

**Lake County Forest Preserve District**

**Joint Committee Meeting Minutes: Operations Committee, Planning Committee, Finance Committee  
October 4, 2021**

On Monday, October 4, 2021, pursuant to Section 7(e) of the Illinois Open Meetings Act, the September 17 2021 Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Forest Preserve District President attached to the Agenda, the Operations, Planning, and Finance Committees met via Audio and Video conference and at the Lake County Forest Preserve District's General Offices.

At 8:34 a.m. President Angelo Kyle convened the meeting and asked the committee chairs to call their committees to order:

**1.0 Call to Order and Roll Call – Operations Committee:** Chair Jessica Vealitzek called the Operations Committee to order and asked for a roll call. Present: Chair Vealitzek, Vice Chair Bill Durkin, Jennifer Clark, Ann Maine, Terry Wilke. Absent: Mary Ross Cunningham, Catherine Sbarra.

**2.0 Call to Order and Roll Call – Planning Committee:** Chair Terry Wilke called the Planning Committee to order and asked for a roll call: Present: Chair Wilke, Vice Chair Marah Altenberg, Carissa Casbon, Diane Hewitt, Kevin Hunter, Linda Pedersen, Gina Roberts, John Wasik. Absent: Dick Barr

**3.0 Call to Order and Roll Call – Finance Committee:** Chair Julie Simpson called the Finance Committee to order and asked for a roll call: Present: Chair Simpson, Vice Chair Paul Frank, Carissa Casbon, Sandy Hart, Ann Maine, Kevin Hunter, Paras Parekh, John Wasik. Absent: Michael Danforth

**Present in Committee Room:**

Alex Ty Kovach, *Executive Director*  
Steve Neaman  
Debbie Boness  
Julie Gragnani

**Also Present on Zoom:**

Mike Tully  
Matt Norton, *Corporate Counsel*  
Randy Seebach  
Nan Buckardt  
Jim Anderson

John Nelson  
Rebekah Snyder  
Mary Kann  
Maureen Shelton

**4.0 Pledge of Allegiance** – Commissioner Durkin led the Pledge of Allegiance.

**5.0 Addenda to the Agenda** – None

**6.0 Public Comment** – President Kyle asked for public comment regarding items not on the agenda and there was none.

**7.0 Executive Director's Report** – Executive Director Kovach reported on:

- Dunn Museum's Day of the Dead *Celebration of Souls* exhibit items are on loan to Waukegan Park District;
- Operational impacts to Des Plaines River Trail from the drought are generally positive;
- Libertyville Business Park Association received notice of violation from Village of Libertyville; the District's assessment will be approximately \$9,000;
- *Our Voice is Black History* exhibition closing event was attended by over 100 guests;
- Anonymous \$254,000 stock donation to the Foundation for restoration work at Grant Woods;
- Development division has begun working on a contract for direct mail donor acquisition;
- ChicagoLife magazine article on the District's net-zero buildings plan and featured in the New York Times.

**8.0 Correspondence** – None

President Kyle turned the meeting over to Finance Committee Chair Simpson:

**9.0 New Business – All Committees**

**9.1 Review proposed FY 2022 Annual Budget and recommend approval of the Annual Budget Ordinance for Fiscal Year January 1 through December 31, 2022** – Chair Simpson introduced the item and Executive Director Kovach began a presentation that included an overview of the 2022 budget strategy and sustainability strategy used to develop a balanced budget while maintaining the financial health of the District, continuing to align the budget

with the Strategic Plan, positioning the District to move forward on the Vision and Strategic Directions, and continuing to deal with COVID-19 challenges. The budget includes 10-year projections in the capital and operating budgets, and the fund balance policy is met in the 10-year projections.

Director Neaman continued with background information summarizing resource changes, health/IMRF savings, Position inventory changes, operational changes, new program requests, and recommended budget additions.

The total proposed budget for FY 2022 is \$63,617,824. Director Neaman reviewed the budget by fund and by department, and capital equipment. Questions and comments from Commissioners were addressed as each budget section was reviewed and discussed.

Following questions and comments, Chair Wilke asked each committee to recommend approval of the FY 2022 budget as presented and the Annual Budget Ordinance for FY 2022:

- Finance Committee, Chair Simpson: Motion by member Casbon, second by member Wasik. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. Vice Chair Frank lost his Zoom connection during the vote and reestablished his connection after the other committees voted. He asked if his vote could be recorded as an Aye. There was unanimous consent of the Finance committee members to allow his vote to be recorded. The final recorded vote for the Finance Committee was: AYES: 8, NAYS: 0.
- Operations Committee, Chair Vealitzek: Motion by member Maine, second by member Clark. Roll call vote being had, the motion passed by a vote of: AYES: 5, NAYS: 0.
- Planning Committee, Chair Wasik: Motion by member Roberts, second by member Hewitt. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.

The Budget Ordinance was forwarded to the full Board for approval. President Kyle turned the meeting over to Planning Committee Chair Wilke:

#### **10.0 New Business – Planning Committee**

10.1 Approve Minutes of August 30, 2021 meeting - Motion by member Roberts, second by member Casbon to approve the Minutes from the August 30, 2021 meeting. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.

10.2 Recommend approval of Ordinance approving Intergovernmental Agreement with Village of Long Grove for additional vehicular parking at Buffalo Creek Forest Preserve - Motion by member Hunter, second by member Altenberg to approve the recommendation. Executive Director Kovach gave a history of the project and showed the area on a map. The District would perform the labor on the project and the Village will provide funding for asphalt and assume long-term maintenance of the project. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0. The recommendation was forwarded to the full Board for approval.

#### **11.0 Miscellaneous Business – Planning Committee - None**

12.0 **Adjourn Planning Committee** – Chair Wilke noted that the next meeting is November 1, 2021 and declared the Planning Committee adjourned at 10:18 a.m. President Kyle turned the meeting over to Operations Committee Chair Vealitzek.

#### **13.0 New Business – Operations Committee and Finance Committee:**

13.1 Recommend approval of Resolution Awarding Contract for Sanitary Sewer Connection at Fourth Lake Forest Preserve to Berger Excavating Contractors, Inc. in the Contract Price of \$213,000.00

- Operations Committee: Motion by member Wilke, second by member Clark to approve the recommendation. Mr. Kovach summarized the project and Director John Nelson provided additional information. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.
- Finance Committee: In Chair Simpson's absence, Vice Chair Frank asked for a motion and second from the Finance Committee. Motion by member Hart, second by member Casbon to approve the recommendation.

Roll call vote being had, the motion passed by a vote of: AYES: 6, NAYS: 0. The recommendation was forwarded to the full Board for approval.

**13.2 Recommend approval of Ordinance Authorizing Execution of License Agreement with Gurnee Youth Baseball, Inc.**

- **Operations Committee:** Motion by member Durkin, second by member Clark to approve the recommendation. Mr. Kovach summarized the agreement and showed the location on a map. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.
- **Finance Committee:** Chair Simpson asked for a motion and second from the Finance Committee. Motion by member Frank, second by member Casbon to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The recommendation was forwarded to the full Board for approval.

**13.3 Recommend approval of Resolution awarding Contracts for Invasive Tree and Shrub Control Projects at Wright Woods Forest Preserve to RES Great Lakes, LLC dba Applied Ecological Services in the Contract Price of \$384,248.00; and to V3 Companies in the Contract Price of \$172,500.00.**

- **Operations Committee:** Motion by member Clark, second by member Durkin to approve the recommendation. Mr. Kovach showed the project areas on a map. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.
- **Finance Committee:** Chair Simpson asked for a motion and second from the Finance Committee. Motion by member Frank, second by member Wasik to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The recommendation was forwarded to the full Board for approval.

**13.4 Recommend approval of Resolution awarding Contracts for Lease and Maintenance of Copiers to Canon Solutions America, Inc., through December 31, 2026.**

- **Operations Committee:** Motion by member Clark, second by member Durkin to approve the recommendation. Mr. Kovach reviewed the RFP process that consolidates all leases to be on the same cycle for expiration. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.
- **Finance Committee:** Chair Simpson asked for a motion and second from the Finance Committee. Motion by member Casbon, second by member Frank to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The recommendation was forwarded to the full Board for approval.

**13.5 Recommend approval of Resolution Authorizing Negotiation and Award of a two-year Contract for the Purchase of an Applicant Tracking and Recruitment System to GovernmentJobs.com, Inc. (dba NEOGOV), in the Contract Price of \$25,943.20.**

- **Operations Committee:** Motion by member Durkin, second by member Clark to approve the recommendation. Mr. Kovach summarized the details of the contract and Director Mary Kann provided additional information. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.
- **Finance Committee:** Chair Simpson asked for a motion and second from the Finance Committee. Motion by member Wasik, second by member Parekh to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The recommendation was forwarded to the full Board for approval.

**14.0 New Business – Operations Committee:**

- 14.1 Approve Minutes of August 30, 2021 meeting** - Motion by member Wilke, second by member Clark to approve the Minutes of August 30, 2021. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.

14.2 Recommend approval of Resolution awarding Contracts for Woody Invasive Plant Clearing Project - Buckthorn Eradication Initiative at Middlefork Savanna Forest Preserve to RES Great Lakes, LLC dba Applied Ecological Services, Bellaire, Texas in the Contract Price of \$50,831.28; to Encap, Inc., DeKalb, Illinois in the Contract Price of \$29,304.30; and to V3 Companies, Woodridge, Illinois in the Contract Price of \$25,547.00 - Motion by member Clark, second by member Wilke to approve the Minutes of August 30, 2021. Director Kovach showed the project site on a map and explained the grant funding with matching dollars coming from the excess bond funds savings. Roll call vote being had, the motion passed by a vote of: AYES: 4, NAYS: 0.

**15.0 Miscellaneous Business – Operations Committee - None**

**16.0 Adjourn Operations Committee** - Chair Vealitzek noted that the next meeting is November 1, 2021 and declared the Operations Committee adjourned at 10:40 a.m. President Kyle turned the meeting over to Finance Committee Chair Simpson for the remainder of the agenda.

**17.0 New Business – Finance Committee:**

17.1 Approve Minutes of September 2, 2021 meeting - Motion by member Hart, second by member Casbon to approve the Minutes from the September 2, 2021 meeting. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0.

17.2 Recommend approval of an Ordinance Setting Forth the Annual Appropriations for Fiscal Year January 1, 2022 through December 31, 2022 - Motion by member Parekh, second by member Hunter to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

17.3 Recommend approval of an Ordinance Providing for the Levy of Taxes for Fiscal Year January 1, 2022 through December 31, 2022 - Motion by member Frank, second by member Hunter to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

17.4 Recommend approval of an Ordinance Authorizing the Sale of Refunding Bonds in an amount not to exceed \$17,750,000 to refund the outstanding portion of Series 2013 General Obligation Bonds, if current market conditions remain favorable - Motion by member Casbon, second by member Hart to approve the recommendation. Finance Director Neaman explained the bond refunding, noting that it would result in a savings of approximately \$1.6 million, and reduce the debt service levy for next year. He responded to questions and comments regarding the bond refunding process. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

**18.0 Miscellaneous Business – Finance Committee - None**

**19.0 Closed Session – Finance Committee** - Motion by member Casbon, second by member Hart to go into closed session for the purpose of discussing collective bargaining matters. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The committee went into closed session at 10:48 a.m. and returned to open session at 11:10 a.m.

**20.0 Potential Action Following Closed Session – Finance Committee - None**

**21.0 Adjourn Finance Committee** – With the concurrence of President Kyle, Chair Simpson canceled the scheduled October 7, 2021 Finance Committee meeting, and declared the meeting adjourned at 11:11 a.m.

**Joint Committee Minutes – October 4, 2021**

<b>OPERATIONS COMMITTEE:</b>	<u>AYE</u>	<u>NAY</u>	<b>PLANNING COMMITTEE:</b>	<u>AYE</u>	<u>NAY</u>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jessica Vealitzek, Chair			Terry Wilke, Chair		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bill Durkin, Vice-Chair			Marah Altenberg, Vice-Chair		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Clark			Dick Barr		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Ross Cunningham			Carissa Casbon		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann B. Maine			Diane Hewitt		
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catherine Sbarra			Kevin Hunter		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terry Wilke			Linda Pedersen		
			_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Gina Roberts		
			_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			John Wasik		

**Operations Committee Secretary’s Note:** Pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 15, 2021 Gubernatorial Disaster Proclamation, and Written Determination of the Lake County Forest Preserve District President, the Operations Committee met via audio and video conference on Monday, November 1, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 6 (Clark, Cunningham, Durkin, Maine, Vealitzek, Wilke)  
 NAYS: 0  
 ABSENT: 1 (Sbarra – arrived after vote)

Maureen E. Shelton  
 Committee Secretary

**Planning Committee Secretary’s Note:** Pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 15, 2021 Gubernatorial Disaster Proclamation, and Written Determination of the Lake County Forest Preserve District President, the Planning Committee met via audio and video conference on Monday, November 1, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Altenberg, Casbon, Hewitt, Hunter, Pedersen, Roberts, Wasik, Wilke)  
 NAYS: 0  
 ABSENT: 1 (Barr – arrived after vote)

Julie Gagnani  
 Committee Secretary

**Joint Committee Minutes – October 4, 2021**

**FINANCE COMMITTEE:**

	<u>AYE</u>	<u>NAY</u>			
_____ Julie Simpson, 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"/>	_____ Kevin Hunter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Carissa Casbon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Paras Parekh	<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 type="checkbox"/>	<input type="checkbox"/>			

**Planning Committee Secretary's Note:** Pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 15, 2021 Gubernatorial Disaster Proclamation, and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met via audio and video conference on Thursday, November 4, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Casbon, Danforth, Frank, Hunter, Maine, Parekh, Simpson, Wasik)  
NAYS: 0  
ABSENT: 1 (Hart – arrived after vote)

Julie Bragman  
Committee Secretary