

**Lake County Forest Preserves
Finance Committee Minutes – May 9, 2019**

The Lake County Forest Preserve District Finance Committee met on Thursday, May 9, 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
Ann Maine
Mike Rummel
Julie Simpson (via phone)
John Wasik

Also Present:

Angelo Kyle, President
Alex Ty Kovach
Mike Tully
Steve Neaman
Mary Kann
Jim Ballowe
Katherine Hamilton-Smith
John Nelson
Andrew Osborne
Henry Urbina
Julie Gragnani
Matt Norton, *Corporate Counsel*

2.0 Pledge of Allegiance – Member Sandy Hart led the Pledge of Allegiance, followed by a moment of silence for the victims of the recent explosion in Waukegan.

Chair Wilke noted a request from member Julie Simpson to attend the meeting via phone due to a family or other emergency. Hearing no objections, he declared member Simpson present. [*Form of Notice attached.*]

3.0 Approval of Minutes – Motion by member Rummel, second by member Hart to approve the minutes of the March 7, 2019 open and closed sessions. 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 introduced Henry Urbina, Safety Manager. He reported on the following and responded to questions:

- Volunteer efforts to rescue and transplant native plants; spring burn season;
- Winter deer management program summary and distributed venison recipes offered at food banks;
- Data on the Dunn Museum’s first year of operations;
- Summer Day Camp; annual Plant Sale; NACPRO award;
- Community Stewardship Challenge Grant award for Greenbelt Forest Preserve;
- \$500,000 donor pledge for habitat restoration at Grant Woods; and a grant proposal submitted to Wildlife Conservation Society for restoration at Grant Woods;
- Lake Forest Preservation Foundation award for the Middlefork bridge project;
- YCC lottery on April 27; Des Plaines River Canoe Marathon on May 19; upcoming diversity training;
- Distributed the Waukegan National Airport draft project schedule;
- Distributed Daily Herald article on the District’s golf courses;
- Update on strategic planning process; CMAP to facilitate the May 21 all-staff meeting.

7.0 Correspondence – None

8.0 Finance

8.1 Invoices and Requisitions – Motion by member Frank, second by member Hart to approve the invoice for legal fees for February 2019. Voice vote being had, the motion passed unanimously and the invoice was circulated for signatures.

8.2 Monthly Financial Report – Finance Director Steve Neaman summarized the 8-month financial report ending February 28, 2019 and responded to questions from the committee.

9.0 Operations Committee

9.1 Recommend approval of a Resolution Amending the Annual Fee Ordinance for FY 2018-19 to approve a Customer Loyalty Program for the Bess Bower Dunn Museum of Lake County – Mr. Kovach explained the recommendation for a customer loyalty program that would allow staff to begin capturing customer information in exchange for reduced admission costs while a larger District membership program is being developed. Motion by member Maine, 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.

10.0 Old Business

10.1 For Information Only – Building Inventory Update – Director John Nelson gave a PowerPoint presentation updating the committee on the District's building inventory including a review of the past 10 years, and building removals during winter 2018-19. Following the presentation, Mr. Nelson responded to member Wasik's question regarding the Lakewood buildings. Mr. Kovach noted that he could email out the schedule for the Lakewood buildings. He added that in keeping with the 100-year vision, the District will be faced with difficult decisions on buildings that are questionable to its mission and their cumulative expense over a long period of time. Member Rummel asked about a parking lot analysis and Mr. Kovach noted that analyzing the hard surfaces is part of the master planning processes and is continuously evaluated. A general discussion ensued; member Maine noted that there are additional operating costs incurred by the District related to our licensed partners that need to be considered.

10.2 Policy direction regarding authorizing staff to engage with the Preservation Foundation of the Lake County Forest Preserves on the establishment of a fundraising goal and designation of proceeds for the Foundation's Endowment Fund – In follow-up to the committee's discussion last month, Mr. Kovach asked for direction on working on establishing a \$20 million endowment to guarantee funding in perpetuity for natural resource restoration. He felt this is an achievable goal, and would be budgeted against starting in year 10 at \$800,000 per year. It would fund the CIP line items for reforestation, tree planting, and habitat restoration. If direction is given to proceed, the next step would be to go to the Preservation Foundation Board for policy direction, then present Resolutions to the Forest Preserve Board and Foundation Board. A general discussion ensued and the direction of the committee was to proceed.

11.0 **New Business** – Member Maine felt that there should be a discussion regarding when a licensee wants to amend their agreement, they should pay for the District's legal fees. Conversely, if the District approaches the licensee to make changes, the District would pay the licensee's legal fees.

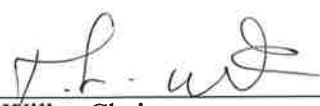
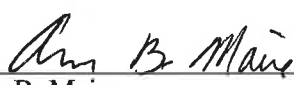



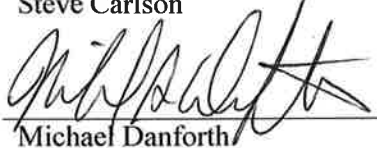
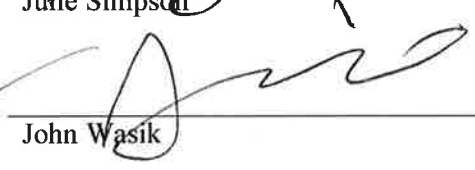

12.0 **Closed Session** - Motion by member Hart, second by member Frank to go into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Roll call vote being had, the motion passed by the following vote: AYES: 9, NAYS: 0. The committee went into closed session at 2:02 p.m. and returned to open session at 2:15 p.m.

A discussion ensued regarding diversity in the District. Mr. Kovach noted that culture studies have taken place with staff in the last five years. Progress has been made but there needs to be more diversity. He noted that there will be a Diversity and Cultural Awareness Committee meeting on June 3 following the joint committee meeting; and encouraged everyone to attend that meeting to hear about the District's recruitment process. Diversity training for employees needs to be ongoing to address unconscious bias. Member Maine noted that environmental organizations have challenges with diversity and it is a national issue across the industry.

13.0 Next meetings: June 3, 2019 joint meeting; and June 6, 2019

14.0 Adjourn – With no further business, Chair Wilke declared the meeting adjourned at 2:25 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 checked="" type="checkbox"/>	<input type="checkbox"/>	 S. Michael Rummel	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
 Sandy Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Appendix A
Form of Notice

In accordance with Subsection IV.A of the Lake County Forest Preserve District's "Electronic Attendance at Meetings Policy," I, Julie Simpson, am submitting this notice evidencing my desire to Attend Electronically the May 9th, 2019, meeting of the Finance Committee. I am physically prevented from attending that meeting due to one or more of the following circumstances:

- Personal illness or disability.
- Business of the Public Body.
- A family or other emergency.

Date: May 9 2019

Signature: Julie Simpson
