

**Lake County Forest Preserves  
Finance and Administrative Committee Minutes – October 6, 2016**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, October 6, 2016. 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* (8:32 am)  
Steve Carlson  
Bill Durkin  
Sandra Hart (8:33 am)

**Absent:**

Aaron Lawlor  
Audrey Nixon

**Also Present:**

Ann Maine, *President*

**Also Present:**

Alex Ty Kovach  
Mike Tully  
Steve Neaman  
Mary Kann  
Nan Buckardt  
Katherine Hamilton-Smith  
John Nelson  
Randy Seebach  
John Tannahill  
Rebekah Snyder  
Dan Stearns  
Debbie Maurer  
Ken Jones

Andrew Osborne  
Sue Hawkins  
Laurel Diver  
Eric Brothen  
Karl Grom  
Brent Howard  
Mike Anderson  
Jennifer Siefken  
Angie Magana  
Alice Schreyer, *Newberry Library*  
Beth Teich  
Matt Norton, *Holland & Knight*  
Julie Gragnani

**2.0 Pledge of Allegiance** – Member Carlson 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 dispensed with his report.

**6.0 Correspondence** - None

**7.0 Consent Agenda** – Motion by member Carlson, second by member Durkin to approve the Consent Agenda items 7.1 through 7.3:

7.1 Approve Minutes from September 1, 2016 – open and executive session

7.2 Recommend approval of a Resolution awarding a Contract for District-wide Janitorial Services to Crystal Management and Maintenance Services Corporation, Mount Prospect, Illinois, in an amount not to exceed \$75,880.00.

7.3 Recommend approval of a Resolution awarding a Contract for Woody Invasive Plant Control Clearing Phase 4 at Greenbelt Forest Preserve to Integrated Lakes Management, Waukegan, Illinois, in the Contract Price of \$51,709.75.

Voice vote being had, the motion passed unanimously and the Minutes circulated for signatures. Items 7.2 and 7.3 were forwarded to the full Board for approval.

**8.0 Finance**

**8.1 Payment Approvals** – None

**8.2 Monthly Financial Report** –Director Steve Neaman summarized the financial report for month ending August 31, 2016 and provided details on various posting and timing issues. He pointed out the posting of the funds received for the Mariano’s mitigation project, and responded to questions.

**8.3 Recommend approval of an Ordinance amending the Fiscal Year 2016-2017 Budget for Expenditures Budgeted but Not Completed in Fiscal Year 2015-2016** – Mr. Neaman summarized the recommendation for

annual for carryover expenses. Motion by member Carlson, 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 for approval.

8.4 Recommend approval of Ordinance partially abating the Taxes Heretofore Levied for Year 2016 relating to Build America Bond Subsidy Payments - Mr. Neaman summarized the recommendation for annual partial abatement of tax levies for debt service payments on the 2010 Build America bond issues.

8.5 Recommend approval of an Ordinance providing for the Levy of Taxes for the Lake County Forest Preserve District for the Fiscal Year July 1, 2016 through June 30, 2017 – Mr. Neaman noted that the bond refunding in July resulted in a decrease to the debt service levy of over \$928,000. The 2016 Operations tax levy increased by \$276,189 from the previous year, so the total net tax levy is a decrease of over \$695,000.

Motion by member Durkin, second by member Pedersen to approve items 8.4 and 8.5 as presented. Voice vote being had, the motion passed unanimously and the recommendations were forwarded to the full Board for approval.

## **9.0 Administration**

9.1 Personnel Actions – Director Mary Kann summarized a request to add the title of Assistant Manager of Public Affairs; reclassify a vacant Communications Specialist position to Assistant Manager of Public Affairs; add the title of Curator; reclassify the positions of Archives Coordinator and Collections Coordinator to Curator; and delete the titles of Archives Coordinator and Collections Coordinator. Motion by member Hart, second by member Durkin to approve the recommendation as presented; voice vote being had, the motion passed unanimously.

9.2 Recommend approval of Resolution extending Contract with Advocate Health Care for Occupational Health Services for one year effective November 1, 2016 in an amount not to exceed \$41,000.00 – Ms. Kann noted that in November 2015 the District amended the contract to allow three one-year renewal periods. This would be the second of the three renewals. 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 for approval. President Maine asked what the total number of years on the contract is including the renewals; Ms. Kann replied that the original contract was two years, plus the three one-year renewals for a total of 5 years. President Maine said that at the end of the 5 years the District should go out to bid on the services.

## **10.0 Development**

10.1 Division Report – Director Katherine Hamilton-Smith and Chief Development Officer Rebekah Snyder summarized the performance of the Horizons response envelope and a general discussion ensued. President Maine recommended that language be added that gets to the point that habitat restoration is helping mammals. Ms. Snyder summarized fundraising through September 19; and gave final statistics for Fred Fest.

## **11.0 Facilities**

11.1 Department Report – Recreational Facilities Superintendent Dan Stearns summarized the facility usage and building trades activity for September. President Maine noted that Alex Eichman will give a progress report next month on programs implemented at the golf courses. A brief discussion ensued on golf customers and the status of getting a licensed caterer at Greenbelt Cultural Center.

11.2 Recommend approval of Resolution awarding Contract for Professional Real Estate Brokerage Services to Barrington RE Investment Services LLC, Long Grove, IL to lease the second floor of the District's General Offices – Mr. Stearns summarized a one-year contract to lease out the second floor of the General Offices. The initial asking lease rate will be \$21/s.f. with the broker receiving a commission of \$1.00 per rented s.f. Staff responded to questions and a general discussion ensued. 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.

## **12.0 Natural Resources**

12.1 Approve reduction of existing Farm License Agreements at Prairie Stream including a small portion of Dutch Gap, Pine Dunes, and Kettle Grove Forest Preserves – Natural Resources Manager Deb Maurer summarized the request to reduce acres being farmed in order to implement Best Management Practices aimed at reducing non-point source pollution. Motion by member Carlson, second by member Pedersen to approve the recommendation as presented; voice vote being had, the motion passed unanimously.

## **13.0 Operations and Infrastructure**

13.1 Department Report – Director John Nelson summarized his report for September for grounds maintenance, natural resources, and infrastructure, and responded to questions.

13.2 Recommend approval of an Ordinance approving a License Agreement with Gurnee Youth Baseball, Inc. Mr. Nelson summarized a recommendation for a new 5-year lease agreement for Gurnee Youth Baseball, Inc. to use a 3.2-acre site for baseball league activities. He explained their leasing of this site dating back to 1975 when the District acquired the property and the baseball use was pre-existing. The annual fee will be \$375 as determined by current hayfield rental fees. 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.

## **14.0 Public Safety**

14.1 Department Report – Director John Tannahill summarized his department's activities for September and introduced his staff in attendance.

14.2 Recommend approval of a Resolution approving Renewals of Contracts for the Purchase of Uniforms and Accessories for Ranger Police Officers – Mr. Tannahill summarized a request for a short-term contract extension for purchase of uniforms and accessories to give staff time to prepare specifications to solicit bids for a new contract. 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 for approval.

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

15.1 Recommend approval of a Resolution (1) amending the Lake County Discovery Museum's Collections Policy, (2) approving a Letter Agreement with Leonard A. Lauder, and (3) approving the Donation of the Curt Teich Postcard Archives Collection and the Supporting Endowment to the Newberry Library, Chicago, Illinois – Mr. Kovach summarized the details of the recommendation for the transfer of the Teich postcard collection to Newberry Library. Motion by member Hart, second by member Carlson to approve the recommendation as presented. Mr. Kovach responded to questions, followed by comments from Alice Schreyer of the Newberry Library, who gave a background on their facility and expressed their commitment to continuing the work of the District on the collection. Beth Teich, daughter-in-law of Curt Teich, gave a history of the collection and expressed her thanks to District staff. President Maine added that the collection's new home will allow broader access to many people. Voice vote being, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

## **16.0 Planning & Restoration Committee**

16.1 Recommend approval of a Resolution awarding a Contract for Woody Invasive Plant Control at Prairie Wolf Slough Forest Preserve Mitigation Site to Homer Tree Service, Inc., Lockport, IL in the Contract Price of \$75,550.00 Debbie Maurer summarized the project, which is part of the Mariano's off-site mitigation. Motion by member Hart, 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.

16.2 Recommend approval of a Resolution awarding a Contract for Woody Invasive Plant Control Clearing Phase 5 at Middlefork Savanna Forest Preserve to Homer Tree Service, Inc., Lockport, IL in the Contract Price of \$128,940.00 Ms. Maurer summarized the project on a map. The contract is for eradication of buckthorn and will be partially funded by the Preservation Foundation. Motion by member Carlson, 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 for approval.

16.3 Recommend approval of a Resolution ratifying and authorizing the Application for and Acceptance of an Illinois Environmental Protection Agency 319 Grant to fund the North Mill Creek Channel Restoration Phase 2 at Ethel's Woods Forest Preserve – Ms. Maurer noted that the grant has been applied for and summarized the channel restoration project. She noted that staff has ways to scale the project back if the entire grant amount is not awarded. Motion by member Pedersen, 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.

16.4 Recommend approval of Resolution approving Intergovernmental and License Agreement with County of Lake for Construction and Operation of Wetland Mitigation Bank and Multi-Use Trail at Buffalo Creek Preserve - Director Randy Seebach summarized the details of an agreement with Lake County for creation of a wetland bank and trail at Buffalo Creek. He provided details of the mitigation plan, noting that the wetland bank will create over 25 acres of wetland credits to be used as needed by LCDOT. The District will receive \$184,000 for long-term maintenance and 2.36 acres of mitigation credits for future District projects. The County requested permission to sell or allow the use of up to 10 acres of wetland credits not used by either the County or the District. Mr. Seebach responded to questions, followed by a 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 for approval.

#### **17.0 Land Preservation & Acquisition Committee**

17.1 Recommend approval of a Resolution to Purchase an approximately 10.9-acre property in Vernon Township known as the County of Lake, Trustee Property for \$1.00 as an Addition to Cahokia Flatwoods Forest Preserve – Mr. Kovach summarized the background, noting that the County notified the District that the County of Lake, Trustee was the owner of this property, which the District mistakenly believed it owned, and inquired whether the District wished to acquire the property. The error dated back to 1976 when the District acquired six parcels, and one of the six parcels was omitted when the tax exemption application for the purchase was prepared. The District placed a sealed bid of \$1.00 for the parcel, which the County has accepted. Motion by member Hart, 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.

17.2 Recommend approval of an Ordinance approving the Acquisition of Land at Lakewood Forest Preserve from the Village of Wauconda – Mr. Kovach explained that the District will receive 1.9 acres on Grand Blvd. in exchange for 0.35-acre parcel located south of Gilmer Road and west of Liberty Lakes Blvd., adjacent to the Village's existing water tower site. The District will pay the closing costs. The Ordinance approves the acquisition of the land from the Village. Motion by member Durkin, 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 for approval.

17.3 Recommend approval of a Resolution authorizing the Conveyance of District Land to the Village of Wauconda As part of the land exchange, the Resolution authorizes the District to convey its 0.35- acre parcel to the Village of Wauconda. 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.

**16.0 Old Business** - Mr. Kovach advised the committee that President Maine and Chair Rummel authorized a grant application to the U.S. Forest Service in the amount of \$233,029 for buckthorn eradication at Middlefork Savanna. There would be matching funds including a donation.

**17.0 New Business** – None

**18.0 Executive Session** – Motion by member Durkin, second by member Pedersen to go into executive session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees; and 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 9:57 a.m. and returned to open session at 10:08 a.m.

**19.0 Potential Action following Executive Session**

19.1 Recommend approval of a Resolution regarding Disability Leave for Employee – Director Mary Kann summarized the recommendation to approve a 4-month benefit protection leave for an employee dating back to 1990, for which the proper paperwork was not submitted to IMRF by the District. Also, IMRF has no record of any contributions being made on behalf of the employee during the 4-month period, therefore, the employee did not earn IMRF service credit during the 4-month medical absence. This Resolution is required by IMRF to be approved by the District’s board for retroactively approving the benefit protection leave. Director Kann and Laurel Diver responded to questions. Motion by member Carlson, 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 for approval.

**19.0 Next scheduled meeting:** November 3, 2016

**20.0 Adjourn** – With no further business, motion by member Durkin, second by member Hart to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 10:09 a.m.

**APPROVED:**

Yea Nay

Yea Nay

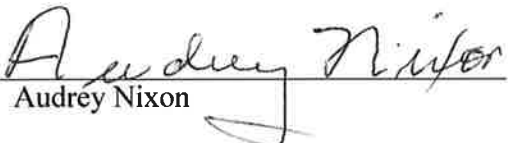
  
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