

Forest Preserves of Winnebago County  
**BOARD MEETING**  
Preserves Headquarters  
October 19, 2022

**PRESENT**

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

**STAFF**

Mike Holan, Executive Director  
Steve Chapman, Director of Finance  
Vaughn Stamm, Director of Operations  
Mike Brien, Director of Natural Resources  
Ann Wasser, Director of Nature Education  
Renee Henert, Communications Coordinator

**GUESTS**

Debbi Hamilton

**ROLL CALL**

The meeting was called to order at 5:32 PM, by President 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** Minutes for September 14, 2022 were approved. Waterfall pond update and a short video created by Renee was added under Public Participation. No other additions were made to the agenda.

**PUBLIC PARTICIPATION, AWARDS, and PRESENTATIONS**

Introduction – Mike Brien, Director of Natural Resources – Mike Holan introduced the new Director of Natural Resources, Mike Brien. Mike gave a brief background on himself and the Board welcomed him.

Waterfall Pond Update – As a request by Alex Mills, Mike Holan shared three images of the waterfall and pond feature that was completed at Klehm Arboretum. Mike mentioned Alex would like everyone to come out and take a look if they can.

Video – Mike Holan shared a video of Charles the woodchuck that was posted on Instagram and Facebook. The video was developed and posted by Renee, which to date has 16,600 views, 1,163 likes, 17 comments, 83 shares and 49 saves. Within the first couple hours the video was up to 13,000 views.

**ACTION ITEMS**

Bills for September – Jerry Paulson made a motion, and Gloria Lind seconded to authorize the payment of the bills for September in the amount of \$505,386.50. **Motion passed unanimously.**

Budget and Appropriations Ordinance – The Forest Preserves of Winnebago County’s Fiscal Year budget operates from November 1 through October 31. The Board of Commissioners has been presented the proposed Fiscal Year 2022-2023 Annual Budget and Appropriation for review and adoption. The budget has been laid over for 30 days for public review and comment. Gloria Lind made a motion and Judy Barnard seconded that the Fiscal Year 2022-2023 Annual Budget and Appropriations be adopted. Roll call vote taken. **Budget & Appropriations ordinance passes 7-0.**

Levy Ordinance – The Forest Preserves of Winnebago County’s Fiscal Year budget operates from November 1 through October 31. The 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 tax levy has been laid over for 30 days for public review and comment. Steve Chapman thanked Mike, Vaughn, Kristy and Brenda for their help with the budget. Mike Eickman made a motion and Gloria Lind seconded that the tax levy be adopted. Roll call vote taken. **Levy ordinance passes 7-0.**

2023 Fee Schedules – The Forest Preserves of Winnebago County have set fee schedules for Preserve Fees and Charges and Golf Fees and Charges. Within the Preserve Fees and Charges staff is only proposing to change the fee for Building Use Permits for Headquarters from \$50 to \$100. Staff proposes changing some Golf Fees and Charges for 2023 which includes, raising the resident and non-resident premier card by \$25, the resident and non-resident player card by \$50, increasing the resident and non-resident practice range passes by \$25, and Special Fees for Outings and Playdays by a couple dollars. Judy Barnard made a motion Gloria Lind seconded to approve a resolution to approve the 2023 Preserve Fees and Charges and 2023 Golf Fees and Charges. **Motion passed unanimously.**

2023 Holiday Schedule – Certain days of the calendar year are designated as scheduled holidays. The Preserves has designated the holidays that will be observed. Audrey Johnson made a motion and Gloria Lind seconded, to approve the 2023 Holiday schedule to be observed by the Forest Preserves of Winnebago County employees for the year 2023. **Motion passed unanimously.**

Auditing Services – Steve Chapman spoke on the auditing services and recommends the approval of the firm, Baker Tilly to perform the Forest Preserves fiscal year audits for 2022-2026. The Forest Preserves of Winnebago County requires a complete year-end audit of their financials with an outside auditing firm. A request for proposal for auditing services which includes the Forest Preserves, was sent out by Winnebago County. The Winnebago County review team recommended the firm of Baker Tilly as the auditing firm for the 2022, 2023, 2024, 2025 and 2026 audits. The proposed cost to the Preserves for Baker Tilly to perform the annual audits for the Preserves are; \$18,500 for 2022, \$19,400 for 2023, \$20,400 for 2024, \$21,400 for 2025 and \$22,500 for 2026. The proposed fees for the annual auditing services are subject to revision should circumstances change significantly during the course of the engagement between the Forest Preserves of Winnebago County and Baker Tilly. Audrey Johnson made a motion Jerry Paulson seconded to approve a resolution to authorize execution of an Agreement with Baker Tilly to perform the year-end auditing services for the Forest Preserves of Winnebago County for the years 202, 2023, 2024, 2025 and 2026 at the proposed fees with the understanding that those fees may change if auditing circumstances change. **Motion passed unanimously.**

Delegate to IAPD Annual Business Meeting – The Illinois Association of Park Districts (IAPD) requires each member agency to select delegates to their Annual Business Meeting which will be held on January 28, 2023. The Forest Preserves of Winnebago County is an IAPD member and therefore must assign delegates to represent the Preserves. The Preserves typically assigns the Executive Director as the delegate and up to three other individuals as alternate delegates, comprised of staff and/or Board members. Judy Barnard made a motion and Mike Eickman seconded to appoint Mike Holan as the delegate and Vaughn Stamm as the alternate to represent the Preserves for the Illinois Association of Park Districts. **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. Vaughn announced Sunday will be the last day for Macktown Golf Course. The other two courses will remain open weather permitting and the next course to close will be Ledges.

Marketing – Renee Henert submitted a written report. Renee mentioned the Commissioners should have received an invite for the 100-year event on Tuesday, November 15<sup>th</sup>. Local County and State elected officials and dignitaries were also invited to meet each other and get to know about the Forest Preserves. Mike and Renee will be doing a brief presentation of the Forest Preserve’s History. Renee encourages all the Commissioners to come.

Environmental Education – Ann Wasser submitted a written report.

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

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

### **ANNOUNCEMENTS and COMMUNICATIONS**

Audrey Johnson mentioned she attended the Macktown Family Reunion Event, with several members from the Macktown and Hononegah Family in attendance. The event was very nice and well attended.

November 14 – Community Science Celebration at Forest Preserve Headquarters, Monday from 6:30pm – 7:30pm

November 15 – 100 Year Anniversary Meet & Greet Event at Forest Preserve Headquarters, Tuesday from 6:00pm – 7:00pm

### **ADJOURNMENT**

Meeting adjourned at 6:01 p.m.

Next board meeting 5:30 PM, Wednesday, November 16, Preserve Headquarters;

Respectfully Submitted,  
Kristy Knapp  
Recording Secretary