

**Lake County Forest Preserves  
Finance Committee Minutes – January 11, 2018**

The Lake County Forest Preserve District Finance Committee met on Thursday, January 11, 2018. The meeting was held at the District's General Offices, 1899 West 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. and, following the Pledge of Allegiance, established attendance via phone for members Sandy Hart and Aaron Lawlor, in compliance with the District's Electronic Attendance Policy.

**Committee Members Present:**

Mike Rummel, *Chair*  
Linda Pedersen, *Vice Chair*  
Steve Carlson  
Mary Ross Cunningham  
Bill Durkin  
Sandy Hart (via phone)  
Aaron Lawlor (via phone)

**Also Present:**

Ann Maine, *President*  
Alex Ty Kovach  
Mike Tully  
Steve Neaman  
John Nelson  
Randy Seebach  
Nan Buckardt  
Jim Ballowe

John Tannahill  
Katherine Hamilton-Smith  
Rebekah Snyder  
Laurel Diver  
Christy Marantos  
Sue Hawkins  
Laura Weber  
Julie Gragnani  
Matt Norton (Corporate Counsel)

- 2.0 Pledge of Allegiance** – Member Durkin led the Pledge of Allegiance.

- 3.0 Addenda to the Agenda** – None

- 4.0 Public Comment** – None

- 5.0 Executive Director Comments** – Executive Director Kovach distributed his report and announced that he would speak later with member Lawlor, as all other committee members had heard Mr. Kovach's report at previous meetings. Sue Hawkins, Public Affairs Manager, introduced new staff member Laura Weber.

- 6.0 Approval of Minutes** – Motion by member Carlson, second by member Cunningham to approve the minutes of December 4, 2017, open and executive session. Voice vote being had, the motion passed unanimously and the minutes circulated for signatures.

- 7.0 Correspondence** – None

**8.0 Finance**

- 8.1 Payment Approvals** – None

- 8.2 Monthly Financial Report** – Director Steve Neaman summarized the financial report for month ending November 30, 2017 and responded to questions from the committee.

**9.0 Administration**

- 9.1 Approve addition, deletion, and reclassification of position titles** – Human Resources Manager Laurel Diver explained a recommendation to classify and add the title of Finance Manager to Salary Grade 9, and reclassify the title of Accountant from Salary Grade 7 to Grade 6. A Finance Manager would focus in investments, treasury functions, fixed assets and analysis, so that the Accounting Manager can continue to supervise Accounts Payable/Accounts Receivable and staff, general ledger, GASB and CAFR. The Accountant position would be reclassified for an entry level employee such as a recent college graduate.

Motion by member Carlson, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

## **10.0 Natural Resources**

10.1 Recommend approval of Ordinance amending (i) the FY 2017/2018 Budget, and (ii) the Ten-Year Capital Improvement Plan, to approve additional expenditures in FY 2017/18 for the Lakewood Habitat Schreiber Bog Restoration Project – Director Kovach summarized the recommendation, noting that remaining funds for the Broberg project are insufficient to go further, and are recommended to be moved to the Schreiber Bog project account, for use to complete invasive clearing and native seeding in this high priority area. Motion by member Pedersen, second by member Cunningham 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.

10.2 Recommend approval of Ordinance amending (i) the FY 2017/18 Budget and (ii) the Ten-Year Capital Improvement Plan, to approve additional expenditures in FY 2017/18 for the Southern Des Plaines River Woodland Habitat Restoration Project – Mr. Kovach summarized the recommendation, showing the project area on a map. The dam removal project has \$266,580 in funds remaining, which staff would like to reallocate to the southern Des Plaines River woodland habitat restoration project to complete final canopy thinning at MacArthur Woods, Grainger Woods and Ryerson Conservation Area. Director Jim Anderson responded to questions. Motion by member Carlson, 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.

10.3 Recommend approval of an Ordinance amending (i) the FY 2017/18 Budget and (ii) the Ten-Year Capital Improvement Plan, to approve expenditures in FY 2017/18 for the Pine Dunes - Wildlife Conservation Facility – Mr. Kovach explained that staff is recommending that the \$50,000 in the CIP for FY 2018/19 be moved to the current fiscal year due to an opening in the Facility Department staff scheduling. Staff would like to begin the project this winter, which includes moving the wildlife conservation program housing from its current building at Fourth Lake Forest Preserve – which is in poor condition and approved for removal -- to the former McClure home and barn at Pine Dunes Forest Preserve, which is in excellent condition. Motion by member Pedersen, second by member Cunningham 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.

## **11.0 Operations Committee**

11.1 Approve revisions to Golf Enterprise Fund fees effective for the 2018 Golf season – Director Jim Ballowe summarized the requested \$1.00 increases to Golf Course fees for riders to cover expected increases in golf cart lease costs; and increases to the season pass rates, which are only available to those who were grandfathered in several years ago. Member Durkin asked about having a 9-hole rate at ThunderHawk; Mr. Ballowe said he would check into having one and report back. Motion by member Pedersen, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.2 Recommend approval of Resolution to extend Contract with Ray O'Herron Co., Inc., Downers Grove, Illinois for purchase of Uniforms and Accessories for Ranger Police Officers for an additional one-year term, commencing February 1, 2018 and lasting through January 31, 2019 – Mr. Kovach noted that the contract allows two additional one-year renewals and staff recommends extending the contract for a one-year term. Motion by member Cunningham, second by member Carlson 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.

11.3 Recommend approval of a Resolution approving a change order to the Contract for printing and distribution of the Horizons quarterly newsletter, increasing the Contract Amount by \$30,883.92 for two additional issues – Mr. Kovach noted that the contract allows an extension of eight additional issues. At this time staff recommends extending the contract for two additional issues, and to authorize the Executive Director to negotiate and approve future change orders for up to six additional issues, at the same price provided for in the contract. Motion by member Durkin, second by member Carlson 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.

11.4 Recommend approval of a Resolution Awarding a two-year Contract for Landscape Maintenance at Independence Grove Forest Preserve to Grundstrom Landscape Maintenance, Park City, Illinois in a Contract Amount not to exceed \$158,874.92 – Mr. Kovach summarized the recommendation. Motion by member Cunningham, 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.

## 12.0 Planning Committee

12.1 For Information Only: Review of 10-Year Capital Improvement Plan – The only committee member who had not previously heard the review was member Lawlor, who when asked, did not respond on the conference phone; it was determined that he had hung up at some point during the meeting. The President and Committee members agreed that Mr. Kovach did not need to review this item again because everyone else had already heard the review conducted at the committee meetings held earlier in the week.

12.0 Old Business - None

13.0 New Business - None

14.0 Executive Session - None

15.0 Next meetings: January 29, 2018 joint committee meeting; and February 8, 2018

16.0 Adjourn – Motion by member Carlson, second by member Cunningham to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 8:51 a.m.

### APPROVED:

Yea Nay

Yea Nay



S. Michael Rummel, Chair

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Bill Durkin

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Linda Pedersen, Vice Chair

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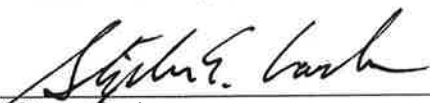
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Sandy Hart

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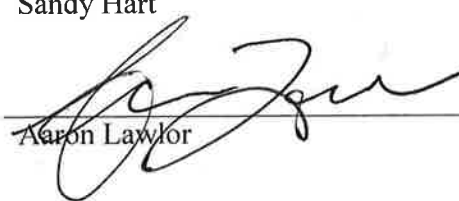
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Steve Carlson

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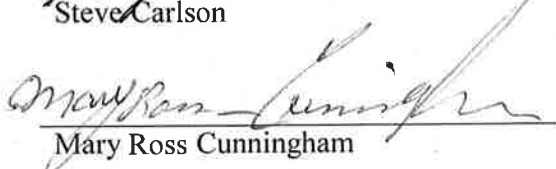
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Aaron Lawlor

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Mary Ross Cunningham

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