

**Forest Preserves of Winnebago County  
BOARD MEETING**

Wednesday, December 17, 2025 – 5:30 PM  
Forest Preserve Headquarters



**A G E N D A**

**A. ROLL CALL**

**B. PLEDGE of ALLEGIANCE**

**C. COMMENTS FROM THE PUBLIC**

**D. PRESENTATIONS (INVITED)**

1. Blakemore Architects, Natural Resources Building

**E. APPROVAL OF MINUTES**

1. Approval of Minutes from Nov. 19, 2025 Regular Board Meeting

**F. OLD BUSINESS**

**G. NEW BUSINESS**

1. Bills for November
3. Approval of Bid Package for New Natural Resource Building
5. Approval of Addition of Employee to Golf Courses
7. Approval of Klehm Kid's Creek and Splash Pad Remodel

**H. DISCUSSION**

11. Strategic Plan Timeline
13. District Naming Policy

**I. UPDATES and REPORTS**

18. Preserve Operations
20. Natural Resource Management
22. Golf
24. Marketing & Communications
25. Human Resources
6. Partner Groups

**J. CLOSED SESSION**

1. Land Acquisition

**K. ANNOUNCEMENTS and COMMUNICATIONS**

1. January 14 – January Guided Bird Hike at Klehm Arboretum & Botanic Garden starting at 8:30am.

**L. ADJOURNMENT**

Next regular Board Meeting– 5:30 PM Wednesday, January 21, Forest Preserve Headquarters

If you require assistance while attending our meetings, please call 815-877-6100 or email [ewendlandt@winnebagoforest.org](mailto:ewendlandt@winnebagoforest.org) no less than 48 hours prior to the Board meeting.

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**



December 17, 2025

**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 **\$ 447,566.44** 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	220,476.33
BOTANICAL GARDEN FUND	3120	1,353.50
HEALTH BENEFITS FUND	3185	42,013.72
SOCIAL SECURITY FUND	3192	16,181.73
RETIREMENT FUND	3193	17,670.39
IMPROVEMENT & DEV. FUND	3302	59,943.49
LAND ACQUISITION FUND	3307	10,000.00
CORPORATE FUND	3402	<u>79,927.28</u>
		<b>\$ 447,566.44</b>

Respectfully submitted,

  
Steve Chapman, Finance Director

12/12/2025  
Date

## **RESOLUTION**

**No. 25-1201**

### **PAYMENT OF BILLS FOR NOVEMBER**

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 November; 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 \$447,566.44 to be paid by the Forest Preserves of Winnebago County for the month of November 2025.

Voting YES\_\_\_\_\_ Voting NO\_\_\_\_\_ Voting ABSTAINED\_\_\_\_\_

The above and foregoing Resolution was adopted this 17th day of December, 2025.

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

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President, Jeff Tilly  
Board of Commissioners

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Secretary, Gloria Lind  
Board of Commissioners

## RESOLUTION

No. 25-1202

### ACCEPTING BID FOR NATURAL RESOURCES BUILDING

WHEREAS, the Board of Commissioners of the Forest Preserves of Winnebago County is committed to growing landholdings, restorations, natural areas, and the infrastructure to support those aspects of our mission, and,

WHEREAS, the Board, in consultation with staff during the previous two annual budget processes, approved the design, construction and budget of a new Natural Resources Building consisting of offices, a shop, and storage area designed by Blakemore Architects and,

WHEREAS, the District's competitive bidding process received nine (9) responses from general contractors, and:

WHEREAS, the lowest responsive and responsible bidder was Schmeling Construction Company,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County hereby approves the following:

- I. Awarding the bid to Schmeling Construction Company for a total of two million five hundred and eleven thousand dollars (\$ 2,511,000.00).
- II. Rejecting the Add Alternates of: Bid A-1 Deduct for Timber Wood Canopy, Bid C-1 Addition of Concrete Pad, and Bid C-2 Add Heavy Duty Pavement.
- III. Accepting Add Alternates of: Bid A-2 Performance Bond and Bid C-3 Deduct for Chain Link Fencing.
- IV. Accepting the per unit prices of earth excavation at thirty dollars (\$ 30.00) per cubic yard, Compacted structural fill at forty-two dollars (\$ 42.00) per cubic yard, Per duplex outlet installed at one hundred eighty-five dollars (\$ 185.00), and Per data outlet box installed at one hundred forty-five dollars (\$ 145.00).
- V. Allowing the Executive Director to enter into a contractual agreement with Schmeling Construction Company for a total of two million five hundred and eleven thousand dollars (\$ 2,511,000.00)

NOW THEREFORE, BE IT FURTHER RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County shall also allow staff to request a budget ordinance to be approved at the January 2026 Board meeting for an increase of one-hundred thousand dollars (\$ 100,000.00) into account # 965.462.10. Of which Forty-four thousand dollars (\$ 44,000.00 is carryover from FY 2024-25 and fifty-six thousand (\$ 56,000.00) will be funded from the Improvement and Development Fund Balance, to help cover contingency costs, if necessary.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINED \_\_\_\_\_

The above and foregoing Resolution was adopted this 17th day of December, 2025.

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

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Jeff Tilly, President  
Board of Commissioners

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Gloria Lind, Secretary  
Board of Commissioners

## Bid Tab: 25B-2442

New Natural Resource Building for Forest Preserves of Winnebago County

Bid Date: 2:00 PM 11/20/2025

General Contractor	Base Bid	Performance Bond Cost	Completion Date (Calender Weeks)	Unit Price Earth Excavation Ea C.Y.	Unit Price Engineered Fill Ea C.Y To Be Submitted By Lowest (3) Bidders in 24 Hours	Unit Price per outlet installed To Be Submitted By Lowest (3) Bidders in 24 Hours	Unit Price per Data installed To Be Submitted By Lowest (3) Bidders in 24 Hours	% of OHP self work	% of OHP sub work	% of OHP credited	Receipt of Addendum 1 Y/N	Receipt of Bid Clarification 1 Y/N	Alternate Bid A-2 Performance Bond	Alternate Bid A-1 Deduct for Timber Wood Canopy	Alternate Bid C-1 Add for Conc. Pad	Alternate Bid C-2 Add for Heavy Duty Pavement	Alternate Bid C-3 Deduct for Chain Link Fence
Dpi Construction	\$2,773,241.00	\$23,163.00	32	\$33.00	\$45.00			10.00%	5.00%	5.00%	Y	NO RESPONSE	\$23,163.00	-\$21,000.00	\$5,100.00	\$58,100.00	-\$25,000.00
L&L Builders	\$2,649,140.00	\$264,914.00	35	\$30.00	\$42.00	\$262.00	\$465.00	10.00%	10.00%	0.00%	Y	Y	\$264,914.00	-\$81,120.00	\$4,520.00	\$69,800.00	-\$27,310.00
Scandroll Construction	\$2,686,686.00	\$20,635.00	AP 1, 26-SEPT 30, 26	\$13.00	\$25.00	\$205.00	\$160.00	10.00%	10.00%	0.00%	Y	Y	\$20,635.00	-\$58,000.00	\$5,600.00	\$73,500.00	-\$24,000.00
Schmeling Construction	\$2,536,000.00	\$253,600.00	24	\$30.00	\$42.00	\$185.00	\$145.00	10.00%	5.00%	0.00%	Y	Y	\$22,000.00	-\$38,100.00	\$7,000.00	\$68,500.00	-\$25,000.00
Sjostrom and Sons	\$2,585,570.00	\$22,563.00	32	\$35.00	\$48.00	\$325.00	\$200.00	15.00%	8.00%	0.00%	Y	Y	\$22,653.00	-\$28,199.00	\$5,250.00	\$62,975.00	-\$26,000.00
Stenstrom and Sons	\$2,630,400.00	\$18,000.00	28	\$33.00	\$46.00	\$288.00	\$512.00	10.00%	10.00%	0.00%	Y	Y	\$18,000.00	-\$90,000.00	\$4,300.00	\$65,600.00	-\$27,000.00
Winter Construction	\$2,780,000.00	\$23,000.00	24	\$30.00	\$42.00	\$225.00	\$100.00	10.00%	10.00%	5.00%	Y	Y	\$23,000.00	-\$45,000.00	\$5,700.00	\$73,000.00	-\$27,000.00

**Forest Preserves of Winnebago County  
BOARD of COMMISSIONERS**

**AGENDA BACKGROUND INFORMATION**

**December 17, 2025**

**Addition of Golf Food & Beverage Manager Position**

Contact	Daniel Olson	877-6100
	Vaughn Stamm	877-6100

**Background Information:**

As the result of the announced departure of the current Golf Clubhouse Operations Manager, and after an in-depth review of the current staffing and operational challenges, the Director of Operations is proposing the addition of a full time Food & Beverage Manager to the golf operations. This position would provide better daily oversight of the three-clubhouse food and beverage operations, managing staff more directly, and ensuring that customer expectations are being met.

Current staff structure has been too reliant on seasonal employees working with little to no direct supervision on a routine basis. This new position will be responsible for ensuring each of the three-clubhouse food & beverage teams are trained and scheduled appropriately throughout the year, while also managing daily customer flow, year-round inventory management, and ensuring kitchen safety and cleanliness. Each clubhouse location on average relies on anywhere from 6-10 employees who work on a varied split schedule with morning and afternoon/early evening shifts.

The new Food & Beverage Manager will report to the Golf General Manager, who will additionally oversee the other clubhouse employee teams as well. Currently there are three teams working split shifts at three different locations. These include food & beverage staff, outside attendant staff, and golf shop cashier staff. Between the three clubhouse locations the golf operations comprise the largest group of seasonal employees. All whom need training, scheduling, and supervision. By providing a Food & Beverage Manager the District aims to provide a more balance workload for the Golf Department as a whole, not reliant on only one person to oversee three different teams at three different locations.

**Position Summaries**

**Golf General Manager — Summary**

The Golf General Manager oversees all clubhouse operations and golf events across Atwood Homestead, Macktown, and Ledges. This position provides leadership and supervision of clubhouse staff (including the Food & Beverage Manager), ensures high-quality customer service, and manages golf operations, tournaments, leagues, practice ranges, golf shop procedures, and risk-management programs. The GM is also responsible for retail purchasing, inventory controls, cash handling, revenue reporting, financial deposits, and coordinating sponsorships. The role requires strong operational leadership, business acumen, and a working knowledge of golf management, safety practices, and USGA rules.

**Golf Food & Beverage Manager — Summary**

The Food & Beverage Manager manages daily food and beverage operations across the three golf course clubhouses. This includes staffing, safety, cleanliness, kitchen operations, liquor licensing, beverage cart operations, event support, inventory management, financial accountability, preventative maintenance, and customer service. The role supervises F&B staff, ensures health code compliance, coordinates food service for events and rentals, and maintains POS system accuracy. This position requires strong restaurant operations knowledge, safety awareness, and excellent customer service skills.

## Side-by-Side Comparison of Responsibilities

Category	Golf General Manager	Golf Food & Beverage Manager
<b>Overall Scope</b>	Oversees <i>all clubhouse operations</i> across all three golf courses, including golf shop, events, customer service, and supervision of F&B Manager.	Oversees <i>all food and beverage operations</i> at the three clubhouses, including kitchens, bars, concessions, and beverage carts.
Supervision	Supervises all clubhouse staff including F&B Manager.	Supervises F&B staff only.
Customer Service	Leads customer service for all clubhouse operations.	Ensures quality service within F&B.
Golf Operations	Manages ranges, leagues, tournaments, golf shop.	No golf ops duties; supports events with F&B.
Event Duties	Coordinates all golf events.	Provides F&B for events and rentals.
Financial Management	Retail purchasing, inventory, cash handling, deposits.	F&B POS, inventory, purchasing, compliance.
Safety & Compliance	Safety programs for clubhouse ops.	Health, sanitation, and liquor law compliance.

Pending board approval of the position, staff would plan on presenting a resolution at the next scheduled board meeting in January in order to amend the budget in order to allocate the necessary funds for the FY2025-26 year.

**Action required: To approve a resolution to amend the FY2025-26 Golf General Department (995) budget to include funds in the amount of \$70,300 for the addition of a full time Food & Beverage Manager with wages and benefits.**

## RESOLUTION

**No. 25-1203**

**APPROVAL BY THE FOREST PRESERVES OF WINNEBAGO COUNTY OF KLEHM  
ARBORETUM AND BOTANIC GARDEN INC.'S INTENT TO REMODEL THE KID'S CREEK  
WATER FEATURE AND SPLASH PAD**

WHEREAS, Klehm Arboretum and Botanic Garden Inc. (Klehm) has made and continues to propose improvements to the Carl and Lois Klehm Forest Preserve property owned by the Forest Preserves of Winnebago County (FPWC) to the mutual benefit of both parties and the public, and

WHEREAS, remodel efforts are necessary at this time to modify and redesign the Kid's Creek water feature and the splash pad located within the Nancy Olson Children's Garden to ensure operability in 2026 and beyond, and

WHEREAS, said features were constructed by Klehm in 2018 and 2019, were valued at \$228,991 and upon completion were transferred to and accepted by the FPWC in 2020 and are now owned by the District, and

WHEREAS, Klehm believes in good faith that the ultimate cost of the remodel efforts shall be over \$10,000 and may reach or exceed \$250,000 pending final design and engineering, and

WHEREAS, Klehm shall endeavor to fund the remodel efforts through restricted contributions, grants, and other funds solicited and received by the organization, of which approximately \$65,000 are currently available, and further welcomes any in-kind and/or financial support from the Forest Preserves of Winnebago County should such support become available now or in the future, and

WHEREAS, nothing in this Resolution shall be construed as obligating the Forest Preserves of Winnebago County to provide financial support for the project, and

WHEREAS, Section 10 of the operating agreement in effect between Klehm and FPWC states that Klehm will seek the District's written approval for any capital improvement project which is anticipated to cost in excess of \$10,000, and the District agrees that such approval will not be unreasonably withheld.

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

Section 1: That the Board of Commissioners of the Forest Preserves of Winnebago County does hereby approve Klehm Arboretum and Botanic Garden Inc.'s remodel efforts, as generally outlined in the accompanying conceptual design documents, to modify the Kid's Creek water feature and the splash pad located within the Nancy Olson Children's Garden that are projected to cost in excess of \$10,000.

Section 2: That the Secretary to the Forest Preserves of Winnebago County shall forward a certified copy of the Resolution granting this written approval to the Klehm Arboretum and Botanic Garden Inc. Executive Director for Klehm's records.

Voting YES: \_\_\_\_\_ Voting NO: \_\_\_\_\_ Voting ABSTAINED: \_\_\_\_\_



The above and foregoing Resolution was adopted this 17th day of December, 2025.

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

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Jeff Tilly, President  
Board of Commissioners

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Gloria Lind, Secretary  
Board of Commissioners





RETAINING ROCKS



PUMP AND PLAY, WATER SOURCE FROM WELL



AQUATIX FIBERGLASS WATERFEATURES



FEATURES MANUFACTURED WITH NATURAL ROCKS.



SLUICE GATE, LOCATION TO BE DETERMINED AND IMPLEMENTED BY OWNERSHIP.



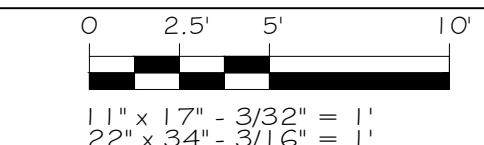
RAMAKER  
employee-owned  
(608) 643-4100 www.ramaker.com

Certification & Seal:

MARK	DATE	DESCRIPTION
DATE ISSUED:	10/07/2025	
ISSUE PHASE:	PRELIMINARY	
PROJECT TITLE:	KLEHM ARBORETUM PROPOSED RENOVATION/RECONSTRUCTION FOR FLOW-THROUGH SPLASH PAD	

PROJECT OWNER:  
KLEHM ARBORETUM AND BOTANIC GARDENS  
PROJECT LOCATION:  
ROCKFORD, IL

SHEET TITLE:  
CONCEPTUAL PLAN

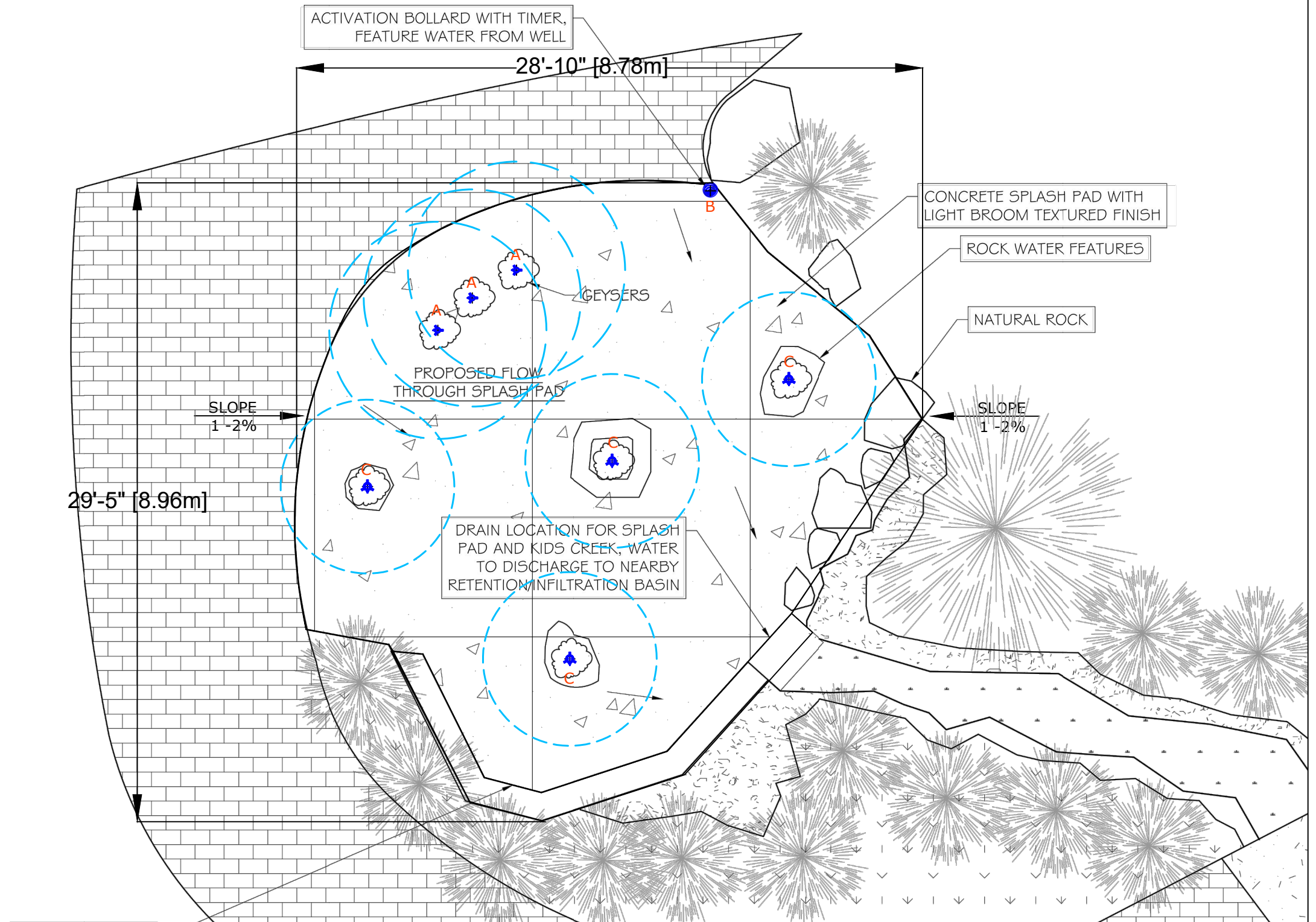


PROJECT NUMBER  
63305  
SHEET NUMBER  
CP-02



GRID SIZE :      10 x 10 ft      3 x 3 m

REF	PRODUCT	QTY	GPM	LPM
A	Geyser N°1 VOR 0301	3	21.0	79.4
B	Activator N°4 VOR 0622	1	0.0	0.0
C	Jet Stream N°2 VOR 0325	4	16.0	60.5
TOTAL		QTY	GPM	LPM
		8	37.0	139.9



Oct 27, 2025



## SPLASHPAD LAYOUT DRAWING

SCALE : 6/32" : 1'



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11" X 17" sheet size



## **MEMORANDUM**

**TO:** Forest Preserves of Winnebago County Board of Commissioners  
**FROM:** Daniel J. Olson, Executive Director  
**DATE:** December 17, 2025  
**RE:** Discussion of Strategic Plan Timeline

### **REQUEST**

Staff requests the Board of Commissioners discuss certain components of strategic planning, including the attached timeline.

### **BACKGROUND**

During the Executive Director interview process, the Board and staff mentioned the need to begin the next Strategic Planning Process. The last Strategic Plan concluded in 2017. In 2020, a new Strategic Plan was being formulated but stalled due to consequences of COVID. Our industry, as well as most other industries globally, have dramatically changed since that time. Therefore, staff believes a new three-year plan is warranted.

Staff is providing the attached strategic planning timeline for your consideration.

### **BUDGET IMPACT**

Currently, there is no budget impact for this discussion. The Community Survey and Strategic Planning has been budgeted at \$30,000 for the FY2025-26 budget year, although final payout will most likely be in the FY2026-27 budget year.

### **FUTURE ACTIONS**

There are several milestones of note for commissioners.

1. We will be releasing a community survey on Feb. 1. We would ask that Commissioners participate in distributing the survey electronically.
2. In March and April, the Board will discuss the parameters and needs of the Plan. This will include the RFP process, changes to the timeline, partners to invite, and the longevity of the plan. This information will be used to formulate the RFP.
3. When RFP proposals are received in May, administrative staff will interview and compile vendors responses and make recommendations to the Board of Commissioners at the June 2026 Board meeting.
4. During Phase two of the planning process, we will add study sessions to the Board schedule in order to meet with the facilitator and key staff.
5. We anticipate final plan acceptance or approval in October of 2027.

No formal Board action is requested at this time. Board members may send questions or comments to the Executive Director for compiling.

## Tentative Timeline

### Strategic Planning Process FPWC

Updated Dec. 13, 2025 by DJO

Milestone	Target Date
Recruitment of Survey Developers/Team	December 1, 2025
Development of Community Survey In-house	December 2025 (Early)
Community Survey Materials Finalized	January 31, 2026
Community Survey Released to Public	February 1, 2026
Community Survey Closes	April 30, 2026
Community Survey Data Compiled	May 30, 2026
Board Meeting Discussion on Plan Parameters/Needs	March 2026
Board Meeting Discussion on Plan Parameters/Needs	April 2026
Formation of Internal Steering Committee	April 2026
Notification to partners, stakeholders, vendors, etc.	April 2026
RFP Released	April 2026
RFP Proposals Due	May 2026
Consultant Selection	June 2026
Project Kickoff	July 2026
Phase 1: Preparation and Discovery	July – October 2026
Phase 2: Facilitation and Engagement	November 2026 – February 2027
Phase 3: Plan Development and Finalization	February – June 2027
Draft Plan Presentation to Steering Committee	July 2027
Staff Review of Draft Plan	July 2027
Final Plan Presented to Steering Committee	August 2027
Final Plan Approval by Board of Commissioners	October 2027
Public Launch of Plan	October 2027

#### **HIGHLIGHTS**

Schedule will cross over two budget years.

Community Survey will be done in house by staff.

Timeline aligns with start of FY27-28 Budget Year



## **MEMORANDUM**

**TO:** Forest Preserves of Winnebago County Board of Commissioners  
**FROM:** Daniel J. Olson, Executive Director  
**DATE:** December 17, 2025  
**RE:** Discussion of Implementing a Naming Policy

### **REQUEST**

Staff requests the Board of Commissioners discuss the implementation of a Naming Policy for the District.

### **BACKGROUND**

Currently the Board of Commissioners and District staff do not have guidelines for naming of preserves facilities, etc.

Implementing a policy will provide guidelines and criteria for determining and assigning specific names to preserves, sites, facilities, areas and internal rooms, as well as a host of other amenities.

I have spoken with our major partners to ensure any new Naming Policy that we develop does not interfere with naming rights or policies they have in place. The conversations resulted in the following:

1. Macktown Living History – Does not currently have any naming rights policy.
2. Severson Dells Education Foundation – Currently working on a naming policy, but would not overlap with FPWC assets.
3. Klehm Arboretum and Botanical Garden – No formal naming policy but consider on a case-by-case basis. Does have a gift acceptance policy, but it does not address naming rights. There are a few amenities at Klehm that have a formal name on them.
4. Sand Bluff Bird Observatory – Working with Commissioner Eickman.

The attached Naming Policy is presented for discussion. The following current examples and discussions were cross-referenced to develop this policy.

1. Forest Preserves of Cook County Permanent Naming Policy
2. Champaign County Forest Preserve District Naming Policy
3. Urbana Park District Naming Policy for Parks and Facilities
4. Seattle Parks and Recreation Naming Policy
5. Forest Preserve District of Will County District Property and Facility Naming Policy
6. Byron Forest Preserve District Property and Facility Naming Administrative Policy
7. Town of Concrete Washington Naming Policy

### **BUDGET IMPACT**

Implementing a Naming Policy will not have a direct budgetary impact.

### **FUTURE ACTIONS**

Staff would like to bring approval of the Naming Policy to the Board at the January 2026 Board Meeting.

## **Winnebago County Forest Preserve District Property and Facility Naming Administrative Policy**

### **Purpose and Administration**

The Winnebago County Forest Preserve District (District) is the steward of land in Winnebago County, Illinois. The natural and built environments found at each site are diverse and possess unique significance. From time to time, it is necessary and appropriate to officially designate names for properties and/or facilities in order to:

1. Set and maintain standards for consistent naming of preserves, facilities and amenities.
2. Recognize historical, environmental, cultural or recreational significance to the region.
3. Identify and distinguish one property and/or facility from another.
4. Provide direction and information to users.
5. Provide opportunities for revenue-generation.

The purpose of this policy is to provide guidelines and criteria for determining and assigning specific names to properties and/or facilities owned or managed by the District. By delegation from the District's Board of Commissioners, the Executive Director shall be responsible for the administration of this policy. Proposals may be submitted at any time to the Executive Director for consideration. The District Board of Commissioners is the final authority for the naming and renaming of all preserves, facilities and amenities owned or leased by the District.

In the case of re-naming a facility or site, the Board of Commissioners may decide to publicize a proposed change prior to approval.

Should it be deemed suitable to have a contest for the naming of a preserve, facility or amenity, the Board of Commissioners shall approve the rules of the contest and naming guidelines for it. The Board shall not be bound to accept and use the winning name or any other entry.

A name honoring the significant contributions or achievements of a living person should be adopted only when:

1. They do not currently hold a public elected or appointed office and,
2. They have not been in such an office for at least five years and,
3. It seems unlikely they will seek elective office in the future and,
4. They have not been convicted of a felony crime.

A name honoring groups, businesses or organizations should be adopted only when:

1. Their name, image or likeness is non-offensive.
2. They do not promote tobacco or vaping products, pornography, political

- messages, illicit drug use, or religion.
3. They are known not to discriminate on any legally protected status.
  4. They are known not to endorse products or services, or promote practices that do not comply with District policies, procedures or code, or any County, State, or National statutes.

The Executive Director will prepare proposals and recommendations to the Board of Commissioners for review and approval by resolution. Individuals or groups recommending the naming dedication shall present their request to the Board of Commissioners after the Executive Director prepares the proposals.

### **Naming of Properties and Facilities**

A name, once selected for a preserve, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. A name, once selected for a facility or amenity, should recognize a time period for use (e.g. item will be named this for 10 years). After the allotted time, the donor or namesake may have the first opportunity to review and/or renew the naming right at an appropriate giving level determined by the Board of Commissioners.

The District shall name properties and/or facilities in the following manner:

#### **Properties**

Preserves are unique assemblages of properties, and shall be named in the following manner:

1. For the significant natural, geographic, cultural or recreational, or cultural features located or found on or near the property.
2. For historical events that occurred on or within the vicinity of the property.
3. In honor of an individual or family of historic significance or who had a connection or influence regarding the property.
4. After traditional, local name, or previous name of the property prior to District ownership.
5. In recognition of:
  - A. A contribution or donation to the District equal to or greater than 50 percent of the monetary cost of acquiring the specific property.
  - B. A land sale/purchase transaction by which the District as a bargain sale at less than the fair market value thereof as determined by the District.

The name should be non-repetitive to other properties in the vicinity.

All properties dedicated as Illinois Nature Preserves shall include the phrase "Nature Preserve" in the title.

#### **Facilities**



Facilities include use or access areas, boat launches, buildings, interior spaces, or site amenities that are a specific, distinguishable portion of a preserve such as structures, trails, roads, bodies of water, rooms or distinguishable portions of a preserve or body of water. These facilities shall be named:

1. For specific natural, geographic, cultural, recreational, or historic feature, event, or individual associated with the site, preserve, or vicinity.
2. For a prior historic settlement.
3. In celebration of a specific event
4. In honor of an individual or family name:
  - A. When there is a contribution or donation to the District equal to or greater than 50 percent of the monetary value of the specific facility.
  - B. If as part of a Land Sales Contract and the facility is acquired as a bargain sale at less than the fair market value of the facility as determined by the District.
  - C. Those who have made a significant and specific contribution to preservation of the facility or District.

The interior features (rooms, lobbies, recreational areas, etc.) of a facility may have dedicated names other than that of the entire facility.

The purchase of naming rights by a company or other entity for a particular facility is possible. The term of such designation should be negotiated. Monetary consideration for such naming rights shall be negotiated and require approval by a vote of at least five (5) of the seven (7) Board of Commissioners.

The name should be non-repetitive to other facilities in the vicinity.

Exceptions to this Naming Policy may occur by deed restriction of other legal constraints.

## **Renaming of Properties and Facilities**

Renaming of sites and/or facilities shall be avoided. Any consideration to rename existing sites and or facilities shall require a "yes" vote of at least 5 of the 7 members of the Board of Commissioners. Voting shall take place after reasons for the change, as well as cost estimates for updating associated materials (signage, brochures, maps, etc.), has been considered.

A request to name or rename a park, park structure, or facility must be submitted in writing to the Executive Director. The request must include an explanation of the proposal. Factors to be taken into consideration will include, but are not limited to, the following:

1. The reason for the naming or renaming or erection of a memorial;

2. The contribution or other factors for which the person is being memorialized, or the preserve or facility named;
3. Whether and to what extent the preserve or facility has been financed by the person being honored or by the persons who wish to honor the person named;
4. Whether and to what extent the appropriate and/or affected communities support the proposal; and
5. Any other factors that would support the request, such as:
  - A. Recognized geographic names;
  - B. Natural historic features;
  - C. Significant historic contributions;
  - D. Significant material contributions;
  - E. Significant financial contributions;
  - F. Person of historic service;
  - G. Person of outstanding civic or community service.

If the naming request meets the required criteria, the requesting person(s) or organization(s) must present the request to the Winnebago County Forest Preserve Board of Commissioners which can grant or deny the request. The requestor will be notified of the decision in writing.

### **Discontinuation of Naming Dedication**

If an individual, business, organization of which a preserve, facility or amenity has been named, comes into disrepute by District standard or in the community at large, the use of the name may be discontinued with a vote of at least 5 of 7 of the Board of Commissioners.

In the event the named asset is removed or destroyed beyond repair, the named group or individual or donor will be notified that the item named on their behalf is no longer in use. Naming rights will not extend past the life of the item or beyond the normal life of the asset.

### **Physical Recognition**

Following the approval or selection of a name by the Board of Commissioners, the District shall have the responsibility of identifying the property or facility via signage, mapping and other appropriate outlets.

# **Preserve Operations**

Vaughn Stamm, Director of Operations  
Matt Weik & Scott Wallace, Preserve Managers  
Bryan Helmold, Facility & Equipment Manager  
November 2025 Activities Report

- Winterized water lines at Seward Bluffs Campground.
- Forestry cutting along trail edges at Blackhawk Springs and Indian Hill.
- Three staff members qualified through the IDNR to participate in the deer management program.
- Removed hazardous trees from Espenscheid, Kishwaukee West, Fuller and Seward Bluffs preserves.
- Ongoing trail maintenance throughout the preserves.
- Cleaned out storm gutters at Severson Dells Deer Lodge.
- Interviewed and hired a new North and a new South Area Ranger.
- Removed flags for the season.
- Continued stump grinding in numerous preserves.
- Readied the snow plows and salt spreaders for the season.
- Completed yearly staff evaluations.
- Staff assisted Central shop with the installation of the slate structures at the Grove Play Area.
- Snow and ice removal from preserve roadways and parking areas.
- Purchased and delivered trellis project materials to Klehm Arboretum.
- Bucked and split additional firewood for the campground.
- Hauled equipment to Central Shop for winter maintenance.
- Completed monthly preserve safety inspections.
- Bucked up and moved logs from Hononegah shop to Sugar River Shop.
- Pearson Plumbing Winterized Sugar River shower house.
- Blew out and closed down drinking fountain at Headquarters.
- Blew out water lines at Hononegah and Sugar River Campgrounds.
- Closed Hononegah/Sugar River Campgrounds on November 19<sup>th</sup>.
- Staff worked on accomplishments and goals.
- Mulched and blew leaves in various campgrounds and preserves as needed.

## **Preserve Operations**

### **November 2025 Activities Report – Cont.**

- Established list of trail markers and numbers that need upgrading.
- Cleaned Hononegah Shop for IPARKS tour.
- Employee Appreciation Committee met for Winter party.
- Delivered wood to Macktown Living History for Lincoln and Liberty event.
- Collected self-registrations from Hononegah Campground. (No Host)
- Mickey Rykowski pulled septic pumps from Macktown Visitors Center.
- Staff attended Full Staff meeting on November 12<sup>th</sup>.
- Frinks pumped outhouse at Kieselburg BWS shelter and Two Rivers.
- Removed and treated honey suckle and other invasive species along primitive campground roadway.
- Pressure washed mowers and stored away for the winter.
- Met with Vaughn and Linda Sonneson about Macktown Historic District Building maintenance concerns.
- Pearson Plumbing removed and replaced pressure tank in Sugar River shower house.
- Cleaned and reorganized Sugar River shower house.
- Closed gates to Preserves on 11/28.
- Plowed snow on 11/30.
- Nick Eskilson helped Bryan H and crew with bridge project at Ledges.

# Natural Resource Management

Mike Brien, Director of Natural Resources  
Mike Groves, Natural Resources Manager  
Keith Krey, Stewardship Coordinator  
Liz Hucker, Wildlife Biologist  
November 2025 Activities Report

## Natural Resource Staff

- Finished off seed collection for the year with harvests of asters, goldenrods, blazing stars, coralberry, dragon wormwood, and others from preserves throughout the county.
- Chemically treated woody invasive species in preserves throughout the county.
- Installed burn break at Pecatonica Wetlands Forest Preserve.
- Conducted prescribed burns at Sugar River Alder Forest Preserve, along with Macktown and Ledges Golf Courses.
- Staff submitted Deer Population Control Permit request and completed rifle qualification for upcoming deer management program.
- Forestry mowed invasive brush at Deer Run, Kishwaukee Gorge, and Funderburg Forest Preserves.
- Cleaned up native landscaping beds at Headquarters, Macktown and Atwood Golf courses.
- Hand cleared and chemically treated woody brush at Kishwaukee Gorge Forest Preserve.
- Finished processing seed for the year and dropped off prairie grasses to Taylor Creek Restoration Nurseries for processing.
- Planted plugs that were propagated in the native plant nursery into preserves throughout the county.
- Watered newly installed native shrubs at Funderburg Forest Preserve.
- Staff worked on the annual review process.
- Annual departmental planning meeting was held at Sand Bluff Bird Observatory.
- Oversaw the bid process for the natural resource facility construction project.
- Held bid opening for the forestry mowing project at Funderburg Forest Preserve.
- Supported various administrative projects, including new time keeping system meeting and employee handbook review.
- Attended a water resource field trip in Boone County to learn more about their water recharge and groundwater mapping initiative.
- Submitted reimbursement request and final report for CRTI Urban & Community Forestry grant.

## Wildlife

- Identified new terrestrial locations for purple martin houses at Four Lakes Forest Preserve to facilitate increased monitoring.

## **Natural Resource Management**

### **November 2025 Activities Report – Cont.**

- Held interagency meeting and continued monitoring preserves for badger activity ahead of upcoming badger health project.
- Completed rifle qualification for upcoming deer management season.
- Led a guided bird hike at Pecatonica River Forest Preserve.
- Continued monitoring radio tagged animals.
- Analyzed acoustic bat data collected from several preserves throughout the year.
- Coordinated estimates for bird strike window film installation at Headquarters Forest Preserve.
- Worked on reports and monitoring protocols for various taxa.
- Prepared presentation and summary for annual departmental planning meeting.
- Repair, maintenance, and cleaning of field equipment.

#### **Stewardship Coordinator**

- Held five volunteer restoration workdays at Blackhawk Springs, Pecatonica River, Kishwaukee Gorge, and Hononegah Forest Preserves.
- Flush cut and chemically treated stumps in project areas at Blackhawk Springs and Pecatonica River Forest Preserves.
- Staffed FPWC table at Hoo Haven's annual open house.
- Attended and presented at annual departmental planning meeting.
- Met with Blackhawk Area Council to discuss volunteer opportunities for local scout groups.
- Assisted with prescribed burn at Sugar River Alder Forest Preserve.
- Met with a scout to discuss their Eagle Scout conservation project at Kieselburg Forest Preserve.
- Gave a bat monitoring presentation and led hike for 50+ people at Spectrum School's annual lantern walk.
- Repaired and replaced bluebird houses in preserves as needed.
- Attended webinars hosted by the Stewardship Network.

#### ***2025 Statistics***

A total of 277 volunteers earned 4,552.55 service hours from January 2025 through November 2025.

The monetary value of these service hours equals **\$158,381.48**. As of April 2025, the estimated national value of each volunteer hour is currently \$34.79 (based on the Independent Sector).

# **Golf Operations**

Vaughn Stamm, Director of Operations  
Rich Rosenstiel, Clubhouse Manager  
Tyler Knapp & Mark Freiman, Golf Maintenance Managers  
November 2025 Activities Report

## **Clubhouse Operations:**

- Ledges final day for play 11/3.
- Atwood final day for play 11/16.
- Year-end kitchen cleanings and equipment shutdown @ Ledges and Atwood completed.
- Collection of all completed 2026 Request for Re-hire forms from seasonal staff.
- Collection of ID's and keys from seasonal staff.
- Year-end physical inventory counts completed for Macktown & Ledges.
- Vendor appointments & 2026 merchandise pre-books completed for all three facilities.
- 2026 Passholder renewal letters written and distributed.
- Attended EARB committee meetings.
- Daily operations.

## **Golf Maintenance:**

### **Ledges**

- Performed daily course cleanup of leaves, pine cones, and needles on greens, tees and fairways through blowing, mulching, and sweeping.
- Performed full winterization of the irrigation system, including field lines and pump station.
- Series of memorial trees planted behind the 17<sup>th</sup> tee complex.
- Applied topdressing sand to the greens ahead of winter to guard against desiccation, provide insulation, smooth the surface, and dilute thatch, improving firmness, drainage, and spring recovery.
- Applied preventative snow mold treatments to greens and tees before winter to protect turf through the dormant season.
- Moved all golf cars into storage for the winter.
- Washed and prepared all tee markers for repainting.
- Collected and stored all tee signs, garbage cans, bunker rakes, and tee markers for the winter.
- Applied Milorganite to greens ahead of winter to minimize ice development and protect turf.
- Finalized performance evaluations for all full-time staff and forwarded to the director for review and approval.
- Completed all end-of-season paperwork for seasonal employees and submitted it to HR.
- Burned brush pile.
- Finished pressure washing and detailing all maintenance equipment.
- Snow removal from golf course roads and parking lots.

## **Golf Operations**

### **November 2025 Activities Report – Cont.**

- Mechanic performed repairs and maintenance on equipment.
- Closed and winterized the halfway house located behind the 9<sup>th</sup> tee complex.
- Removed, cleaned, and stored all ball washers for the off-season.

#### **Macktown**

- Performed daily course cleanup of leaves, pine cones, and needles on greens, tees and fairways through blowing, mulching, and sweeping.
- Continued trimming low-hanging branches around greens, tees, and along fairways.
- Performed full winterization of the irrigation system, including field lines and pump station.
- Applied preventative snow mold treatments to greens and tees before winter to protect turf through the dormant season.
- Moved all golf cars into storage for the winter.
- Installed “No Sledding” signs.
- Collected and stored all tee signs, garbage cans, bunker rakes, and tee markers for the winter.
- Applied Milorganite to greens ahead of winter to minimize ice development and protect turf.
- Completed removal and cleanup of a large fallen silver maple along the left side of the 13<sup>th</sup> fairway.
- Finalized performance evaluations for all full-time staff and forwarded to the director for review and approval.
- Completed all end-of-season paperwork for seasonal employees and submitted it to HR.
- Burned brush pile.
- Finished pressure washing and detailing all maintenance equipment.
- Snow removal from golf course roads and parking lots.
- Mechanic performed repairs and maintenance on equipment.

#### **Atwood**

- Winterized irrigation system.
- Winterized irrigation pump station.
- Pressure washed all turf equipment.
- Application made to greens and tees to prevent snow mold.
- Applied organic fertilizer to greens to reduce the risk of ice damage.
- Heavy sand topdressing applied to greens to protect plant from desiccation.
- Golf car fleet in winter storage building.
- Completed full time staff evaluations
- Burned brush pile.



# **Marketing & Communication Relations**

Sarah Lorenz, Communications Coordinator

## **November 2025 Activities Report**

### **Marketing/Advertising:**

- General visitorship (Mid-West Family targeted display ad running seasonally).
- GoRockford advertising (Outdoor Activities, Family Fun).

### **Print & Signage**

- 2025 calendars printed and received, available for pick up at main office and select partners.
- Winter edition of Nature's Notebook completed, in production.

### **Engagement**

2025 Preserve Passport Program completed 12/1

- Total Active Teams: 82
- Total Submissions: 2,651
- Awarded prize baskets to top 5 teams

December digital newsletter to be sent to subscribers on 12/18

- January digital newsletter scheduled for 1/16/26

### **Events/Programs**

- Winter Restoration Work Day & Hike 12/6, December Guided Bird Hike 12/17.
- Upcoming: January Guided Bird Hike 1/14/26, Winter Tree & Shrub ID Hike 1/29/26, Snowshoeing Excursion with Rocktown Adventures 2/7/26.

### **Professional Development**

- Attended quarterly GoRockford Marketing Partnership Meeting 12/9.

### **Miscellaneous**

- Held 2025 Employee Appreciation & Recognition Brunch 12/5.

### **Social Media**

- Social Media Stats (November 5 – December 9, 2025)
  - FPWC Facebook: 5,872 followers (+95)
    - Reach: 23,350 (+134.2%)
    - Engagement: 1,925 (+25.8%)
    - Views: 85,056 (+61.2%)
  - FPWC Instagram: 2,022 followers (+20)
    - Reach: 3,206 (+5.1%)
    - Engagement: 1,178 (+16.1%)
    - Views: 21,818 (-14.3%)

## Human Resources

Jody Kennay, Human Resources Manager  
November 2025 Activities Report

Full-Time and Seasonal Open Requisitions	1 (Carpenter)
Resignations	40 (Seasonal - done for season) 1 full time

### Projects:

**Employee Appreciation Event-** Received positive feedback on location, food, and games. Will send out survey for additional feedback from employees.

**Revising Employee Handbook-** Updating with new employment laws, rewriting sections as needed, adding addendums; Staff/ED review in process; Legal review is next step, followed by Legal, Employees, and Board.

**Performance Review Process and Merit Increases-** Evaluations due on Dec. 5, with merit decisions by Dec. 12, employee discussions by Dec. 18th, increases effective Jan. 1.

**Updating New Employee Orientation-** Discovering quality videos, what do other FPs do, use of/purchasing videos, working with Legal on topic requirements, etc.

**Compensation Study-** Current state, pain points, research, other Preserve information, compensation analysis, etc.