

**Lake County Forest Preserves
Finance Committee Minutes – September 3, 2020**

On Thursday, September 3, 2020, pursuant to Section 7(e) of the Illinois Open Meetings Act, the August 21, 2020 Gubernatorial Disaster Proclamation, the Governor’s Executive Order No. 2020-52, and the Written Determination of the Lake County Forest Preserve District President attached to the Agenda, the Finance Committee met via Audio and Video conference and at the Lake County Forest Preserve District’s General Offices.

1.0 Call to Order - Chair Terry Wilke called the meeting to order at 1:00 p.m.

Chair Wilke requested that committee members verify their presence during the meeting by displaying a live video connection, and not a static screen with only name and/or photo, at least during the initial roll call, when speaking, and when voting.

2.0 Roll Call - Committee Secretary Gragnani call the roll and eight committee members responded: Terry Wilke, Chair; Paul Frank, Vice Chair; Steve Carlson, Michael Danforth, Sandy Hart, Mike Rummel, Julie Simpson, and John Wasik.

Also Present:

Angelo Kyle, <i>President</i>	Jim Anderson	Rebekah Snyder
Alex Ty Kovach	Nan Buckardt	Laurel Diver
Mike Tully	Katherine Hamilton-Smith	Debbie Boness
Steve Neaman	John Tannahill	Julie Gragnani
Mary Kann	Randy Seebach	Matt Norton, <i>Corporate Counsel</i>
John Nelson		

Member Ann Maine joined the meeting after the roll call.

Motion by member Simpson, second by member Carlson to suspend the Rules of Order and Operational Procedures to the full extent necessary to allow Committee members to attend this meeting in accordance with Section 7(e) of the Open Meetings Act, which allows all Commissioners to attend this meeting by video or audio conference. Roll Call vote being had, the motion passed by the following vote: AYES: 9, NAYS: 0.

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

4.0 Approval of Minutes – Motion by member Carlson, second by member Rummel to approve the minutes of August 6, 2020. Roll Call vote being had, the motion passed by the following vote: AYES: 9; NAYS: 0.

5.0 Public Comment – Chair Wilke asked if there was anyone attending who wished to provide public comment for items not on the agenda. There were no responses.

6.0 Addenda to the Agenda – None

7.0 Executive Director Report

- Increased boating at Fox River Preserve due to limited recreational options during the pandemic;
- Weekend revenues at District golf clubs are up 50% over the same period in 2019;
- The telephone budget for FY2021 will be approximately \$70,000 less than FY2020 due to line reductions and switching to radio verses LAN lines for alarm systems;
- The Great American Outdoors Act has been signed into law and will provide \$900 million a year in guaranteed funding for the Land and Conservation Fund;
- Our season 5 Blanding’s turtles are all hatched;
- The Dunn Museum reopened on Saturday, August 29th;
- The USG Foundation just renewed its \$15,000 sponsorship – fourth year in a row;

- Correspondence from a preserve user sent to Commissioner Paul Frank in appreciation of the forest preserve system in Lake County;
- Correspondence from patron thanking the District for dog permit refund and donated \$25;
- Short term permit being negotiated with Wauconda Fire District to allow their staff to train at the former Museum building at Lakewood this fall prior to its demolition;
- USDA announced first-ever recipients of Urban Agriculture Grants and Cooperative Agreements, and Lake County, Illinois is listed; the District partnered with SWALCO on this project.

8.0 Correspondence – None

9.0 Finance

9.1 Invoices and Requisitions – Motion by member Rummel, second by member Maine to approve the June 2020 legal bill. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

10.0 Administration

10.1 Recommend approval of an Ordinance amending Personnel Policy 2.1 - Equal Employment Opportunity –Motion by member Frank, second by member Hart to approve the recommendation. Administration Director Mary Kann summarized the amendments to update all current legally protected classes, and remove references to affirmative action because the District has a separate policy on that topic. Following questions and discussion, the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.2 Recommend approval of an Ordinance amending Personnel Policy 9.4 – Reduction in Workforce –Motion by member Frank, second by member Hart to approve the recommendation. Administration Director Mary Kann summarized amendments to incorporate language on the use of furlough as a temporary option to reduce the workforce to provide budget relief, and adding severance pay based on years of service. Following questions and discussion, the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.3 Approve Procedures Section of Personnel Policy 9.4 - Reduction in Workforce –Motion by member Carlson, second by member Wasik to approve the recommendation as presented. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

10.4 Recommend approval of an Ordinance adding Personnel Policy 4.9 – Paid Parental Leave –Motion by member Hart, second by member Maine to approve the recommendation. Executive Director Kovach gave an overview of the new policy and Director Kann provided additional details. Mr. Kovach and Ms. Kann responded to questions and a general discussion ensued. Member Danforth expressed concern about adding a new benefit while the District is facing budget cuts. Following discussion the motion passed by a roll call vote of: AYES: 8, NAYS: 1. The recommendation was forwarded to the full Board for approval.

10.5 Approve Procedures Section of Personnel Policy 4.9 – Paid Parental Leave –Motion by member Rummel, second by member Hart to approve the recommendation as presented. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

10.6 Approve Amendment to Procedures Section of Personnel Policy 5.2 – The Pay Plan –Motion by member Frank, second by member Simpson to approve the recommendation as presented. Director Kann reviewed the amendment that denotes that pay decisions are made based on job factors only, as directed by the Diversity and Cultural Awareness Committee. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

11.0 Executive

11.1 Recommend approval of Resolution approving Contract with Lincolnshire Marriott Resort to be host venue for 2023 Special Park Districts Forum - Motion by member Carlson, second by member Frank to approve the recommendation. Executive Director Kovach explained that due to the pandemic, the District will host the Forum in 2023, not 2022 and recommended terminating the contract in place with the Marriott and entering into a new agreement. A \$5,000 deposit already paid is not refundable but will be applied to the District's master account to

pay for meeting spaces and food and beverage costs. Mr. Kovach and Attorney Norton responded to questions. Following discussion the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

12.0 Public Affairs and Development

12.1 Recommend approval of Resolution awarding Contract for Donor Acquisition Campaign Services to Membership Consultants, Earth City, Missouri in the Contract Price of \$31,760.00 - Motion by member Wasik, second by member Hart to approve the recommendation. Executive Director Kovach explained that due to the pandemic, the District will host the Forum in 2023, not 2022 and recommended terminating the contract in place with the Marriott and entering into a new agreement. A \$5,000 deposit already paid is not refundable but will be applied to the District's master account to pay for meeting spaces and food and beverage costs. Mr. Kovach and Attorney Norton responded to questions. Following discussion the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

13.0 Diversity and Cultural Awareness Committee

13.1 Recommend approval of an Ordinance adding Personnel Policy 1.2 – Diversity, Inclusion and Equity Motion by member Simpson, second by member Frank to approve the recommendation. Executive Director Kovach gave an overview of fostering an inclusive workplace and Director Kann summarized the details of the policy and responded to questions. A general discussion ensued, and the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

13.2 Approve the Procedures Section of Personnel Policy 1.2 – Diversity, Inclusion and Equity - Motion by member Carlson, second by member Hart to approve the recommendation. Director Kann provided details and responded to questions. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0.

14.0 Operations Committee

14.1 Policy direction regarding entering into negotiations with the College of Lake County for a potential License Agreement for use of the Clubhouse at Brae Loch Golf Club – Executive Director Kovach explained that staff has met with CLC to discuss their request to explore whether the District would be interested in an agreement with them to operate the clubhouse at Brae Loch for its Culinary Arts Program and Prairie Restaurant, which would provide dining and banquet services to students, staff and the community. If the consensus of the committee is to proceed with negotiations, staff recommended the negotiations include CLC operating the golf snack bar and provide on-course beverage cart sales; assume operational costs and maintenance of the clubhouse and fund improvements; and reserve space in the clubhouse for the District to continue operating the golf course pro shop. Staff responded to questions and a general discussion ensued. The consensus of the committee was to proceed with negotiations.

14.2 Recommend approval of Resolution awarding Contracts for 2021 Small Invasive Tree and Shrub Control Program at Multiple Preserves to Cardno, Inc., Lone Tree, Colorado in the Contract Price of \$204,500.00; Applied Ecological Services, Broadhead, Wisconsin in the Contract Price of \$152,000.00; Applied Ecological Services, Broadhead, Wisconsin in the Contract Price of \$79,971.00; and Red Buffalo Nursery, Richmond, Illinois in the Contract Price of \$79,994.00 - Motion by member Carlson, second by member Simpson to approve the recommendation. Natural Resources Director Jim Anderson summarized the 2021 program and responded to questions. A general discussion ensued, and the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

14.3 Recommend approval of a Resolution approving Contracts for Purchase and Delivery of Gasoline and Diesel Fuel to Petroleum Traders Corporation, Fort Wayne, Indiana, and to Conserv FS, Inc., Woodstock, Illinois - Motion by member Rummel, second by member Simpson to approve the recommendation. The motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

15.0 Planning Committee

15.1 Recommend approval of Ordinance awarding Contract for Phase I Engineering Services for the Millennium Trail Extension connecting Ethel's Woods and Pine Dunes Forest Preserves to Civiltech

Engineering, Inc., Itasca, Illinois, in the Contract Price of \$336,861.00; and amending the FY 2020 and FY 2021 Capital Improvement Plan and the FY 2020 Budget - Motion by member Wasik, second by member Hart to approve the recommendation. Planning Director Randy Seebach summarized the project and explained the two grants being pursued for project funding. To meet grant deadlines for 2020 staff requested that the FY 2020 CIP and Budget be amended and increased by \$336,861 and the FY 2021 CIP be reduced by the same amount. Staff responded to questions and a general discussion ensued. Following discussion the motion passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

16.0 Old Business - None

17.0 New Business - None

18.0 Closed Session - Motion by member Rummel, second by member Frank to go into closed session for the purpose of discussing collective bargaining matters and pending litigation. The motion passed by a roll call vote of: AYES: 9, NAYS: 0. The committee went into closed session at 2:32 p.m. and returned to open session at 2:38 p.m.

19.0 Next Scheduled Meetings – October 5, 2020 joint committee meeting; October 8, 2020 if needed.

20.0 Adjournment – With no further business, Chair Wilke declared the meeting adjourned at 2:38 p.m.

APPROVED:	<u>Aye</u>	<u>Nay</u>	<u>Aye</u>	<u>Nay</u>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Terry Wilke, Chair			Ann B. Maine	
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Paul Frank, Vice Chair			S. Michael Rummel	
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Steve Carlson			Julie Simpson	
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>
Michael Danforth			John Wasik	
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sandy Hart				

Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the September 18, 2020, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2020-55 and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met via audio and video conference on Monday, October 5, 2020. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Carlson, Frank, Hart, Maine, Rummel, Simpson, Wasik, Wilke)

NAYS: 0

ABSENT: 1 (Danforth)

Julie Bragman
Committee Secretary