

**Forest Preserves of Winnebago County
BOARD MEETING**

Wednesday, January 15, 2025 – 5:30 PM
Forest Preserve Headquarters



AGENDA

- A. ROLL CALL**
- B. PLEDGE of ALLEGIANCE**
- C. APPROVAL of MINUTES**
Minutes for December 18
- D. PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS**
- E. UNFINISHED BUSINESS / DISCUSSION**
Holt House Update
- F. NEW BUSINESS**
- G. ACTION ITEMS**
 - 1. Bills for December
 - 2. Purchasing Policy Amendment
- H. UPDATES and REPORTS**
 - 1. Preserve Operations
 - 2. Natural Resource Management
 - 3. Golf
 - 4. Marketing
 - 6. Human Resources
 - 7. Law Enforcement
 - 8. Partner Groups
- I. CLOSED SESSION**
Litigation
- J. ANNOUNCEMENTS and COMMUNICATIONS**
- K. ADJOURNMENT**

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Next regular Board Meeting– 5:30 PM Wednesday, February 19, 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



January 15, 2025

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

Your Forest Preserves of Winnebago County Board of Commissioners, to whom were referred the following bills in the amount of **\$ 352,911.22** 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 | 212,879.42 |
| HEALTH BENEFITS FUND | 3185 | 45,302.47 |
| SOCIAL SECURITY FUND | 3192 | 11,267.92 |
| RETIREMENT FUND | 3193 | 14,904.73 |
| IMPROVEMENT & DEV. FUND | 3302 | 25,331.39 |
| CORPORATE FUND | 3402 | <u>43,225.29</u> |
| | | \$ 352,911.22 |

Respectfully submitted,

Steve Chapman, Finance Director

Date

RESOLUTION

No. 25-0101

PAYMENT OF BILLS FOR DECEMBER

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 \$352,911.22 to be paid by the Forest Preserves of Winnebago County for the month of December 2024.

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 15th day of January, 2025.

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

Jeff Tilly, President
Board of Commissioners

RESOLUTION
No. 25-0102

AMENDMENT OF PERSONNEL POLICY

WHEREAS, the Forest Preserves of Winnebago County’s Personnel Policy, adopted December 20, 2023, establishes the general guidelines for employee conduct; and

WHEREAS, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the Forest Preserves of Winnebago County; and

WHEREAS, internal review of the Personnel Policy identified needed modifications to the policy, and

NOW THEREFORE, BE IT RESOLVED, the Forest Preserves of Winnebago County Board of Commissioners amend the Personnel Policy to reflect the following:

Section 1: 3.11 Purchasing Policy & Procedures, parts 3d through 4a

Increase the threshold for competitive bidding and purchasing limits for the Executive Director from \$25,000 to \$30,000 to reflect the current amount permitted under section 8b of the Downstate Forest Preserve Act (70 ILCS 805).

Section 2. 3.11 Purchasing Policy & Procedures, part 4i

Increase the threshold for waiving the Request for Qualifications process for procuring Professional Services from \$25,000 to \$40,000 and allow for an annual increase equal to the consumer price index – u, to reflect the current amount permitted under section 8 of the Local Government Professional Services Selection Act (50 ILCS 510).

Voting YES _____

Voting NO _____

The above and foregoing Resolution was adopted this 15th day of January, 2025.

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

Jeff Tilly, President
Board of Commissioners

with a bidder, vendor or contractor.

The employee's immediate family is defined as a spouse, partner, children, parents, brothers and sisters and any other person living in the same household as the employee.

(See also 4.12 Conflicts of Interest)

C. Gifts and Gratuities

FPWC personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is FPWC policy to observe the highest standards of ethics and to shield the employee, the FPWC and the vendor from any suggestion or appearance of conflict of interest. FPWC employees are bound to the provisions of the State Officials & Employees Ethics Act (5 ILCS 430) and are expected to abide by the Forest Preserves Employee Handbook with specific reference to the Personnel Policy; Ethics and Gift Ban Policy and Conflicts of Interest Policy.

No employee will permit any influence by vendors, which could conflict with the best interest of the FPWC, or prejudice the FPWC's reputation. Expenditures of FPWC funds to vendors will not, by intention, personally benefit any person employed with FPWC. Employees will strive to follow the following guidelines. *The following list is provided as a reference and is not intended to be exclusive nor exhaustive or to replace the more detailed guidelines listed in the previously cited state statute and FPWC policies.*

1. Tangible gifts or gratuities will not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of FPWC policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable. Gifts that are capable of being shared will be shared within the area or department where the recipient works.
2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps themselves free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the FPWC.
4. Corporate discounts granted to FPWC employees are acceptable only if they are offered to all FPWC employees.

If there is any doubt about the propriety of accepting a gift, the matter should be referred to the department director who will reference the FPWC Personnel Policy and, if necessary, discuss the matter with the executive director or their designee (See also 4.13 Ethics & Gift Ban).

D. Approval of FPWC Purchases

No employee will purchase goods or services on behalf of FPWC without first seeking approval as required by this policy. Maximum purchasing card or vendor account credit limits for purchases by employees are defined below for the purchase of a Single Item, Single Transaction and Accumulated Credit Limit. All purchases above those amounts will require advance approval of the appropriate division manager, department director and/or executive director. Purchases above \$3025,000 must receive approval by a majority vote of a Resolution by the Board of Commissioners.

| <u>Employee</u> | <u>Single Item</u> | <u>Single Transaction</u> | <u>Acc. Credit</u> |
|--------------------|--------------------|---------------------------|--------------------|
| Full-Time Employee | \$ 100 | \$ 1,000 | \$ 5,000 |
| Mechanic | \$ 500 | \$ 2,000 | \$ 5,000 |
| Division Manager | \$ 500 | \$ 5,000 | \$10,000 |
| Trades Manager | \$ 1,000 | \$ 5,000 | \$20,000 |
| Dept. Director | \$ 2,000 | \$ 5,000 | \$25,000 |
| Executive Director | \$2530,000 | \$2530,000 | \$2530,000 |

Appropriate approval for purchases will occur before the purchase is made. At the specific request of department directors, the executive director may authorize a one-time increase of an employee's purchase limit by 50% of their current limitations, not to exceed \$2530,000 for the accumulated credit limit.

Sufficient funds must exist within the budget line item to which the purchaser charges the expenditure. Exceptions must be approved by the department director and the executive director.

E. Signing of Contracts

All land acquisition contracts must be approved by the Board of Commissioners.

All other contracts must be approved by a director or executive director as defined below:

| <u>Dollar Limits</u> | <u>Execute Contract</u> |
|-----------------------|---|
| \$ 0 - \$10,000 | Department Director |
| \$10,000 - \$2530,000 | Executive Director |
| Above \$2530,000 | Executive Director w/Board of Commissioner Approval |

All contracts will be reviewed prior to signing to ensure appropriate levels of insurance are in place, indemnification language is included as necessary, and that the contract is in compliance with all of the FPWC policies and practices, including IPARKS (or other insurer) requirements for insurance coverage.

III. COMPETITIVE QUOTES & EXCEPTIONS TO THE POLICY

A. Soliciting Competitive Quotes

Employees are responsible for obtaining quotes for purchases in the instances outlined below. When submitting a purchase requisition for approval prior to purchase, quotes will be attached to the requisition as outlined below. The quotes will include all costs involved with a purchase, including shipping, installation, etc. Requisitions submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g., sole source, emergency, standardized vendor, etc.) will be returned to the originator without approval.

| | |
|--------------------------|---|
| <u>Up to \$2,500</u> | No competitive quotes are required; however, employees are encouraged to seek additional quotes when purchases exceed \$1,000. |
| <u>\$2,501 - \$5,000</u> | Three (3) quotes should be obtained. Written quotes are preferred and should be attached to a purchase requisition. When a written quote is not practical, verbal quotes are acceptable. The details of the verbal quote should be provided on the purchase requisition |

and include the name of the vendor, the quoted price, and the date of the quote.

\$5,001 - \$2530,000 Three (3) written quotes must be obtained and copies should be attached to a purchase requisition.

Above \$2530,000 Must be competitively bid in accordance with State law and FPWC policy. Board of Commissioner approval is required for all contracts above \$3025,000.

Items above \$3025,000 must be authorized by the Board of Commissioners via the budget process before FPWC staff begins the bid process. Items purchased more than once during a fiscal year (e.g., forms, copier supplies, vehicle parts, etc.) do not need quotes every time a purchase is made. However, competitive quotes for these items will be sought at least once each year unless they are included in a contract of longer duration to ensure that vendors are competitive.

B. Joint Purchasing

1. State of Illinois

FPWC employees are authorized to obtain goods and services using the State of Illinois Joint Purchasing program. When available through the State program, it is not necessary for FPWC employees to obtain quotes or to competitively bid the goods or services which are sought. Purchases above \$2530,000 still require Board approval prior to purchase. Employees will be responsible, however, for ensuring that the goods or services are of a quality sufficient to meet FPWC's needs and that pricing is competitive.

When making purchases using the State's assigned vendor, employees will include the State of Illinois contract number and the FPWC's assigned Joint Purchasing member I.D. number on the purchase order.

2. Other Units of Government

Employees are permitted to purchase items jointly with other units of government when the price of the goods or services sought is competitive and the quality meets FPWC's standards. Questions regarding joint purchasing opportunities should be directed to the administrative services manager.

C. Sole Source Purchases

Contracts for parts, supplies, equipment or services that are available only from a single source (namely a monopoly) are referred to as sole source purchases. Examples of sole source procurements include, but are not limited to the following:

1. Equipment or supplies for which there is no comparable competitive product or is available only from one supplier;
2. Public utility services from natural or regulated monopolies;
3. A component or replacement part for which there is no commercially available substitute and which can be obtained only from the manufacturer;
4. An item where compatibility is the overriding consideration, such as computer software; or
5. A previously owned item, for example, a tractor, that becomes immediately available and is subject to prior sale.

These items will not be subject to requirements for seeking competitive quotes or bids.

However, all purchases are still subject to the designated employee purchasing authority levels and procedures as set forth within this policy. Additionally, purchases in excess of \$25,000 will be presented to the FPWC Board prior to acquisition with a request to waive bids, approve the purchase and/or enter into a formal contract.

D. Emergency Purchases

Emergency purchases can be made for emergency situations, when the normal procedures cannot be followed. Emergencies are defined as events that could not have been foreseen where immediate action is necessary to ensure the on-going ability of FPWC to perform critical functions and/or to safeguard the public's health and safety. In the event of an emergency affecting the public health and/or safety, the executive director or their designee may authorize a purchase or contractual work which is less than \$2530,000 and waive FPWC's requirement to receive (3) formal written quotes. If the emergency purchase exceeds \$2530,000, it must still be publicly bid pursuant to the requirements in Chapter IV of this policy. In this situation, the executive director may authorize staff to begin the bidding process prior to Board approval. Documentation of the emergency and the need for immediate action will be presented to the Board of Commissioners as soon as possible and a special call meeting of the Board may be requested in order to approve the bid and expedite the resolution of the emergency.

1. The department director will complete a purchase requisition requesting the emergency purchase and present it to the executive director for authorization.
2. A purchase requisition will be issued immediately and the order will be placed.
3. A purchase order will be issued according to the appropriate procedure.
4. The Board of Commissioners will be notified by the monthly Purchasing Report or a Resolution will be prepared and taken to the next Board meeting.

E. Competitive Bidding Exemption

During the course of a fiscal year, the executive director may approve multiple unrelated purchases which exceed \$2530,000 in aggregate but are less than \$25,000 individually. In these cases, each purchase will still be subject to the requirements of Chapter III, Section A of this manual concerning quote solicitation for purchases under \$2530,000 and 720 ILCS 5 Section 33E-9 in the Criminal Code regarding change orders. In addition, work requiring personal confidence and necessary supplies under the control of monopolies are both exempt from the bidding requirements.

The intent of this subsection is not to circumvent the bidding requirements. Whenever practical, FPWC staff is encouraged to rely upon the competitive bidding process.

IV. COMPETITIVE BIDDING & REQUESTS FOR PROFESSIONAL SERVICES

A. When a Formal Bid Is Required

Generally, all purchases of goods or services exceeding \$2530,000, either individually or in aggregate of a specific product or for a specific project, (unless permitted by the executive director per Chapter III, Section E) made over the course of one fiscal year will be subject to the competitive bidding process. The Board of Commissioners must authorize the purchase and the intent to bid **before** any of the bidding steps are initiated. The bidding invitation will be advertised and the bidding carried out in a free and open competitive process using sealed bids. The bid will be awarded to the qualified lowest, responsible and responsive bidder or other bidder whom the FPWC Board deems to be in the best interest of FPWC as allowed under state statute. In certain instances, the FPWC Board reserves the right to waive the competitive bidding process for securing

professional services; such as legal, [land surveying](#), architectural and engineering, as allowed for under state statute. (See Section I, Requests for Professional Services below)

B. Board Approves a Request to Bid

When a department director seeks to bid the purchase goods or services, the first step in the process is to gain FPWC Board approval to seek bids via adoption of the fiscal year budget or a budget amendment after the budget has been adopted. Before any steps in the formal bidding process are initiated, the department director must submit one of the following to the executive director:

1. A Budget Request Form if the purchase is being requested as part of the budget development process. The Form will include the goods or services requested for purchase, total cost of the purchase including shipping, labor and/or material costs, fund account the purchase will be budgeted in, the need for the purchase and approximately when the bid will be executed. Additional information may be required as needed.
2. A Resolution for a budget amendment if the budget is being altered to make the purchase after the fiscal year budget has been approved. A Resolution Background memo will accompany the Resolution and explain the nature of the requested budget amendment, what fund(s) will be affected, justification for the budget amendment and time frame to execute the bid process. This will be submitted to the executive director no later than the Monday of the week, preceding the week of the Board meeting.

C. Bid Request and Development

Any department director who needs to make a purchase in excess of \$25,000 must contact the administrative services manager, who will coordinate with the Winnebago County Purchasing office.

1. Once the request is made, the administrative services manager researches the requirements to begin the bid process for purchase.
2. The department director will write the bid specifications, as specific as possible, and provide them to the administrative services manager. Consultants, suppliers or other government entities may be utilized to help write the bid specifications.
3. Determine what suppliers would be qualified to bid on said purchase and develop a bidder's list.
4. Determine the bid opening date, time and location. Determine a Pre-Bid meeting date, time and location if necessary.
5. Write up an Information Sheet listing any general information that will help the supplier or contractor to bid the goods or services.
6. Notify the appropriate newspaper to place an advertisement listing a general description, where the specifications can be obtained and the date, time and place of the bid opening.
7. Develop a file with all appropriate documentation.
8. Log the bid with the next consecutive number, fill in date, description, bid opening date, date of advertisement in the Bid Log Book.
9. Have the bid typed and prepared for mailing. All labels with bidder's name and address should be prepared at this time.

10. A final review must take place of all documentation before mailing. Verify that all appropriate paperwork for bidding is included with the document.
11. Place a copy of the "Call For Bids" sheet on the Purchasing bulletin board.
12. Place extra copies of the bid, if the bid does not require a deposit, on the counter in the Purchasing office.
13. Post the item or project on the Winnebago County and FPWC websites, and local newspaper ten (10) business days before the bid opening.
14. Place the file in the bid pending file.

NOTE: If an architect or consultant is used, the bid may be written and mailed outside of the Purchasing office.

D. Additional Requirements for the Bid Document

1. A bid bond, cashier's check, certified check, or other approved security in an amount equal to 10% of the bid may be required to guarantee the successful bidder will sign a contract; dependent on the expected cost or type of project and as deemed by the FPWC when necessary to protect the interest of the FPWC.
2. When preparing the bid document, departments should consider whether to require contractors to provide a performance bond if awarded the contract. A performance bond, issued by a surety company, stipulates a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor. When assigned to the FPWC, it grants an assurance as to the performance and successful completion of the terms of the contract and assures payment of the taxes, licenses or assessments associated with the contract. The contractor will provide the performance bond with the appropriate Labor and Material Bonds within ten (10) calendar days of award of the bid.

Bonds required to guarantee performance and payment for labor and material for the work will be in a form acceptable to FPWC and will provide that they will not terminate on completion of the work, but will be reduced to ten percent (10%) of the contract sum upon the date of final payment by the FPWC for a period of one (1) year to cover a warranty and maintenance period which Contractor agrees will apply to all material and workmanship for one (1) year from the date of issuance of the final payment by the FPWC.

3. During the term of the contract, the contractor will provide FPWC with a certificate of insurance. The limits of liability will be specified in the bid document's General Terms and Conditions and will comply with the recommendations of the current insurance company of the FPWC. Such coverage will include but is not limited to, comprehensive general liability, auto liability, professional liability (required only where contracts are for professional services), workers compensation (the policy will include a 'waiver of subrogation') and umbrella coverage.
4. The aforementioned insurance requirements will be fulfilled by the contractor by maintaining insurance policies which name the FPWC, its officers, agents, employees, representatives and assigns as additionally insured. The contractor will furnish to FPWC satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof will consist of certificates executed by the respective insurance companies and filed with the FPWC together with executed copies of an "Additional Insured Endorsement" form. Said certificates will contain a clause to the effect that, for the duration of the contract, the insurance policy will be

canceled, expired or changed so as to the amount of coverage only after written notification 30 days in advance has been given to the FPWC. In addition, said certificates will list FPWC and its officers, agents and employees as additionally insured on all required insurance policies except the policy for professional liability.

5. All companies or individuals who wish to bid must be in compliance with the requirements set forth in the Prevailing Wage Act.
6. All companies or individuals who wish to bid on a good or service must submit their bids in a sealed envelope before the deadline of the bid.
7. If bid documents are to be distributed at the FPWC administrative office, the front desk personnel must be supplied with hard copies of the bid document or an electronic version of the bid document.
8. If a pre-bid conference is conducted, departments should specify in the Notice to Bidders whether attendance is a mandatory condition of bidding. At the pre-bid conference, the responsible department should ensure that all attendees sign a "sign-in" sheet to ensure compliance with this requirement of bidding. Failure to attend a mandatory pre-bid conference may disqualify a bidder from being awarded the contract unless, at the department's discretion, bidders are allowed to not attend by signing a waiver.

E. Bid Opening Procedures

All bids will state a specific location, date and time for the public bid opening scheduled no later than 10:00 a.m., the Wednesday two (2) weeks preceding the week of the Board meeting at which the bid is to be presented to the Board. No bid will be opened or reviewed prior to the specified opening date and time. All bids will be stamped with the date and time they are received. Two employees (at least one of which will be an FPWC employee) must be present for all bid openings. Bid openings will be held in a meeting room at the FPWC Headquarters or the County offices.

1. A bid tabulation sheet will be developed prior to the bid opening and will contain the following information:
 - a. Department.
 - b. Item Bid.
 - c. Date Prepared.
 - d. Date Opened.
2. At the specified date and time bid acceptance will be closed, all bids will be gathered for opening. **No bids will be accepted after the bid closing date and time specified on the bid document.**
3. One bid at a time will be opened and verification will be made that all paperwork is filled out and signed appropriately. If the paperwork is not filled out and signed appropriately, the bid may be rejected and not read. This will be reviewed at the time of bid opening.

As the bids are opened, Vendor Information, Item and Total Bid amount will be read aloud and filled in on the Bid Tabulation Form. Any additional information asked for on the bid form will also be read aloud but may or may not be written on the tabulation form.

NOTE: If the bid is very detailed, a request will be made to all in attendance, to read names and verify all appropriate signed documentation only. A Bid Tabulation Form will then be faxed to all bidders, if requested.

F. Post Bid Opening Requirements

After the bid opening, a review process will take place before an award recommendation will be made. The department director will review all bid documents to ensure all paperwork is signed and notarized where applicable and the responsible lowest bidder will be determined. Criteria for determining the responsible lowest bidder will be based on, but not necessarily limited to the following:

1. All required bid documents and information were correctly submitted.
2. Is an Equal Opportunity Employer.
3. Has not been barred from bidding as per the Illinois Statutes, not been involved in any collusion nor issued a "Statement of Noncompliance".
4. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
5. The ability, capacity and skill of the bidder to perform the contract or service per the specifications.
6. Can perform the contract or provide the service promptly; within specified time frames and without delays or interference.
7. The quality of performance of previous contracts of services either with FPWC or other agencies or private parties.
8. Ability to work cooperatively with the FPWC and its administration.

If FPWC has no previous experience with a bidder, the department director and/or the Winnebago County Purchasing Department will need to conduct reference checks and investigate the history of the bidder in order to gain the knowledge necessary to make an informed and reliable decision.

Once the responsible lowest bidder has been determined and all pertinent criteria met, the department director will prepare an "Agenda Background Information" summary naming the project or service, staff contact, a brief synopsis of the project/service, budgeted amount, the name of the responsible lowest bidder and their bid amount. If the responsible lowest bidder is not the lowest bidder, an explanation as to why the lowest bid was rejected must also be contained in the background information. A Resolution, along with the Bid Tabulation, will also be prepared recommending the Board of Commissioners accept the bid price and responsible lowest bidder. The Resolution and Background Information should be forwarded to the executive director no later than the Monday of the week preceding the week of the Board meeting at which it is to be presented, for inclusion in the Board Meeting agenda and corresponding packet.

G. Bid Rejection

Bids may be rejected individually or all bids may be rejected.

1. Individual Bids Rejected
 - a. If a bidder has not filled out specific forms within the bid, the bid may be rejected.
 - b. If the bid does not meet the detailed specifications, the bid may be rejected.
 - c. If the bidder is not a responsible bidder, the bid will be rejected.

If the individual bid that is rejected is the lowest bidder, an explanation of why this bid was rejected must be included in the Background Information summary and a

Resolution with the Bid Abstract must be included.

2. All Bids Rejected

If a department that has issued a bid desires to reject all bids for whatever reason, a Background Information summary must explain why the bids are being rejected and a Resolution prepared for the Board of Commissioners requesting them to accept a rejection of all bids. A bid tabulation form must be included with the Resolution.

It is the responsibility of the department directors to maintain all bid documentation, including the bid packages, original bid tabulation sheet, bid opening sign-in sheet and all other documentation in a bid file at FPWC Headquarters or Winnebago County Purchasing Department. The file must be maintained in a manner and for a period that conforms with State law. Successful bid documentation must be maintained for a period of 10 years after the contract is complete, unsuccessful bid documentation must be maintained for a period of three (3) years. Within fourteen (14) days following FPWC's approval of the bid, the responsible department will contact the successful bidder to have FPWC's contract signed and to obtain performance bonds and certificates of insurance when required.

Signed contracts, certificates of insurance and performance bonds must be obtained from the contractor before work begins. It is the responsibility of the applicable department manager or director to ensure that FPWC's contract has been signed and certificate of insurance and performance bond obtained before work begins.

H. Waiver of Competitive Bidding

The FPWC Board does not require bids for work requiring personal confidence or for necessary supplies under the control of monopolies.

I. Requests for Professional Services

Some contracts, by their nature, are not adapted to award by competitive bidding. Examples include, but are not limited to, contracts for the services of individuals possessing a high degree of professional skill where the education, experience or character of the individual is a significant factor in determining their ability to meet FPWC's needs. These contracts generally result from a Request for Proposal (RFP) or Statement of Qualifications (SOQ) solicited from consultants for "Professional Services."

FPWC is required by the Local Government Professional Services Selection Act (50 ILCS 510) to follow specific procedures when hiring an architect, engineer or land surveyor. The procedures must be followed unless: 1) FPWC has a "satisfactory relationship for services with one or more firms", or 2) an emergency situation exists and an architect, engineer or land surveyor must be selected in an expeditious manner, or 3) when the cost of such services "is expected to be less than \$2540,000."

This amount shall be increased annually by a percentage equal to the annual unadjusted percentage increase, if any, as determined by the consumer price index-u.

If none of these conditions apply, the respective department director must solicit proposals and adhere to the following requirements:

1. Public Notice. FPWC must permit firms engaged in the lawful practice of their professions to file a statement of qualifications and performance data with the FPWC. FPWC must also 1) mail a notice requesting a statement of interest in the specific project to all firms who have a current statement of qualifications and performance data on file with the FPWC and 2) place an advertisement in a

Preserve Operations

Vaughn Stamm, Director of Operations
Matt Weik & Scott Wallace, Preserve Managers
Bryan Helmold, Facility & Equipment Manager
December 2024 Activities Report

- Mulched Leaves at Hononegah Campground.
- Burned 2 brush piles at Sugar River.
- Received delivery of new replacement Sugar River playground swing set.
- Completed employee annual evaluations.
- Prepped and re-painted one office space at Headquarters.
- Bucked & Split firewood.
- Took inventory of picnic tables and outhouses in preserves.
- Purchased pallet of salt for winter snow/ice removal.
- Tree removal at Sugar River preserve and campground.
- Plowed and shoveled snow on 12/18.
- Reorganized and repainted work benches at Sugar River Shop.
- Delivered equipment to central shop for yearly service.
- Reorganized and painted tool room at Sugar River Shop.
- Painted Managers office at Sugar River Shop.
- Put up orange preserve closed to vehicle signs on gates for the winter season.
- General maintenance on all saws and line trimmers (cleaning & chain sharpening).
- Tree and invasive and encroaching brush removal along recreation path at Blackhawk Springs.
- Ground tree stumps throughout multiple preserves.
- Forestry mowed along trail sections at Oak Ridge, Deer Run, and Pecatonica River.
- Repaired two culverts and filled multiple sinkholes along trail edges at Oak Ridge.
- Removed three hazardous trees along roadway and trail entrance at Seward Bluffs.
- Trimmed back along roadways at Kishwaukee River and Pecatonica River preserves.
- Forestry mowed around Rockford Rotary youth camping area.
- Conducted monthly safety inspections.
- Ongoing trail maintenance and inspections.

Preserve Operations

December 2024 Activities Report – Cont.

- Added boundary signs along the perimeter of Funderburg Forest Preserve.
- Repaired outhouse door at Kishwaukee River.
- Central Shop completed a rebuild of the exterior cellar doors on Stephen Mack House.
- Central Shop completed the modification of two office doors at main office to include windows.

Natural Resource Management

Mike Brien, Director of Natural Resources
Mike Groves, Natural Resources Manager
Keith Krey, Stewardship Coordinator
Liz Hucker, Wildlife Biologist
December 2024 Activities Report

Natural Resource Staff

- Hand cut and chemically treated invasive brush at Kishwaukee Gorge Forest Preserve.
- Forestry mowed invasive brush at Severson Dells and Funderburg Forest Preserves.
- Prepared equipment and stands for upcoming deer management season.
- Forestry mowed perimeter fence at Klehm Arboretum and installed deer stand.
- Transported equipment to central shop for annual service.
- Assisted wildlife biologist with installation of kestrel nest box poles.
- Plowed snow and salted at Forest Preserve Headquarters as needed.
- Sandra attended Northern Illinois Native Seed Network meeting at Russell Woods Forest Preserve in Dekalb County.
- Met with Illinois Nature Preserve Commission representative, Kaleb Baker, to tour Nature Preserves at Sugar River Alder, Colored Sands, Laona Heights, and Hartley Memorial.
- Distributed requests for quotes for the purchase of native seed as part of our ComEd Green Regions grant award.
- Continued oversight of open grant projects and year end reporting.

Wildlife

- Submitted end of year reporting and permit renewal requests to Illinois Department of Natural Resources for Threatened and Endangered Species and Herptile permits.
- Installed poles for American kestrel nest boxes at 12 preserves.
- Conduced literature review and drafted proposals for 2025 projects.
- Downloaded data from the Motus tower at Sugar River Alder to assist the Ward Lab of Ornithology in monitoring northern saw-whet owls.
- Coordinated with Conservation Dogs Collective for endangered turtle surveys this summer.
- Continued monitoring trail cameras for beaver and deer activity.
- Assisted with preparations for upcoming deer management season.

Stewardship

- Bluebird nestbox maintenance.
- Hosted restoration workdays at Blackhawk Springs and Macktown Forest Preserves.
- Attended Get Connected's webinar "Youth volunteers: How young people are showing up in service".

Natural Resource Management

December 2024 Activities Report – Cont.

2024 Statistics

A total of 424 volunteers earned 3,750.25 service hours from January 2024 through December 2024.

The monetary value of these service hours equals **\$125,596.01**. As of April 2024, the estimated national value of each volunteer hour is currently \$33.49 (based on the Independent Sector).

Golf Operations

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

Clubhouse Operations:

- Atwood gaming machines pulled.
- Accel Entertainment notified us they will not be returning in 2025.
- Took delivery of new replacement 2 door beverage cooler at Atwood.
- Begun prep-work for minor clubhouse maintenance work/repairs.
- Damaged roof bell vent (furnace) at Ledges assessed and replaced.
- Returned VIP rental golf set items for credits.
- Seasonal staffing needs assessed
- Annual performance review.

Golf Maintenance:

Ledges

- Applied organic fertilizer to greens to aid against ice development.
- Applied late season topdressing to greens.
- Conducted performance evaluations with all full-time staff.
- Finished removal of volunteer trees and treated stumps in prairie planting by #16 green.
- Removal and cleanup of seven ash trees between holes #2 and #4.
- Burned brush pile.
- Cleaned and painted all tee markers.
- Cleaned and organized maintenance shop.
- Washed and waxed irrigation pump station and skid.
- Repaired turf vandalized by 4-wheel ATV on #4 green.
- Prepared specifications for pesticide and fertilizer bid.
- Revels Turf picked up fairway mower and tractor to repair issues covered by warranty.
- Snow removal from golf course roads and parking lots.
- Mechanics have begun servicing equipment, tearing down cutting units and grinding reels.

Macktown

- Cleaned and organized maintenance shop.
- Cleaned and organized all cold storage buildings.
- Applied organic fertilizer to greens to aid against ice development.
- Conducted performance evaluations with all full-time staff.

Golf Operations

December 2024 Activities Report – Cont.

- Relocated and organized all irrigation components.
- Mechanics have begun servicing equipment, tearing down cutting units and grinding reels.
- Snow removal from golf course roads and parking lots.
- Relocated and organized irrigation components in maintenance building.
- Trailered ten additional golf cars from Macktown to Atwood.

Atwood

- Removed invasive trees in prairie restoration near hole #18.
- Completed full time employee evaluations.
- Removed trees on driving range in preparation for upcoming tee renovation.
- Mechanics have been grinding reels and servicing equipment.
- Prepared specifications for pesticide and fertilizer bid.
- Snow removal from golf course roads and parking lots.
- Cleaned and organized equipment cold storage buildings.
- Purchased John Deere service advisor tool & software to assist in diagnosing mechanical issues with equipment.
- Applied organic fertilizer to greens.
- Assisted with repairing vandalized green at Ledges.

Liquor & Gaming Summary

| 2024 FEES | Local Liquor License | State Liquor License | Gaming License | Terminal Fees | Total Fees |
|---------------|----------------------|----------------------|----------------|----------------|----------------|
| ATWOOD GC | \$1,500 | \$600 | \$100 | \$750 | \$2,950 |
| LEDGES GC | \$2,100 | \$600 | \$100 | \$75 | \$2,875 |
| MACKTOWN GC | \$2,500 | \$600 | \$100 | \$375 | \$3,575 |
| TOTALS | \$6,100 | \$1,800 | \$300 | \$1,200 | \$9,400 |

Gaming Revenues (March 24' – November 24')

| Location | Funds IN | Net Terminal Income | FPWC |
|-------------|------------------|---------------------|-----------------|
| ATWOOD GC | \$51,943 | \$14,318 | \$4,620 |
| LEDGES GC | \$62,736 | \$16,690 | \$5,400 |
| MACKTOWN GC | \$75,971 | \$18,735 | \$6,014 |
| | \$190,650 | \$49,743 | \$16,034 |

2024 GOLF FOOD & BEVERAGE REVENUE AND EXPENSE REPORT

| | ATWOOD | MACKTOWN | LEDGES | TOTALS |
|-----------------|---------------|-----------------|---------------|---------------|
| STAFF | 38,401 | 35,940 | 46,347 | 110,688 |
| SUPPLIES | 64,591 | 59,641 | 73,759 | 197,991 |
| REVENUES | 119,136 | 117,026 | 157,428 | 393,590 |
| NET +(-) | 16,144 | 21,445 | 37,322 | 74,911 |

2023 GOLF FOOD & BEVERAGE REVENUE AND EXPENSE REPORT

| | ATWOOD | MACKTOWN | LEDGES | TOTALS |
|-----------------|---------------|-----------------|---------------|---------------|
| STAFF | 23,976 | 34,627 | 34,366 | 92,969 |
| SUPPLIES | 54,937 | 53,853 | 67,597 | 176,387 |
| REVENUES | 111,445 | 114,191 | 143,224 | 368,860 |
| NET +(-) | 32,532 | 25,711 | 41,261 | 99,504 |

2024 GOLF REVENUE AND EXPENSE REPORT

| REVENUES | | | |
|---|------------------|------------------|------------------|
| DEPARTMENT | 2023 ACTUALS | 2024 BUDGETED | 2024 ACTUALS |
| ATWOOD GREENS FEES | 274,873 | 200,000 | 312,519 |
| ATWOOD FOOD & BEVERAGE | 111,445 | 85,000 | 119,136 |
| ATWOOD CART RENTALS | 206,042 | 130,000 | 232,794 |
| ATWOOD TOTALS | 592,360 | 415,000 | 664,449 |
| MACKTOWN GREENS FEES | 211,800 | 155,000 | 218,531 |
| MACKTOWN FOOD & BEVERAGE | 114,191 | 90,000 | 117,026 |
| MACKTOWN CART RENTALS | 167,817 | 130,000 | 165,388 |
| MACKTOWN TOTALS | 493,808 | 375,000 | 500,945 |
| LEDGES GREENS FEES | 289,382 | 220,000 | 309,220 |
| LEDGES FOOD & BEVERAGE | 143,224 | 160,000 | 157,428 |
| LEDGES CART RENTALS | 218,459 | 100,000 | 233,780 |
| LEDGES TOTALS | 651,065 | 480,000 | 700,428 |
| GOLF GEN GOLF PASSES/ DISCOUNT CARDS | 587,866 | 500,000 | 637,486 |
| GOLF GEN CART RENTALS | 10,350 | 10,000 | 10,150 |
| GOLF GEN MERCHANDISE | 83,266 | 60,000 | 73,622 |
| GOLF GEN EVENTS & GAMING | 30,775 | 30,000 | 37,775 |
| GOLF GENERAL TOTALS | 712,257 | 600,000 | 759,032 |
| CAPITAL DEVELOPMENT FEE | 102,202 | 92,000 | 103,505 |
| REVENUE TOTALS | 2,551,692 | 1,962,000 | 2,728,359 |
| EXPENSES | | | |
| DEPARTMENT | 2023 ACTUALS | 2024 BUDGETED | 2024 ACTUALS |
| ATWOOD PERSONNEL | 330,830 | 356,500 | 363,566 |
| ATWOOD SUPPLIES | 277,284 | 274,200 | 335,201 |
| ATWOOD TOTALS | 608,114 | 630,700 | 698,767 |
| MACKTOWN PERSONNEL | 259,267 | 296,192 | 298,793 |
| MACKTOWN SUPPLIES | 223,289 | 220,358 | 259,070 |
| MACKTOWN TOTALS | 482,556 | 516,550 | 557,863 |
| LEDGES PERSONNEL | 341,233 | 430,500 | 403,475 |
| LEDGES SUPPLIES | 289,259 | 300,800 | 315,196 |
| LEDGES TOTALS | 630,492 | 731,300 | 718,671 |
| GOLF GEN PERSONNEL | 93,332 | 99,976 | 103,606 |
| GOLF GEN SUPPLIES | 4,702 | 12,783 | 2,557 |
| GOLF GENERAL TOTALS | 98,034 | 112,726 | 106,163 |
| EXPENSE TOTALS | 1,819,196 | 1,991,276 | 2,081,464 |
| REVENUE vs EXPENSES | | | |
| | (+)\$732,496 | (-) \$29,276 | (+)\$646,895 |

Marketing & Communication Relations

Sarah Lorenz, Communications Coordinator

December 2024 Activities Report

Marketing/Advertising:

- Have ads running on gorockford.com “Things to Do” pages.
 - Outdoor Activities
 - Family Fun
- Meeting with current contract partners to evaluate and schedule 2025 ad buys.

Events/Programs

- Guided Winter Bird Hike (01/03/2025) –Wildlife Biologist Liz Hucker led 15 beginner birders on a guided hike with s’mores at Blackhawk Springs Forest Preserve.
- 2024 Preserve Passport – 2024 program concluded early December 2024.
 - Total Teams in 2024: 121
 - Total Active Teams: 66
 - Total Submissions in 2024: 853
- 2024 Preserve Passport winners:



- Projected 2025 Program Start Date: February 1, 2025.

Miscellaneous

- 2025 FPWC Wall Calendar distributed to public.
- 2025 Marketing Plan drafted.

Social Media

- Social Media Stats (December 16, 2024 – January 3, 2025)
 - FPWC Facebook: 5,092 followers (+27)
 - Reach: 8,481
 - Engagement: 1,253
 - FPWC Instagram: 1,816 followers (+20)
 - Reach: 1,229
 - Engagement: 336
 - FPWC Golf Facebook: 632 followers (+1)
 - Reach: 46
 - Engagement: 1
 - FPWC Golf Instagram: 290 followers (+1)
 - Reach: 4
 - Engagement: 0

**Golf metrics will be lower during off season*

Human Resources

Sherry Winebaugh, Human Resources Manager December 2024 Activities Report

In December, I worked on several important tasks, including employee benefits, new hire orientation and safety training, and handling personnel matters.

Christmas Party:

Thanks to the staff who helped out and filled in for me during the Christmas Party on December 6, 2024. I really appreciate your support since I couldn't be there. You made sure everything went smoothly and the party was a success.

A big thank you also goes to Klehm Arboretum for hosting our annual party at their beautiful location. It was the perfect place for a holiday party. Thanks to everyone who helped make the event special!

Hiring and Training:

I am excited to announce that Sarah Lorenz, our new Communications Coordinator, started with us on Monday, December 16, 2024. Sarah joins us from the McHenry County Conservation District, and we are happy to have her on board. Please join me in welcoming Sarah!

I conducted Sarah's new hire orientation and safety training on the same day. We also went over the benefits FPWC offers after 90 days of employment.

Employee Benefits & Enrollment:

Met with Jenny Warp, our IPBC Benefits Consultant, to address a few employee benefit-related questions. We worked together to ensure all concerns were resolved.

Training & Professional Development:

I attended a Teams IPBC/PlanSource ACA Training on Tuesday, December 3, 2024. The training provided helpful information regarding ACA rules.

Employee Engagement:

Kristy Knapp and I helped Judy Barnard with her annual cookie delivery to all of our locations on December 19th and 20th. It was a nice way to spread holiday cheer and to thank everyone for their hard work. A big thank you to Judy for baking the cookies and putting the plates together – thank you for doing this every year; the employees really appreciate it!

Law Enforcement

December 2024 Activities Report

Brief Activity Summary

- There were 0 Criminal arrests
- There were 15 Calls for service inside of the Forest Preserves
- There were 4 Reports written
- There were 0 Ordinance violations (citations) written
- There were 0 Written warnings
- There were 17 Verbal warnings
- There were 0 Airfield permits
- There were 0 Equestrian bridle tags
- There were 1 Fishing license checks
- There were 0 Occupied shelter house patrols
- There were 0 Campground patrols
- There were 30 Patrols on trail systems
- There were 17 Directed patrol hours