

**Lake County Forest Preserves
Finance and Administrative Committee Minutes – February 4, 2016**

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, February 4, 2016. The meeting was held at the General Offices, 1899 W. Winchester Road, Libertyville, Illinois.

1.0 Call to order - With a quorum present, Chair Mike Rummel called the meeting to order at 8:30 a.m.

Committee Members Present:

Mike Rummel, *Chair*
Linda Pedersen, *Vice Chair*
Steve Carlson
Bill Durkin
Sandra Hart
Aaron Lawlor (8:32 a.m.)
Audrey Nixon
Ann Maine, *President*

Also Present:

Nick Sauer
Chuck Bartels (9:07 a.m.)
Tom Weber (9:33 a.m.)
Steve Mandel (9:35 a.m.)
Alex Ty Kovach
Mike Tully
Steve Neaman
Mary Kann
Randy Seebach
Nan Buckardt
John Tannahill
Jim Ballowe
John Nelson
Jim Anderson
Deb Boness
Rebekah Snyder
Julie Gragnani
Matt Norton, *Holland & Knight*

2.0 Pledge of Allegiance – Member Hart led the pledge of allegiance.

3.0 Public Comment – None

4.0 Addenda to the Agenda – Motion by member Durkin, second by member Nixon to move agenda item 17.0 Executive Session to just before agenda item 5.0. Voice vote being had, the motion passed unanimously.

17.0 Executive Session – Motion by member Lawlor, second by member Carlson to go into executive session for the purpose of discussing collective bargaining matters; and pending and probable or imminent litigation. Roll call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The committee went into executive session at 8:32 a.m. and returned to open session at 8:45 a.m.

5.0 Executive Director Report – Executive Director Kovach distributed a report and commented on:

- First Folio event at Museum on February 2;
- Preservation Foundation Planned Giving update;
- Illinois Coastal Management Program grant proposal for Blandings turtle monitoring at Illinois Beach State Park;
- Recent meeting with legislative consultant;
- Legislative Breakfast on February 26 at Lake Bluff Park District;
- Staff to take another look at making adjustments in the CIP following the input received in the recent committee reviews.
- Committee of the Whole immediately following this meeting.

6.0 Correspondence - None

7.0 Consent Agenda – Motion by member Pedersen, second by member Hart to approve the Consent Agenda, items 7.1 through 7.9:

7.1 Approve Minutes from January 7, 2016 meeting – open and executive session

7.2 Approve a motion to (i) release Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) erase Verbatim Recordings in accordance with the Open Meetings Act and the District’s Policy on Closed Meeting Minutes and Verbatim Records, as provided in Exhibit 1 to staff’s memo dated February 4, 2016.

- 7.3 Recommend approval of Resolution awarding Contract for Invasive Plant Control at Middlefork Savanna to Liberty Prairie Restorations, LLC, Libertyville, Illinois in the Contract Price of \$29,600.00.
- 7.4 Recommend approval of a Resolution awarding a Contract for Wetland Invasive Plant Control at Lakewood Forest Preserve to Integrated Lakes Management, Inc., Waukegan, Illinois, in the Contract Price of \$30,041.00.
- 7.5 Recommend approval of a Resolution awarding a Contract for Wetland Invasive Plant Control at Spring Bluff Forest Preserve to Integrated Lakes Management, Inc., Waukegan, Illinois in the Contract Price of \$33,450.00.
- 7.6 Recommend approval of a Resolution awarding a Contract for District-wide Invasive Plant Management at Multiple Forest Preserves to Red Buffalo Nursery, Hebron, Illinois in the Contract Price of \$175,320.00.
- 7.7 Recommend approval of a Resolution awarding a Contract for Tree Protection Fencing Materials for Multiple Preserves to Schoop & Sons, Decatur, Illinois in the Contract Price of \$28,545.00.
- 7.8 Recommend approval of a Resolution awarding Contracts for Chemicals and Fertilizer for use at District Golf Courses.
- 7.9 Recommend approval of a Resolution awarding Two-Year Contracts for Landfill Disposal of Demolition Materials to Waste Management of Illinois, Inc., and Advanced Disposal Services Zion Landfill, Inc., in a total amount not to exceed \$100,000.00 annually.

Voice vote being had, the motion passed unanimously; the Minutes were circulated for signatures; Items 7.2 through 7.9 were forwarded to the full Board for approval.

8.0 Finance

8.1 Payment Approvals – Motion by member Durkin, second by member Carlson to approve the Quarles & Brady legal bill for December 2015. Voice vote being had, the motion passed unanimously and the payment approval was circulated for signatures.

8.2 Monthly Financial Report –Director Steve Neaman summarized the financial report for month ending December 31, 2015. He noted that expenses were higher in the General Fund compared to last year because there were 3 payroll periods in December.

8.3 Recommend approval of a Resolution adopting the Annual Budget Policies and Annual Strategic Action Plan for Fiscal Year ending June 30, 2017– Mr. Neaman reviewed each change made to the document during review by the other standing committees. The committee had no objections to those changes and made no further changes. Motion by member Hart, second by member Nixon to approve the recommendation as presented with the changes from the other committees. Voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

9.0 Administration

9.1 Personnel Actions - None

9.2 Recommend approval of a Resolution authorizing a CompleteLink Discount Agreement for Telephone Services with AT&T Corp. for a two-year period–Director Mary Kann summarized the agreement. Motion by member Lawlor, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was circulated for signatures.

10.0 Development

10.1 Division Report – Preservation Foundation Director Rebekah Snyder summarized a division report showing fundraising progress through 12/31/15, and donations as of 1/21/16. She explained the new committees being formed for the Foundation: Development Committee, Finance Committee, and Executive Committee. She responded to questions and a general discussion ensued.

11.0 Public Safety Department

11.1 Department Report – Director John Tannahill reported on his department’s activities for January. He added that the District is a member of the Lake County Gangs Crime Unit, and may receive a percentage of the value of recovered stolen items.

12.0 Facilities Department

12.1 Department Report – Director Jim Ballowe summarized a facility usage and building trades report for January and responded to questions. He also reported that work is ongoing in the new committee room and should be ready for the April meetings.

13.0 Operations and Infrastructure Department

13.1 Department Report – Director John Nelson summarized his January report for grounds maintenance, natural resources, infrastructure, and capital projects.

13.2 Recommend approval of a Resolution authorizing Disposal of Surplus Equipment and Supplies – Director Nelson summarized the recommendation and responded to questions. The committee discussed whether selling the museum display items to private entities is appropriate. They discussed the pros and cons of trying to auction specialty pieces like these. Moving forward, staff will conduct further due diligence and try to ascertain what pieces are worth. Motion by member Durkin, second by member Lawlor to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

14.0 Planning & Restoration Committee

14.1 Recommend approval of a Resolution awarding a Contract for the 2016 Ecological Assessment of District Lands to Northern Illinois University, Institute for the Study of Environment, Sustainability & Energy, DeKalb, Illinois, in the Contract Price of \$175,012.00 – Motion by member Hart, second by member Lawlor to approve the recommendation as presented. President Maine asked why this project is being designated for a PhD student; Director Jim Anderson summarized the scope of the project and explained that the University felt this would be the best approach given the data collected for analysis and the questions to be answered that the District provided them. He added that this would cost less than contracting it out. President Maine said she was okay with this contract but felt it all the questions could not be answered in the 3-year timeframe. She said she would like the project to be framed differently in the future. On the motion and second, voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

14.2 Recommend approval of Resolution approving Agreements for Administration of Grants with the Audubon Chicago Region, National Audubon Society, and Alliance for the Great Lakes, for Greenbelt Forest Preserve Habitat Restoration, funded by Illinois Department of Natural Resources’ Illinois Coastal Grant Program - Director Anderson summarized the project, which is a continuation of restoration efforts at Greenbelt; now bringing in these partners. He added that the Coastal Grant Program is federally funded. Motion by member Nixon, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

14.3 Recommend approval of a Resolution Approving a Local Agency Agreement with the State of Illinois for Congestion Mitigation Air Quality Improvement Program Funding for the Lyons Woods Trail Connection – Director Randy Seebach summarized the project for a trail connection from Lyons Woods to Waukegan Savanna. Mr. Kovach added that this a very important connection for the District, but noted that risk insurance for the easement in the ComEd right-of-way will be \$15,500 per year in perpetuity; this is the type of hidden costs that need to be considered and scrutinized closely as part of the CIP. Motion by member Durkin, second by member Nixon to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

14.4 Recommend approval of a Resolution awarding a Contract for Engineering Services for Lyons Woods Trail Extension to V3 Companies of Illinois, Ltd., Woodridge, Illinois, in the Contract Price of \$259,698.69 – Mr. Seebach explained this contract is for the construction engineering for the previous item. He noted that through the

Transportation Alternatives Program (TAP) funding, IDOT will reimburse the District for 80% of the construction engineering costs. Motion by member Nixon, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

15.0 Land Preservation & Acquisition Committee

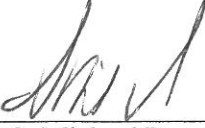

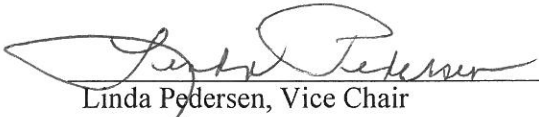
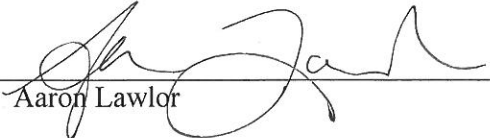

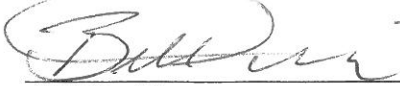
15.1 Policy Direction regarding Verizon Cell Tower Lease Extension Request at Bluebird Meadow – Mr. Kovach noted that several months ago the committee discussed having cell towers as a revenue source and that at some point there would be a sunset on them as technology changes, so in the meantime, bring that revenue in. The District received a request from American Tower Corporation (ATC) to extend the lease on the Verizon cell tower in Bluebird Meadow Forest Preserve. The District is unable by statute, to extend the existing lease, but it does have authority to establish a new license or easement that could go into effect when the current lease expires. However, ATC stated it is not willing to meet two criteria for a new license or easement: 1) it is unwilling to consider any revenue-sharing plan where it would be required to pay an additional annual fee for each additional carrier added to the tower; and 2) it is unwilling to accept the District’s right to terminate the license, without consideration, prior to each renewal period, or, with consideration, at any time. In conversations with other tower brokers, they are willing to share revenues so Mr. Kovach felt this was not an unreasonable request. Mr. Kovach recommended denying ATC’s request because the terms proposed do not adhere to District requirements; and asked for direction on whether to engage in further negotiations with them to get them to agree to our terms. Mr. Kovach responded to questions and a general discussion ensued regarding the future of the cell tower industry. The direction of the committee was to deny the request for a lease extension but to try to negotiate with them for a new license. Mr. Kovach added that he will keep the committee informed of any future requests regarding other cell towers that might present an opportunity for the District.

16.0 Old Business - None

18.0 Next scheduled meeting: March 3, 2016

19.0 Adjourn– With no further business, motion by member Durkin, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:52 a.m.

APPROVED:

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
 S. Michael Rummel, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Sandra Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Linda Pedersen, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Aaron Lawlor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Audrey Nixon	<input type="checkbox"/>	<input type="checkbox"/>
 Bill Durkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			