

Forest Preserves of Winnebago County  
**BOARD MEETING**  
Macktown Living History  
August 16, 2023

**PRESENT**

Judy Barnard  
Mike Eickman  
Audrey Johnson  
Gloria Lind  
Jerry Paulson  
Jeff Tilly

**STAFF**

Mike Holan, Executive Director  
Steve Chapman, Director of Finance  
Vaughn Stamm, Director of Operations  
Sherry Winebaugh, Human Resources Manager  
Emily Wendlandt, Administrative Assistant

**ABSENT**

Cheryl Maggio-via phone

**GUESTS**

Alex Mills	Don Miller
Chris Samuelson	Tammi Grommes
Ann Wasser	Lucy Pilbin-Adrignola
Jillian Neece	Ashley B.
Sue Miller	

**ROLL CALL**

The meeting was called to order at 5:27 PM, by President Jeff Tilly. Recording secretary Kristy Knapp called the roll.

**PLEDGE of ALLEGIANCE** Audrey Johnson led the assemblage in the Pledge of Allegiance.

**APPROVAL of AGENDA and MINUTES** Audrey Johnson made a motion, Gloria Lind second to approve the minutes for July 19, 2023. **Motion passed unanimously.** No changes or additions were made to the agenda.

**PRESENTATIONS and PUBLIC PARTICIPATION**

Introduction – Emily Wendlandt, Administrative Assistant – Jeff Tilly introduced the new Administrative Assistant, Emily Wendlandt. Emily gave a brief background on herself and the Board welcomed Emily.

Macktown Living History – Ray Ferguson – Ray Ferguson thanked the Board for being here and talked about the log cabin made by Don Clark that is on tonight's agenda. Ray also talked about an event at Macktown Living History on surveying and showed the Board the chains that were used back in the 1800's to survey property. Lucy Pilbin-Adrignola, the Secretary for Macktown Living History, addressed the Board about their yearly events. The Board thanked Ray.

Don Miller – Don Miller addressed the Board so they could have more information on the canoes since they would be discussing them this evening. Don gave a speech regarding the first experiences of the canoe program, how the grant came about, the current ownership and what the status is now of the canoes. Don stated it should be an easy decision on handing the canoes over to Severson Dells and he thanked the Board.

**NEW BUSINESS**

Draft Budget – Fiscal Year 2023/2024 – A copy of the draft Budget Assumptions & Guidelines and Annual Budget and Appropriations Ordinance for the 2023/2024 fiscal year was passed out to the Board for review. Steve Chapman reviewed the budget assumptions and guidelines, annual budget and appropriations ordinance, analysis of property tax levies and estimated tax rates, the revenue and expenses for the corporate fund, and all the additional funds with the Board of Commissioners. Mike Holan reviewed the improvement projects and vehicles. Mike mentioned two new positions of Wildlife Ecologist and Golf Maintenance

Technician will be added to next year's budget including the recommendation of transferring \$875,000 to the improvement and development fund for projects next year. Mike Holan gave an overview of the capital items in the draft budget including items that are being carried over from this year to next year due to delivery issues. Most of the 2024 projects are asphalt projects, roof replacements, irrigation pump station at Ledges golf course, irrigation control system replacement at Atwood golf course, HVAC replacements, exterior and interior renovations of golf clubhouses, new carpet and irrigation replacements at Klehm, demolition and removal of four houses at the Oswald property, and forestry mowing at Funderburg. Audrey Johnson asked about asphalt work at Macktown and Vaughn Stamm stated asphalt work will be done but it has been scaled back from the original plan due to cost. Jerry Paulson would like to have an engineer look at the structure of the Deer Lodge at Severson Dells. Mike Holan stated, the Board needs to decide if they want to put money into a building that may be vacant due to comments on Severson Dells Education Foundation leaving. If the Board would like to make suggestions for the budget they can discuss it now, email Mike Holan or discuss at the next meeting. The Board will have to make a general consensus of the suggested changes. Steve announced the budget will be presented for layover at the September Board meeting with a budget hearing before the Board meeting in October where the budget will be presented for approval. Jeff Tilly thanked Steve for preparing and presenting this information.

Discussion Regarding FPWC Canoes – Jeff Tilly mentioned Jerry Paulson asked for the canoe topic to be brought back for discussion. Jeff Tilly would like some kind of consensus to be reached. Jerry Paulson stated he thought the Board had reached an understanding that the Forest Preserve was going to return the canoes to Severson Dells by either selling or donating them along with the trailer. It was brought to his attention the only reason Severson Dells was able to do their blazing paddles program is that Rocktown Outfitters provided them with canoes as the Forest Preserve canoes sat in an undisclosed location not being used all summer. Gloria Lind mentioned she thinks a discussion should be made in the spring just in case the forest preserve has use of the canoes. Cheryl Maggio mentioned that Severson Dells is not a partner anymore since they chose to dissolve the agreement. She mentioned the forest preserve is looking into possible programs as well and does not think we should give them the canoes. Jeff Tilly stated he thinks a decision should be made by the end of the calendar year and Gloria stated that's too soon and we should wait until February or March. Jerry Paulson asked why we can't have a separate agreement for the canoes and why does the forest preserve want to create a new program when there's already a program. Jeff Tilly mentioned he doesn't think it's appropriate to hold onto the canoes if they are not being used and that a consensus should be made in a few months. Jerry Paulson stated what Don Miller pointed out is that these canoes really belong to Severson Dells and it's only fair that we give them back. It's only because of the grant requirement and agreement that they ended up in our ownership. Jerry Paulson stated they were purchased for Severson Dells and they raised the matching funds for the canoes. Mike Holan stated there were no matching funds and it was a \$15,000 grant from NRPA that was brought forward by himself and not Tom Kalousek and that the grant was written by Judy Roby. Jerry Paulson mentioned that they were purchased for the Severson Dells canoe program. Judy Barnard mentioned she would like to wait until spring to see if Severson Dells Education Foundation is still at Severson Dells and that the canoes should stay with Severson Dells. Audrey Johnson mentioned she thinks they should stay with Severson Dells as well but since we have no program set up at this time, we should lease them to Severson Dells Education Foundation for \$1.00 to make it legal. Mike Eickman stated he thinks that's reasonable and would like to see a lease agreement. Audrey Johnson stated she wants this settled and that the canoe program is wonderful and would like to continue to work with Severson Dells Education Foundation. Cheryl Maggio stated the canoes were in the agreement presented and Severson Dells Education Foundation chose to not be a partner. She asked why we would move forward with giving them the canoes. The Board stated the Forest Preserve attorney may need to be involved.

## **ACTION ITEMS**

Bills for July – Mike Eickman made a motion, Judy Barnard seconded to authorize the payment of the bills for July in the amount of \$722,677.47. **Motion passed unanimously.**

Intergovernmental Agreement for Administration Services – Steve Chapman addressed the Board regarding the Intergovernmental Agreement for Administration Services. Winnebago County Administrative Officials, office and departments have provided administrative services in the past under an Intergovernmental Agreement with the Forest Preserves of Winnebago County. An Intergovernmental Agreement between the Forest Preserves of Winnebago County and Winnebago County attached hereto has been prepared to outline the duties and responsibilities of the various County offices which assist in the administration of Forest Preserves of Winnebago County functions. The County Board of the County of Winnebago, Illinois Resolved the Intergovernmental Agreement on July 28, 2023. The Intergovernmental Agreement establishes payment for services rendered by the Winnebago County offices. The attached Intergovernmental Agreement which shall commence on October 1, 2023 between Winnebago County and the Forest Preserves of Winnebago County is hereby approved for the performance of administrative services for the 2023-2024 Fiscal Year. Beginning October 1, 2023, the Forest Preserves of Winnebago County will pay Winnebago County \$140,000 payable in four (4) equal installments on October 1, 2023 and January 1, April 1 and July 1, 2024. For each succeeding fiscal year, the compensation shall be adjusted by the lesser of the rate of inflation or 5%. The Intergovernmental Agreement is renewable for 4 one-year terms. That this Agreement may be terminated at any time by mutual written consent of all of the parties. . Gloria Lind made a motion, Audrey Johnson seconded to approve the Administrative Services Contract between the Forest Preserves of Winnebago County and the County of Winnebago. **Motion passed unanimously.**

Accepting the Donation of a Bioretention Basin from Klehm Arboretum & Botanic Garden Inc. – Alex Mills stated the Board of Directors of Klehm Arboretum & Botanic Garden have passed a resolution approving the donation of the Bioretention Basin improvement to the Forest Preserves of Winnebago County. Improvement to the property and reviewed cost. Klehm Arboretum & Botanic Garden Inc. has made improvements to property owned by the Forest Preserves of Winnebago County. The improvements were made to a site affected by storm water erosion and include the excavation and construction of a Bioretention Basin, including plant material, hardscape material and interpretive signage, as well as all engineering and design work necessary to accomplish said installation. Klehm Arboretum & Botanic Garden intends to continue to fund and perform regular and routine maintenance to the Bioretention Basin. Forest Preserves of Winnebago County has invested a total of \$10,000.00 in grant funds from the ComEd Green Region Grant Program and Klehm Arboretum & Botanic Garden has invested a total of \$14,137.78 of its own organizational funds, including but not limited to grant funds and other restricted contributions, in the development and construction of the Bioretention Basin. Judy Barnard made a motion, Jerry Paulson seconded to accept the donation of the Bioretention Basin from Klehm Arboretum & Botanic Garden Inc. **Motion passed unanimously.**

Accepting the Donation of a Log Cabin at the Macktown Historic Site – Ray Ferguson updated the Board regarding the log cabin they are asking to be relocated to the Macktown History Site. The time period correct cabin made by Don Clark and his wife is currently located on their property. The cabin is a 12x16 cabin with cedar shingles and very low maintenance. The timeframe for the cabin to be moved would most likely be next year with the move being done solely by volunteers. The Forest Preserves of Winnebago County and the Macktown Living History Education Center have a partnership agreement for Macktown Living History Education Center to operate and conduct programming of the Macktown Historic Site. Macktown Living History Education Center is asking the Forest Preserves of Winnebago County Board of Commissioners to allow the cabin to be placed on the Macktown Historic Site at no cost to Forest Preserves of Winnebago County. Macktown Living History Education Center will develop a maintenance plan for the cabin so no cost to maintain the cabin is expensed to Forest Preserves of Winnebago County. Jerry Paulson made a motion, Gloria Lind seconded to accept the donation of a log cabin at the Macktown Historic Site. **Motion passed unanimously.**

Resident Appointment to Efficiency Committee – Mike Holan mentioned he is bringing this resolution to the Board to recommend Bryan Cutler and Ray Ferguson as the two representatives of the Efficiency

Committee. The Forest Preserves of Winnebago County established a Committee on Local Government Efficiency (Efficiency Committee) pursuant to 50 ILCS 70/1 et seq. (the Act) at the May 17, 2023 Board of Commissioners meeting. Per the Act the Efficiency Committee consists of the entire Board of Commissioners of Forest Preserves of Winnebago County, the Executive Director of Forest Preserves of Winnebago County and at least two (2) residents from the area serviced by the District, appointed by the President of the Board of Commissioners and approved by the Board of Commissioners. No residents were appointed to the Efficiency Committee by the Board of Commissioners upon adopting the Resolution to establish the Efficiency Committee. The Board President, Jeff Tilly, now desires to appoint Ray Ferguson and Bryan Cutler as the two resident members of the Efficiency Committee. Ray Ferguson and Bryan Cutler have agreed to serve on the Efficiency Committee. Gloria Lind made a motion, Judy Barnard and Audrey Johnson seconded to approve the appointment of Ray Ferguson and Bryan Cutler to serve as the two (2) residents on the Efficiency Committee. **Motion passed unanimously.**

Sponsorship of Nature Education Programs Through Severson Dells Education Foundation – Jeff Tilly mentioned each Commissioner should have a handout of what was submitted from Severson Dells Education Foundation (SDEF) requesting a contribution to the programs they would like to have funded. The Board of Commissioners (BOARD) of the Forest Preserves of Winnebago County (FPWC) have decided to sponsor youth nature education programs through the not-for-profit SDEF. The BOARD requested SDEF to provide a proposal outlining a list of nature education programs, program costs, anticipated number of people to be served and any other program specifics in order for the BOARD to determine if sponsorship funding is appropriate. SDEF has provided such information on nature education programs and the BOARD has designated \$30,000 in sponsorship funds from the FY 2022/23 budget to be provided to SDEF for the nature education programs outlined by SDEF. In return for the \$30,000 in sponsorship funds, SDEF will include the FPWC logo and mention FPWC as a sponsor to those specific programs on any materials advertising or promoting the programs such as website, Facebook, printed flyers, etc. A letter of agreement will be drafted and signed by both the FPWC and SDEF presidents noting SDEF will recognize FPWC as a sponsor on such materials as a contingency of receiving the \$30,000 sponsor funds. Audrey Johnson made a motion, Mike Eickman seconded to dedicate \$30,000 in sponsorship funds from the FY 2022/23 budget to be allocated to Severson Dells Education Foundation for the nature education programs outlined in the memo provided to the Forest Preserves of Winnebago County President, Jeff Tilly in exchange for acknowledgement of the sponsorship for those programs. **Motion passed unanimously.**

## **STAFF REPORTS**

Preserve Operations - Vaughn Stamm, Scott Stewart, Scott Wallace, and Bryan Helmold submitted a written report.

Land and Development – Mike Brien, Mike Groves and Keith Krey submitted a written report.

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

Marketing – Renee Pixler submitted a written report.

Human Resources/Volunteer Program Report – Sherry Winebaugh submitted a written report.

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

Alex Mills announced they are moving along with a design for a sun dial feature that will be placed in front of the visitor center at Klehm Arboretum. Alex will bring more information, budget estimates and renderings of the project to a later meeting date for approval. Alex is also working on an IDNR OSLAD grant that would add a play feature in the children's garden. This grant would be partnered with the Forest

Preserve and does not have a match. The water feature that is now complete will be turned over to the Forest Preserve as an asset by the end of the fiscal year. The Big Bug exhibit is going great with additional marketing being done in and out of the region. There is a concert this Sunday with a Jimmy Buffett tribute band and next Sunday with a Fleetwood Mac tribute band.

#### **ANNOUNCEMENTS and COMMUNICATIONS**

August 19 - R.E.A.P Volunteer Work Day at Four Lakes Forest Preserve from 9:00am – 12:00pm

August 22 - FPWC Guided Hike at Cedar Cliff Forest Preserve from 5:30pm – 6:30pm

September 6 - FPWC Guided Hike at Kieselburg Forest Preserve from 5:30pm – 6:30pm

September 9 - Walk With U - Guided Walk at Hononegah Forest Preserve from 9:00am – 10:00am

September 16 - R.E.A.P Volunteer Work Day at Funderburg Forest Preserve from 9:00am – 12:00pm

Mike Holan announced the Forest Preserve will have a booth onsite at the Winnebago County Fair with interactive items and give aways.

Jerry Paulson announced the 60<sup>th</sup> Anniversary of Illinois Nature Preserves Commission and Friend of the Nature Preserve are sponsoring a tour at Pecatonica River Forest Preserve on August 26<sup>th</sup> for 9:00am-12:00pm.

#### **ADJOURNMENT**

Judy Barnard made a motion, Gloria Lind second to adjourn the meeting at 6:53 PM. **Motion passed unanimously.**

Next board meeting 5:30 PM, Wednesday, September 20, 2023, Forest Preserve Headquarters

Respectfully Submitted,  
Kristy Knapp  
Recording Secretary