

Finance Committee

Thursday, July 1, 2021

1:00 p.m.

AGENDA

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the June 25, 2021 Gubernatorial Disaster Proclamation, the Governor's Executive Order No. 2021-14, and the attached Written Determination of the Lake County Forest Preserve District President, this meeting will be held (i) via audio and video conference and (ii) at the Lake County Forest Preserve District's General Offices, 1899 Winchester Road, Libertyville, Illinois. Physical Attendance at the General Offices will be limited to six (6) members of the public, including media, who will be allowed to attend on a first-come/first-served basis. **ANY PERSON WHO DESIRES TO ATTEND IS ENCOURAGED TO ATTEND NOT IN PERSON, BUT VIA AUDIO AND VIDEO CONFERENCE TO ENSURE THE HEALTH AND SAFETY OF THEMSELVES AND OTHERS.** Any person attending at the General Offices must wear a face mask or cloth face covering that covers their nose and mouth and maintain social distancing of at least six feet from any other person who does not live with them. 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 or tablet with the following link:

<https://us02web.zoom.us/j/84032620107?pwd=OS9rNC9hMG8wUVVrTVhtaERBTmlJZz09>

Meeting ID: 840 3262 0107

Passcode: 323562

Join Zoom Meeting via phone:

One tap mobile: +13126266799,,84032620107#,,,,*323562# US (Chicago)

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

Meeting ID: 840 3262 0107

Passcode: 323562

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 Addenda to the Agenda

- 5.0 Approval of Minutes:** May 24, 2021 joint committee meeting; May 27, 2021
- 6.0 Public Comment**
- 7.0 Executive Director’s Report**
- 8.0 Correspondence**
- 9.0 Unfinished Business**
- 10.0 New Business**
 - 10.1 Invoices and Requisitions
 - 10.2 Monthly Financial Report
 - 10.3 Approve Temporary Residential License Agreements for two Wildlife Monitoring Technicians working contractually for the District.
 - 10.4 Approve title changes and position reclassification.
 - 10.5 [Approve amendments to the Procedure Sections of Personnel Policies and Procedures](#) 5.2 – The Pay Plan, and 6.1 – Promotions and Transfers.
 - 10.6 [Policy direction regarding an addition to the holiday schedule](#) in Personnel Policy 4.1 - Holidays, recognizing Juneteenth on June 19 of each year.
 - 10.7 [Recommend approval of an Ordinance establishing Fees and Charges](#) for District Permits, Programs, Services and Facilities.
 - 10.8 [Recommend approval of a Resolution approving an Annual Support and License Agreement for Financial Software](#) to Tyler Technologies, Inc., MUNIS Division, in the Contract Price of \$107,005.04.
 - 10.9 [Recommend approval of a Resolution awarding a three-year Contract for Web Hosting and Support Services](#) for the District’s Public Website to Svanaco, Inc. dba AmericanEagle.com in the Contract Price of \$210,600.00.
 - 10.10 [Recommend approval of a Resolution approving Change Order No. 1 to the Contract with Dreamworks Graphic Communications for eight additional issues of Horizons](#) quarterly newsletter, increasing the Contract Amount by \$140,893.84.
 - 10.11 [Approve Change Order No. 3 to the Contract with Integrated Lakes Management](#) for Woody Invasive Plant Clearing at Cahokia Flatwoods and Grant Woods Forest Preserves project, increasing the Contract Amount by \$34,551.05.
- 11.0 Miscellaneous Business**
- 12.0 Closed Session**
- 13.0 Potential Action Following Closed Session**
- 14.0 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 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.

**DETERMINATION OF NEED FOR MEETINGS OF THE
LAKE COUNTY FOREST PRESERVE DISTRICT
TO BE HELD BY AUDIO OR VIDEO CONFERENCE**

To: Board of Commissioners
Board Secretary
Lake County Forest Preserve District

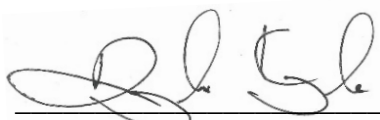
The Governor of the State of Illinois has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act and all of Lake County is covered by the disaster area. In light of such disaster declaration, pursuant to Section 7(e) of the Open Meetings Act, I hereby determine that:

- (i) full in-person meetings of the Lake County Forest Preserve District (the “District”) Board of Commissioners (the “Board”) and of the Board’s committees (the “Committees”), or meetings of the Board and its Committees conducted under the other applicable provisions of the Open Meetings Act, are not practical or prudent because of such disaster and
- (ii) full in-person attendance at the regular meeting location of the Board and its Committees is not feasible because of such disaster.

Therefore, during the pendency of the Governor’s current declaration of disaster, the meetings of the Board and its Committees will be conducted both (i) by audio or video conference and (ii) at the District’s regular meeting location, which, during the pendency of the Governor’s current declaration of disaster, will be 1899 Winchester Road, Libertyville, Illinois, but attendance at such location shall be:

- (a) without the physical presence at the regular meeting location of a quorum of the members of the Board and its Committees,
- (b) with the presence of at least one of the following: a member of the Board or its Committees, the District’s Corporate Counsel, or the District’s Executive Director, and
- (c) with the presence of not more than 8 people in total (including the persons mentioned in part (b) above).

Dated as of the 29th day of June, 2021



Angelo D. Kyle, President
Lake County Forest Preserve District

**Instructions for attending 2021 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.