

**Lake County Forest Preserves  
Finance Committee Minutes – December 5, 2019**

The Lake County Forest Preserve District Finance Committee met on Thursday, December 5, 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 1:00 pm.

**Committee Members Present:**

Terry Wilke, *Chair*  
Paul Frank, *Vice Chair*  
Steve Carlson  
Michael Danforth  
Ann Maine  
Mike Rummel  
Julie Simpson  
John Wasik

**Absent:**

Sandy Hart

**Also Present:**

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

John Tannahill  
Rebekah Snyder  
Andrew Osborne  
Ken Hoffman  
Sue Hawkins  
Kim Mikus Croke  
Allison Frederick  
Julie Gragnani  
Matt Norton, *Corporate Counsel*

**2.0 Pledge of Allegiance** – Member Rummel led the Pledge of Allegiance.

**3.0 Approval of Minutes** – Motion by member Simpson, second by member Rummel to approve the minutes of November 7, 2019, open and closed sessions. 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:

- Recognized Allison Frederick for her work in the winter edition of *Horizons*
- Hastings Lake trail connection under construction, should open early 2020;
- Rollins Savanna trail connection to Dada Road nearly complete;
- Daily Herald article by Kim Mikus regarding Lyons Woods Forest Preserve;
- Celebration of Souls event at Dunn Museum on December 6<sup>th</sup>;
- Next Strategic Planning Committee on December 18<sup>th</sup> at 10:00 a.m.;
- The 2020 10-Year Capital budget is \$86 million -- \$38 million of that is from grants and donations;
- Continuing progress on the Endowment's coordination phase;
- The Foundation's events in the past year.

**7.0 Correspondence** - None

**8.0 Planning Committee**

**8.1 Review preliminary final plan of Lakewood Master Plan** – Planning Director Seebach noted that the Planning Committee authorized staff proceed with presenting this plan to the Finance and Operations Committees. He gave a presentation, explaining that the plan will reduce the number of access points, parking stalls and hard surfaces, buildings, picnic shelters, toilets and mowed lawn areas. The total amount of trails will be reduced from 36.3 miles to 33.2 miles. The preliminary plan includes a significant reduction in the overall maintenance and operating costs from approximately \$1.1 million to an estimated \$589,000 per

year. He explained the reconfigured equestrian-only trails and the area south of Ivanhoe Road no longer includes the multi-use shared trail that was included in the previous concept plans. In place of the multi-use trail, biking and dog walking will be permitted on a separate dedicated trail. When the two trails are alongside each other, they will be separated by a physical barrier such as a fence and natural features including tall grasses and shrubs. The restoration plan would result in 2,272 acres or 80% of the preserve fully restored. He reviewed Phase 1 of the plan, which will be implemented with the \$5.1 million of available funding, consisting of \$4.2 million in the CIP, \$315,000 in tree funds from LCDOT, \$100,000 from the Preserve Tree Planting Fund, and a \$400,000 IDNR/OSLAD grant. He reviewed the unfunded improvements to be phased in as funding becomes available, which includes several grant opportunities.

Following the presentation Mr. Seebach responded to questions and a general discussion ensued. It was noted that the snowmobile trails will be pass-through only with no loops, and will be reduced by 0.9 miles. The plan will next be presented to the Operations Committee on January 6, 2020.

## **9.0 Finance**

9.1 Monthly Financial Report – Finance Director Steve Neaman summarized the 16-month financial report ending October 31, 2019. He explained various timing issues, weather, and noted that year-end revenues will be below projections. He responded to questions and during discussion staff talked about the over-build of trailer parking at Fox River Preserve, which will be right-sized in the future, and to reduce the number of boat slips when the floating piers would need to be replaced.

9.2 Recommend adoption of an Ordinance approving an Amended Policy for Reimbursement of Travel, Meal, and Lodging Expenses – Motion by member Frank, second by member Simpson to approve. Mr. Kovach summarized recommended revisions; 1) clarification that reimbursable travel includes mileage incurred by District employees when they travel to a District site using their personal vehicle when a District vehicle is not available; 2) expressly allow advance reimbursement for commissioners (in addition to staff) and to provide additional details concerning the advance reimbursement process; 3) increase maximum allowance for meals from \$60/day to \$90/day; increase car rental, taxi or ride-share allowance from \$80/day to \$160/day; and increase parking allowance from \$30/day to \$50/day; and 4) other clarifying changes. Staff responded to questions and a general discussion ensued regarding the meal and transportation allowances. Motion by member Simpson, second by member Maine to change the meal allowances from \$60 to \$75 per day. Voice vote being had, the motion passed unanimously.

The Committee discussed adding travel insurance as an eligible travel expense. Motion by member Danforth, second by member Frank to amend the policy to add travel insurance as an eligible travel expense. Discussion continued on the pros and cons of travel insurance, and members Danforth and Frank withdrew their motion and second. The committee directed staff to research a group travel policy for the District. On the original motion to approve - as amended - voice vote being had, the motion passed unanimously.

## **10.0 Public Affairs and Development**

10.1 Recommend approval of a Resolution approving Change Order No. 1 to the Contract with Costello Communications for Professional Design Services for the District's Branding Project, increasing the Contract Amount by \$1,690.00 – Motion by member Maine, second by member Carlson 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.

## **11.0 Operations Committee**

11.1 Recommend approval of an Ordinance approving an Amendment to the License Agreement with Brushwood Center at Ryerson Woods for the Occupation and Use of the Brushwood Home and Grounds at Edward L. Ryerson Conservation Area – Mr. Kovach noted that the Brushwood Center asked for the ability to decide whether or not they want to do repairs. The negotiated amendment will require Brushwood to

repair the building in the event of casualty, insure the building at all times in an amount equal to the full replacement cost, and give the District discretion to terminate the Agreement if casualty damages the building by 50% or more of its value, and if a major repair unrelated to casualty would cost 50% or more of the value. Member Wasik requested to review costs as they occur, for both the Brushwood and Stevenson buildings. Motion by member Simpson, second by member Wasik 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.

**11.2 Recommend approval of an Ordinance authorizing a One-Year Extension to the License Agreement with the Adlai Stevenson Center on Democracy for use of the Adlai E. Stevenson II Historic Home -**

Motion by member Maine, second by member Carlson to approve the recommendation as presented. A brief discussion ensued regarding District buildings on the forever list. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

Member Simpson left the meeting at 3:03 p.m.

**11.3 Recommend approval of a Resolution authorizing Change Order No. 2 to the Lease with Nadler Golf Car Sales, Inc., for Golf Cars and Vehicles, extending the term of the Agreement for two years ending on December 31, 2021-** Motion by member Maine, second by member Rummel to approve the recommendation as presented. Facilities Director Jim Ballowe responded to questions. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.


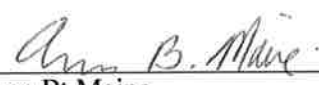

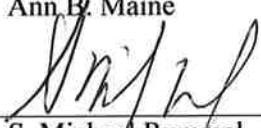
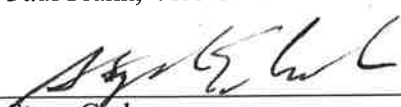




**12.0 Old Business - None**

**13.0 New Business – None**

**14.0 Closed Session - None**

**15.0 Next meeting: January 9, 2020**

**16.0 Adjourn –** With no further business, Chair Wilke declared the meeting adjourned at 3:05 p.m.

<b>APPROVED:</b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>		<b><u>Aye</u></b>	<b><u>Nay</u></b>
 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 type="checkbox"/>	<input type="checkbox"/>
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