

JOINT COMMITTEE MEETING

OPERATIONS, PLANNING, and FINANCE COMMITTEES
Monday, June 5, 2023
General Offices, 1899 W. Winchester Road, Libertyville, Illinois
8:30 A.M.

Join Zoom Meeting with the following link:

<https://us02web.zoom.us/j/87425649275>

Meeting ID: 874 2564 9275

Passcode: 062871

Join Zoom Meeting via phone:

One tap mobile +13126266799,,87425649275# US (Chicago)

Dial by your location +1 312 626 6799 US (Chicago)

See detailed instructions on the attachment to this Agenda.

AGENDA

1.0 Call to Order and Roll Call of Each Committee

- 1.1 Operations Committee – Jessica Vealitzek, Chair
- 1.2 Planning Committee – Paras Parekh, Chair
- 1.3 Finance Committee – Gina Roberts, Chair

2.0 Pledge of Allegiance

3.0 Addenda to the Agenda

4.0 Public Comment

5.0 Executive Director Comments

6.0 Correspondence

7.0 New Business – All Committees:

- 7.1 Recommend approval of a Resolution adopting the [Annual Budget Policies and Annual Strategic Action Plan](#) for the fiscal year ending December 31, 2024.
- 7.2 Recommend Approval of an [Ordinance approving the 10-year Capital Improvement Plan \(CIP\) for Fiscal Year 2024 and amending the Fiscal Year 2023 Budget and CIP.](#)

8.0 New Business – Operations Committee and Finance Committee:

- 8.1 [Recommend approval of an Ordinance authorizing a License Agreement for Special Event Management and Food Services](#) at Independence Grove with Catering with Relish, Inc.

- 8.2 [Recommend approval of an Ordinance \(i\) awarding a Contract for the purchase of Museum Lighting Products to Northwest Electrical Supply Inc.](#) in an amount not to exceed \$60,217.95; and (ii) amending the Fiscal Year 2023 budget to use funds from the Museum Relocation Fund for such products.

9.0 New Business – Operations Committee

- 9.1 [Recommend approval of a Resolution awarding a Contract for Purchase and Installation of Police Vehicle Equipment to Havey Communications, Inc.,](#) in an amount not to exceed \$80,068.80.
- 9.2 [Recommend approval of a Resolution approving an Amendment to a Cooperative Services Agreement with the U.S. Department of Agriculture \(USDA\)](#) to provide office space and other amenities for the USDA at the Operations and Public Safety Facility.
- 9.3 [Recommend approval of a Resolution awarding a Contract for Purchase and Installation of Pumps and upgraded HVAC Controls at Greenbelt Cultural Center to Trane U.S. Inc.,](#) in the Contract Price of \$184,967.00, through an Omnia Partners cooperative purchasing program.

10.0 Miscellaneous Business – Operations Committee

11.0 Adjourn Operations Committee

12.0 New Business – Planning Committee and Finance Committee:

- 12.1 Recommend approval of a Resolution Awarding a [Contract for Construction Management Services for the Net-Zero Maintenance Facility at Lakewood Forest Preserves](#) to Gilbane Building Company, in the Contract Price of \$738,276.00.
- 12.2 Recommend approval of a Resolution awarding [Eleven Contracts for the Construction of the Net-Zero Maintenance Facility at Lakewood Forest Preserve.](#)
- 12.3 [Approve Change Order No. 3 to the Contract with Williams Architects for Architectural and Engineering Services](#) at the Net-Zero Maintenance Facility at Lakewood Forest Preserves, increasing the Contract Price by \$171,812.85.

13.0 New Business – Planning Committee:

- 13.1 [Approve Change Order No. 2 to the Contract with Sterling Commercial Roofing, Inc. for fabrication and installation of Outdoor Classroom Steel Inserts and Doors](#) for the Environmental Education Center at the Edward L. Ryerson Conservation Area, increasing the Contract Price by \$62,475.00.
- 13.2 Recommend approval of a Resolution approving [an Easement Agreement with the Village of Volo for a multi-use Path along Fish Lake Road](#) at Marl Flat Forest Preserve.

14.0 Miscellaneous Business – Planning Committee

15.0 Closed Session

16.0 Potential Action following Closed Session

- 16.1 Approve a purchase and sale agreement for land acquisition

17.0 Adjourn Planning Committee

18.0 New Business – Finance Committee:

- 18.1 Approve Minutes from May 4, 2023
- 18.2 Invoices and Requisitions
- 18.3 Recommend approval of a Resolution awarding a [Contract for Speaking Engagements to Joel Sartore Photography](#) in the Contract Price of \$52,500.00.
- 18.4 Approve a [Contract for Recruitment Services with Evolve Talent](#), in an amount not to exceed \$28,000.00.
- 18.5 Approve a position deletion and an FTE change for positions in the Public Safety Department.
- 18.6 Approve amending the District's compensation structure by increasing the minimums, midpoints, and maximums of all regular non-union salary grades by 8%; and (ii) adjust current regular full and part-time non-union employees' rates of pay by 6%.
- 18.7 Approve title additions, deletions, and reclassification effective July 1, 2023, due to a staff restructure.
- 18.8 Recommend approval of an [Ordinance amending Personnel Policy 4.2 – Vacation Leave](#)
- 18.9 Recommend approval of an [Ordinance adding Personnel Policy 4.11 – Bereavement Leave and approve the Procedures Section](#) of Personnel Policy 4.11.

19.0 Miscellaneous Business – Finance Committee

20.0 Closed Session

21.0 Potential Action following Closed Session

22.0 Adjourn Finance Committee

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 (847) 968-3214 promptly to allow the District to make reasonable accommodations.

**Instructions for attending Lake County Forest Preserve District
Board and Committee meetings 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.

The public comment portions of Committee and Board meetings are not “question and answer” sessions and are limited in time, so that the Committees and Board can proceed with the business items on their agendas. As such, if your public comment includes a question, you might not receive an answer to your question immediately. If you would like follow-up contact from your District Commissioner or a staff member, please provide us with your contact information through our website at www.LCFPD.org/contact and the appropriate person will contact you regarding your question or other public comment topic.

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.