

**Lake County Forest Preserve District
Operations Committee Meeting Minutes - Monday, May 5, 2025**

The Operations Committee of the Lake County Forest Preserve District met on Monday, May 5, 2025 at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

- 1.0 Call to Order** – With a quorum physically present, Vice Chair Schlick called the meeting to order at 11:00 a.m.
- 2.0 Roll Call** – Committee Secretary Shelton called the roll, and five committee members responded: Vice Chair Adam Schlick, Member Carissa Casbon, Member Mary Ross Cunningham, Member Kevin Hunter and Member Paras Parekh. Absent: Chair Sara Knizhnik and Member Esiah Campos.

Also Present:

Jessica Vealitzek, <i>President</i>	Kevin Kleinjan	Michael Bonn
Sandy Hart, <i>Commissioner (Zoom)</i>	Mary Kann	Kim Mikus
Alex Kovach	Steve Neaman	Nataly Garcia Campos
John Nelson	Rebekah Snyder	Maureen Shelton
Ron Davis	Dan Stearns	Matt Norton, <i>Corporate Counsel</i>
Alex Eichman (11:40 am)	Pati Vitt	
Alyssa Firkus	Debbie Boness	

- 3.0 Pledge of Allegiance** – Vice Chair Schlick led the Pledge of Allegiance.
- 4.0 Addenda to the Agenda** – None
- 5.0 Approval of Minutes** - Motion by Member Cunningham, second by Member Parekh to approve minutes from the March 31, 2025 Operations committee meeting. Voice vote being had, the motion passed unanimously.
- 6.0 Public Comment** – None
- 7.0 Correspondence**
- 7.1 Program Fees - Chief Operations Officer, John Nelson, read a letter the District received from a resident with a request to eliminate or reduce fees for senior citizens for education programs. Vice Chair Schlick recommended that this be discussed when the committee reviews the Fee Ordinance in August.
- 8.0 Unfinished Business** – None
- 9.0 New Business**
- 9.1 Recommend approval of a Resolution awarding a Contract to American Vet Works, Inc. in the Contract Price of \$44,270.00 for the purchase of one new Toyota Sienna hybrid van. Motion by Member Hunter, second by Member Casbon to approve the recommendation. Director of Facilities, Dan Stearns, summarized the recommendation. Voice vote being had, the motion passed unanimously, and the recommendation was forwarded to the Finance Committee for approval.

- 9.2 Recommend approval of a Resolution awarding a Contract to Hawk Ford of Carol Stream for the purchase of four New Ford Police Vehicles in the Contract Price of \$187,100.00. Motion by Member Hunter, second by Member Casbon to approve the recommendation. Director Stearns summarized the recommendation and responded to a question on the vehicle replacement guidelines for public safety vehicles. Voice vote being had, the motion passed unanimously, and the recommendation was forwarded to the full board for approval.
- 9.3 Recommend approval of a Resolution awarding a Contract for Upgrades to Building Automation Controls at the Operations and Public Safety Facility to Trane U.S., Inc. in the Contract Price of \$70,295.00. Motion by Member Cunningham, second by Member Parekh to approve the recommendation. Director Stearns summarized the recommendation and responded to a question on energy savings and efficiencies. Mr. Stearns noted that the current HVAC equipment will remain in use, and that this contract is to replace the system controls, which will have the ability to be accessed remotely and provide improved monitoring and control of the HVAC equipment. Voice vote being had, the motion passed unanimously, and the recommendation was forwarded to the Finance Committee for approval.
- 9.4 Recommend approval of a Resolution awarding a Contract for Renovations to the Half Day Forest Preserve Maintenance Shop to Workmasters, Inc. in the Contract Price of \$492,669.00. Motion by Member Hunter, second by Member Cunningham to approve the recommendation. Director Stearns summarized the recommendation. Mr. Nelson noted that the district is targeting net-zero energy whenever practicable as part of building renovations and will be looking separately to use the new CIP funds for Solar and Energy Efficiency Opportunities for a combined future effort to retrofit the Half Day, Old School and Van Patten maintenance shops. Voice vote being had, the motion passed unanimously, and the recommendation was forwarded to the full board for approval.
- 9.5 Recommend approval of an Ordinance (i) awarding a Contract for Maintenance Area Improvements at the Countryside Golf Club to Maneval Construction Company, Inc. in the Contract Price of \$258,605.00, and (ii) amending the Fiscal Year 2025 Budget to use funds in the amount of \$198,353.00 from the Enterprise Fund for such services. Motion by Member Casbon, second by Member Cunningham to approve the recommendation. Mr. Nelson summarized the recommendation. Director of Planning, Kevin Kleinjan, provided more details on the project and responded to a question on the location of the project using a map. Director of Finance, Steve Neaman, responded to a question about the budget amendment. Voice vote being had, the motion passed unanimously, and the recommendation was forwarded to the Finance Committee for approval.
- 9.6 Recommend approval of a Resolution awarding a Three-Year Contract to CDW-Government, Inc. for Cybersecurity Detection and Response Services, in an amount not to exceed \$221,880.00. Motion by Member Cunningham, second by Member Hunter to approve the recommendation. Director of Administration, Mary Kann, summarized the recommendation. Chief Information Officer, Debbie Boness, responded to a question about the potential to collaborate with the County on cybersecurity and explained that each agency's IT system is separate and distinct, so it is not feasible. Voice vote being had, the motion passed unanimously, and the recommendation was forwarded to the Finance Committee for approval.
- 9.7 Approve a Change Order to the Contract with ADP, Inc., for the addition of a Learning Management Module, increasing the total Contract Price by \$43,230.00. Motion by Member Parekh, second by Member Hunter to approve the recommendation. Director

Kann summarized the recommendation and responded to a question about the annual cost comparison of the new module versus the current system, which will be a savings of approximately \$2,000.00 annually. Ms. Boness responded to a question on cybersecurity training. A member of the committee was interested in possibly adding commissioners as external users to our cybersecurity training. Voice vote being had, the motion passed unanimously.

- 9.8 Provide policy direction regarding smoking (including vaping) on District property. Mr. Nelson explained that at the February 3, 2025, Operations Committee meeting, a Commissioner discussed during Miscellaneous Business a concern about smoking in the preserves. The Committee Chair and District President directed staff to bring the topic to the Operations Committee for policy direction.

Mr. Nelson then provided information on the Smoke-Free Illinois Act (SFIA) that was enacted on January 1, 2008. He then reviewed the 2013, 2020 and 2021 amendments to the Ordinance Governing the General Use of District Property. Noting that the current General Use Ordinance currently prohibits smoking:

- Within 20 feet of any District Building or open-air dining facility
- On or near any District playground
- Within any off-leash dog area
- Within any area that is being used for a special event or program sponsored wholly or in part by the District.

Mr. Nelson mentioned that the violation penalty is a fine of \$120.00 and that since 2021 the Public Safety Department has not had any records of issuing any written warnings or citations for violating the smoking prohibitions. He also stated that the Grounds Maintenance staff reports that they occasionally pick up smoking litter in preserves and that the Natural Resources Department tracked one fire incident known to have been started by inappropriately handled or discarded smoking materials.

A general discussion ensued. During discussion, Mr. Nelson responded to a question on how other agencies prohibit smoking. He informed the committee that from an informal survey among local park districts about one-third follow the Smoke-Free Illinois Act; about one-third completely ban smoking everywhere; and one-third ban smoking at all locations except golf courses. No consensus on a policy direction was reached at this time. However, after discussion, staff were given direction to report back at the August meeting about how the District may survey our users for their thoughts on prohibiting smoking and to gauge where the public opinion is at.

10.0 Miscellaneous Business – None

11.0 Closed Session – None

12.0 Potential Action Following Closed Session – None

13.0 Adjourn – Vice Chair Schlick noted that the next meeting will be a Joint Committee meeting on Monday June 2, 2025 at 8:30 a.m. and then adjourned the meeting at 12:21 p.m.

Respectfully submitted,

Maureen E. Shelton
Maureen E. Shelton, Committee Secretary

Date Approved: 6-2-2025