

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

The Lake County Forest Preserve District Finance Committee met on Thursday, February 9, 2017. 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*  
Steve Carlson  
Bill Durkin  
Sandy Hart

**Absent:**

Aaron Lawlor  
Audrey Nixon

**Also Present:**

Ann Maine, <i>President</i>	Ken Jones
Jeff Werfel	Andrew Osborne
Alex Ty Kovach	Deb Boness
Mike Tully	Laurel Diver
Jim Anderson	Diane Link
Jim Ballowe	Jen Berlinghof
Nan Buckardt	Tamela Lockett
Katherine Hamilton-Smith	Gary Glowacki
Mary Kann	Jenny Sazama
Steve Neaman	April Vaos
John Nelson	Maureen Shelton
Randy Seebach	Julie Gagnani
John Tannahill	Matt Norton, <i>Holland &amp; Knight</i>
Rebekah Snyder	

**2.0 Pledge of Allegiance** – Member Bill Durkin 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 asked Directors to introduce their staff in attendance. He reported on a monument concept for the Ryerson cabin; new Preservation Foundation board member; public access construction projects; Crain’s Chicago Business article on the Teich postcard transfer to Newberry Library; the District’s winter banners featuring the least weasel; and the upcoming Volunteer Recognition event.

**6.0 Approval of Minutes** – Motion by member Carlson, second by member Durkin to approve the open and executive session Minutes of January 12, 2017 and January 30, 2017. Voice vote being had, the motion passed unanimously and the Minutes circulated for signatures.

**7.0 Correspondence**

7.1 Letter from Conserve Lake County (CLC) – Facilities Director Jim Ballowe summarized a letter from CLC requesting an additional five-year term on their license agreement at Almond Marsh. The committee had previously agreed that the lease would not be renewed as the building is slated for removal. Mr. Kovach noted that since the letter was received, their executive director said they intend to be out of the building by next May and may need just a few months’ extension. He felt that one more year would not be an issue. President Maine added that when she and Mr. Kovach had met with their board president last year he indicated that they would not need more than a year. A general discussion ensued and the consensus of the committee was to extend an offer of up to a one-year extension. A written amendment to their license agreement would be presented to the Board for approval. The committee also discussed public access at Almond Marsh after CLC leaves and agreed that it would need to be presented to the Planning Committee to

consider. Member Hart said she would be sending a written request for this item to be put on the Planning Committee agenda.

## **8.0 Finance**

### **8.1 Payment Approvals – None**

8.2 Monthly Financial Report – Director Steve Neaman summarized the financial report for month ending December 31, 2016 and responded to questions.

8.3 Recommend approval of Resolution adopting Annual Budget Policies and Annual Strategic Action Plan for Fiscal Year ending June 30, 2018 – Director Neaman noted that language was added to page 5 regarding ADA and life safety, as requested at the joint committee review. The committee discussed whether the budgeted salary increases should be based on national or local averages. Motion by member Pedersen, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

8.4 Recommend approval of Resolution approving Fiscal Year 2017/18 10-Year Capital Improvement Plan – As requested at the joint committee review, Mr. Kovach showed a map illustrating the locations of the Tier 1 projects on the unfunded list, and a map showing the number of residents being served within ½-mile and 1-mile buffers on the Millennium Trail and users of the tunnels. A general discussion ensued. President Maine asked Director Seebach to follow up with LCDOT regarding trail connection gaps in the Round Lake area. The committee also discussed Chair Rummel's previous request for a list of projects for which discretionary bond funds could be used so as not to lose out on grant funding opportunities. Motion by member Pedersen, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

## **9.0 Administration**

### **9.1 Personnel Actions – None**

9.2 Recommend approval of Ordinance amending Personnel Policies and Procedures by adding Policy No. 8.14 - Records Management – Director Kann explained that a new policy is being added to be in compliance with the Local Records Act and records retention. Staff responded to questions regarding emails. 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.

9.3 Recommend adoption of Ordinance establishing Policy for Reimbursement of Travel, Meal, and Lodging Expenses – Director Kann noted that as of March 1, 2017 state law requires public agencies to adopt travel regulations, and all travel expenses of the governing board members must be voted on by the full Board, as well as employee travel expenses that exceed the maximums established by the regulations. Ms. Kann responded to questions and a general discussion ensued. Chair Rummel asked Ms. Kann for a list of the differences in maximums between the forest preserve and the County for review at a later date. 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.

## **10.0 Executive**

10.1 Legislative Review – Mr. Kovach distributed a list of House and Senate bills prepared by the consultant. He summarized each bill including staff's recommended position on each, and responded to questions.

Chair Rummel left the meeting at 9:38 a.m. and Vice-Chair Linda Pedersen chaired the rest of the meeting. During review, the committee gave the following direction or revisions:

- HB262 – Member Hart requested a list of the impacts to the golf courses if this were to pass
- SB85 – Change from Oppose to Monitor
- HB613, SB673 – Support for now, but change our position if amended with something we're opposed to. Staff will have the consultant notify us immediately of any amendments.
- HB592 – Change from Oppose to Monitor

After reviewing the list, the committee discussed the legislative process in general.

10.2 Recommend approval of an Ordinance approving an Amended Fundraising Authorization Policy—Mr. Kovach reviewed the amendments to the policy and Foundation Director Rebekah Snyder 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.

### 11.0 Operations Committee

11.1 Recommend approval of Ordinance amending (i) the FY 2017 budget, to increase expenditures in FY 2017 not to exceed \$350,000 to allow for development and construction of new exhibitions as part of the Museum Relocation Project with funding from the Museum Relocation Fund and (ii) the Ten-Year Capital Improvement Plan to reflect such funding – Mr. Kovach noted that the original estimates to retrofit the General Offices for the museum were very high and staff examined the project scope to identify efficiencies to reduce the infrastructure improvements without compromising the project. True costs have been inserted into the budget and there is a gap in the funding needed to complete the exhibitions and staff recommends using \$350,000 from the Museum Grant Fund to complete the new exhibitions. Staff responded to questions and a general discussion ensued. 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.

11.2 Recommend approval of a Resolution approving a Three-Year Maintenance Agreement for Telecommunications Services with AT&T Corp., in the Contract Price of \$61,357.95 –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.

11.3 Recommend approval of a Resolution Awarding a Three-Year Contract for Turf Mowing and Landscape Services at Fort Sheridan and Lakewood Forest Preserves to The Fisher Burton Company in an amount not to exceed \$150,780.00 – Mr. Kovach showed the landscaping areas on a map and responded to questions. 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.

### 12.0 Planning Committee

12.1 Recommend approval of a Resolution authorizing Change order No. 3 to the Contract with WBK Engineering, LLC for the Des Plaines River Dam Removals-Engineering at MacArthur Woods and Captain Daniel Wright Woods, increasing the Contract Amount by \$8,775.00 – Mr. Kovach noted that additional erosion monitoring was required by Lake County Stormwater Management Commission. 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.

12.2 Recommend approval of a Resolution approving a Local Agency Agreement with the Illinois Department of Transportation for the Illinois Transportation Enhancement Program funding for the Lyons Woods Trail Connection - 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.

12.3 Recommend approval of a Resolution approving a Tax Sale Agreement with Openlands resulting from the 2016 Annual Lake County Tax Sale, allowing the District to purchase one Certificate of Sale from Openlands for a sum not to exceed \$62,066.25 - Ken Jones summarized the parcel by Rollins Savanna using a map and noted that by purchasing the certificate, the District may obtain title to the parcel through a tax deed if the current owner does not redeem the taxes over the next two years. He responded to questions and a brief discussion ensued. 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.





**13.0 Old Business – None**

**14.0 Executive Session** – Motion by member Carlson, second by member Hart to go into executive session for the purpose of discussing collective bargaining matters. Roll call vote being had, the motion passed by the following vote: AYES: 4, NAYS: 0. The committee went into executive session at 10:44 a.m. and returned to open session at 10:59 a.m.

**15.0 Next meeting:** The February 23, 2017 meeting on the schedule will be canceled. Next meeting will be March 9, 2017.

**16.0 Adjourn** – With no further business, motion by member Durkin, second by member Carlson to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 11:00 a.m.

**APPROVED:**

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
_____	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. Michael Rummel, Chair			Sandy Hart		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Linda Pedersen, Vice Chair			Aaron Lawlor		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Steve Carlson			Audrey Nixon		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Bill Durkin					