

## Planning Committee Meeting

Monday, April 6, 2020

1:00 p.m.

### AGENDA

Pursuant to the Governor's Executive Orders 2020-7, 2020-10, and 2020-18, this meeting will be held via audio and video conference and not at the Lake County Forest Preserve District's General Offices. Please note that, by joining the meeting by video or audio conference, your name or phone number may be visible (in whole or in part) to others participating in the meeting. Detailed instructions for the public to join the meeting via audio and/or video conference are set forth below and on the attachment to this Agenda.

#### TO CONNECT TO MEETING:

**Join Zoom Meeting via computer through the following link:**

<https://zoom.us/j/592929364?pwd=dnNTVjhhMVR1SStVamRieTNRMERaZz09>

Meeting ID: 592 929 364      Password: 847968

**Join Zoom Meeting via telephone by dialing the following number:**

One tap mobile: 13126266799,,592929364#

Dial-in number: 1 312 626 6799

Meeting ID: 592 929 364      Password: 847968

**See detailed instructions on the attachment to this Agenda.**

- 1.0 Call to Order
- 2.0 Roll Call
- 3.0 Pledge of Allegiance
- 4.0 Approval of Minutes: March 2, 2020
- 5.0 Public Comment
- 6.0 Addenda to the Agenda
- 7.0 Executive Director's Report

## **8.0 Correspondence**

## **9.0 Old Business**

## **10.0 New Business**

- 10.1 Approve a motion to (i) release Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) delete Verbatim Recordings in accordance with the Open Meetings Act and the District's Policy on Closed Meeting Minutes and Verbatim Records, [as provided in Exhibit 1 to staff's memo dated April 6, 2020.](#)
- 10.2 [Recommend approval of a Resolution approving an Intergovernmental Agreement with the Lake County Health Department](#) for Shared Use of an Electrofishing Boat.
- 10.3 [Recommend approval of a Resolution awarding a Contract for Construction of the Millennium Trail-McDonald Woods Project to Schroeder Asphalt Services, Inc.,](#) Marengo, Illinois in the Contract Price of \$126,540.00.
- 10.4 [Recommend approval of a Resolution Approving a Tax Sale Agreement with Openlands](#) resulting from the 2019 Annual Lake County Tax Sale in an amount not to exceed \$2,091.12.
- 10.5 [Recommend approval of a Resolution to purchase property in Grayslake of approximately 2.7 acres, known as the Epstein Trust property,](#) for \$248,998.35 as an addition to Rollins Savanna Forest Preserve.
- 10.6 [Recommend approval of an Ordinance Approving the Purchase of Approximately 32.8 acres of property in two parcels owned by the Village of Libertyville](#) for \$13,900.00 as additions to Wilmot Woods Forest Preserve.

## **11.0 Closed Session**

**12.0 Next Scheduled Meeting:** May 4, 2020

## **13.0 Adjournment**

The Lake County Forest Preserve District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact ADA Coordinator, Mary Kann, at (847) 968-3214 promptly to allow the District to make reasonable accommodations for those persons.

**Instructions for attending the April 6, 2020 Lake County Forest Preserve District Committee Meetings and the April 7, 2020 Lake County Forest Preserve District Regular Board Meeting and Special Board Meeting via video and/or audio access.**

The audio/visual platform for attending the meetings will be Zoom. Zoom allows you to attend remotely from either a computer, telephone or iPad. Please note that by joining this meeting by video or audio conference, your name or phone number may be visible (in whole or in part) to others participating in the meeting.

1. You will have three options as follows:
  - a. Attend by computer: This option will allow you to participate by video and audio. To connect this way, click on the URL address for the Zoom meeting provided in the box on the meeting agenda titled "TO CONNECT TO REMOTE MEETING". You can also type or paste that address into your web browser. If you are a first time user of Zoom, you will need to download the Zoom Application. When you click on the URL it should take you straight to the meeting. If you are asked for the Meeting ID, it is the nine-digit number found in the box on the meeting agenda titled "TO CONNECT TO REMOTE MEETING". If you are asked for a password, type in the password. You will get a prompt asking you if you want to turn on the Video and another prompt asking you if you want to turn on the Audio. You should turn on both.
  - b. Attend by telephone: This option will allow you to participate only by audio. To connect this way, dial the number for the Zoom meeting provided in the box on the meeting agenda titled "TO CONNECT TO REMOTE MEETING". If you have a smartphone, you can join by dialing the "one tap mobile" number, in which case you will not need to enter the Meeting ID. If you are calling from a landline, after dialing the phone number, you must when prompted enter the nine-digit Meeting ID provided in the box on the meeting agenda titled "TO CONNECT TO REMOTE MEETING".
  - c. Attend from iPad: Download the Zoom for Cloud app from the iTunes store. Once installed, select Join Meeting. Input the Meeting ID and Type your participant name. Click Join. Enable iPad Audio and Video. When you first begin you will show Presenter Screen (a single viewer – whomever is speaking. To change to Gallery View. Touch the screen and select Gallery View on the left side of the screen. To view the Participants list, select Participants at the top right of the screen.
2. All meeting attendees (Commissioners, Staff and Public) will be muted when the meeting is called to order, except the Committee Chair or Board President and the Staff Member staffing the Committee. If you are attending via computer, you will be able to pull up a tool bar at the bottom of your screen by dragging your cursor to the bottom. There you will see the controls. The mute button is on the far left. Please keep your computer or phone connection muted, unless you are speaking.
3. Public comment will be allowed. If you desire to speak on a matter not on the agenda, you will have an opportunity to do so near the beginning of the meeting. If you desire to speak on a matter on the agenda, you will have an opportunity to do so when that matter is discussed.

When it is your turn to speak you will be unmuted by the host to speak. Here is how you will be given an opportunity to speak:

- a. Computer attendees: If you desire to speak on an item, please raise your hand. This can be done by either physically raising your hand if you are on video or by clicking on the “raise your hand” tool provided by Zoom. To click on “raise your hand” you will need to have the participants list on the right of your screen. You can activate the participant list by pulling up your tool bar and clicking on it. Then, you will see a “raise your hand” option at the bottom of the participant list.
  - b. Phone attendees: If you desire to speak on an item, please press \*9 on your phone and then the Committee Chair or Board President will see you have your hand up.
4. Please plan on connecting to or calling into the meeting a few minutes early to ensure everything is working with your computer or phone.
  5. To give you an idea of what Zoom will look like, if you are connecting via computer, it looks like the following screenshot:

