

**Lake County Forest Preserves
Finance Committee Minutes – November 5, 2020**

On Thursday, November 5, 2020, pursuant to Section 7(e) of the Illinois Open Meetings Act, the October 16, 2020 Gubernatorial Disaster Proclamation, the Governor’s Executive Order No. 2020-59, and the Written Determination of the Lake County Forest Preserve District President attached to the Agenda, the Finance Committee met via Audio and Video conference and at the Lake County Forest Preserve District’s General Offices.

1.0 Call to Order - Chair Terry Wilke called the meeting to order at 1:00 p.m.

Chair Wilke requested that committee members verify their presence during the meeting by displaying a live video connection, and not a static screen with only name and/or photo, at least during the initial roll call, when speaking, and when voting.

2.0 Roll Call - Committee Secretary Gagnani call the roll and nine committee members responded: Terry Wilke, Chair; Paul Frank, Vice Chair; Steve Carlson, Michael Danforth, Sandy Hart, Ann Maine, Mike Rummel, Julie Simpson, and John Wasik.

Also Present:

Angelo Kyle, <i>President</i>	Jim Anderson	Rebekah Snyder
Alex Ty Kovach	Nan Buckardt	Laurel Diver
Mike Tully	Katherine Hamilton-Smith	Debbie Boness
Steve Neaman	John Tannahill	Julie Gagnani
Mary Kann	Randy Seebach	Matt Norton, <i>Corporate</i>
John Nelson	Jim Ballowe	Jason Coyle, <i>Baker Tilly</i>

Motion by member Wasik, second by member Rummel 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. Roll Call vote being had, the motion passed by a vote of: AYES: 8, NAYS: 1.

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

4.0 Approval of Minutes – Motion by member Frank, second by member Simpson to approve the minutes of the October 5, 2020 joint committee meeting. Roll Call vote being had, the motion passed by a vote of: AYES: 9; NAYS: 0.

5.0 Public Comment – Chair Wilke 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 Report

- Illinois Clean Energy Community Foundation awarded two grants for Ryerson and Middlefork;
- The Foundation’s Development and Finance Committees met in preparation for the Foundation Board’s quarterly meeting on November 11;
- Over the winter, a District crew will be removing 14 vacant buildings 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 is sharing virtually to high school students about careers in conservation;
- The fall 2020 issue of *Horizons* is all about exploration and getting outside in nature.

8.0 Correspondence – None

9.0 Finance

9.1 Monthly Financial Report – Finance Director Steve Neaman summarized the financial report for month ending September 30, 2020 and responded to questions.

9.2 Invoices and Requisitions – Motion by member Rummel, second by member Hart to approve the August, September, and October 2020 legal bills. Staff and Attorney Norton responded to questions. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

9.3 Audit Presentation by Baker Tilly Virchow Krause, LLP – Director Neaman introduced Jason Coyle from the audit firm, who summarized the results of the Comprehensive Annual Financial Report for the 18-month audit period ending December 31, 2019. Their only recommendation for improvements was related to journal entries, for more controls.

10.0 Administration

10.1 Approve title additions, deletions, changes, and salary grade reclassifications effective January 1, 2021 - Motion by member Hart, second by member Frank to approve the recommendation. Executive Director Kovach gave an overview of restructuring and Director Kann summarized the details. The proposed changes would result in a savings of over \$100,000. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

10.2 Approve Changes to the Temporary Wage Schedule for 2021 - Motion by member Frank, second by member Rummel to approve the recommendation; Director Kann summarized the details and responded to questions. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

10.3 Recommend approval of Resolution Approving amendment to Collective Bargaining Agreement with Construction and General Laborers' Local Union Number 152 extending the Agreement by one year and agreeing to certain wage increases - Motion by member Maine, second by member Hart to approve the recommendation. Director Kann explained that the Union requested a one-year contract extension due to the pandemic, in lieu of negotiating a new contract. The District and the Union negotiated a 3% wage increase across the board and a 2% increase in salary grade maximums, both effective December 1, 2020. The motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

11.0 Operations and Infrastructure

11.1 Approve residential license fees for 2021 and authorize execution of Residential License Agreements for District housing units for 2021 – Motion by member Frank, second by member Carlson to approve the recommendation. Director Kovach summarized the three remaining residential units to be leased in 2021. The agreements include maintenance and/or security measures. The motion passed by a roll call vote of: AYES: 9, NAYS: 0.

12.0 Legislative Committee

12.1 Recommend approval of a Resolution awarding a Contract for Legislative Consulting Services for a two-year period from January 1, 2021 through December 31, 2022 to Strategic Advocacy Group, LLC,

Springfield, Illinois, in the Contract Price of \$51,745.00 - Motion by member Frank, second by member Maine to approve the recommendation. Director Kovach reviewed the good work performed by the firm thus far, and summarized the initiatives planned during the next two years for which the firm will lay the groundwork. Following comments from the committee, the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

Member Simpson left the meeting at approximately 1:54 p.m.

13.0 Operations Committee

13.1 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 Rummel, second by member Carlson to approve the recommendation. Executive Director Kovach gave an overview of the program and Education Director Nan Buckardt responded to questions. A general discussion ensued regarding the program and what it would take for the District to take on youth farming for educational purposes. The motion passed by a roll call vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

13.2 Recommend approval of a Resolution approving a License Agreement with the College of Lake County for the Occupation and Use of the Clubhouse at Brae Loch Golf Club - Motion by member Maine, second by member Carlson to approve the recommendation. Mr. Kovach gave an overview and Revenue Facilities Director Jim Ballowe summarized the major points in the agreement. CLC will operate its Culinary Arts Program and its Prairie Restaurant currently located on their campus and provide food and beverage services to Brae Loch golfers. CLC will pay \$1.00 per month to lease the clubhouse and pay the District 10% of the gross revenue from all sales of food and beverage from the golf snack bar and beverage carts. CLC will pay all utilities, maintenance and improvements to the interior except for the pro shop, and the building exterior. Brae Loch should realize a \$40,000 to \$50,000 annual savings for the cost of operating the building. Member Wasik asked about a possible trail connection from the campus to Brae Loch. Mr. Ballowe responded to questions and committee members provided comments. The motion passed by a roll call vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

13.3 Recommend approval of a Resolution awarding a Contract for Constituent Management and Financial Management Software to Blackbaud, Inc., Charleston, South Carolina, in an amount not to exceed \$60,971.71 - Motion by member Rummel, second by member Frank to approve the recommendation. Executive Director Kovach gave an overview of the contract. The motion passed by a roll call vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

13.4 Recommend approval of a Resolution awarding a two-year Contract for Janitorial Services to Atalian Global Services, Jersey City, New Jersey in the Contract Price of \$159,256.00 - Motion by member Wasik, second by member Frank to approve the recommendation. Executive Director Kovach gave an overview of the contract. The motion passed by a roll call vote of: AYES: 8, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

14.0 Old Business - None

15.0 New Business - None

16.0 Closed Session - Motion by member Rummel, second by member Maine to go into closed session for the purpose of discussing collective bargaining matters. The motion passed by a roll call vote of: AYES: 7, NAYS: 1. The committee went into closed session at 2:14 p.m. and returned to open session at 2:37 p.m.

Chair Wilke and President Kyle thanked the committee members for their service over the past two years.

17.0 Next Meeting – To be determined

18.0 Adjournment – With no further business, Chair Wilke declared the meeting adjourned at 2:38 p.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
_____ Julie Simpson, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Ann B. Maine	<input type="checkbox"/>	<input type="checkbox"/>
_____ Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Judy Martini	<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 checked="" type="checkbox"/>	<input type="checkbox"/>			

Finance 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 Finance Committee met via audio and video conference on Thursday, January 7, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Casbon, Danforth, Frank, Hart, Martini, Parekh, Simpson, Wasik)
NAYS: 0
ABSENT: 1 (Maine; joined meeting after vote)

Julie Gagnani 1-7-21.
COMMITTEE SECRETARY