

**Lake County Forest Preserves
Finance Committee Minutes – November 7, 2019**

The Lake County Forest Preserve District Finance Committee met on Thursday, November 7, 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 1:03 pm.

Committee Members Present:

Terry Wilke, *Chair*
Steve Carlson
Michael Danforth
Sandy Hart
Ann Maine
Mike Rummel
Julie Simpson
John Wasik

Absent:

Paul Frank, *Vice Chair*

Also Present:

Angelo Kyle, President
Alex Ty Kovach
Mike Tully
Mary Kann
Steve Neaman
Jim Ballowe
Nan Buckardt
Katherine Hamilton-Smith
John Nelson

Rebekah Snyder
Andrew Osborne
Laurel Diver
Sue Hawkins
Alyssa Firkus
Anissa Chaudhry
Julie Gagnani
Matt Norton, *Corporate Counsel*
Grant Benjamin

2.0 Pledge of Allegiance – Member Simpson led the Pledge of Allegiance.

3.0 Approval of Minutes – Motion by member Simpson, second by member Hart to approve the minutes of August 29, 2019, open and closed sessions; and September 23 joint committee. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

4.0 Public Comment – None

5.0 Addenda to the Agenda – None

6.0 Executive Director Report – Executive Director Kovach distributed his report and made the following comments:

- Funding approval from the TAP Program for Millennium Trail Route 45 underpass project;
- Solar lit trails at Lakewood and Old School are now open until 9pm daily through March 8, 2020;
- Last winter Operations staff responded to 28 snowplowing events; reductions have been made to road salt applied;
- Cleveland Metroparks staff to send staff to meet with Natural Resource staff and tour our sites;
- Wildlife Ecologist Gary Glowacki received an Upswell Fellowship;
- Next Strategic Planning Committee scheduled for December 18, 2019;
- Teich Reading Room will be closed December 2 – 15 and will reopen by appointment.

7.0 Correspondence - None

8.0 Finance

8.1 Invoices and Requisitions – Motion by member Hart, second by member Rummel to approve the invoice for legal fees for June, July, August, September, and October 2019. Voice vote being had, the motion passed unanimously and the invoices were circulated for signatures.

9.0 Administration

9.1 Approve position additions, reductions and deletions in the Education Department – Administration Director Mary Kann summarized recommended position additions, reductions and deletions within the

Education Department, resulting in a net decrease of 0.78 FTE. Executive Director Kovach added that staff continues to evaluate the best structures, looking for opportunities. Motion by member Maine, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

9.2 Approve amendments to Procedures sections of Personnel Policies and Procedures – Director Kann summarized proposed revisions, most of which were required for compliance with legislation. Ms. Kann and Attorney Norton responded to questions and a general discussion ensued the Procedure for School Visits under Policy 4.8, regarding a 24-hour notice for school visitation leave in emergencies. Motion by member Hart, second by member Simpson to table the item until later in this meeting while Attorney Norton worked on revising the language. Voice vote being had, the motion passed unanimously.

9.3 Approve changes to the Temporary Wage Schedule for 2020 – Director Kann summarized the revisions based on the new Minimum Wage law, and responded to questions. Motion by member Rummel, second by member Simpson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

10.0 Operations and Infrastructure

10.1 Approve a 3.1% increase for residential license fees and authorize execution of Residential License Agreements for District housing units – Mr. Kovach summarized the recommendation, noting that the increase follows the Consumer Price Index. There are four residences remaining. Motion by member Simpson, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.0 Operations Committee

11.1 Approve Change Order No. 1 to the Contract with Witness Tree Native Landscapes, Inc. for Deer Management Program Vegetation Sampling, increasing the Contract Amount by \$3,020.00 – Mr. Kovach summarized the change order for additional data services; Natural Resource Manager Pati Vitt responded to questions. Motion by member Simpson, second by member Rummel to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.2 Approve Change Order No.1 to the Contract with Waukegan Roofing Co., Inc. for roof repair services, increasing the Contract Amount by \$505.13 - Motion by member Wasik, second by member Danforth 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.

11.3 Recommend approval of a Resolution approving Change Order No. 2 to the Contract with North American Corporation of Illinois for Janitorial and Sanitation Supplies, increasing the Contract Amount by \$4,146.67 - Motion by member Maine, 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.

11.4 Recommend approval of a Resolution Awarding a Contract to purchase four John Deere Z997R Mowers to Buck Bros., Inc., Wauconda, Illinois, in the Contract Price of \$67,428.00 - Motion by member Carlson, second by member Wasik to approve the recommendation as presented. Operations and Infrastructure Director John Nelson explained the bid results and responded to questions. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.5 Recommend Approval of a Resolution Awarding a Three-year Pricing Schedule for Managed Internet Services to AT&T Corp., in the Contract Price of \$41,401.44 - Motion by member Hart, second by member Rummel 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.

11.6 Recommend Approval of a Resolution Awarding an Annual Support Agreement for OnBase Document Management Software to Hyland Software, Inc., Westlake, Ohio, in the Contract Price of \$45,395.45 - Motion by member Simpson, second by member Danforth to approve the recommendation as presented. Director Kann explained that the additional funds needed will come from contingency funds budgeted for IT Consulting. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.7 Recommend Approval of a Resolution Awarding a Contract for Printing and Distribution of eight (8) Issues of Horizons to Dreamworks Graphic Communications, LLC, Glenview, Illinois, in the Contract Price of \$136,253.82 - Motion by member Rummel, second by member Maine to approve the recommendation as presented. Mr. Kovach noted that nearly \$51,000 in donations have been made from the giving envelope inserted into each newsletter. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.8 Recommend Approval of a Resolution Approving Deaccession and Conveyance of Out-Of-Scope Items from Bess Bower Dunn Museum of Lake County Collections - Motion by member Hart, second by member Wasik to approve the recommendation as presented. Mr. Kovach summarized the list of items and responded to questions. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.9 Recommend Approval of an Ordinance Amending the FY 2020 Annual Fee Ordinance to update Fees for Research Services in the Lake County History Archives at the Bess Bower Dunn Museum of Lake County - Motion by member Maine, 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.

12.0 Old Business

9.2 Motion by member Danforth, second by member Rummel to place agenda item 9.2 back on the table. Voice vote being had, the motion passed unanimously. Attorney Norton recommended revising the last sentence of the Procedure for Personnel Policy 4.8 Leave of Absence Without Pay: as follows: "In emergency situations the employee shall provide notice to his supervisor within 24 hours prior to his absence; or, if 24 hours is not practical in light of the timing or nature of the emergency, within such time period as is practical". The committee also discussed changing all references of "his" to "their" to be gender neutral. During discussion it was determined that staff has authority to make grammatical revisions without bringing them to committee for approval. Motion by member Maine, second by member Hart to approve Item 9.2 as amended. Voice vote being had, the motion passed unanimously.

Education Director Nan Buckardt introduced new staff member Anissa Chaudrey, Environmental Educator.








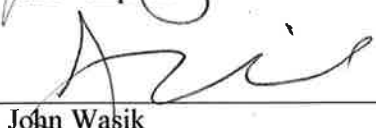
13.0 New Business – None

14.0 Closed Session - Motion by member Maine, second by member Rummel to go into closed session to discuss pending litigation and probable or imminent litigation. Roll call vote being had, the motion passed by the following vote: AYES: 8, NAYS: 0. The Committee went into executive session at 1:47 p.m. and returned to open session at 2:18 p.m.

15.0 Next meeting: December 5, 2019

16.0 Adjourn – With no further business, Chair Wilke declared the meeting adjourned at 2:19 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 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 type="checkbox"/>	<input type="checkbox"/>
 Sandy Hart	<input type="checkbox"/>	<input type="checkbox"/>			