

**Lake County Forest Preserves  
Finance Committee Minutes – August 31, 2023**

On Thursday, August 31, 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 physical quorum present, Chair Gina Roberts called the meeting to order at 1:00 p.m. and noted that a request was received from member Michael Danforth to attend the meeting electronically due to employment. With no objections Chair Roberts declared member Danforth present.

**2.0 Roll Call** –Committee Secretary Julie Gragnani called the roll and seven committee members responded: Gina Roberts, Chair; Paul Frank, Vice Chair; Michael Danforth, Sandy Hart, Diane Hewitt, Sara Knizhnik, and Ann Maine.

**Also Present:**

Angelo Kyle, <i>President</i>	Rebekah Snyder	Debbie Boness
Alex Ty Kovach	Nan Buckardt	Laurel Diver
Betsy Gates-Alford, <i>Corporate Counsel</i>	Ron Davis	Kim Mikus Croke
Steve Neaman	Dan Stearns	Jamie Medina
Mary Kann	Julie Gragnani	Mike Zahalka
John Nelson	Sandy Meyers	

**3.0 Pledge of Allegiance** – Vice Chair Frank led the Pledge of Allegiance.

**4.0 Addenda to the Agenda** – None

**5.0 Approval of Minutes** – Motion by member Hewitt, second by member Knizhnik to approve minutes of August 3, 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

Paul Frank left the room at 1:02 p.m.

**7.0 Executive Director Comments** – Executive Director Kovach reported on:

- Introduction of new Commander Jamie Medina by Public Safety Director Ron Davis;
- Closing on the Openlands property took place yesterday and \$1,360,737.70 in funds were wire-transferred to the Foundation’s endowment; the gates to the property will come down tomorrow;
- Grant from Nicor to support restoration work at Cuba Marsh Forest Preserve;
- Development Division’s new messaging each month to attract new donors;
- Deer management program will start a month early in November as recommended by IDNR;
- Annual Volunteer Recognition on September 15<sup>th</sup>;
- Ryerson Woods is a stop on the Illinois Solar Tour on September 30<sup>th</sup>;
- Association of Midwest Museums featured the Dunn Museum in their member Spotlight section;
- Free museum admission on August 22<sup>nd</sup> was attended by 130;
- Final weeks of the Lake County racing history exhibit;
- 25<sup>th</sup> annual Hike Lake County program started on August 15<sup>th</sup> and runs through November 30<sup>th</sup>;
- Preservation Foundation Annual Board meeting was held on August 17<sup>th</sup>;
- The Foundation hosted a special webinar for donors in partnership with the Education Department.

## **8.0 Unfinished Business – None**

## **9.0 Correspondence - None**

## **10.0 New Business**

10.1 Invoices and Requisitions – Motion by member Hart, second by member Hewitt to approve the June 2023 legal bill. Voice vote being had, the motion passed unanimously and the invoice was passed for signatures.

10.2 Recommend approval of a Resolution approving a Guaranteed Price Agreement as an Amendment to a Contract with ADP, Inc., for Outsourced Payroll Services and a Human Resource Information System, in an annual not-to-exceed amount of \$65,000.00 - Motion by member Hart, second by member Maine to approve the recommendation. Director Kovach summarized the price agreement to amend the current contract for payroll services. With a voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

10.3 Recommend approval of Resolution approving Illinois Municipal Retirement Fund Benefit Protection Leave - Motion by member Hart, second by member Knizhnik to approve the recommendation. Director Kovach summarized the recommendation. With a voice vote being had, the motion passed unanimously. The Resolution was forwarded to the full Board for approval.

Member Frank returned to the room at 1:22 p.m. during discussion of item 10.4.

10.4 Approve Fee Guidelines including a revised Fee Guidelines Matrix - Motion by member Maine, second by member Hewitt to approve the recommendation. Mr. Kovach reviewed the staff-recommended changes to the Fee Guidelines matrix in 2021. Chief Operations Officer John Nelson added that the Operations and Finance Committees approved the documents by consensus in 2021 but that a formal vote was not taken by the Finance Committee, which has the authority to do so. To avoid any ambiguity, staff and legal counsel recommended that the committee formally approve the guidelines and matrix. During discussion member Maine questioned use of the word “subsidy” on the matrix, and a general discussion ensued. Motion by member Maine, second by member Hart to amend the matrix by deleting the word “subsidy” from the title and deleting the entire row showing subsidy rates. With a voice vote being had, the motion to amend passed unanimously. On the original motion to approve (as amended), with a voice vote being had, the motion passed unanimously.

10.5 Policy direction regarding amendments to Purchasing Policy concerning “Responsible Bidders” – Director Kovach noted that this item was from the previous meeting’s miscellaneous business. Finance Director Steve Neaman summarized the policy direction, noting that staff recommends having Legal Counsel research the legalities of the District restricting the public bidding process for public works projects to union firms and their subcontractors, who have apprenticeship programs. There is also concern that such a restriction would increase the taxpayers’ costs when having to reject lower, qualified bids; and would also reduce the number of contractors able to participate. A general discussion ensued and the consensus of the committee was to direct Legal Counsel to 1) research whether the District can legally encourage bidders to participate in training programs; 2) if not, why not, and what could the District do to adjust its guidelines for its Purchasing Ordinance; and 3) research contracts under the \$30,000 threshold as to whether the same preferences could be imposed.

## **11.0 Miscellaneous Business – None**

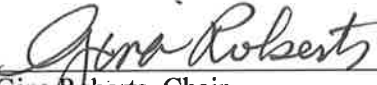
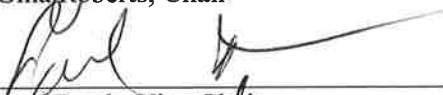
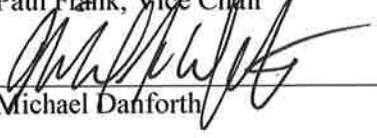

12.0 **Closed Session** – Motion by member Knizhnik, second by member Hewitt to go into closed session for the purpose of reviewing approved closed session minutes for release or retention and

deletion of verbatim recordings. Roll call vote being had, the motion passed by a vote of AYES: 7, NAYS: 0. Member Danforth disconnected from Zoom and the committee went into closed session at 1:34 p.m. They returned to open session at 1:38 p.m.

**13.0 Potential Action Following Closed Session – None**

**14.0 Adjournment -** With no further business, Chair Roberts adjourned the meeting at 1:38 p.m.

**APPROVED:**

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