

Forest Preserves of Winnebago County
BOARD MEETING
Preserves Headquarters
September 15, 2021

PRESENT

Judy Barnard
Mike Eickman
Audrey Johnson
Gloria Lind
Cheryl Maggio
Jerry Paulson-Appointed at 5:47pm
Jeff Tilly

STAFF

Mike Holan, Executive Director
Steve Chapman, Finance
Vaughn Stamm, Operations
Ann Wasser, Education
Daniel Rohrer, Human Resources/Volunteer Program
Samantha Crooks, Communication

GUESTS

Alex Mills, Klehm Arboretum
Lee Johnson
Lynda Johnson
Kim Johnson
Jill Kenney
Judge Janet Holmgren

ROLL CALL

The meeting was called to order at 5:32PM, by President Tilly. Recording secretary Kristy Knapp called the roll.

PLEDGE OF ALLEGIANCE Gloria Lind led the assemblage in the Pledge of Allegiance.

President Tilly announced that he has chosen to appoint Gerald Paulson as the new Forest Preserve Commissioner.

APPROVAL OF AGENDA and MINUTES Minutes for August 18, 2021 and September 1, 2021 were approved. No changes or additions were made to the agenda.

NEW BUSINESS

2022 Board Schedule – Mike Holan addressed the Board of Commissioners regarding the meeting dates for the 2022 Board schedule. With how the dates fall next year, Mike asked the Board of Commissioners if they would like to move the September date a week earlier instead of the October date a week later to accommodate for the 30-day layover. This would allow for approximately 4 weeks in between each monthly meeting instead of having the October and November meeting so close to each other. Mike also mentioned that the December meeting will fall on the week of Christmas next year and asked the Board if they would like to move that date one week earlier. The Board's consensus is to move the dates to September 14th and December 14th.

Centennial Celebration – Mike Holan discussed the proposed centennial celebration. At this time, staff is proposing to have the event at Hononegah Forest Preserve on May 14th. Samantha Crooks has drawn up some ideas for the event in hopes to showcase what the forest preserve does and to celebrate the fact that the forest preserves have been here for 100 years. Many ideas were discussed including, a list of 100 fun things to do in the Forest Preserves, 100 miles of hiking at different preserves, timeline of events in the last 100 years, 100,000 acorns planted by school kids, raise money to match the grant we're expected to receive and use the money for a special project to commemorate the centennial, and 100 new volunteers.

New Business will be referred back to after Action Items and the Swearing in of Appointed Commissioner.

ACTION ITEMS

Acceptance of Land Advisory Council Chairman Resignation – On March 20, 2013 the Board of Commissioners of the Forest Preserves of Winnebago County re-established the Land Advisory Council as a Winnebago County citizen’s advisory council for land acquisition. On April 24, 2013 the Board of Commissioners’ President appointed Jerry Paulson as the Chairman of the Land Advisory Council. On September 08, 2021 Jerry Paulson resigned as the Chairman for the Land Advisory Council. Audrey Johnson made a motion and Mike Eickman seconded to accept the resignation of Land Advisory Council Chairman Jerry Paulson on this date. **Motion passed unanimously.**

SWEARING IN of APPOINTED COMMISSIONER

Commissioner Jerry Paulson was sworn in by Judge Holmgren. Jerry is replacing Jake Henry for the remainder of the 6 year term.

ACTION ITEMS

Bills for August – Gloria Lind made a motion, Audrey Johnson and Mike Eickman seconded to authorize the payment of the bills for August in the amount of \$743,674.94. **Motion passed unanimously.**

Acceptance of Capital Asset – Klehm’s Entrance Sign – Mike Holan spoke on the front entrance improvements made to Klehm Arboretum & Botanic Garden. The improvements include the construction of monument signage consisting of a limestone slab with metal standoff signs with Klehm Arboretum & Botanic Garden logos, electrical improvements, additional associated landscape stone, landscaping structures, plant material and stanchioned lighting. Further improvements include the installation of an additional limestone slab with standoff signage consisting of the logo of the Forest Preserves of Winnebago County, located at the entry Gatehouse to the Preserve. Klehm Arboretum & Botanic Garden intends to continue to fund and perform regular and routine maintenance to both signage elements and the associated landscaping and infrastructure in order for both to serve their intended wayfinding purpose. The Board of Directors of Klehm Arboretum & Botanic Garden have passed a Resolution approving the donation of each described improvement to the Forest Preserves of Winnebago County. Gloria Lind made a motion and Judy Barnard seconded to accept the gift of the South Main Street Monument Signage improvements, as well as the stone and signage improvements located at the Gatehouse, collectively valued at \$44,640.79 from Klehm Arboretum & Botanic Garden. **Motion passed unanimously.**

Acceptance of Budget & Appropriations Ordinance Layover – Mike Holan discussed the changes from last month’s draft budget. Changes include, adding \$10,000 to department supplies in the marketing budget and \$10,000 in the corporate revenue budget. This will allow for the purchase and sale of logoed merchandise. The Winnebago County Forest Preserve District fiscal year budget operates from November 1 through October 31 each year. The District’s Board of Commissioners has been presented the proposed Fiscal Year 2021-2022 Annual Budget and Appropriation Ordinance for review and adoption. The District is required to layover the budget for a period of at least 30 days for public review and comment before it is adopted by the Board. Mike Eickman made a motion and Gloria Lind seconded that the Board will layover the 2021-2022 Annual Budget and Appropriation Ordinance for public review and comment until the October 20, 2021 Board meeting. **Motion passed unanimously.**

Levy Ordinance Layover – The Winnebago County Forest Preserve District fiscal year budget operates from November 1 through October 31 each year. The District’s Board of Commissioners have been presented a proposed tax levy that must be approved to finance the Fiscal Year 2021-2022 Annual Budget and Appropriations Ordinance that has been presented to the Board. The District is required to layover the tax levy for a period of at least 30 days for public review and comment before it is adopted by the Board. Audrey Johnson made a motion and Judy Barnard seconded that the Board will layover the 2021-

2022 Tax Levy for public review and comment until the October 20, 2021 Board meeting. **Motion passed unanimously.**

NEW BUSINESS

Judy Barnard mentioned that Cheryl Maggio and she discussed starting a white paper that provides as much information as possible about the educational programs that are provided by the Forest Preserves and everything that is related to education. The report should be formatted in such a way that the information can be included for every year in subsequent years. Judy also asked if we could get information from all of our partners on what programs they provide. This information will give a better overview of the percentage of the budget that is going to education. It is requested that Mike Holan help pull all this information together. Mike will also send the partner organization agreements to the Board of Commissioners. President Tilly thanked Judy and Cheryl.

STAFF REPORTS

Preserve Operations - Vaughn Stamm, Scott Stewart, Scott Wallace & Bryan Helmold submitted a written report. Vaughn stated that the asphalt paving project at Klehm Arboretum was completed yesterday and the company did an excellent job.

Land and Development – Natural Resource Staff submitted a written report.

Golf Operations – Vaughn Stamm, Rich Rosenstiel, Tyler Knapp & Mark Freiman submitted a written report.

Marketing – Samantha Crooks submitted a written report.

Environmental Education – Ann Wasser submitted a written report. Ann reported that they have field trips scheduled for this fall.

Law Enforcement – Sheriff's Department submitted a written report.

Judy Barnard requested a Board tour of the Funderburg property. Due to issues with getting around the property with all the Board Members, a video tour was suggested.

Mike Holan addressed the Board of Commissioners regarding the Klehm asphalt project. The project is expected to be approximately \$14,000 above what the bid price was due to needed binder. The project price was still within the 10% contingency.

Mike Holan mentioned to the Board of Commissioners that the Forest Preserve changed from Aramark to Cintas for our uniform services. After the Forest Preserve ended its contact with Aramark, Aramark sent the Forest Preserve a bill for \$14,000. This bill is for missing and damaged uniforms which the Forest Preserve does not feel is legitimate. Mike mentioned that Brenda went through the bills and paid \$880 for what was actually missing or damaged. Aramark let the Forest Preserve know that they will be sending this bill to collections. Aramark was not happy when the Forest Preserve ended the contract but was done to save money and because of poor service.

Judy Barnard asked Mike Holan to review the camping and golf revenue. Both are up substantially from last year. Mike mentioned that next year the forest preserve will be reviewing the gaming revenue to see if it's worth keeping.

ANNOUNCEMENTS and COMMUNICATIONS

September 18 – Nurture Nature at a R.E.A.P. Volunteer Workday at Funderburg Forest Preserve, Saturday from 9:00am - 12:00pm

October 9-15 – Autumn at the Arboretum at Klehm Arboretum & Botanic Garden

ADJOURNMENT

Meeting adjourned at 6:18PM.

Next board meeting 5:30 PM, Wednesday, October 20, Preserve Headquarters;

Budget Hearing at 5:15 on Wednesday, October 20, Preserve Headquarters

Respectfully Submitted,
Kristy Knapp
Recording Secretary