

**Lake County Forest Preserves  
Finance and Administrative Committee Minutes – April 7, 2016**

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, April 7, 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*  
Steve Carlson  
Bill Durkin  
Sandra Hart  
Audrey Nixon

**Absent:**

Aaron Lawlor

**Also Present:**

Ann Maine, President  
Alex Ty Kovach  
Mike Tully  
Steve Neaman  
Mary Kann  
Randy Seebach  
Nan Buckardt  
Katherine Hamilton-Smith  
Jim Anderson  
Jim Ballowe

John Nelson  
John Tannahill  
Rebekah Snyder  
Andrew Osborne  
Sue Hawkins  
Debbie Boness  
Julie Gagnani  
Sandra Meyers  
Matt Norton, *Holland & Knight*

**2.0 Pledge of Allegiance** – Member Pedersen led the pledge of allegiance.

**3.0 Public Comment** – None

**4.0 Addenda to the Agenda** – None

**5.0 Executive Director Report** – None

**6.0 Correspondence** - None

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

7.1 Approve Minutes from February 29, 2016 joint meeting with Planning & Restoration Committee; and March 3, 2016 meeting – open and executive sessions.

7.2 Recommend approval of Resolution awarding Contract for Schreiber Lake Restoration, Phase 2 Reforestation at Lakewood Forest Preserve to Homer Environmental, LLC, Lockport, IL in the Contract Price of \$60,650.00.

7.3 Recommend approval of Resolution awarding Contract for District-wide Crack Sealing to SKC Construction, West Dundee, IL in a Contract Price not to exceed \$33,839.80.

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 – Motion by member Durkin, second by member Pedersen to approve the Holland & Knight legal bills for January and February 2016. Voice vote being had, the motion passed unanimously and the payment requests were circulated for signatures.

8.2 Monthly Financial Report –Director Steve Neaman summarized the financial report for month ending February 29, 2016. He noted that expenses were down overall in the General Fund; and responded to questions.

8.3 Recommend approval of Resolution approving One-Year Contract Extension with RSM US LLP for Auditing Services for Fiscal Year 2016 in an amount not to exceed \$65,000.00 – Mr. Neaman noted that due to the resignation of the accounting manager, who handles the majority of the audit work, he recommended contracting with the current auditor for one more year, then issue an RFP next fall. 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.

8.4 Recommend approval of Resolution authorizing payment of \$139,764.54 to Lake County for Annual Services - 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.

## **9.0 Administration**

9.1 Personnel Actions - None

9.2 Recommend approval of Resolution approving Upgrade Services Agreement for Installation, Configuration, and Implementation of Enterprise Document Management System to Hyland Software, Inc., Westlake, OH, in the Contract Price of \$87,211.48, and related agreements – Director Mary Kann gave a background summary of the software system, noting that the new contract is with the firm who acquired the software originally purchased by the District. 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 Development**

10.1 Division Report – Director Katherine Hamilton-Smith explained a report showing donors who have donated in consecutive years, and new donors. Preservation Foundation Director Rebekah Snyder summarized her division report on major gifts received, planned giving newsletter, and the Foundation's Summer Tour 2016. They also explained an insert that will be in upcoming issues of Horizons, and responded to questions.

10.2 Recommend approval of Resolution awarding Contract for Planned Giving Marketing Services to Pentera, Inc., Indianapolis, IN in an amount not to exceed \$48,315.00 – Ms. Hamilton-Smith summarized the planned marketing program and she and Director Snyder 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.

## **11.0 Facilities**

11.1 Department Report – Director Jim Ballowe summarized the facility usage and building trades report for March, noting that facilities are ready to open; and responded to questions.

11.2 Approve temporary employee Residential License Agreement – Mr. Ballowe summarized the request for housing for a temporary environmental educator. Motion by member Nixon, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

## **12.0 Operations and Infrastructure**

12.1 Department Report – Director John Nelson summarized his March report for grounds maintenance, natural resources, infrastructure, and capital projects; and responded to questions. A discussion ensued regarding beaver management and Director Jim Anderson responded to questions.

### **13.0 Public Safety**

13.1 Department Report – Director John Tannahill reported on his department’s activities for March. He noted that trail patrol has begun using the new electric vehicle, and the trail courtesy program has also begun. A discussion ensued regarding the challenges of the closure of the beach at Fort Sheridan.

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

14.1 Recommend approval of Resolution awarding Contract to Print and Distribute eight issues of Horizons quarterly newsletter to Dreamworks Graphic Communications, Glenview, IL in the Contract Price of \$123,535.68 Ms. Hamilton-Smith summarized the recommendation. Motion by member Nixon, 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 Planning & Restoration Committee**

15.1 Recommend approval of Resolution approving Contract for Ecological Assessment of District Lands to Northern Illinois University, Institute for the Study of Environment, Sustainability & Energy, DeKalb, IL in the Contract Price of \$175,012.00 – Mr. Kovach explained that Northern Illinois University was awarded this contract in February, however, they asked for changes to that contract. Neither staff nor legal counsel had any issues with the requested changes. 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.

15.2 Recommend approval of Resolution awarding Contract for Wildlife Re-Introduction and Post-Release Monitoring to Lincoln Park Zoo, Chicago, IL in a Contract Price not to exceed \$45,000.00 – Director Jim Anderson summarized the project, noting that it is grant funded and no District funds are being expended. Motion by member Pedersen, 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.

15.3 Recommend adoption of Ordinance approving Amendment No. 3 to Intergovernmental Agreement with County of Lake providing for Wetland Mitigation License Agreement at Buffalo Creek Forest Preserve – Director Randy Seebach explained that due to necessary plan revisions, the County will need an additional two years to obtain full or partial approval of the wetland bank from the permitting agencies. The new termination date will be April 28, 2018. 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.

15.4 Policy direction regarding request from Illinois Department of Transportation (IDOT) to consider providing the local cost share for portion of Millennium Trail along U.S. Route 45 as part of the Millburn Bypass project and authorizing Letter of Intent – Mr. Seebach illustrated the project on a map and explained that IDOT identified the District’s local cost share for the 0.8-mile Millennium Trail portion of the project at 20% of the construction costs and 15% of engineering costs. The total would be about \$34,776 and staff recommended that the District fund the local share, contingent on the partner agencies agreeing to accept long-term maintenance responsibilities. He asked for direction on 1) signing a letter of intent; 2) negotiate an agreement with IDOT; and 3) negotiate with the partner agencies regarding cost sharing and maintenance responsibilities. He responded to questions and a lengthy discussion ensued. The committee’s direction was to have further conversations with IDOT, LCDOT and the other municipal partners including Lindenhurst Park District, and determine who will assume the maintenance of the trail before signing a letter of intent.

### **16.0 Land Preservation & Acquisition Committee**

16.1 Policy Direction regarding request from Verizon Wireless to construct and operate a cell tower at Buffalo Creek Forest Preserve and authorizing staff to negotiate agreements - Mr. Kovach summarized a request from Verizon Wireless for a cell tower at Buffalo Creek. He showed the location on maps and noted

that the Land Preservation and Acquisition Committee's direction was to continue with negotiations but asked for more information before making a final decision. Initial revenue would be \$15,000 annually, increasing 10% every 5 years, plus an annual rent share of \$6,000/yr. for each additional carrier. Mr. Kovach responded to questions and a general discussion ensued. Attorney Norton noted that the Land Acquisition Committee has a policy for easements on District property that includes conditions under which the District would consider a cell tower, and this is the starting point for negotiations. The committee's direction was to gather more information. President Maine recommended having a Committee of the Whole to discuss the matter further.

16.2 Policy Direction regarding request from Central States Tower III, LLC to construct and operate a cell tower at Countryside Golf Club and authorizing staff to negotiate agreements – Mr. Kovach gave a background of the requested site. Since Monday's Land Acquisition Committee meeting, he learned that there will be a public hearing on April 20 for the cell tower to be placed at The Chapel property on the east side of Route 60, which is still Central States' preferred location. Mr. Kovach recommended taking no action until the outcome of the public hearing is known. He responded to questions and a brief discussion ensued. The committee was in agreement with Mr. Kovach's recommendation to take no action for now.

16.3 Recommend approval of Resolution to purchase 29.4-acre parcel of property in Fremont Township known as the Diebold property for \$911,400.00 as an addition to Ray Lake Forest Preserve – Mr. Kovach summarized the property on a map and briefly talked about the future restoration of the property. He 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 had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

## **17.0 Old Business**

17.1 Policy direction regarding agreement with Newberry Library, Chicago, for transfer of the Curt Teich Postcard Archives from Lake County Discovery Museum's collections – Mr. Kovach summarized staff's recommendation to negotiate an agreement with Newberry Library for transfer of the Teich Postcard Collection and endowment. In evaluating the Newberry Library and the University of Illinois, the Library stood out because the Teich Archives provides a greater complement to the Library's existing core collections, they are part of a coalition in the Chicago area so that other institutions will have access, and they have immediate exhibit space. They also have board members who live in Lake County. He responded to questions and a general discussion ensued. Mr. Kovach asked for authority to prepare an agreement for May Board approval. The consensus of the committee was to proceed.

17.2 Legislative Update: Follow-up Review – In follow-up to the previous meeting, Mr. Kovach provided further information on the following items:

- HB 4537 – Amends the Local Records Act. If passed, the bill would have no impact to the District; staff recommends removing from the watch list. Mike Tully added that IAPD is opposed to this bill.
- HB 4624 – Amends the Right to Privacy in the Workplace Act. If passed, the bill would have little impact on District operations; staff recommends removing from the watch list.
- SB 26 – Amends the Local Records Act. If passed, it would create additional file storage issues, however, staff still recommends supporting the bill.
- HB 4536 - Would raise the competitive bid threshold to \$25,000, has passed through committee and will now go to the full House.

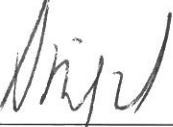
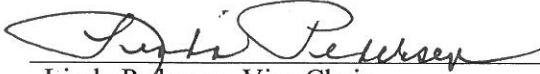


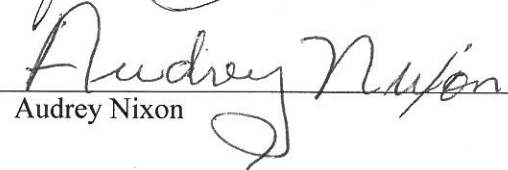
Member Hart noted that a few years ago a group came to the committee requesting a No Smoking Policy in the forest preserves. She asked the committee to think about having a policy banning smoking in the forest preserves. A general discussion ensued and there were concerns about enforcement. President Maine noted that the District has a smoking ban in the playground areas, and that many health professionals feel that banning smoking in all outdoor areas may discourage some people from getting outside for a walk.

**18.0 Executive Session** – Motion by member Durkin, second by member Carlson to go into executive session for the purpose of discussing pending litigation, and probable or imminent litigation. Roll call vote being had, the motion passed by the following vote: AYES: 6, NAYS: 0. The committee went into executive session at 10:27 a.m. and returned to open session at 10:40 a.m.

**19.0 Next scheduled meeting:** Joint Committee meeting on May 2, 2016

**20.0 Adjourn**– With no further business, motion by member Hart, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 10:40 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"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			Sandra Hart		
 Linda Pedersen, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Aaron Lawlor		
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Audrey Nixon		
_____	<input type="checkbox"/>	<input type="checkbox"/>			
Bill Durkin					