



Finance Committee
Thursday, September 3, 2020
1:00 p.m.

AGENDA

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 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 eight (8) 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/85091821342?pwd=OTBtYXRsZHFNaIpPVFIFWUo2TVRBQT09>

Meeting ID: 850 9182 1342 Passcode: 847968

Join Zoom Meeting via telephone by dialing the following number:

One tap mobile: +13126266799,,85091821342#,,,,,0#,,847968# US (Chicago)

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

Meeting ID: 850 9182 1342 Passcode: 847968

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 Approval of Minutes: August 6, 2020

5.0 Public Comment

6.0 Addenda to the Agenda

7.0 Executive Director’s Report

8.0 Correspondence

9.0 Finance

9.1 Invoices and Requisitions

10.0 Administration

10.1 [Recommend approval of an Ordinance amending Personnel Policy 2.1](#) - Equal Employment Opportunity.

10.2 [Recommend approval of an Ordinance amending Personnel Policy 9.4](#) - Reduction in Workforce.

10.3 [Approve the Procedures Section of Personnel Policy 9.4 – Reduction in Workforce.](#)

10.4 [Recommend approval of an Ordinance adding Personnel Policy 4.9 – Paid Parental Leave.](#)

10.5 [Approve the Procedures Section of Personnel Policy 4.9 – Paid Parental Leave.](#)

10.6 [Approve an amendment to the Procedures Section of Personnel Policy and Procedures 5.2](#) - The Pay Plan.

11.0 Executive

11.1 [Recommend approval of a Resolution approving a Contract with Lincolnshire Marriott Resort](#) to be the host venue for the Special Park Districts Forum in 2023.

12.0 Public Affairs and Development

12.1 [Recommend approval of a Resolution awarding a Contract for Donor Acquisition Campaign Services to Membership Consultants](#), Earth City, Missouri in the Contract Price of \$31,760.00.

13.0 Diversity and Cultural Awareness Committee

13.1 [Recommend approval of an Ordinance adding Personnel Policy 1.2](#) – Diversity, Inclusion and Equity.

13.2 [Approve the Procedures Section of Personnel Policy 1.2](#) – Diversity, Inclusion and Equity.

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.

14.2 [Recommend approval of a Resolution awarding Contracts for the 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.

- 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.

15.0 Planning Committee

- 15.1 [Recommend approval of an Ordinance awarding a 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.

16.0 Old Business

17.0 New Business

18.0 Closed Session

19.0 Next Scheduled Meetings: October 5, 2020 Joint Committee meeting; October 8, 2020

20.0 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

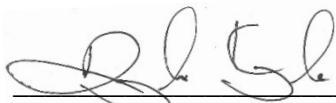
The Governor of the State of Illinois has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act and all of Lake County is covered by the disaster area. In light of such disaster declaration, pursuant 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 31st day of August, 2020



Angelo D. Kyle, President
Lake County Forest Preserve District

Instructions for attending the August 28, August 31 and September 3, 2020 Lake County Forest Preserve District Committee Meetings and the September 8, 2020 Lake County Forest Preserve District Board Meeting 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.
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.
5. To give you an idea of what Zoom will look like, if you are connecting via computer, it looks like the following screenshot:

