



Memorandum

To: ACL Board

Date: March 11, 2022

From: Megan Shamp

Memo #: 2022-28

Topic: March committee/commission changes

Recommendation: To appoint Emil Misichko as Chair and LeAnne Killeen as Secretary of the Recreation Commission; and appoint William Becker to the Legal Commission.

Plan on a Page: High Performing Operations and Management – Long Range Goals and Measures – To operate at full efficiency and effectiveness for the benefit of the Association.



Memorandum

To: ACL Board

Date: March 7, 2022

From: Megan Shamp

Memo #: 2022-27

Topic: Appeals Board decisions

Issue & Analysis: In accordance with the NFP Act, only committees comprised of at least two Board members, with the majority of the committee members being Board members, have the authority to act on behalf of the Association. All other committees are referred to as advisory bodies or commissions. The Appeals Board guidelines state that no member of the Appeals Board can be currently serving on the ACL Board of Directors. As such, the Appeals Board serves in an advisory capacity to the Board of Directors.

Recommendation: To accept the recommendation of the Appeals Board to uphold citations #0113, #0114, and #0115 issued to Volpe.

***Plan on a Page: High Performing Operations and Management –
To operate at full efficiency and effectiveness for the benefit of the
Association***



Memorandum

To: ACL Board

Date: March 7, 2022

From: Rules & Regulations Commission

Memo #: 2022-26

Topic: Rules & Regulations: No Wake

Analysis: The Rules & Regulations Commission recommends to the ACL Board of Directors to approve the amendment to Section VI. Boating, D. General, to read "All boats shall be operated at a no wake speed after sunset and before sunrise."

The current rule reads "4. All boats shall be operated at a no wake speed after sunset and before sunrise as established by the U.S. Weather Bureau, Dubuque, Iowa." The reference to the U.S. Weather Bureau, Dubuque, Iowa is no longer relevant – this Weather Bureau no longer exists and cannot be referenced. With modern technology, anyone can look up the sunrise and sunset times on their smartphone.

This section was presented to the Board of Directors for first reading at their February 19 meeting. No additional changes were made.

Recommendation: To approve the Rules & Regulations section VI. Boating, D. General as written above.

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

R & R. Committee/Commission

Date 5-8-21

I move:

Rules & Regs recommends to the A.C.L. Board to approve Sect V. ~~Boating~~ Boating
Item 4 " All boats shall be operated at a no wake speed after sunset and before sunrise.

Action Taken passed

MOTION MADE BY: <u>Thore Long</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Pat Fitzgerald</u>	YEA: <u>4</u>
CHAIR: <u>Fern Trubey</u>	NAY: <u>0</u>
	ABSTAIN: <u>-</u>

Date Received _____ Given to _____ Date Completed _____

Memorandum



To: ACL Board

Date: March 7, 2022

From: Rules & Regulations Commission

Memo #: 2022-25

Topic: Rules & Regulations: Go-carts

Analysis: Association Office staff were presented with a vehicle purchased by a property owner identified as a go-cart by the manufacturer. By appearance, the vehicle did not fit our understanding of a go-cart, but because it had been identified as a go-cart by the manufacturer, it was not allowed to be registered. The owner was upset and asked what the difference between this vehicle and an RZR was. The current Rules & Regulations read "B. Prohibited Vehicles, 1. Amphibious vehicles, go-carts, and 2- and 3-wheel motorized vehicles are not permitted on the trail system." Go-cart is not defined anywhere else in the document. Staff requested that the Rules & Regulations Commission define what a go-cart is.

After many months of discussion between staff, the Rules & Regulations Commission, and the Trails Commission, we have collectively created a definition of a go-cart. That definition is "Go-Cart" – A small vehicle having a lightweight body and low ground clearance wherein the driver operates the vehicle with legs extended to reach the pedals." The Rules & Regulations Commission motioned at their December 3 meeting to approve this definition.

This section was presented to the Board of Directors for first reading at their February 19 meeting. Shaun was asked if the insurance company had a definition of a go-cart – they do not.

Recommendation: To approve the Rules & Regulations section XII. Motorized Vehicles – Recreational, A. Definitions as included in the March Board packet.

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Rules & Regs Committee/Commission

Date 12-3-21

I move:

Rules & Regs recommends to the ACL Board to approve Sect XII Motorized Vehicles, Recreational, to approve the attached document as presented

Action Taken approved

GD

FD

MOTION MADE BY: <u>Neil Lopez</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>Neil Lopez</u>	YEA: <u>5</u>
CHAIR: <u>Vickie Benson</u>	NAY: _____
	ABSTAIN: _____

Date Received 12/3/21

Given to Trails Board

Date Completed _____

4. "Person" means an individual, partnership, firm, corporation, and any body or association of individuals, or other entity.
5. "Proof of Insurance" shall be defined as an insurance company or insurance agency form that provides ACLPOA with the policyholder/named insured's name (must be a property owner of record), the amount of liability insurance coverage, a description of the insured vehicle(s), and the policy term expiration date.
6. "Roadway" means that portion of a highway improved, designed or ordinarily used for vehicular traffic.
7. "All-Terrain Vehicle" (ATV) – Any motorized off-highway device, net weight of 900 pounds or less, traveling on four low pressure tires, designed with a seat designed to be straddled for operator use, and handlebars or steering wheel for steering control. ATVs are permitted on our trail system, subject to compliance with all other regulations contained herein.
8. "Utility Task Vehicle" (UTV)/"Side by Side Vehicle" – Any motorized off-highway device, net weight 900 to 1,999 pounds, not a golf cart or low speed vehicle. Vehicle travels on four or more low pressure tires, with seating for at least two passengers in non-straddle type seats, designed with a steering wheel, brake lights, taillights, and two headlights. Four and six-wheel UTVs/Side by Sides are permitted on our trail system, subject to compliance with all other regulations contained herein.
9. "Golf Cart" – A small vehicle primarily designed or manufactured for transportation of persons for golfing. Golf carts are permitted on our trail system, subject to compliance with all other regulations contained herein.
10. "Go-Cart" – A small vehicle having a lightweight ~~or skeleton~~ body and low ground clearance wherein the driver operates the vehicle with legs extended to reach the pedals.
11. "Motorized Recreational Vehicle" – Refers in these Rules & Regulations to vehicles allowed on the ACL trail system, including ATVs, UTVs/Side by Sides, and golf carts.
12. "Other Authorized Trail Vehicles" – Include snowmobiles (see Section XII Snowmobiles for regulations) and pedal bikes.
13. "Designated Trails" – Trails designated by the Association Board of Directors for recreational use by pedestrians and/or motorized recreational vehicles. When using the trails, all pedestrians and motorized recreational vehicles must remain on the clearly marked designated trails located for such purposes within Apple Canyon Lake. Motorized vehicles are not permitted on any walking trail.

B. Prohibited Vehicles

1. Amphibious vehicles, go-carts, and 2- and 3-wheel motorized vehicles are not permitted on the trail system. Any vehicle using a "skid steer" turning system is not permitted.
2. With the exception of Emergency, Maintenance, and Security vehicles, licensed vehicles such as trucks, automobiles and motorcycles are not permitted on the trails.

C. Registration

1. All motorized recreational vehicles that are to be on ACL trails must be registered annually and display a current ACL sticker on the center front of vehicle (front roll bar, windshield or front of hood panel so that sticker may be clearly seen from another approaching vehicle or trail walker) and ID numbers as issued by the ACL Association Office. The ID number will be displayed on both the front and rear of the vehicle. The ID numbers may be placed directly on the front center hood or on a front license plate and will also be



Memorandum

To: Board of Directors

Date: March 7, 2022

From: Joe Wiener, Building Inspector

Memo: 2022-24

Topic: Lot Combination 11-009 and 11-010

Issue & Analysis: James & Jennifer Heidenreich have requested a Lot Combination of lots 9 and 10 in the Fairway (11) subdivision. This request was reviewed and approved by the Architectural and Environmental Control Committee at their March 5, 2022 meeting.

Recommendation: To approve the Lot Combination Agreement requested by James & Jennifer Heidenreich of lots 9 and 10 in the Fairway (11) subdivision. Once recorded, the Lot Combination Agreement may not be revoked or rescinded.

Plan on a Page: Improvement of Infrastructure – To develop, maintain and improve the existing infrastructure.
High Performing Operations and Management - IYAP – Provide on-going training of Board of Directors and staff on governing documents for consistency in decision-making.

Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: March 5, 2022

Agenda Item: 7.2

I Move:

Regarding 11A009 and 11A010 Bunker Ln

To permit the combination of lots 11A009 and 11A010 on Bunker Ln as per that attached Lot Combination Agreement.

Action Taken

MOTION MADE BY: <u>To: Tom Chas</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>BH Barbara Hendren</u>	YEA: <u>7</u>
CHAIR: <u>DA</u>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>

Memorandum



To: Board of Directors

Date: March 3, 2022

From: Shaun Nordlie

Memo: 2022-20

Topic: Conservation Commission Wetland Garden Project

Issue: At their February meeting, the ACLPO Foundation awarded a grant to the Conservation Commission to restore the Wetland Garden located near the Marina parking lot. The Conservation Commission is now asking for approval from the Board to start their project in this location. The project will address a neglected weed ditch in a heavy traffic area. The goal of the project will be to remove all weeds and invasives to expose the **beauty** of this natural creek with a **beautiful** natural wetland pool, full of water plants such as lily pads and other flowering fauna. The pool will be in line with and fed by the **watershed** creek which will cascade over limestone boulders. It will be surrounded by a garden of tall indigenous grasses, native evergreens, and locally sourced landscaping boulders. This wetland garden will have yearlong visual interest. All plantings will be low maintenance perennials to minimize maintenance and prevent the site from degrading in the years ahead. The wetland pool and creek will remain about the same size. The newly added garden and boulders will be on the uphill side of the site and will be about the same size as the pool and creek to keep the two project halves proportional to each other.

Recommendation: To approve the Conservation Commission request to restore the Wetland Garden area located near the Marina parking lot.

*Plan on a Page: Improvement of Infrastructure: Continue with implementation of the watershed plan of action
Growth Value Enhancement of Association: Support and promote ACL Charitable Foundation and their fundraising activities for ACL enhancements*

Apple Canyon Lake Property Owners Association Committee/Commission Motion Card

Conservation Committee/Commission

Date 3-5-22

I move:

CONSERVATION CO. RECOMMENDS TO THE
ACL BOARD TO APPROVE THE
WETLAND GARDEN PROJECT AS FUNDED
BY THE ACL FOUNDATION.

Action Taken approved

MIKE MOTION MADE BY: <u>Michael K. Yorke</u>	VOTE RECORDED:
DAVE MOTION SECONDED BY: <u>For BJ Bahnsen</u>	YEA: <u>10</u>
CHAIR: <u>P. Mey</u>	NAY: <u>-</u>
	ABSTAIN: <u>-</u>

Date Received 3/5/22

Given to BoD

Date Completed _____

MEMORANDUM

TO: The Apple Canyon Lake Foundation

FROM: The Conservation Commission

SUBJECT: Grant Funding Proposals

DATE: February 9, 2022

The Conservation Commission is submitting two grant proposals for the Foundation to consider for funding. If there are insufficient funds for both projects, the Commission requests that the wetland garden be given priority over the Independence Prairie restoration.

Thank you in advance for reviewing these proposals.

APPLE CANYON LAKE PROPERTY OWNERS' FOUNDATION

FUNDING/GRANT APPLICATION

COVER PAGE

This page must be completed and placed on top of the funding/grant application for submission.

Contact Person/Information for Application

Name: Michael K. Yorke

ACL Address: 5A 106 Buckhorn Ct.

Phone Number: 815 858 0867

E-Mail: michaelkyorke@gmail.com

Organization Name: ACL Conservation Commission

Signature of Chairperson/Project Manager:

A handwritten signature in black ink, appearing to read "Michael K. Yorke", written over a horizontal line.

CONSERVATION COMMISSION GRANT REQUEST FOR A WETLAND GARDEN

SECTION ONE: PROPOSAL SUMMARY

Application date: February 10, 2022

Organization name: Apple Canyon Lake Conservation Commission

Federal tax-exempt number: N/A

Dollar amount of this funding request: \$1,900

Total current organization budget: Conservation Commission does not have a budget

Total project budget: \$1,900

Organization's fiscal year: January 1, 2022 – December 31, 2022

Period this funding request will cover: March thru July, 2022

Purpose of this funding request: **Beautification and Education** of ACL in a **very public area** while improving the ACL Watershed

SECTION TWO: ORGANIZATION DESCRIPTION, HISTORY AND BACKGROUND

The Conservation Commission has existed for 20+ years. Its mission is to advise the Board of Directors of Apple Canyon Lake on matters relating to the protection, preservation and improvement of all land and water areas and all flora and fauna within the ACL Watershed. The Commission finished reviewing the Apple Canyon Lake Watershed milestones for the first five years and will begin evaluating and modifying the milestones as needed over the next five years. We have adjusted the creel limits to improve the fishery and have stocked northern pike and musky at the request of some of the residents. Under the Commission's guidance the Greenway Stewardship program has grown, and we anticipate further growth in the future. This will be the tenth year we have sponsored a successful Earth Day/Spring Clean-up and promoted a fall clean-up the last two years. The Commission has partnered with both the Trails Commission and the Bass Club on the clean-up activities and several of our members assisted the Garden Club with the creation of the children's garden.

Although the Commission spearheads programs like Earth Day, Greenway Stewardship, and changes in the creel limits it is the community at large that determines the success of these undertakings.

SECTION THREE: PROJECT DESCRIPTION

A detailed description of this project includes converting a neglected and unsightly weed ditch into a beautiful ACL wetland garden. This **beautification and educational** project also has positive **environmental** elements. Located near the Marina in a **very public spot**, the site is about 100 feet to the right of the main door of the Fish Cleaning House and just a few feet from the parking lot. It's also a **very public spot** because it's within a few hundred feet of the golf cart path and the trail. Further, it's in clear line of sight for all visitors to the Marina, the boaters using the boat ramp and boat prep area, as well as

the general foot traffic around the marina campus. If there were such a thing as an ACL Town Center, this location would be very close to it.

Few things in nature stir the hearts of mankind like the sight and sound of moving water and ACL has a wonderful opportunity to stir hearts through this project. Currently the site is a neglected weed ditch about the size of a three car garage. (See picture in Section Six.) Water naturally flows through the site from the **watershed** but, unfortunately, it is concealed by weeds and other invasive plants. The goal will be to remove all weeds and invasives to expose the **beauty** of this natural creek. Imagine instead of a weed ditch, a **beautiful** natural wetland pool, full of water plants such as lily pads and other flowering fauna. The pool will be in line with, and fed by the **watershed** creek which will cascade over limestone boulders. It will be surrounded by a garden of tall indigenous grasses, native evergreens and locally sourced landscaping boulders. This wetland garden will have yearlong visual interest. All plantings will be low maintenance perennials in order to minimize maintenance and prevent the site from degrading in the years ahead. The wetland pool and creek will remain about the size of a three car garage. The newly added garden and boulders will be on the uphill side of the site and will be about the same size as the pool and creek to keep the two project halves proportional to each other. (see Artist's Rendering in Section Six)

In addition to **beautification**, this project will also **educate** visitors on two very important topics; wetlands and the ACL **watershed**. A large **educational sign** similar to the signage at North Bay Nature Area will explain the **environmental** importance of wetlands and the ACL **watershed**. (see example of sign in Section Six) The water in this creek drains from the far eastern sections of the ACL **watershed**. This is the last spot to **publically** view the creek before it disappears into culverts and ultimately into our lake. It is an excellent time and place to **educate** everyone regarding the importance of an **environmentally** healthy **watershed** and the essential role of wetlands.

Further, due to its high **public** visibility and potential **beauty**, this location might be an appealing sight for a Foundation Bench overlooking the scenic wetland pool, gurgling creek and beautiful native garden.

SECTION FOUR: PROJECT TIMELINE/BUDGET TIMELINE

The project timeline is 4 months long with a goal to have the project completed by the end of June, in time for the busy July 4th weekend. In order to achieve this timeline, administrative work will need to begin in March to organize volunteer labor and plan materials. In April, the boulders and plantings will need to be ordered. In May, physical

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work by the ACL Buildings & Grounds Department will begin to remove existing weeds and excavate the silt from the weed ditch to create the wetland pool. (Buildings & Grounds has already volunteered to help if this project is funded.) Also in May, the new landscaping boulders will be placed and new plants will be transplanted into the garden. The month of June will be designated for final grooming of the site with an end goal to be completed before the popular 4th of July holiday weekend.

An important aspect of this project is that the Conservation Commission plans to collaborate with Roger Higgs and the ACL Garden Club in the identification and selection of all plantings.

Further, if possible, we will attempt to purchase some of the plantings from the Scales Mound Future Farmers of America high school organization. Consideration will be given to **environmentally** appropriate plantings that attract/feed mammals, birds and insect pollinators such as butterflies and honey bees.

Dialog and planning for this project has already started on an exploratory basis. Ed Ziarko, ACL Building & Grounds, has been made aware of this possible project and has indicated that his department can provide labor and dirt/silt from North Bay and/or Presidents Bay. Also, Ed stated there is a limited amount of large landscaping boulders he may be able to provide. If we acquire the aforementioned labor, dirt and limited quantity of boulders from the ACL Building & Grounds Department at no cost, this leaves several important items that will need to be locally purchased:

The majority of the landscaping boulders, estimated to be \$750 (April purchase)

The plantings, estimated to be \$600. (April purchase)

Fertilizer and weed control, estimated to be \$150 (April purchase)

Educational Signage, estimated to be \$300

Project conclusion celebration for all Volunteers, Board and Foundation Members, estimated to be \$100. (June)

The total Foundation Grant we are seeking is \$1900

SECTION FIVE: BUDGET AND FINANCIALS

The Conservation Commission has no fiscal budget because there are no funds from any source. Therefore we cannot provide a 'current fiscal budget', or a 'previous fiscal year' or an 'income statement'.

Page 4

It is best to view this Application as a one-time project spanning a 4 month time line that will provide years of lasting beauty and education. There is no source of funding other than a possible grant from the ACL Foundation.

SECTION SIX: ATTACHMENTS



A picture of the weed ditch.



Picture of a North Bay example sign.

Page 6

Artists Rendering (can you tell I am not an Artist?)

ARTISTS RENDERING

ROAD TO MARINA

EVEN GREENS & SPRUCE TREES

TALL NATIVE GRASSES

SHORT GRASSES

UNDERGROUND CULVERT TO LAKE

INBOUND WATER IN UNDERGROUND CULVERT

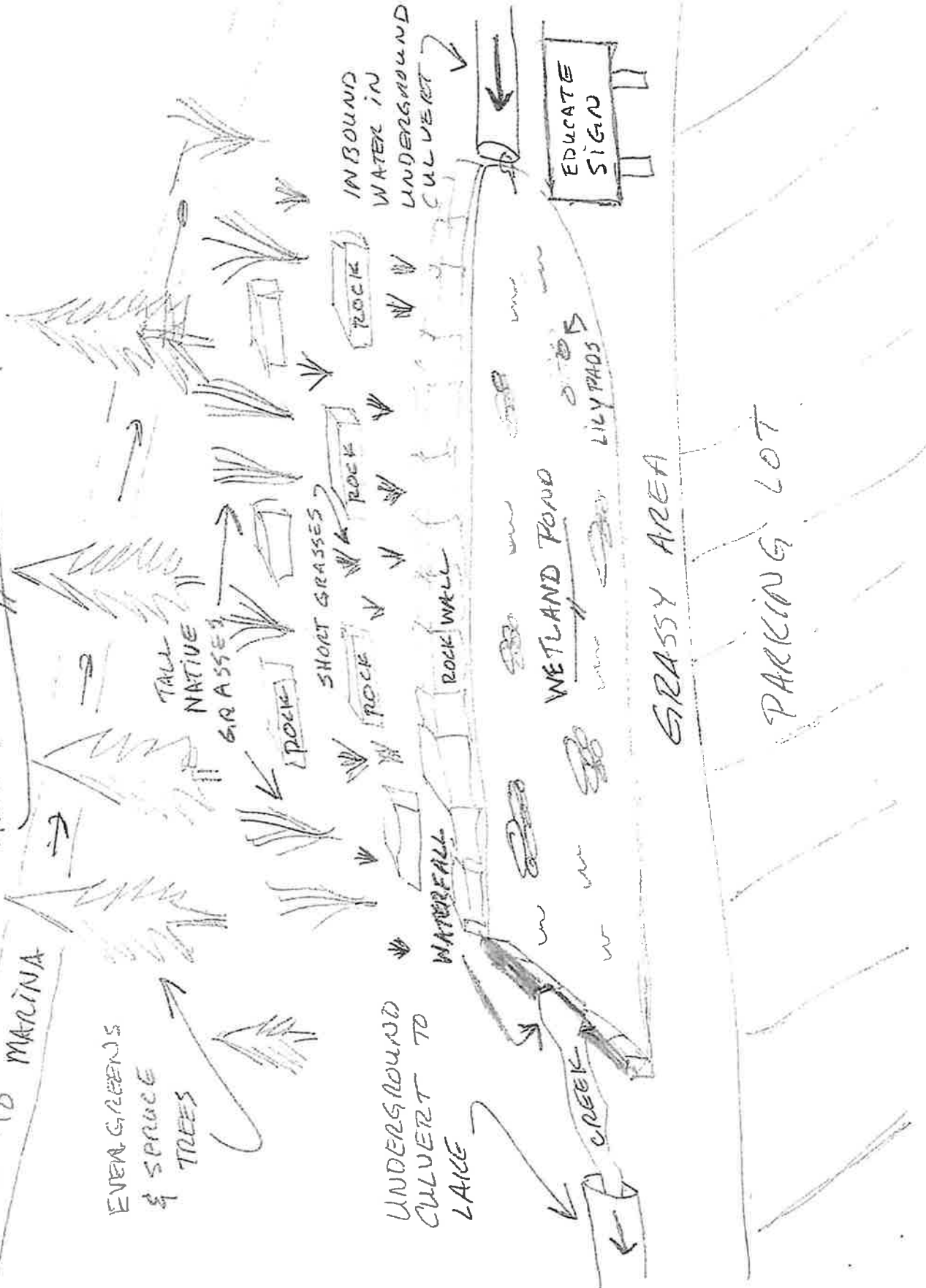
WATERFALL

WETLAND POND

EDUCATE SIGN

GRASSY AREA

PARKING LOT





Memorandum

To: Board of Directors

Date: March 7, 2022

From: Shaun Nordlie

Memo: 2022-33

Topic: Garden Club Project

Issue: At their February meeting, the ACLPO Foundation awarded a grant to the Garden Club to expand use of the common property near the Clubhouse for the beautification of this area and for the purpose of education of our membership at Apple Canyon Lake. The Foundation of ACLPOA has granted the Garden Club \$935 towards the Children's Garden project and \$1,120 towards the Adventure Program - a total of \$2,035. The Garden Club is now asking for approval from the Board to start their project in this location.

Recommendation: To approve the Garden Club request to expand use of the common property near the Clubhouse.

**APPLE CANYON LAKE PROPERTY OWNERS' FOUNDATION
FUNDING/GRANT APPLICATION**

COVER PAGE

This page must be completed and placed on top of the funding/grant application for submission.

Contact Person/Information for Application:

Name: THERESE NELSON / ANN YORKE

ACL Address: 1A97 MUSTANG / 5A106 BUCKHORN CT

Phone Number: 630-441-8370 / 815-858-0547

E-Mail: therese3nels@gmail.com / ann.yorke@gmail.com

Organization Name: The Garden Club of ACL

Signature of Chairperson/Project Manager: Therese Nelson / Ann Yorke

GUIDELINES FOR FUNDING/GRANT SUBMISSION

Formatting Notes:

- Proposal should be typed in 12 point font
- Pages should be numbered
- Proposals should not be placed in binders or folders; One staple or paper clip in the upper-left hand corner

SECTION ONE: PROPOSAL SUMMARY (1 page or less; single spaced)

- Application Date
- Organization name
- Federal tax-exempt number
- If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
- Dollar amount of this funding request
- Total current organizational budget

February 1, 2022
Garden Club of Apple Canyon Lake

Amount Requested: **\$3,955.00**

Fiscal year January 1, 2022 through December 31, 2022
Funding request will cover period from March 1, 2022 through October 15, 2022

I. Proposal Summary

The Garden Club of Apple Canyon Lake would like to continue to expand the four level outdoor exploratory educational program that has been started with the Children's Garden, Level I, in 2021.

The Children's Garden, Level I, and Levels II, III, and IV are the Canyon Kids Adventure Program. The overall objective of this proposal is to continue to develop a public area by the Apple Canyon Lake Pool and Clubhouse area and the greater lake area.

The learning objective for this program is for children to gain an understanding of Northwest Illinois plants, butterflies, bees, flora and fauna, birds, and animals located in our area and their habitats around the lake. In order to accomplish this four-level proposal, the Garden Club of Apple Canyon Lake is seeking funding and partnerships with foundations, local farms, Future Farmers of America of Scales Mound School District, Northern Illinois DNR, University of Illinois Extension Office, Apple Canyon Lake Property Owners' commissions/committees and Association to name a few.

The overall project cost for implementation of all phases is approximately \$10,000 over the course of four years. The Garden Club is seeking funding from the ACLPOA Foundation over the course of four years with the 2021 grant of \$2000.00 completely spent.

We are asking for a 2022 ACLPOA Foundation Grant in the amount of \$3,955.00 to cover costs associated with sustaining and expanding the Children's Garden and Adventure Program. The request will greatly enhance and further develop children's learning by tapping into more of the goals of learning as identified in section **VII Goals**. This is a wonderful opportunity to support education and provide opportunities for our youngsters to build on skills from beginner level to master level.

II. Organization Description and History

The Garden Club of Apple Canyon Lake is a special interest organization formed in 1984. The Garden Club has been key to enhancing the landscape of landmarks around the lake including sign post gardens, Clubhouse, Campground and Gazebo area by the Cove. Besides beautiful flower gardens during the warm

months, the Garden Club of Apple Canyon Lake decorates signs with evergreen garlands during the winter holiday months.

The Garden Club of Apple Canyon Lake also holds educational programs for children and adults on garden designs, planting strategies, and best practices for successful gardening.

The money raised through Garden Club fundraisers is used for beautification landscaping projects and educational opportunities for children and adults. Fundraisers have focused on plant sales, membership dues, and a new adventure fundraising of online nature inspired clothing apparel and accessories.

The membership of the Garden Club of Apple Canyon Lake will be responsible for carrying the proposed Children's Garden and Adventure Program. The Garden Club volunteers will provide in-kind services donating items, funding, and workforce in developing the program.

III. Background

Apple Canyon Lake Property Owners' Association is a recreational community dedicated to providing educational programming in a natural setting. The focus of the community is to preserve and protect the natural resources in the Apple Canyon Lake community. Area communities, Stockton, Elizabeth, Warren and Scales Mound enjoy visits to the property for interacting with that natural beauty.

The Apple Canyon Lake pool attracts over 10,000 swimmers each year. Developing the area around the Clubhouse and pool allows for children and family entertainment. This proposal is to further develop the educational component to interact and engage in a natural environment learning about the ecosystem of our community. There are limited children learning activities planned at Apple Canyon Lake and this particular plan is a 24/7 self-guided outdoor adventure, first of its kind. This project allows families to schedule their self-guided outdoor adventure at their leisure. This particular project will be an added educational activity for children of all ages planned around natural settings throughout Apple Canyon Lake. The activities are educational in sense because they will focus on the language arts, geography, science, physical education, fine arts, literacy, math, and social awareness leading to being a good consumer of natural beauty.

The benefit of these programs is that we are providing a free opportunity to provide all members with learning experiences at Apple Canyon Lake while developing each individual's educational, social and emotional domains.

IV. Project Description (Program Narrative)

Children's Garden

The children's garden is a garden available to all residents of Apple Canyon Lake. It is an educational display of plants to include mostly perennial flowering plants with a mixture of annuals for three-season

color. Vegetable plants may also be grown along the fence and supporting wall on the west side of the children's garden.

The location of the children's garden starts at the sidewalk area by the pool house and entry of Clubhouse. The garden follows the serpentine sidewalk to the west exit gate of the pool. This location is ideal because of the volume of members and families who utilize the pool amenity. The garden follows along the sidewalk. Plant varieties include spring, summer and fall flowering. Also native annual and perennial plants are used throughout the garden. The aesthetic design of the garden area is one of beauty and quality with signage/borders/pavers and stepping stones that blend into the natural setting.

- The Children's Garden committee continues to research, design and choose the plants for a full sun garden. The initial investment in 2021 to sustain the children's garden was \$500, as approved by the GC membership. Other sources of funding are being sought after annually. Planting bulbs this fall is desirable.

Children's Garden signage was obtained to match the current style and colors of other sign posts on ACL property. Future signs will have educational facts and information about foliage, bees, wildlife and nature in general. The information shall include images and the life cycle of each species chosen.

Garden architecture will be purchased to provide age appropriate interest to support the Children's Garden. The items chosen shall be representative of the style of the environment of Apple Canyon Lake. The environment will include benches and family seating areas.

Canyon Kid Adventures

Canyon Kid Adventures will be a self-monitored and self-engaging program involving four levels of learning. Parents will assist children in choosing and engaging in the appropriate level. All levels are available to all children and may be attempted in any order based on parental guidance.

Level I

The Garden Club will choose a new theme each year for the Children's Garden. Additionally, members will choose a variety of annual plants based on smell, touch, feel and color to fit the theme. In 2021, the Children's Garden and Adventure Map was published ahead of schedule and will continue to be updated and available to all residents and their guests.

The Canyon Kids Adventure Program will further develop levels II-IV. The purpose of the program is to encourage and educate children on the ecosystem of Northern Illinois by organizing the feature areas in a map adventure. This program will provide real-life outdoor adventures for children and challenge them to experience nature in a healthy and safe atmosphere. The level system allows children to enter at a level appropriate for them and to develop self-awareness while interacting and engaging with nature.

Level II

In 2022, each child will be given a welcome packet which will include zinnia, sunflower,, and pumpkin seeds along with instructions on growing them. They will also be given a Canyon Kids Adventure Map. Children are encouraged to read five books from the Little Free Library or with assistance, learn to read five books or be read to by an adult.

Level III

Along with the new Children's Garden, the adventure will include the Canyon Kids Adventure Map with places of interest near the Children's Garden and Clubhouse including the:

1. Secret Garden Gazebo
2. Lester A. Johnson Trail Native Prairie Garden (above LAJ trail)
3. Roy Mann Observation Tower
4. Scenic Overlook Deck
5. Prairie Maze Walk
6. Swimming Pool
7. Mammals and Birds of Northern Illinois Signs similar to the one pictured here. This item is part of the Grant request.



The **Secret Garden Gazebo** is currently in excellent shape with a beautiful garden. The Garden Club has developed a pathway through the garden so that children can experience walking through a garden in a natural setting while observing animal dwellings.

The **Lester A. Johnson Trail** is an established trail named in honor of Lester for his work as a resource conservationist for 28 years.

The **Roy Mann Observation Tower** continues the educational component of the Children's Garden with climbing the tower in the plans. This is a physical activity that requires youngsters to reach the Tower's top

level and ring the tower bell as a symbol of success. It provides them an opportunity to see the lake environment from a higher perspective. Retreating back down the tower will complete the tower experience.

The **Pool's Upper Deck and Scenic Overlook** also provides an opportunity for an amazing view. This key feature will provide children with an experience to use their own monocular or binoculars at this location to encourage children to stop and look at the lake's beauty through their own eyes as well as a close-up lens.

Prairie Maze Walk is a fun way to learn about using native prairie plants, learning to find your way through a maze, collecting seeds and later at their own location, planting seeds.

The **Native Prairie** located just below the Children's Garden, will also be highlighted as a key feature. Many of the plants are pollinators and it will become a butterfly attraction. In the future, we hope to install informational signs on butterflies and bees.

The **Swimming Pool** is a desirable and necessary educational component for all children. Each child already has the opportunity to access the pool and learn water safety as a life skill.

Additional "Eggs" (see Map) will be included as part of the Foundation Green to teach children the names of and where to find the birds included. All birds included will be educational food source, habitat, and migration information.

Level IV

To increase the learning experience on a wider scale, the Garden Club is proposing Level IV of the Children's Garden and Canyon Kids Adventure Program. This map encompasses the entire lake highlighting points of interest and will be ready for May 2022. The map will take the child and families through an experience that requires traveling throughout the ACLPOA property. This activity encourages children and families to follow a map and how to use a compass if available through their own means. Some of the points of interest include but are not limited to:

1. North Bay Creek
2. Bathum Trail
3. Waterfall
4. Nixon Beach
5. Pioneer Walking Trail
6. Nixon Beach Walking Trail
7. Dry Dam
8. Native Prairie Restoration Areas
9. Hell's Branch Creek near Bathum Trail

Level IV

The child will choose 5 activities from the ACLPOA calendars of events for the current year to participate in. Typical year's activities include:

1. Annual Plant Sale
2. Ice Cream Social
3. Pancake Breakfast
4. World's Largest Swimming Lesson
5. Fishing contest
6. Bass Fishing Club
7. Youth Archery Day
8. Trek Run
9. Trail Clean-up
10. Pine Derby Contest
11. Canyon Kids Summer Camp
12. Farm Fun Animal Zoo
13. Seed Collection
14. Prairie or Garden Walk
15. Tree Lighting Ceremony
16. Canoe Battleship
17. Golf Lessons

Starting in 2023, the first 10 children who sign up for and complete level IV with ACL proof of attending any five events will be given a \$15.00 ACL gift card. The gift card may be used at any of the ACLPOA locations (Marina Store, Golf Course and Pro Shop, The Cove, or that amount can be used as payment toward the full price of attending an ACL sponsored event. The gift card expires one year from the date issued.

V. Project Timeline/Budget Timeline

Garden Club

- In 2020, we met with the ACL Board of Directors sharing the Children's Garden Concept and Canyon Kids Adventure Program and sought approval to improve the restricted area. We were granted approval to create the Children's Garden.
 - The next step is to continue to expand the use of the area with portable items that could be moved to different locations when needed. We will work with the General Manager to seek approval from the Board of Directors no later than April 2022

Children's Garden

- Seek funding for supplies to enhance/update Children's Garden. Ongoing in 2022.
- Continue Garden Club of ACL fundraising campaigns with an online apparel site and meeting with state and local organizations by March, 2022.
- Purchase supplies and equipment between March and December 2022
- Promote monthly and advertise Children's Garden concept in Apple Core, Apple Seed, E-Blast and Facebook all year.
- A Garden Club subcommittee will plan Canyon Kids Summer Camp in partnership with the Recreation Department as was done in 2021 kids Camp.

Canyon Kids Adventure Program

- Purchase and prepare seed packets and instructions for distribution at plant sale by June 2022
- Distribute both Adventure Lake Maps May 2022
- Coordinate mammal and bird sign purchases and installation with ACL by May 15, 2022
 - Add amphibian, reptiles, fish and insect sign purchases and installation with ACL in 2023, 2024
- Continue to seek donations for the Free Little Library annually
- Coordinate assistance from ACL (Ed Ziarko) regularly
- Promote monthly and advertise Canyon Kids Adventure Program in Apple Core, Apple Seed, E-Blast and Facebook monthly
- Celebrate National Garden Week at Plant Sale by handing out bamboo walking sticks (in kind) to children to decorate and use for hiking.
- A Garden Club subcommittee will explore children's adventures in partnership with the Recreation Department by June 2022

VI. Budget

Below are the Garden Club's past two years of financial records. The Garden Club will collect 2022 dues in April which will be approximately \$1,480.

The 2022 budget has increased over previous years due to increased fundraising and an increase in membership dues. The annual plant sale will bring in approximately \$1,000 in revenue. Given the size and expenses projected in 2022, we will have to evaluate the expenditures to fund the Children's Garden and Adventure Program.

See "Attachment A" for FY 2022 Foundation Grant Requests, Budget FY 2022, Budget FY 2021

VII. Goal

The Garden Club of ACL will be maintaining the Children's Garden located in the existing space on the west side of the pool along the serpentine sidewalk. The 2022 theme will be The Canyon Caterpillar. The purpose of this garden is to provide educational opportunities for children to learn about the local flora and fauna

through activities and tools designed to incorporate Science, Math, Language Arts, Social and Emotional Learning and Physical Education. Educational facts about caterpillars will be the focus.

Timeline: Spring 2022

- Purchasing perennials and annual plants
- Prepare Canyon caterpillars-painting and sealing to withstand weather
- Applying fertilizer to garden
- Maintaining, watering, weeding & deadheading plants
- Opening coincides with Memorial Day weekend and Plant Sale
- Install Children's Garden sign
- Plan Canyon Caterpillar event-June 25

Timeline: Summer 2022

- Creatively place Canyon Caterpillars crawling through the Garden
- Canyon Caterpillar event

The following educational components will be incorporated into the Children's Garden and the Canyon Adventure Program. In 2022, with the assistance of the Foundation, the Garden Club will be able to expand the learning experiences in the underlined items.

Examples of Science Concepts:

- Plant and animal identification, classification, and comparing/contrasting characteristics
- Seasonal observations
- Information to be posted about plant and animal life cycles
- Opportunities provided to experience all five senses

Examples of Mathematical Concepts:

- Measuring plant growth with a tape measure
- Measuring amount of rain using a rain gauge
- Identifying directions with a compass rose
- Identifying time by use of a sundial
- Determining time by daylight and seasons

Examples of Language Arts Concepts:

- Reading signs and charts
- Labeling plants
- Implementing graphic diagrams
- Learning new vocabulary words
- Enhancing library skills

Examples of Art Concepts:

- Painting rocks and stepping stones
- Creating caterpillars
- Drawing pictures

Examples of Social/Emotional Learning Concepts:

- Expressing feelings
- Experiencing sensory input
- Observing others

Examples of Adventure Concepts:

- Classifying the life cycles and characteristics of mammals, birds, reptiles and amphibians

Examples of Floral/Fauna facts and concepts:

- Hiking
- Climbing
- Swinging
- Balancing
- Identifying
- Observing

Examples of Science Concepts:

- Identification, classification, and characteristics of plant/fauna
- Comparing/contrasting seasonal observations
- Investigating sunlight and shadows
- Understanding life cycles of plants, trees, bulbs, seeds, insects, butterflies, worms, snakes, birds, turtles, snakes, and local mammals

Examples of the 5 sensory concepts:

- Visual - rainbow of flowers
- Touch - texture of leaves and petals
- Sound - wind chimes, bells, and nature
- Smell - floral fragrances and herb fragrances
- Taste - herbs and vegetables

Examples of math concepts:

- Measuring by using the rain gauge
- Measuring plant growth using a tape measure
- Measuring wind speed and direction by using a compass rose
- Measuring time by using a sundial, seasons and daylight

2022 Garden Club of Apple Canyon Lake ACLPOA Foundation Requests

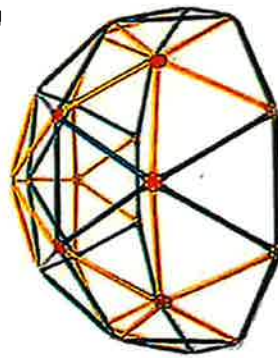
	Priority	Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
		Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Children's Garden	1	Books													\$150	\$0
	1	Caterpillar Poster													\$50	\$0
	2	Display Stand													\$100	\$0
	1	Rulers/Magnifying Glasses													\$30	\$0
	1	Plants -Butterfly Attractors													\$50	\$0
	1	Wood Sealer													\$150	\$0
	1	Artist Fee													\$300	\$0
	1	Live Caterpillars													\$30	\$0
	1	Craft Supplies for Children's Project													\$75	\$0
Adventure Program	1	Seed Packets													\$20	\$0

Attachment A

1	Mammal/Bird Signs																				\$800	\$0	
1	Climbing Dome																					\$500	\$0
1	Swings																					\$500	\$0
2	Log Balance Beams																					\$50	\$0
2	Frog Hop Tree Stumps																					\$50	\$0
2	Glockenspiel																					\$800	\$0
3	Paint for Pillars																					\$300	\$0
																						\$8,955	\$0

Attachment A

Brand: BAY OUTDOOR **1,004**
★★★★★
Easy Outdoor Space Dome Climber - Rust and UV Resistant Steel
- 1000 lb. Capacity - For Kids Ages 3 to 9
Amazon's Choice in playground climbers by BAY OUTDOOR



BEST SELLER **QUICK VIEW**

Watch Video
40-Inch SkyCurve Rectangular Platform Swing
\$129.00

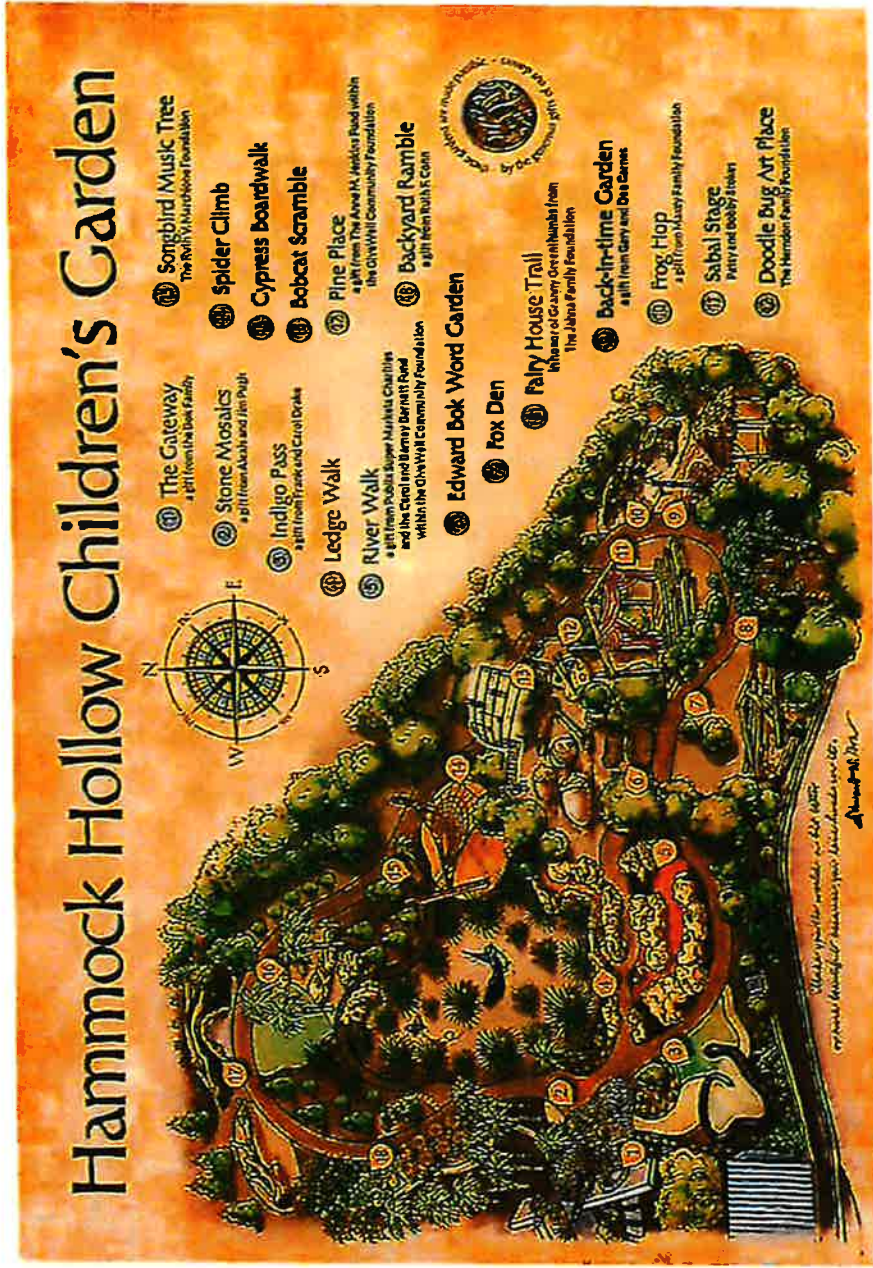


America's Premier Playground Supplier
WillyGoat
 and Equipment
 Search



Attachment A

Sample of a Children's Garden built with many natural materials. We have many willing hands to build some of these items inexpensively. This is just one example of how we could expand our Children's Garden and Adventure Area both with grants and by our hands.



Garden Club of Apple Canyon Lake 2022 Budget Summary

Summary

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Income	\$2,480	\$0	\$1,480	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,360	\$1,787
Expenses	\$4,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,886	\$4,886
Net savings	\$0	\$0	\$1,480	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$474	\$1,940
Ending balance	\$3,123	\$3,123	\$4,603	\$5,803	\$5,803	\$5,803	\$5,803	\$5,803	\$5,803	\$5,803	\$5,803	\$5033	\$5,033

Income

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Other	\$2,480	\$0	\$1,480	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,360	\$447

Expenses

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Activities	\$4,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,886	\$407

Attachment A

2022

Income

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Other	\$0	\$0	\$1,480	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,680	\$223
Total	\$0	\$0	\$1,480	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,680	\$223
Dues			\$1,480									\$1,480	\$1,480
Plant sale				\$1,000								\$1,000	\$1,000
Gifts												\$0	\$0
Refunds												\$0	\$0
Plant sale cash startup				\$200								\$200	\$200
												\$2,680	

**2022
Expenses**

Activities	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
<i>Monthly totals:</i>	\$4,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,886	\$407
Islands	\$550											\$550	\$550
Luncheons	\$481											\$481	\$481
Scrapbook	\$60											\$60	\$60
Children's Garden	\$1,000											\$1,000	\$1,000
Cash for Plant Sale	\$200											\$200	\$200
Pumpkins	\$192											\$192	\$192
Christmas Greens	\$303											\$303	\$303
Adventure Program	\$200											\$200	\$200
Supplies	\$800											\$800	\$800
Decals	\$100											\$100	\$100
Scholarships	\$1,000											\$1,000	\$1,000
												+	

Garden Club of Apple Canyon Lake 2021 Budget Summary

DATE	DESCRIPTION	CHECK	WITHDRAWALS	DEPOSITS	BALANCE
1/1/2021	Carry over from 2020				\$2,584.14
3/18/2021	All Star Sports-clothing sales			\$132.00	\$2,716.14
4/9/2021	All Star Sports-decals	-\$77.50			\$2,638.64
4/15/2021	Islanders gardens-14 x \$35 ea		-\$490.00		\$2,148.64
4/15/2021	N. Borst Children's Garden (CG) bell	-\$25.00			\$2,123.64
4/15/2021	All Star Sports-decals			\$0.00	\$2,123.64
4/16/2021	K Reich - scrapbooking	-\$49.29			\$2,074.35
4/22/2021	Dues			\$300.00	\$2,374.35
4/22/2021	Decals			\$107.00	\$2,481.35
5/1/2021	Decals			\$30.00	\$2,511.35
5/1/2021	Dues			\$80.00	\$2,591.35
5/1/2021	K. Rogers CG	-\$79.91			\$2,511.44
5/1/2021	P. Meyer -kids kits and stamps	-\$41.85			\$2,469.59
5/7/2021	Warren FFA Clubhouse pots/planters	-\$60.00			\$2,409.59
5/5/2021	Aunt Bees CG	-\$123.62			\$2,285.97

Attachment A

5/8/2021	Scales Mound FFA - Clubhouse pots/planters									\$2,035.97
5/19/2021	K. Rogers CG									\$1,889.28
5/19/2021	A. Yorke CG									\$1,613.63
5/20/2021	Dues							\$140.00		\$1,753.63
5/20/2021	Reimburse from A. Yorke-plants							\$86.00		\$1,839.63
5/20/2021	K. Rogers donation							\$115.00		\$1,954.63
5/20/2021	Reimburse from Foundation CG							\$604.96		\$2,559.59
5/26/2021	cash/change for plant sale								-\$200.00	\$2,359.59
5/26/2021	Dues							\$40.00		\$2,399.59
6/1/2021	K. Rogers CG									\$2,040.59
6/1/2021	D. Carr CG									\$2,006.51
6/1/2021	C. Malone CG									\$1,963.88
6/3/2021	Dues									\$2,063.88
6/3/2021	Plant Sale							\$100.00		\$3,317.88
6/3/2021	Decals							\$1,254.00		\$3,402.88
6/3/2021	Change from plant sale							\$85.00		\$3,487.88
6/3/2021	Decals							\$200.00		\$3,687.88
6/15/2021	All Star Sports-decals									\$3,322.88
6/16/2021	K. Rogers CG									\$3,314.36
6/16/2021	G. Hannon CG									\$3,151.53
6/16/2021	D. Vanderleast CG									\$3,125.53
6/16/2021	T. Nelson CG, should be 227.37									\$2,898.46
6/22/2021	Dues									\$3,176.46
6/22/2021	Decals							\$280.00		\$3,456.46
6/24/2021	Reimburse from Foundation CG							\$248.00		\$3,704.46
6/24/2021	Decals and Totes							\$861.74		\$4,566.20
6/26/2021	All Star Sports-decals							\$145.00		\$4,711.20
6/26/2021										\$4,153.20

Attachment A

7/12/2021	Dues				\$60.00	\$4,213.20
7/12/2021	Decals and Totes				\$642.00	\$4,855.20
7/12/2021	K. Woznicki CG		-\$57.94			\$4,797.26
7/12/2021	K. Rogers CG		-\$97.08			\$4,700.18
6/22/2021	P. Meyer kids kits		-\$4.00			\$4,696.18
6/23/2021	Dues				\$60.00	\$4,756.18
6/23/2021	Decals				\$186.00	\$4,942.18
7/27/2021	P. Diehl spring luncheon		-\$46.98			\$4,895.20
7/28/2021	J. Foreman spring luncheon		-\$57.92			\$4,837.28
7/12/2021	Decals				\$181.00	\$5,018.28
9/14/2021	Reimburse from Foundation CG				\$97.08	\$5,115.36
9/14/2021	Decals				\$551.00	\$5,666.36
9/21/2021	K. Rogers pumpkins for corners CG		-\$50.00			\$5,616.36
9/21/2021	T Nelson pumpkins for corners ISLANDS		-\$142.00			\$5,474.36
9/22/2021	K. Rogers CG		-\$55.66			\$5,418.70
9/22/2021	K. Rogers CG		-\$75.25			\$5,343.45
9/27/2021	All Star Sports-decals		-\$102.50			\$5,240.95
10/21/2021	Dues, On-line store, donation, decals				\$192.00	\$5,432.95
10/28/2021	C. Beckel-Scarecrows		-\$44.96			\$5,387.99
10/28/2021	D. Carr-Fall Luncheon		-\$67.53			\$5,320.46
10/28/2021	P. Diehl-Fall Luncheon		-\$19.46			\$5,301.00
10/28/2021	J. Weldman-Fall Luncheon		-\$62.92			\$5,238.08
10/28/2021	S. Gardner-Fall Luncheon		-\$75.84			\$5,162.24
11/4/2021	Deposit from All Start Sports				\$464.00	\$5,626.24
11/9/2021	Steve or Carol Malone-Mulch for CG		-\$214.23			\$5,412.01
11/20/2021	L. Killeen - Greens		-\$303.23			\$5,108.78
11/24/2021	T. Ernst - wood for catapillers		-\$175.00			\$4,933.78

Attachment A

12/8/2021	K. Rogers - paint					\$4,888.72
12/14/2021	Deposit from Therese, decals				\$25.00	\$4,883.72
12/31/2021	Deposit - Final payment from Foundation (deposit made at bank 1/7/2022)				\$438.22	\$5,329.94



Memorandum

To: Board of Directors

Date: March 9, 2022

From: Shaun Nordlie

Memo: 2022-32

Topic: Designated Fund Transfer

Issue: At the time of submitting house plans for approval to the AECC, a payment to the Association of \$1,500 is required to be included with the submission. Of this \$1,500 payment, \$1,000 is an environmental impact fee which is nonrefundable. The remaining \$500 is a debris bond which is returned after all the debris from the project has been cleaned up. Through the years, several debris bonds have not been claimed. The Association's Financial Manager has a reconciliation of the Architectural Liability Account in our general ledger, but it only shows detail since 2019 and has an unreconciled beginning balance of \$9,400. The \$9,400 is slightly less than the \$11,645 balance shown in the Architectural Designated Fund within the Audited Financial Statements Footnotes, due to the refunding of bonds from the Operating Fund Bank Account which were not posted to the Designated Fund Detailed Worksheet. The reconciled General Ledger Liability Account is considered a more reliable control balance and is thus the amount that is being requested to be transferred. The transfer will clean-up both the unreconciled beginning balance in the General Ledger Liability Account and the Designated Fund for Architectural. Going forward, refundable debris bonds will be posted to member accounts on the new ACL software (Northstar). This will assist in keeping these amounts identified to the appropriate property owner in the future.

In addition, the funds collected to date in the Memorial Pavilion Fund are considered to be deficient when compared to the anticipated construction costs to complete the Pavilion. This transfer will help to offset some of that deficit.

Recommendation: To close the Architectural Designated Fund by approving the transfer of \$9,400 from the Architectural Designated Fund to the Memorial Pavilion Designated Fund.

Plan on a Page: Improvement of Infrastructure: Create a long-range capital development plan to include but not limited to flood mitigation, clubhouse area and offices, watershed management, dry dam improvements, dredging programs, and campground expansion.



Memorandum

To: ACL Board

Date: March 7, 2022

From: Pat Reese, Tellers Commission Chair

Memo #: 2021-29

Topic: Tellers Commission Guidelines

Analysis: The Apple Canyon Lake Amended & Restated Bylaws require that the Tellers Committee "Not less than two months prior to the commencement of the annual meeting adopt written Tellers Committee Guidelines, which will describe the procedures it will follow to count all valid Written Ballots at all votes taken during the following year, which will be submitted to the Board for approval." Tellers Commission Chair Pat Reese has reviewed these guidelines and does not feel any revisions are necessary. Electronic voting is not being considered for the 2022 Board of Directors election, but guidelines addressing electronic voting will be developed prior to 2023.

Recommendation: To approve the Tellers Commission Guidelines as presented in the March Board packet.

TELLERS COMMISSION

OBSERVERS' GUIDELINES:

1. A candidate for election to the board or such candidate's representative shall have the right to be present at the counting of ballots at such election.
2. Observers must remain seated in the area provided while present during ballot counting.
3. Observers must refrain from talking while present during ballot counting.
4. Observers must refrain from any cell phone use while present during ballot counting.
5. Only Board members who are candidates may be present at ballot counting.

GUIDELINES AND REQUIREMENTS (See Bylaws, Article XIII, Sec. 11)

1. Association attorney shall be present at all ballot counting.
2. Tellers Commission shall consist of not less than five (5) Members approved by the Board.
3. Not less than two (2) months prior to the commencement of the Annual Meeting, adopt written Tellers Commission Guidelines which will describe the procedures it will follow to count all valid Written Ballots at all votes taken during the following year. Guidelines shall be submitted annually to the Board for approval.
4. Before beginning to count Written Ballots, obtain the General Manager's (GM's) verification that the signature of the Voting Member whose name appears on the Return Envelope is authorized to vote for each Lot or Dwelling identified on the Return Envelope.
5. Count all of the Written Ballots cast by all eligible Voting Members, and report the results to the Board President.
6. Deliver all Return Envelopes and Written Ballots to the GM for safekeeping for a period of one year.
7. Ensure that all actions taken shall be taken in such a manner that the vote of any Voting Member shall not be disclosed to anyone, including the members of the Tellers Commission.

PROCEDURES

GENERAL MANAGER'S DUTIES:

1. Upon receipt of each Return Envelope, the GM shall verify that the Voting Member whose name appears on the Return Envelope is authorized to cast Written Ballots for each Lot or Dwelling listed on the outside of the Return Envelope.
2. The GM shall place all unopened Return Envelopes in a secure lock box until the day of the meeting at which the Written Ballots are to be counted, and shall then deliver the Return Envelopes, unopened, to the Tellers Commission on the date set for the votes to be counted.
3. The GM shall permit a Voting Member, not less than one day prior to the start of the meeting, to request his/her Return Envelope be returned and a new Return Envelope, Written Ballot(s) and a new Ballot Envelope be supplied to the Voting Member, so he/she may submit a new Ballot Envelope and a new Written Ballot.
4. Where there are more than one Natural Person listed as owners of a Lot (including spouses), and the designated Voting Member has not cast a ballot by the start of the meeting at which the ballots are to be counted, the GM shall allow one of the other owners, including spouses, to cast a Written Ballot prior to the closing of voting. The GM shall verify that no other ballots have yet been received for that Lot and that the name that appears on the return envelope is an Owner or the spouse of an Owner for that Lot and then add the ballot to those in the secure lock box.

TELLERS COMMISSION DUTIES:

1. Obtain the GM's written verification that for every Return Envelope delivered to the Tellers Commission, the GM has determined that the person whose name appears on the Return

Envelope is the designated Voting Member for EACH Lot and Dwelling listed on the Return Envelope or, in the case where the Voting Member did not submit a ballot and the Lot has multiple Owners who are Natural Persons, the name is that of one of the Owners or their spouses.

2. On the day of the annual or special meeting of Members, receive from the GM all Return Envelopes submitted by Voting Members or members otherwise authorized to vote. All such Return Envelopes shall be delivered unopened to the Tellers Commission.
3. Separate all invalid Return Envelopes from the valid Return Envelopes. Tellers Commission will count all of the unopened invalid envelopes, and report the total number of invalid Return Envelopes. Set invalid Return Envelopes unopened aside in the lockbox for return to the GM.
4. Check the number of ballots noted on outside of Return Envelope. Open the Return Envelope. Check that the number marked on the enclosed Ballot Envelope conforms to the number of Lots listed on the Return Envelope. If no number is marked/circled on the Ballot Envelope, the Tellers Commission representative shall mark/circle the appropriate number that conforms to the number of lots listed on the Return Envelope.
5. Gather all unopened valid Ballot Envelopes together for counting.
6. Open all valid Ballot Envelopes and remove Written Ballots. Ballot Envelopes are to be destroyed. Only Written Ballots that are in a Ballot Envelope will be counted.
 - a. Valid Ballot Envelope may contain more than one (1) ballot.
 - b. If fewer ballots are enclosed in the Ballot Envelope than the number marked/circled on the Ballot Envelope, the ballots may be counted as valid.
 - c. If more ballots are enclosed in the Ballot Envelope than the number marked/circled on the Ballot Envelope, the ballots shall be declared invalid.
 - d. Set all empty Return Envelopes aside for return to GM.
7. Count all valid Written Ballots. A Written Ballot will be deemed to be invalid if:
 - (a) Written Ballot has not been placed in a Ballot Envelope;
 - (b) No indication of what vote is being made appears on the ballot;
 - (c) More votes are recorded than is permitted (e.g. three (3) candidates to be elected, and ballot contains votes for more than three (3); or ballot requiring a YES or NO vote, ballot votes for both YES and NO);
 - (d) Ballot is illegible
 - (e) Some other ballot error occurs as determined by Robert's Rules of Order.
8. Tally votes using the following procedures:
 - a. The Tellers Commission will be divided into two (2) groups--one group of two (2) members, and the second group of the remaining members.
 - b. The group of two (2) members will complete the following tasks:
 - 1) One member will read the ballot.
 - 2) The second member will verify what the first member has read.
 - c. Each member of the second group of remaining members will keep a tally of the votes read.
 - d. When any candidate receives one hundred (100) votes, or a problem arises, the process pauses. All tally sheets are compared to determine if they match each other. If they do not match, the tally sheets are collected and destroyed, new tally sheets are distributed to the members keeping a tally and the same ballots are recounted. This process is repeated until all tally sheets match. Once the tally sheets match, those sheets along with the counted ballots are fastened together and collected by the Chair. New tally sheets are distributed to the members keeping a tally and the process continues with the remaining uncounted ballots until a candidate again receives one hundred (100) votes or a problem arises. This process shall be repeated until all of the ballots are counted.
 - e. After all ballots have been read and tallied, the results of each member's tally sheets will be totaled and compared to the total(s) for the other tally sheets. This process will be repeated until all tally sheets match.

9. Under direction of the Chair, record the total counts on an election summary sheet. Each Tellers Commission member present and participating will sign the election summary sheet. Specifics of the election results will be detailed on the election summary sheet including the total counts by candidate name or by yes or no vote.
10. The Chair will give the election results to the Board President who will announce the election results at the Annual or Special Meeting.
11. Immediately after the announcement of the election results, unless a one-time recount is demanded by ten (10) percent of the members present, deliver the Written Ballots and Return Envelopes to the GM to be secured and stored for one (1) year. A recount will be conducted according to the Tellers Commission Guidelines starting with No. 7.
12. The Tellers Commission is to communicate to the members of the Association the functions, duties, and procedures to be followed by the General Manager, the Commission, and any Observers related to the receipt, verification and counting of the ballots for the annual election of Board Members. The Commission will also submit a report to the membership at the Annual Meeting.

THE ELECTION RESULTS ARE CONFIDENTIAL AND MUST REMAIN CONFIDENTIAL UNTIL AFTER THEY ARE ANNOUNCED BY THE PRESIDENT OF THE BOARD.

Board approved 3/20/21



Memorandum

To: Board of Directors

Date: March 7, 2022

From: Tim Brokl

Memo: 2022-21

Topic: Concessionaire Agreement with That 1 Place Coffee Truck

Issue & Analysis: Legal counsel has developed a Concessionaire Agreement that the Association will use going forward with food trucks that sell their products on ACL property. The agreement details the products that can be sold by the concessionaire, signage, hours of operation, financial arrangements, location, insurance (as detailed by the Association insurance agent), and terms of the agreement among other items. The Agreement with That 1 Place Coffee Truck states that coffee and non-alcoholic beverages can be served. The hours of operation shall be 8 am to 12 pm on weekends they are invited out. The cost will be \$25 per weekend with the location for sales being in the Firehouse Fitness parking lot, unless otherwise specified by the Communications & Recreation Manager for a Recreation event.

Recommendation: To approve the proposed Concessionaire Agreement with That 1 Place Coffee Truck.



Memorandum

To: Board of Directors

Date: March 7, 2022

From: Tim Brokl & Kirsten Heim

Memo: 2022-23

Topic: Farmer's Market

Issue & Analysis: The Recreation Department requests that the Board of Directors allow local farmer's market vendors to sell their produce and products on ACL property during an ACL Farmer's Market. The Farmer's Market vendor form along with guidelines from the IDPH details the products that can be sold by the vendors, hours of operation, financial arrangements, location, licenses required by IDPH, and insurance (as detailed by the Association insurance agent). The hours of operation shall be 8 am to 12 pm on Saturdays, June 1 through October 31. The cost will be \$10 per weekend, or \$75 for the season, with the location for sales being in the Firehouse Fitness Center parking lot.

Recommendation: To approve a Farmer's Market in the Firehouse Fitness Center Parking Lot.



14A157 CANYON CLUB DRIVE
APPLE RIVER, IL 61001

OFFICE: 815.492.2238
FAX: 815.492.2160

Apple Canyon Lake Farmer's Market
Saturdays, 8:00am – 12:00pm, June through October

Apple Canyon Lake will host a Farmer's Market on Saturday mornings from 8:00am until 12:00pm from June 1 through October 31 at the Property Owners' Clubhouse parking lot. We are inviting you to participate. The location is in a high visibility location near the entrance to the Clubhouse, Marina, and Cove Restaurant.

Cost for the entire season is \$75 (come every weekend or any weekend you wish) or \$10 weekly. All vendors must comply with Illinois Department of Health Guidelines (see enclosure) and, if necessary, supply certification along with registration to be kept on file at the Association office. Exhibitors who plan to exhibit on a weekly basis must still have certification and registration on file in advance but may pay at the Association office each week before setting up. Office opens at 8 am. All exhibitors are responsible for their own sales tax.

If you have any questions, please contact Tim Brokl at 815-492-2769 or email recreation@applecanyonlake.org

Please complete the following form and submit with certification if applicable.

Exhibitor _____

Full Address _____

Phone _____ Email address _____

I am interested in exhibiting: (check one)

_____ for the whole season at \$75

_____ weekly at \$10 per week

Name the items you typically offer for sale.

I have read the Illinois Department of Health Regulations.


signed: _____ date _____

Commercial Food production and/or USDA Dept of Agriculture certification? _____



525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.dph.illinois.gov

TO: Local Health Department Administrators
Local Health Department Environmental Health Directors

FROM: Molly Jo Lamb, Chief
Division of Food, Drugs and Dairies 

DATE: February 2, 2016

RE: Farmers Market Food Product Sampling Handler Certificate

Effective July 20, 2015, the Food Handling Regulation Enforcement Act was amended to include Food Product Sampling at Farmers Markets and the Illinois Food Service Sanitation Code now includes Subpart N, 750.4300 Food Product Sampling Handler Certificate for Farmers Markets.

The Farmers Market Food Product Sampling Handler Certificate training is now available on I-TRAIN. The training course is free and can be accessed here: <https://i.train.org> Course number 1061218 (Note: effective upon implementation of the Division's new technology, this process will change due to incorporation of the training completion, documentation submission and certificate issuance in the new system).

Any vendor at a farmers market that would like to sample their product (fruits, vegetables, baked goods, meat, etc.) can do so without a separate permit from the local health department, as long as they have a valid Illinois Farmers Market Food Product Sampling Handler Certificate. This certificate can be used throughout the state and is valid for three (3) years from date of issuance.

The certificate looks like this and shall be prominently displayed by the vendor at the point of sale:



The Farmers Market Food Product Sampling Handler Certificate is only issued by the Department once the required documentation has been received:

1. If the sampler possesses a valid Illinois Food Service Sanitation Manager Certification (FSSMC) they must:

- a. Submit a completed Farmers Market Food Product Sampling Handler Certificate application; and
 - b. Copy of valid FSSMC; and
 - c. \$10.00 application fee submitted with required documentation to address provided on application.
2. If the sampler does not possess a valid IL FSSMC, they must:
- a. Submit a completed Farmers Market Food Product Sampling Handler Certificate application; and
 - b. Evidence of successful completion of an ANSI accredited food handler training course; and
 - c. Evidence of successful completion of Department Farmers Market Food Product Sampling Handler training; and
 - d. \$40.00 application fee submitted with required documentation to address provided on application.

If the sampler shows or posts only a valid IL FSSMC, food handler training certificate or Farmers Market Food Product Sampling Handler training course completion certificate, they are not in compliance and should not be sampling their product without a permit to do so from the LHD. Only a valid Farmers Market Food Product Sampling Handler Certificate (as shown above) is acceptable for sampling their food product at a farmers market without a permit from the LHD.

Examples of sampling you may see:

*vendor has sliced tomatoes or melons on site and is offering samples

*vendor has a grill and has cooked brats or pork chops on site, cut into small pieces and is offering samples

*vendor has cut a loaf of bread, sliced cake or cupcakes on site and is offering samples

Only samples can be offered with this certificate. So, for example, if the vendor is cooking and sampling pork chops, he/she could not then sell pork chop sandwiches with only the Farmers Market Food Product Sampling Handler Certificate, but would need a temporary permit from the LHD in order to sell pork chop sandwiches.

Please review 750.4300 for certificate suspension or revocation information. We also encourage LHDs to review the free Farmers Market Food Product Sampling Handler Certificate training on I-TRAIN, so you are aware of what the samplers are being instructed to do at their booth(s). There you will also find the two handouts that we require the samplers to access and review.

Please feel free to contact us with any questions.

Any questions from the public should directed to dph.food@illinois.gov

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH
OFFICE OF HEALTH PROTECTION
DIVISION OF FOOD, DRUGS AND DAIRIES**

TECHNICAL INFORMATION BULLETIN

NUMBER: Technical Information Bulletin/Food #30

SUBJECT: Sanitation Guidelines for Farmers Markets

EFFECTIVE: May 16, 2013

SUPERCEDES: May 1, 2010
April 30, 1999 Technical Information Bulletin/ Food #30

AUTHORIZED: 
Molly Lamb, Chief
Division of Food, Drugs and Dairies

GENERAL INTRODUCTION

In accordance with the Illinois Food Handling Regulation Enforcement Act [410 ILCS 625/3.3], this technical information bulletin provides Illinois regulatory guidelines for foods often found at farmers markets. It also contains information regarding some of the risks involved with various foods often distributed at farmers markets and basic guidance regarding safe transportation, delivery and display of foods.

As the number of farmers markets in Illinois has increased three-fold in the past decade, guidance and clarification regarding farmers markets is needed. In addition, the range of food products sold at these venues has expanded from only fresh, uncut, unprocessed fruits and vegetables to also include meats, poultry, eggs, dairy products, and processed foods, including baked goods, jams and salsas. This guidance document, originally written in 1999, has been revised to clarify several areas of confusion, such as foods that are allowed when certain regulations are met. Given that certain foods pose potential risks to public health, local health departments need to be aware of the Illinois statutes and rules, and must be able to verify the source of foods distributed.

An appendix (Appendix A) listing Illinois' statutes and rules that provide the legal basis for regulating farmers markets can be found at the end of this document.

This technical information bulletin is not all-inclusive. Other regulations may apply including local, city or county food ordinances. Contact information for local health departments may be obtained at the following website: <http://www.idph.state.il.us/local/home.htm>.

PERMITS/LICENSES

Operators of stands and concessions who wish to sell products other than fresh, uncut, unprocessed produce must contact each local health department (<http://www.idph.state.il.us/local/home.htm>) in which they will be operating to obtain specific requirements, including necessary inspections, food permits or licenses. Fresh, whole, uncut, unprocessed produce, as implied in the Farm Products and Marketing Act [505 ILCS 70], is exempt from inspections and licensing fees.

FOODS ALLOWED FOR SALE OR DISTRIBUTION AT FARMERS MARKETS WITH NO RESTRICTIONS

As provided by the Farm Products Marketing Act, the following foods are allowed at farmers markets with no restriction:

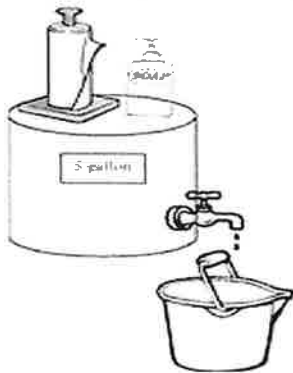
- Fresh fruits and vegetables, only minimally rinsed to remove visible soil, but otherwise unprocessed
- Grains, seeds, beans and nuts (whole, unprocessed and unsprouted)
- Popcorn (kernels can be removed from the cob)
- Fresh herb sprigs; dried herbs in bunches (only cut for harvesting, minimally rinsed to remove visible soil).

Above items are allowed to be in unsealed bags or containers or bagged at the time of sale by the vendor.

Honey in the comb or that is removed from the comb and in an unadulterated condition is exempt if the producer packs or sells less than 500 gallons. Per the Illinois Food, Drug and Cosmetic Act [410 ILCS 620/27], honey is exempt from inspection; however, federal labeling laws must be followed (Page 6).

HANDWASHING

Handwashing is required when produce or any food item is sliced, cut or prepared on-site or off-site; therefore, handwashing facilities must be provided. It is highly recommended that if warm water under pressure is not available, a handwashing station such as the one shown below is utilized. Water used for handwashing shall be from a potable source.



A temporary handwashing station that is conveniently accessible is required at all permitted temporary food facilities.

This must be set up prior to any food preparation. Provide a container with a spigot that allows hands-free flowing water, a waste water bucket, a pump-type soap dispenser and single use/disposable paper towels. All food workers must wash their hands when they return to the concession stand/booth and after using the restroom, after eating, smoking or handling money.

FOODS ALLOWED FOR SALE OR DISTRIBUTION AT FARMERS MARKETS WITH CERTAIN RESTRICTIONS

Note: In addition to the guidance below, please refer to the complete applicable statute and regulation listed in Appendix A at the end of this document.

- **Baked goods** – Under the Illinois Food Handling Regulation Enforcement Act, Cottage Food Operation [410 ILCS 625/4], baked goods that are not potentially hazardous may be produced in the kitchen of the person's primary domestic residence for direct sale to customers at farmers markets. The public act only provides for direct sale by the owner or the family member to customers at farmers markets. Thus, cottage food operation products cannot be sold to retail stores, restaurants, over the Internet, by mail order, or to wholesalers, brokers or other food distributors who resell food. The cottage food operation shall register with the local health department where the cottage food operation resides. Failure to register with the local health department will subject the cottage food operation to regulation by Illinois Department of Public Health and/or Illinois Department of Agriculture. Refer to TIB #44 on Cottage Food Operations for additional requirements. Check with your local health department for any local regulations and/or additional recommendations <http://www.idph.state.il.us/local/map.htm>.
- **Retail or wholesale** - If the goods are for direct retail sale or distribution, the facility and processes must be inspected by the local health department. Potentially hazardous baked goods (i.e., cream or custard filled items, egg-based or custard pies) shall be transported and held at or below 41 F at all times. **If the goods are for wholesale distribution**, the facility and processes must be inspected by the Illinois Department of Public Health, Division of Food, Drugs, and Dairies (FDD). Contact information for the Illinois Department of Public Health/FDD regional offices can be found at the end of this document in Appendix B.
- **Cut fruits and vegetables** shall be deemed to be ready-to-eat and shall be prepared and handled in accordance with the temporary food service section of the Illinois Food Service Sanitation Code [77 Ill. Adm. Code 750] sections 750.1600 through 750.1700.
- **Milk and cheese products** shall be processed in an Illinois Department of Public Health-licensed facility. Products that have been pasteurized, processed and packaged in a licensed dairy plant may be sold at farmers markets. All potentially hazardous dairy products shall be stored at 41 F or below. For specific information, contact the regional office by clicking onto the following site: <http://www.idph.state.il.us/local/map.htm> . The FDD regional office contact information is also available at the end of this document in Appendix B. All milk products must follow the labeling requirements found in the labeling section of this document on Page 7.
- **Raw milk cheeses** may be sold if made in a licensed dairy plant and is cured at a temperature of not less than 35 F and aged more than 60 days. Title 21 Code of Federal Regulations (CFR) Part 133 [21 CFR 133] addresses those standardized cheeses that are permitted to be manufactured from raw milk when the cheese is aged not more than 60 days.
- **Ice cream** may be sold if it is manufactured in a licensed dairy plant or in a retail food establishment from commercially pasteurized ice cream mix.

- **Herbs** - Chopped, blended, packaged, or otherwise processed herbs must be prepared in an inspected facility. Dry herb, dry herb blend or dry tea blend is allowed under the Cottage Food Act if it is intended for end-use only (direct to consumer). Refer to TIB 44 on Cottage Food Operations for further restrictions.
- **Honey** from a producer selling more than 500 gallons must be extracted and bottled in an inspected facility. If any sweetener is added, the product may not be called honey. *Note:* The Illinois Bees and Apiaries Act [510 ILCS 20] requires every person keeping one or more colonies of bees to register with the Illinois Department of Agriculture annually.
- **Maple syrup** must originate from an inspected facility and must follow the labeling requirements found in the labeling section on Page 7.
- **Cultivated mushrooms** - Commercially-raised mushrooms (i.e., common button mushroom, portabellas, shiitake, enoki, bavarian) must have documentation detailing their source. "Wild-type" mushroom species picked in the wild shall not be offered for sale or distribution.
- **Apple cider and other fruit and/or vegetable juices** shall be made in an inspected facility. Juice Hazard Analysis Critical Control Points (HACCP) regulations must be followed if sold wholesale. Reference the United State Food and Drug Administration (FDA) website for more information (www.fda.gov).

Contact the Department's office (Appendix B) to arrange to have a facility and process of juicing approved.

- Apple cider, packaged or in a container, must be treated to achieve a five-log reduction of pathogens or show a warning statement on the label stating:

"WARNING: This product has not been pasteurized and, therefore, may contain harmful bacteria that can cause serious illness in children, the elderly and persons with compromised immune systems."
- Unpackaged apple cider and other fresh juice produced on site are exempt from the warning statement.
- **Fruit butters.** The following fruit butters are allowed: apple, apricot, grape, peach, plum, quince, and prune. **Pumpkin butter, banana butter and pear butter are not allowed unless they are produced in an inspected facility.** Fruit butters not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory, at the expense of the cottage food operation, as being not potentially hazardous, containing a pH equilibrium of less than 4.6. Refer to TIB 44 on Cottage Food Operations for further restrictions.

- **Herb vinegars** shall be made in an inspected facility. All vinegars must follow labeling requirements found in the labeling section on Page 7.
- **Garlic-in-oil** shall only be sold if processed in an inspected, commercial processing plant where it has been acidified to certain specifications (usually with citric acid). Garlic-in-oil is frequently contaminated with *Clostridium botulinum* spores and has been implicated in several foodborne outbreaks.
- **Jam, jellies and preserves** - The following jams, jellies and preserves are allowed: apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants, or a combination of these fruits. **Rhubarb, tomato, and pepper jellies or jams are not allowed unless they are produced in an inspected facility.** Any other jams, jellies or preserves not listed may be produced by a cottage food operation provided their recipe has been tested and documented by a commercial laboratory, at the expense of the cottage food operation, as being not potentially hazardous, containing a pH equilibrium of less than 4.6. Refer to TIB 44 on Cottage Food Operations for further restrictions.
- **Other flavored oils** shall be made in an inspected facility. Flavored oils have not been epidemiologically implicated in foodborne illness outbreaks. Therefore, they do not require acidification and are not considered potentially hazardous. Labeling requirements must be followed as detailed in the labeling section on Page 7.
- **Pickles, relishes, salsas, other “canned” items** - All canning and preserving, except for jams, jellies and preserves allowed in cottage food operations, shall be done in an inspected facility. Home canning is not allowed. The facility shall be inspected by Illinois Department of Public Health or state public health department, and the inspector shall verify the sources of ingredients and compliance of Title 21 Code of Federal Regulations Part 113 and 114 [21 CFR 113-114]. In addition, the canning process must be inspected and approved by the Department, or relevant regulatory authority in another state.
- **Shell eggs** - *Salmonella enteritidis* (SE) is the pathogen of concern with shell eggs. An egg license issued by the IDOA is required for anyone who transports and sells eggs anywhere except on the farm where the eggs were produced. IDOA rules stipulate that all eggs sold at farmers markets and other off-farm venues must be candled and graded, and held at 45 F or below during storage, transportation and distribution. Once the eggs are at the farmers market, the Illinois Food Service Sanitation Code [77 Ill. Adm. Code 750] stipulates that the eggs shall be held at 41 F or below. Any form of refrigeration is acceptable, so long as the temperature requirements are met. For more information regarding these requirements and the Illinois Egg and Egg Products Act [410 ILCS 615], contact IDOA, Division of Food Safety and Animal Protection, P. O. Box 19281, State Fairgrounds, Springfield, IL 62794-9281, 217-524-1550, or visit www.agr.state.il.us.

- **Meats and poultry** are regulated by the IDOA, Bureau of Meat and Poultry Inspection and United State Department of Agriculture (USDA), Food Safety and Inspection Service. Meat, meat products, poultry and poultry products must be derived from livestock or poultry (including rabbits), which were slaughtered under IDOA or USDA inspection. A meat and poultry broker's license issued by IDOA is not required for anyone who sells meat, poultry, meat products or poultry products exclusively to retail/household customers.

Meat, meat products, poultry and poultry products offered for sale must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on every container/package. All required labeling and handling rules apply and vary depending on the product. Vendors at farmers markets must meet any additional relevant requirements found in the Food Service Sanitation Code [77 Ill. Adm. Code 750] and/or local food ordinances if applicable (contact your local department of public health or the state health department). Meat and meat products must be held at a temperature of 41 F or below, and fresh poultry must be held at 41F or below. Always obtain meat and poultry information from IDOA because USDA does not provide information on Illinois laws and regulations, which cover many additional species of livestock and poultry. For additional information and meat and poultry broker license applications, contact IDOA, Bureau of Meat and Poultry Inspection, Compliance Section, P.O. Box 19281, State Fairgrounds, Springfield, Illinois 62794-9281, 217-785-4709, or visit www.agr.state.il.us to download a meat and poultry broker application.

- **Fish** shall be processed in an inspected facility using a Hazard Analysis and Critical Control Points (HACCP) plan required in Title 21 Code of Federal Regulations Part 123 [21 CFR 123]. A commercial fishing license is required for anyone selling or distributing fish at a farmers market. Fish must be held at a temperature of 41 F or below.
- **Commercially produced pre-packaged food products** are allowed for sale at farmers markets and other outdoor food events if they meet applicable regulations and requirements, including labeling requirements found on Page 6.
- **Other food products** will be assessed on an individual basis by the local or state health department.
- **Live animals** shall be segregated from the general food sales area, and may be sold if there are no local ordinances that prohibit it. State regulations provide for specific identification and/or testing requirements, as well as sales records for certain species of live animals and poultry. Information regarding testing and identification requirements can be obtained by contacting the IDOA, Bureau of Animal Health and Welfare at 217-782-4944 or online at www.agr.state.il.us .
- **Lotions/creams/cosmetics** - Contact the FDA Chicago District Office at 312-353-5863.

LABELING

Products that fall under Cottage Food Operations - Refer to TIB 44 on Cottage Food Operations.

All food pre-packaged in advance of retail sale that do not fall under the Cottage Food Act must bear the following label, sign or placard, or as a recipe available to the consumer. The information must be written in English.

- Common name of the product;
- Name, address and ZIP code of the packer, processor, distributor or manufacturer;
- Net contents (weight or volume) of the package;
- List of ingredients in descending order of predominance by weight, with ingredients shown with common or usual name;
- List of any artificial color, artificial flavor or preservatives used;
- Safe handling instructions (as needed) for meat and poultry products;
- Other labeling information as required by federal, state or local jurisdictions; and
- Major allergens.

Guidance for Industry: Questions and Answers Regarding Food Allergens, Including the Food Allergen Labeling and Consumer Protection Act of 2004 (Edition 4); Final Guidance

www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/Allergens/ucm106187.htm

No nutrition labeling is required for businesses with less than \$10,000 gross sales per year unless a health claim is made (for example, relieves or cures some disease or condition), or a nutrition claim is made (no fat, low salt).

The following is an additional exemption from Nutrition Facts listing for businesses selling foods for direct retail sale to consumers (not wholesalers) provided that the food bears no nutrition claims or other nutrition information in any context on the label, in labeling or in advertising:

A **retail** firm that has total annual gross sales made or business done in sales of food to consumers of not more than \$50,000, or, has annual gross sales made or business done in sales to consumers that is not more than \$500,000 is exempt from the Nutrition Facts requirement, [21 CFR 101.9\(i\)\(1\)\(i\)](#). The following chart illustrates the exemption:

SALES IN FOOD	TOTAL SALES (FOOD & NON-FOOD)	STATUS
\$50,000 or less	\$500,000 or less	EXEMPT
\$50,000 or less	\$500,001 or more	EXEMPT
\$50,001 or more	\$500,000 or less	EXEMPT
\$50,001 or more	\$500,001 or more	NOT EXEMPT

For more information about health and nutrient claim requirements, contact Illinois Department of Public Health, FDD central office, 525 W. Jefferson St, Springfield, IL, 62761, 217-785-2439.

OTHER REQUIREMENTS

This technical information bulletin is not all-inclusive. Other regulations may apply including local, city or county food ordinances. You can obtain contact information for other local health departments at the following website <http://www.idph.state.il.us/local/home.htm>.

SAMPLING

Products that fall under Cottage Food Operations - Refer to TIB 44 on Cottage Food Operations.

A temporary food permit may be required by the local health department.

VEHICLES

During transportation and delivery, food and food equipment must be protected from insects, flies, animals, dust and dirt, unnecessary handling, chemicals and other contamination. Delivery vehicles or other equipment used for such transportation must be constructed so as to be easily cleanable.

PREMISES

The operator of each stand or sales area is responsible for maintaining it in a neat, clean and sanitary condition. An adequate number of tightly covered waste containers must be provided for disposal of garbage and refuse. These containers must be stored to eliminate potential for contamination of any food products. At the close of business, each vendor shall clean their stand and surrounding area.

FOOD PROTECTION DURING STORAGE, DISPLAY AND SALES

Any prepared, processed, baked or cut food must be packaged or wrapped for protection and have required labeling (see page 7). Food on display in open air markets must be adequately protected from incidental public handling, dirt and other contamination. Food must be stored off the ground or off the floor. Any wrapping or container for prepared, processed, baked, or cut food must be constructed of safe, non-toxic and food-grade materials. Food products must be enclosed and protected from pests overnight.

BAKE SALES AS FUNDRAISERS

Non-potentially hazardous foods, such as cookies, cakes and fruit pies, which have not frequently been associated with foodborne illness, may be prepared in non-inspected kitchens provided the products are sold or distributed on an occasional basis (i.e., a fundraiser for a non-profit organization) and not as a routine business as long as the consumer is informed by clearly visible placard at the sales or service location. The placard must state the following: "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens."

SCALES

The Illinois Department of Agriculture's Bureau of Weights and Measures regulates the retail sales of fruits, vegetables and other items at farmers markets. Commodities not in liquid form must be sold by weight, measure or count. All scales used in commerce must have a National Type Evaluation Program (NTEP) Certificate of Conformance issued by the National Conference on Weights and Measures. Commercial scales also are subject to annual inspections by the Bureau of Weights and Measures. For additional information, please contact the Bureau of Weights and Measures by calling 800-582-0468 or on their website at www.agr.state.il.us.

Approved and Inspected Sources of Certain Exotic Meats

Game animals, game birds and exotic meats are appearing more frequently at the retail level. According to 9 CRF 352.1(k), the definition of exotic animal means any reindeer, elk, deer, antelope, water buffalo or bison. Under federal regulations, the preceding list of species are subject to voluntary/for fee inspection including, ante-mortem and post-mortem inspection in an "official" establishment and bear USDA inspection legends to enter commerce in Illinois (except poultry slaughtered under religious exemptions in which a statement and establishment number will appear on the label). In addition, the Meat and Poultry Inspection Act [22 ILCS 650] requires ante-mortem and post-mortem inspection on American bison (buffalo), catalo, cattalo, domestic deer, domestic elk, domestic antelope, domestic reindeer, water buffalo, domesticated rabbits and domesticated birds. Again, the slaughter and inspection must be performed in a state licensed Type 1 establishment. Federal laws and regulations do not require that products derived from these "exotic" species bear inspection legends to enter commerce. In Illinois, products in commerce derived from these "exotic" species must be inspected and bear inspection legends from either USDA (under voluntary inspection program), IDOA, another state's inspection program, or any approved foreign country inspection program or a statement/certificate of inspection in lieu of inspection legends. Inspection legends for these "exotic" species are usually in the form of a triangle, but not always. Other wild or exotic game animals and birds, to meet the requirement that food "shall be safe for human consumption" and "comply with all laws relating to food and food labeling" [77 Ill. Adm. Code 750 and 760], must be able to show an inspection stamp or proof of inspection that it has been "passed and approved." For additional information about meat and poultry, contact IDOA, Bureau of Meat and Poultry Inspection, Compliance Section, P.O. Box 19281, State Fairgrounds, Springfield, IL 62794-9281, 217-785-4709.

FOODS PROHIBITED FROM SALE OR DISTRIBUTION

The following products are prohibited from sale or distribution to the public:

- **Raw milk or any dairy products made with raw milk** (see Page 3 for exemption regarding cheese aged more than 60 days) are prohibited for sale or distribution at farmers markets by the Grade A Pasteurized Milk and Milk Products Act. Raw dairy ingredients can be contaminated with *Campylobacter jejuni*, *Listeria monocytogenes*, *Salmonella*, and/or other pathogens.
- **Home-butchered meat, poultry, or wild game animals** - Home-butchered meat and poultry is for the owner's own household use and may not be transported to or sold at farmers markets.

Wild game may only be donated to charitable or non-profit organizations if it is processed in an inspected facility.

- **Home-canned foods except jam, jellies and preserves that are allowed under cottage food operations** – All low acid canned foods in hermetically sealed containers have a risk of containing surviving *Clostridium botulinum* and subsequent formation of toxin unless a scheduled process is filed with the FDA and followed. Without process controls and product analysis, it is extremely difficult to distinguish between safe and unsafe products. Therefore, home-canned foods may not be sold to the public. Any canned or preserved goods must be made in an inspected facility, and comply with Section 750.110(f) of the Illinois Food Service Sanitation Code [77 Ill. Adm. Code 750].
- **Home vacuum-packaged products** - The risk of *Clostridium botulinum* and other anaerobic pathogens occurs without strict controls and an approved HACCP plan.
- **Sandwiches prepared at home** - All potentially hazardous foods must be prepared in an inspected facility. Sandwiches made at home may not be sold to the public.
- **Ice cream** made in an uninspected facility.

APPENDIX A - ILLINOIS REGULATION

Below are some of the Illinois statutes and rules that provide the legal basis for regulating farmers markets and other outdoor food sales events. Note that this list is not comprehensive. There may be other applicable regulations or local ordinances.

- I. Bees and Apiaries Act [510 ILCS 20]
- II. Egg and Egg Products Act [410 ILCS 615/1 et seq.]
- III. Farm Products Marketing Act [505 ILCS 70/1]
- IV. Food Handling Regulation Enforcement Act [410 ILCS 625/]
- V. Grade A Pasteurized Milk and Milk Products Act [410 ILCS 635/1 et seq.]
- VI. Illinois Food Service Sanitation Code (77 Ill. Adm. Code 750)
- VII. Illinois Retail Food Store Sanitation Code [77 Ill. Adm. Code 760]
- VIII. Illinois Food, Drug and Cosmetic Act [410 ILCS 620/1 et seq.]
- IX. Meat and Poultry Inspection Act [225 ILCS 650/1 et seq.]
- X. Sanitary Food Preparation Act [410 ILCS 650/1.1 et seq.]

APPENDIX B – Illinois Department of Public Health FDD REGIONAL OFFICES

CHICAGO REGIONAL OFFICE
4212 W. St. Charles Road 2309
Bellwood, IL 60104-1146
708-544-5300

ROCKFORD REGIONAL OFFICE
4302 N. Main St.
Rockford, IL 61103-1209
815-987-7511

MARION REGIONAL OFFICE
2309 W. Main St.
Marion, IL 62959-1195
618-993-7010

WEST CHICAGO REGIONAL OFFICE
245 W. Roosevelt Road, Building 5
West Chicago, IL 60185-4803
630-293-6800

CHAMPAIGN REGIONAL OFFICE
2125 S. First St.
Champaign, IL 61820-7499
217-278-5900

EDWARDSVILLE REGIONAL OFFICE
22 Kettle River Drive
Glen Carbon, IL 62034
618-656-6680

PEORIA REGIONAL OFFICE
5415 N. University St.
Peoria, IL 61614-4784
309-693-5360

The uniform resource locator (URL) for the Illinois Department of Public Health FDD regional offices is:
<http://www.idph.state.il.us/local/map.htm>.



Illinois Department of Agriculture

Bureau of Meat and Poultry Inspection • P.O. Box 19281 • Springfield, IL 62794-9281 • 217/782-6684 • TDD 217/524-6858 • Fax 217/524-7801

Criteria for selling meat and poultry products at a Farmer's Market:

Meat and poultry product will be referred to herein as PRODUCT

- 1) All PRODUCT must be inspected by either the (IDOA) Illinois Department of Agriculture or (USDA) United States Department of Agriculture.
- 2) All PRODUCT must be fully labeled, with the mark of inspection and a safe handling statement.
- 3) Multi-ingredient PRODUCT must have ingredients listed on the label.
- 4) Previous frozen PRODUCT cannot be sold as fresh.
- 5) No PRODUCT prepared at home, can be offered for sale.
- 6) Anyone who sells or offers for sale PRODUCT, must possess an Illinois Meat & Poultry broker's license, unless they are an out of state vendor or a retailer with a permanent storefront and their store is subject to routine health department inspection.
- 7) All vendors are subject to their local health department codes and regulations.
- 8) Questions? Call Mark Kohorst, Illinois Bureau of Meat & Poultry Compliance @ (309)838-6751 or Springfield Meat & Poultry Compliance @ (217)785-4709.



Thomas E. Jennings, Director

Division of Food Safety and Animal Protection

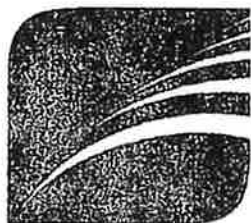
State Fairgrounds P.O. Box 19281 Springfield, IL 62794-9281 217/524-1550 TDD 217/524-6858 Fax 217/524-7801

Farmer's Market Egg Requirements

The following requirements apply to eggs being sold at Farmers Markets:

1. A license is required of anyone who sells eggs.
2. All eggs must be clean.
3. All eggs must be packed in new cartons.
4. All eggs must be candled and graded.
5. All eggs must be held at 45 degrees ambient temperature or less at all times including transportation.
6. Inspection fees are required on any graded eggs sold the first time in Illinois.
7. All eggs must be dated with a Julian pack date and an expiration or sell by date of not more than 30 days from day of pack for Grade A and 15 days for Grade AA. Labeling on cartons must have Packer Identification and state the grade and size of egg.
8. **Egg producers are encouraged to check with their local health department or Farmer's Market Manager regarding any other requirements.**

Any questions on the above requirements can be directed to the Illinois Department of Agriculture/Egg Inspection Program at 217-524-1550.



Illinois Department of Agriculture

REGULATIONS FOR FARMERS' MARKETS

The Illinois Department of Agriculture's Bureau of Weights and Measures regulates the retail sales of fruits, vegetables, and other items at farmers' markets. The Bureau is responsible for enforcing the rules and regulations of the Weights and Measures Act [225 ILCS 470/1 *et seq.*]. The requirements for method of sale of food products and commercial scales are found in this act.

Method of Sale

Commodities not in liquid form must be sold by weight, by measure, or by count. Regulations for the method of sale are required to provide accurate and adequate information so that consumers may make price and quantity comparisons. These regulations are contained in NIST Handbook 130 (available at http://ts.nist.gov/WeightsAndMeasures/Publications/upload/11_IVB_MethodReg_09_H130_Final.pdf) which is adopted by reference in the Weights and Measures Act. A guideline for acceptable methods of sale for fresh fruits and vegetables is provided separately.

Selling by Weight

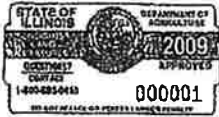
Commodities must be sold by net weight. The weight of the commodity must exclude any materials that are not considered to be a part of the commodity. These materials include containers, bags, labels, and wrappers. Commodities sold by weight must be weighed using a certified scale.

Scale Requirements

All scales used in commerce must have a National Type Evaluation Program (NTEP) Certificate of Conformance issued by the National Conference on Weights and Measures. Scales receive an NTEP Certificate of Conformance after the successful completion of the evaluation and testing of the device. The Certificate indicates that the device meets applicable requirements for commercial weighing and measuring equipment in the U.S. Scales must be purchased from a registered service company. A list of registered service companies is available at <http://www.agr.state.il.us/programs/consumer/w&m/regrepairscales.pdf>.



Commercial scales are also subject to annual inspections by the Bureau of Weights and Measures. Inspectors use calibrated standards to conduct tests to ensure the accuracy of the scales. Illinois adopts the specifications and tolerances contained in the National Institute of Standards and Technology (NIST) Handbook 44. Devices which do not meet the accepted tolerances are rejected and cannot be used commercially. Rejected scales must be repaired and placed back into service by a registered service company. An inspection fee is charged to support the operating costs of the Bureau.



Selling by Measure

All sales by measure must meet the legal definition for the measure. A standard dry pint or quart container is measured by the cubic inches. An accurate measure is when the container is filled and struck level across the top. When purchasing containers, ensure that they meet the legal definition of bushel, pints, quarts, etc.



Dry Measure

One bushel contains 2150.42 cu. in.
½ bushel contains 1075.21 cu. in.
One quart contains 67.20 cu. in.
One pint contains 33.60 cu. in.

Liquid Measure

One gallon contains 231 cu. in.
One quart contains 57.75 cu. in.
One pint contains 28.875 cu. in.
½ pint contains 14.437 cu. in.

For additional information, please contact the Bureau of Weights & Measures:



Contact Information

Illinois Department of Agriculture
Bureau of Weights & Measures
P.O. Box 19281
Springfield, IL 62794-9281
Telephone:

800.582.0468

Website: www.agr.state.il.us



Guideline for Fresh Fruits and Vegetables

Recognizing the difficulty faced by consumers when more than one method of sale is employed in the same outlet for the same product, noncomparable methods of sale (e.g., weight and measure) for the same produce item in the same outlet should be minimized.

This guideline applies to all sales of fruits and vegetables. There are two tables, one for specific commodities and one for general commodity groups. Search the specific list first to find those commodities that either don't fit into any of the general groups or have unique methods of sale. If the item is not listed, find the general group in the second table. The item may be sold by any method of sale marked with an X.

Method of Retail Sale for Fresh Fruits and Vegetables					
Specific Commodity					
Commodity	Weight	Count	Head or Bunch	Dry Measure (any size)	Dry Measure (1dry qt or larger)
Artichokes	X	X			
Asparagus	X		X		
Avocados		X			
Bananas	X	X			
Beans (green, yellow, etc.)	X				X
Brussels Sprouts (loose)	X				
Brussels Sprouts (on stalk)			X		
Cherries	X			X	X
Coconuts	X	X			
Corn on the Cob		X			X
Dates	X				
Eggplant	X	X			
Figs	X				
Grapes	X				
Melons (cut in pieces)	X				
Mushrooms (small)	X			X	X
Mushrooms (Portobello, large)	X	X			
Okra	X				
Peas	X				X
Peppers (bell and other varieties)	X	X			X
Pineapples	X	X			
Rhubarb	X		X		
Tomatoes (except cherry/grape)	X	X			X

Method of Retail Sale for Fresh Fruits and Vegetables					
General Commodity Groups					
Commodity	Weight	Count	Head or Bunch	Dry Measure (any size)	Dry Measure (1dry qt or larger)
Berries & Cherry/Grape	X				
Tomatoes				X	
Citrus Fruits (oranges, grapefruits, lemons, etc.)	X	X			X
Edible Bulbs (onions, spring or green, garlic, leeks, etc.)	X	X	X		X
Edible Tubers (Irish potatoes, sweet potatoes, ginger, horseradish, etc.)	X				X
Flower Vegetables (broccoli, cauliflower, Brussels sprouts, etc.)	X		X		
Gourd Vegetables (cucumbers, squash, melons, etc.)	X	X			X
Leaf Vegetables (lettuce, cabbage, celery, etc.)	X		X		
Leaf Vegetables (parsley, herbs, loose greens)	X		X	X	
Pitted Fruits (peaches, plums, prunes, etc.)	X	X			X
Pome Fruits (apples, pears, mangoes, etc.)	X	X			X
Root Vegetables (turnips, carrots, radishes, etc.)	X		X		

**Jo Daviess County Health Department
Division of Environmental Health
9483 U.S. Rt. 20 W. P.O. Box 318 Galena, IL 61036
Phone # (815) 777-0283 Fax # (815) 777-2977**

Application for a Farmer's Market Permit

A \$50 (county residents) or \$100 (non-residents) fee will be charged for each permit issued. Please make check payable to the Jo Daviess County Health Department and return with application. If you will be selling products at more than one market, you are only required to obtain one permit.

Vendor/Group/Business Name _____

Applicant (s) _____

Home Address _____ City/State/Zip _____

Telephone Number _____

Certified Food Manager _____

License Number _____ Exp Date _____

Farmer's Markets Attending (check all that apply):

- | | | |
|------------------------|-----------------|--------------------|
| _____ East Dubuque | _____ Elizabeth | _____ Galena |
| _____ Galena Territory | _____ Hanover | _____ Scales Mound |
| _____ Stockton | _____ Warren | |

Date(s) of Markets _____

Items Sold* _____

*The Cottage Food Operations law went into effect in Illinois on January 1, 2012. Check these guidelines to determine if you are able to register as a Cottage Food Operation under this law.

*Attach necessary licensing documentation from Illinois Department of Public Health (milk, cheese, ice cream, apple cider and other fruit/vegetable juices etc.) Illinois Department of Agriculture (shell eggs, meat, poultry) or United States Department of Agriculture (meat, poultry) regarding your intended food product along with product labeling and a HACCP plan (when necessary).

Raw Milk or Dairy Products made with Raw Milk; Home-Butchered Meat, Poultry, or Wild Game Animals; Home-Canned Foods; Home-Vacuum-Packaged Products; Sandwiches Prepared at Home; Homemade Ice Cream are **prohibited. All other food product must be prepared in an **inspected facility**.

Name & Location of Inspected Facility: _____

***Fresh, whole, uncut, unprocessed produce is **exempt** from inspection & permit fees.

Applicant (s) _____
Signature Date

Approved By _____
Signature of Sanitarian Date

L:\EH\Food\FarmersMarkets/Application

PERMIT # _____

Revised 6-14-18

ISSUED _____ EXPIRES _____



Memorandum

To: Board of Directors

Date: March 7, 2022

From: Tim Brokl & Kirsten Heim

Memo: 2022-22

Topic: TT5k beneficiary

Issue & Analysis: The Recreation Department recommends and requests that the 2022, and future Trail Trekker 5Ks (TT5K) benefit the What's Trump Relay for Life Team, with all profits donated to the organization after the event.

The TT5k is open to the public. Most runs of this nature benefit a charity or cause. The What's Trump Relay for Life team will help plan and run the event, will fill all volunteer positions, seek out sponsorships, and secure raffle prizes for the event.

Recommendation: To approve the Trail Trekker 5k (TT5k) benefitting the What's Trump Relay for Life team in 2022 and future years. All proceeds will be donated to that organization after the event.



Memorandum

To: AECC Committee

Date: March 5, 2022

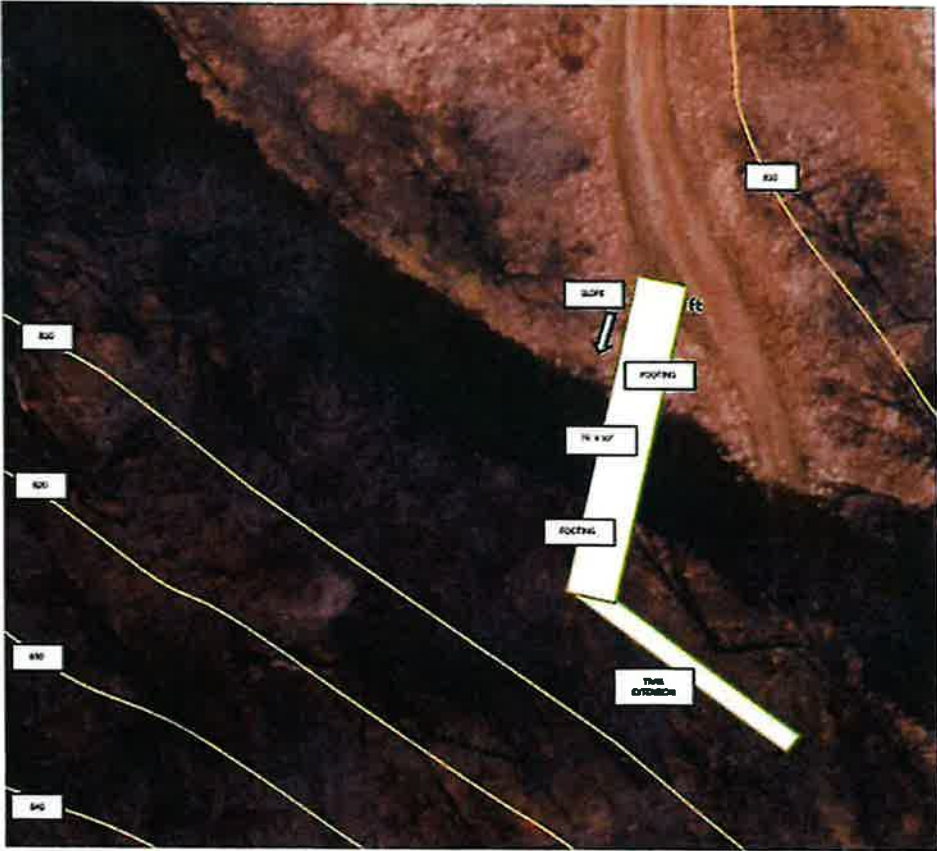
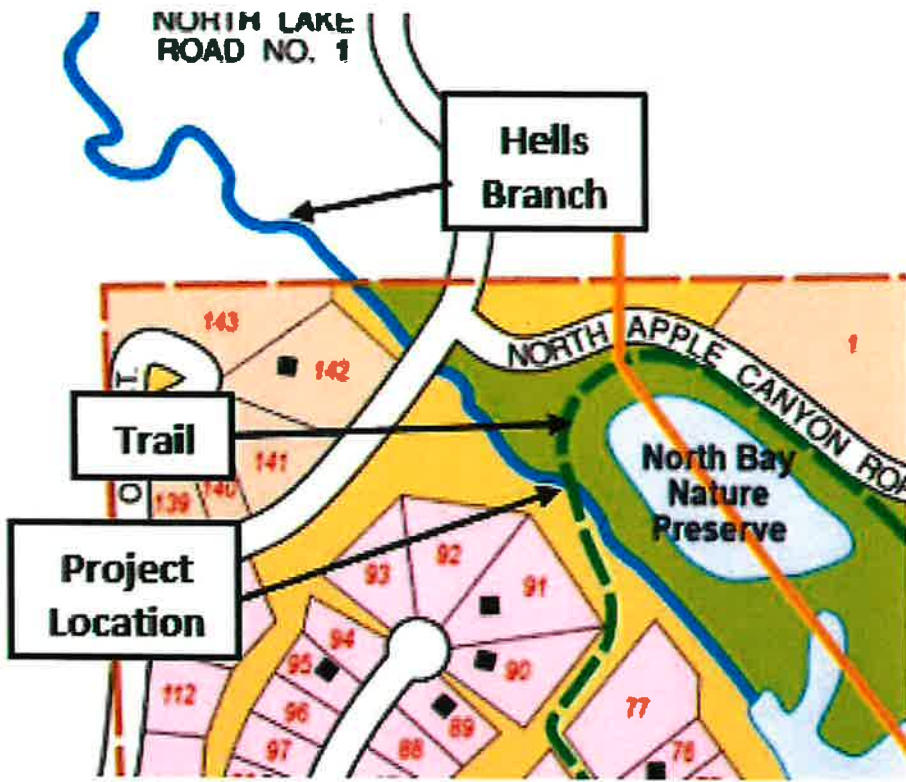
From: Joe Wiener

Memo: 2022-34

Topic: North Bay Trail Crossing Location

Issue: A structure providing a dry trail crossing over Hells Branch has been approved. A location is required. The location constraints include overhead powerlines, crane reach, weight, soil bearing capacity and length of span. The opportunities have been investigated with the contractors. The best apparent choice has been presented. If the location is approved, engineering will begin.

Recommendation: Regarding North Bay (Arrowhead) Trail Crossing at Hells Branch: to permit the location of a concrete bridge structure to provide a dry crossing over Hells Branch as per the attached project site plan. The existing trailways to the dry crossing bridge may be improved as needed.



Apple Canyon Lake Property Owners Association Committee Motion Card

Committee: AECC

Date: March 5, 2022

Agenda Item: 7.1

I Move:

Regarding North Bay (Arrowhead) Trail Crossing at Hells Branch

to permit the location of a concrete bridge structure to provide a dry crossing over Hells Branch as per the attached project site plan. The existing trailways to the dry crossing bridge may be improved as needed.

Action Taken

MOTION MADE BY: <u>To Tom Chino</u>	VOTE RECORDED:
MOTION SECONDED BY: <u>BB R. Bellamy</u>	YEA: <u>7</u>
CHAIR: <u>DA</u>	NAY: <u>0</u>
	ABSTAIN: <u>0</u>



Memorandum

To: ACL Board

Date: March 11, 2022

From: Shaun Nordlie

Memo #: 2022-31

Topic: Zebra mussels monitoring

Analysis: Zebra mussels have been observed at Apple Canyon Lake in recent years, and their presence is becoming a nuisance for some lake users. The attachment of zebra mussels to boats, lifts, and docks as well as concern for swimmers potentially getting cut on the shells of the mussels warrant further investigation.

Discussions over the potential to perform a lake-wide eradication program utilizing a unique product (EarthTec QZ) have been occurring with the Board of Directors, commissions, consultants, and membership.

For the 2022 season, the Association is discussing utilizing a monitoring program to evaluate the current zebra mussel distribution and growth throughout the lake.

The monitoring program for Apple Canyon Lake utilizes substrate samplers that are deployed around the lake, and plankton net tows to evaluate for veliger enumeration and biomass. These can be useful for Apple Canyon to determine the zebra mussel population growth, and also seasonal abundance. This project outline utilizes a program from Wisconsin DNR that utilizes citizen scientist assistance for monitoring lakes. This program can be used as a template for Apple Canyon monitoring and is designed to work with lake volunteers to reduce costs.

The budget for this type of monitoring (utilizing citizen scientists to collect the data) would be approximately \$8,500 - \$9,500. This includes some time allocation for professional guidance to the volunteers and reporting.

Recommendation: To approve a lake monitoring program for zebra mussels designed by Lake Consultant, Joe Rush that includes monitoring disks and volunteer help in tracking data for a cost not to exceed \$10,000 with the money coming out of the Capital Fund.



INTRODUCTION:

Zebra mussels have been observed at Apple Canyon Lake in recent years, and their presence is becoming a nuisance for some lake users. The attachment of zebra mussels to boats, lifts, and docks as well as concern for swimmers potentially getting cut on the shells of the mussels warrant further investigation.

Discussions over the potential to perform a lake-wide eradication program utilizing a unique product (EarthTec QZ) have been occurring with the Board of Directors, committees, consultants, and membership. The estimated costs of the program could be up to \$800,000 for Apple Canyon Lake to fund the treatment. While this technology has been used on smaller scale lakes with good success, large lake treatments and evaluations have not been conducted to date. EarthTec representatives have stated large lake projects are scheduled for 2022 in multiple states. The Association will be reviewing these results as they become available to determine if an eradication effort for Apple Canyon Lake should be conducted, and its probability of success.

For the 2022 season, the Association is discussing utilizing a monitoring program to evaluate the current zebra mussel distribution and growth throughout the lake.

MONITORING PROGRAM:

The monitoring program for Apple Canyon Lake outlined here utilizes substrate samplers that are deployed around the lake, and plankton net tows to evaluate for veliger enumeration and biomass. These can be useful for Apple Canyon to determine the zebra mussel population growth, and also seasonal abundance. This project outline utilizes a program from Wisconsin DNR that utilizes citizen scientist assistance for monitoring lakes. This program can be used as a template for Apple Canyon monitoring and is designed to work with lake volunteers to reduce costs. The following is a summary of the project outline, budget, and resources for your review.

Substrate Samplers:

The samplers are a simple construction utilizing four PVC square plates (6", 8", 10", and 12" square). These plates are assembled by drilling a center hole through the four plates, adding a 1-inch CPVC grey pipe spacer between the plates, and then installing an 8" long by 3/8" diameter stainless steel eyebolt, washer and wingnut through the entire assembly.

A pre-made sampler can be utilized (supplier listed below), but they are made of Masonite as opposed to PVC and therefore are built to be disposable. Each site will require two samplers to be deployed. One sampler is deployed for the entire season, while the second substrate sampler is removed and analyzed every four weeks.

The samplers should be placed around the lake (approximately 10 to 15 sites). Ten of the samplers should be placed throughout the lake for standard monitoring, while 5 of the plates should be placed in areas that may be used as treatment sites, such as the

JadEco, LLC
PO BOX 445 Shannon, IL 61078

Phone: 815-543-5695

Email: jrush@jadecoconsulting.com



marina and Nixon beach where the Association conducts aquatic plant and algae treatments.

Veliger Sampling:

Along with the deployed substrate samplers, seasonal monitoring (warmer months) of veliger production can provide information on the reproduction of the zebra mussels. Three plankton net tow samples can be collected on the lake on three separate dates beginning in June and ending in September. This would allow for 9 different samples to be collected over the summer. These samples are to be sent to a lab for identification and enumeration / biomass.

BUDGET:

The budget for this type of monitoring (utilizing citizen scientists to collect the data) would be approximately \$8,500 - \$9,500. This includes some time allocation for professional guidance to the volunteers and reporting. If the Association does not want to utilize citizen scientists with this program, professional assistance can be retained to collect the data on 7 different site visits, including 105 substrate sampler counts, the budget would increase to \$22,500 - \$24,000.

RESOURCES:

The following have hyperlinks associated with the text to assist you in locating the websites with supporting information.

- Wisconsin DNR: [Zebra Mussel Monitoring Protocol](#) This site is a good site for you for setting up your citizen scientist program. They also have data sheet examples you can use. This protocol includes monitoring samplers as well as veliger detection. Method B utilizes monitoring plates. (This protocol is attached below)
 - o Monitoring Plates: [WILDco](#) provides an option made with Masonite plates. These samplers can be built using PVC flat stock as a better option for multi-season monitoring. WILDco plates are approximately \$50 per sampler, pre-built.
 - o [YouTube Video](#): Wisconsin (UWSP) Zebra Mussel Monitoring Methods – Wisconsin Citizen Lake Monitoring Network
<https://www.youtube.com/watch?v=1S3ijhh7gig> This video shows how to use monitoring plates.
- Veliger Larvae Monitoring: To monitor larvae, you need to collect veliger samples, and submit them for identification and biomass enumeration.
 - o [Forestry Suppliers](#) is an option to purchase a plankton net: Approximate costs for the plankton net would be \$600.
 - o PHYCOTECH (St. Joseph, MI) is capable of veliger enumeration and biomass. Sample analysis [costs are approximately \\$250](#). Shipping costs would be additional.

*JadEco, LLC
PO BOX 445 Shannon, IL 61078*

Phone: 815-543-5695

Email: jrush@jadecoconsulting.com



Dreissenid (Zebra and Quagga) Mussel Monitoring Protocol

Annually the DNR staff selects over 100 water bodies to sample for zebra and quagga mussel infestations. This protocol is designed to assist DNR staff in collecting samples for adult and veliger (larval form) Dreissenid mussels. Additionally, this protocol provides guidelines on how the zebra and quagga mussel information is reported and how the information is released for public knowledge. Using this protocol will standardize the collection techniques, improve the quality of collected samples, limit the number of contaminated samples and ensure an accurate zebra mussels infestation database.

The Department updates the zebra mussels listing annually after sampling results are compiled and then issues a press release listing those waters infested with zebra mussels and other invasive species (including quagga mussels). The Department issues a second press release and list prior to the opening of the fishing season reminding boaters to take precautions to avoid spreading zebra mussels and other invasive species. In addition, a list and a map showing the infested waters are included on the DNR web page:
<http://dnr.wi.gov/org/water/wm/GI.WSP/exotics/zebra.html>

Veliger Monitoring

Sampling Equipment:

- Boat
- Anchor
- 50-cm diameter, 64-micron mesh plankton net, 5:1 length:diameter ratio
- Rope on net with the meter increments marked
- Chlorine bleach
- Large container to hold plankton net for bleach solution
- 250 ml plastic bottles
- 1-liter plastic bottles
- Alcohol, 95% alcohol (190 proof ethyl alcohol)
- Lake Maps
- Labels for Bottles (contact Scott Van Egeren for labels)
- Sharpie
- Zebra mussel veliger data form (see appendix 1)

- Cooler with ice
- Change for car wash (you may want to make a map of the car wash stations in your area)
- GPS unit - optional

Ordering Information:

Nets

If you need a sampling net, please contact Scott Van Egeren. He has catalogs and information on how to order nets, or sampling nets can be ordered from:

Research Nets Incorporated
14207 100th Ave. NE
Bothell, WA
(425) 821-7345

The standard net specifications are:
0.5 meter mouth (for 2 meter tows) or
0.3 meter mouth (for 5 meter tows)



- 5 to 1 length to diameter ratio
- 64 micron mesh size
- 0.5 meter towing ring with a single point bridle
- 3.5" PVC 2 piece collecting bucket

Ethyl Alcohol

Ethyl alcohol is available from the University of Wisconsin Madison at Materials Distribution Services (MDS). You can place your order by phone or via their web page. However, MDS will only ship the alcohol to Madison by common carrier (UPS, US Postal, etc.) because 190 proof ethyl alcohol is a hazardous material. You must also purchase it by the case (4 gallons) because they will not break up a case. You will have to pick up the alcohol in person or arrange delivery with traveling DNR staff from Madison.

One case (4 gallons) of 95% alcohol (190 proof ethyl) costs \$51.14, (2010 costs). For ease in ordering, an account number (MDI3912) has been set up with MDS. The catalog number is 2293-CASE. Please specify both account and catalog numbers when placing an order.

The address for MDS is:
Material Distribution Services
1061 Thousand Oaks Trail
Verona, WI 53593
Phone # 608-497-4400
<http://www.bussvc.wisc.edu/mds/mds.html>

For directions on how to get to MDS to pick up your alcohol, go to: <http://www.bussvc.wisc.edu/mds/location.html>

Pre-sampling Preparation:

Contact Lab

Prior to sending samples, notify the DNR Southeast Region analytical lab, (Jim

Steinke, via e-mail at james.steinke@wisconsin.gov or 920-892-8756 ext. 3035) with specifics on the number of samples, collector, sample sites and dates. Provide your contact information as well so that the lab can get in contact with you. The analytical lab will e-mail back to you a receipt of the samples and the results when they are completed.

Sampling:

Sample Frequency

Three samples should be collected from a particular lake on three dates between June and September (for a total of nine samples per lake). Ideally, samples should be collected at monthly intervals after the water temperatures reach 54 degrees. The first collection dates will vary from early to late June. If you choose not to sample

the same lakes on each of the three sample periods, please contact the analytical lab so that they can make the appropriate changes to the database.

Sample Location

On each sampling date, veliger samples should be collected from three different locations in a lake. The sites should be in different bays or basins or at several of the more heavily used lake sites. The three sampling sites should be fairly close to hard substrate (i.e. habitat such as rocks or piers) but deep enough to sample, so perhaps in 15 to 20 feet (4 to 6 meters) of water is a good rule of thumb. Avoid collecting the veliger sample from an open-water deep mid-lake site. Additional samples can be taken in bigger bodies of water where there may be multiple fingers, bays, or multiple boat launches. Mark on the lake map where samples were collected and optionally collect GIS coordinates. These same sites should be used for each of the sample periods - if not, then submit a revised map with subsequent samples.



Sample Collection

The volume of water that you sample can generally be determined by the trophic status of the lake. A highly eutrophic lake will quickly fill the net-bucket with plankton and provide a dense enough sample to examine for veligers. However an oligotrophic lake requires sampling a greater volume of water to collect a sufficient sample. Using the standard plankton net (50-cm diameter*, 64 micron mesh) the volume of water to collect for the different trophic conditions are:

- Oligotrophic lakes (Secchi > 4m) collect two 2 meter tows from each site. Consolidate to 1 sample for each site. You will have sampled 4-meters of water per site.
- Mesotrophic lakes (Secchi 2-4m) collect one 2 meter tow from each site. You will have sampled 2-meters of water per site.
- Eutrophic lakes (Secchi < 2m) collect one 1-meter tow from each site. Samples from eutrophic lakes are more difficult to analyze, so reducing the sample volume will facilitate the process. You will have sampled 1-meter of water per site.

**note: if using the 30-cm diameter net, you should sample five 2-meter tows for oligotrophic lakes, three 2-meter tows for mesotrophic lakes and three 1-meter tows for eutrophic lakes to obtain relatively the same volume of water as above.*

Lower the net into the water at the first of the three pre-selected sites. Pull the net up vertically. Care should be taken to pull the net up slowly enough so that no pressure wave is created on the surface of the water. If you are creating a pressure wave, you are under-sampling the water column. Be sure to rinse the net from the outside of the net so that all of the material washes into the

plankton collection cup. Record sampling information on the zebra mussel data collection form (see appendix 1).

- Care must be given that the net does not hit the lake bottom. When this happens, the sample is of muddy water, which is very difficult or impossible to analyze. If you hit the lake bottom, rinse out the sampling equipment and try shorter tows (e.g. two 1-meter tows instead of the protocol of one 2-meter tow), or go to a different area of the lake that will provide enough depth for a good tow.
- For shallow lakes where it is impracticable to do a vertical tow, collect a horizontal sample at mid-depth. In shallow lakes, you may split the sampling depth (i.e., two one-meter tows with the 50-cm net or five one-meter tows with the 30-cm net).
- Condense and decant your plankton sample into your bottle after each tow to obtain an accurate enumeration of the larval density in your lake. For example, if you had two 2-meter tows, you would wash down the net from the outside and condense the sample for each of the 2-meter tows. Both samples should be placed into the 250-ml plastic bottle or 1-liter bottle. (Use the smallest bottle size that is practical, but you may need to use a 1-liter bottle due to the sample size).

Note: If samples are to be shipped by common carrier, size restrictions may apply to the sample containers. The maximum size allowed under the US DOT regulations for plastic containers is 1 liter – check with the shipper for any additional restrictions prior to sampling so that samples are collected in appropriately sized bottles.



Section 10: Aquatic Invasive Species Monitoring

- Condense the size of the sample by filtering out as much water as possible in the field. This helps reduce the amount of alcohol that needs to be added and aids in the analyses as well.
 - Preserve the sample using 95% alcohol. The ratio should be 4 parts alcohol to 1 part sample.
Note: If the prescribed alcohol to sample ratio (4:1) can not be achieved after repeated condensing and decanting, then the sample should be split between two sample bottles. Label each with the same information (as specified under "Processing the Sample - Field"), and label one as "Split 1 of 2" and the other as "Split 2 of 2".
 - Repeat the process at the other two pre-selected sites. You will have 3 samples for each lake
 - Alternatively, you can composite the samples from the three sites into one 250-ml or larger (1-liter) bottle and receive a single enumeration for the lake. Obviously, with the composite sampling, you lose specific sample location information, but either approach is acceptable.
 - Transport the sample bottle(s) on ice in a cooler.
- Collector's phone number - important, as the analytical lab may need to contact you regarding the sample
 - Lake name
 - WBIC
 - County
 - TRS
 - Sample site Latitude/Longitude locational data using a GPS unit (*optional*)
 - Site number
 - Net opening diameter (0.5m or 0.3m)
 - Sample date
 - Number of tows
 - Depth of the tows
 - Preservatives added

Shipping/Delivering Samples:

Please deliver the veliger samples to:
Jim Steinke
Plymouth Service Center
1155 Pilgrim Road
Plymouth, WI 53073
Phone # 920-892-8756 ext. 3035

Shipping Samples Containing Ethanol

Veliger samples, preserved with ethanol (4 parts ethanol: 1 part sample), are hazardous materials because of their flammability (the flash point of a 4:1 ethanol/water solution is approximately 72° F). Ethanol solutions are classified as flammable liquids by the US Department of Transportation and the shipment of such materials is governed by US DOT's regulations - with a couple of exceptions, as listed below.

Transport in State Vehicles

Hazardous materials, including ethanol solutions, can be transported in State of Wisconsin vehicles, without the need to comply with any US DOT regulations. Thus, it is permissible to ship these samples by state vehicle. The hazardous nature of the

Processing the Sample - Field

Attach a State Lab of Hygiene, or comparable, label to each sample bottle and include the following information. Be sure to write legibly and with indelible ink (e.g. Sharpie) - do not use a ball point pen, as the ink is soluble in alcohol. Additional labels may be obtained by contacting Scott Van Egeren.

Label sample bottles with the following information:

- Collector's name

samples is not diminished simply because no shipping requirements pertain to this mode of transport, and some common sense precautions should be taken when using this means of shipping:

- Samples should be transported on ice to keep them below their flash point temperature.
- Samples should not be kept where hazardous materials would otherwise not be permitted, e.g., in an office.
- Samples should not be transported in the passenger compartment of a vehicle.
- All employees involved in transporting ethanol-containing samples in a state vehicle should be made aware of the hazard that these samples pose and the precautions that should be taken to minimize those hazards.

US Postal Service

The US Postal Service has its own set of requirements for shipping hazardous materials, and therefore it is not subject to the US DOT hazardous materials regulations. Guidance for shipping ethanol solutions via the USPS is available on the Intranet at: http://intranet.dnr.state.wi.us/int/es/science/ls/lpm/EtOH_usps.pdf and also on the USPS website at: <http://www.usps.com/cpim/ftp/pubs/pub52.pdf>. The USPS regulations provide a limit of one container (not to exceed 1 pint for a non-metal container) per mail-piece. Given this limitation, the USPS will generally not be a practical alternative for shipping these samples.

Common Carriers

The US DOT regulations (49 CFR, Parts 171 - 180) apply when shipping samples via common carrier. Many of the familiar shipping companies provide hazardous material shipping service. The US DOT

regulations begin with training requirements for those who offer hazardous materials for shipping via a common carrier.

Therefore, any staff member who prepares ethanol-containing samples for shipment via a common carrier must be trained in accordance with the requirements of the US DOT regulations. Additional requirements apply to packaging, packing, marking, labeling and documentation. The regulations are available at: <http://www.myregs.com/dotrspa/>. Some shipping companies have additional requirements, or more restrictive requirements than the US DOT regulations. Table 1 summarizes some of the basic information about shipping hazardous materials with some of the common shipping companies.



Table 1 - Shipping Hazardous Materials via Common Carrier

Shipping Company	Ship Hazardous Materials?	Website	Service Restrictions
DHL	No		
Dunham Express	Yes	http://www.dunhamexpress.com/index.html	
FedEx	Yes	http://www.fedex.com/us/services/options/ground/hazmat/	Must be qualified before shipping. Packaging must be approved. Maximum volume per package - 16 L. Not accepted at all offices. Pick up service may not be available.
Spee-Dee Delivery	Yes	http://www.speedeedelivery.com/facs.html	
UPS	Yes	http://www.ups.com/content/us/en/resources/prepare/hazardous/index.html	Service only on contract basis. Must use UPS compliant software. Packaging must meet specifications. Not accepted at all offices.

Decontamination Procedures:

When multiple lakes are sampled on the same day, the net, boat and all other sampling equipment must be decontaminated between lakes. Decontaminating will eliminate cross contamination and reduce the risk of transporting veligers from lake to lake. You do not have to decontaminate equipment between sample sites on the same lake.

Remove any organic material from sampling gear. There are several options for disinfecting smaller gear. *Dissolved oxygen probes and other sensitive electronic sampling gear may be damaged by disinfection solution and should only be rinsed with clean water.* For other gear used in water choose one of the following options:

- **Option one:** The gear can be sprayed with the disinfection solution and a wet surface maintained for the appropriate contact time. The gear should be rinsed with clean water or water from the next waterbody before it is used again.
- **Option two:** Fill a tub with disinfection solution and place all equipment in the tub for the appropriate contact time. The gear should be rinsed with clean water or water from the next waterbody before it is used again.
- **Option three:** Use a completely new set of gear for each waterbody during the work day and disinfect all gear at the end of the day using option one or two.



You should wash the boat between lakes following the DNR boat cleaning procedures. Please refer to the agency guidelines at the beginning of this Section of the handbook.

Another approach that has been quite effective in some areas is to benefit from citizens that offer to take our technical staff onto the lake with their boats. This saves time because we don't have to launch and then decontaminate the trailer and boat upon departure.

If multiple lakes are sampled in one day, it is recommended to sample any lakes that are not on the watch or infestation lists before sampling lakes on those lists, to minimize the potential for transport.

Adult Zebra and Quagga Mussel Monitoring

The adult monitoring serves several purposes:

- to verify a reproducing population if veligers have been identified as being present in a water sample,
- to determine the population densities of mussels after an infestation has occurred,
- to track the spread by collecting additional data on lakes where veliger monitoring is not being conducted, and
- to monitor for the quagga mussel.

Adult *Dreissena* (zebra and quagga) mussel monitoring for inland waters is accomplished using one of two methods:

1. Shoreline surveys and regular inspections of structures in the water to determine the presence/absence of zebra and/or quagga mussels.
2. Substrate sampler monitoring (substrate refers to any substance in the water that zebra or quagga mussels may attach to) to estimate population densities.

Sampling Equipment:

- Substrate samplers
- Rope
- Buoy float
- Anchor (e.g. concrete block)

- Rubbing alcohol
- Zebra mussel data sheets, Method A and Method B (see appendices 2 & 3)
 - quagga mussel reporting is discussed below and requires lab verification
- Hand lens 30X

Method A: Shoreline Surveys

Shoreline surveys and inspections of structures in the water are conducted to identify the presence or absence of adult *Dreissena* mussels. A single observer can monitor thousands of square meters of substrate at a given location in a short period of time – covering a larger surface area than a set of substrate samplers. Monitoring for the presence or absence of adult zebra or quagga mussels will address two important objectives: 1) document the presence of adult *Dreissena* mussels when veligers have been found during the veliger monitoring, and 2) document multiple year classes of zebra or quagga mussels. These data provide important information regarding the viability of the population of zebra or quagga mussels in that waterbody.

Collecting Samples

- Conduct shoreline surveys about once every two weeks from ice out to ice on.

 Section 10: Aquatic Invasive Species Monitoring

- Target areas around public boat ramps or areas that are likely to have a lot of boating traffic in the vicinity (for example, fishing hot spots, resorts, campgrounds, etc.).
- Any solid surface is a suitable substrate to observe. Rub your hands along some of the submerged surfaces. Zebra mussels on the surface will feel like sandpaper.
- Zebra mussels are often found in cracks and crevices of rocks and structures. Small zebra mussels can be attached to plants as well (Figure 1).

NOTE: It is especially important to pay attention to structures removed from the water in the fall of the year or before winter ice forms (for example, docks, piers, boats, buoys, etc.)

Figure 1. Zebra mussels attached to native water-milfoil.



10 - 16

Reporting Zebra Mussel Monitoring Results

Collect any mussels that you believe are zebra mussels, place them in rubbing alcohol and send it to the zebra mussel regional coordinator for confirmation. See zebra mussel contact list in watercraft inspector handbook. If you find what you believe are zebra mussels and note various shapes of mussels of similar size, collect those as well for evaluation of whether or not quagga mussels may also be present.

For tracking the movement of zebra or quagga mussel infestations, a negative report is as important as finding Dreissena mussels at a location. All monitoring efforts should be reported on the zebra mussel datasheets and submitted to Ron Martin at 101 South Webster St., Madison, WI 53707. Complete the zebra mussels reporting form Method A, electronically available as form 3200-122 A at <http://intranet.dnr.state.wi.us/itworks/forms/e/forms.asp> or a paper copy in Appendix 2.

Method B: Substrate Monitoring

Substrate samplers can be used to determine if zebra mussels or quagga mussels are present. When placed in waterbodies without known populations of Dreissena mussels, substrate sampler monitoring documents the arrival of zebra or quagga mussels and tracks the spread of these mussels. Substrate samplers can also be useful on lakes with known zebra mussel populations for determining zebra mussel population growth and seasonal abundance, and also for monitoring for the presence of zebra mussels and quagga mussel.

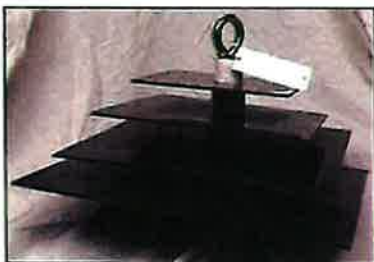
Clean Boats, Clean Waters 2010



Substrate Sampler Materials

The sampler is a series of four square-plates that are 6, 8, 10 and 12 inches in size, pyramiding from smaller plates at the top down to larger plates at the bottom (Figure 2). The plates are made of 1/8 inch grey plastic PVC stock with 3/4-inch CPVC grey pipe for spacers (1-inch sections) between the plates. The sampler is held together with an 8 inch long 3/8 inch diameter stainless steel eyebolt, plus washers and a wing nut. Each sampler has a DNR tag attached that provides a phone number for further information. Samplers are ordered from Cathy Cleland (Rhinelander, 715-365-8997). Directions to build a substrate sampler are found in Appendix 4. *Note: the substrate samplers are easily disassembled and cleaned for the next sampling season.*

Figure 2. Substrate sampler for zebra mussel monitoring.



Placement of Substrate Samplers

- Place the substrate sampler in an area where there will be little chance of vandalism.
- Hang the substrate sampler from a dock, pier or other structure found in the water. (A float or buoy may be used to suspend the sampler in the water column. If a float is used, a waterway

marker application and permit form is necessary before the substrate sampler is placed in the water).

- Put two samplers at each location chosen for monitoring. The top sampler is removed and analyzed every four weeks, then placed back into the lake for the next sampling period. The second (bottom) sampler remains in the water for the entire monitoring season. Securing the two samplers on the same line with clips makes it easy to replace the top one every four weeks.
- A small concrete block anchor works to hold the sampler(s) in place (and provides an additional substrate sampler to examine). Rope can be used to suspend the sampler, but sometimes wildlife will sever the rope. Chains work well to better secure the samplers in those locations.
- Suspend substrate samplers in water, preferably where the water is at least 6 feet deep, but shallower is acceptable. Samplers should be placed at a depth of 6 feet or at mid-depth, whichever is less.
- Place samplers in areas where zebra mussels are most likely to be found. Pay special attention to areas in which zebra mussels may have been transported from infested waterways (for example public boat ramps, water access sites, fishing hotspots, resorts, campgrounds or areas where diving ducks tend to reside).
- Avoid placing substrate samplers in areas where there is strong current.

Analysis of Samples for Quantitative Monitoring of Adults

1. Put the samplers in small white or clear garbage bags when they are removed



Section 10: Aquatic Invasive Species Monitoring

from the water.

2. In the lab, disassemble the sampler and examine each plate with a hand lens. Scan the entire plate looking for zebra mussels.
3. Recently settled post-veligers can be very small. If you were to rub your hands along the plate, the surface will feel like sandpaper. If you believe that you have detected post-veligers, please mail them to the Watercraft Inspector to have it examined by the Region Biologist or send it to Jim Steinke following the shipping protocol cited in the veliger monitoring section for verification.
4. Count the number of zebra mussels found on the top and bottom of each plate and record these numbers separately. (use zebra mussel Method B forms, see appendix 3).
5. Report the lengths of the smallest and largest mussels on the plate to the nearest millimeter (1/16-inch). Measure the longest axis of the shell. See diagrams below.



6. For an initial discovery, all zebra mussels collected should be placed in rubbing alcohol for expert verification.
7. For lakes that have zebra mussels and the monitoring is to detect if the quagga mussels are also present:
 - sort the mussels by relative size and shape,
 - compare the shapes
 - ✓ Zebra mussels (*Dreissena polymorpha*) have a flat attachment edge, usually a dark striped shell and are almost as wide as it is tall.
 - ✓ Quagga mussels (*Dreissena bugensis*) have sharp edges on both sides and are fan-shaped. The quagga mussel shell is wider and narrower than the zebra mussel. Coloration may range from nearly all white to coloration similar to the zebra mussel.
8. If you believe that you have two differently shaped mussels of the same relative size, place those mussels in alcohol and send them to the Region biologist or Jim Steinke for verification.
9. If there are a large number of mussels attached to the plate (Figure 3), a subset of the plate can be evaluated and reported. The sub-sampling method used must be reported on the lab reporting form.

Note: Sampler plates can be thoroughly scrubbed, dried, reassembled and reused next year.



Figure 3. Substrate sampler from Metonga Lake with attached zebra mussels.



Reporting

Complete the zebra mussel's reporting form Method B, electronically available as form 3200-122 B at <http://intranet.dnr.state.wi.us/itworks/forms/eforms.asp> or a paper copy in Appendix 3 below.

Samples should be clearly labeled with all requested information. Both field staff and volunteers that monitor for adults use the same data sheets. For tracking the movement of zebra mussel infestations, a negative report is as important as finding zebra mussels at a location. All monitoring efforts should be reported on the zebra mussel reporting form and submitted to Scott Van Egeren.

Field staff should also provide Scott Van Egeren with a lake map showing the location of the monitoring sites. The zebra mussel monitoring sites, along with the names and addresses of the monitors, are maintained and updated periodically. Maps showing all the sampling locations (for adults and veligers) are recorded on the GIS network and are available on the DNR web page: <http://dnr.wi.gov/org/water/wm/GLWSP/exotics/zebra.html>.



Zebra Mussel Listing Guidance

The Wisconsin Department of Natural Resources is monitoring some of our inland waters for the presence of zebra mussel veligers using plankton tows and for the presence of post-veligers and adult zebra mussels using substrate samplers. Occasionally sample results from a lake will detect low numbers of zebra mussel veligers in a sample or very few adult mussels of the same size. In both incidences it is clear that a zebra mussel introduction has occurred, but these data do not substantiate that a reproducing population exists in that waterbody. Quagga mussels are present in Lake Michigan coastal areas but have not been found in Wisconsin's inland lakes at this time.

This guidance document provides listing recommendation criteria for when to place a water body onto a Watch List versus an Infested List (a determination has to be made whether there is an established reproducing population). It also presents criteria for delisting a lake in the event that zebra mussels are no longer detected. A review team consisting of the Exotic Species Statewide Coordinator, Ron Martin, and region representatives make the final determination for listing or de-listing a waterbody.

Infested List:

DNR lists a waterbody as infested for zebra mussels when we have data indicating that there is an established reproducing population. Generally speaking, that would mean that we detect evidence of in-lake reproduction.

Watch List:

When veligers, post-veligers or adults are detected in a lake sample, the regional biologist and statewide coordinator (Ron Martin) are contacted. The biologist is requested to conduct a lake survey at their earliest opportunity. In general, the survey would include examining shores, piers and other available substrate near where the plankton tow with the veliger was collected. Additional plankton tows and scuba diving or underwater video surveys may be warranted upon the discretion of the biologist. If the veligers, post-veligers and/or adult zebra mussels found are all from the same year class, then the waterbody is placed on the "Watch" list to be targeted for additional follow-up work by DNR staff. Waterbodies on the Watch list are monitored for zebra mussels and usually include increased public information and education efforts.

Table 2 provides the zebra mussel listing recommendation criteria. A water body is recommended to be placed on the "Watch" or "Infested" list based on meeting one or more of the criteria. Ultimately, the Regional resource managers, in consultation with the aquatic invasive species program coordinator, determine the appropriate listing for a waterbody.

Table 2. Zebra mussel listing recommendation criteria.

Watch List	Infested List
Adults all of the same size, or post-veligers (from substrate analysis) or veligers all from the same year.	Adults zebra mussels of different sizes.
Low numbers of veligers and a substrate evaluation was negative.	Adult zebra mussels found in more than one location of the waterbody. Veligers need not be found.
	Veligers or post-veligers (from substrate analysis) from consecutive years.
	Veligers and adult zebra mussels present.

Footnote: Although the listing criteria reflect monitoring for both veligers (larvae) and adults, it should be noted that only lakes are monitored for zebra mussel veligers, not streams or rivers.

Delisting Criteria:

Unfortunately, once zebra mussels become established in a waterbody it is unlikely that they will be eradicated. Nonetheless, in the event that a waterbody is listed as infested for zebra mussels, but subsequent information indicate that they are no longer present, we can use the following criteria to delist a waterbody as infested.

All of the following need to occur for at least two years to delist a waterbody:

- Based on additional monitoring, no veligers are observed in any of the samples collected from May through September following the standard monitoring protocol.
- Substrate samplers are deployed at three or more locations in the lake from May through September, concurrent with the veliger collections above, and all are negative for zebra mussels.
- A lake survey is conducted and survey results of suitable habitat show no adult zebra mussels are present. (Obviously,

the survey(s) should include the location where zebra mussels had been detected in the past).

- A scuba and/or underwater camera survey is conducted in the area(s) where zebra mussels had been detected in the past (*optional*).

*When these conditions are met the waterbody may be delisted if regional resource managers recommend delisting and the statewide coordinator concurs.

Delisted waterbodies would be moved to the Watch list and continue to be monitored for zebra mussels. Waterbodies on the Watch List remain on that list unless they are moved to the Infested List or if subsequent long-term sampling results indicate that no veligers or adults are present. Hence, no delisting criteria are recommended for Watch List waterbodies.



State of Wisconsin
 Department of Natural Resources
 Wisconsin Lakes Partnership

Mussel Veliger Tow Monitoring Report
 Form 3200-135 (R 02/15)

The purpose of this form is to track the presence/absence of zebra or quagga mussel larvae (veligers) collected using a plankton net during AIS surveillance monitoring.

Notice: Information on this voluntary form is collected under ss. 33.02 and 281.11, Wis. Stats. Personally identifiable information collected on this form will be incorporated into the DNR Surface Water Integrated Monitoring System (SWIMS) Database. Personally identifiable information collected on this form will be incorporated into the DNR aquatic invasive species database. It is not intended to be used for any other purposes, but may be made available to requesters under Wisconsin's Open Records laws, ss. 19.32 - 19.39, Wis. Stats.

Primary Data Collector			
Name	Phone Number	Email	
Monitoring Location			
Waterbody Name	WVIC	County	Township Name
Date and Time of Monitoring			
Start Date	Start Time	End Date (= Start Date)	End Time
Monitoring Results			
Guidelines for how many tows to collect: If Secchi depth is >4 m (13 feet) take two 2m deep tows; if Secchi depth is between 2-4 m (6.5-13 feet) take one 2m deep tow; if Secchi depth is <2 m (<6.5 feet) take one 1m tow.			
Diameter of zooplankton net opening 30cm 50cm other _____ (circle one)			
Site 1: Latitude (optional): _____	Longitude (optional): _____		<input type="checkbox"/> Preservative Added
Secchi depth (m) _____	Number of net tows _____	Depth of tows (m) _____	
Site 2: Latitude (optional): _____	Longitude (optional): _____		<input type="checkbox"/> Preservative Added
Secchi depth (m) _____	Number of net tows _____	Depth of tows (m) _____	
Site 3: Latitude (optional): _____	Longitude (optional): _____		<input type="checkbox"/> Preservative Added
Secchi depth (m) _____	Number of net tows _____	Depth of tows (m) _____	
<input type="checkbox"/> Have you consolidated all of your samples into one composite bottle?			
<input type="checkbox"/> Have you sent your samples to the DNR Plymouth Service Center?			
COMMENTS/OBSERVATIONS:			
For DNR staff to fill out			
Volume of sample that was analyzed (ml)		Date analyzed	
Name of plankton sample analyst:			
Name of person or museum who identified the voucher specimen:			
Did the samples contain zebra mussel veligers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you entered the results of the samples in SWIMS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>DNR staff: Please enter voucher information for new AIS findings into SWIMS under the Incident Report Project for your county (Choose Incident Report Form in SWIMS). Enter date of sampling for "Start Date", Person who identified specimen as "Data Collector", and Monitoring location as "Station"</i>			



State of Wisconsin
 Department of Natural Resources
 Wisconsin Lakes Partnership

Zebra/Quagga Mussel (Quantitative) Report
Requires use of sampler plates

Form 3200-127 (R 02/10)

The purpose of this form is to track the abundance of adult zebra or quagga mussels in lakes where larvae or adults have previously been detected during AIS surveillance monitoring.

A report should be completed for each sampler deployed.

Notice: Information on this voluntary form is collected under ss. 33.02 and 281.11, Wis. Stats. Personally identifiable information collected on this form will be incorporated into the DNR Surface Water Integrated Monitoring System (SWIMS) Database. It is not intended to be used for any other purposes, but may be made available to requestors under Wisconsin's Open Records laws, ss. 19.32 - 19.39, Wis. Stats.

Primary Data Collector				
Name		Phone Number		Email
Monitoring Location				
Waterbody Name		Township Name	County	Station Name
Latitude (if not at an existing SWIMS monitoring station)			Longitude (if not at an existing SWIMS monitoring station)	
Date and Time of Monitoring				
Start Date	Start Time	End Date	End Time	
<i>Start Date = Date sampler deployed or since you last removed mussels from the plate. End Date = Date you pulled up the sampler.</i>				
Vertical Measurements				
Water Depth at Monitoring Location		Feet/ Meters (circle one)		Depth to Top of Zebra Mussel Sampler
				Feet/ Meters (circle one)
Measurements from where the invasive was found				
Water Temperature		Degrees F / Degrees C (circle one)		Dissolved Oxygen (mg/l)
Estimated percent cover where sampler plates were located				
Substrate cobble, %	Substrate muck, %	Substrate boulders, %	Substrate sand, %	Bottom covered with plants, %
Information about Mussels Found				
Number of Zebra Mussels on Top Side of Plates			Number of Zebra Mussels on Bottom Side of Plates	
Total Number of Zebra Mussels on Sampler			Size of Largest Zebra Mussel (mm)	Size of Smallest Zebra Mussel (mm)
Note: if more than 20 zebra mussels are found, measure 20 mussels chosen randomly from the sample. If less than 20 mussels are found, measure all mussels. Report results in the table on page 2 of this form.				
Additional Comments				

If you find Zebra Mussels

All initial discoveries should be placed in rubbing alcohol until verification by an expert is obtained. Please collect a sample and bring a copy of this form, along with the sample and a map showing where you found the suspect mussels to your regional Citizen Lake Monitoring Coordinator at the DNR.

If you don't Find Zebra Mussels

If you submit your data online, that is all you need to do. Otherwise, please mail a copy to your regional DNR Citizen Lake Monitoring coordinator. <http://dnr.wi.gov/lakes/contacts>

JadEco, LLC
 PO BOX 445 Shannon, IL 61078

Phone: 815-543-5695

Email: jrush@jadecoconsulting.com



Zebra Mussel (Quantitative) Report
Requires use of sampler plates
Form 3200-127 (R 02/08)
Page 2 of 2

Length of Zebra Mussels from Sample
If more than 20 zebra mussels are found, measure 20 mussels chosen randomly from the sample. If less than 20 mussels are

Number	Length (mm)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Memorandum



To: ACL Board

Date: March 7, 2022

From: Conservation Commission

Memo #: 2022-30

Topic: Memorandum of Advisement - zebra mussel management

Issue & Analysis: The charge of the Conservation Commission is to advise the Board of Directors on matters relating to the protection, preservation and improvement of all land and water areas within the ACL watershed.

The Commission believes that pursuing total eradication of zebra mussels (ZMs) at this time is not in the best interest of ACL for several reasons including the cost, the lack of a track record for the Earthtech QZ product on a lake with our characteristics, and the potential unintended effect of that chemical on our fishery. The Commission recommends the ACL Board consider the following four actions:

- 1) The Commission supports the introduction of Redear Sunfish as an environmental method of trying to reduce the zebra mussel population. Although it will be difficult to measure the impact of these fish on the zebra mussel population, they are known to eat zebra mussels and therefore will have a beneficial impact.
- 2) In regard to a chemical method of reducing the zebra mussel population, the Commission recommends the limited and targeted application of a chemical known to kill zebra mussels, such as Earthtech QZ, an algaecide. (Note: The consideration to use Earthtech QZ is predicated on determining that it will not adversely affect our fishery. It is known to harm the microorganisms that exist at the bottom of the aquatic food chain.)
- 3) The Commission recommends the ACL Board approve the purchase of discs used to measure zebra mussel infestation in various parts of the lake in order to determine if the population of zebra mussels is increasing or decreasing.
- 4) The Commission also recommends exchanging information with other entities in order to learn of the success or failures they experience with different methods of control or attempts at eradication.

We respectfully submit these recommendations for consideration. Please contact our Chair Paula Wiener, or our Co-Chair Mike Yorke if you would like supportive information behind any of these recommendations.



Memorandum

To: AECC Committee

Date: March 14, 2022

From: Shaun Nordlie

Memo: 2022-35

Topic: Spillway Survey

Issue: The next step in the Flood Mitigation project is to survey the spillway. The survey results will be used for the preparation of construction plans for the following improvements –

- New labyrinth spillway and channel construction
- Demolition of the existing concrete weir wall
- Deepen the approach channel (lower the lake bottom) upstream of the new spillway
- Raise the crest of the dam

The reason for separating out this work from the spillway design is to complete the survey before the leaves sprout in the spring. Heavy vegetation will reduce visibility and increase the effort and cost. The proposal from CMT includes mapping the rock spillway channel bottom and walls, and the concrete weir wall. It also includes surveying for the lake bottom, the hillside above the channel walls and the crest of the dam. CMT is proposing to perform the survey on a time and expense basis not to exceed \$19,000.

Recommendation: To approve hiring Crawford, Murphy and Tilly of Springfield, IL to perform a survey of the spillway channel and surrounding area for a cost not to exceed \$19,000 with the money coming out of the Capital Fund.



March 11, 2022

Mr. Shaun Nordlie, General Manager
Apple Canyon Lake Property Owners Association
14A157 Canyon Club Drive
Apple River IL 61001

Shaun:

As you requested, we are submitting a proposal for surveying services for Apple Canyon Lake Dam. The survey results will be used for the preparation of construction plans for the following improvements.

- New labyrinth spillway and channel construction
- Demolition of the existing concrete weir wall
- Deepen the approach channel (lower the lake bottom) upstream of the new spillway
- Raise the crest of the dam.

The reason for separating out this work from the spillway design is to complete the survey before the leaves sprout in the spring. Heavy vegetation will reduce visibility and increase the effort and cost. We also request that POA provide a boat and operator to assist in survey of the lake bottom. We have not included boat rental in our proposal.

Prior to preparing this proposal, we received proposals from two specialty survey firms with terrestrial scanning equipment to map the rock spillway channel bottom and walls, and the concrete weir wall. The two proposals were lump sum amounts of approximately \$19,000 and \$26,000. We determined that our survey crew could achieve sufficient accuracy with conventional survey equipment. We conferred with Kevin Miller of PSI Intertek regarding the accuracy required for a contractor to bid for rock removal.

Our proposal includes the survey scope that would have been done by the other two firms plus additional surveying for the lake bottom; the hillside above the channel walls and the crest of the dam. We propose to perform the above survey on a time and expense basis not to exceed \$19,000.00.

Please contact us if you have any questions. If the proposal is acceptable, we will send you an agreement for signature which is the same as the two previous agreements signed by the POA.

Sincerely,

Crawford Murphy and Tilly Inc.

A handwritten signature in black ink that reads "Edward LaBelle".

Edward LaBelle P.E., CFM, Env SP
Senior Project Manager

Crawford, Murphy & Tilly

Centered in Value

Capital Projects Update