

**Lake County Forest Preserves  
Finance and Administrative Committee Minutes – August 4, 2016**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, August 4, 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

**Absent:**

Aaron Lawlor  
Audrey Nixon

**Also Present:**

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

Nan Buckardt  
John Nelson  
Jim Ballowe  
Debbie Boness  
Laurel Diver  
Debbie Griffith  
Julie Gagnani  
Matt Norton, *Holland & Knight*

**2.0 Pledge of Allegiance** – Member Hart 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 reported on:

- Submitted grant application to National Fish and Wildlife Foundation Chi-Cal Rivers Fund for buckthorn eradication pilot project at Middlefork Savanna and adjacent lands. Grant funds would be matched by a \$350,000 donor gift, District labor valued at \$38,000, and \$32,000 program partner labor from Abbott, Chicago Bears, and Lake Forest Academy.
- Village of Antioch initiated meeting regarding long range vision for their area; ideas were exchanged.
- County-wide Attitude and Interest Survey is complete and will be presented to the Board in early fall.
- District staff was surveyed on overall job satisfaction as a benchmark for the District's objective of being in the top 10 places to work in Illinois; results will be presented to staff in September.
- Update on demolition in the basement for the Museum relocation to the General Office building.
- In communication with Landmark Illinois following their placement of Lakewood Farm buildings on their annual list of Most Endangered Historic Places in Illinois. Staff will address questions raised during public comment at the July Board meeting at the next Education Committee meeting.
- GospelFest recap; upcoming Fred Fest and Green Youth Farm open house.

**6.0 Correspondence** - None

**7.0 Consent Agenda** – Motion by member Carlson, second by member Durkin to approve the Consent Agenda, items 7.1 through 7.5:

- 7.1 Approve Minutes from June 30, 2016 meeting – open and executive sessions
- 7.2 Recommend approval of Resolution awarding Contract for Lease of two Copiers at the General Offices to Canon Solutions America for five years at \$16,760.16 per year.
- 7.3 Recommend approval of Resolution awarding Contract for Native Cover Crop Seed for Southern DPR sites to Shooting Star Native Seeds, Spring Grove, MN in the Contract Price of \$24,077.50.
- 7.4 Recommend approval of Resolution awarding Contract for Phase I Clearing at Van Patten Woods Forest Preserve to Integrated Lakes Management, Inc., Waukegan, IL in the Contract Price of \$99,928.60.

- 7.5 Recommend approval of Resolution awarding Contract for Woodland Restoration at Lyons Woods Forest Preserve to Integrated Lakes Management, Inc., Waukegan, IL in the Contract Price of \$44,000.09.

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 Pedersen, second by member Hart to approve the Holland & Knight legal bill for May, 2016. Voice vote being had, the motion passed unanimously and the bill was circulated for signatures.

8.2 Monthly Financial Report – Director Steve Neaman summarized a preliminary fiscal year-end financial report for month ending June 30, 2016 and responded to questions.

## **9.0 Administration**

9.1 Personnel Actions – Director Mary Kann reviewed a recommendation to reclassify an Equipment Operator position to a Natural Resource Technician position. No additional funding would be required. Motion by member Pedersen, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.2 Recommend approval of Resolution awarding Contract for Fiscal Year 2016/17 purchases of Computing Equipment to CDW Government, Inc., Vernon Hills, Illinois in an amount not to exceed \$364,019.00, under the National IPA Technology Solutions Contract - Director Kann summarized the recommendation to purchase various replacement computers, servers, and related equipment and accessories during this fiscal year. 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.

## **10.0 Development**

10.1 Division Report – Director Katherine Hamilton-Smith summarized the annual fundraising results and gifts received for FY 2015/16. She gave an update on the turtle adoption program, summer tour program, new Facebook page, and new board member John Kody. A general discussion ensued regarding the turtle program and Fred Fest and staff responded to questions.

## **11.0 Facilities**

11.1 Department Report – Director Jim Ballowe summarized the facility usage and building trades activity for July 2016, and preliminary statement of Revenue, Expenses and Cash Flow for period ending June 30, 2016. He noted that attendance at the Independence Grove concerts has averaged 1,700 per event; and there were about 5,000 more paid rounds of golf this year than the same period last year.

11.2 Policy Direction regarding entering into negotiations with Barrington RE Investment Services LLC, Long Grove, for services brokering use of the second floor at the District's General Offices – Mr. Ballowe summarized a request to negotiate with the real estate firm to represent the District in finding a tenant or tenants to lease the second floor. The broker will be responsible for advertising, including a sign outside at the corner. He noted that three firms toured the building and this was the only firm interested. He responded to questions and a general discussion ensued. The committee gave direction to proceed with negotiations.

11.3 Recommend adoption of an Ordinance Amending the License Agreement with Lake County Farm Heritage Association at Prairie Stream Forest Preserve, extending the license for one additional year – Mr. Ballowe noted that this is the Ordinance to amend the agreement as directed by the Committee at its last meeting. 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.

## **12.0 Operations and Infrastructure**

12.1 Department Report – Director John Nelson summarized his report for July 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 July. He explained the new pay-by-phone app for daily permits at the dog exercise areas. He responded to questions.

## **14.0 Natural Resources**

14.1 Approve reduction of existing Farm License Agreement at Pine Dunes Forest Preserve – Director Jim Anderson explained that this 5-acre area no longer has access for farm equipment due to the recent improvements to utilities. Motion by member Carlson, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

14.2 Approve reduction of existing Farm License Agreement at Ray Lake Forest Preserve - Director Anderson explained that this 0.56-acre area was planted by another farmer leasing adjacent land from Fremont Elementary School District. Staff recommended reducing the acreage in the agreement since the Licensee did not plant this area, and retire the area permanently to help buffer the wetlands. Motion by member Durkin, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

14.3 Recommend approval of a Resolution authorizing Change Order No. 3 to the Contract with Michels Corporation, Park Ridge, Illinois, for Des Plaines River Dam Removals at MacArthur Woods and Captain Daniel Wright Woods Forest Preserves, increasing the Contract Amount by \$25,146.00 – Mr. Anderson explained that the change order is necessary because the contractor is now required to secure additional insurance requested by Hollister Inc., who co-owns the MacArthur Woods dam. 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.

## **15.0 Planning & Restoration Committee**

15.1 Recommend approval of a Resolution approving a Joint Funding Agreement with the U.S. Geological Survey for Stream Gauge and Sediment Monitoring at Ethel’s Woods Forest Preserve – Mr. Anderson explained that this project is part of ongoing restoration of Rasmussen Lake and Ethel’s Woods. This is part of the permit requirement to ensure there are no impacts downstream. Motion by member Pedersen, 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 a Resolution awarding a Contract for Habitat Restoration Phase IV Clearing at Edward L. Ryerson Conservation Area to V3 Construction Group, Ltd., Woodridge, Illinois, in the Contract Price of \$120,120.00 - Mr. Anderson explained that this project is for oak regeneration in the dry mesic wooded areas of Ryerson Conservation Area. A general discussion ensued regarding the progress of the overall Southern DPR Preserves Woodland Habitat Restoration project. Motion by member Hart, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously; the recommendation was forwarded to full Board for approval.

15.3 Recommend approval of a Resolution awarding a Contract for Forestry Mowing at Lakewood Forest Preserve-McLean Woods to Applied Ecological Services, Inc., Brodhead, Wisconsin, in the Contract Price of \$32,600.00 – Mr. Anderson summarized the project for mowing invasive woody species along old fence rows. He responded to questions and a general discussion ensued. Motion by member Durkin, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously; the recommendation was forwarded to full Board for approval.

15.4 Recommend approval of a Resolution approving an Agreement with Big Sag Wetland Conservancy, Inc. for purchase of Wetland Credits for the Everett Road Trail Connection at Captain Daniel Wright Woods Forest Preserve in the amount of \$57,225.00 – Director Randy Seebach noted that the US Army Corps of Engineers

requires that the District mitigate impacts to wetlands from the Everett Road Trail Connection project at Wright Woods Forest Preserve. Certified wetland credits will be purchased in the Fox River Watershed through a wetland mitigation bank to avoid future maintenance and monitoring costs, and performance guarantees. Since no credits are available for purchase in the Des Plaines River watershed, the District will not have to pay a penalty for purchasing the credits in a different watershed. Motion by member Carlson, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously; the recommendation was forwarded to full Board for approval.

16.0 Old Business - None

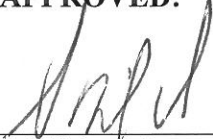

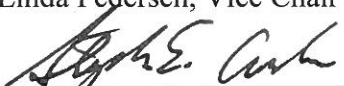
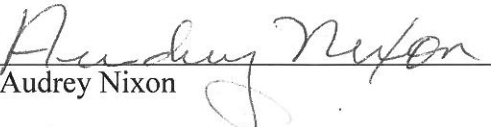

17.0 New Business - None

18.0 Executive Session – Motion by member Durkin, second by member Pedersen to go into executive session for the purpose of reviewing approved closed session minutes for release or retention and erasure of verbatim recordings; and to discuss pending, and probable or imminent litigation. Roll call vote being had, the motion passed by the following vote: AYES: 5, NAYS: 0. The committee went into executive session at 9:28 a.m. and returned to open session at 9:50 a.m.

19.0 Next scheduled meeting: September 1, 2016

20.0 Adjourn – With no further business, motion by member Carlson, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:51 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 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"/>
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