

**Lake County Forest Preserves
Finance Committee Minutes – May 4, 2023**

On Thursday, May 4, 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 – Vice Chair Paul Frank called the meeting to order at 1:02 p.m.

2.0 Roll Call - Committee Secretary Julie Gragnani called the roll and four committee members responded: Paul Frank, Vice Chair; Sara Knizhnik, Ann Maine, and President Angelo Kyle to make a quorum. Member Diane Hewitt arrived at 1:05 p.m.; member Sandy Hart arrived at 1:15 p.m. Absent: Michael Danforth, Gina Roberts

Also Present:

Alex Ty Kovach	Nan Buckardt	Julie Gragnani
Matt Norton, <i>Corporate Counsel</i>	Pati Vitt	Sandy Meyers
Mike Tully	Rebekah Snyder	Alberto Marquez
Steve Neaman	Randy Seebach	Laurel Diver
Mary Kann	Ron Davis	Debbie Boness
John Nelson	Alex Eichman	Alyssa Firkus

3.0 Pledge of Allegiance – Member Danforth led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Knizhnik, second by member Maine to approve minutes of April 6, 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:

- Certificate of Achievement of Excellence in Financial Reporting awarded to the District by the Government Finance Officers Association for its 2021 Comprehensive Annual Financial Report;
- Redesigned fishing guide and spring 2023 issue of *Horizons* magazine
- St. Francis Woods is the first northern Illinois forest to be dedicated as part of the Old-Growth Forest Network; public celebration on May 5;
- The Foundation is at 63.5% of its goal of increasing the donor database to 9,200 by 2025;
- \$2,275,000 grant transferred from the Foundation to the District for new Ryerson education center;
- Two Illinois Clean Energy Community Foundation grants received;
- Special Park Districts Forum hosted by the District June 19-23, RSVP's due for dinners. The committee discussed guidelines for Commissioners to attend the dinners; Attorney Norton will follow up.
- Humidification System upgrade in the Museum's collection storage facility is complete;
- Summary of educators' recent connections with school districts;
- Planning Director Seebach introduced new staff: Dave Cook, Site Improvement Project Manager

8.0 Unfinished Business – None

9.0 Correspondence - None

10.0 New Business

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

10.2 Financial Report – Finance Director Steve Neaman summarized the fiscal year-end financial report ending December 31, 2022, noting that staff was currently going through field audit work and the numbers were preliminary but not expected to dramatically change. He responded to questions pertaining to bonds.

10.3 Approve Temporary Residential License Agreements for Wildlife Monitoring Technicians working contractually for the District - Motion by member Hart, second by member Maine to approve the recommendation. Director Kovach summarized the recommendation for temporary housing for technicians working over the summer. Voice vote being had, the motion passed unanimously.

10.4 (1) Recommend approval of Ordinance amending Personnel Policies 2.3 Definition of Employment Status, 2.6 Personnel Records, 3.3 Meal Periods and Breaks, 3.4 Travel Time, 3.5 Inclement Weather /Emergency Conditions, 4.8 Leave of Absence Without Pay, 4.9 Paid Parental Leave, 7.2 Illinois Municipal Retirement Fund, 7.3 Workers Compensation, 8.7 Harassment, 8.10 End User Account; and (2) approve amendments to Procedures Sections of various Personnel Policies - Motion by member Knizhnik, second by member Hewitt to approve the recommendation. Administration Director Mary Kann summarized the revisions, noting that they either bring the policy in compliance with the law or reflect changes in internal processes. Following the review, with a voice vote being had, the motion passed unanimously and the Ordinance was forwarded to the full Board for approval.

10.5 Recommend Approval of an Ordinance approving a License Agreement with the College of Lake County to Operate the Green Youth Farm in Lake County at Greenbelt Forest Preserve - Motion by member Hewitt, second by member Maine to approve the recommendation. Director Kovach noted that in January, the Chicago Horticultural Society decided to terminate its license agreement and the Planning Committee directed staff to pursue a new agreement with the College of Lake County. Community Engagement & Partnerships Director Rebekah Snyder summarized the new agreement and major changes from the previous license agreement. The Foundation will no longer be a charitable sponsor, and existing funds will be used this year. CLC expects to have a self sustaining program. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

10.6 Recommend approval of a Resolution awarding a Contract for Replacement of the Maintenance Shop Roof at Countryside Golf Club to Filotto Roofing, Inc, in the Contract Price of \$52,780.00 - Motion by member Hart, second by member Knizhnik to approve the recommendation. Mr. Kovach noted that this was an unbudgeted expense, the roof has been damaged by storms beyond repair. The District will front the funding and then be reimbursed by PDRMA. With a voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

10.7 Recommend approval of a Resolution approving a Memorandum of Understanding (MOU) with Friends of the Illinois Nature Preserves to apply for grant funding from the Illinois Department of Natural Resources on behalf of the District – Motion by member Hewitt, second by member Knizhnik to approve the recommendation. Natural Resource Director Pati Vitt summarized the MOU, noting that the District is not eligible to apply for the stewardship grant and the Friends will apply on the District's behalf to support management of the dedicated Illinois Nature Preserve and Land and Water Reserves in Lake County that are owned and managed by the District. With a voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

10.8 Recommend Approval of a Resolution to Form a Decennial Committee on Local Government Efficiency - Motion by member Knizhnik, second by member Hewitt to approve the recommendation. Director Kovach noted that the Decennial Committees on Local Government Efficiency Act requires the District to form a Decennial Committee on Local Government Efficiency within one year after the Act's effective date of June 10, 2022. Director Snyder summarized the requirements and a general discussion ensued regarding the committee meeting at least three times and submitting a written report to the Lake County Board's administrative office no later than 18 months after its formation. With a voice vote being had, the motion to approve passed unanimously and the recommendation was forwarded to the full Board for approval.



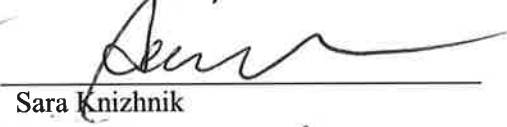
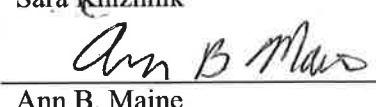
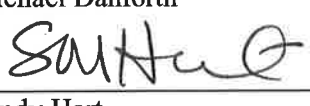
11.0 **Miscellaneous Business** – None

12.0 **Closed Session** – None

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

14.0 **Adjournment** - With no further business, Vice Chair Frank adjourned the meeting at 1:45 p.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
_____ Gina Roberts, Chair	<input 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"/>			