

Lake County Forest Preserve District
Joint Committee Meeting Minutes: Operations Committee, Planning Committee, Finance Committee
October 5, 2020

On Monday, October 5, 2020, pursuant to Section 7(e) of the Illinois Open Meetings Act, the September 18, 2020 Gubernatorial Disaster Proclamation, the Governor's Executive Order No. 2020-55, 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 8:30 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 – Finance Committee: Chair Terry Wilke called the Finance Committee to order and asked for a roll call. Present: Chair Wilke, Vice Chair Paul Frank, Steve Carlson, Sandy Hart, Ann Maine, Mike Rummel, Julie Simpson, and John Wasik. Absent: Michael Danforth.

2.0 Call to Order and Roll Call – Operations Committee: Vice Chair Bill Durkin called the Operations Committee and called the roll: Present: Vice Chair Durkin, Mary Ross Cunningham, Ann Maine, Mike Rummel, Craig Taylor, and Terry Wilke. (Chair Jessica Vealitzek joined meeting after roll call.)

3.0 Call to Order and Roll Call – Planning Committee: Chair John Wasik called the Planning Committee to order and asked for a roll call: Present: Chair Wasik, Vice Chair Julie Simpson, Dick Barr, Jennifer Clark, Diane Hewitt, Judy Martini, and Linda Pedersen. (Marah Altenberg and Jessica Vealitzek joined meeting after roll call.)

Also Present:

Alex Ty Kovach, *Executive Director*
Mike Tully
Steve Neaman
Mary Kann
Katherine Hamilton-Smith
Randy Seebach

Nan Buckardt
John Nelson
Rebekah Snyder
Jim Ballowe
Jim Anderson

John Tannahill
Debbie Boness
Ken Jones
Matt Norton, *Corporate Counsel*
Julie Gragnani

President Kyle asked for a motion from each committee to Suspend the Rules of Order and Operational Procedures to the full extent necessary to allow Committee members to attend this meeting in accordance with Section 7(e) of the Open Meetings Act, which allows all Commissioners to attend this meeting by video or audio conference.

- Finance Committee: Motion by member Rummel, second by member Frank. Roll Call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.
- Operations Committee: Motion by member Cunningham, second by member Wilke. Roll Call vote being had, the motion passed by a vote of: AYES: 6, NAYS: 0.
- Planning Committee: Motion by member Barr, second by member Martini. Roll Call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.

4.0 Pledge of Allegiance – Member Clark led the Pledge of Allegiance.

5.0 Public Comment – President Kyle asked for public comments regarding items not on the agenda and there was no response.

6.0 Addenda to the Agenda – Executive Director Kovach noted that there were no addenda to the agenda.

7.0 Executive Director Comments – Executive Director Kovach reported on:

- Development of virtual field trips in the Education Department;
- Dunn Museum Educator Nicole Stocker interviewed by Larry Potash of WGN TV;
- New self-curated exhibit at Dunn Museum: Breaking Barriers – Women in the Military;

- OAKtober tree and shrub sale completed over 250 plants sold;
- Update on fall burn season;
- Open House on September 22 for the Oriole Grove master plan concepts, and a virtual open house scheduled for October 26 as a special Planning Committee meeting;
- Management staff completed unconscious bias training; Board will receive this training on February 1, 2021.

8.0 Correspondence – Executive Director Kovach referenced an email that staff distributed to Board members for their review in advance of the meeting. It was from a Fort Sheridan area resident to the full Board regarding concerns related to swimming at Fort Sheridan. He added that will be an agenda item at a future Operations Committee meeting.

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

9.0 New Business – All Committees

9.1 Review proposed FY 2021 Annual Budget and recommend approval of the Annual Budget Ordinance for Fiscal Year January 1 through December 31, 2021 – Chair Wilke made opening remarks and asked for a motion to put the item on the floor. Motion by member Wasik, second by member Rummel. Executive Director Kovach began a presentation that included an overview of the impacts of COVID-19, which include revenue losses, decreased expenses and increased preserve use; development of new virtual programs, redesigned museum exhibits, Operations crews assisted with golf course maintenance while courses were closed, utilizing the second floor of the General Offices building for staff, and increased network bandwidth for remote work. He reviewed budget strategy and sustainability strategy used to develop a balanced budget and maintain the financial health of the District, noting that the fund balance policy is met in the 10-year projections.

Director Neaman continued with background information summarizing the resource changes including property values, Consumer Price Index, department restructuring, closing the beach operation at Independence Grove, transfer of food and banquet at ThunderHawk to in-house operation, restructuring of golf management staff, new grounds maintenance and Ranger positions, minimum wage increases, position inventory (FTE), new program requests totaling nearly \$193,000, and minimum wage increase.

The total proposed budget for FY 2021 is \$65,767,790. 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. Mr. Neaman noted that bond refinancing opportunities will be explored in 2021 that would reduce the tax levy.

Following questions and comments, Chair Wilke asked each committee to recommend approval of the FY 2021 budget as presented and the Annual Budget Ordinance for FY 2021:

- Operations Committee, Chair Vealitzek: Motion by member Rummel, second by member Cunningham. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0.
- Planning Committee, Chair Wasik: Motion by member Hewitt, second by member Clark. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.
- Finance Committee, Chair Wilke: Motion by member Simpson, second by member Maine. 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 Operations Committee Chair Vealitzek:

10.0 New Business – Operations Committee and Planning Committee:

10.1 Recommend approval of a Resolution awarding a Contract for Engineering Services for Design of Sanitary Sewer and Bike Path Connections at Fourth Lake Forest Preserve to Gewalt-Hamilton Associates, Vernon Hills, Illinois in the Contract Price of \$39,100.00.

- Operations Committee, Chair Vealitzek: Motion by member Cunningham, second by member Durkin to approve the recommendation. Executive Director Kovach summarized the project to provide a sanitary sewer connection for the District's Operations Facility, and a bike path connection from the Millennium Trail to the shared use path along Grand Avenue/Route 132. Roll call vote being had, the motion passed by a vote of: AYES: 6, NAYS: 0.
- Planning Committee, Chair Wasik: Motion by member Martini, second by member Clark to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

The recommendation was forwarded to the full Board for approval.

11.0 New Business – Operations Committee:

11.1 Approve Minutes of August 31, 2020 meeting - Motion by member Taylor, second by member Cunningham to approve the Minutes from the August 31 meeting. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0.

11.2 Approve the award of five farm licenses at Ray Lake, Dutch Gap, Kestrel Ridge and Pine Dunes Forest Preserves to the highest qualified bidders. Motion by member Wilke, second by member Maine to approve the recommendation. Executive Director Kovach summarized the farm licenses and Natural Resources Director Jim Anderson responded to questions. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0.

11.3 Recommend approval a Resolution authorizing the District to dispose of surplus District Golf equipment, furnishings and other items through a public auction process. Motion by member Taylor, second by member Rummel to approve the recommendation. Executive Director Kovach summarized the request. 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.

12.0 Adjourn Operations Committee – Chair Vealitzek noted that the next meeting is November 2, 2020 and declared the Operations Committee adjourned at 10:50 a.m. President Kyle turned the meeting over to Finance Committee Chair Wilke:

13.0 New Business – Finance Committee:

13.1 Approve Minutes of September 3, 2020 meeting - Motion by member Rummel, second by member Frank to approve the Minutes from the September 3 meeting. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.

13.2 Invoices and Requisitions - Motion by member Carlson, second by member Simpson to approve the July 2020 invoice for legal services. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.

13.3 Approve an amendment to the Procedures Section of Personnel Policy 8.7 – Harassment - Motion by member Carlson, second by member Maine to approve and Director Kovach briefly summarized. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0.

13.5 Recommend approval of an Ordinance Providing for the Levy of Taxes for the District for the Fiscal Year January 1 through December 31, 2021 - Motion by member Maine, second by member Wasik to approve the recommendation. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

Chair Wasik inadvertently skipped item 13.4, which was taken next:

13.4 Recommend approval of an Ordinance Setting Forth the Annual Appropriations for the District for the Fiscal Year January 1, 2021 through December 31, 2021 - Motion by member Rummel, second by member Wasik to approve the recommendation. Roll call vote being had; the motion passed by a vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

13.6 Recommend approval of an Ordinance Partially Abating the Taxes Heretofore Levied for the Year 2020 to Pay the Principal of and Interest on the Taxable General Obligation Land Acquisition and Development Bonds

Series 2010A (Build America Bonds - Direct Payment) and the Taxable General Obligation Land Acquisition Bonds, Series 2010B (Build America Bonds - Direct Payment) - Motion by member Wasik, second by member Hart to approve the recommendation. Finance Director Neaman explained the abatement. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

13.7 Recommend approval of an Ordinance Approving an Amended Purchasing Policy - Motion by member Wasik, second by member Carlson to approve the recommendation. Executive Director Kovach explained that the policy has not been revised since 2009 and needed to be completely reformatted. He noted that the requirement has been added for consultant submitting proposals for work requiring personal confidence disclose campaign contributions to Commissioners and any family relationships with Commissioners or senior District Staff. The amended policy also contains authority for the Executive Director to approve the P-card procedures. New P-cards have just been issued to staff and procedures will be developed during the coming month and Mr. Kovach will share those with the Committee next month. Roll call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

14.0 Adjourn Finance Committee – Chair Wilke announced that the October 8, 2020 meeting is canceled and the next meeting would be November 5, 2020. He declared the Finance Committee adjourned at 11:00 a.m.

President Kyle turned the meeting over to Planning Committee Chair Wasik:

15.0 New Business – Planning Committee:

15.1 Approve Minutes of August 31, 2020 meeting - Motion by member Clark, second by member Hewitt to approve the Minutes from the August 31 meeting. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

15.2 Recommend approval of Resolution awarding Contracts for Woody Invasive Plant Clearing Winter 2020 Project to Integrated Lakes Management, Waukegan, Illinois for 1) the Cahokia Woods location in the Contract Price of \$167,150.80 and 2) the Grant Woods location in the Contract Price of \$85,500.00 - Motion by member Pedersen, second by member Martini to approve the recommendation. Director Kovach showed both project sites on a map and briefly explained.

Public comment was given by Grant Benjamin in support of these clearing projects and in private residents joining in the efforts. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

15.3 Recommend approval of a Resolution awarding a Contract for Architectural Services for the Environmental Education Facility at Edward L. Ryerson Conservation Area to Lake Flato Architects, San Antonio, Texas, in the Contract Price of \$180,000.00 Motion by member Simpson, second by member Clark to approve the recommendation. Director Kovach gave a brief overview of the project, noting that it will be funded through a private donation. Planning Director Seebach provided details of the selection process, noting that 24 proposals were received, of which, six were selected by an internal team for a first round of interviews. Three firms were then selected for a second round of interviews and staff recommends Lake Flato Architects, who will be using local engineering sub-consultants from Illinois and Wisconsin. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

16.0 Closed Session - Motion by member Clark, second by member Simpson to go into closed session for the purpose of discussing the purchase or lease of real property for the District; and setting a price for sale or lease of property owned by the District. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0. The committee went into closed session at 11:09 a.m. and returned to open session at 11:32 a.m.

17.0 Adjourn – With no further business, Chair Wasik noted that the next scheduled meeting is November 2, 2020 and declared the meeting adjourned at 11:32 a.m.

Joint Committee Minutes – October 5, 2020

APPROVED:

OPERATIONS COMMITTEE:	<u>AYE</u>	<u>NAY</u>	PLANNING COMMITTEE:	<u>AYE</u>	<u>NAY</u>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jessica Vealitzek, Chair			John Wasik, Chair		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bill Durkin, Vice-Chair			Julie Simpson, Vice-Chair		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Ross Cunningham			Marah Altenberg		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann B. Maine			Dick Barr		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. Michael Rummel			Jennifer Clark		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Craig Taylor			Diane Hewitt		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terry Wilke			Judy Martini		
			_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Linda Pedersen		
			_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Jessica Vealitzek		

Operations Committee Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 16, 2020, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2020-59 and Written Determination of the Lake County Forest Preserve District President, the Operations Committee met via audio and video conference on Monday, November 2, 2020. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 7 (Cunningham, Durkin, Maine, Rummel, Taylor, Vealitzek, Wilke)
 NAYS: 0
 ABSENT: 0

Maureen E. Shelton
 Committee Secretary

Planning Committee Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 16, 2020, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2020-59 and Written Determination of the Lake County Forest Preserve District President, the Planning Committee met via audio and video conference on Monday, November 2, 2020. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 9 (Altenberg, Barr, Clark, Hewitt, Martini, Pedersen, Simpson, Vealitzek, Wasik)
 NAYS: 0
 ABSENT: 0

Julie A. Craggiani
 Committee Secretary

Joint Committee Minutes – October 5, 2020

APPROVED:

FINANCE COMMITTEE:

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

Finance Committee Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 16, 2020, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2020-59 and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met via audio and video conference on Monday, November 2, 2020. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 9 (Carlson, Danforth, Frank, Hart, Maine, Rummel, Simpson, Wasik, Wilke)
NAYS: 0
ABSENT: 0



COMMITTEE SECRETARY