

**Lake County Forest Preserve District
Operations Committee Meeting Minutes - Monday, November 2, 2020**

On Monday, November 2, 2020, 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 the Written Determination of the Lake County Forest Preserve District President, the District's Operations Committee met via audio and video conference and at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

1.0 Call to Order - Chair Vealitzek called the meeting to order at 9:00 a.m.

Before the roll call, Chair Vealitzek stated to the committee that to comply with Section 7(e) of the Open Meetings Act, "your presence at the meeting must be verified. If you are participating via video, please make sure you are displaying your live video connection, and not a static screen with only your name and/or photo, at least during the following times: (i) during the initial roll call at the beginning of each Committee meeting to confirm attendance, (ii) when you are speaking, and (iii) when you are voting".

2.0 Roll Call – Committee Secretary Shelton called the roll and six committee members responded: Jessica Vealitzek, Chair; Bill Durkin, Vice Chair, Ann Maine, Mike Rummel, Craig Taylor and Terry Wilke. Member Mary Ross Cunningham joined after the roll call.

Also Present:

Angelo Kyle, <i>President</i>	Nan Buckardt	Debbie Boness
Paul Frank	Katherine Hamilton-Smith	Pati Vitt
Linda Pedersen	Mary Kann	Andrew Rutter
Alex Ty Kovach	Steve Neaman	Kim Mikus
Mike Tully	John Nelson	Matt Norton, <i>Corporate Counsel</i>
Jim Anderson	John Tannahill	Maureen Shelton
Jim Ballowe	Rebekah Snyder	

Chair Vealitzek asked for a motion to suspend the Rules of Order and Operational Procedures to the full extent necessary: a) to allow Commissioners 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, and b) to allow members of the public to make public comment via audio or video means. Motion by member Rummel, second by member Cunningham. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0.

3.0 Pledge of Allegiance – Member Rummel led the Pledge of Allegiance.

4.0 Approval of Minutes - Motion by member Durkin, second by member Wilke to approve the Minutes of the October 5, 2020 Joint Committee meeting. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0.

5.0 Public Comment – Chair Vealitzek asked if there was anyone attending who wished to provide public comment for items not on the agenda. There were no responses.

6.0 Addenda to the Agenda – None

7.0 Executive Director Comments – Due to audio difficulties Executive Director Kovach presented his report after Agenda items 8.0, 9.0 and 10.1. He reported on:

- Illinois Clean Energy Community Foundation awarded two grants one for Ryerson and the other for Middlefork;
- The Foundation’s Development and Finance Committees met in preparation for the Foundation Board meeting on November 11;
- Over the winter, a District crew is scheduled to remove 14 vacant buildings, all previously approved for removal, totaling approximately 53,919 sf;
- The Des Plaines River Trail has been designated a National Recreation Trail by the U.S. Department of the Interior;
- The District’s lighted trails at Old School and Lakewood opened on November 1 and will remain open through March 14, 2021;
- Dunn Museum staff are in the final phase of revising and updating the Museum’s Institutional Plan;
- Education staff presented virtually to high school students about careers in conservation;
- The fall 2020 issue of *Horizons* focuses on exploration and getting outside in nature.

8.0 Correspondence – None

9.0 Old Business – None

10.0 New Business

10.1 Recommend Approval of an Ordinance approving a License Agreement with the Chicago Horticultural Society for the Green Youth Farm at Greenbelt Forest Preserve. – Motion by member Cunningham, second by member Wilke to approve the recommendation. Mike Tully, Chief Operations Officer summarized the recommendation. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the Finance Committee.

10.2 Provide Policy Direction regarding the disposition of the Little Free Libraries at Ryerson Woods, Greenbelt and Nippersink Forest Preserves as the Trail Tales interpretive panels are removed. – Nan Buckardt, Director of Education explained to the Committee that in 2014 the District collaborated with Brushwood Center at Ryerson Woods to innovate the District’s Trail Tales program. The Trail Tales is nature-related storybooks that were transformed into seven interpretive panels, which are placed trailside. Trail Tales interpretive panels are currently located at Ryerson Woods, Nippersink and Greenbelt Forest Preserves. A Little Free Library is placed near the last panel of each trail, making books available to visitors to take, as a way to encourage reading. The panels must be removed because the permissions from the publishers to use the books are expiring. After the panels are removed, the Little Free Libraries along the trails will be out of context. Staff recommends that the Little Free Library structures be removed with the panels and the collaborators on the project be thanked for their participation over the years. The consensus of the Committee was to proceed.

10.3 Recommend approval of a Resolution awarding a contract to Blackbaud, Inc., Charleston, South Carolina, for constituent management and financial management software through September 14, 2023 in an amount not to exceed \$60,971.71. – Motion by member Cunningham, second by member Durkin to approve the recommendation. Mr. Tully summarized the recommendation. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the Finance Committee.

- 10.4 Recommend approval of a Resolution approving the renewal of the Annual Support Agreement for OnBase Document Management Software to Hyland Software, Inc., Westlake, Ohio, in the Contract Price of \$44,710.31 for Fiscal Year 2021. - Motion by member Maine, second by member Wilke to approve the recommendation. Mr. Tully summarized the recommendation. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the full Board for approval.
- 10.5 Recommend approval of a Resolution to award a Contract for the purchase of replacement computing equipment and supplies to CDW-Government, Inc., Vernon Hills, Illinois, under the National IPA Technology Solutions Contract #2018011-01, in amount not to exceed \$150,000.00. Motion by member Cunningham, second by member Rummel to approve the recommendation. Mr. Tully summarized the recommendation. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the full Board for approval.
- 10.6 Recommend approval of a Resolution awarding a Contract for Deer Processing Services to Wayne's Country Market, Marengo, Illinois, in the Contract Price of \$35,020.00. - Motion by member Maine, second by member Durkin to approve the recommendation. Mr. Tully briefly explained the deer removal portion of the deer management program and that the District is mandated by IDNR to donate all processed deer meat from the removal program to charitable organizations. Wildlife Ecologist, Andrew Rutter responded to a question and informed the committee that the meat is donated to 19 different food pantries in Lake County. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the full Board for approval.
- 10.7 Recommend approval of a Resolution approving a License Agreement with the College of Lake County for the occupation and use of the Brae Loch Golf Club Clubhouse in Grayslake. – Motion by member Durkin, second by member Rummel to approve the recommendation. Mr. Tully summarized the recommendation. Jim Ballowe, Director of Revenue Facilities summarized the terms of the agreement and responded to questions. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the Finance Committee.
- 10.8 Recommend approval of a Resolution awarding a Contract for Water Tank, Hydronic Pumps, and VAV Box Upgrades at Independence Grove Forest Preserve Visitors Center to American Combustion Service, Inc., Mokena, Illinois in a contract amount of \$178,304.00. - Motion by member Cunningham, second by member Maine to approve the recommendation. Mr. Tully summarized the recommendation. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the full Board for approval.
- 10.9 Recommend approval of a Resolution awarding a two-year Contract for Janitorial Services to Atalian Global Services, Jersey City, New Jersey in the amount of \$159,256.00. – Motion by member Cunningham, second by member Wilke to approve the recommendation. Mr. Tully summarized the recommendation. Roll Call vote being had, the motion passed by the following vote: AYES: 7; NAYS: 0. The recommendation was forwarded to the Finance Committee.

- 10.10 Annual Green Fleet Policy Report for FY2020. Mr. Tully explained that the annual Green Fleet Report is a requirement of the District's Green Fleet Policy. Director of Operations and Infrastructure, John Nelson presented the report. He noted that the District currently maintains a fleet of 92 licensed vehicles. He explained the vehicle classifications and the number of vehicles within each category. He informed the Committee of a number of actions that have been put in place to help manage the fleet more efficiently. Mr. Nelson responded to questions.
- 10.11 Winter Outdoor Activities Update - For Information Only. Mr. Tully introduced this item. Mr. Nelson informed the Committee that the snow command schedule started the first of November. He reminded the Committee of the District's low salt use and snow plowing procedures. Utilizing the District's website, he explained the five winter sports the District has to offer and the preserves where these activities are available.
- 11.0 Closed Session** – None
- 12.0 Next Meeting** – To Be Determined
- 13.0 Adjourn** – With no further business, Chair Vealitzek declared the meeting adjourned at 10:01 a.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
_____ Jessica Vealitzek, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Ann B. Maine	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Bill Durkin, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Craig Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Jennifer Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Terry Wilke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Mary Ross Cunningham	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Operations Committee Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the December 11, 2020, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2020-74 and Written Determination of the Lake County Forest Preserve District President, the Operations Committee met via audio and video conference on Monday, January 4, 2021. These Minutes were approved by a Roll Call vote at that meeting:

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

Maura E. Shelton
 Committee Secretary