

**Lake County Forest Preserves
Finance Committee Minutes – August 3, 2023**

On Thursday, August 3, 2023, the Lake County Forest Preserve District's Finance Committee met at the District's General Offices in Libertyville, Illinois.

1.0 Call to Order – With a quorum present, Chair Gina Roberts called the meeting to order at 1:00 p.m.

2.0 Roll Call – Committee Secretary Julie Gragnani called the roll and four committee members responded: Gina Roberts, Chair; Paul Frank, Vice Chair; Michael Danforth, and Sara Knizhnik. Diane Hewitt arrived at 1:04 p.m. Absent: Sandy Hart and Ann Maine.

Also Present:

Angelo Kyle, *President*

Alex Ty Kovach

Betsy Gates-Alford, *Corporate Counsel*

Steve Neaman

Mary Kann

John Nelson

Rebekah Snyder

Pati Vitt

Randy Seebach

Ron Davis

Alex Eichman

Dan Stearns

Julie Gragnani

Sandy Meyers

Debbie Boness

Laurel Diver

Kim Mikus Croke

Alyssa Firkus

3.0 Pledge of Allegiance – President Kyle led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Knizhnik, second by member Danforth to approve minutes of June 5, 2023, open and closed sessions. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

6.0 Public Comment for items not on agenda – None

7.0 Executive Director Comments – Executive Director Kovach reported on:

- Status of golf season and Independence Grove summer concert series; GospelFest attended by 350;
- Natural Resources Dept. recently hosted botanist Jerry Wilhem; and purchased new forestry mower;
- Documented sightings of Rusty Patched Bumblebee and grants for restoration work at Greenbelt;
- Restoration and clearing projects using natural resource crews, volunteers, YCC and Scout Troop;
- Summer Adventures Program, current exhibits at the Museum, and free admission day;
- Virtual public information session on the Openlands Lakeshore Preserve;
- Foundation board members hosted a tour of the Native Seed Nursery;
- Partnered with Village of Mundelein to sponsor the Mundelein Grand Prix bicycle race on July 24;
- Recent posts on social media and national awards received for Horizons newsletter; distributed copy of article in the Daily Herald;
- \$1.5 million transferred from the Foundation to the District for restoration work;
- Summary of grants received by the Foundation;
- Air monitoring for Ethylene Oxide is being performed at Greenbelt on behalf of Medline.

8.0 Unfinished Business – None

9.0 Correspondence - None

10.0 New Business

10.1 Invoices and Requisitions – Motion by member Frank, second by member Hewitt to approve the April and May 2023 legal bills. Voice vote being had, the motion passed unanimously and the invoices were passed for signatures.

10.2 Recommend approval of an Ordinance establishing Fees and Charges for District Permits, Programs, Services and Facilities (Annual Fee Ordinance) - Motion by member Hewitt, second by member Knizhnik to approve the recommendation. Finance Director Steve Neaman summarized the revisions, noting that many adjustments are for aligning to the new license agreement at Independence Grove, and changes at rental facilities and golf courses to reflect market conditions. Following the review, with a voice vote being had, the motion passed unanimously and the Ordinance was forwarded to the full Board for approval.

10.3 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 \$119,886.70 - Motion by Chair Roberts, second by member Frank to approve the recommendation. Director Kovach summarized the recommendation and with a voice vote being had, the motion passed unanimously. The Resolution was forwarded to the full Board for approval.

10.4 Recommend approval of a Resolution awarding a three-year Contract for Constituent Management and Financial Management Software to Blackbaud, Inc., in an amount not to exceed \$71,363.99 - Motion by member Frank, second by member Knizhnik to approve the recommendation. Mr. Kovach noted that this is the software used to manage the Foundation's donor base. With a voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

10.5 Review and discussion regarding the Green Fleet Policy – Chief Operations Officer John Nelson summarized the discussion held at the Operations Committee meeting, noting that their direction was to rewrite the entire policy. Executive Director Kovach added that the policy should contain measurable goals with deadlines and felt that the policy should be named. A general discussion ensued and Director Kovach noted that staff would look bring this to either the Decennial Committee or to a future Committee of the Whole.

11.0 Miscellaneous Business – Vice Chair Frank brought up the establishment of a Responsible Bidders Ordinance like the one in place at the County; and requested that it be discussed at a future meeting as an agenda item. A general discussion ensued and Attorney Gates-Alford advised that her team would want to research the matter further as it relates to the District's governance by the Downstate Forest Preserve Act, and the State's purchasing guidelines. Staff will bring it to committee for policy direction in September.

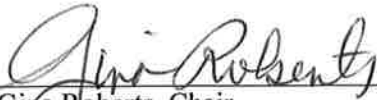


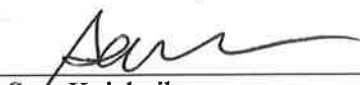


12.0 Closed Session – Motion by member Hewitt, second by member Frank to go into closed session for the purpose of discussing probable or imminent litigation, pending litigation, and the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Roll call vote being had, the motion passed by a vote of AYES: 5, NAYS: 0. The committee went into closed session at 1:50 p.m. and returned to open session at 2:30 p.m.

13.0 Potential Action Following Closed Session – None

14.0 Adjournment - With no further business, Chair Roberts adjourned the meeting at 2:30 p.m.

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APPROVED:

| | <u>Aye</u> | <u>Nay</u> | | <u>Aye</u> | <u>Nay</u> |
|---|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|
|  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 type="checkbox"/> | <input type="checkbox"/> |  Ann B. Maine | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  Sandy Hart | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |