

**Forest Preserves of Winnebago County
BOARD MEETING**

Wednesday, November 15, 2023 – 5:30 PM
Forest Preserve Headquarters



AGENDA

- A. ROLL CALL**
- B. PLEDGE of ALLEGIANCE**
- C. APPROVAL of MINUTES**
Minutes for October 25 – Budget Hearing & Board Meeting
- D. PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS**
- E. UNFINISHED BUSINESS / DISCUSSION**
- F. NEW BUSINESS**
- G. ACTION ITEMS**
1. Bills for October
3. 2024 Board Meeting Schedule
4. Acceptance of Bids for Ledges Golf Course Pump Station Replacement
6. Acceptance of Purchase for Backhoe
7. Acceptance of Purchase for Mower
8. 5-Year Farm Agreements
9. Acceptance of Purchase of Four Trucks Off of State Bid From Landmark Ford
10. Acceptance of Purchase of Four Trucks Off of State Bid From Morrow Brothers Ford
- H. UPDATES and REPORTS**
11. 1. Preserve Operations
15. 2. Land and Development
17. 3. Golf
20. 4. Marketing
22. 5. Human Resources
23. 6. Law Enforcement
- I. CLOSED SESSION**
1. Personnel
- J. ANNOUNCEMENTS and COMMUNICATION**
1. December 8 - Employee Appreciation & Recognition Luncheon at Ledges Golf Course from 11:30am – 2:30pm.
2. December 9 – Walk With U Guided Walk at Headquarters Forest Preserve from 9:00am – 10:00am.
3. December 19 – Career and Volunteer Open House from 2:00pm – 7:00pm.
- K. ADJOURNMENT**

Next regular Board Meeting– 5:30 PM Wednesday, December 20, Forest Preserve Headquarters

Anyone wishing to address the Board must call 815-877-6100 or email ewendlandt@winnebagoforest.org in advance of the meeting.

Forest Preserves of Winnebago County
Authorization to Process Payment of Bills




November 15, 2023

**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 **\$ 708,626.63** 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	322,837.97
BOTANICAL GARDEN FUND	3120	87,846.71
HEALTH BENEFITS FUND	3185	45,317.16
SOCIAL SECURITY FUND	3192	17,725.59
RETIREMENT FUND	3193	14,982.65
LIABILITY RESERVE	3194	13,195.00
IMPROVEMENT & DEV. FUND	3302	102,506.24
CORPORATE FUND	3402	<u>104,215.31</u>
		\$ 708,626.63

Respectfully submitted,



Steve Chapman, Finance Director

11/13/2023
Date

RESOLUTION

No. 23-1101

PAYMENT OF BILLS FOR OCTOBER

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 October; 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 \$708,626.63 to be paid by the Forest Preserves of Winnebago County for the month of October, 2023.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 15th day of November, 2023.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION
No. 23-1102

**Establishing the date, time and location of each regular meeting of the Board
of Commissioners of the Forest Preserves of Winnebago County for the
period from January 1, 2024 through December 31, 2024**

WHEREAS, under the provisions pursuant to Sec. 2.02, the Open Meetings Act 5 ILCS 120/2.02 (1992), the Board of Commissioners of the Forest Preserves of Winnebago County is required to provide public notice of the date, time and location of its regularly scheduled meetings; and

WHEREAS, the Board of Commissioners will hold regular meetings during the year 2024 and may hold additional meetings at such other times as may be determined.

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

Section 1. That it shall conduct regular meetings at 5:30 PM in the conference room of Forest Preserve Headquarters, 5500 Northrock Drive, Rockford, Illinois on the 3rd Wednesday of every month throughout 2024, except where indicated by asterisk:

January 17	May 15	September 18
February 21	June 19	* October 23
March 20	July 17	November 20
April 17	August 21	December 18

Section 2. That additional meetings may be scheduled as needed.

Section 3. That any changes, deletions or additions to times or locations in this schedule shall be posted 48 hours in advance at Forest Preserve Headquarters and distributed to any public media requesting notice of such meetings.

Section 4. That the Secretary of the Board of Commissioners is hereby directed to supply copies of this Resolution to any public media having filed an annual request for notice of the scheduled meetings of the Board of Commissioners of the Forest Preserves of Winnebago County.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 15th day of November, 2023.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION
No.23-1103
LEDGES PUMP STATION PROJECT

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved a replacement irrigation pump station for Ledges Golf Course as part of the 2024 capital budget; and,

WHEREAS, a mandatory pre-bid meeting was held on Friday, October 27th at Ledges Golf Course with three (3) contractors in attendance; and,

WHEREAS, a bid opening was conducted on Monday, November 13, 2023 with one (1) sealed bid received; and,

WHEREAS, the qualified lowest bidder was Leibold Irrigation, Inc., Dubuque, Illinois, and,

WHEREAS, the total project cost as specified is \$260,050.00 for which the staff budgeted \$290,000.00 for this project in the 2024 budget;

WHEREAS, staff is recommending a project overrun provision of 10% be provided in addition to the bid price; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the Ledges Pump Station Project for \$260,050.00, with an additional 10% cost overrun provision, by Leibold Irrigation, Inc., in Dubuque, Illinois.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 15th day of November 2023.

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

Jeff Tilly, President
Board of Commissioners

Bid Tab

Ledges Golf Course Pump Station Replacement
 Bid Opening – November 13, 2023 at 10:00am

Vendor	Leibold Irrigation Inc.		
Base Bid	\$230,000		
Additional Option #1	\$8,750		
Additional Option #2a	\$4,200		
Additional Option #2b	\$4,200		
Additional Option #2c	\$4,200		
Additional Option #2d	\$4,200		
Additional Option #3	\$4,500		
Completion Date	July 1, 2024 or Dependent Upon Watertronics Manufacturing Lead Time.		
Received Addendum	3 of 3		

RESOLUTION

No. 23-1104

PURCHASE REPLACEMENT BACKHOE

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved a replacement Backhoe as part of the 2024 capital budget; and,

WHEREAS, the current Sourcewell Cooperative Contract #032119-JDC is applicable for this purchase; and,

WHEREAS, the Forest Preserves of Winnebago County is a member of Sourcewell, and therefore eligible to receive the 41% discount provided under this contract, which has undergone a formal bidding process; and,

WHEREAS, the piece of equipment would be provided from a local dealer, West Side Tractor Sales in Rockford, Illinois, and would be for a 2024 John Deere 410 P Backhoe Loader with bucket and fork accessories; and,

WHEREAS, the current 2009 Backhoe would be traded in at time of purchase for \$34,000.00; and,

WHEREAS, the total cost as specified after trade-in is \$131,792.47 for which the staff budgeted \$165,000.00 for this piece of equipment in the 2024 budget;

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the purchase for \$131,792.47 from West Side Tractor Sales in Rockford, Illinois for the 2024 John Deere 410 P Backhoe Loader with bucket and fork accessories.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 15th day of November 2023.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION

No. 23-1105

ACCEPTANCE OF BIDS FOR FLEX WING MOWER

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved a purchase of a 15' flex wing mower as part of the 2024 capital budget; and,

WHEREAS, the new flex wing mower will replace a 23 year old unit that is nearing the limit of serviceability; and

WHEREAS, the Land Pride RCB5715B flex wing mower, which meets or exceeds the required specifications, is available for purchase through State of Illinois Contract 23-416CMS-BOSS4-P-55229; and

WHEREAS, German Bliss Equipment of Princeville, IL is an authorized dealer and executor of the State bid contract; and

WHEREAS, the staff budgeted \$33,000 for this piece of equipment in the 2024 budget, and the total cost for the unit as specified is \$32,708.30.

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the purchase of a Land Pride RCB5715B flex wing mower from German Bliss Equipment of Princeville, IL for the price of \$ 32,708.30.

Voting YES_____

Voting NO_____

The above and foregoing Resolution was adopted this 15th day of November, 2023.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION

No. 23-1106

FIVE YEAR FARM AGREEMENTS FOR COUNTY LINE, MACKTOWN, SEVERSON DELLS, AND SEWARD FOREST PRESERVES

WHEREAS, the Forest Preserves of Winnebago County implements a farm lease program in order to maintain undeveloped District land in a weed free state, free of undesirable succession, until such time when the District has the resources to actively restore and rehabilitate the property; and,

WHEREAS, the District has moved from annual to five year farm agreements in order to allow tenant farmers to recoup more of the cost associated with nutrient inputs, incentivize conservation practices, and reduce administrative burden; and,

WHEREAS, the District accepted sealed bids from all members of the public interested in executing the five year farm agreement at one or more preserve(s); and,

WHEREAS, five vendors submitted a sealed bid package; and,

WHEREAS, staff recommends the acceptance of the highest dollar amount per acre offered for each farming location.

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County accept the bids from the following vendors:

PRESERVE	VENDOR	PRICE PER ACRE
County Line	Jeffrey Berg	\$250
Macktown	Cory & Adam Herbert	\$311
Severson Dells	Cory & Adam Herbert	\$337
Seward	Cory & Adam Herbert	\$337

Voting YES_____

Voting NO_____

The above and foregoing Resolution was adopted this 15th day of November, 2023.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION
No. 23-1107

**ACCEPTANCE OF PURCHASE OF FOUR TRUCKS OFF OF STATE BID FROM
LANDMARK FORD**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved the purchase of seven replacement trucks and one new truck in the 2024 budget; and,

WHEREAS, F250 Super Duty pick-up trucks and F350 Super Duty chassis cab trucks are available for purchase through State of Illinois Purchasing Contract 22-416CMS-BOSS4-P-33728 through Landmark Ford of Springfield, IL; and,

WHEREAS, the make, model, and cost of each new vehicle; budgeted amount, department, and vehicle to be replaced are as follows;

<u>MAKE</u>	<u>MODEL</u>	<u>COST</u>	<u>BUDGET</u>	<u>AREA</u>	<u>REPLACES</u>
Ford	F250 Super Duty	\$48,391	\$50,000	Central	#142
Ford	F250 Super Duty	\$49,971	\$58,000	South	#418
Ford	F250 Super Duty	\$48,391	\$50,000	North	#419
Ford	F350 Super Duty Dump Truck	\$65,646	\$75,000	North	#138

WHEREAS, Landmark Ford expects delivery to Forest Preserve Headquarters in quarter one of 2024;

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the purchase of four trucks from Landmark Ford of Springfield, IL for the price of \$212,359.00.

Voting YES___

Voting NO___

The above and foregoing Resolution was adopted this 15th day of November, 2023.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION
No. 23-1108

**ACCEPTANCE OF PURCHASE OF FOUR TRUCKS OFF OF STATE BID FROM
MORROW BROTHERS FORD**

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved the purchase of seven replacement trucks and one new truck in the 2024 budget; and,

WHEREAS, F150 pick-up trucks and F350 Super Duty pick-up trucks are available for purchase through State of Illinois Purchasing Contract 21-416CMS-BOSS4-P-29479 through Morrow Brothers Ford of Greenfield, IL; and,

WHEREAS, the make, model, and cost of each new vehicle; budgeted amount, department, and vehicle to be replaced are as follows;

<u>MAKE</u>	<u>MODEL</u>	<u>COST</u>	<u>BUDGET</u>	<u>AREA</u>	<u>REPLACES</u>
Ford	F150	\$42,655	\$46,000	Atwood	#134
Ford	F150	\$45,390	\$46,000	Resource	NEW
Ford	F150	\$41,800	\$46,000	Resource	#442
Ford	F350 Super Duty Pick Up DRW	\$70,490	\$73,000	Resource	#417

WHEREAS, Morrow Brothers Ford expects delivery to Forest Preserve Headquarters by quarter two of 2024; and,

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the purchase of four trucks from Morrow Brothers Ford of Greenfield, IL for the price of \$200,335.00.

Voting YES___

Voting NO___

The above and foregoing Resolution was adopted this 15th day of November, 2023.

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

Jeff Tilly, President
Board of Commissioners

Preserve Operations

Vaughn Stamm, Director of Operations
Scott Stewart & Scott Wallace, Preserve Managers
Bryan Helmold, Facility & Equipment Manager
October 2023 Activities Report

- Set up and staffed the Halloween event at Sugar River Campground.
- Brought a dump truck load of scrap metal to central shop for recycling.
- Set up and tear down of the Frenchman's Frolic event at Macktown.
- Painted an office at HQ, moved furniture and cleaned windows.
- Used aerial bucket truck at Macktown, removing dead limbs near roadways.
- Shut off water and blew out HQ fountain, Hononegah Campground and Sugar River Campground.
- Added rock and dirt to Sugar River horse trail in degraded areas.
- Used brush hog on edges of trail throughout preserves.
- Trimmed back trail system at Ferguson Forest Preserve and added base rock to washed out trails.
- Installed straw bales over the septic pumps at Macktown.
- Ran mower with blower attachment at all preserves to clear roads and parking lots of leaves.
- Removed fallen trees on various preserve trail systems.
- Mowing at all preserves.
- Splitting firewood.
- Hauled equipment to/from central shop for yearly maintenance.
- Collection of out-processing seasonal staff with return of keys and I. D's and completion of reviews.
- Mowed back snowmobile trails at Four Lakes, Pecatonica Wetlands and Seward Bluffs.
- Hauled gravel to site of new trail bridge at Seward Bluffs.
- Cleaned out the gutters at the Deer Lodge at Severson Dells.
- Hazardous tree removals and cleanup within the Grove Playground at Severson Dells.
- Continued fall cleanup throughout our preserves.
- Conducted trail maintenance in multiple preserves.
- Completed monthly safety inspections.
- Installed memorial bench at Cedar Cliff.
- Cleaned and hauled 3-point mowers and John Deere zero turns to central shop for winter maintenance.

Preserve Operations
October 2023 Activities Report – Cont.

- Winterized water lines at Seward Bluffs Campground.
- Replaced parking lot light timers at Severson Dells.
- Staged wood for bucking and splitting at Seward Bluffs.
- Replaced the decking on the dock that overlooks the pond at Severson Dells.
- Removed hazardous trees at Pecatonica Wetlands and Seward Bluffs.

**FOREST PRESERVES OF WINNEBAGO COUNTY
2020-2023
CAMPING REVENUE COMPARISON**

	<u>2020</u> (thru 10/25)	<u>2021</u> (thru 10/24)	<u>2022</u> (thru 10/31)	<u>2023</u> (thru 10/30)
CAMPGROUNDS				
Hononegah	\$31,633	\$24,921	\$30,508	\$36,080
Seward Bluffs	29,823	47,059	37,032	44,949
Sugar River	<u>77,465</u>	<u>88,550</u>	<u>72,911</u>	<u>72,343</u>
Campground Revenue	\$138,921	\$160,530	\$140,451	\$153,372
SCOUT/YOUTH CAMPGROUNDS				
Hononegah	\$35	\$110	\$220	\$366
Pecatonica River	200	695	605	540
Rockford Rotary	110	355	335	340
Seward Bluffs	110	230	245	135
Sugar River	<u>0</u>	<u>220</u>	<u>240</u>	<u>222</u>
Scout/Youth Campground Revenue	\$455	\$1,610	\$1,645	\$1,603
EQUESTRIAN CAMPGROUNDS				
Oak Ridge	\$204	\$54	\$61	\$64
Seward Bluffs	<u>1,047</u>	<u>968</u>	<u>1,107</u>	<u>1287</u>
Equestrian Campground Revenue	\$1,251	\$1,022	\$1,168	\$1,351
FIREWOOD				
Hononegah	\$3,446	\$2,219	\$1,750	\$1,865
Seward Bluffs	2,898	3,108	2,459	3,737
Sugar River	<u>13,248</u>	<u>11,468</u>	<u>7,244</u>	<u>9,588</u>
Firewood Revenue	\$19,592	\$16,795	\$11,453	\$15,190
TOTAL REVENUE	\$160,219	\$179,957	\$154,717	\$171,516
 NUMBER OF GROUPS AT REGULAR CAMPGROUNDS (DOES NOT INCLUDE EQUESTRIAN AND SCOUT/YOUTH CAMPING)	 2,617	 2,992	 2,473	 2,608

FOREST PRESERVES OF WINNEBAGO COUNTY

Year End Totals

	<u>2021-2022</u>		<u>2022-2023</u>	
	<u>Number</u>	<u>Total</u>	<u>Number</u>	<u>Total</u>
Small Shelter Res.	66	\$4,875	81	\$5,600
Small Shelter N/Res.	4	\$400	5	\$500
Large Shelter Res.	134	\$13,400	144	\$14,400
Large Shelter N/Res.	13	\$1,625	18	\$2,250
Electric Res.	184	\$21,045	195	\$22,425
Electric N/Res.	16	\$2,320	10	\$1,450
TOTAL	417	\$43,665	453	\$46,625
ONLINE	307	74%	315	70%
Over 300 Res.	0	\$0	0	\$0
Over 300 N/Res.	0	\$0	0	\$0
Ground Use/Tent Res	13	\$325	13	\$325
Ground Use/Tent N/Res.	1	\$40	1	\$40
Building Use Permits	8	\$400	6	\$800
Commercial Photography Permit	1	\$100	2	\$200
Special Use Permits	11	\$1,989	19	\$3,402
Rides	19	\$665	23	\$805
TOTAL	53	\$3,519	64	\$5,572
ONLINE	16	30%	23	36%
Equestrian Passes	Number	Total	Number	Total
Yearly Tag Res.	103	\$5,150	92	\$4,450
Yearly Tag N/Res.	50	\$3,500	43	\$3,120
TOTAL	153	\$8,650	135	\$7,570
ONLINE	50	33%	38	28%
Fly Field Passes	Number	Total	Number	Total
Yearly Pass Res.	43	\$1,290	42	\$1,260
Yearly Pass N/Res.	13	\$520	11	\$400
TOTAL	56	\$1,810	53	\$1,660
ONLINE	7	13%	11	21%
Metal Detecting Passes	Number	Total	Number	Total
Yearly Pass Res.	29	\$725	30	\$750
Yearly Pass N/Res.	5	\$175	8	\$280
TOTAL	34	\$900	38	\$1,030
ONLINE	5	15%	3	8%
GRAND TOTAL	713	\$58,544	743	\$62,457
ONLINE	385	54%	390	52%

Land and Development

Mike Brien, Director of Natural Resources

Mike Groves, Natural Resources Manager

Keith Krey, Stewardship Coordinator

October 2023 Activities Report

Natural Resource Staff

- Finished preparing fire breaks for the upcoming fall controlled burn season.
- Treated black locust and other woody species at Funderburg, Severson Dells, Headquarters, and Macktown Forest Preserves.
- Delivered mulch and rock to Klehm Arboretum.
- Harvested seed at preserves around the county. Staff harvested several species of asters, goldenrods, blazing stars, and gentians, along with Canada wild rye, turtlehead, American germander, mountain mint, little bluestem, indian grass, wild onion, and rattlesnake master.
- Resource technician Eric Bednar led a field trip for a science class from Hononegah High School at Sugar River Forest Preserve. Students learned about ecological restoration and wildlife monitoring.
- Transplanted 13 trees from the Macktown tree nursery into several Forest Preserves.
- Planted wetland plants grown in the district's greenhouse at Pecatonica Wetlands, Kishwaukee River, and Sugar River Forest Preserves.
- Forestry mowed woody species at Severson Dells and Blackhawk Springs Forest Preserves.
- Mowed dog training area at Four Lakes Forest Preserve.
- Mike Groves completed 2024 Deer Population Control Permit application; no changes from last year.
- Department staff met to discuss priority sites for tree and brush removal work this winter.
- Prepared specifications, hosted pre-bid, led site tour, and led bid opening for forestry mowing and herbicide treatment contract at Funderburg Forest Preserve.
- Worked on updating quotes for upcoming capital purchases.
- Continued working on GATA reporting.
- Attended seminar on assisted migration of oak species held at the Morton Arboretum.

Stewardship Coordinator

- Delivered presentation on volunteer opportunities and programs to the Rockford Kiwanis Club.
- Attended webinar 'Building a Relational Volunteer Culture Can Maximize Impact' by Get Connected.
- Central Christian Church planted plugs of red baneberry and *Carex swanii* at Blackhawk Springs Forest Preserve.

Land and Development

October 2023 Activities Report – Cont.

- Attended virtual IPRA Forest Preserve & Conservation Section meeting.
- Held two restoration workdays at Blackhawk Springs Forest Preserve for volunteers in need of community service hours.
- Participated in McHenry County’s volunteer stewardship restoration day.
- Volunteers planted 175 pots of plant material salvaged from Bell Bowl Prairie at Cedar Cliff Forest Preserve.
- Repaired and relocated bluebird nest boxes at Kieselburg Forest Preserve.
- Hosted restoration workday every Thursday at various preserves.

2023 Statistics

A total of 219 volunteers earned 1,791.80 service hours from January 2023 through October 2023.

The monetary value of these service hours equals **\$56,979.24**. As of April 2023, the estimated national value of each volunteer hour is currently \$31.80 (based on the Independent Sector, April 19th, 2023)

Golf Operations

Vaughn Stamm, Director of Operations
Rich Rosenstiel, Clubhouse Manager
Tyler Knapp & Mark Freiman, Golf Maintenance Managers
October 2023 Activities Report

Clubhouse Operations:

- Introduced fall rates for the remainder of the season.
- Due to favorable weather conditions, Macktown remained open for an additional 3 days before officially closing for the season on Thursday, October 26th.
- Ledges officially closed for the season on Monday, October 30th.
- Atwood Homestead will remain open until further notice; weather and course conditions permitting.
- Macktown F&B operations cleaned and winterized for the season.
- Submitted end of season gaming removal requests to IGB for Macktown & Ledges gaming machines.
- Renewed Basset training.
- Starting time adjustments to accommodate frost delays.

Golf Maintenance:

- Winterized pump stations at all three locations.
- Winterized irrigation systems at all three locations.
- On-going fall cleanup at all three locations.
- Turf repair from animals searching for grubs at all three locations.
- Golf car fleet serviced, washed and waxed at all three locations.
- Begun pressure washing equipment for winter service.
- Brush piles burned at all three locations.
- Irrigation repairs at all three locations.
- Volunteer tree removal from prairie areas at all three locations.
- Annual flowers removed at all three locations around clubhouse.
- Dead tree removal and cleanup at Atwood.
- Roof replacement completed on Atwood maintenance shop.
- Seeded and installed erosion mat around tee signs at Atwood.
- Winterized halfway house at Ledges.
- Removed unwanted vegetation around the pond on hole #7 at Ledges.
- Wrote bid specs for pump station replacement at Ledges.
- Conducted a mandatory pre bid meeting for pump station replacement at Ledges.
- Cut down all ornamental grass around tee signs and clubhouse at Ledges.
- Golf car fleet parking in storage for winter at Ledges.
- Painted shelter by #5 tee at Macktown.
- Continued trimming trees along fairways at Macktown.

**Forest Preserves of Winnebago County
Golf Course Revenue & Sales
Year End Totals**

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
<u>Atwood Homestead</u>				
Green Fees	\$199,947	\$271,707	\$244,423	\$272,264
Foot Golf Fees	\$80	\$120	\$0	\$0
Cart Rental	\$127,040	\$210,489	\$188,837	\$202,573
Merchandise	\$21,438	\$32,624	\$29,938	\$34,518
Gift Card	\$195	\$377	\$687	\$725
Discount Gift Card	\$37,844	\$64,094	\$58,472	\$67,466
Capital Improvement Fee	\$20,102	\$26,628	\$22,289	\$23,219
Food & Beverage	\$58,288	\$88,332	\$91,969	\$111,470
Golf Club Rental	\$0	\$0	\$0	\$600
Video Gaming & ATM	\$1,209	\$4,801	\$4,887	\$3,939
Total Atwood Revenue	\$466,142	\$699,172	\$641,502	\$716,774
<u>Ledges</u>				
Green Fees	\$213,322	\$272,159	\$262,507	\$286,575
Cart Rental	\$135,020	\$209,355	\$196,833	\$217,756
Merchandise	\$17,987	\$24,408	\$25,555	\$29,296
Gift Card	\$0	\$328	\$111	\$245
Discount Gift Card	\$38,011	\$56,385	\$65,078	\$76,686
Capital Improvement Fee	\$21,225	\$25,455	\$24,352	\$26,182
Food & Beverage	\$72,984	\$121,021	\$123,658	\$143,030
Golf Club Rental	\$0	\$0	\$0	\$680
Video Gaming & ATM	\$851	\$4,509	\$5,173	\$2,894
Total Ledges Revenue	\$499,400	\$713,620	\$703,266	\$783,344
<u>Macktown</u>				
Green Fees	\$159,980	\$188,180	\$177,854	\$211,731
Cart Rental	\$110,769	\$152,739	\$139,749	\$167,640
Merchandise	\$12,326	\$17,742	\$16,822	\$19,453
Gift Card	\$195	\$0	\$25	\$0
Discount Gift Card	\$50,472	\$92,952	\$78,056	\$97,355
Capital Improvement Fee	\$17,360	\$19,068	\$17,637	\$20,401
Food & Beverage	\$60,716	\$93,905	\$95,953	\$114,607
Golf Club Rental	\$0	\$0	\$0	\$200
Video Gaming & ATM	\$1,688	\$5,542	\$3,814	\$3,815
Total Macktown Revenue	\$413,506	\$570,128	\$529,910	\$635,201
<u>Headquarters</u>				
Gift Card	\$3,425	\$1,875	\$2,554	\$1,430
Discount Gift Card	\$24,298	\$29,243	\$34,072	\$30,804
Holiday Promotion	\$1,200			
Golf Passes	\$186,780	\$270,015	\$294,780	\$315,785
Capital Improvement Fee	\$20,400	\$29,770	\$32,820	\$32,338
Tournaments	\$10,565	\$14,455	\$16,670	\$18,623
Private Golf Cart Registration	\$13,800	\$12,500	\$11,650	\$11,650
Total Headquarters Revenue	\$260,468	\$357,858	\$392,546	\$410,629
Total Golf Course Revenue	\$1,639,516	\$2,340,778	\$2,267,225	\$2,545,948

Option not available for that season

**Forest Preserves of Winnebago County
Golf Course Revenue & Sales
Year End Totals**

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
<u>Rounds Played</u>				
Atwood	20,675	27,008	23,024	26,596
Footgolf	16	24	0	0
Ledges	20,232	25,512	22,701	24,201
Macktown	18,503	23,699	20,156	22,887
Total Rounds Played	59,426	76,243	65,881	73,684
<u>Golf Passes</u>				
Premier Card Res.	25	29	31	28
Premier Card Res.-Refer-A-Friend	16	28	36	37
Premier Card Non-Res.	3	2	1	2
Premier Card Non-Res.-Refer-A-Friend	0	2	3	1
Player Card Res.	172	186	189	164
Player Card Res.-Refer-A-Friend	106	223	252	278
Player Card Non-Res.	9	10	11	9
Player Card Non-Res.-Refer-A-Friend	9	20	24	20
Student Card Res.	38	62	68	73
Student Card Non-Res.	0	3	5	10
Team Pass	9	19	17	15
Practice Range Res.	13	21	25	19
Practice Range Non-Res.	0	0	0	0
Total Passes	400	605	662	656
<u>Private Golf Cart Registration</u>				
Inside Storage	0	0	3	3
Outside Storage	4	4	15	14
Home Storage	17	15	15	14
Total Private Golf Cart Registration	21	19	18	17

Option not available for that season

Marketing & Communication Relations

Renee Pixler, Communications Coordinator

October 2023 Activities Report

Marketing/Advertising:

- Have ads running on gorockford.com “Things to Do” pages.
 - Sports (golf)
 - Outdoor Activities
 - Family Fun
- Working with Mid-West Family Broadcasting.
 - Running digital ads and radio commercials
- Submitted two (2) 1/4-page advertisement for Beloit Daily News October issue.
- Attended Tradigital (OTT) marketing seminar hosted by WREX.

Community Outreach

- Attended Four Rivers Sanitation Authority’s employee wellness fair.
- We decorated the HQ Administration Building for Halloween and invited the public to come trick or treat, color and play games. Due to the crazy weather, we only had a few visitors but had fun seeing their costumes and handing out candy.



Media Relations

- Contributed a guest blog to be featured on the Go Rockford (RACVB) website: *“Discover the Nature of Life in the 815”*.
- Featured in *“What Are the Best Places to Capture Fall Photos? Here’s What Rockford-Area Photographers Say”* Rock River Current article.
- Featured in *“Leaf Peeping is Hitting Its Peak. Here’s How to Take Advantage of Fall Color Season Close to Chicago”* article on wttw.com.
- Featured in *“HOCUS POCUS: Outdoor movie night at Hononegah Forest Preserve”* Rockton-Roscoe News article.
- Featured in *“Winnebago County Sheriff’s Office and County’s Forest Preserves Invite Community to Free Movie Night”* article on wrex.com.
- Featured in *“The Top “Leaf Peeping” Spots in the Rockford Region”* article on gorockford.com.

Marketing & Communication Relations

October 2023 Activities Report – Cont.

Events/Programs

- *Guided Hikes* – Our 2023 guided hike schedule is wrapping up for the year. Our next Howl at the Moon hike date has been moved to Friday, December 29, 2023 at Hononegah Forest Preserve. The Walk With U series with UWHealth and UICM has been a great success this year, with the last hike on Saturday, December 9, 2023 at Headquarters Forest Preserve.
- *Movie Night* – We co-hosted a movie night with the Winnebago County Sheriff's Department on Friday, October 20, 2023 at Hononegah Forest Preserve. We had about 25 people who bundled up to watch Hocus Pocus and eat popcorn. We are looking forward to working with the Winnebago County Sheriff's Department in 2024 with more movie nights and other community programs.



- *FPWC Career and Volunteer Open House* – We will be hosting a career and volunteer open house at Headquarters Forest Preserve on Tuesday, December 19, 2023. This open house will highlight the various seasonal positions and volunteer opportunities available throughout the different seasons. We hope to increase interest and encourage more people to apply for seasonal jobs and volunteer programs with this open house!

Social Media

- Social Media Stats (compared to September 2023 report)
 - FPWC Facebook: 4,555 followers (+35)
 - FPWC Instagram: 1,603 followers (+16)
 - FPWC Golf Facebook: 513 followers (+0)
 - FPWC Golf Instagram: 261 followers (+1)
- Go Rockford (RACVB) tagged us in multiple social media posts. Go Rockford has over 31,000 Facebook and 16,000 Instagram followers.
 - 10/11/23 Instagram reel – 5,990 views, 283 likes, 6 comments
 - 10/17/23 Featured post
 - Facebook – 385 likes, 31 comments, 100 shares
 - Instagram – 204 likes, 1 comment

Human Resources

Sherry Winebaugh, Human Resources Manager October 2023 Activities Report

- I am working with IPBC, Gallagher and PlanSource for our Benefits Platform Conversion. I am participating in our weekly meetings and progressing to the Transitional Phase. In addition, I've recently completed PlanSource's COBRA and ACA training sessions.
- We are pleased to announce that Alana Stratton has been promoted from her role as a seasonal preserve maintenance employee to the position of Part-Time Administrative Assistant II. She started on October 16th, 2023, and attended a brief refresher orientation.
- Roxanne Sosnowski and I are updating our employee handbook. While she has a preliminary draft ready, she is waiting for further information regarding the Paid Leave for All Workers Act.
- I am working with Maureen Hagen from Paylocity to implement our new Document Management Platform, scheduled for a January 2024 launch.
- I recently attended a meeting led by Renee Pixler regarding the FPWC Career and Volunteer Open House, scheduled for December 19th from 2:00pm-7:00pm at Headquarters.
- Presently, I am working on NEOGOV's safety platform and resolving all associated issues. My target is to complete this project before the end of the year.
- In October, I attended various meetings, including the RASHRM Meeting at NIU and IPBC Benefit Administration Systems Training on October 5th.
- Effectively managed and resolved personnel matters within the organization.
- Collaborating with IPRF on an employee worker's compensation claim.
- Additionally, I'm working on the termination process for seasonal employees.
- Lastly, preparations are underway for our 2023 Employee Appreciation Recognition Luncheon, set for December 8th, 2023 from 11:30am-2:30pm at the Ledges Golf Course. I am looking forward to seeing everyone there!

Law Enforcement

October 2023 Activities Report

10/01 Deputy Chavez is still of on Worker's comp due to his injury. He does not have an expected return date at this time. Patrol Deputies have been conducting extra patrol in the Forest Preserves and locking the gates when available to do so.

Brief Activity Summary

- There were 0 Criminal arrests
- There were 6 Calls for service inside of the Forest Preserves
- There were 2 Reports written
- There were 1 Ordinance violations (citations) written
- There were 0 Written warnings
- There were 9 Verbal warnings
- There were 0 Airfield permits
- There were 4 Equestrian bridle tags
- There were 4 Fishing license checks
- There were 81 Occupied shelter house patrols
- There were 24 Campground patrols
- There were 22 Patrols on trail systems
- There were 12 Directed patrol hours