

**Lake County Forest Preserves  
Finance and Administrative Committee Minutes – June 9, 2016**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, June 9, 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

Aaron Lawlor

Audrey Nixon

**Absent:**

Bill Durkin

Sandra Hart

**Also Present:**

Alex Ty Kovach

Mike Tully

Steve Neaman

Mary Kann

Randy Seebach

Nan Buckardt

Katherine Hamilton-Smith

John Tannahill

John Nelson

Jim Anderson

Jim Ballowe

Rebekah Snyder

Ellen Granda

Julie Gagnani

Barb Chevalier, *Speer Financial*

Dan Forbes, *Speer Financial*

Anthony Micelli, *Speer Financial*

Matt Norton, *Holland & Knight*

Peter Kolb, *Lake County*

**2.0 Pledge of Allegiance** – Member Lawlor 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:

- Status of several capital projects;
- Fort Sheridan Cemetery is one of only two Army cemeteries maintained by civilian agencies; Greg Townsend attended training at Arlington National Cemetery; he is the first civilian to attend.
- Teich Postcard Archives transfer agreement is almost ready to bring forward;
- Preservation Foundation: summer tour and adopt-a-turtle envelope insert in *Horizons*;
- Presentation made to the Conservation and Policy Council for Cook County as a case study for sustainability and leveraging the Preservation Foundation;
- July outdoor board meeting at Hastings Lake Forest Preserve on Wednesday, July 13.
- No movement on the bill in Springfield regarding the land transfer; held up in Rules Committee.

**6.0 Correspondence** - None

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

**7.1 Approve Minutes of April 7, 2016 meeting – open and executive sessions; May 2, 2016 joint committee meeting – open and executive sessions.**

**7.2 Recommend approval of Resolution approving Annual Support and License Agreement for Financial Software to Tyler Technologies, Inc., MUNIS Division, Falmouth, Maine, in the Contract Price of \$71,222.27.**

**7.3 Recommend approval of Resolution awarding Contract for Website Hosting and Support Services to Svanaco, Inc. dba AmericanEagle.com, Des Plaines, Illinois, in the Contract Price of \$140,400.00.**

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 – None

8.2 Monthly Financial Report – Director Steve Neaman summarized the financial report for month ending April 30, 2016. He noted that expenses are well within budget, and tax levy revenues are starting to come in. He responded to questions.

Finance Director Steve Neaman noted that refunding the specified bonds in items 8.3 and 8.4 will result in an approximate savings of \$8 million. Barb Chevalier of Speer Financial introduced her colleagues and gave a detailed overview of the savings that will be realized.

8.3 Recommend adoption of Ordinance authorizing issuance and sale of not to exceed \$51,000,000 General Obligation Limited Tax Refunding Bonds, Series 2016A, to refund the outstanding portion of Series 2008A and 2008B bonds - Motion by member Carlson, second by member Lawlor 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 adoption of Ordinance authorizing issuance and sale of not to exceed \$26,500,000 General Obligation Refunding Bonds, Series 2016B, to refund the outstanding portion of Series 2009A bonds - Motion by member Lawlor, 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.

8.5 Recommend adoption of Ordinance Ascertaining 2016/2017 Illinois Prevailing Wage Rates for Lake County - Motion by member Lawlor, second by member Pedersen 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 Department Report – Director Mary Kann presented a semi-annual report of accidents through May 2016. She reported 12 workers comp accidents during the period, 8 more than the same period one year ago. She responded to questions from committee members. Mr. Kovach added that the 2-year position was advertised but response was not favorable. Staff will take another look at what can be done differently to fill the position.

9.2 Personnel Actions - None

9.3 Recommend approval of Resolution awarding Contract to purchase Computing Equipment to CDW Government, Inc., Vernon Hills, Illinois under the National IPA Technology Solutions Contract #130733 in the Contract Price of \$90,448.58 – Director Mary Kann summarized the need for the computers and servers being purchased. 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.

## **10.0 Development**

10.1 Division Report – Director Katherine Hamilton-Smith and Preservation Foundation Director Rebekah Snyder summarized their report on progress made toward fundraising goals, the major gifts received during April, and various events including the Foundation's Summer Tour 2016. Director Hamilton-Smith reported on her recent trip to Washington DC to visit the area Representatives, and Northwestern Medicine's sponsorship of the 2016 summer camps.

## **11.0 Facilities**

11.1 Department Report – Director Jim Ballowe summarized the facility usage and building trades report for April and May 2016, noting that the Independence Grove summer concert series starts this week. He also noted that the Farm Heritage Association has asked for a one-year extension on their license at Prairie Stream. They need additional time to relocate their equipment. A brief discussion ensued and the consensus of the committee was to grant one more year. Mr. Ballowe will bring a recommendation for formal approval next month.

## **12.0 Operations and Infrastructure**

12.1 Department Report – Director John Nelson summarized his report for April and May for grounds maintenance, natural resources, infrastructure, and capital projects. He then summarized a fiscal year-end Building Update, noting that District crews removed 15 buildings during the winter. He then gave a green fleet annual report as required in the Green Fleet Policy.

## **13.0 Public Safety**

13.1 Department Report – Director John Tannahill reported on his department's activities for April and May, including vandalism at Bonner Farm, the DPR canoe race, and a recent demonstration at the Museum. Mr. Tully explained the District's designated areas for expressive uses under the General Use Ordinance. Mr. Norton responded to legal questions and a general discussion ensued.

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

14.1 Approve 2016-2017 Gateways Grants Program – Director Nan Buckardt summarized the grant program, noting that the number of grants is being reduced to 48, which will still allow grants for all schools who need them, and provide for more funds toward bus reimbursement. Motion by member Carlson, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

14.2 Recommend adoption of Annual Fee Ordinance effective July 1, 2016 – Director Neaman gave a brief summary of the revised fees due to reorganization, and other areas of consolidation. He explained the fees for Ryerson and the Museum that were revised by the Education, Cultural Resources and Public Affairs Committee. Director Hamilton-Smith added that staff will work on ways to let the public know that rental fees at these two sites are reduced. Staff responded to questions and a general discussion ensued. Motion by member Lawlor, 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.

## **15.0 Planning & Restoration Committee**

15.1 Presentation – FY 2016/17 Winter Habitat Restoration Projects – Director Jim Anderson gave a presentation on 18 habitat restoration projects that will be undertaken this coming winter, totaling 510 acres. He explained why the projects were chosen, their locations, whether the work is done by District staff or contracted out, and how the work is done including the types of equipment and methods used in the clearing process. He also explained how the neighbors and public are notified, and will be adding township supervisors and homeowner associations.

15.2 Recommend approval of Resolution awarding Contract for Engineering Services for Public Access Improvements at Fort Sheridan Forest Preserve to Hey and Associates, Inc., Volo, Illinois, in the Contract Price of \$220,765.00 – Director Randy Seebach summarized the project, which includes public access and restoration work north of the parade grounds. 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 approval of Resolution awarding Contract for Design and Engineering Services for North Mill Creek Channel Restoration-Construction Phase II to V3 Companies of Illinois, Ltd., in the Contract Price of \$285,272.00 – Director Anderson summarized the project and responded to questions.

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.

15.4 Recommend approval of a Resolution accepting Funds from the Preservation Foundation, funding of stream sampling for the Des Plaines River Watershed Workgroup (DRWW), and an agreement with Lake County Stormwater Management Commission for contribution of Development Levy Funds to the Des Plaines River biological sampling project – Director Anderson explained the project and a brief discussion ensued. Motion by member Carlson, second by member Lawlor 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.

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

16.1 Policy direction regarding request from Lake County Division of Transportation for dedication of Rights-of-Way along Yorkhouse Road at Waukegan Savanna Forest Preserve - Director Seebach summarized a request from LCDOT for additional rights-of-way (ROW) along part of Yorkhouse Road at Waukegan Savanna Forest Preserve. This is required as a condition of granting the District an access permit for the new dog exercise area. There is currently a 40-ft. wide ROW from the centerline of Yorkhouse Road and the County is requiring an additional 20 feet of ROW for future roadway purposes and to accommodate the District's planned shared-use path. The consensus of the committee was to proceed with preparing the ROW dedication.

## **17.0 Old Business**

17.1 Policy direction regarding request from Illinois Department of Transportation to consider providing the local cost share for a portion of the shared use path and sidewalk along U.S. Route 45 as part of the Millburn Bypass project, and to authorize execution of a Letter of Intent – Director Seebach noted that the original request by IDOT back in April was to fund the local sponsorship of the shared use path at 20% or approximately \$35,000 and the committee directed staff to go back to the partners to try and reduce that amount. They are willing to divide the cost by jurisdiction, therefore the District's share would be about \$16,000 and we will maintain the shared use path on the west side of our frontage. The \$16,000 is not budgeted for but would take it out of the easement fees collected from IDOT on this project. The consensus of the committee was to proceed.

17.2 Recommend approval of Resolution approving Intergovernmental Agreement with the Metropolitan Water Reclamation District and Village of Buffalo Grove for Flood Control Reservoir Expansion and Public Access Improvements at Buffalo Creek Forest Preserve - Director Seebach gave a history of the project, noting that negotiations went back and forth over the years regarding reservoir expansion on the west side of Schaeffer Road. An agreement was eventually reached and the District will receive \$3.5 million in public access and restoration improvements in exchange for expanding the existing reservoir west of Schaeffer Road. Included are 1.2 miles of new trail with connection to Long Grove's trail and 0.5 miles of relocated trail, 35 acres of prairie restoration, moving fill, creating 19 acres of wetlands, a parking lot expansion and repaving the entire lot. Motion by member Carlson, second by member Nixon to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

17.3 Recommend approval of Resolution approving Easement Agreement with Central Lake County Joint Action Water Agency for Lake Michigan Water Line Extension along Monaville Road adjacent Grant Woods Forest Preserve – Director Seebach summarized the project, which was first brought to the committee in 2015 for policy direction. The 0.4 acres of permanent easement and 0.5 acres of temporary easement are much less than originally anticipated. Motion by member Carlson, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was forwarded to the full Board for approval.

17.4 Recommend approval of a Resolution approving an Agreement with Continental Beeson Corner LLC for Offsite Mitigation at Prairie Wolf Forest Preserve – Director Jim Anderson summarized the project, explaining that a new Mariano’s on Waukegan Road was determined by USACOE to impact wooded wetlands on District property, and Continental Beeson will be required to mitigate such impacts. A 25-acre parcel at Prairie Wolf was identified as an opportunity for the mitigation work and the ACOE has approved the plan. Continental will pay the District a fee of \$500,000, and the District will initiate the mitigation work and conduct monitoring in compliance with the ACOE permit. A conservation easement or deed restriction will be required limiting use of the restored area consistent with the permit and mitigation work. The District retains the right to put a trail in the property. Attorney Norton responded to questions. 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.

Member Carlson left the room at 10:14 a.m. and returned to the room at 10:15 a.m. Member Nixon left the room at 10:15 a.m. and returned to the room at 10:18 a.m.

**18.0 Executive Session** – Motion by member Lawlor, second by member Pedersen 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: 4, NAYS: 0. The committee went into executive session at 10:14 a.m. and returned to open session at 10:26 a.m.

**19.0 Next scheduled meeting:** June 30, 2016

**20.0 Adjourn** – With no further business, motion by member Nixon, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 10:27 a.m.

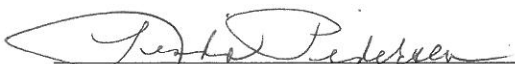
**APPROVED:**

Yea Nay

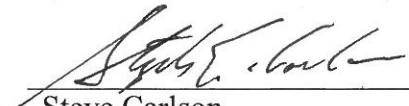
Yea Nay

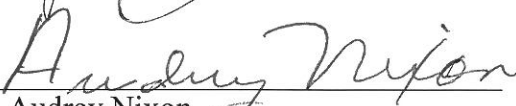
  
S. Michael Rummel, Chair

  
Sandra Hart

  
Linda Pedersen, Vice Chair

  
Aaron Lawlor

  
Steve Carlson

  
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