

**Lake County Forest Preserves
Finance Committee Minutes – November 8, 2018**

The Lake County Forest Preserve District Finance Committee met on Thursday, November 8, 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 (8:38am)
Bill Durkin (8:34am)
Sandy Hart

Absent:

Aaron Lawlor

Also Present:

Ann Maine, President (8:38am)
Alex Ty Kovach (8:38am)
Mike Tully
Mary Kann
Steve Neaman
Jim Anderson
Jim Ballowe
Nan Buckardt
John Nelson
Randy Seebach

Katherine Hamilton-Smith
Rebekah Snyder
Christine Miller
Dorothy Pleasant
Ryan Tomaschik
Laurel Diver
Julie Gragnani
Sandy Meyers
Matt Norton, *Corporate Counsel*

2.0 Pledge of Allegiance – Member Sandy Hart 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's report was distributed.

6.0 Approval of Minutes – Motion by member Carlson, second by member Pedersen to approve the minutes of October 4, 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 Hart, second by member Pedersen to approve the invoices from Burke, Warren, MacKay & Serritella, PC for August, September and October 2018 legal services. Voice vote being had, the motion passed unanimously and the approvals were passed for signatures.

9.0 Administration

9.1 Approve changes to the Temporary Wage Schedule – Director Mary Kann summarized a recommendation to increase the salary ranges for two classifications of temporary positions due to the inability to successfully recruit and fill all the Laborer positions within the Facilities and Operations & Infrastructure departments. Facilities Director Jim Ballowe responded to questions regarding the golf positions and Director Kann responded to other questions. Motion by member Pedersen and second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.2 Approve amendments to Procedures Section of Personnel Policy 4.5 Vacation Leave – Director Mary Kann summarized a recommendation to revise language to accommodate the new payroll system's method for accruing vacation time; and other cleanup language recommended by Legal Counsel. Motion by member Hart and second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.3 Recommend Approval of an Ordinance Amending Personnel Policy 4.5 (Sick Leave) – Director Kann summarized a request to revise language to accommodate the new payroll system’s method for accruing sick time. The change will not impact the total amount of time earned. Motion by member Carlson, second by member Pedersen 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.

10.0 Facilities

10.1 Approve Residential License Fee increase and License Agreements for District housing units – Director Jim Ballowe recommended a 3.6% increase in residential housing license fees for the four remaining District housing units for 2019, based on the Bureau of Labor Statistics Consumer Price Rental Index for residential rent. He also requested approval of the 2019 license agreements. Motion by member Hart and second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

10.2 Approve Residential License Agreements with employees of Townline Stables, LLC for use of the house and apartments located at Townline Stables – Mr. Ballowe summarized a request to have residential license agreements with two employees of Townline Stables, LLC for use of the house and apartments located at the equestrian facility in Mettawa. He noted that this is part of the global license agreement with Townline Stables, and Attorney Norton responded to questions. Motion by member Pedersen and second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

President Ann Maine, Member Mary Ross Cunningham, and Executive Director Ty Kovach joined the meeting at 8:38 a.m.

10.3 Approve Equestrian Riding Lesson License Agreements with independent contractors of Townline Stables, LLC - Mr. Ballowe summarized a request to have residential license agreements with two independent contractors of Townline Stables, LLC who come on the premises to give riding lessons. Having these agreements will protect the District from liability. Attorney Norton responded to questions. Motion by member Hart and second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.0 Operations Committee

11.1 Recommend approval of a Resolution Awarding a Contract for Visitor Center Low Roof Repair at Independence Grove Forest Preserve to Workmasters, Inc., Des Plaines, Illinois in the Contract Price of \$49,470.00 – Executive Director Kovach noted that this contract is for a different level of the roof as the contract approved last month. Director Ballowe explained the section of roof in greater detail and responded to questions. Chair Rummel added that as pointed out at the Operations Committee meeting, the low bidder was rejected as non-responsive because their bid did not include the required commitment letters for insurance and bonds. 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.

12.0 Old Business - None

13.0 New Business

13.1 Policy Direction to identify projects that, in the event that the State approves a Capital Spending Bill, would be actively promoted by the District for funding – Mr. Kovach noted that there is a potential for a capital spending bill this fall or early next year and the District’s legislative consultants advised the District to prepare a list of potential projects for review by the Lake County legislative delegation with the intention

that one or more of the projects would get funded through this process. Except for one project, the selected projects are either part of the approved CIP, or are on the identified but unfunded list that was previously reviewed by Committees during the CIP process. The exception is the shoreline restoration project on Long Lake at Grant Woods Forest Preserve, which was subsequently brought forward as a request by the Squaw Creek Clean Water Alliance in June of this year. Director Mike Tully provided additional information on how the list would be used by the consultants. Mr. Kovach reviewed each project and the rationale for selecting each. Staff responded to questions as they went through the list, and there was consensus of the committee to accept the list. Mr. Kovach added that the list will be submitted to the legislative consultants.

13.2 Recommend approval of a Resolution Approving the Annual Legislative Program for 2019 – Mr. Kovach reviewed the general objectives for the state legislative program, followed by the objectives for the federal program. He responded to questions and a general discussion ensued. Motion by member Pedersen, second by member Cunningham 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.

President Maine thanked the committee for their hard work over the past two years and asked members to let Mr. Kovach know of any suggestions or comments so that the information can be passed on to the new Rules Committee. Chair Rummel also thanked the committee for their hard work.

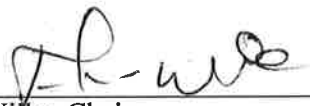
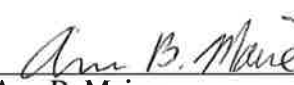

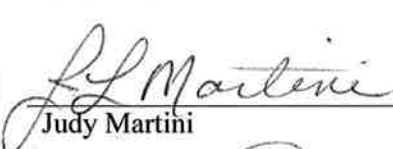
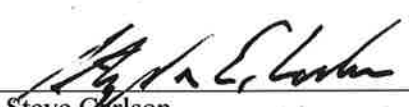
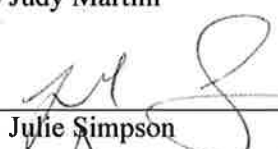
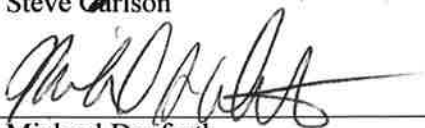
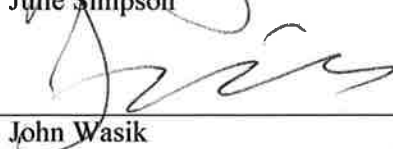
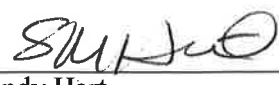
Finance Director Steve Neaman introduced the new Accounting Manager, Ryan Tomaschik; and Education Director Nan Buckardt introduced Alyssa Firkus, new Environmental Education Manager.

14.0 **Executive Session** - None

15.0 **Next meeting:** To be Determined

16.0 **Adjourn** – Motion by member Durkin, second by member Carlson to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:02 a.m.

APPROVED:

| | <u>Aye</u> | <u>Nay</u> | | <u>Aye</u> | <u>Nay</u> |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
|  Terry Wilke, Chair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  Ann B. Maine | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  Paul Frank, Vice Chair | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  Judy Martini | <input type="checkbox"/> | <input type="checkbox"/> |
|  Steve Carlson | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  Julie Simpson | <input type="checkbox"/> | <input type="checkbox"/> |
|  Michael Danforth | <input type="checkbox"/> | <input type="checkbox"/> |  John Wasik | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  Sandy Hart | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |