

**Lake County Forest Preserves
Finance and Administrative Committee Minutes – September 1, 2016**

The Lake County Forest Preserve District Finance and Administrative Committee met on Thursday, September 1, 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*

Steve Carlson

Bill Durkin

Sandra Hart

Audrey Nixon

Absent:

Aaron Lawlor

Linda Pedersen, *Vice Chair*

Also Present:

Ann Maine, *President*

Alex Ty Kovach

Mike Tully

Steve Neaman

Mary Kann

Nan Buckardt

John Nelson

Randy Seebach

John Tannahill

Rebekah Snyder

Julie Gragnani

Leslie Berns

Dan Stearns

Dave Cassins

Ellen Granda

Sue Hawkins

Joe Krempely

Andrew Osborne

Greg Townsend

Gina Wedekind

Matt Norton, *Holland & Knight*

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 reported on:

- 4th Annual Fred Fest on August 21; \$8,000 raised to support Grassy Lake restoration.
- Recreational Trails grant for Lake Carina was awarded, however, because the project was moved to the unfunded list earlier in the year, IDNR was informed that the District was unable to accept the grant.
- Recreational Trails grant for trail connection from Van Patten/Des Plaines River Trail to Pine Dunes/Millennium Trail was awarded; staff negotiating with the State regarding reduced scope of work.
- OSLAD grant for Spring Bluff that was suspended in 2015 is now active; the District has a binding agreement and the State authorized an advance payment of 50%. Per the agreement the project must be completed by August 19, 2018 and will require matching funds from the District of \$263,700. This project was placed on the unfunded list in the CIP. Staff will report back to committee when they get more information from the State regarding how long the District can wait to accept or decline the grant to avoid being debarred from future grants for a two-year period.
- Public Museum capital grant was suspended and should this grant ever be released, staff will try to negotiate with the State to recover some, or all, of the funds since the scope of work has changed.
- Summary of the Des Plaines River Trail Challenge
- Chief Operations Officer Mike Tully elected to Board of Directors of National Association of County Park and Recreation Officials (NACPRO) for 2-year term.

6.0 Correspondence - None

7.0 Consent Agenda – Motion by member Durkin, second by member Nixon to accept the Consent Agenda, items 7.1 through 7.9:

7.1 Approve Minutes from August 4, 2016 – open and executive sessions

- 7.2 Approve a motion to (i) release Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) erase Verbatim Recordings in accordance with the Open Meetings Act and the District's Policy on Closed Meeting Minutes and Verbatim Records, as provided in Exhibit 1 to staff's memo dated September 1, 2016.
- 7.3 Recommend approval of a Resolution awarding a Contract to Purchase a Toro Multi-Pro 5800-G Sprayer to Reinders, Inc., Franklin Park, Illinois, in the Contract Price of \$46,085.69 through the National Joint Purchasing Alliance.
- 7.4 Recommend approval of a Resolution awarding a Three-Year Contract for Pet Waste Pick-Up Bags to Zero Waste USA, San Diego, California, in an amount not to exceed \$20,757.60.
- 7.5 Recommend approval of a Resolution awarding a Three-Year Contract for Refuse and Recycling Collection Services to Advanced Disposal Services, Inc., Waukegan, Illinois, in the Contract Price of \$150,970.92.
- 7.6 Recommend approval of a Resolution awarding a Contract to Purchase a John Deere Mower and a John Deere Tractor to Buck Bros., Inc., Wauconda, Illinois, in Contract Prices totaling \$80,874.53 through the National Joint Purchasing Alliance.
- 7.7 Recommend approval of a Resolution awarding a Contract to Purchase Three 2016 Chevrolet Impala Police Sedans to Miles Chevrolet Inc., Decatur, Illinois, in an amount not to exceed \$67,232.25 through a State of Illinois Joint Purchasing Program Contract.
- 7.8 Recommend approval of a Resolution approving One-Year Renewals of Contracts for Motor Fuel Purchases to Petroleum Traders Corporation, Fort Wayne, Indiana, and Avalon Petroleum Co. Inc., Kankakee, Illinois.
- 7.9 Recommend approval of a Resolution awarding a Contract for the Oak Woodland Phase III Clearing at Schreiber Lake, Lakewood Forest Preserve to JH Landworks, Wauconda, Illinois, in the Contract Price of \$87,373.00.

Voice vote being had, the motion passed unanimously and the Minutes circulated for signatures. Items 7.3 through 7.9 were forwarded to the full Board for approval.

8.0 Finance

8.1 Payment Approvals – Motion by member Carlson, second by member Hart to approve the Holland & Knight legal bills for June and July, 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 July 31, 2016. He added that the 2016 assessed values currently on the County's website show a 6.22% increase over last year, and Mr. Neaman has observed an increase in appeals filed. The CPI cap for 2017 is at 0.7%. He responded to questions and a brief discussion ensued.

9.0 Administration

9.1 Personnel Actions – None

10.0 Development

10.1 Division Report – Chief Development Officer Rebekah Snyder summarized the Foundation's fundraising goals for FY 2016/17, the turtle adoption program, major gifts received, the Des Plaines River Challenge, and the August meeting of the Preservation Board held at Grant Woods.

11.0 Facilities

11.1 Department Report – Recreational Facilities Superintendent Dan Stearns summarized the facility usage and building trades activity for August. He noted that the Independence Grove concert series has concluded, and was very successful with a 127% cost recovery. No concerts were rained out and there were over 5,000 total paid cars with about 13,300 in total attendance. Mr. Stearns responded to questions and a general discussion ensued.

11.2 Approve Temporary Employee License Agreements for Wildlife Biologist and Environmental Education Interns – Mr. Stearns summarized a request for temporary housing licenses for two seasonal, and one full-time employee. Motion by member Hart, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

12.0 Natural Resources

12.1 Recommend approval of Resolution approving Three-Year Cooperative Service Agreement for Deer Management with U.S. Department of Agriculture in a Contract Price not to exceed \$75,000 annually – Landscape Ecology Manager Leslie Berns summarized the recommendation, noting that to save on administrative time and paperwork, staff recommends approving a 3-year agreement rather than 1-year agreements. The program will stay essentially the same over the 3-year period. A brief discussion ensued. Motion by member Carlson, 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.

13.0 Operations and Infrastructure

13.1 Department Report – Director John Nelson summarized his report for August for grounds maintenance, natural resources, infrastructure, and Youth Conservation Corps. He introduced his division superintendents, circulated a copy of the YCC year-end report summarizing the summer projects, and responded to questions.

13.2 Recommend approval of a Resolution authorizing the District to Dispose of Surplus Vehicles, Equipment and Supplies through a Public Auction Process – Mr. Nelson reviewed the items recommended for disposal. 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.

14.0 Public Safety

14.1 Department Report – Director John Tannahill summarized his department's activities for August. He added that regarding the Cuba Marsh encroachment issue, the encroaching structures have been removed and staff will conduct a final inspection. Also, the Ranger Police were involved in a drug investigation arrest and seizure of property and received a check for \$11,000 for the District as part of their involvement. He responded to questions and a brief discussion ensued.

15.0 Education, Cultural Resources & Public Affairs Committee

15.1 Recommend approval of a Resolution approving the Transfer of Cultural Items from the Lake County Discovery Museum's Collections to the Pokagon Band of Potawatomi – Director Nan Buckardt provided details on a recommendation to transfer Native American human remains to the Potawatomi in accordance with the Native American Graves Protection and Repatriation Act. 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 had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

16.0 Planning & Restoration Committee

16.1 Recommend adoption of Ordinance amending (i) FY 2017 budget, to increase expenditures in FY 2017 by \$212,000 to allow for implementation of woodland habitat restoration work at Grainger Woods Conservation Area and Captain Daniel Wright Woods Forest Preserve originally scheduled for FY 2018; and (ii) Ten-Year Capital Improvement Plan – Leslie Berns summarized the recommendation, noting that this is for the Southern Des Plaines River Woodland Habitat Restoration Project. The overall budget for the project does not change, but funds need to be reallocated from one budget year to another because of timing of work done. 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.

16.2 Recommend approval of a Resolution awarding a Contract for Phase III Clearing at Grainger Woods Conservation Preserve to Homer Tree Service Inc., Lockport, Illinois in the Contract Price of \$129,802.00

16.3 Recommend approval of a Resolution awarding a Contract for Phase 5 Clearing at Wadsworth Savanna Forest Preserve to Clean Cut Tree Service, Grayslake, Illinois, in the Contract Price of \$117,000.00

Ms. Berns summarized items 16.2 and 16.3 together, noting that they are both approved CIP projects. The Grainger project is part of the Southern Des Plaines River Woodland Habitat Restoration Project. Motion by member Durkin, second by member Nixon Durkin to take and approve Items 16.2 and 16.3 as presented with one vote. Voice vote being had, the motion passed unanimously and the recommendations were forwarded to the full Board for approval.

16.4 Recommend approval of a Resolution awarding a Contract for Construction of the Everett Road Trail Connection at Captain Daniel Wright Woods Forest Preserve to V3 Construction Group, Ltd., Woodridge, Illinois, in the Contract Price of \$924,260.00 – Director Randy Seebach summarized, explaining that the lowest bidder requested to withdraw their bid due to a mistake in a unit price in their bid. Staff recommended allowing the withdrawal of the bid even though the District could make them honor the price; adding that staff was not happy with previous work done by this firm. Mr. Seebach responded to questions and a general discussion ensued. 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.

16.0 Old Business - None


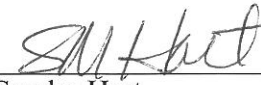

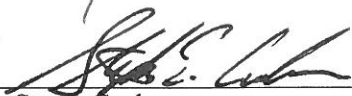

17.0 New Business - None

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: 5, NAYS: 0. The committee went into executive session at 9:22 a.m. and returned to open session at 9:24 a.m.

19.0 Next scheduled meeting: October 6, 2016

20.0 Adjourn – With no further business, motion by member Hart, second by member Nixon to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:25 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"/>			