

**Lake County Forest Preserves
Finance Committee Minutes – October 4, 2018**

The Lake County Forest Preserve District Finance Committee met on Thursday, October 4, 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.

Committee Members Present:

Mike Rummel, Chair
Linda Pedersen, Vice Chair
Steve Carlson
Mary Ross Cunningham
Bill Durkin
Sandy Hart

Absent:

Aaron Lawlor

Also Present:

Ann Maine, President
Alex Ty Kovach
Mike Tully
Mary Kann
Steve Neaman
Jim Anderson
Jim Ballowe
Nan Buckardt

Katherine Hamilton-Smith
John Nelson
Randy Seebach
Deb Boness
Andrew Osborne
Laurel Diver
Julie Gagnani
Matt Norton, Corporate Counsel

2.0 Pledge of Allegiance – Member Bill Durkin led the Pledge of Allegiance.

3.0 Public Comment – None

4.0 Addenda to the Agenda – None

5.0 Executive Director Comments – Executive Director Kovach distributed his report and added that draft language on a State Capital Bill would be coming to the committee in November.

6.0 Approval of Minutes – Motion by member Carlson, second by member Durkin to approve the open session and executive session minutes of August 30, 2018. Voice vote being had, the motion passed unanimously and the minutes were passed for signatures.

7.0 Correspondence – None

8.0 Finance

8.1 Payment Approvals – Motion by member Pedersen, second by member Cunningham to approve the invoice from Burke, Warren, MacKay & Serritella, PC for July 2018 legal services. Voice vote being had, the motion passed unanimously and the bill was passed for signatures.

8.2 Monthly Financial Report – Finance Director Steve Neaman summarized the financial report for the 2-month period through August 31, 2018. He explained variances that occurred because of the 18-month fiscal year, including timing issues and issuance of purchase orders for 18 months instead of 12. He responded to questions from the Committee.

8.3 Recommend approval of Ordinance Providing for the Levy of Taxes for the Fiscal Year July 1, 2018 through December 31, 2019 – Director Neaman summarized the tax levy, noting that the levy is down nearly \$300,000 from last year due to debt service and the gain from refinancing. Rates are estimated because the EAV is not final yet. There will be two levees this fiscal year. Mr. Neaman responded to questions, followed by a motion by member Hart, second by member Carlson to recommend approval of the Ordinance as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

8.4 Recommend approval of Ordinance Partially Abating the Taxes Heretofore Levied for the Year 2018 to Pay the Principal of and Interest on the Taxable General Obligation Land Acquisition and Development Bonds Series 2010A (Build America Bonds - Direct Payment) and the Taxable General Obligation Land

Acquisition Bonds, Series 2010B (Build America Bonds - Direct Payment - Motion by member Carlson, second by member Cunningham to recommend approval of the Ordinance as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

8.5 Recommend approval of Ordinance Amending the Fiscal Year 2018-2019 Budget to reflect carryovers for projects budgeted but not completed in Fiscal Year 2017-2018 - Motion by member Durkin, second by member Carlson to recommend approval of the Ordinance as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

9.0 Administration

9.1 Approve the reclassification of two positions – Director Mary Kann summarized a recommendation to reclassify the titles of 1) the Risk Management Coordinator to a Safety Manager; and 2) Lead Administrative Clerk to Administrative Clerk. She explained the need for the Safety Manager title after unsuccessful recruitment attempts to hire a risk coordinator. A recent promotion created a vacancy that can be filled with an administrative clerk rather than a lead position. Motion by member Hart and second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.2 Approve the addition of a new title – Director Mary Kann summarized a recommendation to add the title of Ecological Technician to provide temporary fieldwork assistance in the Natural Resource department. She responded to questions, followed by a motion by member Cunningham and second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.3 Recommend approval of Resolution Amending Contract with Advocate Health Care for Occupational Health Services, to extend the contract for one year effective November 1, 2018 in an amount not to exceed \$40,800.00 – Director Kann summarized a request to amend the contract for one additional year, then go out for an RFP. Chair Rummel asked about amending the contract for 14 months to keep us on track with the new fiscal year. Attorney Norton recommended approving this contract now, then check with Advocate about an additional two months after that. Motion by member Carlson, second by member Durkin to recommend approval of the Resolution as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

9.4 Recommend approval of Resolution Awarding Contract to Orasys, LLC, Westborough, MA for the Transfer of the District's Human Resources and Payroll Data from the County's current Oracle system, to prepare for the District's Payroll system transfer to ADP – Director Kann explained that due to workload issues the County will not be able to provide the District with services to extract the District's HR and payroll data as they had originally indicated. The estimated cost of \$80,000 would be split evenly between the County and the District. Chair Rummel provided additional background information. Ms. Kann responded to questions and a general discussion ensued. Motion by member Durkin, second by member Hart to recommend approval of the Resolution as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.0 Operations Committee

10.1 Recommend approval of Ordinance Approving License Agreement with Adlai Stevenson Center on Democracy for use of the Adlai E. Stevenson II Historic Home – Executive Director Kovach summarized the new license agreement with a two-year term, and all other substantive terms are the same as the expired license agreement. Motion by member Pedersen, second by member Cunningham to recommend approval of the Ordinance 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 Annual Fee Ordinance for FY 2018-19 to include Permit Fees for Private Use of the Bess Bower Dunn Museum of Lake County – Mr. Kovach explained that permit fees proposed would be for Lake County businesses, government agencies, and directly affiliated non-profit groups. Also, the current non-profit discount during the week would now be given on Friday and Saturday only. Education Director Buckardt provided additional information and clarified that these permits would be for Lake County businesses, government agencies or directly affiliated non-profit groups. Events would only take place outside of regular museum hours, and would be coordinated by museum staff. The permittee would be required to pay for Public Safety staff attendance during the event. She responded to questions and a general discussion ensued. Motion by member Pedersen, second by member Hart to recommend approval of the Ordinance 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 Resolution Awarding Contract for Replacement of Visitor Center Flat Roof at Independence Grove Forest Preserve to Metalmaster Roofmaster, Inc., McHenry, IL in the amount of \$67,103.44 – Chair Rummel summarized the Operations Committee's discussion of this item and Mr. Kovach provided additional information. Motion by member Durkin, second by member Carlson to recommend approval of the Resolution as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

Chair Rummel took 10.4 and 10.5 together for discussion and approval:

10.4 Recommend approval of Ordinance Amending the FY 2018/2019 Budget, to increase Expenditures by an amount not to exceed \$750,000 to allow for purchase and installation of HVAC system at ThunderHawk Golf Club with funding from the Enterprise Golf Fund – Mr. Kovach noted that the HVAC replacement was anticipated in the coming years but not budgeted for in this fiscal year. However, 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 10.5.

10.5 Recommend approval of Resolution Awarding Contract for Purchase and Installation of HVAC Unit Replacements at ThunderHawk Golf Club to the Trane Company, Willowbrook, Illinois, in the Contract Price of \$704,764.00 under a U.S. Communities Government Purchasing Alliance contract – Facilities Director Jim Ballowe explained that the HVAC units are under the roof in the attic and replacing them with similar systems would cost substantially more in parts and labor, and require opening up the roof. The new recommended system is a different design, easier to install, access, maintain, and will be more efficient to run. Mr. Ballowe responded to questions, followed by a motion by member Durkin, second by member Cunningham to recommend approval of Items 10.4 and 10.5 as presented. Voice vote being had, the motion passed unanimously and the recommendations were forwarded to the full Board for approval.

10.6 Recommend approval of Resolution Awarding Contract for Janitorial Services (with two optional one-year renewal periods) to Total Facility Maintenance, Inc., Wood Dale, Illinois, in an amount not to exceed \$53,935.00 – Mr. Kovach noted that the low bidder, Crystal Services, is recommended to be found not qualified as a responsible bidder because the District's current contract is with Crystal, who has failed to fulfill its obligation under the existing contract. Attorney Norton explained the standard language used in the recommendation memo regarding the recommendation that Crystal is not responsible is limited only to the specific requirements applicable to the required services and is not necessarily intended to apply to or reflect Crystal's general abilities or qualifications or its specific abilities or qualifications for other projects or services. Mr. Kovach added that staff has made multiple unsuccessful attempts to get Crystal to fully perform their work. Motion by member Cunningham, second by member Hart to recommend approval of the Resolution as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.7 Recommend approval of Resolution Awarding Contract for purchase and installation of HVAC System Replacements at Rollins Seed Nursery building to the Trane Company, Willowbrook, Illinois, in the Contract Price of \$56,163.00 under a U.S. Communities Government Purchasing Alliance contract – Mr. Kovach noted that \$40,000 was budgeted for this item but estimates did not accurately reflect today's market costs for installation. Funds will be used from the original project budget, unused funds from the wildlife conservation facility at Pine Dunes project, and unused funds from the Independence Grove flat roof project that came in under budget. Mr. Kovach responded to questions, followed by a motion by member Carlson, second by member Pedersen to recommend approval of the Resolution as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.0 Old Business

11.1 Policy direction regarding the establishment of policies for vendor disclosure of political contributions and familial relationships and for revolving door employment – Chair Rummel noted that the discussion at the previous meeting ended with direction to Attorney Norton to provide an estimate for his additional legal costs for this matter, and then decide how to move forward. Mr. Norton stated that his estimated additional costs would be \$2,000 to \$3,000 for the vendor disclosure component, which would be part of revisions being made to the Purchasing Ordinance. President Maine asked for some background information on the matter because she was unable to attend the previous two meetings when this was brought up; and asked what the desired outcome is. Chair Rummel replied that the discussion started because at the County there was no process in place to require bidders to disclose familial relationships.

Mr. Kovach added that previous committee discussions included the annual statements of economic interests, the State Board of Elections' requirements, the District's current purchasing policy and Ethics Ordinance; and agreed that for the District it would be limited to the procurement of future professional services, consulting services, or other services, work or products requiring personal confidence, do not require competitive bidding, and cost in excess of \$25,000. Further, disclosures would only be for the sake of transparency and not used to disqualify a vendor that otherwise submitted a proposal that was most advantageous to the District. Additional research asked of Attorney Norton was outside of his retainer, including conferring with the State's Attorney to see where they're at on this matter, review state disclosure and ethics statutes, and prepare vendor disclosure requirements. The committee therefore asked Mr. Norton to provide a cost estimate for this additional legal work.

Member Sandy Hart stated for the record that she brought the matter to the committee because she believes it is a policy issue, and not because of any issue with any employee whatsoever; it is not an employee issue. She felt this disclosure would protect the board, the employees, and the taxpayers by certain companies disclosing familial relationships.

A lengthy general discussion ensued on possible parameters, scenarios and ramifications, how the disclosure information would be conveyed to the Board, and what would be done with this information. Attorney Norton clarified that the disclosure requirements would only be for professional services because the District is required by state statutes to accept the lowest responsible bidder on bid projects; and that requirements of state statutes and common law rules would not change with the addition of a vendor disclosure requirement. President Maine said there would need to be a mechanism for the disclosure information and Member Hart said she wanted to learn more about how it works with other counties that have this disclosure. Member Cunningham suggested having disclosure information in the bid/proposal documents. Attorney Norton noted if this would be in the Purchasing Ordinance, language would be needed stating the purpose of the vendor disclosure information. After discussion, Chair Rummel received for consensus from the committee to authorize Attorney Norton to continue with further research to see what the best answer is.

12.0 New Business

12.1 Approve 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 October 4, 2018 – Mr. Kovach recommended minutes from October 28, 1988 for full release; and partial release of minutes from November 5, 2015 and March 8, 2018. Recordings eligible for release were October 6, 2016 through February 9, 2017. Motion by member Cunningham, second by member Hart to release the minutes and erase the recordings as recommended. Voice vote being had, the motion passed unanimously.

13.0 Executive Session - None

Member Cunningham asked if someone has been hired yet for Greenbelt Cultural Center. Mr. Kovach replied that a full-time event manager was just hired and is now on-site Monday through Friday. Ms. Cunningham was concerned about a lack of diversity of staff at Greenbelt. President Maine recommended that after board reorganization the next president should schedule an early meeting of the Diversity Committee to discuss outreach at a variety of levels in education and programming, hiring practices; and maybe have a speaker come to the meeting. Member Hart asked if the District has a sense of what its employee diversity looks like compared to the county population. Director Mary Kann responded that the District does have that information, and though she did not have numbers readily available, it could easily be compiled. Member Hart felt it would be interesting information and if it's found that there is a real gap in the demographics, we should be thinking about what could be done to recruit more minorities to work at the District. Member Cunningham was concerned about unfairly disqualifying candidates.


14.0 **Next meeting:** November 8, 2018

15.0 **Adjourn** – Motion by member Carlson, second by member Durkin to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 10:02 a.m.

APPROVED:

Yea Nay

Yea Nay


S. Michael Rumimel, Chair

☒ ☐


Bill Durkin

☒ ☐


Linda Pedersen, Vice Chair

☒ ☐


Sandy Hart

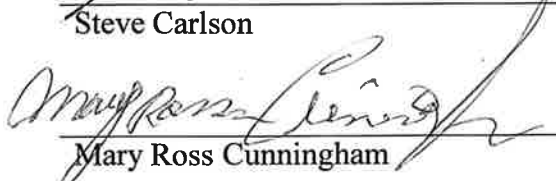
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Steve Carlson

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Aaron Lawlor

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Mary Ross Cunningham

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