

**Lake County Forest Preserves
Finance and Administrative Committee Minutes – June 30, 2016**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, June 30, 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
Aaron Lawlor (8:35 am)
Audrey Nixon

Also Present:

Ann Maine, *President*
Alex Ty Kovach
Mike Tully
Steve Neaman
Mary Kann
Randy Seebach
Katherine Hamilton-Smith
John Tannahill

Nan Buckardt
John Nelson
Jim Ballowe
Rebekah Snyder
Leslie Berns
Julie Gragnani
Matt Norton, *Holland & Knight*

2.0 Pledge of Allegiance – Member Hart led the pledge of allegiance.

3.0 Public Comment – None

4.0 Addenda to the Agenda – None

5.0 Executive Director Report – Executive Director Kovach reported on:

- Triple-A bond rating from Moody's; awaiting the Standard and Poor's rating.
- Horizons inserts has reached \$8,275 of the \$12,000 goal.
- IDOT reported that without a State budget appropriation, all consultant and construction projects were to shut down on June 30. The District's two State projects with federal aid--Lyons Woods to Waukegan Savanna Trail (January, 2017 bid) and Middlefork Bridge & Trail (September, 2016 bid) could be delayed.
- New exhibit case in the Committee Room that will house a rotating display of Museum artifacts.
- Staff won two APEX Awards for Excellence in Graphic Design Competition: Oak Ecosystems Recovery Plan won Grand Award in the *Campaigns, Programs and Plans* category and Horizons Magazine won an Award of Excellence in the *Print Newsletter* category.
- Upcoming Events: Open house at Green Youth Farm on August 3; Civil War Days on July 9 and 10; and Science Explorers in Nature graduation and open house on July 15 at Greenbelt Cultural Center.
- Outdoor Board meeting on July 13 at Hastings Lake Forest Preserve.

6.0 Correspondence

6.1 Thank-you letter from Des Plaines River Association – A letter was distributed thanking the District for its support with the 59th annual Des Plaines River Canoe and Kayak Marathon. Director Mike Tully responded to questions.

7.0 Consent Agenda – Motion by member Hart, second by member Nixon to approve the Consent Agenda, items 7.1 through 7.5:

7.1 Approve Minutes from June 9, 2016 meeting – open and executive sessions

7.2 Recommend Approval of a Resolution awarding a Contract for Herbicide Purchases to Crop Production Services, Kasota, Minnesota, in an amount not to exceed \$55,000.00.

7.3 Recommend Approval of a Resolution awarding a Contract to Purchase a 2017 Peterbilt Dump Truck Model 348 to National Auto Fleet Group, Watsonville, California, in an amount not to exceed \$148,932.50.

- 7.4 Recommend approval of a Resolution awarding a Contract to Purchase Two 2017 International 4x4 Trucks to National Auto Fleet Group, Watsonville, California, in a total amount not to exceed \$355,610.00.
- 7.5 Recommend approval of a Resolution awarding a Contract for Small Invasive Tree and Shrub Control to Applied Ecological Services, Inc., Brodhead, Wisconsin, in the Contract Price of \$381,824.00.

Voice vote being had, the motion passed unanimously and the Minutes circulated for signatures. Items 7.2 through 7.5 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 March and April, 2016. Voice vote being had, the motion passed unanimously and the bills were circulated for signatures.

8.2 Monthly Financial Report – Director Steve Neaman summarized the financial report for month ending May 31, 2016. He noted that expenses are within budget and revenues are strong.

9.0 Administration

9.1 Personnel Actions - None

10.0 Development

10.1 Division Report – Director Katherine Hamilton-Smith reported that as of May 31 there are 66 turtle champions out of the goal of 100. Staff responded to questions regarding the process for tagging and releasing young turtles. Preservation Foundation Director Rebekah Snyder summarized the report on progress made toward fundraising goals, the major gifts received as of May 31, and the Foundation's 2016 Summer Tour.

11.0 Facilities

11.1 Department Report – Director Jim Ballowe summarized the facility usage and building trades report for May and June 2016, noting that the attendance at the Independence Grove summer concert series keeps getting bigger. Golf was slow in May with precipitation, but rebounded in June with exceptionally good weather. He responded to questions.

11.2 Approve Temporary Employee License Agreements at 24238 W. Ivanhoe Road, Wauconda – Mr. Ballowe summarized a request to approve temporary housing licenses for five environmental technicians. Motion by member Lawlor, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.3 Recommend approval of Resolution awarding Contract for Removal and Installation of Electrical System Components at the General Offices to Public Electric Construction Company, Wheeling, Illinois, in the Contract Price of \$114,499.00 – Mr. Ballowe noted that this contract is for the basement remodel in preparation for the Museum relocation. 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.

11.4 Recommend approval of Resolution awarding Contract for Repositioning of a Fire Suppression System at the General Offices to United States Alliance Fire Protection, Inc., Lake Forest, Illinois, in the Contract Price amount of \$29,400.00 - Mr. Ballowe noted that this contract is for the basement remodel in preparation for the Museum relocation. Motion by member Carlson, 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.

11.5 Recommend approval of Resolution awarding Contract to install an HVAC System at the General Offices to Amber Mechanical Contractors, Inc., Alsip, Illinois, in the Contract Price amount of \$179,800.00 Mr. Ballowe noted that this contract is for the basement remodel in preparation for the Museum relocation and responded to questions. 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.

12.0 Operations and Infrastructure

12.1 Department Report – Director John Nelson summarized his report for June for grounds maintenance, natural resources, infrastructure, and Youth Conservation Corps.

13.0 Public Safety

13.1 Department Report – Director John Tannahill summarized his department’s activities for May/June and responded to questions.

14.0 Planning & Restoration Committee

14.1 Recommend approval of Resolution awarding Contract for Hydrologic and Agricultural Drain Tile Investigation at Cuba Marsh, Ray Lake and Wadsworth Savanna Forest Preserves to Hey and Associates, Inc. in the Contract Price of \$99,265.00 – Leslie Berns gave a summary of the project and what will be analyzed, and responded to questions. 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.

14.2 Recommend approval of Resolution approving Intergovernmental Agreement with City of Waukegan and Waukegan Park District to provide Trail Connection between Lyons Woods and Waukegan Savanna Forest Preserves – Director Randy Seebach summarized the project which will provide needed easements for the trail, the park district to maintain the trail, the City to patrol the trail and pay for costs related to a traffic signal to be installed at Lewis Avenue, and the District to complete long-term repairs to the trail. 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.


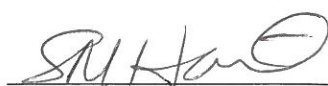
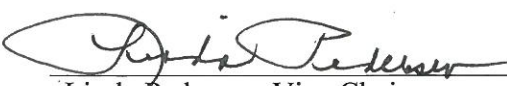
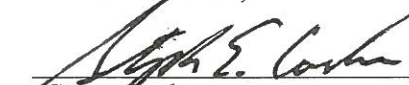
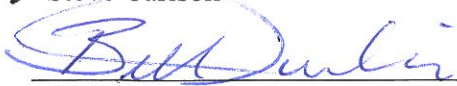
17.0 Old Business - None

18.0 Executive Session – Motion by member Carlson, second by member Hart to go into executive session for the purpose of discussing pending, and probable or imminent litigation. Roll call vote being had, the motion passed by the following vote: AYES: 7, NAYS: 0. The committee went into executive session at 9:15 a.m. and returned to open session at 9:18 a.m.

19.0 Next scheduled meeting: August 4, 2016

20.0 Adjourn – With no further business, motion by member Carlson, second by member Durkin to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:18 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"/>	 Sandra Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Linda Pedersen, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Aaron Lawlor	<input type="checkbox"/>	<input type="checkbox"/>
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Audrey Nixon	<input type="checkbox"/>	<input type="checkbox"/>
 Bill Durkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			