

**Lake County Forest Preserves  
Finance and Administrative Committee Minutes – November 3, 2016**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, November 3, 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)  
Audrey Nixon

**Absent:**

Aaron Lawlor

**Also Present:**

Ann Maine, *President*

**Also Present:**

Alex Ty Kovach  
Mike Tully  
Steve Neaman  
Mary Kann  
Nan Buckardt  
Jim Anderson  
Jim Ballowe  
John Nelson  
Randy Seebach  
John Tannahill  
Rebekah Snyder  
Julie Gragnani

Andrew Osborne  
Ken Jones  
Alex Eichmann  
Sue Hawkins  
Jeff Sloom  
Russ Chamberlin  
Jana Brinton  
Bruce Crook  
Jose Abarca  
Jory Schmitt  
Matt Norton, *Holland & Knight*  
Richard Riley

**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 distributed a report and commented on:

- Update on two-year safety performance plan;
- *Natural Legacies* newsletter for planned giving;
- Update on Des Plaines River Trail Challenge and future focus on marketing efforts;
- Distinguished Budget Presentation award received from Government Finance Officers Association;
- Update on public access construction and trail projects;
- Accreditation from Chicago Wilderness for Excellence in Ecological Restoration at MacArthur Woods;
- National Fish and Wildlife Foundation grant at Middlefork Savanna: \$79,000 has been offered of the \$290,000 requested; will discuss with donor to verify funding levels;
- Deer removal program goes from November 21 to March 27;
- Hawkfest was held on October 14-15 focusing on birding as an economic driver for regions.

**6.0 Correspondence**

**6.1 Phone correspondence from Arbor Vista resident (Almond Marsh)** – Staff showed the property on a map and President Maine summarized a series of phone calls she received as a result of an Arbor Vista resident repeatedly mowing District property. Chief Tannahill explained that the District posted no-mowing signs which upset the neighbors, so the signs were replaced with yellow boundary markers. A boundary marker placed along Mr. Johnson's property line has upset him, saying it has ruined his view. A general discussion ensued and the consensus of the committee was to not remove the markers as they are helpful to both District staff and the residents in determining the boundary lines. President Maine directed staff to prepare a response letter to Mr. Johnson.

**7.0 Approve Minutes of October 6, 2016** – Motion by member Pedersen, second by member Carlson to approve the Minutes of October 6, 2016, open and executive sessions. Voice vote being had, the motion passed unanimously and the Minutes circulated for signatures.

## **8.0 Finance**

8.1 Payment Approvals – Motion by member Nixon, second by member Durkin to approve the Holland and Knight legal bill for August 2016. Voice vote being had, the motion passed unanimously and the invoice was circulated for signatures.

8.2 Monthly Financial Report – Director Steve Neaman summarized the first quarter financial report for month ending September, 2016 and provided details on posting and timing issues.

## **9.0 Administration**

9.1 Department Report - Director Mary Kann presented a semi-annual report of accidents from June through October. There were nine accidents during the period, down from 17 in the same period one year ago.

9.1 Personnel Actions – None

9.2 Recommend approval of Ordinance amending Personnel Policy 7.1 – Insurance Benefit Plans – Ms. Kann noted that in order to meet IMRF wage reporting requirements, insurance waiver payments should be paid per paycheck rather than quarterly, therefore the policy needed to be amended to reflect this change. 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.

## **10.0 Development**

10.1 Division Report – Chief Development Officer Rebekah Snyder summarized the discretionary grants received over the past two years and how those funds were used. She summarized the corporate sponsorships benefitting the Fall Classic at ThunderHawk.

## **11.0 Facilities**

11.1 Department Report – Director Jim Ballowe summarized the facility usage and building trades activity for October, and noted that Countryside and Brae Loch would be closing this weekend for the season. ThunderHawk will stay open as conditions permit. He added that only Catering By Michaels submitted a response to the second RFP for Greenbelt and staff will be having preliminary discussions with them.

11.2 Golf Season and Programs Recap – Golf Operations Manager Alex Eichman gave a presentation on the EZ Links and Golf Now programs implemented in the past. The District severed their agreement with Golf Now as peak rates were being undercut, however, the agreement with EZ Links has worked well and will be renewed. Dynamic pricing did not work well overall, but is still used when weather allows and on holidays. He then gave an overview of adult group and junior golf lesson programs, First Tee program, PGA junior league golf team, high school programs, and catering at Brae Loch. There are only 58 annual passes remaining. He reviewed current marketing efforts, food and beverage goals, and continued enforcement of the no-show policy. There is room for improvement in the areas of afternoon play, permanent tee times, and rounds at Brae Loch. The next areas of focus include marketing and new websites, growing the email database, increase in leagues, and an app for geo fencing. Mr. Eichman responded to questions.

Jim Ballowe introduced Bruce Crook, Assistant Manager at ThunderHawk; Jana Brinton, Assistant Manager at Countryside; Jose Abarca, Assistant Site Superintendent; Jory Schmitt, Golf Course Mechanic; and Russ Chamberlin, Site Superintendent.

11.3 Approve Residential License Fee Increases for 2017 – Director Ballowe recommended a 1.017 increase in residential license fees for 2017 based on the annual adjustment factor for residential rent and other associated costs. Motion by member Carlson, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

## **12.0 Natural Resources**

12.1 Approve the award of four farm licenses to the highest qualified bidders – Director Jim Anderson summarized a request for 2017 farm licenses at Dutch Gap, Kestrel Ridge and Pine Dunes, and responded to

questions. Motion by member Pedersen, second by member Nixon 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 department report for October for grounds maintenance, natural resources, and infrastructure. Crews are setting up for the winter solar-lit trails. Demolition season will start in December on buildings at the Stuckmann, Cuneo, Kircher, and Kinney properties, and the barn at Prairie Stream. Mr. Nelson responded to questions and a brief discussion ensued.

### **14.0 Public Safety**

14.1 Department Report – Director John Tannahill summarized his department’s activities for October.

14.2 Recommend approval of a Resolution authorizing execution of Law Enforcement Mutual Aid Agreement and the existence and formation of the Illinois Law Enforcement Alarm System (ILEAS) by intergovernmental cooperation – Mr. Tannahill summarized the need for updating the existing agreement which is outdated. The new agreement includes changes in the ILEAS by-laws. 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.

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

15.1 Recommend approval of a Resolution approving Deaccession of Out-of-Scope Items from the Lake County Discovery Museum’s Collections and offer the items for sale at Public Auction – Director Nan Buckardt noted that as part of the relocation, 413 weaponry items have been identified as not having direct connections to Lake County and have no future benefit to the Museum for preservation, research or exhibition. She responded to questions and a general discussion ensued. Motion by member Hart, second by member Carlson to approve the recommendation as presented. 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 Oak Woodland Clearing Phase 2 at Kettle Grove Forest Preserve to JH Landworks, Wauconda, Illinois in the Contract Price of \$59,675.00 – Director Anderson summarized the project for removal of invasive woody species and thinning of select native species on 35 acres. Funding will be from a private donation. Motion by member Durkin, second by member Nixon 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 approving license agreement with Village of Lake Villa permitting the use of designated trails at Sun Lake Forest Preserve to access existing public utility easement – Director Randy Seebach summarized a recommendation for a long-term license agreement with the Village of Lake Villa for their use of District trails at Sun Lake to access their easement for bringing Lake Michigan water to local residents. Mr. Seebach and Attorney Matt Norton 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 for approval.

17.2 Recommend approval of a Resolution approving amendment to an Easement Agreement with the Village of Lincolnshire at Half Day Forest Preserve – Director Seebach summarized the need for an amendment to the easement agreement with the Village of Lincolnshire at Half Day Forest Preserve, to allow the Village to make improvements along the trail including brush removal, ditch stabilization, plant and maintain permanent planting beds and landscaping; and to correct a legal description in the original agreement. 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.

## **18.0 Old Business**

**18.1 Policy Direction regarding requests from various cell tower companies to construct and operate cell towers at various Forest Preserve locations and to authorize staff to negotiate agreements** – Executive Director Mr. Kovach gave a chronology of cell tower leases with the District, and noted that potential revenues over a 20-year period on existing and future leases could reach \$2 million including annual income plus financial escalators. He presented information regarding the safety of cell towers, which indicated that exposure is within a safe level. He then presented details on the two sites where requests for cell towers have been made: 1) Buffalo Creek Forest Preserve on Schaeffer Road, and 2) Countryside Golf Club at the Route 60 and Hawley intersection.

The committee discussed the alternate cell tower sites considered and rejected by the tower operators at Buffalo Creek and Countryside, which were shown on maps. Staff proposed a possible alternative to the Route 60/Hawley intersection at Countryside by looking at the maintenance building area.

Mr. Kovach noted that the direction from last Monday's joint committee was that 1) the request at Buffalo Creek should not be considered because it's too open and undeveloped, and too close to the trail; 2) Countryside would be considered with the alternate location and with the requirement of a public open house that the District would weigh in on heavily; 3) research what the market would provide; 4) consider each cell tower request on a site-by-site basis. A general discussion ensued and the consensus of the committee was to follow the direction given by the Land Preservation and Acquisition Committee.

At this time, member Nixon summarized her attendance at the NRPA conference and brought back suggestions on how Greenbelt Cultural Center could be used differently to attract more people, such as a splash park with fees, a volunteer program using retired teachers, and history programs on Greenbelt.

At this time, President Maine asked the committee to think about having later hours and light the asphalt trail at Independence Grove to accommodate residents who like to walk at night and suggested a countywide walking program to engage communities at different levels. Staff will come up with some options and associated costs for consideration during the next budget cycle.

## **17.0 New Business – None**

**18.0 Executive Session** – Motion by member Hart, second by member Pedersen to go into executive session for the purpose of discussing probable or imminent litigation and collective bargaining matters. Roll call vote being had, the motion passed by the following vote: AYES: 6, NAYS: 0. The committee went into executive session at 10:35 a.m. and returned to open session at 11:10 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.

**20.0 Next scheduled meeting:** To be determined. Chair Rummel thanked the committee members for their work during the past two years.


**21.0 Adjourn** – With no further business, motion by member Carlson, second by member Hart to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 11:12 a.m.

**Finance and Administrative Committee Minutes – November 3, 2016**


**APPROVED:**

Yea Nay

Yea Nay

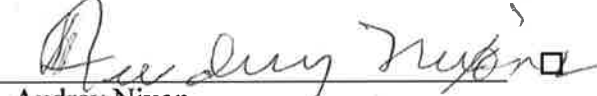
  
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S. Michael Rummel, Chair

  
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Sandra Hart

  
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Linda Pedersen, Vice Chair

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