

**Lake County Forest Preserves
Finance Committee Minutes – November 9, 2017**

The Lake County Forest Preserve District Finance Committee met on Thursday, November 9, 2017. 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 8:00 a.m.

Committee Members Present:

Mike Rummel, *Chair*
Linda Pedersen, *Vice Chair*
Steve Carlson
Mary Ross Cunningham
Bill Durkin
Sandy Hart (8:12 am)
Aaron Lawlor (8:06 am)

Also Present:

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

Katherine Hamilton-Smith
Jim Anderson
Rebekah Snyder
Laurel Diver
Christy Marantos
Andrew Osborne (8:20 am)
Julie Gragnani
Matt Norton (Corporate Counsel)

2.0 Pledge of Allegiance – Member Cunningham led the Pledge of Allegiance.

3.0 Addenda to the Agenda – None

4.0 Public Comment – None

5.0 Executive Director Comments – Executive Director Kovach distributed a report and commented on the status of pending legislation for a property tax freeze, and noted that the Preservation Foundation's endowment is now \$30,000.

6.0 Approval of Minutes – Motion by member Carlson, second by member Durkin to approve the open session and executive session minutes of October 5, 2017. Voice vote being had, the motion passed unanimously and the minutes circulated for signatures.

7.0 Correspondence – None

8.0 Finance

8.1 Payment Approvals – Motion by member Durkin, second by member Pedersen to approve the August, September, and October 2017 legal invoices. Voice vote being had, the motion passed unanimously and the payment approvals were circulated for signatures.

8.2 Monthly Financial Report – Director Steve Neaman summarized the financial report for month ending September 30, 2017. He noted that health insurance is not included in the report as staff is changing the way it is reported; it will be back on track for next month's report. He added that the audit is completed and he is continuing to analyze the impacts of a property tax freeze. Facilities Director Jim Ballowe gave a summary of the golf season; revenues are up and expenses are down from the previous season. They picked up business from rounds played and with outings. There was a manpower shortage in the maintenance crews as seasonal workers are a tough market. He responded to questions and a general discussion ensued.

8.3 Provide policy direction regarding changing the current fiscal year from July 1 through June 30 to January 1 through December 31 – Executive Director Kovach noted that four years ago President Maine directed staff to look into changing the District's fiscal year to a calendar year. After working through some issues, staff feels the timing is right and recommends moving on this now. Changing fiscal years

would require either a 6-month budget or an 18-month budget. Staff felt the 18-month budget would work better and would eliminate the need for an additional audit. Finance Director Steve Neaman presented a timeline for making the transition and explained how the financial software will have to be programmed for an 18-month cycle. He has reached out to Bond Counsel the SEC, and granting agencies and has not encountered any roadblocks. Mr. Kovach added that the calendar year budget will be better for the District's seasonal programs and construction season, in addition to budgeting the tax revenues. Mr. Neaman added that it will also greatly reduce annual budget carry-overs and will eliminate splitting the tax levy into two budgets. Chair Rummel commented that if the District is going to make this change, now is the right time because the changeover would occur during the 2-year tax freeze, which will be over by the time the District gets on a calendar year. After further comments, the consensus of the committee was to proceed with this policy change.

9.0 Administration

9.1 Personnel Actions

- Approve reclassification of Land Preservation Manager from Grade 7 to 8; and Civil Engineer from Grade 5 to 6; add the positions of Senior Civil Engineer and Database Developer; and delete the title of Superintendent of Infrastructure – Director Mary Kann summarized the recommended changes and Mr. Kovach provided further information on the new positions. Motion by member Pedersen, second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.
- Approve deletion of title of Coordinator of Golf Team Leader and reclassify the 3 positions with this title to Food & Beverage Attendant, Guest Services Attendant, and Coordinator of Golf – Director Kann summarized the recommendation. Motion by member Carlson, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.2 Approve Changes to the Temporary Wage Schedule Director Kann summarized the recommended revisions, to address the tight workforce market to attract more workers. She responded to questions; motion by member Cunningham, second by member Lawlor to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.3 Policy direction to include a regular full-time Risk Coordinator position in future budgets – Mr. Kovach explained that the person hired for the 2-year position found another job and left the District. It would be difficult to recruit another person for the remaining time. While there was a person in the position he made a strong impact with District crews and the incident rate went down from 11.08 in 2015 to an estimated 3.30 rate this year. There are also associated hidden costs, and Mr. Kovach recommended a permanent full-time person would be in the District's best interest. During discussion, Chair Rummel asked to have the number values resulting from the rate going down. Director Kann will provide those. Mr. Kovach added that this will be an important step in changing the culture at the District. After addressing questions, the consensus of the committee was to proceed with making the position regular full-time.

10.0 Facilities

10.1 Approve Residential License fee increases for District housing units – Director Tully noted that 20 years ago there were nearly 30 residential houses, and we are now down to five. Motion by member Hart, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed with member Lawlor voting No.

11.0 Operations Committee

11.1 Recommend approval of Resolution awarding Contract for installation of an Uninterruptible Power System for the Data Center at the General Offices to All Industrial Electric, Inc., Schaumburg, Illinois, in the Contract Price of \$57,172.00 – Mr. Kovach summarized the recommendation, noting that the low bidder did not provide the required bond, and the second lowest bidder did not attend the mandatory pre-bid

meeting. Motion by member Durkin, 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.

11.2 Recommend approval of Resolution renewing Contract for Janitorial Services with Crystal Management and Maintenance Services, Mount Prospect, Illinois, for one year effective November 1, 2017, in an amount not to exceed \$43,620.00 – Mr. Kovach summarized the recommendation and staff 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.

11.3 Recommend approval of Ordinance amending the Collections Policy for the Bess Bower Dunn Museum of Lake County – Education Director Nan Buckardt summarized the recommendation, noting that the policy needed to reflect the new museum name, new committee structure; and procedural changes in how we obtain and track the historic value of the Collections. Andrew Osborne responded to President Maine’s question about the armaments that were sold at auction. Director Buckardt added that about \$40,000 has been raised so far, and will go into the Museum’s Collections Fund. Motion by member Cunningham, 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 **New Business** - None




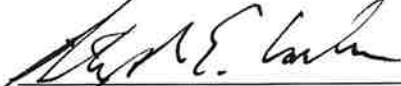
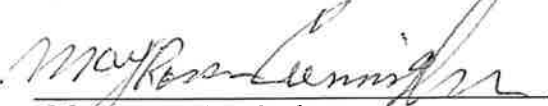
13.0 **Old Business** - None

14.0 **Executive Session** - None

15.0 **Next meeting:** November 9, 2017

16.0 **Adjourn** – Motion by member Cunningham, second by member Carlson to adjourn. Voice vote being had, the committee adjourned at 8:55 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"/>	 Bill Durkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Linda Pedersen, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Sandy Hart	<input type="checkbox"/>	<input type="checkbox"/>
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Aaron Lawlor	<input type="checkbox"/>	<input type="checkbox"/>
 Mary Ross Cunningham	<input checked="" type="checkbox"/>	<input type="checkbox"/>			