

**Lake County Forest Preserve District**  
**Joint Committee Meeting: Operations Committee; Planning Committee; Finance Committee;**  
**June 5, 2023**

On Monday, June 5, 2023, the Operations, Planning, and Finance Committees met jointly at District General Offices, 1899 West Winchester Road, Libertyville, Illinois.

**1.0 Call to Order and Roll Call of each Committee** – At 8:30 a.m., President Kyle convened the joint meeting and confirmed electronic attendance for Commissioner Michael Danforth per District policy. Each Chair called their committees to order:

- **Operations Committee** – Chair Jessica Vealitzek called the Operations Committee to order and asked for a roll call. Present: Vealitzek, Mary Ross Cunningham, Vice Chair; Jennifer Clark, John Wasik. With four members present, a quorum of the Operations Committee was confirmed. Member Michael Danforth joined via Zoom at approximately 8:36 a.m. Member Sarah Knizhnik arrived at 8:57 a.m. Absent: Adam Schlick
- **Planning Committee** – Chair Paras Parekh called the Planning Committee to order and asked for a roll call. Present: Parekh, Carissa Casbon, Vice Chair; Marah Altenberg, Kevin Hunter, Linda Pedersen, John Wasik. With six members present, a quorum of the Planning Committee was confirmed. Absent: Esiah Campos
- **Finance Committee:** Chair Gina Roberts called the Finance Committee to order and asked for a roll call. Present: Roberts, Paul Frank, Vice Chair; Sandy Hart, Diane Hewitt, Ann Maine. With five members present, a quorum of the Finance Committee was confirmed. Member Michael Danforth joined via Zoom at approximately 8:36 a.m. Member Sarah Knizhnik arrived at 8:57 a.m.

**Also Present:**

Angelo Kyle, <i>President</i>	Rebekah Snyder	Laurel Diver
Alex Ty Kovach	Nan Buckardt	Debbie Boness
Matt Norton, <i>Corporate Counsel</i>	John Nelson	Kevin Kleinjan
Julie Gagnani, <i>Board Secretary</i>	Pati Vitt	Kim Mikus Croke
Mike Tully	Ron Davis	Kyle Hauder
Steve Neaman	Ken Jones	Mike Zahalka
Randy Seebach	Maureen Shelton	Beth Frederick
Mary Kann	Alex Eichman	Mick Zawislak, <i>Daily Herald</i> (Zoom)
	Dan Stearns	

**2.0 Pledge Of Allegiance** – Member Hunter led the Pledge of Allegiance.

**3.0 Addenda to the Agenda** – None

**4.0 Public Comment** – Via Zoom, Verena Owen of Winthrop Harbor commented regarding placing equitable priority of projects on the unfunded Capital Improvement Projects list.

**5.0 Executive Director Comments** – Executive Director Kovach reported on the following and responded to questions:

- The 2022-23 burn season was successfully completed;
- 2023-24 Gateway Grants Program update including eligible school districts;
- Preservation Foundation’s quarterly meeting held on May 25;
- Introduction of new staff: Kyle Hauder, Social Media Specialist

## 6.0 Correspondence – None

### 7.0 New Business – All Committees:

7.1 Recommend approval of Resolution adopting Annual Budget Policies and Annual Strategic Action Plan for fiscal year ending December 31, 2024: Finance Director Steve Neaman reviewed the revisions made to each page and responded to questions from Commissioners. There was a general discussion regarding language added to the document providing for a referendum in November 2024. On Page 11 Organizational Sustainability, Item 1.1, Commissioner Maine questioned the language identifying a partnership with the Preservation Foundation on a referendum campaign. Attorney Norton noted that he would revise this paragraph prior to voting. Finance Director Neaman continued his review. On Page 13, Item 10.4, following comments by Commissioner Maine and discussion, Attorney Norton recommended adding the phrase “and financially practical” after “Whenever possible,” to more clearly define financial parameters. Executive Director Kovach explained how staff arrived at the recommended 3.5% salary increases for 2024.

Following the review and comments, there was a motion from each committee place the item on the floor to recommend approval:

- **Operations Committee** – Motion by Cunningham, second by Wasik to recommend approval of a Resolution adopting the Annual Budget Policies and Annual Strategic Action Plan for the 12-month fiscal year ending December 31, 2024.
- **Planning Committee** - Motion by Hunter, second by Casbon to recommend approval of a Resolution adopting the Annual Budget Policies and Annual Strategic Action Plan for the 12-month fiscal year ending December 31, 2024.
- **Finance Committee** - Motion by Frank, second by Knizhnik to recommend approval of a Resolution adopting the Annual Budget Policies and Annual Strategic Action Plan for the 12-month fiscal year ending December 31, 2024.

Attorney Norton read his recommended revision to Page 11, Item 1.1. Motions followed from each committee to revise Page 11, Item 1.1 in its entirety to read: (1) “For a November 2024 referendum for capital funding for land preservation, preserve access improvements and restoration initiatives, provide factual information to the public concerning the referendum, including the effects on District programs and District taxpayers of either passing, or not passing, the referendum”.; and (2) to amend Page 13, Item 10.4 to read “Whenever possible and financially practical, all new and renovated facilities shall achieve Net-Zero energy performance, producing as much energy as they use over the course of the year.”

- **Operations Committee** – Motion by Cunningham, second by Wasik to approve the amendments. Roll call vote being had, the motion passed by a vote of: AYES: 5, NAYS: 0.
- **Planning Committee** - Motion by Altenberg, second by Casbon to approve the amendments. Roll call vote being had, the motion passed by a vote of: AYES: 6, NAYS: 0.
- **Finance Committee** - Motion by Maine, second by Hart to approve the amendments. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0.

On the main motions to recommend approval of Resolution adopting Annual Budget Policies and Annual Strategic Action Plan for fiscal year ending December 31, 2024 as amended, with a voice vote from all committees jointly, the motions passed unanimously. The Resolution was forwarded to the full Board for approval.

7.2 Recommend approval of Ordinance approving the 10-Year Capital Improvement Plan for the 2024 Fiscal Year Budget, and amending the Budget and Capital Improvement Plan for Fiscal Year 2023: - Mr. Kovach gave a presentation, explaining the goals of the CIP and an overview of the CIP spreadsheet. He

reviewed the overall project rationale, habitat restoration, repair of roads and parking, needs for existing infrastructure, projects completed and removed, and projects completed but not yet closed out.

Mr. Kovach summarized adjustments to the existing funded projects. Also, there are no projects being recommended to be added to the funded CIP. Director Kovach closed his presentation by reviewing two recommended amendments to the 2023 CIP, breakdown of the \$2.8 million in requested adjustments to the 2023-2024 CIP, and recommended changes to the Unfunded CIP list. He also reviewed 2022-23 construction trends and showed charts illustrating cost increases since the pandemic for construction products and services including iron and steel/stainless steel, lumber and wood products/treated wood, asphalt, steel pipe and tubes, wire and cable, and architectural/engineering services.

Operations Chair Vealitzek proposed moving the 1-mile Milton Road access trail from the Lakewood Master Plan Phase II unfunded list to the Phase I unfunded list, to provide safe access and trail connectivity from the south. Director Kovach and Planning Director Randy Seebach responded to questions and a general discussion ensued. Attorney Norton clarified that shifting a project on the unfunded list would be a policy direction because the unfunded project list is not part of the Ordinance to approve the CIP. He recommended that each committee first make a motion to approve the CIP. Comments and discussion continued.

- **Operations Committee** – Motion by Wasik, second by Cunningham to recommend approval of a Resolution approving the 10-Year Capital Improvement Plan for the 2024 Fiscal Year Budget and amending the Budget and Capital Improvement Plan for Fiscal Year 2023.
- **Planning Committee** – Motion by Altenberg, second by Hunter to recommend approval of a Resolution approving the 10-Year Capital Improvement Plan for the 2024 Fiscal Year Budget and amending the Budget and Capital Improvement Plan for Fiscal Year 2023.
- **Finance Committee** – Motion by Knizhnik, second by Hart to recommend approval of a Resolution approving the 10-Year Capital Improvement Plan for the 2024 Fiscal Year Budget and amending the Budget and Capital Improvement Plan for Fiscal Year 2023.

Chair Vealitzek asked the Operations Committee members whether there was consensus to move the Milton Road access trail from the Lakewood Master Plan Phase II unfunded list to the Phase I unfunded list. The majority of those present were in favor, with Danforth opposed.

Chair Parekh asked the Planning Committee members whether there was consensus to move the Milton Road access trail from the Lakewood Master Plan Phase II unfunded list to the Phase I unfunded list. The majority of those present were opposed with Parekh and Wasik in favor.

Chair Roberts asked the Finance Committee members whether there was consensus to move the Milton Road access trail from the Lakewood Master Plan Phase II unfunded list to the Phase I unfunded list. The majority of those present were in favor, with Danforth, Hewitt and Maine opposed. Attorney Norton summarized, noting that the Finance Committee's decision resolves the conflicts of the other two committees that Policy Direction was given to move the Milton Road access trail from the Lakewood Phase II unfunded list to the Phase I unfunded list.

President Kyle asked for public comment:

- Susan Zingle commented on the source of grant funding for Waukegan Savanna shown on the CIP. Staff responded, noting that it's a federal grant.
- Verena Owen commented on bringing equity and social justice to prioritizing CIP projects, requesting that it be included in the Project Rationale.

On the main motions to recommend approval of a Resolution approving the 10-Year Capital Improvement Plan for the 2024 Fiscal Year Budget and amending the Budget and Capital Improvement Plan for Fiscal Year 2023 as presented, with a voice vote from all committees jointly, the motions passed unanimously. The Resolution was forwarded to the full Board for approval.

President Kyle turned the meeting over to Operations Committee Chair Vealitzek.

## **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. - Motion by Cunningham, second by Clark to recommend approval of an Ordinance authorizing a License Agreement for Special Event Management and Food Services at Independence Grove Forest Preserve with Catering With Relish, Inc. Executive Director Kovach noted that the current license agreement will expire the end of this year and new Requests for Proposals were solicited. Chief Business Development Officer Dan Stearns responded to questions regarding food service at the beer garden and revenues the District will receive. With a voice vote being had, the motion to recommend approval passed unanimously.

- **Finance Committee** – Motion by member Knizhnik, second by member Hart to recommend approval of an Ordinance authorizing a License Agreement for Special Event Management and Food Services at Independence Grove Forest Preserve with Catering With Relish, Inc. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

8.2 Recommend approval of an Ordinance 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 amending the Fiscal Year 2023 budget to use funds from the Museum Relocation Fund for such products - Motion by Clark, second by Wasik to recommend approval of an Ordinance 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 amending the Fiscal Year 2023 budget to use funds from the Museum Relocation Fund for such products. Executive Director Kovach summarized the recommendation and with a voice vote being had, the motion passed unanimously.

- **Finance Committee** – Motion by Hewitt, second by Knizhnik to recommend approval of an Ordinance 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 amending the Fiscal Year 2023 budget to use funds from the Museum Relocation Fund for such products. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

## **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 – Motion by Clark, second by Knizhnik to recommend approval. Director Kovach summarized the recommendation. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

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 – Motion by Clark, second by Knizhnik to recommend approval. Mr. Kovach summarized the recommendation. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

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 – Motion by Clark, second by Wasik to recommend approval. Mr. Kovach summarized the recommendation. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

**10.0 Miscellaneous Business – Operations Committee** – Member Knizhnik noted that she has a constituent who asked about mowing practices at the Lakewood dog exercise area. Operations & Infrastructure Director John Nelson responded that he would follow up with a response.

**11.0 Adjournment - Operations Committee:** With no further business, Chair Vealitzek noted that the next meeting is scheduled for July 31, 2023 and declared the committee adjourned at 11:10 a.m.

President Kyle turned the meeting over to Planning Committee Chair Parekh:

**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 – Director Kovach summarized the recommendation - Motion by Casbon, second by Altenberg to recommend approval. Voice vote being had, the motion passed unanimously.

- **Finance Committee** – Motion by Frank, second by Hart to recommend approval. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

12.2 Recommend approval of a Resolution awarding Eleven Contracts for the Construction of the Net-Zero Maintenance Facility at Lakewood Forest Preserve. Director Kovach summarized the recommendation and Director Nelson explained that one bidder asked to have their bid withdrawn - Motion by Hunter, second by Wasik to recommend approval. Voice vote being had, the motion passed unanimously.

- **Finance Committee** – Motion by Knizhnik, second by Frank to recommend approval. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

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 – Mr. Kovach explained the details of the change order. Motion by Casbon, second by Hunter to approve as presented. Voice vote being had, the motion passed unanimously.

- **Finance Committee** – Motion by Maine, second by Hart to approve as presented. Voice vote being had, the motion passed unanimously.

**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 – Planning Director Randy Seebach summarized the details of the change order and responded to questions. Motion by Altenberg, second by Hunter to approve as presented. Voice vote being had, the motion passed unanimously.

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. – Motion by Hunter, second by Casbon to recommend approval. Director Seebach summarized the project and used a map showing the

revised path of the trail and mature trees that will be saved. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

#### **14.0 Miscellaneous Business – Planning Committee: None**

**15.0 Closed Session** – Motion by Hunter, second by Casbon to go into closed session for the purpose of discussing the purchase or lease of real property. Roll call vote being had, the motion passed by a vote of: AYES: 6, NAYS: 0. The Committee went into closed session at 11:22 a.m. and returned to open session at 11:40 a.m. Chair Parekh left the meeting during closed session and Vice Chair Casbon chaired the remainder of the Planning Committee meeting.

#### **16.0 Potential Action following Closed Session**

16.1 Approve a purchase and sale agreement for land acquisition – Motion by Altenberg, second by Hunter to recommend approval of a Resolution to Acquire an approximately 77-acre parcel in Moraine Township, known as the Openlands Lakeshore Preserve, as an addition to Fort Sheridan Forest Preserve. Executive Director Kovach showed an area map and summarized the property, noting that this is a transfer of land to the District at no charge. Openlands will pay to the Preservation Foundation the remaining proceeds of Openlands' existing Stewardship Fund for the property, estimated at \$1.29 million. The Foundation will hold the funds for long-term preservation and management of the property. Voice vote being had, the motion passed unanimously.

**17.0 Adjournment – Planning Committee:** With no further business, Vice Chair Casbon noted that the next meeting was scheduled for July 31, 2023 and declared the committee adjourned at 11:42 a.m.

President Kyle turned the meeting over to Finance Committee Vice Chair Frank for the remainder of the agenda.

#### **18.0 New Business – Finance Committee:**

18.1 Approve Minutes from May 4, 2023 – Motion by Hewitt, second by Hart to approve Minutes from May 4, 2023. Voice vote being had, the motion passed unanimously, and the minutes were circulated for signatures.

The committee took a five-minute break and then resumed the meeting.

18.2 Invoices and Requisitions – Motion by Maine, second by Hewitt to approve the March 2023 legal bill. Voice vote being had, the motion passed unanimously, and the invoice was circulated for signatures.

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 - Motion by Hewitt, second by Hart to recommend approval. Mr. Kovach summarized the nature of the speaking engagements to kick off the endowment drive. Voice vote being had, the motion passed unanimously, and the Resolution was forwarded to the full Board for approval.

18.4 Approve Contract for Recruitment Services with Evolve Talent, in an amount not to exceed \$28,000.00 - Motion by Hewitt, second by Maine to approve. Mr. Kovach summarized the contract, noting that the Major Gifts Manager position has not been filled and outside recruiting services are needed. Rebekah Snyder and Steve Neaman responded to financial questions. Voice vote being had, the motion passed unanimously.

18.5 Approve a position deletion and an FTE change for positions in the Public Safety Department – Motion by Hewitt, second by Hart to approve. Administration Director Mary Kann summarized the recommendation. Voice vote being had, the motion passed unanimously.

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% - Motion by Maine, second by Hart to approve. Executive Director Kovach made opening remarks, noting the ongoing issues the District is experiencing with recruiting and retaining employees. Director Kann summarized the results of the recently completed compensation study, which concluded that the District's compensation philosophy of the market being tied to the midpoint of the salary grade has caused the problem, and the salary grades need to be increased by 8% to be competitive with the current market, and a 6% pay adjustment so that existing employees remain equitable. Mr. Kovach noted that the vacancy factor is a problem that needs to be solved, which he explained. Ms. Kann and Mr. Kovach responded to questions and a general discussion ensued. During discussion, member Knizhnik recused herself from voting. Voice vote being had, the motion passed unanimously.

18.7 Approve title additions, deletions, and reclassification effective July 1, 2023, due to a staff restructure - Motion by Hart, second by Hewitt to approve. Executive Director Kovach noted that Chief Operations Officer Tully will be retiring in July and Mr. Kovach recommended some restructuring, which he reviewed, and Director Kann went into detail using organizational charts. Following questions, with a voice vote being had, the motion passed unanimously.

18.8 Recommend approval of an Ordinance amending Personnel Policy 4.2 – Vacation Leave – Motion by Hart, second by Hewitt to recommend approval. Director Kann summarized the recommendation to increase paid vacation per the findings of the compensation study. Following questions, with a voice vote being had, the motion passed unanimously, and the Ordinance was forwarded to the full Board for approval.

18.9 Recommend approval of an Ordinance adding Personnel Policy 4.11 – Paid Bereavement Leave and approve the Procedures Section of Personnel Policy 4.11 - Motion by Hewitt, second by Maine to recommend approval. Director Kann summarized the recommendation to add a policy for granting 3 days paid bereavement leave per the findings of the compensation study. Following questions, with a voice vote being had, the motion passed unanimously, and the Ordinance was forwarded to the full Board for approval.

**19.0 Miscellaneous Business – Finance Committee: None**

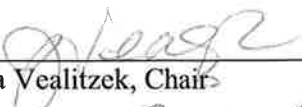
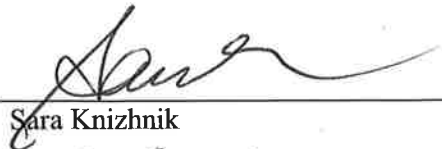


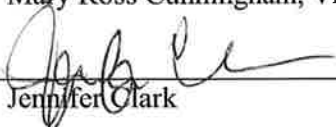
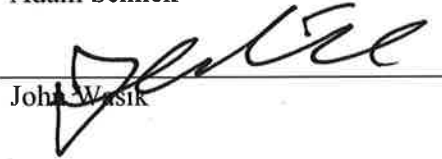
**20.0 Closed Session:** Motion by Maine, second by Hart to go into closed session for the purpose of discussing pending litigation. Roll call vote being had, the motion passed by a vote of AYES: 5, NAYS: 0. The committee went into closed session at 12:16 p.m. and returned to open session at 12:22 p.m.

**21.0 Potential Action following Closed Session: None**

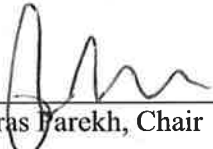


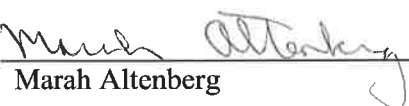
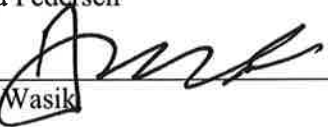
**22.0 Adjournment - Finance Committee** – With no further business, Vice Chair Frank declared the Finance Committee adjourned at 12:22 p.m.

**APPROVED:**



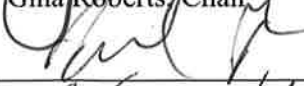

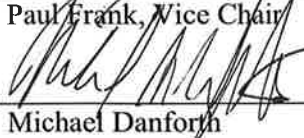
**OPERATIONS COMMITTEE:**

	AYE	NAY		YEA	NAY
 _____ Jessica Vealitzek, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ Sara Knizhnik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Mary Ross Cunningham, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ Adam Schlick	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Jennifer Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ John Wasik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Michael Danforth	<input type="checkbox"/>	<input type="checkbox"/>			

**PLANNING COMMITTEE:**

	AYE	NAY		AYE	NAY
 _____ Paras Farekh, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ J. Kevin Hunter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Carissa Casbon, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	 _____ Linda Pedersen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Marah Altenberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ John Wasik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ Esiah Campos	<input type="checkbox"/>	<input type="checkbox"/>			

**FINANCE COMMITTEE:**

 _____ Gina Roberts, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ Diane Hewitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____ Sara Knizhnik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Michael Danforth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ Ann B. Maine	<input type="checkbox"/>	<input type="checkbox"/>
_____ Sandy Hart	<input type="checkbox"/>	<input type="checkbox"/>			