

**Forest Preserves of Winnebago County
BOARD MEETING**

Wednesday, February 21, 2024 – 5:30 PM
Forest Preserve Headquarters



AGENDA

A. ROLL CALL

B. PLEDGE of ALLEGIANCE

C. APPROVAL of MINUTES
Minutes for January 17

D. PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS

E. UNFINISHED BUSINESS / DISCUSSION

F. NEW BUSINESS
1. Finance Report

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G. ACTION ITEMS

- 1. Bills for January
- 3. Acceptance of Bids for Fertilizer and Chemicals
- 5. Acceptance of Bids for Tow-Behind Flex Grooming Mower
- 7. Change to State Bid Purchase of F-350 Super Duty Pick Up Truck

H. UPDATES and REPORTS

- 8. Preserve Operations
- 9. Land and Development
- 11. Golf
- 12. Marketing
- 14. Human Resources
- 15. Law Enforcement

I. CLOSED SESSION

- 1. Land Acquisition

J. ANNOUNCEMENTS and COMMUNICATIONS

- 1 February 22 – Restoration Work Day at Macktown Forest Preserve from 9:00am – 12:00pm.
- 2. February 29 – Restoration Work Day at Blackhawk Springs Forest Preserve from 9:00am – 12:00pm.
- 3. March 7 – Restoration Work Day at Roland Olson Forest Preserve from 9:00am – 12:00pm.
- 4. March 10 – Blacksmithing at Macktown Living History Museum starting at 2:00pm.

K. ADJOURNMENT

Next regular Board Meeting– 5:30 PM Wednesday, March 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



February 21, 2024

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

Your Forest Preserves of Winnebago County Board of Commissioners, to whom were referred the following bills in the amount of **\$ 635,336.57** 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	216,811.24
BOTANICAL GARDEN FUND	3120	36,000.00
HEALTH BENEFITS FUND	3185	43,671.19
SOCIAL SECURITY FUND	3192	11,862.58
RETIREMENT FUND	3193	14,366.42
LIABILITY RESERVE FUND	3194	111,539.00
IMPROVEMENT & DEV. FUND	3302	155,917.01
CORPORATE FUND	3402	<u>45,169.13</u>
		\$ 635,336.57

Respectfully submitted,

Steve Chapman, Finance Director

Date

RESOLUTION

No. 24-0201

PAYMENT OF BILLS FOR JANUARY

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 December; 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 \$635,336.57 to be paid by the Forest Preserves of Winnebago County for the month of January 2024.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 21st day of February, 2024.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION

No. 24-0202

ACCEPTANCE OF BIDS FOR FERTILIZERS AND CHEMICALS

WHEREAS, the Purchasing Code for the Forest Preserve District of Winnebago County, Illinois, provide that all purchases for and contracts for supplies, materials, equipment, and contractual services, the value of which is estimated to exceed \$25,000, shall be based on competitive bids and,

WHEREAS, competitive bids were received for the following:

FERTILIZERS AND CHEMICALS

WHEREAS, the Board of Commissioners of the Forest Preserves of Winnebago County has reviewed the bids received for the aforementioned item (s) and recommends awarding the bids as follows:

SEE ATTACHMENT

TOTAL BID PRICE: \$88,915.14

WHEREAS, the Board of Commissioners has determined that the funding for the aforementioned purchase shall be as follows:

VARIOUS DEPARTMENTS TURF SUPPLIES (422.84)

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Forest Preserves of Winnebago County that purchase orders be issued to the attached vendors in the amount of \$88,915.14

Voting YES_____

Voting NO_____

The above and foregoing Resolution was adopted this 21st day of February, 2024.

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

Jeff Tilly, President
Board of Commissioners

**TURF FERTILIZERS, HERBICIDES, FUNGICIDES AND INSECTICIDES
 BID # 24-0202**

FERTILIZER AND CHEMICALS	QUANTITY	UNIT PRICE	TOTAL	VENDOR
21-0-21 80-100%SRN 200sgn (50lb bag) SOP	120	\$19.25	\$2,310.00	Conserv FS
17-0-0 with .38% Prodiamine	385	\$16.25	\$6,256.25	VanDiest Supply
25-0-10 100% Poly Coated (120 Day Duration) 200 sgn (50 lb bag)	210	\$23.42	\$4,918.20	Arthur Clesen
17-0-5 (.067 Acelepryn / .167 Dimension)	64	\$56.90	\$3,641.60	Conserv FS
Foltec SG 8-24-8 (3x1 case)	9	\$262.00	\$2,358.00	D&K Products
Foltec SG 16-0-16 (3x1 case)	36	\$262.00	\$9,432.00	D&K Products
Foltec SG 24-0-8 (3x1 case)	15	\$262.00	\$3,930.00	Arthur Clesen
Azoxystrobin Flo (1 Gal)	9	\$109.76	\$987.84	Reinders
Iprodione (2x2.5gal)case	30	\$275.00	\$8,250.00	Conserv FS
Chlorothalonil Flo (2x2.5gal)case	30	\$109.25	\$3,277.50	D&K Products
100%K-Phosphite (2x2.5gal)case	30	\$92.00	\$2,760.00	D&K Products
Foursome (1gal)	24	\$95.50	\$2,292.00	VanDiest Supply
Stergo MX (1gal)	12	\$281.00	\$3,372.00	Helena Agri
Propam Select (4x1)	1.5	\$848.00	\$1,272.00	D&K Products
Propiconazole 14.3 (2x2.5gal) case	3	\$245.30	\$735.90	Conserv FS
Propi-Star 41.8 (4x1 case)	15	\$211.80	\$3,177.00	VanDiest Supply
Tuque (2.5 gal) jug	9	\$725.00	\$6,525.00	VanDiest Supply
Tricure (2x2.5gal)case	4	\$420.00	\$1,680.00	D&K Products
Basal Oil (12 - 15 gal drum)	10	\$177.00	\$1,770.00	VanDiest Supply
Turfmarker Blue Select (4x1gal) case	1.25	\$93.80	\$117.25	VanDiest Supply
Alligare 90 non- ionic surfactant (2x2.5 gal)	3	\$66.00	\$198.00	Conserv FS
MSO - Methylated Seed Oil (2 x 2.5 gal) case	1	\$66.00	\$66.00	Conserv FS
Acelepryn Xtra (2.5gal)	3	\$2,000.00	\$6,000.00	Helena Agri
Vessel	13	\$102.20	\$1,328.60	D&K Products
Transline (2 x 2.5gal) case	3	\$925.75	\$2,777.25	VanDiest Supply
Round-up Pro Maxx (5 gal/cs)	2	\$129.75	\$259.50	VanDiest Supply
EsplAnade EZ (2.5 gal)	4	\$205.50	\$822.00	D&K Products
Garlon 4A Generic Tahoe (2x2.5 gal) case	1	\$275.00	\$275.00	Conserv FS
Ranger Pro (2x2.5gal) case	4	\$89.00	\$356.00	Helena Agri
Glyphosate 41% (30 gal) drum	2	\$465.00	\$930.00	VanDiest Supply
Glyphosate 54% - Aquatic approved (2 x 2.5 gal) case	3	\$124.75	\$374.25	VanDiest Supply
Milestone (2 x 2.5 gal) case	1	\$1,625.00	\$1,625.00	Helena Agri
Triclopyr 3A (2 x 2.5gal) case	8	\$242.00	\$1,936.00	Conserv FS
Triclopyr 4 (2 x 2.5 gal) case	5	\$275.00	\$1,375.00	Conserv FS
Vastlan (2 x 2.5 gal) case	3	\$510.00	\$1,530.00	Helena Agri
		TOTAL	\$88,915.14	

RESOLUTION
No. 24-0203

PURCHASE OF TOW BEHIND FLEX MOWER

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved a purchase of a Tow Behind Mower as part of the 2024 capital budget; and,

WHEREAS, the current bid was awarded to Bobcat of Rockford for a Land Pride AFM 4216 Pull Behind Mower; and

WHEREAS, the total cost as specified is \$ 23,567.25 which the staff budgeted \$27,000 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 approves the purchase for \$23,567.25 from Bobcat of Rockford for the Land Pride AFM 4216 Pull Behind Mower.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 21st day of February, 2024.

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

Jeff Tilly, President
Board of Commissioners

BID TAB
 24-0203 TOW BEHIND FLEX GROOMING MOWER
 BID OPENING – JANUARY 31, 2024 AT 10:00AM

Vendor	Peabody's	A.C. McCarney Bid #1	A.C. McCarney Bid #2	Bobcat of Rockford
Bid Price	\$25,900.00	\$27,550.00	\$27,560.00	\$23,567.25
Make & Model	Bush Hog TDC 1700	Woods TBW 17.40	Landpride AFM 4216-1531	AFM 4216
Delivery (Days after receipt of Order)	60 – 90 days	30 days	45 days	30 - 45 days
Standard Warranty Length	1 year	1 year <i>(Additional on gear box and spindle)</i>	1 year <i>(5 year – gearbox)</i>	1 year <i>(5 year – gearbox)</i>
Cost of Extended Warranty	n/a	n/a	n/a	n/a
Length of Extended Warranty	n/a	n/a	n/a	n/a

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

RESOLUTION

No. 24-0204

CHANGE TO STATE BID PURCHASE OF F-350 SUPER DUTY PICK UP TRUCK FROM MORROW BROTHERS FORD

WHEREAS, the Forest Preserves of Winnebago County Board of Commissioners approved the purchase an F-350 Super Duty pick-up truck off of the state bid from Morrow Brothers Ford for \$70,490 at the November 2023 Board Meeting (Resolution #23-1108); and,

WHEREAS, the F-350 truck ordered from the state bid has not yet been scheduled for production and the estimated production time is unknown; and,

WHEREAS, Morrow Brothers Ford currently has a similar F-350 pick-up truck on the lot, that exceeds the specifications required by the District, available for purchase at the state bid price of \$70,925;

WHEREAS, the Forest Preserves are able to cancel their state bid order of the previously approved truck with no penalty; and,

WHEREAS, District staff recommend cancelling the state bid order for (1) F-350 Super Duty pick-up truck and purchasing the F-350 Super Duty currently available on the lot at state bid pricing;

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Forest Preserves of Winnebago County approve the purchase of one F-350 Super Duty pick-up truck from Morrow Brothers Ford of Greenfield, IL for the price of \$70,925.00.

Voting YES____

Voting NO____

The above and foregoing Resolution was adopted this 21st day of February, 2024.

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

Jeff Tilly, President
Board of Commissioners

Preserve Operations

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

- Snow removal and salting of preserve roadways and parking areas.
- Training several newer employees on winter procedures and equipment use.
- Removed invasive brush from Cedar trees near Red Cedar shelter at Kieselburg.
- Closed preserve gates for winter.
- Refurbishing fuel log boxes at Sugar River.
- Refurbished the “bog, net-run dock” at Colored Sands.
- Installed new lumber on several pipe picnic tables for North and South area preserves.
- Built several shelves upstairs at Sugar River maintenance shop.
- Repaired a non-working outside light at Sugar River shop.
- One employee re-certified their pesticide license and registered three other employees for pesticide testing in March.
- Raynor Door fixed our overhead garage door issues at Sugar River shop.
- Several preserve maintenance employees assisted deer management.
- Removed dead hazardous trees along roadways and parking lots throughout various preserves.
- Picked up a salt pallets from Conserve FS.
- Cleaned shop and equipment.
- Completed monthly safety inspections.
- Hauled equipment to/from central shop for yearly maintenance.
- Bucked and split firewood.
- Conducted trail maintenance at the Funderburg and Oak Ridge Preserves.
- Cleared brush from along sections of Blackhawk Springs, and burned brush pile at Kishwaukee River Forest Preserve.
- Performed hazardous tree removals at Kishwaukee East and West preserves.
- Painted tool cabinets and work benches at the Kishwaukee River maintenance shop.
- Removed damaged kiosk from Indian Hill and installed new style kiosk built at Central shop.
- Installed chain gate to East drive at Oswald property addition.
- Reorganized supply room at Kishwaukee shop.
- Central shop is inspecting, servicing and repairing all District trailers.

Land and Development

Mike Brien, Director of Natural Resources

Mike Groves, Natural Resources Manager

Keith Krey, Stewardship Coordinator

January 2024 Activities Report

Natural Resource Staff

- District staff concluded another successful deer management season. 60 deer were removed from the Kishwaukee River corridor and 10 were removed from Funderburg Forest Preserve. Samples from these deer will be tested for chronic wasting disease and meat from CWD negative deer will be donated to a local food pantry.
- Removed trees and invasive brush by hand at Deer Run, Oak Ridge, and Sugar River Alder Forest Preserves.
- Forestry mowed woody species at Deer Run and Funderburg Forest Preserves.
- Sandra attended S230 wildland fire crew boss training hosted by Kane County Forest Preserve District.
- Monitored wood duck, purple martin and prothonotary warbler nest boxes in preserves throughout the county.
- Built new greenhouse tables for the Severson Dells plant nursery.
- Removed snow and salted as needed.
- Weekly check-ins on forestry mowing contract currently underway at Funderburg Forest Preserve. The company is making good progress given the weather conditions we've had.
- Attended seminars on upcoming funding opportunities available through the Morton Arboretum's Chicago Region Trees Initiative and American Climate Corps.
- Continued working on updating preserve maps.
- Completed and presented the District's new Tree Preservation Policy.

Stewardship Coordinator

- Assisted Natural Resource staff with installation of stands for deer management program.
- Hosted weekly restoration workdays.
- Attended IPRA Forest Preserve and Conservation Section board meeting.
- Attended NWCG S-230 Wildland Fire Fighting Crew Boss training held by Kane County Forest Preserve District.
- Attended Volgistics webinar "The Volunteer Lifecycle".
- Hosted the Volunteer Celebration/Community Science 2023 Wrap Up.
- Collaborated with Friends of Illinois Nature Preserves on promoting and recruiting for Pecatonica River volunteer restoration workdays.
- Attended the Rusty Patch Bumblebee science webinar.

Land and Development

January 2024 Activities Report – Cont.

2024 Statistics

A total of 26 volunteers earned 134.25 service hours from January 2024 through February 2024.

The monetary value of these service hours equals **\$4,269.15**. As of April 2023, the estimated national value of each volunteer hour is currently \$31.80 (based on the Independent Sector, April 19th, 2023).

Golf Operations

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

Clubhouse Operations:

- Finalized customer service counter/cash wrap purchase and color selections.
- Wiring and reconfiguration assessment for new counter install.
- Continued to conduct multiple re-hire and new-hire interviews for seasonal clubhouse staff.
- Development of 4 new FPWC sponsored social events for 2024 season:
 - Spring cash scramble
 - 2 themed nine and dine events
 - Fall cash scramble
- Begun feasibility research on potential indoor golf simulator project at Ledges G.C.
- Scheduled kitchen range hood and carpet cleanings for all three locations.

Golf Maintenance:

- Wrote plant protectant programs for all three golf course locations.
- Updated the golf maintenance technician job description.
- Fertilizer and pesticide bid selections were made for all three locations.
- Burned brush piles at all three locations.
- Started interviewing seasonal employees to fill vacancies at all three locations.
- Mechanics servicing equipment and grinding reels at all three locations.
- Fabricated new drainage covers for holes 15 and 16 at Ledges.
- Removed and trimmed numerous Lilac bushes around cart parking at Ledges.
- Removed trees on hole #6 and #18 at Ledges.
- Volunteer tree removal by #8 green at Ledges.
- Flush cut stumps at Ledges and Macktown.
- Installed newly painted railing by front entrance door at Macktown.
- Dead and volunteer tree removal and cleanup on #1 fairway at Atwood.
- Painted and patched walls in Atwood maintenance shop.
- Continued fall clean-up and identified trees for removal at Atwood.
- Completed full-time employee evaluations at all three locations.
- Split tractor engine case to replace clutch in John Deere tractor at Atwood.

Marketing & Communication Relations

Renee Pixler, Communications Coordinator

January 2024 Activities Report

Marketing/Advertising:

- Have ads running on gorockford.com “Things to Do” pages.
 - Sports (golf)
 - Outdoor Activities
 - Family Fun
- Working with Mid-West Family Broadcasting.
 - Running digital ads and radio commercials
 - Running digital ads on Rock River Current Website
- Submitted ads for 2024 RACVB Experience Guide (FPWC and Golf).
- Submitted ads for Stateline Connection Spring publication (FPWC and Golf).
- Submitted ad for Winnebago County Soil & Water Conversation District “Horizon” Publication.

Media Relations

- Featured in “*Looking for winter recreation in the Rockford Region? Check out these 12 places*” article on Rockford Register Star.com.
- Featured in “*People urged to pick up after their pets in Winnebago County Forest Preserves*” article on WIFR.com.
- Featured in “*Roscoe, Rockford, Winnebago Forest Preserve Receive Grants*” article on Beloit Daily News.com.
- Wrote and sent press release to announce OSLAD Grant for Klehm Arboretum and Botanic Garden.

Events/Programs

- In the planning process of scheduling programs and guided hikes.
- Working with April from Burpee to schedule an Earth Day event to “kick-off” our educational partnership.
- Working with Rich Rosenstiel to plan and coordinate 2024 golf events.

Miscellaneous

- Designed, ordered and received outdoor signs for ongoing natural resource restoration projects
- IPRA/IAPD Soaring to New Heights Conference.
 - Presented with McHenry County Conservation District and Bolingbrook Park District. Our session was called “**It’s Dangerous to Go Alone! Take This! Gamification Marketing Strategies**”. I talked about our Passport Program, the marketing campaign, and results from the program.
 - I submitted a photo for the 2023 IP&R Magazine Photo Contest and it received 3rd place. The photo was featured at the Awards Luncheon at the conference.
 - Attended various marketing and leadership sessions.

Marketing & Communication Relations
Renee Pixler, Communications Coordinator
January 2024 Activities Report Continued

Social Media

- Social Media Stats (compared to December 2023 report)
 - FPWC Facebook: 4,620 followers (+13)
 - FPWC Instagram: 1,619 followers (+3)
 - FPWC Golf Facebook: 520 followers (+0)
 - FPWC Golf Instagram: 265 followers (+1)

Human Resources

Sherry Winebaugh, Human Resources Manager
January 2024 Activities Report

- The finalization of the Employee Handbook and the updating of employee binders have been accomplished. In February, Mike Holan and I will conduct meetings with each department to review the revisions and address other pertinent work matters.
- I participated in four (4) Zoom sessions with Paylocity, focusing on configuring our Document Management Platform. The implementation phase is expected to be completed by the beginning of February, followed by the transition to the Enhance HR/Analytics feature. Weekly Zoom meetings will continue until the Platform is working, with a targeted launch date of March 1st.
- Currently engaged in the process of rehiring seasonal staff and recruiting new hires for the year 2024.
- Collaboration with Mike Holan on organizational personnel matters has been ongoing.
- Continued collaboration with PlanSource to rectify inconsistencies is in progress.
- I attended the IAPD Soaring to New Heights conference in Chicago from January 25th to 27th, 2024.
- On January 10th, I participated in an IPRF Loss Control Zoom meeting with Vaughn Stamm. Additionally, I attended an IPBC NWHIP meeting on January 30, 2024.
- The OSHA Form 300A, which provides a summary of work-related injuries and illnesses, has been finalized and distributed to all managers.
- I am currently working with IPRF on a workers' compensation employee claim.
- The yearly 1094-A and 1095-C forms for the Affordable Care Act have been prepared and submitted to the IRS.

Law Enforcement

January 2024 Activities Report

Nothing to report from the Deputies this past month.

Brief Activity Summary

- There were 0 Criminal arrests
- There were 5 Calls for service inside of the Forest Preserves
- There were 7 Reports written
- There were 0 Ordinance violations (citations) written
- There were 0 Written warnings
- There were 10 Verbal warnings
- There were 1 Airfield permits
- There were 3 Equestrian bridle tags
- There were 6 Fishing license checks
- There were 0 Occupied shelter house patrols
- There were 0 Campground patrols
- There were 27 Patrols on trail systems
- There were 28 Directed patrol hours