

**Forest Preserves of Winnebago County  
BOARD MEETING**

Wednesday, April 15, 2026 – 5:30 PM  
Forest Preserve Headquarters



**A G E N D A**

**A. ROLL CALL**

**B. PLEDGE of ALLEGIANCE**

**C. REMOTE ATTENDANCE VOTE**

Commissioner Barnard has requested remote attendance. The reason for attending remotely meets the requirements of Sec. 7 of the OMA. A vote of Board members to allow the attendance is necessary and must be reflected in the meeting minutes.

**D. APPROVAL of MINUTES**

Minutes for March 18 Regular Meeting

**E. PUBLIC PARTICIPATION**

**F. PRESENTATIONS**

1. Audit Results (John Rader, Baker Tilly US, LLP.)
2. Wild Roots Name Change and Grove Updates (Ann Wasser, Executive Dir. Wild Roots)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

**I. ACTION ITEMS**

- |     |  |
|-----|--|
| 1.  | 1. Bills for March   |
| 3.  | 2. Acceptance of Bid for Ledges Paving Project                     |
| 5.  | 3. Acceptance of Bid for Seward Bluffs Asphalt Paving Project      |
| 7.  | 4. Acceptance of Bid for Sugar River Asphalt Paving Project        |
| 9.  | 5. Acceptance of Bid for Atwood Golf Course Asphalt Paving Project |
| 11. | 6. Approval of Change Orders for Natural Resources Building        |
| 12. | 7. Approval of Agreement with Sheriff's Office for Police Services |

**J. DISCUSSION**

- |     |  |
|-----|--|
| 1.  | 1. Data Center                           |
|     | i. Committee Meeting Summary             |
|     | ii. Development Process (Video)          |
| 22. | 2. Employee Handbook                     |
|     | iii. Commissioners Comments Memo         |
|     | iv. Vacation Accumulation Policy Concept |

**K. UPDATES and REPORTS**

- |     |                        |
|-----|------------------------|
| 25. | 1. Preserve Operations |
| 28. | 2. Natural Resources   |
| 30. | 3. Golf                |
| 36. | 4. Marketing           |
| 38. | 5. Human Resources     |
|     | 6. Partner Groups      |

**L. CLOSED SESSION**

Land Acquisition  
Review of Closed Session Minutes

**M. ACTION ITEMS CONTINUED**

8. Approval of Closed Session Minutes from:
  - i. January 18, 2017 – Entire set of minutes.
  - ii. March 15, 2017 – Entire set of minutes.
  - iii. April 19, 2017 – Set of minutes related to Fiddis property (land acquisition).
  - iv. April 19, 2017 – Set of minutes related to Eckburg property (land acquisition).
  - v. April 19, 2017 – Set of minutes related to Stone Bridge property (land acquisition).
  - vi. May 16, 2017 – Entire set of minutes.
  - vii. July 19, 2017 – Entire set of minutes on land acquisition.
  - viii. July 19, 2017 – Entire set of minutes on personnel.

39. 9. Approval of Resolution to Review, Release Closed Session Minutes and Destruction of Verbatim Recordings.

**N. ANNOUNCEMENTS and COMMUNICATIONS**

1. April 22 - Bat Monitor Training with Urban Wildlife Institute over Zoom starting at 6:00pm.
2. April 24 – City Nature Challenge Hike with Severson Dells Nature Center / Wild Roots Nature Center starting at 10:00am at Kilbuck Bluffs Forest Preserve.
3. May 6 – From Backyards to Boardrooms: Building Community Led Climate Resilience at Every Scale with Illinois Extension from 1:00-2:30pm at Headquarters Forest Preserve.
4. May 6 – Wildflower Walkabout with Severson Dells Nature Center / Wild Roots Nature Center from 6:00 pm – 7:00pm at Deer Run Forest Preserve.

**O. ADJOURNMENT**

Next regular Board Meeting– 5:30 PM Wednesday, May 20, 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**



April 15, 2026

**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 **\$ 704,844.13** 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	312,801.83
HEALTH BENEFITS FUND	3185	36,738.85
SOCIAL SECURITY FUND	3192	14,162.10
RETIREMENT FUND	3193	18,585.58
IMPROVEMENT & DEV. FUND	3302	239,680.26
CORPORATE FUND	3402	<u>82,875.51</u>
		<b>\$704,844.13</b>

Respectfully submitted,

  
Steve Chapman, Finance Director

4/10/2026  
Date

**RESOLUTION**

**No. 26-0401**

**PAYMENT OF BILLS FOR MARCH**

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 March; 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 \$704,844.13 to be paid by the Forest Preserves of Winnebago County for the month of March, 2026.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINING \_\_\_\_\_

The above and foregoing Resolution was adopted this 15th day of April, 2026.

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

**RESOLUTION  
26-0402**

**Ledges Golf Course Asphalt Paving Project  
ACCEPTANCE OF BID**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved asphalt paving and improvement projects for portions of the Ledges Golf Course as part of the 2026 capital budget; and,

WHEREAS, the combined budgeted amount for these projects was \$175,000; and,

WHEREAS, a bid opening was conducted on Wednesday, April 1st, 2026 with five (5) sealed bids received; and,

WHEREAS, the lowest bidder was Norwest Construction & Blacktop, South Beloit, Illinois, with a combined total project bid amount of \$155,697; 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 \$15,569.00 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 Ledges Golf Course Asphalt Paving Project, by Norwest Construction & Blacktop in South Beloit, Illinois, in the amount of \$155,697.00 with an additional contingency amount of up to 10% (\$15,569.00), if necessary.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINING \_\_\_\_\_

The above and foregoing Resolution was adopted this 15th day of April 2026.

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  
 DEPARTMENT: LEDGES GOLF COURSE  
 26-0401 LEDGES ASPHALT PAVING PROJECT  
 BID OPENING – APRIL 1, 2026 AT 1:00PM

VENDOR	TOTAL COST FOR BASE BID	COST FOR EXTRA STONE (PER TON)	COST FOR EXTRA HMA (PER TON)	WORK TO BE COMPLETED ON OR BEFORE (DATE)	RECEIVED ADDENDUM
BelRock Asphalt Paving, Inc.	\$155,718.00	\$19.50	\$200.00	10/30/2026	1 of 1
Stenstrom Excavation & Blacktop Group	\$156,500.00	\$30.00	\$120.00	10/30/2026	1 of 1
DPI Construction, Inc.	\$191,396.30	\$65.00	\$115.00	10/30/2026	1 of 1
Troch-McNeil Paving Co.	\$191,800.00	\$60.00	\$257.00	10/30/2026	1 of 1
Norwest Construction, Inc.	\$155,697.00	\$50.00	\$140.00	10/30/2026	1 of 1

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

**RESOLUTION  
26-0403**

**Seward Bluffs Forest Preserve Asphalt Paving Project  
ACCEPTANCE OF BID**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved asphalt paving project for portions of the Seward Bluffs Forest Preserve as part of the 2026 capital budget; and,

WHEREAS, the budgeted amount for this project was \$68,000; and,

WHEREAS, a bid opening was conducted on Wednesday, April 1st, 2026 with four (4) sealed bids received; and,

WHEREAS, the lowest bidder was Stenstrom Excavation/Blacktop, Rockford, Illinois, with a combined total project bid amount of \$50,500; 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 \$5,050.00 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 Seward Bluffs Forest Preserve Asphalt Paving Project, by Stenstrom Excavation/Blacktop in Rockford, Illinois, in the amount of \$50,500.00 with an additional contingency amount of up to 10% (\$5,050.00), if necessary.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINING \_\_\_\_\_

The above and foregoing Resolution was adopted this 15th day of April 2026.

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**  
**DEPARTMENT: SOUTH AREA**  
**26-0403 SEWARD BLUFFS FOREST PRESERVE ASPHALT PAVING PROJECT**  
**BID OPENING – APRIL 1, 2026 AT 2:00PM**

VENDOR	TOTAL COST FOR BASE BID	COST FOR EXTRA STONE (PER TON)	WORK TO BE COMPLETED ON OR BEFORE (DATE)	RECEIVED ADDENDUM
Norwest Construction, Inc.	\$55,760.00	\$50.00	10/1/2026	0 of 0
Stenstrom Excavation & Blacktop Group	\$50,500.00	\$30.00	10/1/2026	1 of 0
BelRock Asphalt Paving, Inc.	\$64,000.00	\$19.50	10/1/2026	2 of 0
DPI Construction, Inc.	\$80,930.16	\$65.00	10/1/2026	0 of 0

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**RESOLUTION  
26-0404**

**Sugar River Forest Preserve Asphalt Paving Project  
ACCEPTANCE OF BID**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved asphalt paving project for portions of the Sugar River Forest Preserve as part of the 2026 capital budget; and,

WHEREAS, the budgeted amount for this project was \$32,000; and,

WHEREAS, a bid opening was conducted on Wednesday, April 1st, 2026 with four (4) sealed bids received; and,

WHEREAS, the lowest bidder was Stenstrom Excavation/Blacktop, Rockford, Illinois, with a total project bid amount of \$27,800; 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 \$2,780.00 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 Sugar River Forest Preserve Asphalt Paving Project, by Stenstrom Excavation/Blacktop in Rockford, Illinois, in the amount of \$27,800.00 with an additional contingency amount of up to 10% (\$2,780.00), if necessary.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINING \_\_\_\_\_

The above and foregoing Resolution was adopted this 15th day of April 2026.

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  
 DEPARTMENT: NORTH AREA  
 26-0404 SUGAR RIVER FOREST PRESERVE ASPHALT PAVING PROJECT  
 BID OPENING – APRIL 1, 2026 AT 2:30PM

VENDOR	TOTAL COST FOR BASE BID	COST FOR EXTRA STONE (PER TON)	WORK TO BE COMPLETED ON OR BEFORE (DATE)	RECEIVED ADDENDUM
Norwest Construction, Inc.	\$28,180.00	\$50.00	9/25/2026	0 of 0
Stenstrom Excavation & Blacktop Group	\$27,800.00	\$30.00	9/25/2026	0 of 0
BelRock Asphalt Paving, Inc.	\$36,000.00	\$19.50	9/25/2026	0 of 0
DPI Construction, Inc.	\$45,174.10	\$65.00	9/25/2026	0 of 0

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**RESOLUTION  
26-0405**

**Atwood Homestead Golf Course Asphalt Paving Project  
ACCEPTANCE OF BID**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved asphalt paving project for portions of the Atwood Homestead Golf Course as part of the 2026 capital budget; and,

WHEREAS, the budgeted amount for this project was \$40,000; and,

WHEREAS, a bid opening was conducted on Wednesday, April 1st, 2026 with four (4) sealed bids received; and,

WHEREAS, the lowest bidder was Norwest Construction & Blacktop, South Beloit, Illinois, with a combined total project bid amount of \$39,620; 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 \$3,962.00 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 Atwood Homestead Golf Course Asphalt Paving Project, by Norwest Construction & Blacktop in South Beloit, Illinois, in the amount of \$39,620.00 with an additional contingency amount of up to 10% (\$3,962.00), if necessary.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINING \_\_\_\_\_

The above and foregoing Resolution was adopted this 15th day of April 2026.

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**  
**DEPARTMENT: ATWOOD HOMESTEAD GOLF COURSE**  
**26-0402 ATWOOD HOMESTEAD ASPHALT PAVING PROJECT**  
**BID OPENING – APRIL 1, 2026 AT 1:30PM**

VENDOR	TOTAL COST FOR BASE BID	COST FOR EXTRA STONE (PER TON)	COST FOR EXTRA HMA (PER TON)	WORK TO BE COMPLETED ON OR BEFORE (DATE)	RECEIVED ADDENDUM
Norwest Construction, Inc.	\$39,620.00	\$60.00	\$170.00	10/1/2026	1 of 1
Stenstrom Excavation & Blacktop Group	\$45,000.00	\$30.00	\$120.00	10/1/2026	1 of 1
DPI Construction, Inc.	\$51,836.20	\$65.00	\$150.00	10/1/2026	1 of 1
BelRock Asphalt Paving, Inc.	\$82,930.00	\$19.50	\$200.00	10/1/2026	1 of 1

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**RESOLUTION**  
**No. 26-0406**

**AUTHORIZATION OF CHANGE ORDERS FOR CONSTRUCTION OF THE NEW  
NATURAL RESOURCES FACILITY**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners awarded the contract to construct a new facility for the natural resource department at Funderburg Forest Preserve to Schmeling Construction Co., for the cost of \$2,511,00.00 through Resolution 25-1202; and,

WHEREAS, State law (720 ILCS 5/33E-9) requires that any change order, or change orders in aggregate, which change the contract price by more than \$10,000 require board approval; and,

WHEREAS, the Forest Preserves of Winnebago County's purchasing policy permits the Executive Director to approve all change orders up to 25% over the approved contract price in advance of Board Approval; and,

WHEREAS, the Executive Director has approved the following proposed changes to the contract:

1. Adjustments to allowances and equipment savings (add \$2,949.10)
2. Use sealed concrete instead of luxury vinyl tile flooring throughout office space (deduct \$9,123.51)
3. Add stand-alone containment tank to herbicide room floor drain (add \$17,694.60)
4. Changes to stormwater retention basin as required by code (add \$9,267.30)

WHEREAS, these changes will increase the contract price by \$20,787.49, for a total contract price of \$2,531,787.49, and sufficient funds are available in the project budget to accommodate the proposed change;

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the proposed change orders, which will increase the contract price with Schmeling Construction Co. by \$20,787.49 for the construction of the natural resource facility.

Voting YES \_\_\_\_\_ Voting NO \_\_\_\_\_ Voting ABSTAINING \_\_\_\_\_

The above and foregoing Resolution was adopted this 15<sup>th</sup> day of April, 2026.

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

**RESOLUTION**  
**No. 26-0407**

**Intergovernmental Agreement between the Forest Preserves of Winnebago County  
and the Winnebago County Sheriff's Department for Police Services**

**WHEREAS**, pursuant to the Illinois Intergovernmental Cooperation Act 5 ILCS 220/5 et seq., the Downstate Forest Preserve Act 70 ILCS 805/8a and Article VII, Section 10 of the Constitution of the State of Illinois (1970), the County of Winnebago and the Forest Preserves of Winnebago County have the power to enter into intergovernmental cooperation agreements of this nature,

**WHEREAS**, the Winnebago County Sheriff's Department has provided police services in the past within forest preserves located in Winnebago County under an intergovernmental cooperation agreement with the Forest Preserves of Winnebago County; and

**WHEREAS**, the Winnebago County Sheriff is agreeable with continuing to provide police services within the Forest Preserves of Winnebago County and the Forest Preserves of Winnebago County is agreeable to continue those services the Winnebago County Sheriff's Department is providing; and

**WHEREAS**, the Winnebago County Board approved the attached Intergovernmental Cooperation Agreement at the March 26, 2026 Board meeting.

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

Section 1. That the term of the Agreement, once adopted, attached hereto shall begin March 31, 2026 and shall terminate on February 28, 2029 unless renewed in writing by both parties prior to that date after review by the Forest Preserves of Winnebago County Executive Director and the Winnebago County Sheriff thereafter by direction of the Board of Commissioners.

Section 2. That, from March 2026 through February 2029, contract costs for salaries and benefits shall be for two Senior Deputies charged at a rate equal to 9 months for a total annual cost of \$217,351.72.

Section 3. That from March 2026 through February 2029, the increase in contract cost for salaries and benefits shall be a direct increased cost per the Fraternal Order of Police contract.

Section 4. That all other provisions of this Agreement shall remain in effect as hereby revised.

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

The above and foregoing Resolution was adopted this 15<sup>th</sup> day of April, 2026.

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

\_\_\_\_\_  
Jeff Tilly, President  
Board of Commissioners

\_\_\_\_\_  
Gloria Lind, Secretary  
Board of Commissioners

**INTERGOVERNMENTAL COOPERATION AGREEMENT  
FOR POLICE SERVICES**

This Intergovernmental Cooperation Agreement (Agreement) entered into by and among the Forest Preserves of Winnebago County (Forest Preserves), the County of Winnebago (County), the Winnebago County Sheriff (Sheriff) for the purchase and provision of law enforcement services in the Forest Preserves. Forest Preserves, County and Sheriff are also collectively referred to as the “Parties” or individually as a “Party.”

The parties hereby agree as follows:

**Section I. AUTHORITY**

Agreements of this nature are entered into pursuant to the Illinois Intergovernmental Cooperation Act 5 ILCS 220/5, 70 ILCS 805/8a, Downstate Forest Preserve Districts, and Article VII, Sec. 10 of the Constitution of the State of Illinois (1970).

**Section II. TERM**

- A. This Agreement shall commence on March \_\_\_, 2026 and terminate automatically on February \_\_\_, 2029, unless it is renewed in writing by the parties on or before the termination date of February \_\_\_, 2029.
- B. This Agreement may be amended, or terminated, by the parties upon written 30-day notice executed by any one of the parties.

**Section III. STAFFING BY SHERIFF’S DEPUTIES**

- A. The Sheriff, pursuant to this Agreement, shall assign the following fully equipped personnel to provide law enforcement services:

<u>QUANTITY</u>	<u>SENIORITY LEVEL</u>	<u>PERIOD OF SERVICE</u>	<u>FUNCTIONS ASSIGNED</u>
2	Senior Deputy	Full Year	See Addendum 1

- B. Deputies assigned to work for the Forest Preserves shall report to and work under the direct supervision of a Deputy Chief designated by the Sheriff and shall perform the patrol duties as defined in Addendum 1.
  
- C. The Sheriff reserves the right to use deputies assigned to the Forest Preserves for calls outside the preserves when needed.

#### **Section IV. COORDINATION**

The Deputy Chief assigned by the Sheriff shall serve as liaison to the Forest Preserves Police Program. The liaison shall be available to the Forest Preserves representatives to assist in the implementation of this Agreement.

#### **Section V. EQUIPMENT**

##### **A. VEHICLES**

1. The Forest Preserves shall lease to the Sheriff, for One Dollar (\$1.00) per year as described in Addendum 3, a minimum of 2 vehicles fully equipped as required by the Sheriff for law enforcement use by assigned Sheriff's deputies.
  
2. The Forest Preserves shall provide repairs, maintenance, and fuel for all leased vehicles and equipment. Any additional repairs and maintenance provided by the Sheriff shall be paid by the Forest Preserves monthly upon presentation of an invoice.
  
3. All vehicles and equipment shall be marked by the Forest Preserves as "Sheriff's Forest Preserve Patrol" and bear the insignia of the Sheriff. These vehicles shall be used exclusively by the Sheriff's deputies in performance of the patrols duties on behalf of the Forest Preserves except when needed by the Sheriff to respond to calls outside the Forest Preserves as provided in Section III (C), above. Upon request of the Executive Director of the Forest Preserves, the Sheriff's deputies in patrolling the Forest Preserves.

##### **B. COMMUNICATION**

1. The Forest Preserves is authorized to utilize all law enforcement and related emergency frequencies commonly monitored by Sheriff's squad radios.



The estimated total reflects actual personnel costs, excluding the costs of replacing deputies while at basic training school, or while on vacation, sick time, training days, or other authorized absences. There shall be an additional cost for the replacement of any deputy who is assigned to the Forest Preserves patrol who is absent for any reason stated above; provided, however, such replacement shall not be made unless the additional cost is first approved by the Forest Preserves.

1. Payments shall be made monthly based on a flat rate equal to one month (i.e. 1/12<sup>th</sup>) of the estimated annual amount. (\$18,112.64 per month)

B. This Agreement shall automatically be modified to accurately reflect any increases or decreases as adjustments to salaries and fringe benefits of officers, conforming to any changes in the Fraternal Order of Police Lodge #50 contract between the officers and Winnebago County. The Sheriff shall notify the Forest Preserves of any change of compensation in writing.

## **Section VII. MISCELLANEOUS**

The Sheriff, by and through his deputies, shall investigate all criminal offenses or ordinance violations perpetrated on Forest Preserves properties or against Forest Preserves' personnel or property.

A. Upon occurrences of major theft (over \$2,000) damage to Forest Preserves buildings, or cases involving personal injury in or on Forest Preserves' property, the Sheriff shall notify the Executive Director or his designee promptly.

B. The Sheriff agrees to supply the Executive Director a copy of any reports or incidents involving the Forest Preserves and other pertinent reports within the Sheriff's legal authority when other Sheriff's personnel respond to calls on Forest Preserves lands.

C. The Forest Preserves will retain all fines for violations of the Forest Preserves ordinances.

D. The Forest Preserves will cooperate in providing space for a substation to the Sheriff at a designated location within the Forest Preserves, and the Sheriff shall

be solely responsible for insuring those items located at the substation which are not the property of the Forest Preserve.

- E. The County agrees to keep in force during the term of the Agreement, Sheriff's obligations under the terms of this Agreement and Worker's Compensation and related insurance coverage at amounts required by statute. The County's failure to maintain the above insurance shall constitute default, and the Forest Preserves may cancel this Agreement.
- F. Notwithstanding anything herein the contrary, the Sheriff shall retain control over all matters in the performance of the police protection and law enforcement services provided herein, including, but not limited to, the personnel assigned, the methods of rendering such services, the level of standards of performance, the training, equipment, and discipline of any personnel, and the general control of all assigned personnel, equipment, communication facilities, and all supplies relevant herein. At no time shall any officer, official, or employee of the Forest Preserve undertake to direct any of the assigned personnel as to the performance of police protection and law enforcement services.

Notwithstanding the foregoing, the Forest Preserves shall have the right to request additional services, such as traffic control, special events, and incident investigation. Any request for additional services may require an additional fee as negotiated at the time of the request. The Forest Preserves shall not control the method of performance of such services, but may request the time and place of performance, and the number of officers to be involved, except where the same may conflict with minimum staffing rules or policies of the Sheriff.

- G. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.

H. This Agreement replaces and supersedes any previous intergovernmental cooperation agreement for police services entered into by and among the County, the Sheriff and the Forest Preserves.

THIS AGREEMENT shall be effective upon the signing of the last party. Upon its approval by the Winnebago County Board, the Sheriff of Winnebago County, Illinois, and the Winnebago County Forest Preserve District.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2026. This document may be executed in duplicate originals.

**Forest Preserves of the County of Winnebago**

By: \_\_\_\_\_  
Jeff Tilly, President

By: \_\_\_\_\_  
Joseph V. Chiarelli  
Chairman of the County Board of the  
County of Winnebago, Illinois

Attest: \_\_\_\_\_  
Daniel Olson  
Executive Director

By: \_\_\_\_\_  
Gary Caruana  
Winnebago County Sheriff

Attest: \_\_\_\_\_  
Lori Gummow  
Clerk of the County  
Board of the County of Winnebago,  
Illinois

## **Intergovernmental Cooperation Agreement for Police Services**

### **ADDENDUM 1. Deputy Assigned Functions (Section III A.)**

**2 – Level “Senior Deputy 1” (Forest Preserves pays for 9 months of coverage. Sheriff provides coverage for three months [December, January, February]; will be assigned to patrol shift but will answer calls in Forest Preserves as needed]:**

- Criminal/ordinance arrests
- Police Reports
- Response to calls for police
- Patrols – security – contracts
- Preserve patrols (squad and foot)
- User contacts
- Special events
- Locking gates; security

**Area patrol Deputies supplement the full time Deputies assigned to the Forest Preserve with calls for service and patrolling the Preserves in their area. This also includes use of special units, detectives, crime scene unit, and tactical units if needed.**

#### **Scheduling:**

12-hour, 7-day, rotating 2-week schedule (the same as all Sheriff patrol deputies). The hours will be from 1000-2200 hours. The hours can be adjusted 2 hours before or 2 hours after the original schedule. (For example, depending on seasons, the hours can be adjusted from 0800-2000 hours to 1200-2400 hours)

## **Intergovernmental Cooperation Agreement for Police Services**

### **ADDENDUM 2.**

#### **Equipment**

(Under Section V)

- Vehicles – lease agreement with Sheriff of 2 fully equipped police squads for use by Sheriff deputies and at a cost of \$1.00 per year. (See Addendum 3.) Each squad will be equipped with:
  - 2-way police radio conforming to FCC and Sheriff 911 standards;
  - Portable radio for each working deputy;
  - Laptop computer (same requirements as radios);
  - Illinois Department of Transportation printer;
  - Emergency lights, siren, and decals as specified by the Sheriff;
  - Prisoner barrier; and
- Trunk – miscellaneous equipment as specified by the Sheriff for traffic accidents, emergency response, safety issues.

# **Intergovernmental Cooperation Agreement for Police Services**

## **ADDENDUM 3. Vehicle lease agreement (Under Section V)**

### **Terms and Conditions**

Sheriff shall lease 2 squad cars from The Forest Preserves with the following terms and conditions:

#### **Maintenance**

Physical maintenance and repair of each vehicle shall be the responsibility of the Forest Preserves.

#### **Vehicle driver qualifications**

No person shall be eligible to nor shall drive any leased vehicle who is not a deputy of the Winnebago County Sheriff's Department except in the process of maintenance assessment.

No person shall be eligible to nor shall drive any leased vehicle unless the individual has successfully completed a training program as presented by the Sheriff.

All drivers shall possess a current valid driver's license and will follow all Department of Transportation regulations and provide documentation when needed.



## MEMORANDUM

**TO:** Forest Preserves of Winnebago County Board of Commissioners  
**FROM:** Daniel J. Olson, Executive Director  
**DATE:** April 15, 2026  
**RE:** Employee Handbook Compiled Commissioner Questions

The following questions were submitted by Commissioners upon reviewing the Employee Handbook. Preliminary responses from staff are in blue.

Q1. Why are we drug testing for marijuana? It's legal and stays in the system for so long. Using during work is a totally different issue, but testing for marijuana pre-employment seems like overkill. I'm concerned we may be scaring off eligible employees.

R1. A place of employment may still have a zero tolerance in the workplace. Although legal, it can provide baseline data for future incidents. In addition, there are some positions with us that require/suggest having a Commercial Driver's License. Testing positive can lead to the license classification being revoked. Legal counsel has suggested leaving it in for now in order to maintain a safe workplace. This is especially important in positions that involve operating vehicles, heavy equipment, working with the public, or performing safety-sensitive duties.

Q2. Demotions are 100% the director's purview.

R2. We have made the change in the document so the Ex. Dir. has the authority to demote.

Q3. On Pg 36: "This card CANNOT be used..."

R3. We will change the wording to "shall not" be used to align with other areas.

Q4. Maybe they should be evaluated by their manager rather than the Director?

R4. The preliminary quotes are reviewed by managers and supervisors. This section refers to when three total quotes can not be obtained. The Exec. Dir. needs to have the final approval in allowing the purchase to happen when it does not meet policy.

Q5. On Pg 45: \$30-60k: Is there updated legislation about the newspaper requirement? I know the Illinois State Library is working to get something done, but I wasn't sure whether it's still in committee or has passed. This is another instance where if you write something generic like, "after advertising at least once in one or more newspapers of general circulation within the district advertising according to legal requirements..." then we don't have to update the policy again if they make changes. I suggest we delete the highlighted red portion and replace it with language that we don't need to update.

R5. We will move away from the exact amounts and just refer to the legislation here. Legal's preference was to keep the newspaper verbiage in for now.

Q6. 4.11: Do we (BoC) need to approve the bids beforehand? We need to approve the bids, but I don't think we need both approvals.

R6. We believe the Board passing the annual budget is the Board's pre-approval process, thus meeting the expectation.

Q7. Why is all of the bid stuff in the Employee Handbook? IMHO, this section should be moved to the policy manual.

R7. The District does not have a stand-alone policy manual. The intent is to introduce the policy in the Employee Handbook briefly (usually with the purpose) and refer to the entire policy as part of the appendix of the Manual. The Manual should be written vaguely enough to when the policies change, you only need to replace the policy in the appendix.

Q8. 5.9.2/3: What about Communication Coordinator? Add something about designated staff?

R8. We can change to "designated staff"

Q9. 5.10: Doesn't really say anything. This isn't really a policy.

R9. It is the introductory paragraph to the policy of Romantic or Sexual Relationships in the workplace. Similar to Q7 above.

Q10. 5.14: Redundant from 4.3.2.3?

R10. They are, however one is focused on employees in general and one is focused on the procurement process. Both include the responsibility to not accept gifts and avoid conflicts of interest.

Q11. 6.3: I am formally recommending that we give everyone from 2nd-10th year 3 weeks of vacation.

R11. We appreciate that. However, we are wanting to go to the new system (second table in the Manual). I will be speaking further on the other option in future meetings.

Q12. 6.6: The bereavement policy is confusing. I think everyone should get 3 days (or the equivalent of 3 days of PTO for part-timers) for bereavement. Max twice per year?

R12. We have made changes to provide clarity and meet the letter of the law. It now states: **Bereavement leave is provided per qualifying event, with a maximum combined total of six weeks in a 12-month period. Employees shall be entitled to use a maximum of two (2) weeks (10 work days) of unpaid bereavement leave per qualifying event to...**

Q13. 9.3: Is this our normal practice? How much do we give people? I am concerned about IMRF Accelerated Payments.

R13. It has been in practice for a while, but there was not policy, nor a Board resolution. In January the Board passed a resolution. The amounts vary based on length of service: 5 years = \$250, 10 years = \$500. 15 years = \$750. and 20 years and every five-year increment thereafter = \$1,000. Depending on when someone retired in the five-year period, there may be an accelerated payment.

Q14. Section 9.5: Meals and breaks: This is crazy. We aren't even giving people a real lunch break???. I think we should either have a paid 30-minute break or an unpaid hour if people tend to go home for lunch.

R14. What was written into the document was the minimums an employer must provide. However, our practice is to have an unpaid 30-minute lunch and two breaks paid, one in the morning and one in the afternoon. We will be changing the wording to reflect what we offer as an agency.

Q15. Section 9.8.3: Instead of including the specific rate, just say "the IRS mileage rate"

R15. It now reads: **Mileage Reimbursement:** Employees authorized to use their personal vehicle for District business will be reimbursed at the standard mileage rate established by the Internal Revenue Service (IRS) in effect at the time of travel.

Q16. Section 10.4: Why have a repayment policy that we can't enforce? Same with tuition. I am formally requesting that we remove those repayment clauses from the tuition and conference policies. These policies give the impression that we are petty and don't trust our employees.

R16. We are re-evaluating and possibly rewriting this section in order to delineate what is appropriate. As far as repayment, legal has clarified that it can be done. I have had similar tuition policy reimbursement and repayment at other agencies.

# Preserve Operations

Vaughn Stamm, Director of Operations  
Matt Weik & Scott Wallace, Preserve Managers  
Bryan Helmold, Facility & Equipment Manager  
March 2026 Activities Report

- Added mulch to entrance sign areas at Kishwaukee River area preserves.
- Storm damage cleanup throughout preserves.
- Installed dogs on leash signage in various preserve kiosks and on trailhead and welcome signs.
- Burned brush pile at Hinchliff preserve.
- Staff assisted with prescribed burns at Deer Run, Pecatonica Wetlands, Ferguson, Four Lakes, and Sugar River.
- Collected water samples from various preserve hand pumps.
- Three staff members obtained their Illinois pesticide operator's license.
- Preserve Area Managers attended Forest Preserve job fair.
- Patched siding on west side of the Deer Lodge.
- Replaced twelve picnic tables at the Seward Bluffs Campground.
- Sealed up a few entrance areas of the Holt house.
- Chlorinated well at the Seward Bluffs campground.
- Removed multiple trees from the trails at Pecatonica River, Funderburg, and Four Lakes preserves.
- Assisted with memorial bench installation at Cedar Cliff.
- Repaired entrance gates at Espenscheid and Kishwaukee River West entrance.
- Preserve Area Managers and Director of Operations attended IDPH webinar regarding seasonal well startup procedures.
- Adjusted outhouse door handles at Espenscheid, Blackhawk Springs and Fuller preserves.
- Repaired hand pump at Oak Ridge.
- Staff assisted with venison delivery to the Rock River Food Pantry.
- Cleared out culverts under Espenscheid roadway.
- Split firewood for the campgrounds.
- Forestry mowed trail edges at Hononegah.
- Cleared debris and logs along roadway at Atwood Homestead.

# Preserve Operations

## March 2026 Activities Report Continued

- Participated in training for new AOD system.
- Completed picnic table rebuilds.
- Ground stumps at various preserves and assisted Ledges Golf Course with stump grinding several stumps.
- Opened Hononegah, Roland Olson and Kieselburg on March 6<sup>th</sup>.
- Plowed preserves after March 16<sup>th</sup> – 17<sup>th</sup> snow event.
- Cleaned up preserves after 13<sup>th</sup> high wind event.
- Completed trail inspections of all trail systems after wind storm.
- Burned brush pile in Sugar River Primitive Campground.
- Installed new kiosks at Host/Registration area at Hononegah Campground.
- Blew off preserve roadways after wind storm.
- Completed required Water Sample Site Plans for IDPH.
- Seasonal maintenance employees started on March 30<sup>th</sup>.
- Opened all preserve gates on Monday, March 23<sup>rd</sup>.
- Conducted interviews for seasonal maintenance and campground attendant positions.
- Held asphalt Pre-Bid meeting at Sugar River and Seward Bluffs on March 25<sup>th</sup>.
- Prepped shops for Spring preserve operations.
- Stored away plows and salters and winter snow materials for the season.
- Started updating information kiosks in preserves.
- Cleaned up Sugar River Campground after wind/snow storms.
- Met with L and L Builders to get quote for roof replacements at Macktown Historic District Trading Post and Stephen Mack House.

## FOREST PRESERVES OF WINNEBAGO COUNTY

### November - March

	<u>2024-2025</u>		<u>2025-2026</u>	
	<u>Number</u>	<u>Total</u>	<u>Number</u>	<u>Total</u>
Small Shelter Res.	9	\$765	12	\$1,020
Small Shelter N/Res.	1	\$110	0	\$0
Large Shelter Res.	33	\$3,630	39	\$4,290
Large Shelter N/Res.	1	\$125	10	\$1,350
Electric Res.	53	\$6,625	66	\$8,250
Electric N/Res.	10	\$1,550	5	\$775
<b>TOTAL</b>	<b>107</b>	<b>\$12,805</b>	<b>132</b>	<b>\$15,685</b>
<b>ONLINE</b>	<b>84</b>	<b>79%</b>	<b>71</b>	<b>54%</b>
Over 300 Res.	0	\$0	0	\$0
Over 300 N/Res.	0	\$0	0	\$0
Ground Use/Tent Res	2	\$60	4	\$120
Ground Use/Tent N/Res.	1	\$45	2	\$90
Building Use Permits	0	\$0	0	\$0
Commercial Photography Permit	0	\$0	0	\$0
Special Use Permits	8	\$2,410	10	\$1,210
Rides	9	\$360	2	\$80
<b>TOTAL</b>	<b>20</b>	<b>\$2,875</b>	<b>18</b>	<b>\$1,500</b>
<b>ONLINE</b>	<b>9</b>	<b>45%</b>	<b>2</b>	<b>11%</b>
<b>Equestrian Passes</b>	<b>Number</b>	<b>Total</b>	<b>Number</b>	<b>Total</b>
Yearly Tag Res.	36	\$1,800	48	\$2,400
Yearly Tag N/Res.	7	\$490	8	\$560
<b>TOTAL</b>	<b>43</b>	<b>\$2,290</b>	<b>56</b>	<b>\$2,960</b>
<b>ONLINE</b>	<b>18</b>	<b>42%</b>	<b>22</b>	<b>39%</b>
<b>Fly Field Passes</b>	<b>Number</b>	<b>Total</b>	<b>Number</b>	<b>Total</b>
Yearly Pass Res.	21	\$630	17	\$595
Yearly Pass N/Res.	5	\$200	6	\$270
<b>TOTAL</b>	<b>26</b>	<b>\$830</b>	<b>23</b>	<b>\$865</b>
<b>ONLINE</b>	<b>6</b>	<b>23%</b>	<b>7</b>	<b>30%</b>
<b>Metal Detecting Passes</b>	<b>Number</b>	<b>Total</b>	<b>Number</b>	<b>Total</b>
Yearly Pass Res.	23	\$575	26	\$650
Yearly Pass N/Res.	7	\$245	5	\$175
<b>TOTAL</b>	<b>30</b>	<b>\$820</b>	<b>31</b>	<b>\$825</b>
<b>ONLINE</b>	<b>9</b>	<b>30%</b>	<b>11</b>	<b>35%</b>
<b>GRAND TOTAL</b>	<b>226</b>	<b>\$19,620</b>	<b>260</b>	<b>\$21,835</b>
<b>ONLINE</b>	<b>42</b>	<b>19%</b>	<b>113</b>	<b>43%</b>

# Natural Resource Management

Mike Brien, Director of Natural Resources  
Mike Groves, Natural Resource Manager  
Keith Krey, Stewardship Coordinator  
Abigail Pounders, Wildlife Technician  
March 2026 Activities Report

## Natural Resource Staff:

- Implemented controlled burns at Macktown, Sugar River, Ferguson, Four Lakes, Cedar Cliff, Severson Dells, Pecatonica Wetlands, and Deer Run Forest Preserves.
- Hand cut and chemically treated invasive brush at Headquarters, Deer Run, Laona Heights, and Sugar River Alder Forest Preserves.
- Burned brush piles at Sugar River Alder, Funderburg, and Paula Swanson Forest Preserves.
- Assisted Klehm Arboretum with tree removals.
- Assisted golf staff with removing siltation and encroaching vegetation from a waterway at Ledges Golf Course.
- Hand planted trees at Crooked River, Pecatonica Wetlands, and Sugar River Forest Preserves.
- Utilized tree spades to transplant trees from the District tree nursery to Severson Dells, Sugar River, and Paula Swanson Forest Preserves.
- Completed snow removal as needed.
- Assisted wildlife staff with installing purple martin nest boxes at Four Lakes Forest Preserve.
- Assisted Illinois Department of Natural Resources with rainbow trout stocking at Four Lakes Forest Preserve, as part of the IDNR Catchable Trout program.
- Measured several trees at Deer Run and Oak Ridge Forest Preserves with NLI staff and volunteers, as part of NLI's Legacy Tree program.
- Mike Brien attended the Prairie State Conservation Coalition's annual conference in Champaign, IL.
- Conducted interviews for the full-time wildlife biologist and seasonal wildlife assistant positions.
- Attended working group meeting hosted by the Winnebago County Soil and Water Conservation District to discuss priority focus areas.
- Mike Brien presented to the Wild Ones Rock River Valley chapter about the District's ongoing Bell Bowl Prairie salvage project.
- Met with staff of Hey and Associates for project kick off meeting for the hydrologic restoration project at Sugar River Alder Nature Preserve.
- Monitored ongoing forestry contract work at Funderburg Forest Preserve.
- Continued project coordination for the construction of the new natural resource facility.

# Natural Resource Management

## March 2026 Activities Report – Cont.

### Wildlife:

- Began vernal pool sampling for reptiles and amphibians in several preserves throughout the county.
- Deployed artificial cover objects at preserves to help monitor snake presence and abundance.
- Began testing water quality at aquatic trapping sites.
- Completed regular radio telemetry of all marked turtles.
- Began removing raccoons at two sites in order to reduce predation of turtle nests.
- Continued development of AHdrift sampling equipment, which will be deployed later this season to assist with remote monitoring of ground dwelling species.
- Continued monitoring and maintaining camera trapping sites at preserves throughout the county. Notable encounters include sandhill cranes, river otter, beaver, and mink.

### Stewardship Coordinator:

- Assisted natural resource staff with prescribed burns as needed.
- Hosted four volunteer workdays at Blackhawk Springs, Hononegah, and Roland Olson Forest Preserves.
- Staffed volunteer information table at the District career fair.
- Co-hosted eastern bluebird monitor training with Jack Nowak of the Lake County Audubon Society, which had 20 people in attendance.
- Co-hosted Budburst community science training with Taran Lichtenberger of the Chicago Botanic Garden.
- Repaired and replaced nestboxes for the bluebird monitoring program as needed.
- Flush cut stumps in volunteer clearing area at Hononegah Forest Preserve.
- Attended the Lifescape Services annual volunteer recognition brunch at Mauh-Nau-Tee-See Country Club.

### *2026 Statistics*

A total of 50 volunteers earned 555.75 service hours through the month of March.

### Community Science Snapshot

- 9 volunteers logged 29 hours-Eastern bluebird monitoring
- 9 volunteers logged 44 hours-Calling Frog Survey
- 1 volunteer logged 5 hours-Illinois Odonate Survey

The monetary value of these service hours equals **\$19,434.57**. 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  
Bobby VanSistine, Golf General Manager  
Rose Mathews, Golf Food & Beverage Manager  
Tyler Knapp & Mark Freiman, Golf Superintendents  
March 2026 Activities Report

## Clubhouse Operations:

- March Board Meeting
  - Introduction of new Golf General Manager
  - Lightspeed Point of Sale Presentation for Approval
- Returning staff employee meetings
  - Introduced myself
  - Went over changes
- Continued to meet with possible golf shop vendors for merchandise
- Headquarters Meetings
  - Manager's Meeting
- Administrative Services Manager
  - Lightspeed set up
  - AOD (time keeping)
- Communications coordinator
  - Logo Rebrand for golf
  - Marketing programs for golf
- Food and Beverage Manager
  - Lightspeed Setup
  - Updated pricing
- Golf Shops set up
- Ledges Golf Course - Open for the season
  - Staff Scheduled
  - Tee Sheet Setup
  - Change bags to safe
- Atwood Homestead Golf Course – Open for the season
  - Staff Scheduled
  - Tee Sheet Setup
  - Change bags to safe

# **Golf Operations**

## **March 2026 Activities Report – Cont.**

### **Food & Beverage:**

#### **Ledges**

- Cleaned Kitchen, storage rooms, and bathrooms.
- Had the flushing mechanism on men's urinal fixed.
- Spackled spots and re-painted specified areas, removed unnecessary things on walls.
- Frinks cleaned the grease trap.
- Installed a new mop/broom wall mount, and tied up cords behind register.
- Worked a couple shifts once opened/trained one new person.
- Completed work schedule for April.
- Ordered food/beer/pop/liquor.

#### **Atwood**

- New D-line was installed to cover the wires running through the dining area.
- Direct TV was contacted and a new cable box was installed in dining area.
- New shelf was installed over the microwave area in kitchen.
- New lighted display sign was hung, which was provided to us from Hayes Beer. It lists the beer and liquor prices.
- Training new staff (currently 2 new staff members for Atwood).
- Beer/Liquor/Pop/Food have been ordered twice this month.
- April work schedule has been completed.
- New hot water heater has been installed.
- Golf Course Superintendent, Mark Freiman assisted in removing the old safe in the kitchen storage room. Once gone, the old shelving was removed to make more room for beer/pop storage for the season.
- Frinks cleaned the grease trap.
- Hung the new posters to the new AOD time keeping area.
- Cleaned up the dining and kitchen area to prepare for opening.
- Hung the First Aid kit.

#### **Macktown**

- Two new toilets were installed in men's bathroom.
- Cleaned Kitchen, bathrooms, and golf shop area thoroughly.
- 3 new sink stoppers purchased.
- Sarah Lorenz provided a nice large poster for kitchen wall and hung that.
- Installed a new mop/broom wall mount.
- Fixed the side of the sink.

# Golf Operations

## March 2026 Activities Report – Cont.

### General Items Completed

- Carpets/flooring/hoods cleaned at Ledges and Macktown
- I met with a sales rep from Mrs. Fischer's. He would like to start selling his potato chips at the courses. It would be nice to support local businesses.
- Met with a food rep from Sysco Foods.
- Attended the Job Fair, monthly managers meeting, and the monthly board meeting.
- Interviewed and hired 7 new people and waiting on 3 others. Unfortunately, several have jobs at the schools and aren't available until school is out.
- I have been on the numerous zoom training sessions for Lightspeed.
- Worked on liquor license renewal forms and have been keeping in contact with Kristy.
- New display cases (for licenses) were ordered and mounted.
- An informational employee meeting for Food & Beverage staff was held.
- Met with our current two beer reps and spoke on the phone several times to the liquor reps.
- Working on possibly getting a new liquor vendor (Breakthru).

### **Golf Maintenance:**

#### Ledges

- Updated expense report for the 2026 season to ensure accurate, up to date tracking of all expenses.
- Removed all tee signs from storage and reinstalled them throughout the course.
- Attended the asphalt pre-bid meeting.
- Removed all garbage cans, bunker rakes, tee markers and range supplies from storage and placed on the course.
- Removed all golf cars from storage and parked in designated stalls.
- Applied seed head suppressant to the greens to prevent Poa Annua from producing seed heads.
- Mowed greens multiple times to remove residual Milorganite applied during the winter to prevent ice buildup.
- Applied topdressing sand to the greens to improve smoothness and enhance the putting surface.
- Verti-cut tee box areas to remove excess organic matter and improve turf quality.
- Ground all tree stumps and completed site cleanup.
- Cut sod from the driving range and installed it in select fairway areas to repair bare spots.
- Repaired the bridge apron on hole #13 using cold patch to create a smooth ramp.
- Began moving and grading spoiling's that were removed from the creek between holes 5 and 11 to restore water flow.
- Attended the job fair that was held at Headquarters on March 5<sup>th</sup>.

# **Golf Operations**

## **March 2026 Activities Report – Cont.**

- Performed sand trap maintenance to restore proper playing depth following the winter months.
- Completed storm damage cleanup, including removal of fallen trees and several days of debris cleanup.
- Began receiving items from the fertilizer and pesticide bid.
- Snow removal from golf course roads and parking lots.
- Removed several trees at Atwood near the driving range tee complex.
- Assisted with storm cleanup at Atwood.
- Mechanic performed repairs and maintenance on equipment.

### **Atwood**

- Removed trees along right side of practice range to reduce amount of lost range balls.
- Reshaped practice range fairway and positioned targets accordingly.
- Set up practice range tees with mats, ball trays, bag stands and waste receptacles.
- Cleaned, sanded and re-painted tee markers.
- Mowed greens to remove organic fertilizer used for winter ice protection.
- Repaired erosion in bunkers for proper playing depth.

### **Macktown**

- Updated expense report for the 2026 season to ensure accurate, up to date tracking of all expenses.
- Applied seed head suppressant to the greens to prevent Poa Annua from producing seed heads.
- Attended the job fair that was held at Headquarters on March 5<sup>th</sup>.
- Performed sand trap maintenance to restore proper playing depth following the winter months.
- Completed storm damage cleanup, including removal of fallen trees and several days of debris cleanup.
- Trained newly hired seasonal employee.
- Ground all tree stumps and completed site cleanup.
- Began receiving items from the fertilizer and pesticide bid.
- Mechanic performed repairs and maintenance on equipment.
- Removed multiple dead and hazardous trees from golf course.
- Mowed greens to remove organic fertilizer used for winter ice protection.
- Repaired irrigation timing mechanisms.
- Snow removal at Macktown and Ledges.
- Interview and hire seasonal employees.

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

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
<b><u>Atwood Homestead</u></b>				
Green Fees	\$6,196	\$18,294	\$17,892	\$8,456
Cart Rental	\$5,790	\$15,993	\$15,467	\$7,048
Merchandise	\$592	\$2,956	\$1,753	\$1,648
Gift Card	\$0	\$200	\$143	\$47
Discount Gift Card	\$1,318	\$5,406	\$6,953	\$1,445
Capital Improvement Fee	\$655	\$1,357	\$1,570	\$797
Food & Beverage	\$1,243	\$2,182	\$3,019	\$1,989
Golf Club Rental	\$0	\$80	\$0	\$0
Video Gaming & ATM	\$273	\$197	\$288	\$0
<b>Total Atwood Revenue</b>	<b>\$16,066</b>	<b>\$46,665</b>	<b>\$47,084</b>	<b>\$21,429</b>
<b><u>Ledges</u></b>				
Green Fees	\$3,956	\$13,426	\$11,112	\$8,998
Cart Rental	\$4,039	\$11,111	\$7,375	\$7,600
Merchandise	\$403	\$1,532	\$1,498	\$725
Gift Card	\$0	\$0	\$0	\$0
Discount Gift Card	\$1,216	\$6,089	\$1,785	\$4,675
Capital Improvement Fee	\$516	\$1,190	\$530	\$724
Food & Beverage	\$2,147	\$2,023	\$2,809	\$4,011
Golf Club Rental	\$0	\$0	\$0	\$30
Video Gaming & ATM	-\$130	\$7	-\$347	\$0
<b>Total Ledges Revenue</b>	<b>\$12,146</b>	<b>\$35,378</b>	<b>\$24,762</b>	<b>\$26,764</b>
<b><u>Macktown</u></b>				
Green Fees	\$0	\$0	\$970	\$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
<b>Total Macktown Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$970</b>	<b>\$0</b>
<b><u>Headquarters</u></b>				
Gift Card	\$1,200	\$3,000	\$1,050	\$2,300
Discount Gift Card	\$17,312	\$20,116	\$18,251	\$21,129
Golf Passes	\$278,990	\$280,565	\$301,680	\$352,350
Capital Improvement Fee	\$29,580	\$29,580	\$31,620	\$36,960
Tournaments	\$0	\$2,700	\$900	\$0
Private Golf Cart Registration	\$8,850	\$8,200	\$7,550	\$6,900
<b>Total Headquarters Revenue</b>	<b>\$335,932</b>	<b>\$344,161</b>	<b>\$361,051</b>	<b>\$419,639</b>
<b>Total Golf Course Revenue</b>	<b>\$364,144</b>	<b>\$426,204</b>	<b>\$433,866</b>	<b>\$467,832</b>

Option not available for that season

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

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
<b><u>Rounds Played</u></b>				
Atwood	803	2,058	2,697	5,453
Ledges	370	1,456	1,008	948
Macktown	0	25	97	0
<b>Total Rounds Played</b>	<b>1,173</b>	<b>3,539</b>	<b>3,802</b>	<b>6,401</b>
<b><u>Golf Passes</u></b>				
Premier Card Res.	27	26	29	29
Premier Card Res.-Refer-A-Friend	35	45	48	66
Premier Card Non-Res.	2	2	3	4
Premier Card Non-Res.-Refer-A-Friend	1	1	4	7
Player Card Res.	145	131	147	153
Player Card Res.-Refer-A-Friend	258	264	269	325
Player Card Non-Res.	7	8	12	8
Player Card Non-Res.-Refer-A-Friend	18	16	15	24
Student Card Res.	42	50	62	58
Student Card Non-Res.	5	6	2	3
Team Pass	0	0	0	7
Practice Range Res.	14	13	0	19
Practice Range Non-Res.	0	0	0	0
<b>Total Passes</b>	<b>554</b>	<b>562</b>	<b>591</b>	<b>703</b>
<b><u>Private Golf Cart Registration</u></b>				
Outside Storage	2	2	2	2
Home Storage	11	10	9	8
<b>Total Private Golf Cart Registration</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>10</b>

# **Marketing & Communication Relations**

Sarah Lorenz, Communications Coordinator  
March 2026 Activities Report

## **Marketing/Advertising:**

- General and targeted golf (Mid-West Family targeted display ads running seasonally).
- GoRockford advertising (Outdoor Activities, Family Fun).
- Meta ad (survey).

## **Print & Signage:**

- Yard sign campaign (dog safety) completed and installed.
- Developing tick safety signage for preserve kiosks.
- Preliminary redevelopment of Visitor Guide & Map.

## **Events/Programs:**

- Past: Fabulous Frogs with Illinois Extension Master Naturalist Connie McIntosh 3/26, Backpacking with Burpee: Basics of Birding 4/4, Nature Nook Spring Clean Up with Burpee Museum of Natural History, Bumblebee Monitor Training 4/9.
- Upcoming: Backpacking with Burpee: Celebrate Earth Day 4/18, From Backyards to Boardrooms: Building Community Led Climate Resilience at Every Scale with Illinois Extension, Bat Monitor Training 4/22, REAP Day: Bluebell Seed Collection with IL Extension 5/23.
- Hooked on Fun 2026 planning meetings held 3/11 and 4/8.

## **Engagement:**

- New PGA Junior League picked up by 3 news outlets.
- April digital newsletter to be sent to subscribers on 4/23.
  - May digital newsletter scheduled for 5/21

## **Professional Development:**

- Attended GoRockford Marketing Partnership Meeting 3/24.

# Marketing & Communication Relations

## March 2026 Activities Report - Continued

### **Social Media (March 9 – April 7, 2026)**

- FPWC Facebook: 6,229 followers (+110)
  - Reach: 30,503 (-41%)
  - Engagement: 1,805 (-26.6%)
  - Views: 125,887 (-39.9%)
  
- FPWC Instagram: 2,098 followers (+31)
  - Reach: 2,178 (+31.8%)
  - Engagement: 824 (+41.3%)
  - Views: 26,427 (+135.7%)

# Human Resources

Jody Kennay, Human Resources Manager  
March 2026 Activities Report

Full-Time New Hires	1 (Laborer)
Full-Time Open Requisitions	0
Seasonal Hires	82 Returning 17 new 3 Open
Resignations	0
Orientations	9 Orientations (105 seasonal employees)

### Projects and Progress:

**Search for Wildlife Biologist** - in progress. Planning for interviews the weeks of March 30 and April 6.

**Returning Seasonal Employees** - Orientations begin the week of March 9. Sending link to Illinois Harassment training. 82 returning seasonal employees with 3 positions still open. Open seasonal positions posted on website.

**Revising Employee Handbook** (updated with new employment laws, rewrote sections as needed, added addendums) Staff/ED review complete; Legal review complete; Asking for Board approval at April meeting.

**Compensation Study** (current state, pain points, research, other updated Preserve information, compensation analysis, etc.). Due date to ED is April 10.

**Insurance Open Enrollment Preparation** (anticipated costs, new program offerings, process improvements and communication plan).

## **RESOLUTION**

### **No. 26-0408**

#### **REVIEW, RELEASE OF CLOSED SESSION MINUTES AND DESTRUCTION OF VERBATIM RECORDINGS**

**WHEREAS**, pursuant to 5 ILCS 120/2.06(d), the Forest Preserve District of Winnebago County Board of Commissioners (the “Board”) has met and reviewed the minutes of all meetings of the Board dated below that are presently closed to the public; and

**WHEREAS**, the Board hereby finds and declares that the minutes for closed sessions held on certain dates no longer require confidential treatment; and

**WHEREAS**, section 2.06(c) of the Open Meetings Act allows for destruction of closed session verbatim recordings more than eighteen (18) months old; and

**WHEREAS**, District staff and legal counsel have reviewed and made recommendations to the Board about the minutes of all meetings dated below.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WINNEBAGO COUNTY FOREST PRESERVE DISTRICT IN ILLINOIS, AS FOLLOWS:**

SECTION ONE: The recitals set forth herein above shall be and they are hereby incorporated as if said recitals were fully set forth within this Section One.

SECTION TWO: The Board finds and hereby declares that closed session minutes or parts thereof of the following dates no longer require confidential treatment and can be released at this time:

January 18, 2017 – Entire set of minutes.

March 15, 2017 – Entire set of minutes.

April 19, 2017 – Set of minutes related to Fiddis property (land acquisition).

April 19, 2017 – Set of minutes related to Eckburg property (land acquisition).

April 19, 2017 – Set of minutes related to Stone Bridge property (land acquisition).

May 16, 2017 – Entire set of minutes.

July 19, 2017 – Entire set of minutes on land acquisition.

July 19, 2017 – Entire set of minutes on personnel.

SECTION THREE: The Board finds and hereby declares that the verbatim recordings of closed session minutes for the following dates may be destroyed by the recording secretary, as approved written minutes exist for those sessions.

January 18, 2017 – Entire set of minutes.

March 15, 2017 – Entire set of minutes.

April 19, 2017 – Set of minutes related to Fiddis property (land acquisition).

April 19, 2017 – Set of minutes related to Eckburg property (land acquisition).

April 19, 2017 – Set of minutes related to Stone Bridge property (land acquisition).

May 16, 2017 – Entire set of minutes.

July 19, 2017 – Entire set of minutes on land acquisition.  
July 19, 2017 – Entire set of minutes on personnel.

SECTION FOUR: Any and all motions, policies or resolutions of the Forest Preserve District of Winnebago County in conflict with the provisions of this resolution shall be and are hereby repealed.

SECTION FIVE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 15th day of April, 2026.

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

\_\_\_\_\_  
Jeff Tilly, President  
Board of Commissioners

\_\_\_\_\_  
Gloria Lind, Secretary  
Board of Commissioners