

**Lake County Forest Preserves
Finance Committee Minutes – January 10, 2019**

The Lake County Forest Preserve District Finance Committee met on Thursday, January 10, 2019. The meeting was held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

1.0 Call to order - With a quorum present, Chair Terry Wilke called the meeting to order at 1:00 pm.

Committee Members Present:

Terry Wilke, Chair
Paul Frank, Vice Chair (1:06pm)
Steve Carlson
Michael Danforth
Sandy Hart (1:06pm)
Ann Maine
Judy Martini
Julie Simpson (1:06pm)
John Wasik

Also Present:

Angelo Kyle, President
Mike Rummel
Alex Ty Kovach
Mike Tully
Mary Kann
Steve Neaman
Jim Anderson
Jim Ballowe
Nan Buckardt

Katherine Hamilton-Smith
John Nelson
Randy Seebach
Rebekah Snyder
Leslie Berns
Laurel Diver
Sandy Meyers
Julie Gragnani
Matt Norton, *Corporate Counsel*

2.0 Pledge of Allegiance – President Kyle led the Pledge of Allegiance.

3.0 Public Comment – None

4.0 Addenda to the Agenda – None

5.0 Executive Director Comments – Executive Director Kovach distributed a new Daily Herald bi-weekly column written by staff member Kim Kroke, and reviewed the items on his written report.

6.0 Approval of Minutes – Motion by member Simpson, second by member Frank to approve the minutes of November 8, 2018. Voice vote being had, the motion passed with member Danforth abstaining. The minutes were passed around the table for signatures.

7.0 Correspondence – None

8.0 New Business

8.1 Financial Report – Finance Director Steve Neaman explained that financial reports will be presented every other month until July 31, 2019 because of the fiscal year change. He summarized the 4-month report through October 31, 2018 and responded to questions from the committee.

8.2 Recommend approval of a Resolution to Approve a Banking Resolution from MB Financial to add the New Treasurer and Assistant Treasurer as Signatories to the Account – Mr. Neaman summarized the recommendation, noting that this resolution is required by MB Financial. Motion by member Carlson and second by member Hart 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.

8.3 Approve position changes; and title addition, deletion and changes – Director Mary Kann explained a request to 1) eliminate two budgeted Environmental Education Instructors and the budgeted Assistant Program Instructor positions; and add one Environmental Educator position; 2) delete the Nursery Coordinator position and add the title of Stewardship Ecologist; 3) Add the title of Facilities Manager and delete the title of Superintendent Building Trades; and 4) Change the title of Superintendent of Construction to Superintendent of Construction and Building Trades. Motion by member Maine and second by member

Martini to approve the recommendation. Director Kann responded to questions and a general discussion ensued. During discussion the committee reached consensus to keep the title of Nursery Coordinator in the structure of the union contract in case an opportunity arose for an endowed position. Member Maine moved to amend the recommendation such that the title of Seed Nursery Coordinator is kept; second by Member Martini. Voice vote being had, the amendment passed unanimously. On the original motion to approve (as amended), voice vote being had, the motion passed unanimously.

8.4 Approve Amendments to the Procedures Section of Personnel Policy 8.7 Harassment– Director Kann summarized the recommendation, noting that the amendments are needed to address changes in state legislation regarding the Human Rights Act. Motion by member Hart, second by member Danforth to approve the amendments as presented. Voice vote being had, the motion passed unanimously.

8.5 Recommend approval of Ordinance Amending Personnel Policy 4.3 Military Training and Leave of Absence

8.6 Approve Amendments to Procedures Section of Personnel Policy 4.3 Military Training and Leave of Absence

Director Kann summarized 8.5 and 8.6 together, explaining that language is being added to Policy 4.3 that will eliminate the need for revising the policy each time the law changes. Motion by member Carlson, second by member Wasik to approve 8.5 and 8.6 together as presented. Voice vote being had, the motion passed unanimously. 8.5 was forwarded to the full Board for approval.

8.7 Recommend approval of Resolution awarding Contract for Planned Giving Marketing Services to Pentera, Inc., Indianapolis, Indiana in an amount not to exceed \$48,390.00 – Mr. Kovach summarized the recommendation, noting that Foundations commonly use outside marketing firms to provide expert advice based on current economic conditions and changing tax laws. So far the return on investment has been over 300%. Motion by member Martini, 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.

9.0 Operations Committee

9.1 Recommend approval of Resolution approving agreement with Lake Forest Open Lands Association to jointly develop and offer the Conservation Explorers Program for Lake County youth entering high school Motion by member Simpson, second by member Frank to recommend approval of the Resolution as presented. Executive Director Kovach summarized the recommendation, noting that the District has no program that extends in-depth learning for students who age out of the Science Explorers in Nature program. This new program will bridge that gap and will focus on the Lake Michigan watershed. The cost will be shared between the District through a Preservation Foundation grant, and Lake Forest Open Lands Association. Voice vote being had, the motion to approve passed unanimously and the recommendation was forwarded to the full Board for approval.

10.0 Planning Committee

10.1 Approve Change Order No. 3 to Contract with V3 Construction Group, Ltd. for Public Access Improvements at Fort Sheridan Forest Preserve, increasing the Contract Amount by \$5,560.00. Mr. Kovach summarized the change order for erosion control for two sections of James Ravine; the engineer has recommended to replace damaged drain tile and install new rip rap. Directors Seebach and Anderson responded to questions and a general discussion ensued regarding the storm damage with the GLFR project. Motion by member Martini, second by member Frank to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

10.2 For Information Only: Review of the 10-year Capital Improvement Plan – Mr. Kovach reviewed the list of ongoing capital improvements and responded to questions as he went through the list. Next, he reviewed the list of public access and miscellaneous projects and showed their locations on a map. Staff responded to questions as he went through the list. Regarding renting out the second floor of the General Offices, Mr. Kovach noted that the committee will be asked for policy direction on this at a future meeting. Next, he reviewed the list of habitat restoration projects and Natural Resources Director Jim Anderson responded to questions.

In summary, Mr. Kovach added that in Fiscal Year 2015/16, \$7.5 million in projects were moved to the unfunded list in order to balance the 10-year CIP.


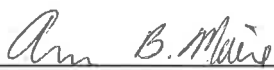

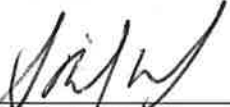
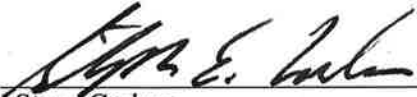


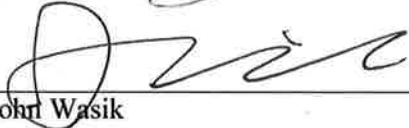
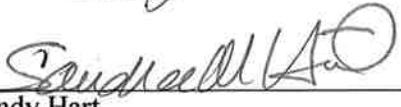
11.0 **Old Business** - None

12.0 **Closed Session** - None

13.0 **Next meetings:** January 28, 2019 Joint Committee meeting; February 7, 2019

14.0 **Adjourn** - Motion by member Martini, second by member Simpson to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 2:43 p.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
 Terry Wilke, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Ann B. Maine	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 S. Michael Rummel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Steve Carlson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Julie Simpson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Michael Danforth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 John Wasik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Sandy Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>			