

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

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

Committee Members Present:

Terry Wilke, Chair
Paul Frank, Vice Chair
Steve Carlson
Michael Danforth
Sandy Hart (at 1:13 pm)
Ann Maine
Mike Rummel
Julie Simpson
John Wasik

Also Present:

Angelo Kyle, President	Randy Seebach
Adam Didech	John Tannahill
Judy Martini	Rebekah Snyder
Linda Pedersen	Julie Gragnani
Alex Ty Kovach	Matt Norton, <i>Corporate Counsel</i>
Mike Tully	Grant Benjamin
Steve Neaman	Susan Pribyl
Mary Kann	Tony Charland
Jim Anderson	Lee Kiszkan
Jim Ballowe	Elsa Fischer
Nan Buckardt	Anne Fischer
Katherine Hamilton-Smith	Leon LaJeuness
John Nelson	Mick Zawislak, <i>Daily Herald</i>

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

3.0 Addenda to the Agenda – With a consensus of the committee members, Chair Wilke moved Closed Session to just after agenda item 8.4.

4.0 Public Comment – Those present for public comment waited to speak regarding item 12.1.

5.0 Executive Director Comments – Executive Director Kovach announced special committee meetings to be scheduled: Rules Committee on March 25, and Legislative Committee on April 1 instead of a Committee of the Whole. He then distributed and reviewed the items on his written report:

- Libertyville Business Park Association overview; annual assessment will be \$7,192;
- Winter update on snowplow events; Middlefork Bridge project award;
- Aerial photo of Ethel’s Woods Trail and North Mill Creek project;
- Award for *Excellence is in our Nature* video;
- Published story on the District’s use of ArcGIS at the Museum;
- Firefighter training course recently hosted by the District;
- Wright Woods woodland restoration project mitigation funds;
- Preservation Foundation meetings and events;
- Fort Sheridan cemetery maintenance; building removal at Almond Marsh; Brushwood roof.

6.0 Approval of Minutes – Motion by member Simpson, second by member Frank to approve the minutes of the January 28, 2019 joint meeting; and February 7, 2019 open and closed sessions. Voice vote being had, the motion passed unanimously and the minutes were passed around the table for signatures.

7.0 Correspondence – None

8.0 New Business

8.1 Invoices and Requisitions – Motion by member Rummel, second by member Maine to approve the legal bills for November and December 2018. Voice vote being had, the motion passed unanimously and the bills were circulated for signatures.

8.2 Financial Report – Finance Director Steve Neaman summarized the 6-month financial report ending December 31, 2018, and responded to questions from the committee regarding consulting fees for ADA, debt service, and golf operations.

8.3 Review Fiscal Year 2017/18 Annual Audit – Director Neaman introduced Jason Coyle from the Baker Tilly auditing firm, who summarized the Comprehensive Annual Financial Report (CAFR). He noted that the overall fund balance was reduced by \$1.5 million from the previous year, but remains in a solid and healthy position. He then gave an overview of the required Communication to those Charged with Governance and Management, noting that they only had one small recommendation relating to tightening up journal entry procedures. Mr. Coyle responded to questions from the committee.

8.4 Approve reclassification of a position – Administration Director Mary Kann explained a request to reclassify an Environmental Educator II Grade 7 position to an Environmental Educator Grade 5, resulting from department restructuring due to a retirement. Motion by member Carlson, second by member Simpson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

12.0 Closed Session - Motion by member Rummel, 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; and for discussing purchase or lease of real property. Roll call vote being had, the motion passed by the following vote: AYES: 9, NAYS: 0. The committee went into closed session at 1:35 p.m. and returned to open session at 2:00 p.m.

Chair Wilke asked to move agenda item 12.1 up in order to follow 9.2 and there were no objections.

9.0 Legislative Committee

9.1 Policy Direction regarding potential legislation amending the District's purchasing authority under the Downstate Forest Preserve District Act – Director Kovach requested direction from the committee on whether to pursue amending the statutory dollar level that triggers the formal bidding process, from \$25,000 to \$30,000, as we move forward with the approved design-build legislation. Also, in late talks with the legislative consultants, it may be better to propose an amount closer to \$50,000 to leave negotiating room. Direction from the Legislative Committee was to have a conversation with the County to see if they would benefit from raising the amount closer to \$50,000. Director Tully added that other forest preserves support this change. The consensus of the committee was to proceed.

9.2 Policy Direction regarding potential legislation amending the District's maximum tax rates under the Downstate Forest Preserve District Act – Director Kovach requested direction from the committee on whether to present to the Legislative Committee an amended resolution approving the State's Legislative Program to include legislation that would increase the maximum general corporate and land development levy rates. If an amended resolution is approved, President Kyle and staff would work with the legislative consultants on drafting language for the legislation and presenting it to the General Assembly. Mr. Kovach reviewed the challenges the District is facing because of the current tax rate cap. He noted that staff is trying avoid a deferred maintenance list. The CIP spreadsheet has been a good tool but is now becoming obsolete it may be time to redo it. Increasing the maximums by up to .02% would provide the room necessary for the Board to consider asking the voters to increase the District's aggregate tax extension for a

finite number of levy years, above the limits imposed by PTELL. He responded to questions and a general discussion ensued. The consensus of the committee was to proceed.

12.1 Recommend approval of an Ordinance amending the 10-Year Capital Improvement Plan and the Fiscal Year 2018/19 Budget - Public comment was given for item 12.1:

- Susan Pribyl, Ingleside, Squaw Creek Clean Water Alliance: posted photos and spoke in favor of the Grant Woods-Long Lake Shoreline Stabilization project to be included in the District's Capital Improvement Plan.
- Leon LaJeunesse, representing the Sierra Club: spoke in favor of the Grant Woods-Long Lake Shoreline Stabilization project to be included in the District's Capital Improvement Plan.

Member Hart left the meeting at 2:37 p.m.

- Elsa Fischer, Long Lake Improvement and Sanitation Association: spoke in favor of the Grant Woods-Long Lake Shoreline Stabilization project to be included in the District's Capital Improvement Plan.

Commissioner Judy Martini asked for the committee's help to address the erosion issue.

Mr. Kovach responded to questions and a general discussion ensued. Member Maine felt this project should be discussed at the joint meeting coming up in June as previously agreed to. Director Neaman explained that by June he will have better numbers on property values, the EAV and consumer price index, and the impact of the new minimum wage law, which will all give a clearer picture on the amount of funds available in the CIP. Member Carlson asked to consider including the project on the CIP with an asterisk as "TBD". Member Danforth was in agreement with member Maine. Member Rummel was against giving special consideration to one project and the Foundation's fundraising efforts would be hindered if the CIP is not balanced. Member Frank felt that the conclusion walking out of the January 28 joint meeting was ambiguous and stated that mistakes in minutes are not always corrected, noting that the approved minutes of the February 7 meeting incorrectly state that he left a meeting at 1:13pm rather than 2:13pm. Member Maine noted that Director Seebach brought up three projects at the January 28 meeting that were time-sensitive and a delay from January to June would impede the ability to complete the projects; and delaying the other projects would not impede the timeline. If people felt there was ambiguity it should have been brought up today when the minutes were approved, but the minutes were signed by all committees. Member Rummel added that in his mind there was no ambiguity even after listening to the recording. Chair Wilke felt that the CIP spreadsheet has been valuable over the years but should be changed to eliminate confusion; and that many people didn't worry about the minutes so much because they knew this item was being sent back to committee from the Board.

Commissioner Martini noted that she respects the process but feared the project would get kicked down the road, and to please find a solution in June. Mr. Kovach explained the unfunded project list and the process for selecting projects to move on and off that list, depending on future grants and any savings realized from project closeouts. Member Wasik agreed with member Carlson's earlier suggestion about putting the Long Lake project on as a "TBD".

Mr. Kovach then summarized each project listed on the recommendation memo. On the list of adjustments to the four existing funded CIP projects, he reiterated that the Duck Farm DEA Accessibility and Fort Sheridan Public Access Improvements projects are time-sensitive and need to be completed now; the Millennium Trail-McDonald Woods to Route 45 project funding is for our local share; and the Spring Bluff Wildlife Observation Area project is a deduct. On the list of projects recommended to be funded or added to the CIP, he said the General Offices front entry bollards project could be taken out and paid for some other way; the Greenbelt Habitat restoration project is all grant dollars and should be added; The Greenbelt

entrance sign and the Grant Woods-Long Lake Shoreline stabilization project could be deferred to the June meeting when there will be updated numbers as previously discussed. In the meantime these two projects would go on the unfunded list under deferred maintenance. At a minimum we would work toward funding \$50,000 for an engineering study for the Long Lake erosion project. Having the study will position us for applying for grants and get us to a meaningful estimate for the project.

Motion by member Rummel, second by member Maine to APPROVE: 1) Duck Farm DEA Accessibility project-\$60,000, 2) Fort Sheridan Public Access Improvements project-\$80,560, 3) Millennium Trail-McDonald Woods to Route 45-\$25,000, 4) Greenbelt Habitat Restoration-\$77,000, and 5) Spring Bluff Wildlife Observation Area-(\$85,860); remove: General Offices-Front Entry Safety Bollards-\$25,000, and REMOVE AND ADD TO UNFUNDED LIST: 1) Greenbelt Entrance Sign modification-\$50,000 and 2) Grant Woods-Long Lake Shoreline Stabilization-\$400,000-broken out into \$50,000 for engineering and \$350,000 for project costs. Chair Wilke requested a roll call vote: AYES: 4 (Carlson, Danforth, Maine, Rummel), NAYS: 3 (Wilke, Frank, Wasik), ABSTAIN: 1 (Simpson). Citing committee rules, Attorney Norton clarified that an affirmative majority of the 8 members present was needed; 4 of 8 voted in favor and in this case the abstention does not go with the majority. The motion failed.

Motion by member Frank, second by member Wasik to approve the recommendation as originally written and presented. Chair Wilke requested a roll call vote: AYES: 4 (Wilke, Frank, Simpson, Wasik), NAYS 4 (Carlson, Danforth, Maine, Rummel); President Kyle voted Aye, breaking the tie. The motion passed and the recommendation was forwarded to the full Board for approval.

10.0 Operations Committee

10.1 Recommend approval of Resolution Awarding Contract to purchase four 2019 Ford F-350 Trucks with Dump Bodies and Salt Spreaders to Currie Motors Fleet, Frankfort, Illinois, through a Suburban Purchasing Cooperative in the Contract Price of \$265,787.00 – Mr. Kovach summarized the recommendation. Motion by member Carlson, second by member Simpson 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.

10.2 Recommend approval of Resolution awarding Contracts to purchase Native Seed for Multiple Forest Preserves to: Agrecol, LLC, Evansville, Wisconsin, in the Contract Price of \$114,540.34; Shooting Star Native Seeds, Spring Grove, Minnesota, in the Contract Price of \$116,622.02; Genesis Nursery, Inc., Tampico, Illinois, in the Contract Price of \$144,935.59; and Prairie Moon Nursery, Winona, Minnesota, in the Contract Price of \$331,001.17 - Mr. Kovach summarized the recommendation. Motion by member Rummel, 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.

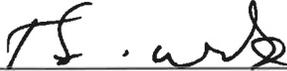
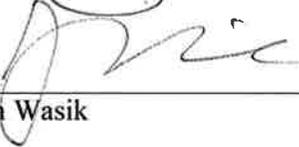
11.0 Planning Committee

11.1 Recommend approval of Resolution awarding Contract for Ecological Assessment of District Lands 2019-2021 to Northern Illinois University, Institute for the Study of Environment, Sustainability and Energy, DeKalb, Illinois in the Contract Price of \$170,000.00 - Mr. Kovach summarized the recommendation. Motion by member Frank, second by member Simpson 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.

13.0 Next meeting: April 4, 2019

14.0 **Adjourn** – With no further business, motion by member Simpson, second by member Frank to adjourn. Voice vote being had, the committee adjourned at 3:35 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 type="checkbox"/>	<input checked="" type="checkbox"/>
 Paul Frank, Vice Chair	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	 John Wasik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Sandy Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>			