

Forest Preserves of Winnebago County
BOARD MEETING
Preserves Headquarters
April 20, 2022

PRESENT

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

STAFF

Mike Holan, Executive Director
Steve Chapman, Finance
Vaughn Stamm, Preserve Operations
Ann Wasser, Education

GUESTS

Alex Mills – Klehm Arboretum
Ashlyn Rogers – AmeriCorps
Chris Samuelson – Severson Dells
John Rader – Baker Tilly

ROLL CALL

The meeting was called to order at 5:34 PM, by President Tilly. Recording secretary Kristy Knapp called the roll.

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

APPROVAL of AGENDA and MINUTES Minutes for March 16, 2022 were approved. “Public notice from Rockford Airport” and “Marketing Position” was added under New Business. No other changes were made to the agenda.

PRESENTATIONS and PUBLIC PARTICIPATION

Introduction – Ashlyn Rogers, AmeriCorps Member – Ann Wasser introduced the new AmeriCorps member, Ashlyn Rogers. Ashlyn gave a brief background on herself and mentioned that she will be helping with monitor trainings and hopes to grow the Community Science program.

Baker Tilly Audit Results – John Rader from Baker Tilly presented the audit results for the year ending October 31, 2021. All Commissioners were provided a Financial Results document and will be receiving both the Annual Financial Report and Reporting and Insights from 2021 Audit Report in the near future. John reviewed the Financial Results document, which included the general fund, general fund balance history, other governmental funds, legal debt margin and debt service compared to governmental expenditures. Steve Chapman mentioned that John and his group have done a great job along with the finance department at the County. Steve pointed out that the County and Forest Preserve will be soliciting proposals for Auditors this summer. The Board of Commissioners thanked John.

NEW BUSINESS

Public Notice from Rockford Airport – Jerry Paulson addressed the Board of Commissioners regarding a public notice from the Federal Aviation Administration. The public notice is concerning a revised environmental assessment for expansion of the mid-field area of the airport. There are two items that could potentially effect Kilbuck Bluffs, Hinchliff and Indian Hill Forest Preserves. The first item is issuing a determination of potential airspace obstructions to navigable airspace. This could affect the trees or any other obstruction in the flight path, which goes right over the preserves. The second item is the airport will complete a Part 150 Noise Compatibility Program Study Update. There was a noise study done in the old environmental assessment that showed the noise was within acceptable limits. Now there are more landings and a need to do a new noise study which will definitely effect the preserves. Jerry recommends staff contacting Amy Hanson with the Chicago Airport office to ask about those two items.

Judy Barnard asked Jerry to write a couple paragraphs for staff regarding questions they may ask. Jerry would be happy to write out a background. President Tilly and Gloria Lind thanked Jerry for keeping the Board informed.

Marketing & Development position – Ann Wasser addressed the Board of Commissioners regarding the marketing & development position. Ann mentioned that the current employee in the marketing & development position gave their notice and after talking with Mike Holan about the position, they would be interested in doing a budget amendment to make the position full-time. The new position would better meet their development needs, which would be a huge help. Cheryl Maggio asked if they could do two part-time positions and Ann replied that the new position would be focused more on the development and less on the marketing, since they will still be contracting Jessie for the newsletter. The Severson Dells Foundation would cover the full cost of the full-time position including benefits. Judy Barnard asked Ann to forward a job description to the Board of Commissioners so they can see what this position entails and the salary range. Jeff Tilly asked if this position would be incorporated into the agreement and Judy replied that it remains to be seen, since the agreement is being worked through. If this does not sync up to the agreement, Cheryl recommend hiring a part-time employee with the potential of going full-time. Per previous discussion, Judy mentioned that the foundation could also contract this person, just in case the full-time position is not in the agreement. Ann replied and stated that it's hard to manage a person if the position is contracted and Jerry Paulson agreed. Ann stated that they haven't seen the agreement or had any conversations so it's hard to speak to the agreement. Chris Samuelson asked to speak and with Jeff's approval, Chris mention that the Severson Dells' Board has not been brought in to the discussion and he would like to collaborate with the Forest Preserve Board on the agreement. Chris asked that they be brought in to the conversation and would like to set up a time for everyone to sit down as a team and work on the agreement so it's not one sided. Judy and Cheryl will discuss a time and will get back to Chris. Jeff stated we need to expedite the agreement and terms.

ACTION ITEMS

Bills for March – Judy Barnard made a motion, Gloria Lind seconded to authorize the payment of the bills for March in the amount of \$528,610.37. **Motion passed unanimously.**

Acceptance of Bids for Asphalt Paving Projects – Vaughn Stamm addressed the Board of Commissioners regarding the asphalt paving projects. This project is for the replacement of selected asphalt roadways and parking lots at three preserve locations. The first location is Kishwaukee River (West) for the front entrance drive and parking lot. This will include new asphalt pavement on the entrance drive leading into a new asphalt parking lot at the front parking lot, concrete drainage curbing as well as additional parallel trailer parking. This lot provides access to the canoe launch and the trailhead for the Kishwaukee River Paved Rec Path. As part of the FY 2021-22 Capital Budget approved by the board, \$101,000 was budgeted for this project. The second location is Seward Bluffs on a portion of the preserve roadway leading down a steep grade heading towards the lower portion of the preserve where the limestone bridge crosses the creek. There are edge sections of pavement missing where it has chunked off, additionally the side areas are suffering from extreme run-off and erosion. The project scope will include new asphalt roadway from the "Y" intersection heading down to the limestone bridge, with concrete curbing on portions of both sides to control and direct run-off more appropriately. \$91,000 was budgeted for this project. The third location is Sugar River, on a portion of the campground entrance roadway coming into the main campground from the "Y" intersection, and following around the new campground attendant building, and then connecting inside the main campground near the shower house roadway intersection. This roadway is subjected to heavy traffic and has crumbled and in need of replacement. This will also include the addition of a small 5 car parking area near the attendant building. \$45,000 was budgeted for this project. A mandatory pre-bid meeting was held at each preserve project location on March 31st, which four companies attended. Three bids were opened on April 13th, with all bids meeting the required project specifications, with and all bids coming in under budget. Staff recommends awarding Asphalt Paving Projects; Seward Bluffs and Sugar River to William Charles Construction, for total of \$74,436.12, and the Kishwaukee River Paving Project to Stenstrom Company, for \$58,979, as they were the qualified

lowest bidder for each of these projects. Additionally, an extra 10% (\$13,338) provision for cost overruns is recommended. There are sufficient funds available in the FY 2021/2022 Capital Budget for this project. Audrey Johnson made a motion, Mike Eickman seconded to approve the projects for \$74,436.12 to William Charles Construction and \$58,979 to Stenstrom Company for the three asphalt roadway and parking lot replacement projects totaling \$133,385, with a provision for up to an additional \$13,338 in project overruns. **Motion passed unanimously.**

Acceptance of Bids for Bunker Renovations – Vaughn Stamm addressed the Board of Commissioners regarding the bunker renovations at Atwood Homestead and Ledges Golf Courses. This item is for rebuilding of multiple bunkers at Atwood Homestead and Ledges Golf Courses. This would be the third phase and would provide for an additional 4 bunkers at Atwood and 2 bunkers at Ledges Golf Courses to be renovated. A project spec was put out for bid and opened on April 12th, with two bid submissions. Both of the bids that were submitted meet the required project specifications, however they do come in over the original budgeted amount. Since the time that the FY2021-22 budget was formulated, material and service prices have continued to rise. Staff recommends awarding the project to the lowest bidder, Hollembeak Construction for \$98,426 with a provision for an additional 10% cost overrun if necessary. \$93,000 has been budgeted for in the 2022 Capital Improvement Fund for this and staff recommends additional funds be used from the Atwood Foundation to cover the balance of \$5,426 plus 10%. Jerry Paulson made a motion to amend the resolution to state “remaining Capital Budget” instead of “Atwood Foundation” to cover the \$5,426 overage and Mike Eickman seconded to amend the resolution. The board voted unanimously to accept the amendment to the Resolution. Jerry Paulson made a motion, Gloria Lind seconded to approve awarding the Bunker Renovation Project at Atwood Homestead and Ledges Golf Courses in the amount of for \$98,426 plus 10% provisional, for a total of \$108,269 to Hollembeak Construction in Big Rock, Illinois. **Motion passed unanimously.**

Acceptance of Bids for 5 Yard Dump Truck – Vaughn Stamm addressed the Board of Commissioners regarding the bids for the 5 Yard Dump Truck. As part of the 2022 capital budget, the board approved for replacement of truck #133 Central Maintenance/Natural Resource – 2002 International 5 Yard Dump Truck. The replacement of this truck was prioritized for replacement because of age & mechanical issues. Truck #133 will be auctioned off. There are currently no active State Bid Contracts available for this truck so a call for bids was advertised and sent out to area dealerships. On Thursday, April 7th at 10:00am, three (3) sealed bids were opened. Rush Truck Centers in Chicago, Illinois provided the low bid of \$122,736.00, for one (1) 2024 Navistar Regular Cab Contractor Truck with dump box; this truck will replace existing truck #133. Because of the current market conditions and future uncertainty, staff recommends awarding the bid at this time in order to get on the manufacture’s production list, even though planned delivery would not be until August of 2023. The price quoted is not guaranteed and may be higher by time of delivery. Because the projected delivery date falls into the next fiscal year, staff recommends carrying over funds budgeted this year and then budgeting additional funds as necessary to cover any difference in cost in next year’s Capital Budget. Payment would not be due until delivery of the truck is made. Staff will apprise the board at that time as to the difference in cost if there is to be a price increase. Steve Chapman and Cheryl Maggio recommend that some type of clause be issued so the Forest Preserve can walk away from the truck if the price is too high next year. Mike Eickman made a motion, Gloria Lind seconded to approve the purchase for \$122,736 from Rush Truck Center of Northern Illinois in Chicago, Illinois for one (1) 2024 Navistar Standard Cab Contractor Truck with Dump Box. **Motion passed unanimously.**

Acceptance of Bids for 1 Ton Dump Truck Special Purchase – Mike Holan addressed the Board of Commissioners regarding the 1-ton dump truck as a Sole Source Purchase per our Purchasing Policy. As part of the 2022 capital budget, the board approved for the replacement of truck #139 Ledges Golf Maintenance – 2002 Ford 1 Ton, 4x4 Dump Truck with 160,000+ miles. The replacement of this truck was prioritized for replacement because of age, corrosion, & mechanical issues. Truck #139 will be auctioned off. There are currently no active State Bid Contracts available for these vehicles so a call for bids was advertised and sent out to area dealerships. On Thursday, April 7th at 10:00am, three (3) sealed

bids were opened. No bids were provided for the specified replacement truck. Following the bid process staff was able to locate a brand-new truck which meets specifications on a dealer lot in the Milwaukee, Wisconsin area. A quote for purchase was requested by staff and provided by the dealer. No other vehicles which meet the required specifications has been located in the region. \$55,000 was budgeted in the FY 2021-22 Capital Budget. Quoted price comes just slightly above budgeted amount, however due to vehicle shortages and increased prices, staff recommends approval of the purchase for this truck for \$55,586 from Badger Chevrolet in Lake Mills, Wisconsin. There are sufficient funds available in the fund balance to cover the difference of \$586.00. Jerry Paulson made a motion, Cheryl Maggio seconded to approve the Sole Source Purchase for \$55,586 from Badger Chevrolet in Lake Mills, Wisconsin for one (1) 2022 Chevrolet 3500 1 Ton 4x4 Dump Truck. **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.

Environmental Education – Ann Wasser submitted a written report. Ann mentioned that the school field trips have started. Pollinator Palooza will be this Saturday at Severson. The Wildflower Walks with the Natural Land Institute start the last week of April. This year the number of people allowed to attend will be limited to 40 people. The Community Science trainings are completed with over 100 monitors. Andrea attended a volunteer recruitment event in the Rockford Indoor Market to recruit volunteers for the R.E.A.P. days and Community Science. She also mentioned that more work has been done with the 100th Anniversary Event.

Alex Mills addressed the Board of Commissioners regarding the pond project. The project was awarded to the low bid and the construction will start tomorrow with plans to be complete by the first week of June. The Solar panels and racking will be arriving at Miller Engineering but unfortunately, they don't have everything yet due to delayed products. Alex met with Mike, Vaughn and the architect from Larson and Darby about the renovation of the restrooms in the Clarcor building. Alex also mentioned that some of the new seasonal hires are students from the Horticultural program at Kishwaukee College. Some of the events coming up are Arbor Day on Friday, April 29th, Go Public Gardens week starting May 6th-13th and the online plant sale.

CLOSED SESSION

Audrey Johnson made a motion to go into closed session at 6:59 pm. At 7:30 pm, the meeting returned to open session. No action was taken while in closed session.

ANNOUNCEMENTS and COMMUNICATIONS

April 23 - Pollinator Palooza, Severson Dells Nature Center from 10:00am – 3:00pm
May 14 - Centennial Celebration, Hononegah Forest Preserve from 10:00am – 2:00pm
Mike Eickman announced that Sand Bluff Bird Observatory is now open to the public.

ADJOURNMENT

Meeting adjourned at 7:31 PM.

Next board meeting 5:30 PM, Wednesday, May 18, 2022, Preserve Headquarters

Respectfully Submitted,
Kristy Knapp
Recording Secretary