

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

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, January 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 8:32 a.m.

Committee Members Present:

Mike Rummel, *Chair*
Linda Pedersen, *Vice Chair*
Steve Carlson
Bill Durkin
Sandra Hart
Aaron Lawlor

Absent:

Audrey Nixon

Also Present:

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

Jim Anderson
John Tannahill
Jim Ballowe
John Nelson
Rebekah Snyder
Julie Gragnani
Matt Norton, *Holland & Knight*

2.0 Pledge of Allegiance – Chair Rummel 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 distributed a report and commented on:

- The District received PDRMA’s highest loss control award – “A Level” accreditation;
- Preservation Foundation fundraising and major actions undertaken;
- Planned giving;
- Received private gift of \$54,000 to support the First Folio Shakespeare exhibition;
- Information learned during recent tour of University of Illinois Archives;
- Opening reception for the First Folio exhibition on February 3;
- Pace postcard art competition opening on January 9;
- January 28 joint committee meeting of Planning and Finance Committees;
- Committee of the Whole will be scheduled for February 4 following the Finance Committee, seeking input from Commissioners and partners on the GIV;
- LCDOT projects coming up that could have an impact on the Forest Preserves;
- Update on retainer with Holland & Knight; Matt Norton gave an overview of what is and is not covered under their retainer and responded to questions;
- Distributed copy of Wauconda Area Library’s web page and commented on partner listings;
- Introduced new staff members.

6.0 Correspondence - None

7.0 Consent Agenda – Motion by member Carlson, second by member Hart to approve the Consent Agenda, items 7.1 and 7.2:

7.1 Approve Minutes from December 3, 2015 meeting – open and executive session

7.2 Recommend approval of a Resolution awarding a Contract to purchase Native Seed for Cuba Marsh Phase II Restoration to Prairie Moon Nursery, Winona, MN in the Contract Price of \$71,737.66, and Shooting Star Native Seeds, Spring Grove, MN in the Contract Price of \$29,045.85.

Voice vote being had, the motion passed unanimously and the items were circulated for signatures. Item 7.2 was forwarded to the full Board for approval.

8.0 Finance

8.1 Payment Approvals – Motion by member Durkin, second by member Carlson to approve the Quarles & Brady legal bill for November 2015. Voice vote being had, the motion passed unanimously and the invoice was circulated for signatures.

8.2 Monthly Financial Report – Director Steve Neaman summarized the financial report for month ending November 30, 2015 and responded to questions.

8.3 Review of and policy direction on draft Annual Budget Policies and Annual Strategic Action Plan for fiscal year ending June 30, 2017, prior to presenting to other Standing Committees – Mr. Kovach noted that several changes were made to align with the approved strategic objectives. Mr. Neaman then summarized the revisions on each page of the draft document and responded to questions. A general discussion ensued and the committee had no other revisions. The document will go through standing committees and on to the Board in February.

8.4 Recommend approval of a Resolution supplementing the District's 1994 Resolution Designating Depositories of District Funds, in connection with a Contract with Fifth Third Securities to provide bond proceeds management and arbitrage reporting/management services for the 2015A bond proceeds – Mr. Neaman summarized the recommendation, noting that Fifth Third Securities was hired to do arbitrage reporting for the bond issuance. Supplemental approved depositories need to be added to the District's resolution designating depositories of District funds. Motion by member Hart, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

9.0 Administration

9.1 Personnel Actions - None

9.2 Approve changes to Procedure section of Personnel Policy 8.12 - Online Social Media – Director Mary Kann noted that this procedure had to be updated to reflect that social media posts regarding working conditions are not restricted by the District's online social media policy, per a recent court decision. 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 circulated for signatures.

9.3 Approve changes to Procedure section of Personnel Policy 11.9 - Vehicle Operations Use – Director Kann noted that this procedure has been updated to reflect specific driving record review criteria, and to define specific backing tips and expectations in an effort to reduce the number of backing accidents each year. Motion by member Lawlor, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was circulated for signatures.

10.0 Development

10.1 Division Report – Director Katherine Hamilton-Smith distributed and summarized an updated monthly department report showing fundraising progress through December 31, 2015. Rebekah Snyder reported on recent major gifts and grants; the Preservation Foundation Board expanding and developing committees; Friends of the Lake County Discovery Museum dissolved in order to become an advisory committee of the Foundation; and outreach and awareness efforts.

11.0 Facilities Department

11.1 Department Report – Director Jim Ballowe summarized his monthly report and responded to questions. He also reported that negotiations for a license agreement are underway with Food For Thought for catering at Greenbelt Cultural Center.

While computer issues were being addressed for Item #11.2, Chair Rummel proceeded with Item 12.0:

12.0 Operations and Infrastructure Department

12.1 Department Report – Director John Nelson summarized his December report for grounds maintenance, natural resources, infrastructure, and capital projects.

12.2 Recommend approval of a Resolution awarding a Contract to purchase a 2016 Chevrolet Work Truck to Raymond Chevrolet, Inc., Antioch, Illinois, in an amount not to exceed \$34,304.70 – Director Nelson summarized the recommendation. Motion by member Durkin, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

Mr. Ballowe proceeded with his presentation:

11.2 New Committee Room Design – Mr. Ballowe gave a presentation showing the layout of the relocated committee room and President’s office. He updated the committee on the basement remodeling, noting that the area is now gutted and ready for the build-out for the museum relocation.

13.0 Public Safety Department

13.1 Department Report – Director John Tannahill reported on his department’s activities for December. He added that arrests have been made related to the recent rash of car burglaries.

14.0 Education, Cultural Resources and Public Affairs Committee

14.1 Recommend adoption of an Ordinance approving a License Agreement with Chicago Horticultural Society for operation of the Green Youth Farm in Lake County at Greenbelt Forest Preserve – Director Nan Buckardt summarized the recommendation, noting that this is a renewal of a previous agreement. Motion by member Pedersen, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

14.2 Recommend approval of a Resolution approving Change Order No. 1 to the Contract with Weatherston Bruer Associates for Space Planning and Design Services, increasing the Contract Amount by \$8,039.34 and extending the completion date to December 31, 2016 - Director Nan Buckardt explained that the change order was necessary due to the suspension of grant funds that required additional reconfiguration of space. Motion by member Hart, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.0 Planning & Restoration Committee

15.1 Recommend approval of Resolution awarding Contract to purchase Native Seed for Multiple Preserves to Agrecol, LLC, Evansville, WI in the Contract Price of \$59,866.06; Shooting Star Native Seed Nursery, Spring Grove, MN in the Contract Price of \$29,594.07; and Prairie Moon Nursery, Winona, MN in the Contract Price of \$171,699.21 – Director Jim Anderson summarized the recommendation. Motion by member Pedersen, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.2 Recommend approval of Resolution awarding Contract to purchase Native Seed for Multiple Preserves for 2016 Capital Improvement Projects to Prairie Moon Nursery, Winona, MN in the Contract Price of \$241,682.53 - Director Anderson summarized the recommendation. Motion by member Carlson, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.3 Recommend approval of a Resolution awarding a Contract for 2016 Tree and Shrub Purchases for Multiple Preserves to Majestic Oaks Nursery, Spring Grove, Illinois in the Contract Price of \$35,702.50, and Possibility Place Nursery, Monee, Illinois in the Contract Price of \$30,218.50 - Director Anderson summarized the recommendation. Motion by member Lawlor, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.4 Recommend approval of a Resolution awarding a Contract for 2016 Native Erosion Control Blanket Purchase for Middlefork Savanna Forest Preserve to Agrecol, LLC, Evansville, WI in the Contract Price of \$56,860.00 - Director Anderson summarized the recommendation. Motion by member Lawlor, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.5 Recommend approval of Resolution approving Local Agency Agreement with Illinois Department of Transportation for funding from Transportation Alternatives Program for Pedestrian Bridge and Trail Connection at Middlefork Savanna Forest Preserve - Director Randy Seebach summarized the project. Motion by member Lawlor, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

15.6 Recommend approval of Resolution awarding Contract for Phase III Engineering Services for Pedestrian Bridge and Trail Connection at Middlefork Savanna Forest Preserve to CivilTech Engineering, Inc., Itasca, Illinois, in the Contract Price of \$296,025.00 - Director Seebach summarized the project. Motion by member Lawlor, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

16.0 Planning & Restoration Committee

16.1 Recommend approval of Resolution to purchase approximately 20.1-acre parcel of property in Fremont and Wauconda Townships known as the Stuckmann/Shumak property for \$550,000 as an addition to Lakewood Forest Preserve – Mr. Kovach summarized the property, noting its importance for controlling Broberg Marsh. Attorney Matt Norton explained two unique aspects of the acquisition, the first being that the purchase will be in two stages. The first purchase will include 99% of the property and the second will be for the area containing the cell tower, which will take place sometime in the next 50 years.

The second unique aspect is that there is pending litigation related to the property regarding an ownership dispute between two half-siblings. Chicago Title filed suit to make the court decide ownership and the court decided each sibling owns 50% so that part is resolved. Chicago Title is seeking payment for its legal fees, and there are issues about whether one sibling is owed rent from the other, and whether or not a broker is entitled to a commission on part or all the transactions. Mr. Norton explained the protections to the District contained in the purchase and sale agreement for these issues. The District will not close on the property until it receives an endorsement from Chicago Title and a release from the broker. All parties have agreed to the sale and the District has a signed contract from the beneficiaries of the trust. Mr. Norton responded to questions and a general discussion ensued. Motion by member Pedersen, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

16.2 Recommend approval of Resolution to purchase 15-acre parcel of property in Fremont Township known as the DesMarais Estate property for \$29,500 per acre as an addition to Ray Lake Forest Preserve – Mr. Kovach summarized the parcel and responded to questions. Motion by member Pedersen, second by member Lawlor to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

17.0 Old Business

17.1 Policy Direction regarding disposition of certain District buildings – Director Jim Ballowe explained that the buildings being presented are buildings that have a current use, but their long-term use is not clear. John Nelson gave a presentation summarizing the Planning and Restoration Committee's recommendations for the following buildings:

- Almond Marsh-Former Planning Office: License with Conserve Lake County (CLC) would not be renewed after 5/31/2017; Building would be removed; work with CLC for a transition plan; but extend their license for a short time if they need it.
- Almond Marsh-Deer Processing Facility: Maintain; this is a purpose-built building. At such time this facility is impacted by transportation projects, will reconsider.
- Bonner Farm-Complex of 14 structures: Maintain; look at future educational and marketing uses. A discussion ensued on the pros and cons. Director Buckardt noted that currently this is an important educational site.
- Brae Loch-four buildings: Maintenance shop, clubhouse, storage shed, starter shack: Maintain.
- Countryside-Clubhouse: Maintain.
- Fourth Lake-Wildlife Science Center: Remove; current wildlife management program would be relocated.

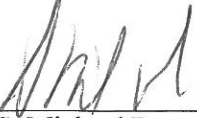


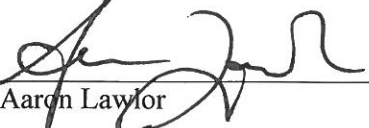

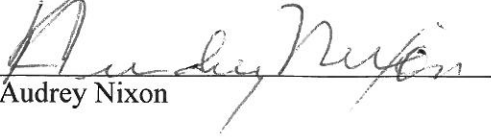

- Fox River-Launch office and gatehouse: Maintain.
- General Offices Building: Maintain.
- Grainger Woods-Complex of seven structures: Maintain until current license agreement expires end of 2021; would not seek renewal of the license. Chair Rummel noted that the District needs to be careful about this and to work with the licensee because they have invested their own money into improving the buildings. A general discussion ensued and President Maine noted that the District will reach out to any licensees impacted by these long-term plans.
- Heron Creek-garage, barn and silo: Maintain garage for Operations use; remove barn and silo.
- Lakewood-list of nine structures: Remove Gilmer Road silo; maintain duplex (intern housing). Maintain granary, main barn, pump house, horse barn, valve house, bat shelter and Shelter E bathrooms; these would be re-examined during the master planning process.
- Nippersink-Wellhouse and maintenance shop: Maintain.
- Old School-Maintenance shop and storage bins: Maintain.
- Pine Dunes-McClure House/Barn: Maintain. Includes staff residence area so it's more secure for relocation of large museum collection items and relocation of wildlife science program currently at Fourth Lake.
- Prairie Stream-Buildings A-B-C-D: Remove A-B-C-D within 5 years; a general discussion ensued and committee members said to work with Farm Heritage Association to put a time limit on the space they license.
- Prairie Stream-Route 45 Storage building: Maintain; licensed to Lake County Sheriff and Health departments.
- Rollins Savanna-Walk-in kiosk and storage shed: Maintain.
- Singing Hills-Barn and silo: Remove.
- Van Patten Woods-Model airplane storage shed: Maintain.
- Ryerson Woods-Main barn and silo, north shed maintenance shop, pig barn, residence: Maintain; improve barns.
- Ryerson Woods-program cabin and exhibit cabin: Remove both once there is classroom space in the barns.
- Ryerson Woods-Brushwood and two sheds: Maintain; work with licensee to determine future needs.

18.0 Executive Session – Motion by member Lawlor, 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 pending 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 11:00 a.m. and returned to open session at 11:18 a.m.

19.0 Next scheduled meeting: January 28, 2016 joint meeting with Planning & Restoration Committee

20.0 Adjourn– With no further business, motion by member Durkin, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 11:18 am.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Audrey Nixon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Bill Durkin	<input checked="" type="checkbox"/>	<input type="checkbox"/>			