

**Lake County Forest Preserves**  
**Finance and Administrative Committee Minutes – January 8, 2015**

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, January 8, 2015. 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 am.

**Members Present:**

Mike Rummel, *Chair*  
Linda Pedersen, *Vice Chair*  
Steve Carlson  
Bill Durkin  
Sandra Hart  
Aaron Lawlor  
Audrey Nixon

**Also Present:**

Ann Maine, *President*  
Alex Ty Kovach  
Steve Neaman  
Randy Seebach  
Mike Tully  
Mary Kann  
Katherine Hamilton-Smith  
Nan Buckardt

Rebekah Snyder  
John Tannahill  
Julie Gagnani  
Maureen Clausen  
Laurel Diver  
Matt Norton, *Holland & Knight*  
Peter Kolb, *Lake Co. Public Works*

**2.0 Pledge of Allegiance** –Chair Rummel led the pledge of allegiance.

**3.0 Public Comment** – None

**4.0 Addenda to the Agenda** – None

**5.0 Executive Director Report** – Executive Director Kovach reported on:

- Distributed cards containing key District staff contacts;
- Distributed and summarized demolition project list;
- Update on OSLAD grant program and establishing a BEP Program;
- Meeting scheduled with new Colonel at the Army Corps of Engineers and topics of discussion;

**6.0 Committee Orientation** – Mr. Kovach provided a summary of the duties of the committee for the benefit of the new members and reviewed upcoming meeting dates.

**7.0 Correspondence** – None

**8.0 Approve Minutes of November 6, 2014** – Motion by member Hart, second by member Nixon to approve the open session and closed session Minutes of November 6, 2014. Voice vote being had, the motion passed unanimously and the Minutes were circulated for signatures.

**9.0 Finance Department**

**9.1 Payment Approvals** – Motion by member Hart, second by member Lawlor to approve the Holland & Knight legal bill for November 2014; and the Quarles & Brady legal bills for October and November 2014. Voice vote being had, the motion passed unanimously and the payment approvals were circulated for signatures.

**9.2 Monthly Financial Report** –Director Steve Neaman summarized the 5-month report ending November 30, 2014 and responded to questions from the committee. He also gave a history of the Imprelis settlement for the new committee members.

**9.3 Policy direction regarding draft Annual Budget Policies and Annual Strategic Action Plan for FY ending June 30, 2016 prior to sending to other committees** – Mr. Neaman summarized the proposed revisions on each page of the draft document. The Strategic Action Plan focus areas have been revised to be in line with the directions in the new Strategic Plan. A provision was also added to address the new GASB rules regarding unfunded pension liability that will now have to appear on financial statements. A general discussion ensued and the committee had no further revisions to the document, which will go through standing committees and Board next month.

9.4 Recommend adoption of Annual Fee Ordinance – Chair Rummel noted that many group fees are being changed from a group rate to a per-person rate. Member Pedersen voiced concern over charging partial-year residents the non-resident fee for dog permits and a general discussion ensued. Chair Rummel recommended passing the fee ordinance as it is but to have staff look at possible alternatives to consider and how they would impact all fees; the committee member concurred. After additional questions and discussion, motion by member Lawlor, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed with member Nixon voting “No”. The recommendation was circulated for signatures and forwarded to the full Board for adoption.

#### **10.0 Administration Department**

10.1 Personnel Actions – Director Mary Kann summarized a recommendation to approve adding the title of Applications and Security Compliance Analyst, grade 14, using the salary for a grade 12 Application Support Specialist position that is vacant. The new position will address changes by the FCC in the Payment Card Industry Standards. Motion by member Lawlor, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was circulated for signatures.

10.2 Department Report – None

10.3 Resolution authorizing negotiation and award of a Contract for Applicant Tracking and Recruitment System to CivicPlus, Manhattan, Kansas – Director Kann noted that Lake County advised the District that it can no longer use the County’s applicant tracking feature in Oracle due to complications that occur when someone applies at both the District and the County. The County charges the District for access to their system. A general discussion ensued and both member Lawlor and President Maine felt this item should be delayed so they can get more information from County staff. Motion by member Hart, second by member Lawlor to table item 9.3 until the next meeting while additional information is gathered. Voice vote being had, the motion passed unanimously.

#### **11.0 Operations & Public Safety Department**

11.1 Department Report – Director Mike Tully summarized the report and responded to questions. He noted that the solar lights on trails are being vandalized; and reported on a family rescued at Lakewood, two adults were unconscious with 2 children in the back seat.

11.2 Resolution authorizing the Disposal of Surplus Items – Mr. Tully summarized the items being disposed of. Motion by member Hart, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.3 Resolution awarding Contract to Purchase Inventory Control Software and related services to Tyler Technologies in the amount of \$50,015.00 - Mr. Tully noted that the current software being used is DOS based, outdated, and cannot link to the District’s financial system. Motion by member Durkin, second by member Nixon to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.4 Resolution awarding Contract for Landscape Maintenance at Independence Grove Forest Preserve to The Brickman Group, Ltd., Libertyville, Illinois, in the total amount of \$241,231.38 – Mr. Tully summarized the project and responded to questions from the committee. Motion by member Hart, second by member Lawlor to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

#### **12.0 Executive Department – Ty Kovach, Executive Director**

12.1 Resolution awarding a Contract for Phase III Strategic Planning Consulting Services to the Institute for Conservation Leadership, Takoma Park, Maryland, in the Contract Price not to exceed \$25,375.00 – Mr. Kovach summarized the last phase of the process, noting that it will cover leadership training. Motion by Member Pedersen, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

12.2 Ordinance Amending Policy for Attendance at Public Meetings by Video or Audio Conference – Mr. Kovach noted that staff recommends the policy be amended to allow electronic attendance only at the primary, indoor locations for Board and committee meetings. This addresses the annual outdoor Board meetings held at preserves. Motion by Member Pedersen, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

### **13.0 Education, Cultural Resources & Public Affairs Committee**

13.1 Resolution awarding Contract for 2015–2017 Science First in Lake County Summer Youth Education Program to Chicago Botanic Garden in an annual amount of \$30,949.23 – Director Nan Buckardt summarized the program and recommended its continuation for the next 3 years. Motion by Member Nixon, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

### **14.0 Planning and Restoration Committee**

14.1 Resolution awarding Contracts to purchase Reforestation Materials for Fort Sheridan Forest Preserve to Majestic Oaks Nursery, Spring Grove, Illinois in the Contract Price of \$44,266.04, and Possibility Place Nursery, Monee, Illinois in the Contract Price of \$21,487.50 – Director Randy Seebach summarized the project, noting that funding is coming from compensation received for removal of trees from the Route 21 widening project, and from a U.S. Forest Service grant for Fort Sheridan. Motion by Member Hart, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

### **15.0 Land Preservation & Acquisition Committee**

15.1 Policy direction regarding request from IDOT to consider permanent and temporary easements on IL Route 132 at Duck Farm and Fourth Lake Forest Preserves; authorize the signing of a Letter of Intent between IDOT and the District; and authorize negotiation of an Intergovernmental Agreement – Director Seebach gave an overview of the IDOT road improvements to Route 132 between Duck Farm and Fourth Lake Preserves. The new entrance to Duck Farm will align with Munn Road with a traffic light. He explained the temporary and permanent easements that would be needed to complete the improvements and responded to questions from the committee. After a brief discussion there were no objections and it was the consensus of the committee to proceed.

15.2 Policy direction regarding request from Lake County Public Works, representing the Central Lake County Joint Action Water Agency (CLCJAWA), to consider the routing of proposed Lake Michigan water line extension; to consider permanent and temporary easements on Monaville Road and Cedar Lake Roads adjacent Grant Woods Forest Preserve; and to authorize negotiation of an Intergovernmental Agreement between CLCJAWA and the District - Director Randy Seebach provided background regarding the IGA with Lake County for the SSA approved in 2013. He illustrated the proposed water line route along Monaville Road and Cedar Lake Road within Grant Woods Forest Preserve, which will require permanent and temporary easements. Staff is seeking preliminary approval of the proposed routing and authorization to negotiate an IGA. At this point it is unsure whether directional boring or direct cut will be needed. The Land Preservation and Acquisition Committee reviewed this request and asked Lake County Public Works and their consultants to come back with additional information on trees and other impacts and details on how they will minimize those impacts; therefore, this item will be coming back to both committees. Peter Kolb from Public Works responded to questions. There were no objections and it was the consensus of the committee to proceed, understanding that the item will be coming back to committees with the additional information.

15.3 Resolution approving Restrictive Covenant for Pine Dunes-Tollway Mitigation Site – Mr. Kovach noted that this restrictive covenant is a requirement of the Army Corps of Engineers permit for this site. Motion by Member Hart, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.4 Resolution approving Tax Sale Agreement with Openlands resulting from the 2014 Annual Lake County Tax Sale, allowing the District to purchase two Certificates of Sale from Openlands for a sum not to exceed \$2,322.79 – Mr. Kovach showed the two parcels on maps, one at Duck Farm and one at Lakewood, and responded to questions. Motion by Member Nixon, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and

forwarded to the full Board for approval.

15.5 Resolution to purchase approximately 0.12-acre property in Waukegan Township known as the Federal National Mortgage Association property for \$30,000.00 as an addition to Greenbelt Forest Preserve – Mr. Kovach showed the parcel on a map and gave a summary. Motion by Member Nixon, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.6 Resolution to purchase approximately 20-acre parcel of property in Fremont Township known as the Diebold Family Partnership property for approximately \$650,000.00 as an addition to Ray Lake Forest Preserve - Mr. Kovach showed the property on a map and gave a summary. Motion by Member Hart, second by member Lawlor to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

16.0 **Old Business** - None

17.0 **New Business** – None



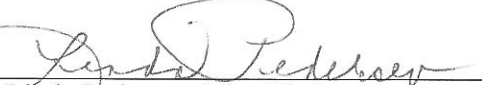
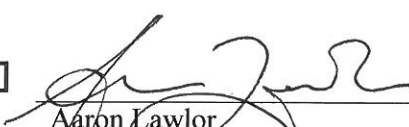
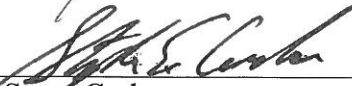
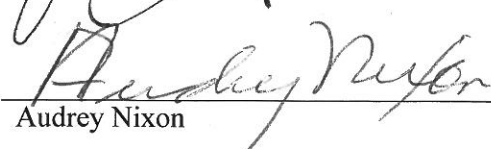

18.0 **Executive Session** – Motion by member Nixon, second by member Carlson to go into executive session for the purpose of discussing pending litigation, probable or imminent litigation, and collective bargaining matters. Roll call being had, the motion passed by a vote of AYES: 7, NAYS: 0. The committee went into executive session at 10:35 a.m. and returned to open session at 11:35 a.m.

19.0 **Potential approval of Collective Bargaining Agreement** – Motion by Member Nixon, second by member Pedersen to recommend approval of a Resolution approving a Collective Bargaining Agreement with Illinois Fraternal Order of Police Labor Council as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

20.0 **Next Scheduled meeting** – January 29, 2015

21.0 **Adjourn**–Motion by member Durkin, second by member Nixon to adjourn the meeting. Voice vote being had, the committee adjourned at 11:35 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 checked="" type="checkbox"/>	<input type="checkbox"/>
 Bill Durkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			