

**Lake County Forest Preserves  
Finance and Administrative Committee Minutes – January 12, 2017**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, January 12, 2017. 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  
Sandy Hart  
Audrey Nixon (8:35 am)

**Absent:**

Bill Durkin  
Aaron Lawlor

**Also Present:**

Ann Maine, *President*  
Alex Ty Kovach  
Mike Tully  
Steve Neaman  
Mary Kann  
Nan Buckardt  
Jim Ballowe  
John Nelson  
John Tannahill  
Rebekah Snyder

Andrew Osborne  
Debbie Boness  
Laurel Diver  
Eileen Davis  
Tom Smith  
Eric Tjarksen  
Jim Siefken  
Jeff Kalupski  
Matt Norton, *Holland & Knight*  
Sandy Meyers  
Julie Gragnani

**2.0 Pledge of Allegiance** – President Maine led the pledge of allegiance.

**3.0 Addenda to the Agenda** – None

**4.0 Public Comment** – None

**5.0 Executive Director Report** – Executive Director Kovach distributed his report and asked Directors to introduce their staff in attendance.

**6.0 Correspondence** - None

**7.0 Approve Minutes of November 10, 2016** – Motion by member Carlson, second by member Hart to approve the Minutes of November 10, 2016, open and executive sessions. Voice vote being had, the motion passed unanimously and the Minutes circulated for signatures.

**8.0 Finance**

**8.1 Payment Approvals** – Motion by member Hart, second by member Pedersen to approve the Holland and Knight legal bills for September, October and November 2016. Voice vote being had, the motion passed unanimously and the invoices were circulated for signatures.

**8.2 Monthly Financial Report** – Director Steve Neaman summarized the financial report for month ending November 30, 2016 and responded to questions. Director Jim Ballowe gave an update on catering at Greenbelt Cultural Center.

**9.0 Administration**

**9.1 Personnel Actions** – Director Kann summarized a request to approve the addition of the title and position (0.76 FTE) of ComEd Science Instructor in the Temporary Wage Scale in grade T14 (\$9.00 to \$13.00). The Preservation Foundation secured a donation from ComEd and will provide additional funding to allow the hiring of an additional temporary environmental education instructor, who will work with the Science Explorers in Nature program. Motion by member Carlson, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

## **10.0 Executive**

10.1 Recommend approval of a Resolution awarding a Two-Year Contract for Legislative Consulting Services to Strategic Advocacy Group, Springfield, Illinois, in the Contract Price not to exceed \$54,000.00 – Mr. Kovach noted that the Forest Preserve participated with the County in obtaining proposals. District staff recommended Strategic Advocacy Group as most advantageous for the District's legislative needs. A general discussion ensued. Motion by member Hart, 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.

10.2 Recommend approval of a Resolution approving the 2017 Legislative Program – Mr. Kovach summarized the state and federal legislative objectives for 2017. He responded to questions and a general discussion ensued. Mr. Kovach added that a progress report on initiatives could be presented at a future Committee of the Whole. Motion by member Pedersen, 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.

## **11.0 Operations Committee**

11.1 Recommend approval of Resolution Awarding Contract for Mobile Storage System and Collection Equipment and Cast-In Place Concrete at the General Office to Spacesaver Storage Systems, Inc., Fort Atkinson, Wisconsin, in the Contract Price of \$579,560.00 – Mr. Kovach noted that this system will provide safe, compact basement storage for easy viewing of the Museum's collections. Long-term, it will be easy to disassemble if relocation is needed. Director Ballowe provided an overview of the bidding process. Motion by member Hart, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board.

11.2 Approve 2017 Residential License Agreements – Mr. Kovach summarized the recommendation and Mr. Tully explained how the rents are computed and any applicable discounts applied at each location. Motion by member Carlson, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.3 Recommend approval of a Resolution awarding a Three-Year Contract for Microsoft Software Licensing to CDW Government, Inc., Vernon Hills, Illinois, via an Illinois Statewide Contract in the Contract Price of \$113,494.50 – Mr. Kovach summarized the recommendation. Motion by member Hart, 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.

11.4 Recommend approval of a Resolution awarding a Three-Year Contract for Managed Internet Services to AT&T Corp. in the Contract Price of \$48,598.92 – Debbie Boness summarized the contract and scope of services. Motion by member Carlson, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board.

11.5 Recommend approval of a Resolution approving a Contract to purchase Public Safety Department Uniforms and Accessories to Ray O'Herron Co., Inc., Downers Grove, Illinois – Mr. Kovach summarized the recommendation, noting that the selected vendor was the only bidder. 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. President Maine explained that multi-year contracts will come to the Finance Committee because funds will be committed that have not yet been budgeted.

11.6 Recommend approval of a Resolution approving a Three-Year Cooperative Service Agreement for Nuisance Wildlife Management with the U.S. Department of Agriculture-Animal and Plant Health Inspection Service-Wildlife Services in a Contract Price not to exceed \$15,000.00 annually – Mr. Kovach summarized the recommendation and a brief discussion ensued. Motion by member Pedersen, 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.

**12.0 Planning Committee**

12.1 Recommend approval of a Resolution awarding a Contract for Hydrologic Restoration Planning at Ray Lake Forest Preserve to Hey and Associates, Inc., Volo, Illinois, in the Contract Price of \$82,600.00 – Mr. Kovach showed the project site on a map and noted that the project is partially funded through an Illinois Clean Energy Foundation grant. Motion by member Hart, 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.

12.2 Recommend approval of a Resolution authorizing Change Order No. 1 to the Contract with Integrated Lakes Management for Woodland Restoration at Lyons Woods Forest Preserve, increasing the Contract Amount by \$19,924.00 – Mr. Kovach showed the area of the change order on a map, noting that the additional work is for removal of numerous dead ash trees infested by the Emerald Ash Borer. Staff responded to questions and a brief discussion ensued. Motion by member Hart, 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.

12.3 Recommend approval of a Resolution authorizing Change Order No. 2 to the Contract with National Construction Rentals for Installation and Removal of Temporary Fencing at Fort Sheridan Forest Preserve, increasing the Contract Amount by \$3,295.56 – Mr. Kovach noted that additional time is needed for the fencing to allow establishment of plants and for USACE heavy equipment access. Staff responded to questions and a brief discussion ensued. Motion by Chair Rummel, 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.

**13.0 Old Business – None**

**14.0 Executive Session** – Motion by member Carlson, second by member Nixon to go into executive session for the purpose of discussing pending litigation. Roll call vote being had, the motion passed by the following vote: AYES: 5, NAYS: 0. The committee went into executive session at 9:24 a.m. and returned to open session at 9:30 a.m.

**15.0 Next meetings:** January 30, 2017 Joint Committee meeting; and February 9, 2017.


**16.0 Adjourn** – With no further business, motion by member Hart, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:30 a.m.

**APPROVED:**

Yea Nay


Yea Nay

  
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S. Michael Rummel, Chair


  
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Sandy Hart

  
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Linda Pedersen, Vice Chair

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Aaron Lawlor

  
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Steve Carlson

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Audrey Nixon

  
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Bill Durkin