

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

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

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

**Committee Members Present:**

Terry Wilke, *Chair*  
Paul Frank, *Vice Chair* (at 1:06 pm)  
Steve Carlson  
Michael Danforth  
Sandy Hart (at 1:05 pm)  
Ann Maine  
Mike Rummel  
Julie Simpson  
John Wasik

**Also Present:**

Angelo Kyle, President  
Alex Ty Kovach  
Mike Tully  
Steve Neaman  
Mary Kann  
Jim Anderson  
Jim Ballowe

Nan Buckardt  
John Nelson  
John Tannahill  
Rebekah Snyder  
Seleena Kuester  
Julie Gragnani  
Matt Norton, *Corporate Counsel*

**3.0 Approval of Minutes** – Motion by member Maine, second by member Danforth to approve the minutes of February 6, 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:

- Daily Herald column featuring the river otter with illustrations by staff;
- Update on demolition phase at Lakewood;
- Strategic Planning progress to date;
- New exhibit in Committee Room exhibit case and refreshed Native American Gallery in Museum;
- A classroom set of iPads for the Education Department, from a grant by ComEd;
- Maple Syrup programs and Birdwatching Hotspots;
- Planning update and event goals for 2020 Civil War Days event, including focus groups; staff responded to question;
- Electronic waiver forms created for use at Independence Grove;
- Request from Village of Antioch and Antioch Township for letter of support from the District for their Bike Path grant request;
- Des Plaines River Watershed Workgroup Annual Accomplishments Report;
- District staff efforts in place to respond to the coronavirus.

**7.0 Correspondence** - None

**8.0 Finance**

**8.1 Monthly Financial Report** – Finance Director Steve Neaman summarized the report for period ending January 31, 2020 and responded to questions.

**8.2 Invoices and Requisitions** – Motion by member Rummel, second by member Simpson to approve the legal bills for November and December 2019, and January 2020. Voice vote being had, the motion passed unanimously and the documents were circulated for signatures.

8.3 Approve an Amendment to the Purchasing Procedures to include Federal Qualifications Based Selection Procedures – Director Neaman explained that this amendment is for a legal requirement related to federal grant funding for the Route 45 trail underpass project. Motion by member Carlson, second by member Rummel to approve the recommendation as presented Voice vote being had, the motion passed unanimously.

## 9.0 Operations Committee

9.1 Recommend approval of Resolution awarding Contracts for Native Seed Purchases for Multiple Preserves to Shooting Star Native Seeds, Spring Grove, Minnesota, in the Contract Price of \$56,436.61; and Genesis Nursery, Inc., Tampico, Illinois, in the Contract Price of \$68,240.15 – Motion by member Maine, second by member Hart to approve the recommendation. Natural Resource Director Jim Anderson responded to questions regarding species grown at the native seed nursery. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

Regarding Item 8.2, member Maine asked about legal costs incurred for the Gander Mountain fire protection disconnection project. Attorney Norton summarized the request from the two fire protection districts in that area to switch Gander Mountain from one jurisdiction to the other, which the committee had given direction to proceed. Member Maine felt there should have been an agreement about the District's legal costs being reimbursed by the requesting agencies, since the District was accommodating their request. A discussion ensued regarding making sure the District's legal costs are reimbursed when we are doing something at the request of other agencies.

9.2 Recommend approval of a Resolution awarding a Contract for Paver Patio Reconstruction at ThunderHawk Golf Club to Great Lakes Property Logistics, Antioch, Illinois in the Contract Price of \$49,710.00 - Motion by member Hart, second by member Rummel to approve the recommendation. Attorney Norton explained why the low bidder's request to withdraw his bid was being recommended, and added that the second bidder has put into writing that he will hold his bid, even though the actual square feet of pavers was lower than the estimate. Mr. Norton responded to questions and a discussion ensued. Voice vote being had, the motion to approve passed unanimously and the recommendation was forwarded to the full Board for approval.

9.3 Recommend approval of a Resolution Awarding Contracts to Purchase Golf Course Chemicals and Fertilizers to Advanced Turf Solutions, Elk Grove Village, Illinois; Arthur Clesen Inc., Lincolnshire, Illinois; BTSI, New Lenox, Illinois; Chicagoland Turf, Downers Grove, Illinois; Great Lakes Turf, LLC, Byron Center, Michigan; Pendelton Turf Supply, Waterford, Wisconsin; Reinders, Inc., Elgin, Illinois; SiteOne Landscape Supply, Cleveland, Ohio; and Van Diest Supply Company, Chatham, Illinois - Motion by member Rummel, second by member Simpson to approve the recommendation. Facilities Director Jim Ballowe responded to questions. Mr. Tully added that the golf courses are Audubon sanctioned, therefore all chemicals and fertilizers must be approved by them. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

9.4 Recommend approval of a Resolution Awarding One-Year Contracts for Turf Mowing at Multiple Preserves with renewal options for up to two additional years, to TGF Enterprises, Inc., Libertyville, Illinois, in an amount not to exceed \$44,884.00; Fleck's Landscaping, Inc., Wheeling, Illinois, in an amount not to exceed \$12,376.00; and A&B Sanchez Landscaping, Inc., Arlington Heights, Illinois in an amount not to exceed \$9,240.00 - Director Kovach summarized the details of the change order. Motion by member Carlson, second by member Simpson to approve the recommendation. Operations and Infrastructure Director John Nelson responded to questions and provided details regarding ongoing efforts to reduce the total amount of mowing. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

9.5 Recommend approval of a Resolution awarding Contracts for Landscape Maintenance at Independence Grove Forest Preserve with renewal options for up to two additional years, to TGF Enterprises, Inc., Libertyville, Illinois in an amount not to exceed \$92,364.00; and Landscape Concepts

Management, Inc., Grayslake, Illinois in an amount not to exceed \$10,596.00 - Motion by member Simpson, second by member Wasik to approve the recommendation: Mr. Nelson responded to questions. Chair Wilke asked staff to provide information to the Committee at a later date on the chemicals used at Independence Grove. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

9.6 Recommend Approval of a Resolution authorizing Change Order No. 3 to the Contract with Blackbaud, Inc. for Advanced Wealth Analytics and Consulting Services, increasing the Contract Amount by \$11,875.05 – Motion by member Hart, second by member Frank to approve the recommendation. Mr. Kovach responded to questions regarding the need for the additional module for the donor management software. Chief Development Officer Rebekah Snyder explained how the module works and answered questions. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

9.7 Recommend approval of a Resolution approving an Exhibition Agreement with Alex Ross for the traveling exhibition *Marvelocity: The Art of Alex Ross* - Motion by member Maine, second by member Hart to approve the recommendation. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

## **10.0 Planning Committee**

10.1 Recommend approval of an Ordinance amending the 2020 Budget and Ten-Year Capital Improvement Plan to increase expenditures by \$200,000.00 to fund development of a Master Plan for the Edward L. Ryerson Conservation Area – Mr. Kovach explained that \$175,000 was in the CIP to assess the barn to replace the education cabins at Ryerson, but the project was deemed not feasible and was moved to the unfunded list. The funds were rolled back into the CIP fund balance. An anonymous donor has come forward to pay for a master planning process for an education facility at Ryerson, which will necessitate a budget amendment, and placing the project back on the funded list in the CIP. Mr. Kovach explained that the donor is interested in funding the new building as well as a net-zero building, and there is a 2025 sunset on the funds in that foundation. This would necessitate an accelerated master plan process. Mr. Kovach responded to questions and a general discussion ensued. Motion by member Wasik, second by member Maine to approve the recommendation. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

## **11.0 Old Business**

11.1 Recommend approval of a Resolution awarding a Contract for the Exterior Renovation Project at the Adlai E. Stevenson Historic Home to Workmasters, Inc. Des Plaines, Illinois, in the Contract Price of \$597,838.00 – In follow-up to the committee's direction from last month, Mr. Kovach reported that after conducting a search there are no substantial grant opportunities available. He spoke to Nancy Stevenson, who also referred him to the Edison Dick family, who has a foundation. IAPD reported that \$25 million is available in public museum grants, which is the same source from which the District was awarded a grant in the past, but was later frozen and have yet to receive the funds from the state. Attorney Norton provided information regarding restrictions that came with the previous grants received for Stevenson, which needs to be researched. Motion by member Carlson, second by member Maine to approve the recommendation as presented. A lengthy discussion ensued with committee members providing comments and staff responding to questions. Member Carlson spoke in favor of saving the building; several members voiced concern over making additional investments in the building with no clear future use, felt that Adlai Stevenson could be honored in a more appropriate way, and were not ready to vote yes on this contract today. Attorney Norton noted that staff could ask the contractor to consider extending his bid so we don't lose it, but he would not be required to do so. Chair Wilke asked if staff could provide data on how much money has been spent on the house since the District acquired it, at the next meeting for the update on District buildings.

Motion by member Danforth, second by member Rummel to postpone until the May 7 meeting. Discussion continued, and member Rummel noted that the obligations associated with the \$2 million grant are not clear

and need to be known. Attorney Norton recommended submitting a FOIA request with the Illinois State Historic Agency. On the motion to postpone, voice vote being had, the motion passed unanimously.

Member comments and discussion continued. Member Wasik requested that staff reach out to the Stevenson Board of Directors to gauge their feelings on this, and asked for a legal opinion on what we can and cannot do. Member Frank suggesting looking at the original documents from the acquisition of the Stevenson home. Executive Director Kovach added that Nancy Stevenson is aware of the District's situation. He asked the committee for direction on whether to investigate a Public Museum grant through IDNR, which has an April 30 deadline. The consensus was to proceed in investigating the grant and report back at the April 9 meeting. Mr. Kovach will reach out further to the Stevenson Board members, and ask the contractor to extend his bid through the May 12 Board meeting date.

**12.0 New Business**

12.1 Policy direction regarding preparation of a Resolution designating the use and transfer of surplus debt service funds from retired General Obligation Bonds – Mr. Kovach reported that the Committee's direction at the previous meeting was to bring back a recommendation on how to use the \$1.3 million in surplus funds. He reviewed the four recommended uses listed in the staff memo. \$500,000 will be for matching funds for future grants; \$120,000 for a possible land acquisition; and the remaining \$704,000 for ADA modifications. The consensus of the Committee was to proceed.

**12.0 Old Business - None**

**13.0 New Business – None**

14.0 **Closed Session** – Motion by member Simpson, second by member Hart to go into closed session for the purpose of reviewing approved closed session minutes for release or retention, and deletion of verbatim recordings. Roll call vote being had, the motion passed by the following vote: AYES: 9, NAYS: 0. The Committee went into closed session at 2:50 p.m. and returned to open session at 2:55 p.m..

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

**16.0 Adjourn** – Chair Wilke declared the meeting adjourned at 3:36 p.m.

<b>APPROVED:</b>	<u>Aye</u>	<u>Nay</u>	<u>Aye</u>	<u>Nay</u>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Terry Wilke, Chair			Ann B. Maine	<input type="checkbox"/>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Paul Frank, Vice Chair			S. Michael Rummel	<input type="checkbox"/>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Steve Carlson			Julie Simpson	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Michael Danforth			John Wasik	<input type="checkbox"/>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sandy Hart				

**Secretary's Note:** Pursuant to the Illinois Governor's Executive Orders 2020-7, 2020-10, and 2020-18, the Finance Committee met via audio and video conference on Monday, April 6, 2020. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Wilke, Frank, Carlson, Hart, Maine, Rummel, Simpson, Wasik)  
 NAYS: 0  
 ABSENT: Danforth

*Julie Simpson*  
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 Committee Secretary