

**Lake County Forest Preserves  
Finance Committee Minutes – April 8, 2021**

On Thursday, April 8, 2021, pursuant to Section 7(e) of the Illinois Open Meetings Act, the March 5, 2021 Gubernatorial Disaster Proclamation, the Governor’s Executive Order No. 2021-5, and the Written Determination of the District President attached to the Agenda, the Finance Committee met via Audio and Video conference and at the Lake County Forest Preserve District’s General Offices.

**1.0 Call to Order** - Chair Julie Simpson called the meeting to order at 1:00 p.m.

**2.0 Roll Call** - Committee Secretary Gragnani call the roll and six committee members responded: Julie Simpson, Chair; Carissa Casbon, Michael Danforth, Sandy Hart, Ann Maine, Judy Martini, Paras Parekh, and John Wasik. Absent: Paul Frank, Chair; and Paras Parekh. Member Hart joined the meeting after roll call.

**Also Present:**

Angelo Kyle, President	Jim Anderson	Debbie Boness
Alex Ty Kovach	Nan Buckardt	Laurel Diver
Mike Tully	Rebekah Snyder	Julie Gragnani
Steve Neaman	John Nelson	Matt Norton, Corporate Counsel
Mary Kann	Jim Siefken	

**3.0 Pledge of Allegiance** – Member Casbon led a Pledge of Allegiance.

**4.0 Addenda to the Agenda** – None

**5.0 Approval of Minutes** – Motion by member Maine, second by member Casbon to approve the minutes of March 4, 2021. Roll Call vote being had, the motion passed by a vote of: AYES: 6; NAYS: 0.

**6.0 Public Comment** – None

Member Sandy Hart joined the meeting at 1:03 p.m.

**7.0 Executive Director Comments** – Executive Director Kovach reported on:

- Environmental Communications Specialist Brett Peto received 2021 Excellence in Interpretive Support Award from the National Association for Interpretation, Heartland Region;
- Dunn Museum: YouTube channel; opened for families during spring break; new lobby display;
- Virtual education programs and interpretive signs on maple syrup at Ryerson Woods;
- New responsive website will be active in May; will allow complete use from a mobile device and designed around ADA; picnic shelter reservations will be open on e-commerce on April 29 per state health guidelines;
- District received the Certificate of Achievement for Excellence in Financial Reporting from GFOA for the annual audit for the 18-month period ending December 31, 2019;
- The District has been assigned a Triple-A bond rating from Moody’s;
- Bond sale went well the previous day; 10 bidders; savings should be around \$10 million;
- Abbvie vaccine site at Greenbelt Cultural Center has doubled from 150 to 300 vaccines per day; our agreement with Abbvie has been extended through May 20;
- Board training session on Ethics Ordinances and Sexual Harassment on April 9;
- Spring burn season has begun; COVID continues to impact District staffing.

**8.0 Correspondence** – None

## 9.0 Unfinished Business – None

### 10.0 New Business

10.1 Invoices and Requisitions - Motion by member Martini, second by member Casbon to approve the legal bills for November, December 2020; and January 2021. Director Kovach and Attorney Norton responded to questions. Following discussion, the motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0.

10.2 Recommend approval of an Ordinance Amending the 2021 Budget to reflect Carryovers for Projects budgeted but not completed in 2020 - Motion by member Hart, second by member Wasik to approve the recommendation. Director Neaman summarized the major carryover projects. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

10.3 Recommend approval of an Ordinance adding Personnel Policy 4.10 – COVID-19 Benefits; and approve Procedure Section for Personnel Policy 4.10, both with an expiration date of September 30, 2021 - Motion by member Casbon, second by member Hart to approve the recommendation. Director Kovach noted that benefits under the Family first Coronavirus Response Act expired December 31, 2020. This new personnel policy will extend those benefits from January 1 (retroactive) through September 30, 2021. Making benefits retroactive will cost about \$17,660.00. Director Mary Kann explained the policy and procedures in further detail and added that if benefits need to extend beyond September 30, staff will bring that request back to the committee and Board. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

10.4 Approve a Temporary Residential License Agreement for a Wildlife Monitoring Technician working contractually for the District - Motion by member Casbon, second by member Hart to approve the recommendation. Executive Director Kovach summarized the recommendation to grant a temporary housing agreement at the Duplex building for a wildlife technician who will be working for the District over the summer. Mr. Kovach responded to questions a brief discussion ensued. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0.

10.5 Policy direction on recommended revisions to the Fee Guidelines Matrix for preparation of the next Annual Fee Ordinance – Mr. Kovach noted that the Fee Guidelines are used by staff to prepare the annual Fee Ordinance. Director Mike Tully summarized the matrix to the Guidelines and reviewed the proposed changes, including keeping the spectrum of six levels of subsidy/cost recovery but renaming the end points to “Core Programs/Facilities” and “Added Amenities/Services”; updating descriptions of each level using language of the 100-Year Vision; moving golf services and boat and bike rentals from Level 5 (cost neutral) to Level 6 (positive revenue generation); inserting vendor permits, Fox River Boat Launch, and food truck permits into the matrix; and eliminating programs from the matrix no longer offered. During discussion, member Maine asked what the cost differential is on bicycle rentals and felt they should remain in the cost neutral Level 5; and several committee members were in agreement. The committee also discussed the Fox River Preserve marina, noting that last summer was a banner year for boat usage due to the pandemic. The consensus of the committee was to proceed with the revisions, except to leave bicycle rentals in Level 5.

11.0 **Miscellaneous Business** – Member Hart spoke regarding administrative adjudication and suggested that the District look into it for revenues. Executive Director Kovach noted that staff has looked into this in the past and it determined it would break even in summer at best, and cost the District money the other seasons. Member Hart to follow up with Jim Siefken.

### 12.0 Closed Session - None

**13.0 Potential Action Following Closed Session - None**

**14.0 Adjournment** - With no further business, Chair Simpson declared the meeting adjourned at 1:45 p.m.

**APPROVED:**

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
_____ Julie Simpson, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Ann B. Maine	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Judy Martini	<input type="checkbox"/>	<input type="checkbox"/>
_____ Carissa Casbon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Paras Parekh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Michael Danforth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ John Wasik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Sandy Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**Secretary's Note:** Pursuant to Section 7(e) of the Illinois Open Meetings Act, the April 30, 2021, Gubernatorial Disaster Proclamation, the Governor's Executive Orders Nos. 2021-9, and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met via audio and video conference on Thursday, May 6, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Casbon, Danforth, Frank, Hart, Maine, Parekh, Simpson, Wasik)  
NAYS: 0  
ABSENT: 1 (Martini)

  
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Committee Secretary