

**Lake County Forest Preserves
Finance Committee Minutes – February 6, 2020**

The Lake County Forest Preserve District Finance Committee met on Thursday, February 6, 2020. 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.
- 2.0 Pledge of Allegiance** – Member Wasik led the Pledge of Allegiance.

Chair Wilke noted a request from member Mike Rummel to attend the meeting via telephone due to a family or other emergency. Hearing no objections, he declared member Rummel present.

Committee Members Present:

Terry Wilke, *Chair*
Steve Carlson
Michael Danforth
Sandy Hart
Mike Rummel – via phone
Julie Simpson
John Wasik

Absent:

Paul Frank
Ann Maine

Also Present:

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

John Nelson
John Tannahill
Rebekah Snyder
Deb Boness
Laurel Diver
Andrew Osborne
Seleena Kuester
Julie Gragnani
Matt Norton, *Corporate Counsel*

- 3.0 Approval of Minutes** – Motion by member Simpson, second by member Hart to approve the minutes of January 9, 2020. 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 reported on:

- Two Gold Awards won for podcasts from the Assn. of Marketing & Communications Professionals;
- Illustrations from Assistant Public Affairs Manager featured in the Daily Herald;
- Summer camp registration already at 50% capacity;
- Profiles in Excellence, February 9th at 2pm at Greenbelt Cultural Center;
- Recent grants and donations;
- \$200,000 anonymous pledge to an unfunded CIP project at Ryerson; will require a budget amendment;
- Update on Blandings Turtle recovery program;
- Information previously requested by the committee on the Good Friday floating holiday;
- The beach at Independence Grove will be closed on Mondays this season
- The Fort Sheridan lakefront eroded following the January storm event. Natural Resources Director Jim Anderson gave a presentation showing the damage and noted that possible solutions

would need to be determined that will be sustainable in the long term. He responded to questions and a general discussion ensued.

7.0 Correspondence - None

8.0 Finance

8.1 Monthly Financial Report – Finance Director Steve Neaman summarized the preliminary year-end report for the one-time 18 month budget period ending December 31, 2019 and noted that closing was still taking place but he did not anticipate any major changes. He responded to questions and Executive Director Kovach added that the Golf Course Funds have a fund balance of over \$1 million.

8.2 Policy direction regarding designating the use and transfer of surplus debt service funds from retired General Obligation Bonds – Director Neaman explained that there is \$1,295,335 in surplus debt service funds from six bond issues including interest earnings. All bond funds had investments that were lost with the 2014 IMET loss. Now that the IMET loss has been settled, the money left in the bond funds are available for other uses. He reviewed the actions taken by the Board in the past, which included using for land acquisition, transferring to the Capital Facilities Improvement Fund, and for future capital improvements. Several committee members provided comments and a general discussion ensued. Director Kovach noted that there is a financial struggle to maintain what we already have, and will be faced with \$7 million in costs to implement ADA requirements that are not currently funded. Member Hart suggested looking into legislation to levy a tax for ADA compliance like the park districts do, and Mr. Kovach noted that a referendum would still be required. Mike Tully added that the District has an ADA plan in place as a result of the recent ADA assessment. Following discussion the committee directed staff to compile their prioritized list of options/projects and bring back to committee for further consideration.

9.0 Administration

9.1 Approve a title addition and deletion – Director Mary Kann presented a request to delete the title of Accounts Receivable Clerk Grade 4M, and replace it with the title of Accounts Receivable Specialist Grade 5M due to the addition of grant related job tasks added to the position's current job functions. Motion by member Hart, second by member Carlson to approve the request as presented. Voice vote being had, the motion passed unanimously.

9.2 Recommend approval of an Ordinance amending Personnel Policy 8.7 – Harassment – Director Kann summarized the amendment, which contains provisions and language required by new legislation. Certain language that referenced Commissioners was removed and added to the Ethics Ordinance. Motion by member Simpson, second by member Danforth to approve the recommendation as presented. Member Rummel asked if we have third party liability coverage on our employment practices; Ms. Kann said she would look into that with PDRMA to see if it's included or if they offer it. Voice vote being had, the motion passed unanimously and the Ordinance was forwarded to the full Board for approval.

9.3 Approve revisions to Procedures section of Personnel Policy 4.8 - Leave of Absence Without Pay Director Kann explained that the revisions contain provisions required by the Victim's Economic Safety and Security Act, expanding protections to victims of gender violence. Motion by member Hart, second by member Wasik to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

10.0 Operations and Infrastructure

10.1 Approve temporary residential License Agreements – Mr. Kovach summarized the request to approve District housing agreements for two temporary wildlife biologists. Motion by member Carlson,

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 award of farm license at Oak-Hickory property to second-highest qualified bidder – Natural Resource Director Jim Anderson explained that the high bidder informed the District in writing that he erroneously submitted his bid and is not interested in farming the parcel. To mitigate the District's damages, staff recommended that the license be awarded to the second highest bidder. Mr. Anderson responded to questions including organic and regenerative farming, and a possible pilot project at the Ray Lake Cuneo property. Motion by member Wasik, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

11.2 Recommend approval of Resolution awarding Contracts for Public Safety Uniforms and Equipment to Ray O'Herron Company Inc., Danville, Illinois, and to Galls, LLC, Lexington Kentucky, in a total combined amount not to exceed \$33,000.00 in year one, with options for two one-year extensions. Director Kovach summarized the recommendation. Motion by member Simpson, 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.

11.3 Recommend approval of Resolution approving Two-Year CompleteLink Discount Agreement for Telephone Services with AT&T Corp - Director Kovach summarized the agreement. Motion by member Rummel, 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 Resolution authorizing Change Order No. 1 to Contract with CivicPlus for Applicant Tracking and Recruitment Services, extending term of Agreement for two years ending February 27, 2022, adding an option for three one-year renewals, and deleting services no longer needed - Director Kovach summarized the details of the change order. Motion by member Hart, 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.

11.5 Recommend approval of Resolution awarding two-year Contract for Landfill Disposal of Demolition Debris to Waste Management of Illinois, Inc - Director Kovach summarized the recommendation and responded to questions. Motion by member Danforth, 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.

11.6 Recommend approval of Resolution awarding Contract for Exterior Renovation Project at Adlai E. Stevenson Historic Home to Workmasters, Inc. Des Plaines, Illinois, in the Contract Price of \$597,838.00 – Director Kovach summarized the project that includes replacement of the envelope of the house. The Operations Committee recommended approval of this contract and directed staff to represent the list of forever buildings for the committee to revisit. Motion by member Carlson, second by member Simpson to approve the recommendation as presented.

Director John Nelson responded to questions about the project work scope and a general discussion ensued regarding the future of the building. Member Danforth suggested deferring this contract while the committees revisit the status of the forever buildings. Mr. Kovach noted that a delay could force re-bidding the project and would not help with efforts to find a new licensee for the building, which has been ongoing. The renovation work needs to be completed regardless of who is using the building.

During discussion, member Danforth was concerned about putting more money into the building not knowing the future of the building. Motion by member Danforth, second by member Carlson to postpone the item until the March 5 meeting, providing it can still make the March board meeting, so staff can exhaust grants and look for other funding opportunities. Discussion continued, followed by a roll call vote on the motion to postpone: AYES: 4; NAYS: 2; PRESENT: 1.

Mr. Tully explained the direction given by the Operations Committee was to re-review the building report given to them last year with any updates, and policy direction on changing the status of any of the buildings. This would take place at next month's meeting if possible. He clarified with the Finance Committee that they were directing staff to take another look at fundraising and grants, and to get the word out that there is a need for funding to save the building in the long term. Mr. Kovach added that the current licensee is struggling to fund it and will need to transition out of it, and it will be difficult to find a group that has that level of interest in the building.

12.0 Old Business - None

13.0 New Business – None

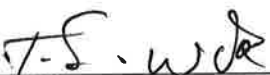

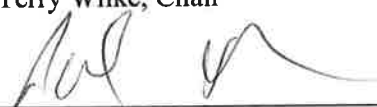
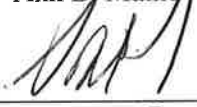

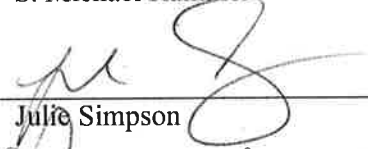
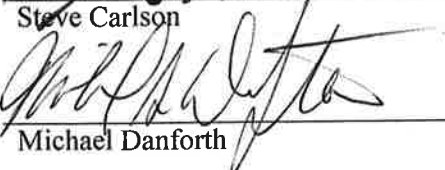
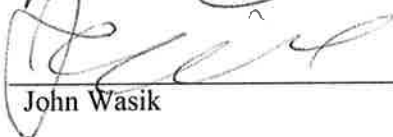
Member Rummel's phone connection ended at 3:06 p.m.

14.0 Closed Session – Motion by member Simpson, second by member Danforth to go into closed session for the purpose of discussing pending litigation, and probable or imminent litigation. Roll call vote being had, the motion passed by the following vote: AYES: 6, NAYS: 0. The committee went into closed session at 3:07 p.m. and returned to open session at 3:36 p.m.

15.0 Next meeting: March 5, 2020

16.0 Adjourn – Motion by member Hart, second by member Danforth to adjourn. Voice vote being had, the motion passed unanimously and the meeting was adjourned at 3:36 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"/>
 	<input type="checkbox"/>	<input type="checkbox"/>			
 Sandy Hart					