITTER</th>
<th>+/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCFPD</td>
<td>3,254</td>
<td>+141</td>
<td>1,040</td>
<td>+21</td>
<td>511</td>
<td>+1</td>
</tr>
<tr>
<td>KRT</td>
<td>2,632</td>
<td>+22</td>
<td></td>
<td></td>
<td>113</td>
<td>+0</td>
</tr>
<tr>
<td>MGP</td>
<td>2,163</td>
<td>+128</td>
<td>676</td>
<td>+21</td>
<td>169</td>
<td>+2</td>
</tr>
<tr>
<td>HLIC</td>
<td>962</td>
<td>+135</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GC</td>
<td>1,227</td>
<td>+4</td>
<td>219</td>
<td>+3</td>
<td>56</td>
<td>+1</td>
</tr>
</tbody>
</table>
**Human Resources (Dara Edgington)**

- The Compensation Committee has developed a tentative plan for avoiding wage compression over the coming years as the minimum wage is increased to $15.00 per hour. To support this endeavor, HR conducted a survey among 17 downstate park, conservation, and forest preserve districts (we received only 8 responses). As expected, many districts are projecting the need for layoffs and reduced programming in order to absorb the cost; as such, they simply will not have the funds to avoid wage compression. Other districts have yet to even develop a strategy, so at this point there are no clear trends for dealing with this issue. As we move into budget season, the Compensation Committee will fine tune its proposed strategy.

- HR has been collaborating with Finance on the increased utilization of position control numbers (PCNs). At this time, all PCNs have been properly configured and assigned within Paylocity. Internal documents and processes are currently being updated to support PCN utilization as well.

- The automatic accrual for Equivalent Time Off is finally up and running in Paylocity; it was utilized for the first time on Independence Day.

- Dara volunteered at her first ever Freedom Fest! It was a true pleasure to be able to interact with other District volunteers, witness the diversity among the Freedom Fest visitors, and hear the stories of individuals who have been coming to Freedom Fest for as long as they can remember.

- On June 24, Dara attended an excellent benefits training session through the International Foundation of Employee Benefit Plans (the same organization that sponsors the Certified Employee Benefits Specialist certification).

- Mary has been diligently following up with PDRMA on all the storm-related claims we have had so far this year at the golf course, Middle Fork, and Lake of the Woods.

- Wild parsnip is very powerful this year; two staff members have had major outbreaks—the first such reported claims in over 20 years!

**Volunteers (Kristin Tetzlaff)**

- June is always a busy time for volunteering. We recently hosted youth volunteers from Catholic HEART Work Camp who assisted throughout the District. Their work took them to Point Pleasant with Natural Resources, around headquarters for cleaning and organizing, to the Museum for program prep and painting, and out into Lake of the Woods for some deep cleaning of the pavilions. Staff was very accommodating with these teen volunteers, especially in light of unexpected weather. This has been a productive partnership for many years and we hope to continue it.

- Pictured here is one of our Freedom Fest volunteers, Jason Enos, on Independence Day, collecting entry fees from visitors walking in at one of the gates. We were lighter than we would normally like to be for coverage on the 4th, but the volunteers who did help out were in great spirits and were able to keep up with the crowds.
Planning and Construction Department (Jon Hasselbring and Mike Fry)

- The Planning department met with supervisors and department heads to discuss 2020 capital project requests. A draft list was first reviewed by staff on July 10 and will be shared with the board at the regular August meeting.
- The 2019 capital project status report has been updated and is included with the budget documents.
- Since the last board meeting, the Construction Department has been consumed by the Botanical Garden waterfall and pond reconstruction. An accessible concrete walkway that curves with the perimeter of the pond is about halfway completed. At each end there will be a viewing and turnaround area. There also will be two benches that are connected to the walkway, and connection points that will allow patrons to access existing sidewalks taking them to other parts of the garden.
- We spent several days working with volunteers to paint the One-Room Schoolhouse adjacent to the museum.
- Three members from the construction crew came to work on a holiday to help with Freedom Fest.

Natural Resources (Mike Daab)

- Natural Resources Technician James McAuliffe attended the 2019 Annual Gathering of the Illinois Native Plant Society in Oglesby, IL, from June 21 to 23.
- The new skid steer boom mower was used to mow invasive biennial plants such as sweet clover, poison hemlock, and wild parsnip, over several days on the Kickapoo Rail Trail.
- We thank the Catholic HEART Work Camp for sending volunteers to help with invasive plant control at the Middle Fork River Forest Preserve over two days in June.
- Plenty of rain and warm weather have accelerated weed growth, and Natural Resources staff has risen to the occasion to implement various integrated pest management strategies across all of our natural area restoration focus areas this summer. With a few exceptions, we will soon be moving from primarily annual and biennial invasive plant management to seeking control on various perennial plants, including reed canarygrass, bush honeysuckle, and autumn olive.
- The June Headwaters Invasive Plant Partnership meeting was held at Bluestem Hall and focused on development of a strategic plan for the organization. After the meeting, partners, including Michael Daab from CCFPD and staff from IL DNR, Grand Prairie Friends, and the Champaign
Park District helped to remove invasive woody species from the Barnhart Prairie Nature Preserve.

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

- The weather finally started to turn for us in June. We only had two non-playable days (fewer than 100 golfers). We had 4,828 players for the month, including 365 on the Par 3 course, which is fully back open for play. This is the highest player count we have had in one month, dating back to 2012. Our revenue for the month was $99,281.25, just shy of our internal target goal of $100,000 for the summer months. In June of 2018, we collected $100,421.54, thanks in part to the Carpenters Union Outing, which rotates through here every four years and brings in approximately $15,000. A better comparison is June 2017, in which we collected $97,693.18.
- We conducted our annual Junior Clinic and adult “Get Golf Ready” lesson programs in June. We had 42 kids between the ages of 8 and 17 participate in the clinics this year. They are held each Tuesday afternoon in June and divided up by age groups. The adult clinics had 11 participants, which is a full class plus one. These clinics are also held every Tuesday in June, from 5:30-6:30 p.m.
- June is one of our busier months for events. We hosted 5 golf outings and held 3 tournaments this month. Below are the player counts and revenue numbers, including merchandise dollars spent in the shop for each of these events.

<table>
<thead>
<tr>
<th>Outing</th>
<th># of Players</th>
<th>Revenue</th>
<th>Merchandise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carle EMS</td>
<td>24</td>
<td>$1,370.00</td>
<td>$192.00</td>
</tr>
<tr>
<td>Big Brothers/Big Sisters</td>
<td>88</td>
<td>$3,312.00</td>
<td>$672.00</td>
</tr>
<tr>
<td>Slumberland</td>
<td>17</td>
<td>$627.49</td>
<td>$159.00</td>
</tr>
<tr>
<td>Bulldog Open</td>
<td>89</td>
<td>$4,620.50</td>
<td>$712.00</td>
</tr>
<tr>
<td>Urbana Firefighters Local 1147</td>
<td>96</td>
<td>$4,505.00</td>
<td>$768.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tournament</th>
<th># of Players</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naughtin Open</td>
<td>36</td>
<td>$2,520.00</td>
</tr>
<tr>
<td>Parent-Child</td>
<td>43</td>
<td>$1,720.00</td>
</tr>
<tr>
<td>CIJGT</td>
<td>25</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

- We finally had our generator replaced at the Pro Shop. Mark Garrell Electric did the work of removing the old and installing the new. This will allow us to keep business up and running when we lose power, as the generator will keep the server, lights, and phone on in the main area of the shop. Our budget estimate for the work was $7,500, but the work was completed for $5,300 (a savings of $2,200). Garrell Electric will also service the unit annually to expand its life, something that was not done to the prior generator.
- Golf course maintenance experienced a power outage on the course in June. Lighting struck the course causing the course satellite station to malfunction. Jim Keyser Specialized Irrigation came out to trouble shoot the satellites and found that half of the satellite stations were not
Lincolnshire Fields Superintendent Scott Warner had twelve used satellite stations that we purchased to replace the ones that were not functioning.

- Golf course fairways were zapped by a disease called Pythium Blight. This disease is caused by hot, humid weather. The disease can spread rapidly if not controlled as soon as possible. Phosphate was sprayed on all the fairways to knock down the disease.
- Irrigation is up and running with staff watering greens, tees, and fairways in the evening.
- Golf course staff has been keeping up with all the maintenance on the course. A new assistant superintendent, Jonas Barton, has been hired. Jonas previously worked as a seasonal maintenance worker for one season before applying for the assistant position with the district.

**Museum and Education Department (Barb Garvey and Pam Leiter)**

- Homer Lake Interpretive Center staff gave a tour to the Forest Preserve Friends Foundation board members before the June Board Meeting.
- Homer Lake Interpretive Center staff experimented with shooting a video of the red-eared slider exploring the world from his perspective by, very safely, attaching the go-pro to him. After editing, the video was shared on Facebook where it was enthusiastically received. HLIC is also nearing 1,000 likes of our page!
- Abraham Lincoln presenter Kevin Wood made an appearance as part of the Museum Mondays program on June 17. His presentation was funded by the *Bring a Lincoln* program from the Looking for Lincoln Coalition.
- The museum enjoyed the efforts of the Catholic HEART Work Camp during the week of June 17 to 20. They painted the schoolhouse under the supervision of the Construction Department and assisted with the clearing out of non-artifact material stored in Large Artifact Storage. They also got to meet Mr. Lincoln.
- Another June Museum Monday, *Cars and Trucks and Things that Go*, brought Reynolds Towing, the Mahomet Fire and Police Departments, the Village of Mahomet, and Mahomet Car Connection out for a ‘touch a truck’ activity, pairing that with the transportation aspect of our new exhibit.
- Mark Hanson and Barb Garvey are working with a CAC subcommittee to investigate the Tomlinson Cemetery, organizing Elizabeth Hanson’s notes, creating a database of the documents surrounding it, and eventually including cultural history information into the museum’s collections database.
- The inventory of the museum’s collections is now 60% complete.
- Pleasant Ridge Garden Club from Livingston County came to the Museum for a tour of the Discovering Home exhibit as well as a walk through the Botanical Gardens.
- Lincoln Land Community College’s Alumni Group visited the Museum of the Grand Prairie as part of their Lincoln’s Circuit tour. Their tour guide was noted Lincoln scholar, Guy Fraker.
• Museum and Education Department staff all worked together to pull off the first ever summer camp program at Middle Fork. The two-day Archaeology camp, led by Katie Snyder and Blaine Burgess, featured presentations by Mark Hanson and Jolene Kuehn.

• As a result of staff’s recent visit to Representative Carol Ammons office in Springfield, Ammons visited the Museum of the Grand Prairie with her staff and summer interns for an enjoyable one and a half hour tour and visit with museum staff.

• Mark Hanson, curator at the museum, was quoted extensively in a News-Gazette article about the oldest surviving Tuskegee airman, Charles McGee, who was honored in this year’s Champaign-Urbana July 4th parade. Also, the D-day exhibit was featured in a long article in the Mahomet Daily.

• Each summer staff presents programs at area libraries related to the Summer Reading Program theme set by the Illinois Library Association. This year’s theme is, It’s Show Time! Jennifer Wick presented a Reptiles program at the Allerton and Tolono libraries, which had many enthusiastic participants! The animals always bring out the crowds. Sandy Osborne presented programs related to the museum’s newest exhibit, Discovering Home at Tolono, Allerton, Oakwood, Urbana, Watseka, Catlin, and Tuscola.

• On June 29th the Museum and Education Department hosted the Bison Birthday Party to highlight the bison skull found in Middle Fork River Forest Preserve last summer. The woman who originally discovered and brought the bison skull to us was in attendance. Steve Kuehn, the zoo archaeologist who carbon-dated the skull, gave a presentation about his research. There were many activities, Steve and Jolene Kuehn brought out an entire bison skeleton, stone tools and implements for folks to discover, and there was even Bison birthday cake. The skull carbon-dated to the 17th Century.
As part of a Pens to Lens student filmmaking project, Leigh Naylor and several other area residents filmed part of a short movie using the Hensley Town Hall (often referred to as the Schoolhouse), as a backdrop.

Lake of the Woods, River Bend, Sangamon River Forest Preserves (Doug Sanders, Tammy Bruehl, Michael Dale)

- Michael Dale and staff are in the process of developing a landscaped flower bed dedicated to Rosann Noel. This new bed is located just west of the gazebo and currently contains boulders that were saved from the original wall at the waterfall/pond. Over the next few months Michael and staff will populate the bed with a variety of white flowers and plants. Michael hopes to have the new bed finalized in September, in time for the pond and waterfall grand opening.

- Staff cooperatively worked with Sangamon Valley Water Department and Fred’s Plumbing to repair a water main leak at the peninsula. During the repair the water meter was replaced with an updated electronic meter and relocated from the old well house to a buried pit. Future plans include replacement of the water line running to the restroom facility and the elimination of the well house structure.

- Tammy Bruehl and staff prepared the Lake of the Woods grounds for the annual Freedom Fest event. The department has a list of items we address each year in preparation for the event that takes approximately two weeks to complete. Tasks include mowing and trimming the grounds, repairs to the ground display framework, trimming trees, and the setup of the stage, porta potties, and the traffic navigators/caution tape. Tammy also serves on the Freedom Fest Committee throughout the year.

Middle Fork River Forest Preserve (Matt Kuntz)

- Near the end of June, Middle Fork staff identified a possible algae bloom at Willow Pond in the swimming area of the pond. (See photos below.) EPA and Illinois Public Health were contacted immediately, and an inspector with the EPA sampled the pond within a couple of days. During this procedure the beach was closed to the public, with the closure spanning over a week while we awaited test results. The results of the testing found no toxins in the water, and the blue-green algae bloom dissipated within a couple of days of it first being identified.
• Camping numbers have remained steady even though we are still seeing strong storms come through the area on a weekly basis. Flooding has occurred multiple times inside the preserve, and minimal storm cleanup seems to be a constant this summer.
• The road work budgeted in our capital projects has been completed this year.
• We have found it quite difficult this year to work on our trails due to the weather. Several sections have been re-routed temporarily due to excessive flooding, downed trees, and erosion issues.

Homer Lake (Brian Taylor)
• We assisted Chris’ Water Gardens and the Interpretive Center staff with the installation of the new water feature at the center and the renovation of the bird viewing area.
• One of our annual maintenance tasks for the Homer Lake dam is to remove woody vegetation. This can be a challenging job even when you have the right equipment. Roy was able to maneuver the Bobcat and Fecon equipment to mow the autumn olive and honeysuckle that had gotten fairly thick.
• We finally got the opportunity to mow the edges and the intersections along the Kickapoo Rail Trail. Everything is about three weeks behind as a result of very wet weather.
• We assisted the Girl Scouts as they held their week long day camp during the first week of the month. This event has been going on for at least 28 years.
Kickapoo Rail Trail (All)

- The District will be installing a new piece of art along the KRT, thanks to a partnership with the Public Art League. The Sun King, a sculpture by Iowa’s Steven Maeck, will be part of the amenities project funded with the capital dollars earmarked for the KRT in the 2020 state budget. If approved by the artist, the Sun King may become a permanent fixture on the trail in recognition of the donors who have made the KRT possible.

- The KRT fundraising committee has decided on November 15, 2019 for the second annual KRT at Sleepy Creek fundraiser. Please pencil in the evening on your calendars for now, as more details will be forthcoming.

District Cultural Competency Initiatives

- Van Grissom, the IDNR Conservation Education Coordinator for Central Illinois, came out to help museum staff with a second visit from DREAAM House to Lake of the Woods on June 14. In this trip they visited the museum, built survival shelters, enjoyed the paddleboats, had a cookout and fished. DREAAM House programs were also held at Homer Lake and included a program on reptiles and a program on frogs. There are two more programs scheduled in July.

- Pam Leiter attended the meeting of the Health & Wellbeing Working Group of the New American Welcome Center this month. Those present learned about Courage Connection, Champaign-Urbana Public Health District’s Referral Guide, and The Illinois Alliance for Welcoming Health Care.
On behalf of the Museum of the Grand Prairie, Barb Garvey applied for and was accepted into an American Alliance of Museums’ program for accredited museums entitled *Facing Change: Advancing Museum Board Diversity & Inclusion*. The three-year program requires participation from the museum director and the Museum Advisory Committee including annual workshops, online learning opportunities, and coaching. The goal is creation of a policy statement regarding board diversity and the recruitment of two diverse members to the board. Because of our governance structure, the word “board” here refers to our Advisory Committee. As part of the Chicago Museum Community of Learning we will have most expenses paid by AAM for meeting and workshop days. Barb will provide more details about this project in the coming months, after the Advisory Committee has a chance to meet and plan its actions.