

Forest Preserves of Winnebago County
BOARD MEETING
Preserves Headquarters
September 14, 2022

PRESENT

Judy Barnard
Mike Eickman
Audrey Johnson
Cheryl Maggio
Jerry Paulson
Jeff Tilly

STAFF

Mike Holan, Executive Director
Steve Chapman, Director of Finance
Vaughn Stamm, Director of Operations
Sherry Winebaugh, Human Resources Manager
Ann Wasser, Director of Nature Education
Renee Henert, Communications Coordinator
Jean Ginner, Administrative Assistant

ABSENT

Gloria Lind

GUESTS

Alex Mills – Klehm Arboretum
Debbie Hamilton
Becky Maier
Deputy Chief Anthony Miceli
Rose Shedd

ROLL CALL

The meeting was called to order at 5:30 PM, by President Tilly. Recording secretary Kristy Knapp called the roll.

PLEDGE OF ALLEGIANCE Judy Barnard led the assemblage in the Pledge of Allegiance.

APPROVAL OF AGENDA and MINUTES Minutes for August 17, 2022 were approved. No changes or additions were made to the agenda.

PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS

Introduction – Jean Ginner, Part-time Administrative Assistant – Mike Holan introduced the new Part-time Administrative Assistant, Jean Ginner. Jean gave a brief background on herself and the Board welcomed her.

Debbi Hamilton from the Valley Trail Riders addressed the Board of Commissioners. Debbi wanted to thank the Forest Preserve for being so responsive on getting the trees removed that were blocking the trails and for having a fire sign put up at the preserve. Debbi also mentioned they saw the address numbers on the post but recommends them being painted orange. Debbi stated she was authorized by the Valley Trail Riders to offer a \$400 donation to the forest preserve for Seward Bluffs equestrian area in hopes to replace some of the poles and/or adding some lines. They also have people who are willing to come out and work and another member who is willing to part with two telephone poles in hopes to use them at Seward Bluffs. Lastly, Debbi mentioned it was brought up at their meeting that the forest preserve may want to look into using the campground host to check registration in the equestrian camping area starting next year. This may help police the people that are not paying. President Tilly thanked Debbi for her input and feedback

ACTION ITEMS

Bills for August – Judy Barnard made a motion, and Cheryl Maggio seconded to authorize the payment of the bills for August in the amount of \$713,983.20. **Motion passed unanimously.**

Asphalt Paving Project Change Order – Mike Holan mentioned in April the Board of Commissioners passed Resolution No. 22-0402 approving the bid for three asphalt projects. The resolution was for the amount of \$133,415 with an allowable 10% (\$13,341) contingency in case of unforeseen issues with the project. Stenstrom Company was awarded the bid for replacement of asphalt roadway and parking lot at Kishwaukee River for the amount of \$58,979. During construction an old clay drain tile under the roadway collapsed and will need to be replaced and due to parking lot elevation changes to redirect rainfall runoff, additional backfill restoration will be needed to prevent damage to the edge of the new asphalt. The additional cost for the drain tile replacement is \$10,336 and the additional cost for the restoration work is \$5,200, for a total change order of \$15,536. The total Change Order amount is \$2,195 over the contingency amount the Board allowed in Resolution No. 22-0402. Staff is requesting the Board to approve a Change Order in the amount of \$15,536 to cover the additional costs of the project. The project was budgeted for \$101,000 so even with the cost overrun the project will be substantially under the budgeted amount. Audrey Johnson made a motion and Jerry Paulson seconded to approve a Change Order to Resolution No. 22-0402 for Stenstrom Company in the amount of \$15,536 to accommodate cost overruns due to the unforeseen construction issues of drainpipe replacement and additional backfill and grading restoration work needed along pavement edges. **Motion passed unanimously.**

Sheriff's Contract – The Winnebago County Sheriff's Department has provided police services in the past within forest preserves located in Winnebago County under an intergovernmental cooperation agreement with the Forest Preserves of Winnebago County. The Winnebago County Sheriff is agreeable with continuing to provide police services within the Forest Preserves of Winnebago County and the Forest Preserves of Winnebago County is agreeable to continue those services the Winnebago County Sheriff's Department is providing. Pursuant to the Illinois Intergovernmental Cooperation Act, the Downstate Forest Preserve Act and Article VI, Section 10 of the Constitution of the State of Illinois, the County of Winnebago and the Forest Preserves of Winnebago County have the power to enter into intergovernmental cooperation agreements of this nature. The term of this Agreement, once adopted, shall begin October 1, 2022 and shall terminate on September 30, 2025, unless renewed in writing by both parties prior to that date after review by the Forest Preserves of Winnebago County Executive Director and the Winnebago County Sheriff thereafter by direction of the Board of Commissioners. From October 1, 2022 through September 30, 2025, contract costs for salaries and benefits shall be as follows: Two 12-month Senior Deputies for a total annual cost of \$217,351.72 (charged at a rate equal to 9 months). From October 1, 2022 through September 30, 2025, the increase in contract cost for salaries and benefits shall be a direct increased cost per the Fraternal Order of Police contract. Deputy Chief Anthony Miceli mentioned there will be a new Deputy, Tim Spear starting with the forest preserve soon. He said he will be a great asset to the forest preserve. Judy Barnard made a motion and Mike Eickman seconded to accept the Intergovernmental Agreement between the Forest Preserves of Winnebago County and the Winnebago County Sheriff's Department for police services. **Motion passed unanimously.**

Early Retirement Incentive Program – Retirement criteria has been established for an Early Retirement Incentive Program to employees for the Forest Preserves of Winnebago County. The Preserves will be offering an Early Retirement Incentive Program only to employees who meet the criteria. Mike Holan mentioned this Early Retirement Incentive Program is similar to the one offered in 2017. The only differences are the age requirement, which was changed from 50 to 52 and a clause was added by legal counsel for anyone that's taking the Early Retirement Incentive, stating they must remain an employee up to the point of retirement. Cheryl Maggio made a motion and Audrey Johnson seconded to accept the offer of the Board of Commissioners of the Preserves Early Retirement Incentive Program to the employees of the Forest Preserves of Winnebago County that meet the criteria. **Motion passed unanimously.**

Annual Budget and Appropriations Layover – Mike Holan discussed the changes from last month's draft budget. Changes include, health insurance was added to the marketing budget and \$70,000 added to the capital land improvement budget to get City water at Macktown. 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 2022-2023 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. Judy Barnard made a motion and Audrey Johnson seconded that the Board will layover the 2022-2023 Annual Budget and Appropriation Ordinance for public review and comment until the October 19, 2022 Board meeting. **Motion passed unanimously.**

Annual Tax Levy 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 2022-2023 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. The Board and Steve Chapman discussed the tax levy in reference to the Mayor’s statement last month and they all agreed the Board should submit a letter to the editor and invite the public to the budget hearing. Jerry Paulson made a motion and Audrey Johnson seconded that the Board will layover the 2022-2023 Tax Levy for public review and comment until the October 19, 2022 Board meeting. **Motion passed unanimously.**

STAFF REPORTS

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

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

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

Marketing – Renee Henert submitted a written report.

Environmental Education – Ann Wasser submitted a written report. Ann announced Ellen’s last day is Saturday and her position was posted. She also mentioned that they’ve been busy with school field trips, which are booked solid through Thanksgiving.

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

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

Alex Mills mentioned that 15,000 people over the course of the summer visited the Lego exhibit, doubling the summer attendance for Klehm. The sculptures were crated and left for Houston this morning. Klehm met their numbers and goals that were set and are looking forward to doing another exhibit next year. Alex also mentioned the solar panels are now on the building. Audrey Johnson let Alex know the solar panels at Klehm look good and that the grounds are magnificent.

CLOSED SESSION

Audrey Johnson made a motion to go into closed session at 6:15 pm. At 7:33 pm, the meeting returned to open session. No action was taken while in closed session.

ANNOUNCEMENTS and COMMUNICATIONS

September 17 – Nurture Nature at a R.E.A.P. Volunteer Workday at Funderburg Forest Preserve, Saturday from 9:00am - 12:00pm

ADJOURNMENT

Meeting adjourned at 7:34 p.m.

Next board meeting 5:30 PM, Wednesday, October 19, Preserve Headquarters;
Budget Hearing at 5:15 on Wednesday, October 19, Preserve Headquarters

Respectfully Submitted,
Kristy Knapp
Recording Secretary