

**Lake County Forest Preserves  
Finance Committee Minutes – April 4, 2024**

On Thursday, April 4, 2024, the Lake County Forest Preserve District’s Finance Committee met at the District’s General Offices in Libertyville, Illinois.

**1.0 Call to Order** – With a physical quorum present, Chair Gina Roberts called the meeting to order at 1:00 p.m. and confirmed electronic attendance for member Ann Maine.

**2.0 Roll Call** –Committee Secretary Gragnani called the roll and five committee members responded: Chair Gina Roberts, Vice Chair Paul Frank, Diane Hewitt, Sara Knizhnik, and Ann Maine. Members Michael Danforth and Sandy Hart were absent.

**Also Present:**

Angelo Kyle, President	John Nelson	Ron Davis
Mary Ross Cunningham (on Zoom)	Alyssa Firkus	Julie Gragnani
Alex Ty Kovach, Executive Director	Dan Stearns	Sandy Meyers
Betsy Gates-Alford, Corporate Counsel	Rebekah Snyder	Lisa Roberts
Dan Forbes, Speer Financial	Kevin Kleinjan	Laurel Diver
Steve Neaman	Pati Vitt	Debbie Boness
Mary Kann	Alex Eichman	Kim Mikus Croke

**3.0 Pledge of Allegiance** – Member Knizhnik led the Pledge of Allegiance.

**4.0 Addenda to the Agenda** – None

**5.0 Approval of Minutes** – Motion by member Hewitt, second by member Knizhnik to approve the minutes of March 7, 2024 open and closed sessions. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

**6.0 Public Comment for items not on agenda** – None

**7.0 Executive Director Comments** – Executive Director Kovach reported on:

- LED conversion at all golf course parking lots;
- The Foundation has received more than \$8.2 million from donors;
- The Foundation hosts small events to connect with supporters;
- New webpage dedicated to the 17-year periodical cicadas;
- Spring issue of Horizons is available, featuring Cicadas, native plant sale, Summer programs;
- Maple syrup hikes were very successful;
- Staff-guided tour of Managing Healthy Landscapes in March;
- Foundation’s gala event and all-staff meeting featuring Joel Sartore;
- Update on new chatbot feature on the website;
- Deer management program recap: 9,475 lbs. of venison donated to food pantries;
- The BBC will be filming the cicada emergence at Ryerson for about three weeks for a series that will air in 2027. President Kyle has waived the special use permit fee;
- The regular Board meeting scheduled for April 10<sup>th</sup> is canceled and will meet instead on April 9<sup>th</sup> following the County Board in Waukegan.

**8.0 Unfinished Business** - None

## 9.0 Correspondence – None

### 10.0 New Business

10.1 Invoices and Requisitions – Motion by member Knizhnik, second by member Hewitt to approve the legal billing for the month of January 2024. Voice vote being had, the motion passed unanimously and the invoice was passed for signatures.

10.2 Recommend approval of an Ordinance to issue not to exceed \$20,500,000 General Obligation Limited Tax Bonds for the levy and collection of a direct annual tax for the payment of the principal of and interest on said bonds and for the sale of said bonds to the purchaser thereof - Motion by Vice Chair Frank, second by member Hewitt to approve the recommendation. Executive Director Kovach summarized the bond issuance, estimated to be around \$17.7 million; and showed two proposed land purchases that will be funded from the bond issue. Both properties are additions to Lakewood Forest Preserve, which will be presented to the Board at their meeting next week. Finance Director Steve Neaman added that the first interest payment on the bonds will take place in 2025 and summarized the tax levy impact; and explained the Local Government Debt Reform Act that gives the District the ability to go out for bonds without a referendum. The District has issued limited bonds in this manner and for this purpose in 2006 and 2008. Dan Forbes of Speer Financial explained the District's debt service limits. Following discussion, with a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.3 Recommend approval of an Ordinance amending the Fiscal Year 2024 Budget to reflect carryovers for projects budgeted but not completed in Fiscal Year 2023 - Motion by Vice Chair Frank, second by member Hewitt to approve the recommendation. Mr. Kovach noted that there is a list of projects budgeted for but not completed that need to be rolled over to the current budget. With a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.4 Review and discussion of draft revisions to Purchasing Policy establishing Apprenticeship Program requirement for contractors bidding on public works contracts – Director Kovach noted that the committee gave direction in November 2023 to add language to the Purchasing Policy stating that a bidder for a public works contract would be considered responsible only if it, and its subcontractors, participate in an active apprenticeship/training program approved and registered with the U.S. Department of Labor's Office of Apprenticeship; and that the language should include potential exemptions to, or waivers of, the requirement. Director Kovach reviewed the draft revisions to pages 14 and 15 of the Policy. The language provides for a required apprenticeship program from the bidder and each of its subcontractors, and four findings that could provide for a waiver of the requirement. Mr. Kovach responded to questions and a discussion ensued. Member Frank noted that he wanted time to think about the 10% amount; member Maine was concerned about unintended consequences, such as the District's cost going up and some smaller vendors being precluded who don't have a training program. Attorney Gates-Alford confirmed that the Board always has the ability to reject all bids. The committee discussed having the waiver at the front end of the bidding process rather than after the bids are submitted, and how that would be done. Finance Director Neaman noted that adding this requirement at the front end of the bidding process could cause delays. Following discussion, Mr. Kovach noted that the language would be revised reflecting today's discussion and will bring that back to the committee.

10.5 Recommend approval of an Ordinance amending Personnel Policy 8.1 - Disciplinary Action Motion by member Hewitt, second by member Knizhnik to approve the recommendation. Administration Director Mary Kann noted that the amendment to the policy is necessary to comply with the recent rulings by the National Labor Relations Board that have created a new standard for employers. The added language is a disclaimer that it is not the intention of the District to restrict employee rights under the

National Labor Relations Act. With a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.6 Recommend approval of a Resolution approving a Contract for Event Catering Services with Relish Catering Kitchen in the amount of \$40,805.20 - Motion by member Hewitt, second by member Knizhnik to approve the recommendation. Mr. Kovach noted that this contract is for the Foundation's annual Gala event and the final cost will be reimbursed by the Foundation. Director Rebekah Snyder added that the contract is based on 250 people attending and the final bill will be based on the actual number who attend. With a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.7 Recommend approval of a Resolution awarding a five-year Contract for the lease and maintenance of robotic range equipment at Countryside and ThunderHawk Golf Clubs to Automated Outdoor Solutions, LLC, in the Contract Price of \$296,000.00 - Motion by member Knizhnik, second by Vice Chair Frank to approve the recommendation. Golf Operations Director Alex Eichman summarized the equipment and with a voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

10.8 Recommend approval of a Resolution Approving Support for the Fox Waterway Agency in the Development of a Chain O'Lakes Watershed Plan - Motion by Vice Chair Frank, second by member Knizhnik to approve the recommendation. Natural Resource Director Pati Vitt showed the area on a map and summarized the proposed Chain O'Lakes Watershed Plan. The Plan is grant funded by the Illinois EPA Section 319 and the District has been asked to be a partner. The District's local share would be \$10,000 and would come from the Foundation. Director Vitt responded to questions and with a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.9 Policy direction regarding the USDA Natural Resources Conservation Service Watershed and Flood Prevention Operations Program – Natural Resource Director Pati Vitt explained that Lake County Stormwater Management Commission (SMC) has requested the District's cooperation to reduce flooding in the upper Des Plaines River Watershed in conjunction with the Illinois office of the USDA Natural Resources Conservation Service. They will be developing a Watershed Plan/Environmental Assessment for the watershed and identified three priority forest preserves eligible for inclusion in the Plan: Pine Dunes, Duck Farm, and Independence Grove. The Plan will focus on flood reduction in Lake County with an emphasis on wetland creation and restoration. The District would be under no obligation to pursue the three projects. She responded to questions and a general discussion ensued. The Planning Committee gave director to continue exploring this relationship and the Finance Committee gave direction to proceed.

**11.0 Miscellaneous Business** – None

**12.0 Closed Session** – None

**13.0 Potential Action Following Closed Session** – None

**14.0 Adjournment** - With no further business, Chair Roberts noted that the next meeting is scheduled for May 9, 2024 and adjourned the meeting at 2:12 p.m.

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**APPROVED:**

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
<u><i>Gina Roberts</i></u> Gina Roberts, Chair	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u><i>Paul Frank</i></u> Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u><i>Sara Knizhnik</i></u> Sara Knizhnik	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Michael Danforth			Ann B. Maine		
<u><i>Sandy Hart</i></u> Sandy Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>