

**Lake County Forest Preserve District
Operations Committee Meeting
Monday, October 1, 2018**

The Operations Committee met Monday, October 1, 2018 at the Lake County Forest Preserves General Offices, 1899 West Winchester Road, Libertyville, Illinois.

- 1.0 **Call to Order** -With a quorum present, Chair Taylor called the meeting to order at 9:00 a.m.

Commissioners Present:

Craig Taylor, *Chair*
Mary Ross Cunningham, *Vice Chair*
Chuck Bartels
Steve Carlson
Bill Durkin
Diane Hewitt
Judy Martini
S. Michael Rummel
Vance Wyatt

Absent:

Michael Danforth
Brent Paxton

Also Present:

Ann B. Maine, *President*
Jeff Werfel
Alex "Ty" Kovach
Mike Tully
Jim Anderson
Jim Ballowe
Nan Buckardt
Mary Kann
Steve Neaman
John Nelson
Randy Seebach
Jim Siefken
Rebekah Snyder

Andrew Osborne
Maureen Shelton
Don Wilson, *Lake County Audubon*
Chris Geiselhart, *Lake County Audubon*
Kari Brown
Mick Zawislak, *Daily Herald*
Matt Norton, *Corporate Counsel*

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

- 3.0 **Public Comment** – With Agenda item 9.3.

- 4.0 **Addenda to the Agenda** – There was no addenda to the agenda.

- 5.0 **Executive Director Comments**

Executive Director Kovach distributed his report and commented on:

- Rollins Savanna Washington Street entrance closure due to parking lot and sewage system improvements;
- Buffalo Creek Forest Preserve parking lot closure;
- Ethel's Woods/Raven Glen Underpass and Trail Connection public meeting November 14;
- Cook County Forest Preserve Bike Share Pilot Project update;
- Waukegan National Airport expansion project update;
- The Dunn Museum will receive an award from the Illinois Association of Museums;
- The Dunn Museum welcomed Native artists who researched the museum's Native American collection;
- CMAP "On To 2050" Launch Event on October 10;
- Working with the Preservation Foundation on maximizing the recent \$250,000 pledge to the endowment.

- 6.0 **Correspondence** – With Agenda item 9.3.

- 7.0 **Approve Minutes**

Approve August 27, 2018 Operations Committee meeting open and closed session minutes. Motion by member Cunningham, second by member Bartels. Voice vote being had, the motion passed unanimously. The minutes were circulated for signatures.

At the August 27, 2018 Operations Committee meeting Member Rummel inquired about the need for an equestrian helmet requirement on the trails. Matt Norton, Corporate Counsel updated the Committee on his conversation with Ed Dutton, General Counsel for our Risk Management Agency (PDRMA). PDRMA does not require as a condition of coverage its members to require trail users, whether equestrian or bicyclist to wear helmets. However, there would be benefits to such a rule or recommendation. A discussion ensued. The Committee requested that staff gather additional information and bring a Policy Direction back to the Committee.

8.0 **Old Business**

- 8.1 Recommend Approval of an Ordinance Approving a License Agreement with the Adlai Stevenson Center on Democracy for Use of the Adlai E. Stevenson II Historic Home. Mike Tully, Chief Operations Officer, summarized the Resolution. Motion by member Carlson, second by member Wyatt. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the Finance Committee.

9.0 **New Business**

- 9.1 Recommend Approval of an Ordinance Amending the Annual Fee Ordinance for FY 2018-2019 to include Permit Fees for Private Use of the Bess Bower Dunn Museum of Lake County. Mr. Tully summarized the recommendation. Nan Buckardt, Director of Education responded to questions. During discussion President Maine and the Committee requested the following change:

- 1) The non-profit discount be changed to Friday and Saturday night only.

Motion by member Cunningham, second by member Wyatt. Motion to amend to change the non-profit discount to Friday and Saturday night only by member Rummel, second by member Wyatt. Voice vote being had, all in favor, the motions passed unanimously and will be forwarded to the Finance Committee.

- 9.2 Approve a motion to (i) release Committee closed session minutes, and (ii) erase verbatim recordings, in accordance with the Open Meetings Act and the District's Policy on Closed Meeting Minutes and Verbatim Records. Mr. Tully summarized the recommendation. Motion by member Carlson, second by member Martini. Voice vote being had, all in favor, the motion passed unanimously.

- 9.3 For Information Only - The removal of a building, road and parking lots at Almond Marsh Forest Preserve to address public safety concerns, eliminate unneeded infrastructure and environmental impacts, and reduce operational costs. Mr. Tully introduced this item and explained that standing committees had given direction to remove the office building at Almond Marsh once Conserve Lake County's license ended. As part of the removal process, staff would also remove the entire paved area to save on future replacement costs. Mr. Tully referred to a letter of objection received from the Lake County Audubon Society. John Nelson, Director of Operations reviewed with the Committee a map of the site and explained the plan for removal.

Don Wilson, Steward for Almond Marsh and also representing the Lake County Audubon Society, spoke. He requested that the District reconsider taking out the entrance road and the main parking lot in order to continue to provide stewardship and educational programs. Chris Geiselhart, Lake County Audubon Society, also spoke expressing her appreciation for the long-term relationship with the Forest Preserves and would like to continue programs at Almond Marsh.

Nan Buckardt, Director of Education spoke in regards to educational programs, currently rookery watch educational programs at Almond Marsh are about 50 hours a year approximately .5% of total education hours. Jim Anderson spoke about managing the invasive species at Almond Marsh. Ty Kovach, Executive Director explained that the District is down 20% in revenue since 2008 this is one example of how the District can absorb this loss. Adding, these are hard decisions the District needs to make to keep moving forward. A discussion ensued. The Committee recommended that the staff come back to the Committee with alternatives.

- 9.4 Recommend Approval of a Resolution awarding a Contract for tree removal to Trees R Us, Wauconda, Illinois, in an amount not to exceed \$36,060.00. Mr. Tully summarized the recommendation. Mr. Nelson responded to questions. A general discussion ensued. President Maine requested that staff look into dead trees at Wilmot Woods. Motion by member Rummel, second by member Cunningham. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the full Board.

Member Carlson left the meeting at 10:12 a.m.

- 9.5 Recommend Approval of a Resolution awarding a Contract for Herbicide Purchases to Nutrien AG Solutions, Inc., Loveland, Colorado, in an amount not to exceed \$82,500.00. Mr. Tully summarized the recommendation. Jim Anderson, Director of Natural Resources discussed the type of herbicides that the District uses. President Maine requested that with the impact that pesticides have on the environment that we monitor these products. Motion by member Durkin, second by member Wyatt. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the full Board.

Member Carlson returned at 10:15 a.m.

Member Wyatt left the meeting at 10:16 a.m.

- 9.6 Recommend Approval of a Resolution Awarding a Contract to R.A. Adams Enterprises, Inc., McHenry, Illinois, for the purchase of four utility trailers for a total price of \$31,532.00. Mr. Tully summarized the recommendation. Motion by member Carlson, second by member Bartels. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the full Board.
- 9.7 Recommend approval of a Resolution authorizing the District to dispose of surplus District equipment, furnishings and other items through a public auction process. Mr. Tully summarized the recommendation. Motion by member Rummel, second by member Martini. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the full Board.

Member Wyatt returned at 10:19 a.m.

- 9.8 Recommend approval of a Resolution awarding Contracts for the Small Invasive Tree and Shrub Control 2018/19 Project at Chiwaukee Prairie to Applied Ecological Services, Broadhead, Wisconsin in the Contract Price of \$102,655.00 and at Lyons Woods and Illinois Beach State Park to Pizzo and Associates, Leland, Illinois in the Contract Price of \$178,730.00. Mr. Tully explained that this is part of Illinois Beach State Park and Chiwaukee Prairie Lake Plain Project. The District is the lead agency managing the grant funds. There was a third part of this project called Multiple Forest Preserves that was bid separately and came in over budget. The District is not recommending a contract on that work at this time. The District will break this project into smaller units and go out to bid. President Maine requested a comparison of the bids be presented at an upcoming committee meeting. Motion by member Cunningham, second by member Durkin. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the full Board.

- 9.9 Recommend approval of a Resolution Awarding a Contract for Replacement of the Visitor Center Flat Roof at Independence Grove Forest Preserve to Metalmaster Roofmaster, Inc., McHenry, Illinois, in the Contract Price of \$67,103.44. Mr. Tully summarized the recommendation and noted that the low bid was Weatherguard Roofing Company and their bid did not include the required commitment letters for insurance and bond. Staff recommends that they are found non-responsive. Motion by member Martini, second by member Bartels. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the Finance Committee.
- 9.10 Recommend approval of a Resolution Awarding a Contract for the purchase and installation of new HVAC system replacements at the Rollins Seed Nursery building to the Trane Company, Willowbrook, Illinois, in the Contract Price of \$56,163.00. Mr. Tully summarized the recommendation. He noted that this project was over budget and that the remaining funds will come from recent projects that have come in under budget. Motion by member Hewitt, second by member Cunningham. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the Finance Committee.
- 9.11 Recommend approval of a Resolution awarding a one-year Contract (with two optional one-year renewal periods) to Total Facility Maintenance, Inc., Wood Dale, Illinois, for janitorial services in an amount not to exceed \$53,935.00 per year. Mr. Tully summarized the recommendation and noted that staff recommends that the low bidder, Crystal Management & Maintenance Services, Corp. (Crystal) is recommended to be found not qualified as a responsible bidder. The District's current contract is with Crystal, who has failed to fulfill its obligation under the existing contract. Crystal has been notified of this. Motion by member Cunningham, second by member Carlson. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the Finance Committee.
- 9.12 Recommend Approval of a Resolution awarding a Contract to Reinders, Inc., Sussex, Wisconsin, for the purchase of one Toro Multi-Pro 5800-G Sprayer, one Toro Greenmaster TriFlex 3300 Riding Greensmower, and two Toro Reelmaster 3555-D Fairway Mowers for use at Countryside Golf Club and ThunderHawk Golf Club in an amount not to exceed \$158,946.99. Mr. Tully summarized the Resolution. Motion by member Durkin, second by member Wyatt. Voice vote being had, all in favor, the motion passed unanimously and will be forwarded to the full Board.

Member Rummel requested and Chair Taylor approved taking 9.13 and 9.14 together for discussion and approval:

- 9.13 Recommend approval of an Ordinance amending the FY 2018/2019 budget, to increase expenditures by an amount not to exceed \$750,000 to allow for the purchase and installation of a new HVAC system at ThunderHawk Golf Club with funding from the Enterprise Golf Fund. Mr. Tully explained that the HVAC replacement was anticipated in the coming years but not budgeted for in this fiscal year; due to system failures, replacement is needed during this fiscal year. Funds are available in the Enterprise Golf Fund. The budget would need to be amended in order to approve item 9.14.
- 9.14 Recommend approval of a Resolution Awarding a Contract for the purchase and installation of new HVAC System at ThunderHawk Golf Club to the Trane Company, Willowbrook, Illinois, in the Contract Price of \$704,764.00.

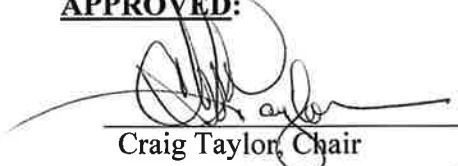

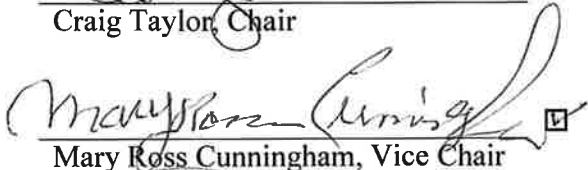

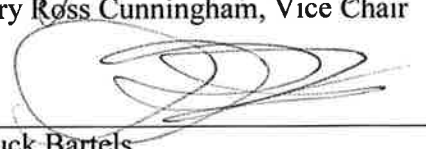

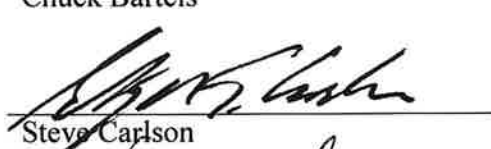

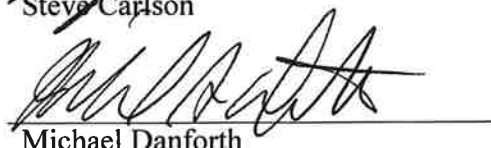
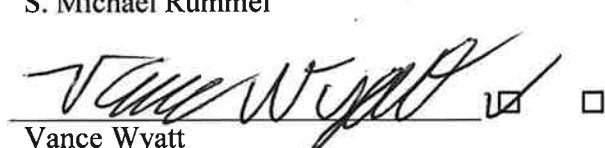
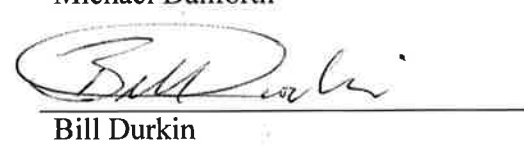
Motion by member Rummel, second by member Durkin to recommend approval of Items 9.13 and 9.14 as presented. Voice vote being had, the motion passed unanimously and the recommendations were forwarded to the Finance Committee.

Member Bartels commented on ethics and purchasing being aligned with the County. President Maine responded to what the District is currently doing. A report will be provided to the Committee.

Member Cunningham provided a recap on her participation at the 2018 NRPA conference.

- 10.0 **Executive Session** – Motion by Member Cunningham, second by Member Bartels to go into executive session for the purpose of discussing: Probable or imminent litigation. Roll call vote being had, the motion passed by the following votes: AYES: 9; NAYS: 0 the committee went into executive session at 10:44 a.m. and returned to open session at 11:04 a.m.
- 11.0 **Next Meeting** – November 5, 2018
- 12.0 **Adjourn** – With no further business; motion by member Carlson, second by member Cummingham, to adjourn. Voice vote being had, all in favor, the motion passed unanimously. The meeting adjourned at 11:05 a.m.

APPROVED:

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
 Craig Taylor, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Diane Hewitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Mary Ross Cunningham, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Judy Martini	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Chuck Bartels	<input type="checkbox"/>	<input type="checkbox"/>	 Brent Paxton	<input type="checkbox"/>	<input type="checkbox"/>
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 S. Michael Rummel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Michael Danforth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Vance Wyatt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Bill Durkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			