



**BOARD OF DIRECTORS MEETING**

**February 17, 2023**

**9:00 A.M. – ACL CLUBHOUSE, 14A457 CANYON CLUB RD, APPLE RIVER, IL 61001**

**AMENDED AGENDA**

- 1.0 CALL TO ORDER – 8:00 A.M.
- 2.0 EXECUTIVE SESSION – 8:00 A.M
- 3.0 RETURN TO OPEN SESSION – 9:00 A.M.
- 4.0 PLEDGE OF ALLEGIANCE
- 5.0 APPROVE/ADOPT MINUTES FROM THE JANUARY 20, 2024, BOARD MEETING
- 6.0 TREASURER’S REPORT
- 7.0 COMMITTEE/COMMISSION REPORTS
- 8.0 GENERAL MANAGER’S REPORT
- 9.0 PRESIDENT’S REPORT
- 10.0 ANY ADDITIONS TO THE AGENDA
- 11.0 CONSENT AGENDA
  - 11.1 COMMITTEE/COMMISSION CHANGES
- 12.0 UNFINISHED BUSINESS
  - 12.1 EMPLOYEE HANDBOOK LANGUAGE CHANGES – 1<sup>st</sup> Reading
- 13.0 NEW BUSINESS
  - 13.1 GREENWAY STEWARDSHIP APPLICATION REVISION
  - 13.2 EMPLOYMENT OF PERSONNEL – HIRING OF A GM
- 14.0 PROPERTY OWNER COMMENTS (3 MINUTES PER MEMBER)
- 15.0 ADJOURN

PLEASE CALL THE ASSOCIATION OFFICE IF YOU ARE UNABLE TO ATTEND.

Mike Harris, Interim General Manager, ACLPOA

**Apple Canyon Lake Property Owners Association  
Board of Directors Meeting Minutes  
January 20, 2024**

**UNAPPROVED**

**1.0 Call to Order:** 8:00 AM.

**2.0 Executive Session** – 8:00 AM.

**3.0 Return to Open Session** – motion to return to open session made by Bill Becker at 9:08 AM.  
Seconded by Laura Pratt, motion carried unanimously.

**4.0 Pledge of Allegiance** – after the Pledge of Allegiance, a quorum was present with the following Directors in attendance: Nolan Mullen, Bill Becker, Mark Kosco, Bob Ballenger (via Zoom), John Anderson (via Zoom), Carmel Cottrell, Brian Holt, Debra McNamee, and Laura Pratt. Interim General Manager Mike Harris was also present.

**5.0 Approve/Adopt Minutes from the December 16, 2023, Board Meeting** - Laura Pratt motioned “to approve the minutes from the December 16, 2023, Board Meeting.” Seconded by Carmel Cottrell, motion carried unanimously.

**6.0 Treasurer’s Report** – Steve Borst reported that he is working with the Honkamp accounting staff and the staff at ACL – with Steve being the point person for everyone. Last Thursday we had a planning meeting and we have identified everything that needs to be done and who is going to do what. Two things - trying to get caught up and trying to identify where we are at. Challenging. Cleaning up the past and planning ahead. Designated Funds update was given out. The Board appreciates all of Steve’s work.

**7.0 Committee/Commission Reports**

**Nominating** - Mike Yorke reported we have six nominees for the Board right now. Deadline is Monday (1/22). Good news.

**GM Search** – Mike Yorke reported they have been busy interviewing different candidates. The GM Search Commission feels good about the progress we have made. We have one candidate coming to ACL so far. We have two more possible candidates after this one.

**Conservation** - State of the Fisheries – Norm Vandigo reported — 2021/2022/2023 we stocked muskie in the fall of each year. Predicting them to be 22-26” for this season. Northern Pike and the Walleye seem to be doing well. Would like to see a place to report your fish (like Zebra Mussels reporting). Something informal for us to track and help us make decisions for the future.

**Board Policy** – Laura Pratt reported they are resuming this month. We are looking for a non-board member, property owner that would be interested in helping us. Next meeting is January 29.

**Memorial Pavilion** – Carmel Cottrell reported that the building is up, hoping to finish up before Memorial Day.

**Maintenance** – Carmel Cottrell reported that compactor research is underway and also looking at a cardboard bailer.

**8.0 General Manager’s Report** – Mike Harris reported that it has been quiet since the beginning of the year. We have a grant for removing invasives (\$9,000). Old fire house – money was approved for this year. We sent out bids last year with only one that came back. We have contacted them to see if prices have changed since last year. Statements for dues have been sent out. New Years Eve party at the Pro Shop went very well. Spillway – water is running over for the first time on the 17th. Received the permit for IDNR for work on spillway and dam, moving forward. Ice rink – not ready. NorthStar training. Inventory will start Monday on everything that is in The Cove.

**9.0 President’s Report** – President’s Report will be in *The Apple Core*.

**10.0 Any Additions to the Agenda** - none

## **11.0 Consent Agenda**

### **11.1 Committee/Commission Changes**

**11.2 Food & Beverage Ad Hoc Decommission** – Deb McNamee motioned “to allow Therese Nelson to join the General Manager Search Ad Hoc Commission; to allow Sue Meusel to join the Employee Handbook Commission; and to allow Rick Schaschway to join the Campground Commission, and to decommission the Food & Beverage Ad Hoc Commission.” Seconded by Bill Becker, motion carried unanimously for both 11.1 and 11.2.

### **12.0 Unfinished Business**

#### **13.0 New Business**

**13.1 Employee Handbook Language Changes** - Laura Pratt motioned “to table this agenda item 13.1.” Seconded by Mark Kosco, motion carried unanimously.

**13.2 Sale of Dredge** - Mark Kosco motioned “to sell the dredge and advertise with dredge broker.” Seconded by Carmel Cottrell. Discussion: Deb McNamee – we purchased the dredge, and no one has been trained to operate the dredge. Since we own this why are we not trying to dredge ourselves. Nolan Mullen - with turnover, right now we don’t have anyone to run it. Contracting out seemed the best alternative. More cost effective to contract out rather than have our own employees, including maintenance and insurance, \$25,000 – 30,000 per year savings by contracting out over 10 years. Carmel Cottrell - we paid \$279,000 for the dredge, appraisal could be \$275,000. Need for dredges right now. No cost to ACL for advertising on Dredge Broker – they add on their commission to the buyer. Mark Kosco - with the dredging we recently finished, little need to dredge for 5-7 years. John Anderson – should have someone learn to run the dredge rather than contract out. Machine should stay. Bill Becker – our people are not dredge operators. Over \$10,000 to put in the water; \$8,000 for insurance; \$4,500 for maintenance on average per year. Roll call: John Anderson – nay; Bob Ballenger - aye; Bill Becker – aye; Carmel Cottrell – aye; Brian Holt – aye; Mark Kosco – aye; Deb McNamee – nay; Laura Pratt – aye. Motion carries with six ayes.

**13.3 Cove Operator** - Laura Pratt motioned “to approve Michelle Magee and Rob Chambers as operators to run The Cove from 2024 – 2026.” Seconded by Carmel Cottrell. Discussion: Mike Yorke reported that Michelle and Rob are experienced restaurateurs – Logans in Freeport previously and now the Pit Stop in Stockton. If this potential deal should fall through the cracks, we have no other operator interested. We sent out about 400 requests for proposals with very few returned. In the last month, we did discuss this with five restaurants in the area and four out of five said no. The Pit Stop was thinking about expanding, so timing is perfect. They have a strong interest in doing this. Multiple meetings with them. Lease is for two years. Roll call: John Anderson – aye; Bob Ballenger – aye; Bill Becker – aye; Carmel Cottrell – aye; Brian Holt – aye; Mark Kosco – aye; Deb McNamee – aye; Laura Pratt – aye. Motion carried unanimously.

#### **14.0 Property Owner Comments**

John Diehl (Zoom), lot 671 – 14.0 item – in recent times this has been at the end of the agenda. Inappropriate – should give a chance to comment prior to votes on the agenda. Prior to unfinished and new business. Current placement sends a clear signal that property owner’s comments are not important.

Gary Hannon (Zoom), 8A239 – 1) placement of property owner comments, agree with John. Should be in front as well as the end. 2) understood that our financials have been screwed up over the past six months. We owe it to the ownership at ACL to understand year-end results. May take us months to figure out the end of year – unsatisfactory and unacceptable. Perhaps we need to get Honkamp in on a more aggressive way.

**15.0 Adjourn** – Motion to adjourn by Mark Kosco at 9:55 AM. Seconded by Bob Ballenger. Motion carried.

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Recording Secretary, Rhonda Perry

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President, Nolan Mullen

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Corporate Secretary, Laura Pratt

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Date



# Memorandum

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**To:** Board of Directors

**Date:** February 7, 2024

**From:** ACLPOA

**Memo:** 2024-6

**Topic:** February Consent Agenda – Committee/Commission Changes

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**Recommendation:** To allow Brian Blanchette to join the Golf Commission; to approve Brian Blanchette to join the Rules & Regulations Commission; and to allow Luann DiMonte to join Board Policy.



# Memorandum

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**To:** Board of Directors

**Date:** February 8, 2024

**From:** Employee Handbook Ad Hoc Commission

**Memo:** 2024-7

**Topic:** Language Changes in Item 6.2 Personal Time Off – 1<sup>st</sup> Reading

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**Issue:** The current language in 6.2 Personal Time Off adopted by the Board of Directors on February 18, 2023 has caused confusion amongst the employees, inaccuracies in the Paylocity software in recording the employee's paid time off, and lack of fairness for some employees. Steve Borst, who has been managing the Paylocity software, did an accrued time off audit with each employee and found problems in the way the software was set up. Corrections have been made in the software but the use of three paid time off floating holidays cannot be calculated by the software. A motion was made by Jody Ware and seconded by Mike Harris to eliminate the floating holiday language.

**Recommendation:** To approve language changes to 6.2 Personal Time Off stating an employee will receive eight (8) days of PTO and eliminate the terminology of floating holidays. **No vote to be recorded at this time.**

## 6.2 Personal Time Off

Effective Date: February 18, 2023

Revision Date: February 18, 2023

Paid Time Off (PTO) begins accruing on the date of hire (anniversary date). Eligibility to use or receive any PTO is ninety (90) days of continuous employment from the date of hire based on the anniversary date.

PTO will not accrue if the employee is off due to illness or injury resulting in worker's compensation or disability claims.

PTO will accrue in two (2) forms, Vacation Leave and Personal Leave. Both accruals are determined by the number of continuous years, based on anniversary date, worked for the Apple Canyon Lake Property Owners' Association. Vacation Leave accrual balances will be paid at termination of employment. Personal Leave accruals will not be paid at termination of employment.

### **Vacation**

All regular (non-seasonal) employees are entitled to paid vacation leave at the rate listed below.

For full-time and part-time year-round employees, the rate of accrual increases on the anniversary date of employment is as follows:

- Date of hire and up to one year – Accrue up to 40 hours annually (.019231 per hour worked)
- One year but less than five years – Accrue up to 80 hours annually (.038462 per hour worked)
- Five years but less than ten years – Accrue up to 120 hours annually (.057693 per hour worked)
- Ten years but less than fifteen years – Accrue up to 160 hours annually (.076924 per hours worked)
- Fifteen years and over – Accrue up to 200 hours annually (.096154 per hours worked)

Up to 40 hours may carry forward to be used within the subsequent anniversary

year. Failure to use the accrued hours will result in forfeiture unless the General Manager, in writing, has granted prior authorization due to extreme circumstances.

In addition, no payouts will be authorized as employees are not rewarded for failure to use accrued vacation hours in the year they were earned.

Paid leave must be used prior to unpaid leave being approved.

### **Personal Leave**

All employees, regardless of employment type, will accrue seventy-six (76) hours of Personal Leave per anniversary year (.036539 per hour worked). Personal Leave may be used as deemed appropriate by the employee and their department manager for doctor appointments, personal days, sick time, caring for a child/parent/spouse, etc.

Employees do not have to provide any reason for taking this leave and are not required to provide documentation. However, if the leave is foreseeable, the department manager asks for notice seven (7) calendar days prior to scheduling.

Up to forty (40) hours may carry forward to be used within the subsequent anniversary year. Failure to use the accrued hours will result in forfeiture unless the General Manager, in writing, has granted prior authorization due to extreme circumstances.



## 6.2 Personal Time Off

Effective Date: February 18, 2023

Revision Date: February 18, 2023

Paid Time Off (PTO) begins accruing on the date of hire (anniversary date), while e-Eligibility to use or receive any PTO ~~outs, if applicable, isn't until~~ is ninety (90) days of continuous employment ~~from the date of hire based on the anniversary date.~~

PTO will not accrue if the employee is off due to illness or injury resulting in worker's compensation or disability claims.

PTO will accrue in two (2) forms, Vacation Leave and Personal Leave. Both accruals are ~~PTO time is~~ determined by the number amount of continuous years, ~~based on anniversary date,~~ worked for the Apple Canyon Lake Property Owners' Association. Vacation Leave accrual balances will be paid at termination of employment. Personal Leave accruals will not be paid at termination of employment.

### Vacation

All regular (non-seasonal) employees are entitled to paid vacation leave at a the rate listed below. ~~and is eligible to request time off after continuous employment of ninety(90) days.~~

For full-time and part-time year-round employees, the rate of accrual increases on the anniversary date of employment ~~is~~ as follows:

- Date of hire and up to ~~one~~ year – Accrue up to 40 hours annually (.019231 per hour worked) ~~1 hour per 40 hr worked (maximum accrual 40 hours)~~
- One year but less than five years – Accrue up to 80 hours annually (.038462 per hour worked) ~~2 hrs per 40 hr worked (up to 80 hours)~~
- Five years but less than ten years – Accrue up to 120 hours annually (.057693 per hour worked) ~~3 hrs per 40 hr worked (up to 160 hours)~~
- ~~Over ten~~ Ten years but less than fifteen years – Accrue up to 160 hours annually (.076924) per hours worked ~~(3 hrs per 40 hr worked (up to 160 hours))~~
- ~~Over~~ Fifteen years and over – Accrue up to 200 hours annually (.096154 per hours worked)

Up to 40 hours may carry forward to be used within the 1st month of the subsequent anniversary year. Failure to use the accrued hours will result in forfeiture unless the General Manager, in writing, has granted prior authorization due to extreme circumstances. (no payouts will be authorized). Taking appropriate time away from work is essential to preventing burn-out and high performance.

In addition, no payouts will be authorized as employees are not rewarded for failure to do so use accrued vacation hours in the year they were earned. In certain circumstances, the General Manager may authorize vacation time prior to full accrual.

Upon termination (either voluntary or involuntary) of employment, any Vacation accrual balance owed to/from the employee will be reconciled on the final payment.

~~Paid leave must be used prior to unpaid leave being approved.~~

### **~~Paid Personal Leave for All Workers (Previously referred to as Flex Days or Sick Time)~~**

All employees, regardless of employment type, will accrue seventy-six (76) hours of Personal Leave per anniversary year (.036539 per hour worked). which is the annual equivalent of 9.5 days for full-time employees. Personal Leave may be used as deemed appropriate by the employee and their supervisor/department manager for doctor appointments, personal days, sick time, caring for a child/parent/spouse, etc.

All employees will earn 1 hour for every hour worked, regardless of status. However, eligibility to take this leave is 90 days from state date. Any accrued time may be taken must be in no less than 1 hour increments.

Employees do not have to provide any reason for taking this leave and are not required to provide documentation. However, if the leave is foreseeable, we the department manager asks for notice seven (7) calendar days prior to scheduling.

~~Employees may carryover Personal Leave accruals up to 1 year after anniversary date. No pay out of accrual will be made upon termination. However, and employees who are rehired within 12 months will have their accrual balances restored (although it will retain the deadline to use the accrued time).~~

Up to forty (40) hours may carry forward to be used within the subsequent anniversary year. Failure to use the accrued hours will result in forfeiture unless the General Manager, in writing, has granted prior authorization due to extreme circumstances.





# Memorandum

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**To:** Board of Directors

**Date:** February 3, 2024

**From:** Conservation Commission

**Memo:** 2024-8

**Topic:** Greenway Stewardship Application Revision

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**Issue:** Revise Greenway Stewardship application and procedure.

**Recommendation:** After meeting with AECC, the attached changes to this program are referred to the Board of Directors for their approval.

## ACLPOA Greenway Stewardship Program Overview and Application

A healthy, natural greenway system is a vital component linked to the health of Apple Canyon Lake and supports the charming rural image we strive to maintain. The purpose of the program is to encourage ACL property owners to adopt a green space area and restore the native vegetation in that area. Since ACL was formed, many of these areas have lacked active management resulting in overgrowth. Non-native and invasive plants have also established themselves. Removing this growth will allow native vegetation to again establish itself in these areas. **This program is not intended to increase the size of yards or property value. It is designed to protect and restore the ecological health of the greenways.**

### GOALS

1. To encourage preservation, restoration, and enhancement of ACL's greenway.
2. To protect the lake and woodlands by ecological restoration, removal of invasive plants, and replacement of native plants. **if desired.**
3. To recommend a maintenance program of continued care for the greenways at ACL.

### PROCEDURES

1. The ACL Property Owner obtains a Greenway Stewardship Program application from the Apple Canyon Lake website or from the office, completes the application page only, and submits it to the General Manager or designee of ACLPOA.
2. The General Manager or designee will review the application, notify the Conservation Commission Chair of the ACL Property Owner and lot number for the application, and forward it to the Natural Resources Manager or designee. **Also, notify the chairperson of AECC if within 50ft of shoreline.**
3. The Natural Resources Manager or designee and two Conservation Commission members will review the application, visit the site, and make any recommended changes (second page of the application) to the ACL Property Owner. **An AECC member will be needed to view property if within 50ft of shoreline.**
4. The Conservation Commission will review the application and any recommendations made by the Natural Resources Manager or designee and the volunteer commission members for the site at their next scheduled meeting.
5. The Conservation Commission will then approve or disapprove the application and the Conservation Chair or Vice Chair will notify the Property Owner. The ACL Property Owner acknowledges and agrees to any changes by signing the application. **The AECC will need to approve if a project is within 50ft of shoreline.**

To ensure effective implementation of Greenway Stewardship applications, each applicant must understand that:

- All activities conducted must follow the approved plan.
- ACL staff must review the site during and at completion of the project.
- Any prescribed burning must only be conducted with the direct supervision of ACL staff with the knowledge and approval of the General Manager or designee. Only ACL staff or ACL staff approved ecological restoration burn plans performed by an insured company are allowed in greenway areas.

## Greenway Stewardship Volunteer Application

Name: \_\_\_\_\_

Lot Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

- Preferred contact (circle one). Email      Phone

1. Site location (include drawing, pictures, or map).

- Is it within 50ft of shoreline?    Yes      No

(If within 50ft of shoreline AECC approval is needed.)

2. Plan for restoring the site.

a.    Plants, bushes, and trees to be **removed**.- Homeowner must plant a minimum of 1 hardwood tree (preferably oak or hickory) for every 10 trees removed.

b.    Types of trees and shrubs to be **removed**-  
-Tree/amount- (example: boxelder/5, black locust/4, cedar/3)

-Shrubs- (example: honeysuckle, multiflora rose)

c.    Trees to be planted if more than 10 trees are removed. The homeowner may ask to plant more trees if desired but must be approved by the commission.

-Please list trees to be **planted**. (example: white oak/2, shagbark hickory/1)

- d. What planting will take place to restore the site? **Must plant native forest or prairie seeds depending on the area. If approved, please provide receipt of seed purchased as soon as possible. AECC prohibits the use of plastic netting for seed covers.**

Work to be done by (circle one): Homeowner Contractor

Contractor name and number: \_\_\_\_\_

### 3. Maintenance plan

- a. Fall burning is strongly recommended every two years.

(As stated above, must have ACL approval before burning.)

- b. Weeding, trimming or watering as needed.

No spraying unless approved by ACL staff.

No spraying native plants, only invasives.

4. Homeowner must notify General Manager, via email, 24hrs before project starts. May contact main office to get correct email address.

Property Owner Agreement

(commission use only)

Owner agrees to complete the following recommendations for greenway restoration at

Lot \_\_\_\_\_

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

Signature of Property Owner

Date

\_\_\_\_\_

\_\_\_\_\_

ACL Natural Resources Manager

Date

\_\_\_\_\_

\_\_\_\_\_

Conservation Commission member

Date

\_\_\_\_\_

\_\_\_\_\_

Conservation Commission member

Date

\_\_\_\_\_

\_\_\_\_\_



Signature of AECC member  
(If within 50ft buffer zone)

Date:

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Committee Actions-

Conservation Commission action:

Approved

Disapproved

Date: \_\_\_\_\_

Signature of Conservation Commission Chairperson

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AECC action:

Approved

Disapproved

Date: \_\_\_\_\_

Signature of AECC Chairperson

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ACL General Manager action:

Approved

Disapproved

Date: \_\_\_\_\_

ACL General Manager Signature

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## APPLE CANYON LAKE GREENWAY STEWARDSHIP ADMINISTRATION PROCEDURES

1. The Apple Canyon Lake (ACL) Property Owner obtains a Greenway Stewardship Program application from the Apple Canyon Lake website or from the office, completes the application page, and submits it to the General Manager or designee of ACLPOA.
2. The General Manager or designee will review the application, add it to the tracking form, notify the chairperson of the Conservation Commission (CC) and AECC (if within 50ft of buffer zone). Property Owner and lot number and scan a copy of the application for the files. The application will then be forwarded to the Natural Resources Manager or designee.
3. The Natural Resources Manager or designee and two CC volunteers will review the application, visit the site, and make any recommended changes (second page of the application) to the Property Owner. The Natural Resources Manager or designee will prepare a brief report of his/her impressions and attach it to the original application. An AECC member will be needed to view property if within 50ft of shoreline.
4. The CC volunteers will bring the original application along with the staff report to the next scheduled CC meeting. The CC will review the application and any recommendations made by the Natural Resources Manager or designee and the designated CC volunteers for the site.
5. The CC will then vote to approve or disapprove the application and the Chair or Vice-Chair of the CC will then notify the Property Owner. The Apple Canyon Lake Property Owner acknowledges and agrees to any changes by signing the application. The AECC will need to approve if a project is within 50ft of shoreline.
6. The Property Owner will be given a copy of the entire completed and signed Stewardship application for his/her records and reference. The original will be filed in the Greenway Stewardship binder.
7. The CC chairperson will notify the Natural Resources Manager or designee of the Conservation Commission's decision. If there are trees to be removed as part of the approved project, the Natural Resources Manager or designee will tag the trees that will remain before the project is allowed to begin.
8. The Property Owner may contact either the CC volunteers or the Natural Resources Manager or designee if there are questions or problems as the project proceeds.
9. The General Manager or designee will regularly update the program tracking form with information provided by the CC.
10. CC volunteers assigned to a Stewardship project will monitor the project one month from the start date, then at least twice a year thereafter or until the project is completed per the work outlined on the application.

1. All projects will be monitored annually based on date of completion by the volunteers assigned to that project to determine whether the project is being maintained or not. This will provide important information to the CC that can be used to make future decisions about the effectiveness of the Greenway Stewardship Program.

#### SPECIAL CONCERNS

**Fifty-foot buffer zone at lake front:** As noted in the ACL Building and Environmental Code amended 04-21-12, Section 111: "The shoreline buffer zone is an area 50foot horizontal from the shoreline, to be left as is, or restored to native vegetation as much as practical." Because greenway space is owned by ACL, the 50-foot buffer zone at the lake front will be enforced whenever available space permits. It is important to protect the lake from run-off and the shoreline from erosion using a cover crop of approved native foliage, deep-rooted grasses, shrubs, or bushes. Rip rap is allowed if needed and Property Owner is willing to assume the costs.

**Applying for a Stewardship project on land that is not contiguous to Property Owner's lot:** An ACL property owner may apply to adopt any greenway area, but property owners whose lots may front the area in question will be notified of the proposed project and their comments will be considered when the CC reviews the application.

**Communicating with other affected property owners:** A letter will be sent by the General Manager to notify other property owners of the planned project. The letter will give a brief description of the area in question and the work to be done. Any further questions should be directed to the General Manager.

**Policy if other property owners object to the project:** The committee will review the objections, consider their response, and negotiate a compromise if possible. If a compromise cannot be reached, the CC will make its decision based on the goals of the program and what is best for the ACL community as a whole.

**Survey requirement:** If a survey is required to determine the boundaries of a project space, it will be done at the Property Owner's expense.

**New property owners:** If a property is sold and the new owners wish to continue to maintain a Greenway Stewardship project associated with their property, they must submit a new application for CC approval before continuing work on the existing project or adding to the scope of the original project.

**Unfinished or never started projects:** If after one year from date of approval no significant work has been done on the project or the project has been dormant for one year without ~~completion~~ continuation of work, the application will be marked "withdrawn" and the Property Owner will be required to submit a new Greenway Stewardship application for review and approval before starting or restarting any work.

**Planting:** Any planting to be done in the greenway area should come from the list of suggested species available in the office. Any other species must be approved by the Conservation Committee prior to planting.

**Brush pile burns vs. prescribed burning:** Property owners may pile and burn the invasive species removed from an area. A prescribed burn, such as those used to maintain native prairies, must be done only with the approval of the General Manager and under the direct supervision of ACL staff.

## Apple Canyon Lake Greenway Stewardship Suggested Plants

### Preferred trees to plant:

- White oak
- Black oak
- Northern red oak
- Bitternut Hickory
- Shagbark Hickory

### Trees to save due to diseases:

- Green Ash
- Elms

**Preferred Prairie Grasses:** (If greenway is adjacent to the lake and tree canopy is open enough, must plant tall grass prairie mix to help with erosion control.)

- |                    |                       |                     |
|--------------------|-----------------------|---------------------|
| -Big bluestem      | -Side oats grama*     | -Indian grass       |
| -Little bluestem   | -Prairie brome        | -Canadian wild rye* |
| -Tall dropseed-    | -Prairie Cordgrass    |                     |
| -Bottlebrush Grass | -Hairy Woodland Brome |                     |

\*Indicates use for cover crop

### Native Prairie Herbaceous Plants:

- Aromatic Aster (*Symphyotrichum oblongifolium*)
- Brown Eyed Susan (*Rudbeckia hirta*)
- Canada Milkvetch (*Astragalus canadensis*)
- Common Milkweed (*asclepias syriaca*)
- Compass Plant (*Silphium laciniatum*)
- Cutleaf Coneflower (*Rudbeckia laciniata*)
- Early Goldenrod (*Solidago juncea*)
- False Boneset (*Brickellia eupatorioides*)
- False Indigo (*Amorpha fruticosa*)
- Foxglove Penstemon (*Penstemon digitalis*)
- Golden Alexanders (*Zizia aurea*)

Grey Headed Coneflower (*Ratibida pinnata*)  
Heath Aster (*Symphyotrichum ericoides*)  
Hoary Vervain (*Verbena stricta*)  
Lead plant (*Amorpha canescens*)  
Monkeyflower (*Mimulus ringens*)  
Mountain Mint (*Pycnanthemum virginianum*)  
New England Aster (*Symphyotrichum novae-angliae*)  
Prairie Coreopsis (*Coreopsis palmata*)  
Purple Coneflower (*Echinacea purpurea*)  
Purple Prairie Clover (*Dalea purpurea*)  
Rattlesnake Master (*Eryngium yuccifolium*)  
Rough Blazingstar (*Liatris aspera*)  
Shorts Aster (*Symphyotrichum shortii*)  
Smooth Blue Aster (*Symphyotrichum laeve*)  
Smooth Ironweed (*Vernonia fasciculata*)  
Stiff Gentian (*Gentianella quinquefolia*)  
Stiff Goldenrod (*Oligoneuron rigidum*)  
Tall Anemone (*Anemone virginiana*)  
Wild Hyacinth (*Camassia scilloides*)  
Wild Geranium (*Geranium maculatum*)

**Native Forest Herbaceous Plants:** (Plant if tree canopy is **mostly closed**.)

American bellflower *Campanula americana*  
American Ginseng (*Panax quinquefolius*)  
American Hops (*Humulus lupulus*) - woodland edges  
Anise root *Osmorhiza longistylis*  
Bishop's Cap (*Mitella diphylla*)  
Bloodroot (*Sanguinaria canadensis*)  
Blue Cohosh (*Caulophyllum thalictroides*)  
Canadian Wild Ginger (*Asarum canadense*)  
Christmas Fern (*Polystichum acrostichoides*) \*\*\*UNCOMMON IN JO DAVIESS COUNTY  
Common Black Snakeroot (*Sanicula odorata*)  
Common Blackberry (*Rubus allegheniensis*)  
Common Blue Violet (*Viola sororia*)  
Common Dogbane (*Apocynum cannabinum*)  
Cutleaf Toothwort (*Dentaria laciniata*)  
Drummond's Aster (*Aster drummondii*) – woodland edges  
Dutchman's Breeches (*Dicentra cucullaria*)  
False Solomon's Seal (*Smilacina racemosa*)  
False Rue Anemone (*Isopyrum biternatum*)  
Golden Alexanders (*Zizia aurea*) - woodland edges  
Gooseberry (*Ribes missouriense*)  
Hooked Buttercup (*Ranunculus recurvatus*)  
Jack-In-The-Pulpet (*Arisaema triphyllum*)



Large-flowered Bellwort (*Uvularia grandiflora*)  
Late Horse Gentian (*Triosteum perfoliatum*)  
Maidenhair Fern (*Adiantum pedatum*)  
Mayapple (*Podophyllum peltatum*)  
Ostrich Fern (*Matteuccia struthiopteris*)  
Prairie Trillium (*Trillium recurvatum*)  
Rue Anemone (*Anemonella thalictroides*)  
Spotted Jewelweed (*Impatiens capensis*)  
Spring Beauty (*Claytonia virginica*)  
Solomon's Seal (*Polygonatum commutatum*)  
Thimbleweed (*Anemone cylindrica*)  
Virginia Bluebells (*Mertensia virginica*)  
Wild Leek (*Allium tricoccum*)  
Wild Columbine (*Aquilegia canadensis*)  
White Baneberry (*Actaea pachypoda*) - woodland edges  
Wild Columbine (*Aquilegia canadensis*)  
White Trillium (*Trillium flexipes*)  
Wild Sasparilla (*Aralia nudicaulis*) \*\*\*UNCOMMON IN JO DAVIESS COUNTY  
Wild White Indigo (*Baptisia leucantha*)  
Woodland Knotweed (*Persicaria virginiana*)  
Yellow Jewelweed (*Impatiens pallida*)

#### Grasses and Sedges -

Bottlebrush Grass (*Elymus hystrix*)  
Common Wood Sedge (*Carex blanda*)  
Crested Sedge (*Carex cristatella*)  
Hairy Woodland Brome (*Bromus pubescens*)  
Pennsylvania Sedge (*Carex pensylvanica*)

#### Native Open Forest/Savanna Herbaceous Plants: (Plant if tree canopy is partially closed.)

Aromatic Aster (*Symphyotrichum oblongifolium*)  
Aster (*Symphyotrichum ericoides*)  
Canada Milkvetch (*Astragalus canadensis*)  
Common Blackberry (*Rubus allegheniensis*)  
Common Milkweed (*Asclepias syriaca*)  
Compass Plant (*Silphium laciniatum*)  
Drummond's Aster (*Aster drummondii*)  
False Boneset (*Brickellia eupatorioides*)  
Foxglove Penstemon (*Penstemon digitalis*) Tall Anemone (*Anemone virginiana*)  
Golden Alexanders (*Zizia aurea*)  
Gooseberry (*Ribes missouriense*)  
Late Horse Gentian (*Triosteum perfoliatum*)  
New England Aster (*Symphyotrichum novae-angliae*)  
New Jersey Tea (*Ceanothus americanus*)

Prairie Lily (*Lilium philadelphicum*)  
Prairie Phlox (Phlox pilosa)  
Rattlesnake Master (*Eryngium yuccifolium*)  
Shorts Aster (*Symphyotrichum shortii*)  
Showy Goldenrod (*Solidago speciosa*)  
Smooth Blue Aster (*Symphyotrichum laeve*)  
Wild Columbine (*Aquilegia canadensis*)  
Wild White Indigo (*Baptisia leucantha*)  
Wood Betony (*Pedicularis canadensis*)

**INVASIVE SPECIES or NON-DESIRABLES**  
**- DO NOT PLANT**

Box elder  
Garlic mustard  
Buckthorn  
-Common  
-Saw-tooth  
-Dahurian  
-Japanese  
-Chinese  
-Glossy  
Oriental bittersweet  
Poison hemlock  
Olive  
-Russian  
-Autumn  
-Thorny  
Lesser celandine  
Giant hogweed  
Maple  
-Sugar  
-Norway  
Tree of Heaven  
White Mulberry

Honeysuckle  
-Japanese  
-Amur  
-Spring  
-Morrow  
-Tatarian  
Purple loosestrife  
Kudzu  
Multiflora rose.  
Saltcedar  
Knotweed  
-Japanese  
-Giant  
-Bohemian  
Teasel  
Lawn grasses  
-Kentucky blue  
Reed canary grass  
Burning bush  
Rusty rumex  
Creeping Jenny

**-Nurseries for prairie plants and seeds-**

-Prairie Moon Nursery  
-Prairie Nursery  
-Millborn Seeds (Bulk)  
-Pheasants Forever (Bulk)

-Prairie State Native Seed Nursery

### Helpful Apps for smartphones-

- iNaturalist
- PlantNet
- PictureThis
- Google Lens

### Links for other invasive plants-

-[https://www.ilhipp.org/uploads/5/3/8/1/53813593/hipp\\_invasives\\_booklet\\_4-11-2017\\_for\\_web.pdf](https://www.ilhipp.org/uploads/5/3/8/1/53813593/hipp_invasives_booklet_4-11-2017_for_web.pdf)

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[https://extension.illinois.edu/sites/default/files/invasive\\_plant\\_species\\_regulated\\_by\\_the\\_illinois\\_exotic\\_weed\\_act.pdf](https://extension.illinois.edu/sites/default/files/invasive_plant_species_regulated_by_the_illinois_exotic_weed_act.pdf)



13.2



# Memorandum

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**To:** Board of Directors

**Date:** February 10, 2024

**From:**

**Memo:** 2024-9

**Topic:** Employment of Personnel – Hiring of a GM

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**Issue:**

**Recommendation:**