

**Forest Preserves of Winnebago County  
BOARD MEETING**

Wednesday, June 19, 2024 – 5:30 PM  
Forest Preserve Headquarters



**A G E N D A**

**A. ROLL CALL**

**B. PLEDGE of ALLEGIANCE**

**C. APPROVAL of MINUTES**

Minutes for May 15

**D. PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS**

1. Elizabeth Hucker
2. Dr. Rochelle Lurie
3. Linda Sonneson
4. Eve Kirk
5. Paul Nolley

**E. UNFINISHED BUSINESS / DISCUSSION**

**F. NEW BUSINESS**

**G. ACTION ITEMS**

1. Bills for May
3. Special Purchase of 1-Ton Dump Truck

**H. UPDATES and REPORTS**

4. Preserve Operations
7. Land and Development
9. Golf
14. Marketing
16. Human Resources
17. Law Enforcement
- Partner Groups

**I. CLOSED SESSION**

**J. ANNOUNCEMENTS and COMMUNICATIONS**

1. July 6 – Walk With U Guided Hike at Headquarters Forest Preserve starting at 9:00am.
2. July 13 – Winnebago County Amateur at Macktown Golf Course
3. July 13 – Hononegah 100 Year Celebration starting at 5:00pm.
4. July 13 – R.E.A.P Volunteer Work Day at Cedar Cliff Forest Preserve from 9:00am – 12:00pm.
5. July 14 - Winnebago County Amateur at Macktown Golf Course

**K. ADJOURNMENT**

Next regular Board Meeting – 5:30 PM Wednesday, July 19, Forest Preserve Headquarters

Anyone wishing to address the Board must call 815-877-6100 or email [ewendlandt@winnebagoforest.org](mailto:ewendlandt@winnebagoforest.org) in advance of the meeting.

**Forest Preserves of Winnebago County**  
**Authorization to Process Payment of Bills**



June 19, 2024

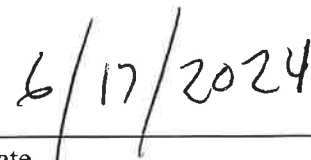
**TO: THE AUDITOR AND TREASURER OF THE  
FOREST PRESERVES OF WINNEBAGO COUNTY.**

Your Forest Preserves of Winnebago County Board of Commissioners, to whom were referred the following bills in the amount of **\$ 1,057,857.07** 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	359,769.39
HEALTH BENEFITS FUND	3185	42,890.29
SOCIAL SECURITY FUND	3192	28,951.96
RETIREMENT FUND	3193	26,024.98
IMPROVEMENT & DEV. FUND	3302	382,139.85
CORPORATE FUND	3402	<u>218,080.60</u>
		<b>\$ 1,057,857.07</b>

Respectfully submitted,

  
Steve Chapman, Finance Director

  
Date

**RESOLUTION**  
**No. 24-0601**  
**PAYMENT OF BILLS FOR MAY**

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 May; 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 \$1,057,857.07 to be paid by the Forest Preserves of Winnebago County for the month of May, 2024.

Voting YES\_\_\_\_\_

Voting NO\_\_\_\_\_

The above and foregoing Resolution was adopted this 19th day of June, 2024.

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

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Jeff Tilly, President  
Board of Commissioners

June 19, 2024  
Rockford, Illinois

**RESOLUTION**  
**No. 24-0602**  
**SPECIAL PURCHASE OF REPLACEMENT 1 TON DUMP TRUCK**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved the replacement of truck #138 as part of the 2024 Capital budget; and,

WHEREAS, the State Bid Contract was originally planned to provide for a truck meeting the specifications for this truck; and,

WHEREAS, the manufacturer has notified the dealer that the truck is not planned for production and is on hold indefinitely due to parts supply shortage; and,

WHEREAS, a truck meeting the specifications was found at Jerry Biggers Chevrolet, Inc. in Elgin, Illinois, and due to the inability to order a new truck under the State Bid, and no other brands meeting specifications, this purchase will fall under the Sole Source Purchases in our Purchasing Policy; and,

WHEREAS, the total cost as specified is \$ 68,150.03, for which the staff budgeted \$75,000 for this piece of equipment in the 2024 Capital budget; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approves the purchase for \$68,150.03 from Jerry Biggers Chevrolet in Elgin, Illinois for one (1) 2024 Chevrolet Silverado 1 Ton, 4x4 Dump Truck.

Voting YES\_\_\_\_\_

Voting NO\_\_\_\_\_

The above and foregoing Resolution was adopted this 19th day of June, 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  
May 2024 Activities Report

- Chlorinated wells at Seward Bluffs main and equestrian campgrounds.
- Installed parking bumpers at Macktown after asphalt work was completed.
- Added dirt around new curbs at Macktown and seeded.
- Scraped off and cleaned boat launches at Atwood after flooding.
- Used 10-yard dump truck to haul gravel to Alder, Ferguson, Jensen and Macktown.
- Fixed gravel roadway at Jensen and used skid steer to make areas for drainage.
- Bought and planted flowers for HQ, Macktown, Sugar River Attendant building and Colored Sands Sand Bluff.
- Installed boat docks at Atwood.
- Fixed concerns and responded to Illinois department of public health after campgrounds were inspected.
- Used stump grinder throughout preserves.
- Fixed split rail fence in front of Atwood.
- Filled in holes throughout turf areas at Atwood
- Installed information in new kiosk at HQ.
- Used pothole patch on several preserve entrances.
- Started chemical applications throughout preserves.
- Removed downed trees in preserves and also checked and cleared trails after storms.
- Completed monthly inspections.
- Mowing preserves at weed whipping.
- Hauled equipment to/from central shop for yearly maintenance.
- Conducted low frequency playground inspections.
- Repaired the water fountain at Pecatonica Wetlands Arrowhead shelter.
- Installed pipe gate at Hinchliff preserve.
- Replaced grill along Blackhawk Springs recreation path.
- Removed a few hazardous trees from along the entrance drive at Trask Bridge.
- Sprayed around entrance gates, signage and parking lots.
- Repaired two broken faucets in the Deer Lodge at Severson Dells.

## **Preserve Operations**

### **May 2024 Activities Report – Cont.**

- Staffed assisted Trades Manager, Bryan with the hammock installation at Klehm Arboretum and also installed a rock retaining border.
- Ongoing trail maintenance throughout the preserves.
- Removed storm damaged trees from Seward Bluffs, Severson Dells and Kishwaukee West Preserves.
- Conducted nitrate sampling from preserve hand pumps and wells.
- Ongoing weekly mowing and maintenance in the preserves.
- Stocked Seward Bluffs campground firewood bin.
- Removed dead ash tree from Blackhawk Springs entry drive.
- Trimmed trees along the northern dike at Four Lakes.

# FOREST PRESERVES OF WINNEBAGO COUNTY

November - May

	<u>2022-2023</u>		<u>2023-2024</u>	
	<u>Number</u>	<u>Total</u>	<u>Number</u>	<u>Total</u>
Small Shelter Res.	42	\$3,150	32	\$2,720
Small Shelter N/Res.	2	\$200	6	\$660
Large Shelter Res.	99	\$9,900	90	\$9,900
Large Shelter N/Res.	14	\$1,750	3	\$405
Electric Res.	144	\$16,560	119	\$14,875
Electric N/Res.	8	\$1,160	8	\$1,240
<b>TOTAL</b>	<b>309</b>	<b>\$32,720</b>	<b>258</b>	<b>\$29,800</b>
<b>ONLINE</b>	<b>200</b>	<b>65%</b>	<b>170</b>	<b>66%</b>
Over 300 Res.	0	\$0	0	\$0
Over 300 N/Res.	0	\$0	0	\$0
Ground Use/Tent Res	9	\$225	6	\$180
Ground Use/Tent N/Res.	0	\$0	0	\$0
Building Use Permits	2	\$200	0	\$0
Commercial Photography Permit	1	\$100	2	\$200
Special Use Permits	14	\$2,177	2	\$600
Rides	14	\$490	9	\$360
<b>TOTAL</b>	<b>40</b>	<b>\$3,192</b>	<b>19</b>	<b>\$1,340</b>
<b>ONLINE</b>	<b>16</b>	<b>40%</b>	<b>12</b>	<b>63%</b>
<b>Equestrian Passes</b>	<b><u>Number</u></b>	<b><u>Total</u></b>	<b><u>Number</u></b>	<b><u>Total</u></b>
Yearly Tag Res.	75	\$3,750	82	\$4,100
Yearly Tag N/Res.	27	\$1,890	34	\$2,380
<b>TOTAL</b>	<b>102</b>	<b>\$5,640</b>	<b>116</b>	<b>\$6,480</b>
<b>ONLINE</b>	<b>32</b>	<b>31%</b>	<b>41</b>	<b>35%</b>
<b>Fly Field Passes</b>	<b><u>Number</u></b>	<b><u>Total</u></b>	<b><u>Number</u></b>	<b><u>Total</u></b>
Yearly Pass Res.	33	\$990	38	\$1,330
Yearly Pass N/Res.	9	\$360	6	\$270
<b>TOTAL</b>	<b>42</b>	<b>\$1,350</b>	<b>44</b>	<b>\$1,600</b>
<b>ONLINE</b>	<b>8</b>	<b>19%</b>	<b>12</b>	<b>27%</b>
<b>Metal Detecting Passes</b>	<b><u>Number</u></b>	<b><u>Total</u></b>	<b><u>Number</u></b>	<b><u>Total</u></b>
Yearly Pass Res.	23	\$575	30	\$750
Yearly Pass N/Res.	5	\$175	7	\$245
<b>TOTAL</b>	<b>28</b>	<b>\$750</b>	<b>37</b>	<b>\$995</b>
<b>ONLINE</b>	<b>3</b>	<b>11%</b>	<b>7</b>	<b>19%</b>
<b>GRAND TOTAL</b>	<b>521</b>	<b>\$43,652</b>	<b>474</b>	<b>\$40,215</b>
<b>ONLINE</b>	<b>259</b>	<b>50%</b>	<b>242</b>	<b>51%</b>

# **Natural Resource Management**

Mike Brien, Director of Natural Resources

Mike Groves, Natural Resources Manager

Keith Krey, Stewardship Coordinator

May 2024 Activities Report

## **Natural Resource Staff**

- Harvested seed from Virginia bluebells, toothwort, wild ginger, miterwort, bloodroot, hepatica, pasque flower, and others from preserves throughout the county.
- Burned brush pile at Oak Ridge Forest Preserve.
- Treated algae and unwanted vegetation in the lakes at Four Lakes Forest Preserve.
- Monitored rare plants in preserves throughout the county.
- Began mapping distribution of invasive callery pear in the southeastern preserves.
- Chemically treated callery pear, teasel, bird's foot trefoil, crown vetch, Canada thistle, and reed canary grass in preserves throughout the county.
- Chemically treated woody resprouts emerging in forestry mowed units at Funderburg, Kieselburg, Sugar River Alder, and Severson Dells.
- Hand pulled blackberry lilies at Sugar River Forest Preserve.
- Cleaned out culverts at Deer Run and Pecatonica Wetlands Forest Preserves.
- Forestry mowed brush at Funderburg Forest Preserve.
- Tractor mowed unwanted vegetation at Atwood, Four Lakes, Hononegah, Funderburg, and Seward Bluffs Forest Preserves.
- Transplanted seedlings of many species from starter flats to large pots at the Severson Dells nursery.
- Seeded areas at Severson Dells and County Line Forest Preserves with a high diversity prairie seed mix.
- Mike Groves led a guided hike at Jensen Forest Preserve.
- John Peterson led a staff training at the Pecatonica River shop. Area staff were shown how to use and maintain the Bobcat forestry mulcher.
- Oversight of the forestry mowing contract at Funderburg Forest Preserve. The contractor began their first round of treating invasive resprouts throughout the project area.
- Mapped trails in preserves throughout the county with high accuracy GPS receiver and continued working on updating preserve maps.
- Attended a Region 1 Planning Council regional strategies workshop.
- Attended the Society for Ecological Restoration's Midwest chapter meeting at Purdue University.

## **Stewardship Coordinator**

- Held three volunteer restoration workdays at Blackhawk Springs, Deer Run, Pecatonica River, Roland Olson, and Seward Bluff Forest Preserves.
- Monitored bluebird nest boxes at Cedar Cliff and Funderburg Forest Preserves.
- Hosted the first native nursery volunteer workdays of the season at the Severson Dells nursery.

# Natural Resource Management

## May 2024 Activities Report – Cont.

- Attended the Stewardship Network’s webinar “Mice, voles, beetles, and native plants: A tour of their responses to management at Nachusa Grasslands”.
- Attended IPRA event at Four Rivers Environmental Education Center.
- Attended Better Impact’s webinar “Where should leadership of volunteering sit in an organization?”.
- Attended Galaxy Digital / Get Connected’s webinar “Volunteer engagement: Reclaiming community roots”.
- Hosted a table at Rockford Indoor City Market’s 2024 Volunteer & Community Resource Fair.
- Hosted a table at Sand Bluff Bird Observatory’s open house.

### *2024 Statistics*

A total of 127 volunteers earned 1,145.25 service hours from January 2024 through May 2024

The monetary value of these service hours equals **\$36,418.95**. As of April 2023, the estimated national value of each volunteer hour is currently \$31.80 (based on the Independent Sector, April 19<sup>th</sup>, 2023)

## **Golf Operations**

Vaughn Stamm, Director of Operations

Rich Rosenstiel, Clubhouse Manager

Tyler Knapp & Mark Freiman, Golf Maintenance Managers

May 2024 Activities Report

### **Clubhouse Operations:**

- All three new clubhouse counters got the final glass installed.
- League play at all three courses has begun.
- Atwood Golf Shop F&B counters modified and moved.
- Liquor inspections completed.
- Enrolled staff (New / Expiring) in BASSET certification.
- Facilitated three new seasonal hires.
- Coordinated logistics for paving project at Macktown Clubhouse.
- Adjusted starting times to weekdays at 6:30 am and weekends at 6:00am.
- Moved to summer rates effective Memorial Day Weekend.

### **Golf Maintenance:**

#### **Ledges**

- Flooding on holes #2, #4 and #13 requiring substantial cleanup of trees, debris and silt.
- Hand watered localized dry spots on greens.
- Vertical cut greens to remove unwanted organic matter.
- Aerified all greens with needle tines to alleviate soil compaction and promote root development.
- Top dressed all greens after aeration.
- Continued edging all greenside bunkers.
- Added sand to numerous green side and fairway bunkers.
- Continued fertility program on all putting green surfaces.
- Started fertility program on all tee complexes.
- Removed trees and unwanted vegetation from creek bank on #13.
- Trimmed low hanging limbs throughout the golf course.
- Removed all unwanted vegetation from prairie planting on #16.
- Mowed around ponds and waterways with boom mower.
- Applied granular fertilizer on all fairways.
- Replaced solenoids and pilot valves on numerous irrigation heads.
- Burned brush pile numerous times.
- Completed all nitrate and bacteria water samples and submitted for testing.
- Rebuilt diaphragm pump on John Deere sprayer.

# **Golf Operations**

## **May 2024 Activities Report – Cont.**

### **Macktown**

- Tree and debris cleanup on numerous holes from storm damage.
- Aerified all greens with needle tines to alleviate soil compaction and promote root development.
- Sodded bare areas on #9 fairway.
- Cleaned out drainage line that runs underneath fairway on #9.
- Started fertility program on all tee complexes.
- Continued fertility program on all putting green surfaces.
- Applied granular fertilizer on all fairways.
- Mulched all landscape areas around clubhouse and tee signs.
- Completed all nitrate and bacteria water samples for testing.
- Trimmed low hanging limbs throughout the golf course.
- Finished filling and seeding stump areas.
- Replaced cracked irrigation head on #16.
- Repaired timing mechanisms in several irrigation pedestals.
- Hand watered localized dry spots on greens.
- Continued edging greenside bunkers.
- Continued training golf maintenance technician.
- Burned brush pile.
- Planted flowers and added mulch to clubhouse landscape beds.
- Relocates signs at clubhouse.
- Water sample collected and delivered to Department of Public Health.

### **Atwood**

- Aerate greens with ¼ inch solid tines.
- Verti-cut greens to remove thatch and top dressed with sand.
- Granular fertilizer applied to fairways.
- Edged bunkers and added sand for proper playing depth.
- Planted flowers at clubhouse.
- Trained new seasonal employees.
- Edged and weeded clubhouse landscape beds, applied pre-emergent herbicide and installed hardwood mulch.
- Repaired irrigation pressure maintenance water line.
- Cleaned debris and large limbs from storm damaged trees.

## **Golf Operations**

### May 2024 Activities Report – Cont.

- Implemented green and tee fertility program.
- Worked with Toro Irrigation field representative on installation of new irrigation central control system.
- Installed new irrigation communication wire from exterior of building to CPU.
- Collected and delivered water samples for Department of Public Health.

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

	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>
<b><u>Atwood Homestead</u></b>				
Green Fees	\$75,546	\$56,491	\$63,253	\$80,941
Foot Golf Fees	\$0	\$0	\$0	\$0
Cart Rental	\$56,647	\$45,841	\$52,515	\$64,014
Merchandise	\$10,122	\$7,278	\$8,967	\$9,783
Gift Card	\$177	\$355	\$525	\$224
Discount Gift Card	\$20,682	\$18,114	\$21,594	\$28,229
Capital Improvement Fee	\$8,329	\$5,632	\$6,398	\$6,837
Food & Beverage	\$20,734	\$18,063	\$25,538	\$26,359
Golf Club Rental	\$0	\$0	\$80	\$120
Video Gaming & ATM	\$379	\$601	\$179	\$718
<b>Total Atwood Revenue</b>	<b>\$192,617</b>	<b>\$152,374</b>	<b>\$179,048</b>	<b>\$217,225</b>
<b><u>Ledges</u></b>				
Green Fees	\$68,103	\$52,766	\$63,101	\$71,034
Cart Rental	\$51,578	\$41,215	\$52,163	\$58,314
Merchandise	\$7,512	\$6,269	\$8,612	\$7,389
Gift Card	\$0	\$0	\$95	\$0
Discount Gift Card	\$17,079	\$16,193	\$22,814	\$24,841
Capital Improvement Fee	\$7,314	\$5,604	\$6,588	\$7,022
Food & Beverage	\$27,900	\$19,375	\$33,821	\$32,110
Golf Club Rental	\$0	\$0	\$80	\$0
Video Gaming & ATM	\$202	-\$10	\$150	\$2,355
<b>Total Ledges Revenue</b>	<b>\$179,688</b>	<b>\$141,412</b>	<b>\$187,424</b>	<b>\$203,065</b>
<b><u>Macktown</u></b>				
Green Fees	\$46,196	\$33,098	\$44,299	\$49,082
Cart Rental	\$38,833	\$27,777	\$38,580	\$41,578
Merchandise	\$4,659	\$4,197	\$5,646	\$4,588
Gift Card	\$0	\$0	\$0	\$0
Discount Gift Card	\$27,155	\$18,126	\$26,363	\$28,285
Capital Improvement Fee	\$5,100	\$3,310	\$4,799	\$5,044
Food & Beverage	\$22,957	\$19,944	\$27,051	\$26,694
Golf Club Rental	\$0	\$0	\$0	\$80
Video Gaming & ATM	\$1,206	\$798	\$303	\$277
<b>Total Macktown Revenue</b>	<b>\$146,105</b>	<b>\$107,249</b>	<b>\$147,039</b>	<b>\$155,629</b>
<b><u>Headquarters</u></b>				
Gift Card	\$1,550	\$2,430	\$1,350	\$3,000
Discount Gift Card	\$23,034	\$25,701	\$23,466	\$24,463
Golf Passes	\$264,530	\$290,440	\$312,005	\$323,901
Capital Improvement Fee	\$29,530	\$32,700	\$32,218	\$30,900
Tournaments	\$3,920	\$3,820	\$5,500	\$12,130
Private Golf Cart Registration	\$12,500	\$11,650	\$11,650	\$8,850
<b>Total Headquarters Revenue</b>	<b>\$335,064</b>	<b>\$366,741</b>	<b>\$386,189</b>	<b>\$403,244</b>
<b>Total Golf Course Revenue</b>	<b>\$853,472</b>	<b>\$767,776</b>	<b>\$899,699</b>	<b>\$979,162</b>

Option not available for that season

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

	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>
<b><u>Rounds Played</u></b>				
Atwood	8,869	7,132	6,941	12,783
Footgolf	0	0	0	0
Ledges	6,647	4,353	6,294	9,820
Macktown	6,547	3,581	5,788	8,318
<b>Total Rounds Played</b>	<b>22,063</b>	<b>15,066</b>	<b>19,023</b>	<b>30,921</b>
<b><u>Golf Passes</u></b>				
Premier Card Res.	28	31	28	29
Premier Card Res.-Refer-A-Friend	28	36	37	45
Premier Card Non-Res.	2	1	2	2
Premier Card Non-Res.-Refer-A-Friend	2	3	1	1
Player Card Res.	186	187	164	163
Player Card Res.-Refer-A-Friend	220	252	277	272
Player Card Non-Res.	10	11	8	12
Player Card Non-Res.-Refer-A-Friend	20	24	20	16
Student Card Res.	56	62	69	97
Student Card Non-Res.	3	4	8	10
Team Pass	0	0	0	0
Practice Range Res.	19	24	19	18
Practice Range Non-Res.	0	0	0	0
<b>Total Passes</b>	<b>574</b>	<b>635</b>	<b>633</b>	<b>665</b>
<b><u>Private Golf Cart Registration</u></b>				
Inside Storage	0			
Outside Storage	4	3	3	2
Home Storage	15	15	14	11
<b>Total Private Golf Cart Registration</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>13</b>

*Option not available for that season*

# Marketing & Communication Relations

Renee Pixler, Communications Coordinator  
May 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
- Submitted ¼ page ad in Stateline Connection publication to promote Hooked on Fun
- 5/22/24 – Sent press release to media contacts regarding Hooked on Fun event.

## Media Relations:

- Appeared on WIFR 23 Morning Blend show to promote Hooked on Fun.
- Interviewed with Steve Summers & Ryan Sartori on 95.3 The Bull to promote Hooked on Fun.
- Featured in “*Hooked on Fun – Kid’s Fishing Derby*” article on Rockton-Roscoe News website.
- Featured in “*Looking for something to do this weekend in the Rockford Area? Here are 24 upcoming events*” article on Rockford Register Star website.
- Featured in “*Looking for something to do this weekend in the Rockford Area? Here are 28 upcoming events*” article on Rockford Register Star website.
- Featured in “*Looking for something to do this weekend in the Rockford Area? Here are 36 upcoming events*” article on Rockford Register Star website.
- Featured in “*Area children compete in Hooked on Fun fishing Derby*” article on WIFR website.

## Events/Programs:

- 2024 Preserve Passport Program
  - We have over 380 submissions/missions completed (as of 6/11/24).
- Working with University of Illinois Extension – Jo Daviess/Stephenson/Winnebago County to host their “Healthy Trails Challenge” during the month of June to celebrate National Trails Month. The challenge will be at Headquarters Forest Preserve (6/9-6/15) and Blackhawk Springs Forest Preserve (6/23-6/29).
- Our first ***Backpacking with Burpee*** program was 5/4/24 at Oak Ridge Forest Preserve. The topic was spring ephemerals and participants had a great time exploring the preserve and identifying flowers, insects and more!

## Marketing & Communication Relations

### May 2024 Activities Report – Cont.

- FPWC Natural Resource Manager, Mike Groves, guided a hike at J. Norman Jensen Forest preserve on 5/22/24. We had about 25 participants.



### Community Engagement

- 5/11/24 – Represented FPWC at Sand Bluff Bird Observatory open house at Colored Sands Forest Preserve.
- 5/18/24 – Represented FPWC at the Rockton Pelican Fest in Rockton, IL.
- 5/29/24 – Represented FPWC at Stateline Family YMCA National Senior Health & Fitness Day.

### Miscellaneous

- Attended IPRA Forest Preserve & Conservation Section SIGNature event at Four Rivers Environmental Center.
- FPWC is participating in the Rockford Adventure Trail (hosted by RACVB) with stops at Seward Bluffs, Hononegah and Atwood Forest Preserves.
- Attended “Crisis Communication: Social Media & the 1<sup>st</sup> Amendment” zoom seminar hosted by CivicPlus.
- Attended 815 Day committee meeting. FPWC will be a “hot spot” to celebrate 815 Day (formerly Rockford Day) on 8/15/24.

### Social Media:

- Social Media Stats (compared to April 2024 activities report).
  - FPWC Facebook: 4,887 followers (+76)
  - FPWC Instagram: 1,695 followers (+23)
  - FPWC Golf Facebook: 590 followers (+10)
  - FPWC Golf Instagram: 282 followers (+2)

# **Human Resources**

## **Sherry Winebaugh, Human Resources Manager May 2024 Activities Report**

- Focused on Seasonal orientation and safety training, overseeing employee benefits, managing open enrollment and addressing staff-related issues.
- Participated in multiple meeting with PlanSource, IPBC and Gallagher to discuss testing, address issues and prepare for the upcoming Employee Benefits Open Enrollment. These meetings were intended to improve our benefits platform and ensure a seamless enrollment process for our employees.
- Conducted seasonal new hire orientation/safety training, emphasizing our organizational culture, policies and safety procedures. These orientations help develop a positive and safe work environment for all employees.
- Held individual meetings with employees from May 13 to May 17 to provide personalized help on navigating PlanSource, our new benefits platform. These sessions were to assist employees to make the most of the benefits available to them and easily navigate the platform.
- Addressed various staff-related matters, demonstrating a commitment to managing problems with employees while creating a positive work environment where employees are happy and productive.
- I was out of the office May 24 to May 31 on my SHRM certification exam, I am pleased to announce that I passed the exam and earned my SHRM – CP certification. This achievement emphasizes my dedication to advancing my professional skills and knowledge in Human Resources Management.
- I am working with Lisa Spangler from IPRF regarding a workers' compensation employee claim.
- This month, we hired two new seasonal employees, bringing our total seasonal staff count to 103. I also held one new hire orientation/safety training, including two attendees.

# Law Enforcement

## May 2024 Activities Report

WB24-006079 5801 S. Perryville Rd. Burglary to Motor Vehicle At 1245 hours while entering Blackhawk Springs Forest Preserve located at 5801 S. Perryville Rd. Sr. Deputy Kempin spotted a black backpack hanging one of the information signs. A cell phone along with other items were located inside showing the owner to be Grace Papadopoulos who had reported a Burglary to Motor Vehicle on 5/10/24. The property was returned to Grace who stated the only thing missing was her wallet containing all her identification.

IN24-106828 8990 Old River Rd. Criminal Trespass to Property Deputy Kempin was dispatched to the area of Atwood Homestead Golf Course for an older white male that had parked his gray Toyota Camry registration JEH55 by the road and entered the course with golf clubs in hand. The male John Huyck was located and given verbal warning for Trespass per Forest Preserve instruction, also informed the next incident he would be charged.

WB24-006833 10027 Forest Preserve Rd. Information for Police Jesse Schafman was terminated from the Winnebago County Forest Preserve today due to time card problems, taking work equipment and not showing up to job sites. Jesse was found sleeping at the Forest Preserve Maintenance Building overnight without permission and harassing female campers. Forest Preserve personnel wanted both Colored Sands and Hononegah Forest Preserve to be checked in the evenings to make sure Jesse is not sleeping there or getting in the buildings.

### **Brief Activity Summary**

- There were 1 Criminal arrests
- There were 21 Calls for service inside of the Forest Preserves
- There were 12 Reports written
- There were 0 Ordinance violations (citations) written
- There were 0 Written warnings
- There were 13 Verbal warnings
- There were 1 Airfield permits
- There were 15 Equestrian bridle tags
- There were 11 Fishing license checks
- There were 31 Occupied shelter house patrols
- There were 26 Campground patrols
- There were 22 Patrols on trail systems
- There were 51 Directed patrol hours