

**Forest Preserves of Winnebago County
BOARD MEETING**

Wednesday, March 20, 2024 – 5:30 PM
Forest Preserve Headquarters



AGENDA

A. ROLL CALL

B. PLEDGE of ALLEGIANCE

C. APPROVAL of MINUTES
Minutes for February 21

D. PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS

E. UNFINISHED BUSINESS / DISCUSSION

F. NEW BUSINESS

G. ACTION ITEMS

- | | |
|------|--|
| Page | 1. Bills for February |
| 3. | 2. Acceptance to Renew Sosnowski / Szeto LLC Contract |
| 7. | 3. Endowment Ordinance |
| 9. | 4. Acceptance of Bids for Asphalt Paving at Macktown |
| 10. | 5. Acceptance of Bids for Asphalt Paving at Four Lakes |
| 12. | 6. Rejection of Bids for Macktown Clubhouse Exterior |

H. UPDATES and REPORTS

- | | |
|-----|--------------------------|
| 13. | 1. Preserve Operations |
| 16. | 2. Land and Development |
| 18. | 3. Golf |
| 22. | 4. Marketing |
| 23. | 5. Human Resources |
| 24. | 6. Law Enforcement |
| | 7. Partner Group Updates |

I. CLOSED SESSION

1. Land Acquisition

J. ANNOUNCEMENTS and COMMUNICATIONS

1. March 21 – Restoration Work Day at Pecatonica Forest Preserve from 9:00am – 12:00pm.
2. March 21 –ZOOM Budburst Training starting at 5:00pm.
3. March 23 – Spring Guided Hike at Colored Sands Forest Preserve starting at 9:00am.
4. March 28 – Restoration Work Day at Macktown Forest Preserve from 9:00am – 12:00pm.
5. April 6 – Walk With U Guided Hike at Kishwaukee River Forest Preserve starting at 9:00am.
6. April 9 - Press Conference with State Representative Maurice West at Klehm starting at 10:00am.
7. April 11 – Bat Monitor Training at Headquarters Forest Preserve starting at 5:30pm.
8. April 13 - Spring Guided Hike at Ferguson Forest Preserve starting at 9:00am.
9. April 14 – AtlAtl Event at Macktown Living History Museum starting at 2:00pm.

K. ADJOURNMENT

Next regular Board Meeting– 5:30 PM Wednesday, April 17, Forest Preserve Headquarters
Anyone wishing to address the Board must call 815-877-6100 or email ewendlandt@winnebagoforest.org in advance of the meeting.

Forest Preserves of Winnebago County
Authorization to Process Payment of Bills



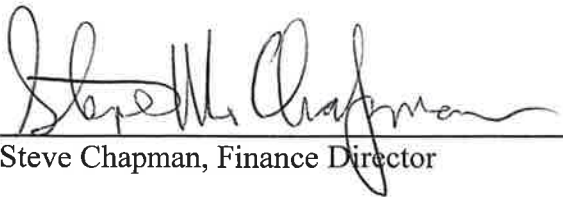
March 20, 2024

**TO: THE AUDITOR AND TREASURER OF THE
FOREST PRESERVES OF WINNEBAGO COUNTY.**

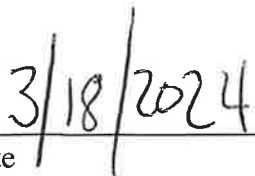
Your Forest Preserves of Winnebago County Board of Commissioners, to whom were referred the following bills in the amount of **\$ 601,546.58** against the Forest Preserves of Winnebago County, have reviewed and approved and therefore respectfully request that orders be drawn on the account of the Forest Preserve District for their payment:

CORPORATE FUND	3001	229,685.90
HEALTH BENEFITS FUND	3185	43,757.23
SOCIAL SECURITY FUND	3192	11,706.99
RETIREMENT FUND	3193	14,176.52
LIABILITY RESERVE FUND	3194	1,783.00
IMPROVEMENT & DEV. FUND	3302	241,220.23
CORPORATE FUND	3402	<u>59,216.71</u>
		\$ 601,546.58

Respectfully submitted,



Steve Chapman, Finance Director



Date

RESOLUTION

No. 24-0301

PAYMENT OF BILLS FOR FEBRUARY

WHEREAS, the Forest Preserve incurs annual and monthly operating and capital expenditures during its budget cycle; and

WHEREAS, the Winnebago County Finance Department compiled the attached invoices relating to Forest Preserve expenditures to be paid for the month of February; and

WHEREAS, our Finance Director, Steve Chapman, has reviewed the invoices and avows them to be accurate and appropriate for payment; and

NOW THEREFORE, BE IT RESOLVED, the Board authorizes the payment of the attached compilation of bills totaling \$601,546.58 to be paid by the Forest Preserves of Winnebago County for the month of February 2024.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 20th day of February, 2024.

That this Resolution shall be in full force and effect immediately upon its adoption.

Jeff Tilly, President
Board of Commissioners

RESOLUTION

No. 24-0302

RENEWAL OF LEGAL FIRM SERVICES

WHEREAS, in March of 2020 the Forest Preserves of Winnebago County (Preserves) sent out a Request For Quotes (RFQ) to legal firms to obtain quotes for legal services and representation for the Preserves; and,

WHEREAS, the Forest Preserves of Winnebago County (Preserves) contracted the legal firm of Sosnowski/Szeto LLP for a period of three (3) years to provide legal services and representation for the Preserves; and,

WHEREAS, the contract with Sosnowski/Szeto LLP has expired; and,

WHEREAS, to date the Preserves has been satisfied with the legal services and representation provided by Sosnowski/Szeto LLP; and,

WHEREAS, Sosnowski/Szeto LLP has presented the Preserves with a new contract to provide legal services and representation for the Preserves for a three (3) year period with two (2) one-year period extensions starting on the date of signing the contract; and,

WHEREAS, staff is recommending to the Board of Commissioners to continue services with Sosnowski/Szeto LLP.

NOW THEREFORE, BE IT RESOLVED, the Forest Preserves of Winnebago County Board of Commissioners agree to continue to have Sosnowski/Szeto LLP provide legal services and represent the Forest Preserves of Winnebago County in all legal matters for the term of the contract.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 20th day of March, 2024.

That this Resolution shall be in full force and effect immediately upon its adoption.

Jeff Tilly, President
Board of Commissioners

February 19, 2024

Sent VIA Regular Mail and Email

Jeff Tilly
President
Forest Preserves of Winnebago County
5500 Northrock Drive
Rockford, IL 61103
VIA Email: jtilly@winnebagoforest.org

Mike Holan
Executive Director
Forest Preserves of Winnebago County
5500 Northrock Drive
Rockford, IL 61103
VIA Email: mholan@winnebagoforest.org

ATTORNEY/CLIENT PRIVILEGED COMMUNICATION

RE: Forest Preserves of Winnebago County - Engagement Agreement

Dear President Tilly and Executive Director Holan:

It is my pleasure to assist you in the above referenced matter and should you continue to allow our firm to represent you, this letter sets forth the terms of the retention agreement between you and the law firm of Sosnowski Szeto, LLP for a three (3) year period with an option to extend for up to two (2) additional one-year periods. Pursuant to the terms set forth herein, Sosnowski Szeto, LLP agrees to represent you with respect to serving as general counsel.

As requested at the conclusion of this letter, for our records please sign and return a fully executed copy of this letter to my attention.

1. **Legal Services to be Provided.** Sosnowski Szeto, LLP will perform all necessary tasks associated with serving as general counsel for the Forest Preserves of Winnebago County, this includes, but is not limited to; meeting attendance and representation, research, investigation, review and analysis, correspondence, drafting of legal documents including ordinances and resolutions, discovery, trial, any other appropriate tasks, and all other professional services necessary to represent you.
2. **Legal Fees.** Sosnowski Szeto, LLP cannot predict or guarantee what the total cost will be for legal services. This will depend on the amount of time spent and the amount of expenses. You will receive regular monthly bills from our firm which should assist you in tracking your legal expenses.

- A. Hourly Rates. Roxanne Sosnowski and Aaron Szeto will be the attorneys at Sosnowski Szeto, LLP who will be in charge of your file. Other attorneys may assist them. Where it is necessary for our attorneys to communicate with one another, we will bill a reasonable amount of time for such services. We will use our best efforts to perform all services as expeditiously as possible, to avoid unnecessary duplication of effort, and to limit the cost for legal services.

Below is a list of our current hourly rates for legal services as charged for the attorneys in our firm who may be involved in this matter for the 2024 year:

<u>Matter Type</u>	<u>Rate Per Hour</u>
Meeting Preparation & Attendance	\$165.00
General Business	\$165.00
Litigation	\$260.00
Labor and Employment/Special Projects	\$260.00
Travel	Hourly Rate

Below is a list of our hourly rates for legal services as charged for the attorneys in our firm who may be involved in this matter for the 2025 year:

<u>Matter Type</u>	<u>Rate Per Hour</u>
Meeting Preparation & Attendance	\$170.00
General Business	\$170.00
Litigation	\$270.00
Labor and Employment/Special Projects	\$270.00
Travel	Hourly Rate

Below is a list of our hourly rates for legal services as charged for the attorneys in our firm who may be involved in this matter for the 2026 year:

<u>Matter Type</u>	<u>Rate Per Hour</u>
Meeting Preparation & Attendance	\$175.00
General Business	\$175.00
Litigation	\$280.00
Labor and Employment/Special Projects	\$280.00
Travel	Hourly Rate

- B. Estimate and Billing for Legal Services. You will be billed at the hourly rate set forth above (or as subsequently adjusted) for all services rendered. This includes telephone calls, drafting and reviewing documents and correspondence, travel time to and from meetings, depositions and court time, legal research, negotiations, and any other services relating to these matters.
3. Costs and Expenses. In addition to legal fees, you will be billed for the costs and expenses if and when they may be incurred including but not limited to the following: court filing fees, transcript charges, computer research charges (if necessary and cost effective), fees

for experts, accountants, and/or appraisers (if any are required and authorized), and any other necessary expenses in this matter. We will advance most of the out-of-pocket expenses. Any expert retained will be retained by you and will bill you directly.

4. Bills. Sosnowski Szeto, LLP will send to you detailed itemized bills on a monthly basis. Please review the bills carefully, immediately upon receipt, and call us with any questions or concerns you may have.
5. Your Responsibility. By executing this Agreement, you agree to cooperate fully with Sosnowski Szeto, LLP and provide complete and accurate information relevant to the issues involved.
6. No Guarantee. Sosnowski Szeto, LLP agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions that are just and reasonable. Of course, because of the uncertainty of legal matters, the interpretation of any changes in the law, the facts of each particular case, and other factors that may arise, Sosnowski Szeto, LLP cannot and does not warrant, predict, or guarantee the results or final outcome of this matter.

We look forward to working with you. Please do not hesitate to call at any time with any questions or concerns.

For our records, please sign the acknowledgement that follows and return the signed agreement to me.

Very truly yours,



Roxanne M. Sosnowski

I, **Jeff Tilly, President, Forest Preserves of Winnebago County,** acknowledge on behalf of Forest Preserves of Winnebago County, and that Forest Preserves of Winnebago County has read all the terms of this Agreement to Provide Legal Services. Additionally, Forest Preserves of Winnebago County agrees to be liable for all fees, costs, and expenses. Additionally, Forest Preserves of Winnebago County understands the obligations under this Agreement, and accepts all of the terms of this Agreement.

Jeff Tilly, President
Forest Preserves of Winnebago County

Forest Preserves of Winnebago County

ORDINANCE

No. 24-0303

CREATING AN ENOWMENT FUND AND DESIGNATING THE ATWOOD HOMESTEAD SPECIAL PURPOSE FUND

WHEREAS, the Downstate Forest Preserve District Act authorizes forest preserve districts with a population of less than 3,000,000 to create, maintain and increase a separate fund to be known as an “Endowment Fund” to pay all costs and expenses incurred or anticipated by the forest preserve district for the long-term maintenance and improvement of forest preserve facilities and lands and for the purchase of real property, and;

WHEREAS, 70 ILCS 805/13.7 provides that only one Endowment Fund may be created by a forest preserve district, but the fund may provide for the collection, maintenance, investment, and expenditure of monies for more than one purpose and that all revenues deposited in the Endowment Fund shall be designated by purpose and appropriated and expended for the purpose for which it was designated, and;

WHEREAS, On December 19, 2018 the Forest Preserves of Winnebago County (“District”) received a \$1,515,989.00 gift from an anonymous donor for improvements and maintenance of Atwood Homestead Forest Preserve with the stipulation that \$200,000.00 be reserved for projects on the Preserve and Golf Course, and that the remaining \$1,315,989.00 be used to establish a Special Purpose Fund within the Endowment Fund for the Atwood Homestead Forest Preserve with proceeds from the fund to be used for future improvements and maintenance of the Atwood Homestead Forest Preserve, and;

WHEREAS, the monies from the donation have been maintained in a Restricted Fund by the District since 2019 and no money has been expended from the Fund.

NOW THEREFORE, BE IT ORDAINED, by the Forest Preserves of Winnebago County Board of Commissioners as follows:

Section 1. The recitals set forth above are incorporated herein and made a part hereof.

Section 2. An Endowment Fund (“Endowment”) shall be, and hereby is, created by the District pursuant to 70 ILCS 805/13.7 to pay all costs and expenses incurred or anticipated by the forest preserve district for the long-term maintenance and improvement of forest preserve facilities and lands, and for the future purchase of real property.

Section 3. Within the Endowment, a Special Purpose Fund (“Atwood Homestead Fund”) shall be, and hereby is, created for funds received and designated for future improvements and maintenance of Atwood Homestead Forest Preserve, which funds shall be appropriated and expended solely for those purposes, and shall not be considered an asset available for another

Section 4. An initial amount of \$1,315,989.00 is hereby designated to be held in the Atwood Homestead Fund for future improvements and maintenance of Atwood Homestead Forest Preserve and shall be held apart from the general funds of the District.

Section 5. Additional Special Purpose Funds may be added to the Endowment and designated for future improvements and maintenance of the Forest Preserve, however, such funds must come from private sources, and no revenue shall come from any Federal, State, or local government source, except for those received as a result of agreements obligating the District to the long-term maintenance or improvements constructed on District lands.

Section 6. The Endowment Fund shall comply with the requirements of the Uniform Prudent Management of Institutional Funds Act (760 ILCS 51/1, et seq.) and the Public Funds Investment Act (30 ILCS 235/1, et seq.).

Section 7. The Endowment Fund shall be audited annually by a licensed certified public accountant, and the findings reported to the District Board.

Voting Yes

Voting No

Judith Barnard

Judith Barnard

Mike Eickman

Mike Eickman

Audrey Johnson

Audrey Johnson

Gloria Lind

Gloria Lind

Cheryl Maggio

Cheryl Maggio

Jerry Paulson

Jerry Paulson

Jeff Tilly, President

Jeff Tilly, President

The above and foregoing Ordinance was adopted this 20th day of March, 2024.

That this Ordinance shall be in full force and effect immediately upon its adoption.

Jeff Tilly, President

**RESOLUTION
24-0304**

**ACCEPTANCE OF BIDS FOR
MACKTOWN ASPHALT PAVING PROJECT**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved asphalt paving projects for portions of the Macktown Forest Preserve and Golf Course as part of the 2024 capital budget; and,

WHEREAS, a bid opening was conducted on Wednesday, March 13th, 2024 with seven (7) sealed bids received; and,

WHEREAS, the lowest bidder was Royer Asphalt Paving, DeKalb, Illinois, with a combined total project bid amount of \$121,865; and,

WHEREAS, staff is recommending that the qualified lowest bid be accepted; and,

WHEREAS, the staff is recommending additional 10% project contingency of up to \$12,186.00 be provided; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County accept the combined project bid amount for the Macktown Asphalt Paving Project, by Royer Asphalt Paving in DeKalb, Illinois, in the amount of \$121,865.00 with an additional contingency amount of up to 10% (\$12,186.00), if necessary.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 20th day of March 2024.

That this Resolution shall be in full force and effect immediately upon its adoption.

Jeff Tilly, President
Board of Commissioners

**RESOLUTION
24-0305**

ACCEPTANCE OF BIDS FOR FOUR LAKES ASPHALT PAVING PROJECT

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved asphalt paving project for portions of the Four Lakes Forest Preserve as part of the 2024 capital budget; and,

WHEREAS, a bid opening was conducted on Wednesday, March 13th, 2024 with seven (7) sealed bids received; and,

WHEREAS, the lowest bidder was Norwest Construction & Blacktop, South Beloit, Illinois, with a combined total project bid amount of \$45,335.00; and,

WHEREAS, staff is recommending that the qualified lowest bid be accepted; and,

WHEREAS, staff is recommending an additional 10% project contingency of up to \$4,533.00 be provided; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County accept the combined project bid amount for the Four Lakes Asphalt Paving Project, by Norwest Construction & Blacktop in South Beloit, Illinois, in the amount of \$45,335.00 plus an additional 10% contingency of up to \$4,533.00 if necessary.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 20th day of March 2024.

That this Resolution shall be in full force and effect immediately upon its adoption.

Jeff Tilly, President
Board of Commissioners

BID TAB
24-0301 ASPHALT PAVING PROJECTS FOR MACKTOWN AND FOUR LAKES
BID OPENING – MARCH 13, 2024 AT 10:00AM

Vendor	Everlast Blacktop Inc.	BelRock Asphalt Paving Inc.	Rock Road Companies Inc.	Curran Contracting Company dba Royer Asphalt Paving	Majestic Asphalt, Inc.	DPI Construction, Inc.	Norwest Constrction, Inc.
ITEM #1 - MACTOWN							
Base Project	\$107,660.00	\$99,740.00	\$179,664.85	\$97,910.00	\$171,260.00	\$208,796.46	\$107,345.00
Additional Option 1	\$45,340.00	\$44,213.00	\$23,729.89	\$28,955.00	\$60,120.00	\$45,390.60	\$26,700.00
Total Cost of Base Project & Additional Option 1	\$153,000.00	\$143,953.00	\$203,394.74	\$121,865.00	\$207,565.00	\$254,187.06	\$134,045.00
ITEM #2 - FOUR LAKES							
Base Project	\$48,530.00	\$41,000.00	\$61,948.24	\$36,990.00	\$52,300.00	\$55,743.81	\$39,845.00
Additional Option 1	\$7,500.00	\$18,000.00	\$6,996.49	\$16,725.00	\$9,000.00	\$7,598.32	\$5,800.00
Total Cost of Base Project & Additional Option 1	\$56,030.00	\$59,000.00	\$68,944.73	\$53,715.00	\$61,300.00	\$63,342.13	\$45,335.00
Cost for Extra Stone per Ton \$	\$35.00	\$30.00	\$25.20	\$22.78	\$30.00	\$24.00	\$55.00
Work to be Completed on or Before (Date)	5/1/2024	10/1/2024	Per Contract Specifications	6/28/2024	8/1/2024	8/1/24 - Macktown 10/1/24 - Four Lakes	8/1/24 - Macktown 10/1/24 - Four Lakes
RECEIVED ADDENDUM	1 of 1	1 of 1	1 of 1	1 of 1	0 of 1	1 of 1	1 of 1

Forest Preserves of Winnebago County
5500 Northrock Drive, Rockford, IL 61103
Phone: (815) 877-6100 | FPWC@winnebagoforest.org

**RESOLUTION
24-0306**

**REJECTION OF BIDS
MACKTOWN GOLF COURSE EXTERIOR PROJECT**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved a renovation to the exterior of the Macktown Golf Course clubhouse as part of the 2024 capital budget; and,

WHEREAS, a mandatory pre-bid meeting was held on Monday, February 12th at Macktown Golf Course clubhouse with five (5) contractors in attendance; and,

WHEREAS, a bid opening was conducted on Tuesday, February 12, 2024 with two (2) sealed bids received; and,

WHEREAS, the lowest bidder was Midwest Seamless Gutters and Siding, Loves Park Illinois, and,

WHEREAS, the lowest bid was disqualified as a result of not meeting the requirement to acknowledge the bid specification addendum for this project; and,

WHEREAS, the remaining qualified lowest bidder was Bufalo Contracting, Rockford Illinois with a base bid 50% over the budgeted amount and a combined total project bid 95% over budget; and,

WHEREAS, staff is recommending that the remaining qualified lowest bid be rejected; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County rejects the bid(s) for the Macktown Golf Course clubhouse renovation, by Bufalo Contracting, in Rockford, Illinois.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 20th day of March 2024.

That this Resolution shall be in full force and effect immediately upon its adoption.

Jeff Tilly, President
Board of Commissioners

Preserve Operations

Vaughn Stamm, Director of Operations
Scott Stewart & Scott Wallace, Preserve Managers
Bryan Helmold, Facility & Equipment Manager
February 2024 Activities Report

- Hazardous tree removals performed at various preserves and campgrounds.
- Backfilled along edges of front parking lot at Deer Run.
- Staff assisted the resource department with controlled burns at multiple preserves.
- Checked & re-posted boundary markers at Kilbuck Bluffs.
- Inspected and cleared equestrian trails at Seward Bluffs, Oak Ridge and Deer Run.
- Sanded, painted and undercoated Tow Master heavy equipment trailer.
- Repaired damaged gate at Kilbuck Bluffs.
- Opened preserve entrance gates for the season.
- Patched holes in the siding of the Deer Lodge at Severson Dells.
- Utilized stump grinder throughout numerous preserves.
- Tree removals conducted along the trails at Severson Dells, Blackhawk Springs and Espenscheid.
- Burned brush pile at Seward Bluffs equestrian area.
- Bucked and split firewood.
- Placed limestone blocks around new kiosk at Indian Hill.
- Removed large decaying ash tree from picnic area at Kishwaukee River.
- Painted walls and trim at the Kishwaukee River maintenance facility.
- Staff member supervised volunteer restoration workday at Oak Ridge.
- Removed invasive brush from Cedar trees at Colored Sands and Alder.
- Preserve Spring cleanup performed at various preserves, picking up sticks, litter and fixing plow damage.
- Preserve ATV's were set up with burn rigs for the prescribed burn season.
- Completed 3 quarterly Nitrate samples on North Area wells.
- Posted new boundary signs on the North side of new Ferguson addition.
- Several preserve maintenance employees helped at Ledges with concrete for new cart path bridge.
- New cart path bridge built by Central Shop Maintenance and installed on hole #3 at Ledges.
- Put together weekend work schedule for preserve maintenance staff.
- Picked up yearly janitor supplies for preserve use from central shop.
- Cleaned and restocked supplies at Bird Banding station.

Preserve Operations

February 2024 Activities Report Continued

- Cleaned inside Macktown Historic buildings and changed alarm batteries.
- Ordered new preserve flags.
- Installed new lumber on several picnic tables.
- Assisted Resource Department with deer management and prescribed burns.
- Cleaned shop and equipment.
- Completed monthly inspections

FOREST PRESERVES OF WINNEBAGO COUNTY

November - February

	<u>2022-2023</u>		<u>2023-2024</u>	
	<u>Number</u>	<u>Total</u>	<u>Number</u>	<u>Total</u>
Small Shelter Res.	5	\$375	6	\$510
Small Shelter N/Res.	0	\$0	0	\$0
Large Shelter Res.	29	\$2,900	26	\$2,860
Large Shelter N/Res.	12	\$1,500	0	\$0
Electric Res.	54	\$6,210	51	\$6,375
Electric N/Res.	4	\$580	2	\$310
TOTAL	104	\$11,565	85	\$10,055
ONLINE	50	48%	48	56%
Over 300 Res.	0	\$0	0	\$0
Over 300 N/Res.	0	\$0	0	\$0
Ground Use/Tent Res	5	\$125	5	\$150
Ground Use/Tent N/Res.	0	\$0	0	\$0
Building Use Permits	1	\$100	0	\$0
Commercial Photography Permit	0	\$0	0	\$0
Special Use Permits	11	\$7,700	2	\$0
Rides	6	\$210	3	\$120
TOTAL	23	\$8,135	10	\$270
ONLINE	8	35%	7	70%
Equestrian Passes	Number	Total	Number	Total
Yearly Tag Res.	11	\$550	12	\$600
Yearly Tag N/Res.	2	\$140	4	\$280
TOTAL	13	\$690	16	\$880
ONLINE	8	62%	14	88%
Fly Field Passes	Number	Total	Number	Total
Yearly Pass Res.	12	\$360	8	\$280
Yearly Pass N/Res.	2	\$80	2	\$90
TOTAL	14	\$440	10	\$370
ONLINE	3	21%	2	20%
Metal Detecting Passes	Number	Total	Number	Total
Yearly Pass Res.	14	\$350	13	\$325
Yearly Pass N/Res.	2	\$70	1	\$35
TOTAL	16	\$420	14	\$360
ONLINE	1	6%	3	21%
GRAND TOTAL	170	\$21,250	135	\$11,935
ONLINE	63	37%	74	55%

Natural Resource Management

Mike Brien, Director of Natural Resources

Mike Groves, Natural Resources Manager

Keith Krey, Stewardship Coordinator

February 2024 Activities Report

Natural Resource Staff

- District staff conducted five prescribed burns, totaling 300 acres, at Ledges and Atwood Golf Courses, and Cedar Cliff, Seward Bluffs, and Pecatonica River Forest Preserves.
- Concluded sharpshooting efforts at Klehm Arboretum and removed deer stands from sites throughout the District.
- Burned brush piles at Severson Dells and Sugar River Alder.
- Removed trees and invasive brush by hand at Severson Dells Nature Preserve and Sugar River Alder Forest Preserve.
- Forestry mowed woody species at Severson Dells and Sugar River Alder Forest Preserves.
- Repaired flagpole, removed several trees, and forestry mowed woody brush at Klehm Arboretum.
- Monitored wood duck, purple martin, and prothonotary warbler nest boxes in preserves throughout the county.
- Removed snow and salted as needed.
- The department attended the Illinois Association of Conservation District's annual conference at Starved Rock State Park.
- Picked up new F350 Super Duty pickup truck from dealer in Greenfield, IL.
- Weekly check-ins on forestry mowing contract currently underway at Funderburg Forest Preserve. The company is making good progress given the weather conditions we've had.
- Submitted an application to the Chicago Region Trees Initiative's Urban and Community Forest grant program for \$50,000 to plant trees and remove invasive species at Kishwaukee Gorge Forest Preserve.
- Continued working on updating preserve maps.

Stewardship Coordinator

- Assisted natural resource staff with prescribed burning.
- Held five restoration workdays at Roland Olson, Blackhawk Springs, and Macktown Forest Preserves.
- Hosted an in-person training for the Calling Frog community science program at Headquarters Forest Preserve.
- Attended the Illinois Association of Conservation District's annual conference at Starved Rock State Park.
- Attended webinars held by the Volunteer Stewardship Network and Get Connected.
- Participated in the BetterLife Corporate Wellness Fair hosted by U.W. Health.

Natural Resource Management

February 2024 Activities Report – Cont.

2023 Statistics

A total of 37 volunteers earned 284.25 service hours from January 2024 through February 2024.

The monetary value of these service hours equals **\$9,039.15**. As of April 2023, the estimated national value of each volunteer hour is currently \$31.80 (based on the Independent Sector, April 19th, 2023).

Golf Operations

Vaughn Stamm, Director of Operations
Rich Rosenstiel, Clubhouse Manager
Tyler Knapp & Mark Freiman, Golf Maintenance Managers
February 2024 Activities Report

Clubhouse Operations:

- Finalizing new-hire & re-hire for seasonal staff.
- 2024 seasonal staff meetings scheduled.
- Updated operational protocols:
 - Cart Issuance & Returns
 - Low Cart Inventory
 - Cart Assignments
 - Building Maintenance Assignments
 - Driving Range Practices
 - Weekend Starter Overview
 - Closing Protocols
- Grill hood cleaning at Macktown & Ledges Clubhouses.
- Opened Ledges for play on 2/26/24.
- Processing Local Liquor Licenses.
- Requested Gaming Machines be scheduled for re-installation.

Golf Maintenance:

- Golf course accessory order placed through vendor for all locations.
- Continued interviewing seasonal employees to fill vacancies at all three locations.
- Ordered custom logo pin flags for all three locations.
- Pulled all golf carts out of storage at Ledges.
- Opened Ledges for play on February 26th.
- Mowed greens numerous times at Ledges to remove organic fertilizer and gradually step down to proper height.
- Painted tee markers Ledges.
- Burned brush pile at Ledges.
- First application of seed head suppressant applied to greens at Ledges.
- Verti-cut all tee boxes at Ledges to remove unwanted organic matter.
- Finished tree removal and cleanup on tee bx and behind green on hole #8 at Ledges.
- Installed new drainage covers on holes #15 and #16 at Ledges.
- New irrigation supply line installed below creek by contractor on hole #7 at Ledges.
- Mechanics servicing equipment and grinding reels at Ledges and Macktown.
- Finished flush cutting stumps at Ledges and Macktown.
- Cleaned and organized cold storage at Macktown.
- Remove and treat volunteer and invasive trees between holes 1 and 18.
- Ordered golf course accessories for Atwood and Macktown.

Golf Operations

February 2024 Activities Report Continued

- Fabricate and install ROPS and canopy on Atwood sprayer.
- Replaced clutch on John Deere 5065 at Atwood.
- Mowed greens at Atwood to remove organic fertilizer from the winter application.
- Verti-cut tees, collars and approaches at Atwood to remove unwanted thatch.
- Annual bluegrass seed head suppressant applied on Atwood putting greens.
- Spring clean-up started in preparation for opening golf courses.
- Burned brush pile at Atwood.

**Forest Preserves of Winnebago County
Golf Course Revenue & Sales
November - February**

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
<u>Atwood Homestead</u>				
Green Fees	\$8,552	\$5,298	\$4,776	\$11,674
Foot Golf Fees	\$0	\$0	\$0	\$0
Cart Rental	\$5,064	\$5,190	\$4,445	\$9,711
Merchandise	\$1,034	\$252	\$398	\$1,992
Gift Card	\$0	\$0	\$0	\$150
Discount Gift Card	\$765	\$730	\$340	\$1,751
Capital Improvement Fee	\$1,061	\$674	\$499	\$703
Food & Beverage	\$838	\$409	\$1,041	\$1,429
Golf Club Rental	\$0	\$0	\$0	\$80
Video Gaming & ATM	-\$5	\$107	\$273	\$197
Total Atwood Revenue	\$17,309	\$12,660	\$11,770	\$27,687
<u>Ledges</u>				
Green Fees	\$5,489	\$1,321	\$3,836	\$1,604
Cart Rental	\$3,142	\$1,598	\$3,882	\$1,272
Merchandise	\$347	\$165	\$373	\$224
Gift Card	\$0	\$0	\$0	\$0
Discount Gift Card	\$595	\$85	\$1,216	\$1,360
Capital Improvement Fee	\$678	\$190	\$500	\$194
Food & Beverage	\$1,573	\$90	\$2,110	\$348
Golf Club Rental	\$0	\$0	\$0	\$0
Video Gaming & ATM	-\$28	\$0	-\$130	\$0
Total Ledges Revenue	\$11,796	\$3,449	\$11,786	\$5,000
<u>Macktown</u>				
Green Fees	\$0	\$0	\$0	\$0
Cart Rental	\$0	\$0	\$0	\$0
Merchandise	\$0	\$0	\$0	\$0
Gift Card	\$0	\$0	\$0	\$0
Discount Gift Card	\$0	\$0	\$0	\$0
Capital Improvement Fee	\$0	\$0	\$0	\$0
Food & Beverage	\$0	\$0	\$0	\$0
Golf Club Rental	\$0	\$0	\$0	\$0
Video Gaming & ATM	\$0	\$0	\$0	\$0
Total Macktown Revenue	\$0	\$0	\$0	\$0
<u>Headquarters</u>				
Gift Card	\$1,450	\$1,645	\$1,200	\$2,490
Discount Gift Card	\$5,449	\$8,339	\$6,852	\$11,544
Golf Passes	\$36,815	\$45,870	\$52,975	\$116,490
Capital Improvement Fee	\$3,720	\$5,040	\$5,400	\$11,640
Tournaments	\$0	\$0	\$0	\$0
Private Golf Cart Registration	\$4,300	\$3,450	\$2,800	\$4,100
Total Headquarters Revenue	\$51,733	\$64,343	\$69,227	\$146,264
Total Golf Course Revenue	\$80,838	\$80,452	\$92,783	\$178,951

Option not available for that season

**Forest Preserves of Winnebago County
Golf Course Revenue & Sales
November - February**

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
<u>Rounds Played</u>				
Atwood	1,395	784	557	1,240
Footgolf	0	0	0	0
Ledges	639	150	341	202
Macktown	0	0	0	0
Total Rounds Played	2,034	934	898	1,442
<u>Golf Passes</u>				
Premier Card Res.	4	5	7	15
Premier Card Res.-Refer-A-Friend	3	4	6	31
Premier Card Non-Res.	2	0	0	0
Premier Card Non-Res.-Refer-A-Friend	2	1	1	1
Player Card Res.	26	35	31	49
Player Card Res.-Refer-A-Friend	21	33	43	87
Player Card Non-Res.	2	1	0	4
Player Card Non-Res.-Refer-A-Friend	3	5	2	7
Student Card Res.	16	12	16	28
Student Card Non-Res.	0	2	0	2
Team Pass	0	0	0	0
Practice Range Res.	3	3	2	5
Practice Range Non-Res.	0	0	0	0
Total Passes	82	101	108	229
<u>Private Golf Cart Registration</u>				
Inside Storage	0	1	1	1
Outside Storage	2	5	3	5
Home Storage	4	5	3	5
Total Private Golf Cart Registration	6	6	4	6

Option not available for that season

Marketing & Communication Relations

Renee Pixler, Communications Coordinator

February 2024 Activities Report

Marketing/Advertising:

- Have ads running on gorockford.com “Things to Do” pages.
 - Sports (golf)
 - Outdoor Activities
 - Family Fun
- Working with Mid-West Family Broadcasting.
 - Running digital ads and radio commercials
 - Running digital ads on Rock River Current Website
- Redesigning all FPWC informational brochures.
- Sent press release to media contact regarding OSLAD grant for Klehm Children’s Garden improvements.
- Submitted 1/8 page ad for the 2024 Stateline Magazine (run by Beloit Daily News).

Media Relations

- Featured in “*Winnebago County Forest Preserves save local grasslands by burning vegetation*” article on WREX.com.
- Featured in “*Warmer winter conditions impact local businesses*” article on WIFR.com.
- Featured in “*Top 10 Things To Do In Rockford*” article on GoRockford.com.
- Featured in “*Golfers flock to Ledges on record-breaking warm day*” article on WREX.com.
- WREX (channel 13) did a news feature on our Natural Resource Department conducting a prescribed burn at Seward Bluffs Forest Preserves.

Events/Programs

- Attended “REACH” wellness fair hosted by UW Health.
- 2/17/24 – FPWC Volunteer Tim Speer guided hike at Oak Ridge Forest Preserve. We only had 6 hikers due to the cold temperature and high winds.

Social Media

- Social Media Stats (compared to January 2024 report)
 - FPWC Facebook: 4,662 followers (+42)
 - FPWC Instagram: 1,630 followers (+11)
 - FPWC Golf Facebook: 545 followers (+25)
 - FPWC Golf Instagram: 270 followers (+5)

Human Resources

Sherry Winebaugh, Human Resources Manager February 2024 Activities Report

- From February 7th through the 9th, 2024, Mike Holan and I held meetings with every department. During these sessions, we reviewed the revisions made to the updated Employee Handbook, distributed new compliance posters and discussed other relevant work-related topics.
- I participated in four (4) Zoom sessions with Paylocity, concentrating on configuring our Document Management Platform. The new platform went live on February 27th, 2024, and I assisted seasonal employees individually with enrollment for the 2024 season.
- I am working with PlanSource, our benefits platform provider, to correct billing discrepancies and address platform configuration challenges for implementing our Employee Self-Service (ESS) section to ensure the platform is ready for our May Open Enrollment process.
- I am currently working with IPRF on a workers' compensation employee claim.
- Mike Holan and I continue to work on staff-related matters within the organization.
- We are adding Gold Maintenance Technician position. The position has been posted internally and on various social media platforms. We've received eleven (11) applications and will begin scheduling interviews with qualified candidates in early March.
- On March 1, 2024, we celebrated Employee Appreciation Day. To extend the celebration, I declared it Employee Appreciation Week, allowing us to deliver lunches to a different area every day. I, along with Renee Pixler, Mike Holan and Vaughn Stamm, organized and delivered Subway lunches to every department. It was a pleasure to see everyone enjoy their meals and it allowed us to express our appreciation for our exceptional employees!

Law Enforcement

February 2024 Activities Report

Nothing major to report from the Deputies this past month. The Deputies have been patrolling more actively this month than in previous years, due to the warmer weather and increased usage.

Brief Activity Summary

- There were 0 Criminal arrests
- There were 5 Calls for service inside of the Forest Preserves
- There were 3 Reports written
- There were 0 Ordinance violations (citations) written
- There were 0 Written warnings
- There were 14 Verbal warnings
- There were 0 Airfield permits
- There were 0 Equestrian bridle tags
- There were 12 Fishing license checks
- There were 0 Occupied shelter house patrols
- There were 0 Campground patrols
- There were 45 Patrols on trail systems
- There were 28 Directed patrol hours