

**FOREST PRESERVE EXECUTIVE COMMITTEE MINUTES**  
**JUNE 13, 2023**

**PRESENT:** Committee members –L. Moreno, J. Woods, R. Simmer, D. Mielke, K. Swanson, E. Sowards, C. Layer.

**ABSENT:**

**ALSO PRESENT:** Jeff Craver, District Director; Lee Jackson, Niabi Zoo Director; April Palmer, Auditor; Chloe R, MindFire Communications.

President Swanson called the monthly meeting of the Forest Preserve Executive Committee to order at 3:30 PM on Tuesday, June 13, 2023, in the Administrative Building at Niabi Zoo, Coal Valley, Illinois.

J. Woods, D. Mielke, K. Swanson, E. Sowards, C. Layer. (L. Moreno arrived at 3:36pm after roll was called.)

**TOTAL PRESENT 6**

R. Simmer.

**TOTAL ABSENT 1**

President Swanson called for a motion approving the May Committee meeting.

**MOTION:** Mr. Mielke moved to approve the May Committee meeting minutes. Ms. Woods seconded the motion.

Motion carried.

President Swanson called for a motion to approve the claims and treasurer's disbursements in the amount of \$1,514,616.74.

**MOTION:** Ms. Woods moved to approve the claims and treasurer's disbursements in the amount of \$1,514,616.74. Mr. Layer seconded the motion.

Motion carried.

President Swanson asked the Committee if it would mind taking the transfers and resolutions on the agenda in one motion.

There was a consensus to take the transfers and resolutions on the agenda in one motion.

President Swanson called for a motion to approve the transfers of appropriation.

**MOTION:** Ms. Sowards moved to approve the transfers of appropriation. Ms. Woods seconded the motion.

Motion carried.

President Swanson asked if the Committee had any issues with doing the nine resolution as one motion.

The Committee agreed to do the nine resolutions as one motion.

President Swanson called for a motion to approve the resolution regarding Appropriation Amendment-Addressing overspent general ledgers within the Niabi Zoo Fund, the resolution regarding Niabi Zoo Fund Scott County Regional Authority grant appropriations, the resolution regarding the Niabi Zoo Fund African Painted Dog Grant appropriations, the resolution regarding the Niabi Zoo Fund Prairie Dog Grant appropriations, the resolution regarding Illiniwek Recreation Trail Grant Appropriations, the resolution regarding Development of Amôwa Forest Preserve Change Order, the resolution regarding Development of Forests & Construction of Improvement appropriation, the resolutions regarding Liability Fund Additional Appropriations, and the resolution regarding Niabi Zoo Fund appropriation amendment-Misc. Adjustments.

**MOTION:** Ms. Woods called for a motion to approve the transfers of appropriation, the resolution regarding Appropriation Amendment-Addressing overspent general ledgers within the Niabi Zoo Fund, the resolution regarding Niabi Zoo Fund Scott County Regional Authority grant appropriations, the resolution regarding the Niabi Zoo Fund African Painted Dog Grant appropriations, the resolution regarding the Niabi Zoo Fund Prairie Dog Grant appropriations, the resolution regarding Illiniwek Recreation Trail Grant Appropriations, the resolution regarding Development of Amôwa Forest Preserve Change Order, the resolution regarding Development of Forests & Construction of Improvement appropriation, the resolutions regarding Liability Fund Additional Appropriations, and the resolution regarding Niabi Zoo Fund appropriation amendment-Misc. Adjustments. Mr. Mielke seconded the motion.

Motion carried.

President Swanson asked if there was anyone who wished to make public comment.

There were no requests for public comment.

President Swanson called for a motion to approve the work plan with MindFire Communications in the amount of \$50,015.00.

**MOTION:** Dr. Moreno moved to approve the work plan with MindFire Communications in the amount of \$50,015.00. Mr. Mielke seconded the motion.

Mr. Craver stated that the amount of the agreement exceeds the District's policy of Director's discretion, and needs to be approved by the Commission. This is a social media retainer for the entire District. The District pays a monthly fee, and MindFire covers the social media for

much of the District and assists in posts when needed. For anything outside of what is noted in the agreement, an additional fee billed.

Mr. Craver then gave a brief history of the assistance that MindFire has given in the past.

Motion carried.

President Swanson called for a motion to approve the IMPACT Memorandum of Understanding with Illowa Construction Labor and Management Council.

**MOTION:** Dr. Moreno moved to approve the IMPACT Memorandum of Understanding with Illowa Construction Labor and Management Council. Ms. Sowards seconded the motion.

Motion carried.

President Swanson called for a motion to approve the agreement for technical services with Strand Associates.

**MOTION:** Dr. Moreno moved to approve the agreement for technical services with Strand Associates. Mr. Layer seconded the motion.

Motion carried.

President Swanson called for a motion to approve the task order #1 with Strand Associates in the lump sum amount of \$9,900.00.

**MOTION:** Mr. Mielke moved to approve the task order #1 with Strand Associates in the lump sum amount of \$9,900.00. Dr. Moreno seconded the motion.

Motion carried.

President Swanson called for a motion to approve the agreement for professional services with Hutchison Engineering in an amount for to exceed \$6,537.00.

**MOTION:** Dr. Moreno moved to approve the agreement for professional services with Hutchison Engineering in an amount for to exceed \$6,537.00. Ms. Woods seconded the motion.

Motion carried.

President Swanson called for a motion to approve the staff recommended bid for the Illiniwek Forest Preserve Residence Roof Replacement.

**MOTION:** Ms. Woods moved to approve the staff recommended bid for the Illiniwek Forest Preserve Residence Roof Replacement. Mr. Mielke seconded the motion.

Motion carried.

President Swanson called on Mr. Craver for the discussion of fiscal year 2025 budget & appropriation ordinance procedure and approval.

Mr. Craver stated that the procedure and timing for the District's budget has been to have staff begin assembling and entering their budget starting in May. Then present and display the budget in August, approve September, and do Levy Ordinances in October. This means that the District is doing a fiscal year's budget a year in advance. What would be a better and more effective way to do this would be to present a tentative budget in September. This allows Ms. Palmer's office the time to close out the fiscal year, and give a guide line for the Levy Ordinances that must be approved in October. The current procedure requires staff to make guesses as to some of the expenses, most notably IMRF rates. This modification to the procedure would help with getting better numbers for the official budget. That would in turn require fewer transfers of appropriation. Then in May the budget can be finalized with more accurate numbers, and approved in June. Unfortunately, there's nothing that can be done to change when the Levy Ordinances are due. This won't affect the audit.

Ms. Palmer noted that it will actually be better for the audit services.

There was no opposition to the alteration proposed by Mr. Craver.

President Swanson called for a motion to go into closed session per ILCS120/2 (c)  
Exceptions: (5) Discussion of the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

**MOTION:** Mr. Mielke moved to enter closed session. Mr. Layer seconded the motion.

A roll call vote was taken.

D. Mielke, E. Sowards, C. Layer, L. Moreno, J. Woods, K. Swanson.

**TOTAL YES           6**

**TOTAL NO           0**

Motion carried.

Closed session began 4:00 PM

Closed session ended 4:39 PM

President Swanson called for a motion to return to open session.

**MOTION:** Dr. Moreno moved to return to open session. Mr. Mielke seconded the motion.

Motion carried.

President Swanson called for a motion to approve the routine reports of the District Department heads.

**MOTION:** Ms. Woods moved to approve the routine reports of the District Department heads. Mr. Layer seconded the motion.

Motion carried.

President Swanson called the meeting adjourned at 4:40 PM.

Submitted by:  
Cassie Sullivan  
Forest Preserve Administrative Assistant