



FINANCE and ADMINISTRATIVE COMMITTEE
General Offices, 1899 W. Winchester Road, Libertyville, IL
Thursday, October 9, 2014

NOTE LATER START TIME: 9:00 a.m.

AGENDA

- 1.0 Call to Order**
- 2.0 Pledge of Allegiance**
- 3.0 Public Comment**
- 4.0 Addenda to the Agenda**
- 5.0 Executive Director Report**
- 6.0 Correspondence**
- 7.0 Finance Department – Steve Neaman, Director**
 - 7.1 Payment Approvals
 - 7.2 Monthly Financial Report
 - 7.3 Recommend adoption of an [Ordinance Amending the Fiscal Year 2014-2015 Budget](#) for Expenditures Budgeted but not Completed in Fiscal Year 2013-2014.
 - 7.4 Recommend adoption of an [Ordinance Providing for the Levy of Taxes](#) for the Lake County Forest Preserve District for the Fiscal Year July 1, 2014 through June 30, 2015.
 - 7.5 Recommend adoption of [2014 Tax Abatement Ordinance](#) relating to Build America Bond Subsidy Payments and Surplus Series 2003 Bond Fund Amounts.
 - 7.6 [Policy direction regarding charging a convenience fee for electronic payment of daily dog permit fees.](#)
- 8.0 Consent Agenda**
 - 8.1 Approve Minutes from August 28, 2014.
 - 8.2 Recommend approval of a [Resolution awarding a Contract to Purchase two John Deere Mowers and one Utility Vehicle](#) to Deere & Company, Cary, North Carolina in the Contract Price of \$101,559.12, through the National Joint Powers Alliance Contract.
 - 8.3 Recommend approval of a [Resolution awarding a Contract to Purchase four Toro Mowers](#) to Reinders, Inc., Sussex, Wisconsin in the Contract Price of \$121,443.05, through the National Intergovernmental Purchasing Alliance Cooperative Contract.
 - 8.4 Recommend approval of a [Resolution awarding a Contract for Bulk Road Salt Purchases](#) to Morton Salt, Inc., Chicago, Illinois in an amount not to exceed \$55,385.60, through the State of Illinois Contract.
 - 8.5 Recommend approval of a [Resolution awarding a Contract for Schreiber Lake Phase I Wetland Invasive Clearing Project](#) at Lakewood Forest Preserve to Tallgrass Restoration, LLC, Schaumburg, Illinois in the Contract Price of \$141,584.44.
 - 8.6 Recommend approval of a [Resolution awarding a Contract for Invasive Woody Species Clearing Project at Rollins Savanna](#) Forest Preserve to Clean Cut Tree Service, Inc., Grayslake, Illinois in the Contract Price of \$94,461.80.
 - 8.7 Recommend approval of a [Resolution awarding a Contract for Phase III Clearing Project at Wadsworth Savanna](#) Forest Preserve to Tallgrass Restoration LLC, Schaumburg, Illinois in the Contract Price of \$117,136.22.

9.0 Administration Department – Mary Kann, Director

9.1 Personnel Actions

10.0 Operations & Public Safety Department – Mike Tully, Director

10.1 [Department Report](#)

10.2 Recommend approval of a [Resolution awarding a Contract for Restoration of Main Barn and North Shed at Edward L. Ryerson Conservation Area](#) to Workmasters, Inc., Des Plaines, Illinois, in the Contract Price of \$278,500.00.

11.0 Planning & Restoration Committee – Randy Seebach, Director

11.1 Recommend approval of a [Resolution awarding a Contract for Phase I Engineering Services for Pedestrian Bridge and Trail Connection at Middlefork Savanna](#) Forest Preserve to Civiltech Engineering, Inc., Itasca, Illinois in the Contract Price of \$116,839.50.

11.2 Recommend approval of a [Resolution awarding a Contract for Phase I Engineering Services for Lyons Woods-Waukegan Savanna Trail Connection](#) to Gewalt-Hamilton Associates, Inc., Vernon Hills, Illinois in the Contract Price of \$74,892.00.

11.3 Recommend approval of a [Resolution awarding a Contract for Broberg Marsh Phase 1 Wetland Invasive Clearing Project at Lakewood](#) Forest Preserve to Clean Cut Tree Service, Inc., Grayslake, Illinois in the Contract Price of \$257,750.00.

11.4 Recommend approval of a [Resolution approving a Joint Funding Agreement with U.S. Geological Survey](#) for Stream Gauge and Sediment Monitoring at Ethel's Woods Forest Preserve.

11.5 Recommend approval of a [Resolution Terminating the Contract with Conservation Lake Stewardship, Inc. for Dam Removals](#) at MacArthur Woods and Captain Daniel Wright Woods Forest Preserves, and permission to re-bid the project.

12.0 Planning, Conservation & Development Department – Randy Seebach, Director

12.1 Approve [amended Farm Management Program Procedures and License Agreement](#) concerning the use and management of certain District property for agricultural uses.

12.2 Approve [amendment of license agreement to reduce licensed acreage of the Waukegan Savanna Farm License](#).

13.0 Legislative Committee – Alex Ty Kovach, Executive Director

13.1 Recommend approval of a [Resolution awarding a Contract for Legislative Consulting Services](#) to Kolkmeier Consulting, Springfield, Illinois in the Contract Price of \$27,000.00.

14.0 Land Preservation & Acquisition Committee – Alex Ty Kovach, Executive Director

14.1 Recommend approval of a [Resolution authorizing a temporary license agreement with Nagel's Oasis](#) LLC for the limited purpose of crossing Nagel's property to access Middlefork Savanna for restoration purposes.

15.0 Old Business

16.0 New Business

17.0 Executive Session

18.0 Next scheduled meeting – Thursday, November 6, 2014 at 8:30 a.m.

19.0 Adjourn

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 who 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.

**Lake County Forest Preserves
Finance and Administrative Committee Minutes – October 9, 2014**

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, October 9, 2014. The meeting was held at the General Offices, 1899 W. Winchester Road, Libertyville, Illinois.

1.0 Call to order - With a quorum present, Vice-Chair Mike Rummel called the meeting to order at 9:00 am.

Members Present:

Mike Rummel, *Vice Chair*
Audrey Nixon
Diana O’Kelly
Linda Pedersen

Absent:

Pat Carey
Sandy Hart
Aaron Lawlor

Also Present:

Ann Maine, *President*
Diane Hewitt
Alex Ty Kovach
Steve Neaman
Randy Seebach
Mary Kann
Katherine Hamilton-Smith

Mike Tully
John Tannahill
Nathan Aaberg, *Liberty Prairie Foundation*
Matt Norton, *Holland & Knight*
Karl Camillucci, *Holland & Knight*
Julie Gragnani

2.0 Pledge of Allegiance – Vice Chair Rummel led the pledge of allegiance.

3.0 Public Comment – None

4.0 Addenda to the Agenda – None

5.0 Executive Director Comments – Executive Director Kovach reported on:

- United Way brochure showing results of their education programs
- the success of the District’s educational programming efforts during summer
- Stevenson Historic Home landmark designation event on October 12
- Nearly 14,000 people attended Cultural Resources events this summer
- Openlands Luncheon on October 30
- Updates on road and construction projects; new odorless toilets being installed at preserves
- Lunch presentations on November 3 on birding economics and from natural resource staff
- \$80,000 and \$397,000 grants for Spring Bluff Forest Preserve; District’s contribution is \$36,000

6.0 Correspondence – None

7.0 Finance Department

7.1 Payment Approvals – Motion by member O’Kelly, second by member Pedersen to approve the Holland & Knight legal bills for July and August 2014; and the Quarles & Brady legal bill for August 2014. Voice vote being had, the motion passed unanimously and the payment approvals were circulated for signatures.

7.2 Monthly Financial Report – Director Neaman summarized the 2-month report ending August 31, 2014 and responded to questions from the committee.

7.3 Ordinance Amending FY 2014-15 Budget for Expenditures Budgeted but not Completed in FY 2013-14 – Mr. Neaman noted that this is the second year of doing carry-overs and this amount is higher than last year due to how we are budgeting in the CIP. Motion by member O’Kelly, second by member Nixon to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for adoption.

7.4 Ordinance Providing for the Levy of Taxes for FY July 1, 2014 through June 30, 2015 – Mr. Neaman noted a \$2.4 million decline in the tax levy from the previous year mainly due to the decrease in debt service payments. A brief discussion ensued and President Maine directed Mr. Neaman to have a short slide presentation at the Board meeting showing the decline in tax levies over the past several years. Motion by member O’Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for adoption.

7.5 2014 Tax Abatement Ordinance relating to Build America Bond Subsidy Payments and Surplus Series 2003 Bond Fund Amounts. Mr. Neaman summarized the recommendation, noting that tax levies for debt service payments will be partially abated on three bond issues—two Build American Bond issues in 2010 and one General Obligation Bond issue in 2003. Motion by member Nixon, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for adoption.

7.6 Policy direction regarding charging a convenience fee for electronic payment of daily dog permit fees – Mr. Neaman noted that the recently implemented service for collecting payments through smart phones charges 25 cents for each sale as well as a separate bank processing fee. For each \$5.00 fee, the District nets \$4.30. Policy direction was requested on whether or not to start charging a convenience fee for each permit sold. A general discussion ensued and it was the consensus of the committee to discuss this as part of the next fee ordinance revision and decide at that time on recovering the total fees the District pays and looking overall at increasing the dog park fees.

8.0 Consent Agenda

8.1 Approve Minutes – August 28, 2014

8.2 Resolution awarding Contract to Purchase two John Deere Mowers and one Utility Vehicle to Deere & Company, Cary, North Carolina in the Contract Price of \$101,559.12, through the National Joint Powers Alliance Contract.

8.3 Resolution awarding Contract to Purchase four Toro Mowers to Reinders, Inc., Sussex, Wisconsin in the Contract Price of \$121,443.05, through the National Intergovernmental Purchasing Alliance Cooperative Contract.

8.4 Resolution awarding Contract for Bulk Road Salt Purchases to Morton Salt, Inc., Chicago, Illinois in an amount not to exceed \$55,385.60, through the State of Illinois Contract.

8.5 Resolution awarding Contract for Schreiber Lake Phase I Wetland Invasive Clearing Project at Lakewood Forest Preserve to Tallgrass Restoration, LLC, Schaumburg, Illinois in the Contract Price of \$141,584.44.

8.6 Resolution awarding Contract for Invasive Woody Species Clearing Project at Rollins Savanna Forest Preserve to Clean Cut Tree Service, Inc., Grayslake, Illinois in the Contract Price of \$94,461.80.

8.7 Resolution awarding Contract for Phase III Clearing Project at Wadsworth Savanna Forest Preserve to Tallgrass Restoration LLC, Schaumburg, Illinois in the Contract Price of \$117,136.22.

Motion by member Pedersen, second by member Nixon to approve the consent agenda, items 8.1 through 8.7. The committee briefly discussed 8.4 with staff. Voice vote being had, the motion passed unanimously. The items were circulated for signatures and 8.2 through 8.7 were forwarded to the full Board for approval.

9.0 Administration Department

9.1 Personnel Actions – Director Mary Kann summarized a recommendation to approve retitling the Major Gifts Officer position to Major and Planned Gifts Manager, to emphasize the planned gifts aspect of the job. There is no financial impact. A general discussion ensued. Motion by member Pedersen, second by member Nixon to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was circulated for signatures.

10.0 Operations & Public Safety Department

10.1 Department Report – Director Mike Tully summarized the report and noted that investigators obtained a confession from the suspect in last year's bomb threat at Independence Grove. The District will work with the Prosecutor on restitution to recover the District's expenses incurred with the incident.

Member Nixon left the meeting at 9:45 a.m. and President Maine made a quorum of the committee.

10.2 Resolution awarding Contract for Restoration of Main Barn and North Shed at Edward L. Ryerson Conservation Area to Workmasters, Inc., Des Plaines, Illinois, in the Contract Price of \$278,500.00 – Director Tully summarized needed repairs, noting that District staff started to paint them and realized they were more deteriorated. The buildings are listed on the National Register of Historic Places. A general discussion ensued

regarding the uses of the buildings and associated costs to maintain the District's barns. President Maine said she would support a broader discussion on which buildings to maintain and what to take down, but felt that The Ryerson location was important and the buildings should be retained. Mr. Kovach agreed, noting that the facilities assessment will help identify which buildings are most important for maintaining and what should be taken down. Motion by President Maine, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.0 Planning and Restoration Committee

11.1 Resolution awarding Contract for Phase I Engineering for Pedestrian Bridge and Trail Connection at Middlefork Savanna Forest Preserve to Civiltech Engineering, Inc., Itasca, IL in the Contract Price of \$116,839.50 Director Randy Seebach illustrated and summarized the project, noting that bids came in higher than the engineer's estimate. In discussions with IDOT and LCDOT it was determined that this project would be a candidate for federal funding. To prepare for this phase I engineering is needed. A general discussion ensued, including the reasons for engineering cost overruns. Motion by member O'Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.2 Resolution awarding Contract for Phase I Engineering for Lyons Woods-Waukegan Savanna Trail Connection to Gewalt-Hamilton Associates, Inc., Vernon Hills, IL in the Contract Price of \$74,892.00 - Mr. Seebach illustrated and summarized the project, noting that this item is not included in the CIP, but would be an ideal candidate for CMAQ and TAP grants, and remaining funds from the Rollins Road crossing project could be used toward the engineering costs. This would be a key trail connection linking two regional trails, three forest preserves, two local parks and a large residential area. A general discussion ensued; member O'Kelly felt this should be a priority and put into the CIP as soon as possible. Motion by member O'Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.3 Resolution awarding Contract for Broberg Marsh Phase 1 Wetland Invasive Clearing Project at Lakewood Forest Preserve to Clean Cut Tree Service, Inc., Grayslake, IL in the Contract Price of \$257,750.00 - Mr. Seebach summarized the project. Motion by member O'Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.4 Resolution approving Joint Funding Agreement with U.S. Geological Survey for Stream Gauge and Sediment Monitoring at Ethel's Woods Forest Preserve - Mr. Seebach summarized the project. Motion by member Pedersen, second by member O'Kelly to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

11.5 Resolution Terminating Contract with Conservation Lake Stewardship, Inc. for Dam Removals at MacArthur Woods and Captain Daniel Wright Woods Forest Preserves, and permission to re-bid the project - Mr. Seebach explained that during the removal of the Wright Woods dam it was discovered that a steel sheet pile wall was embedded in the concrete across the entire dam. This was not identified by the engineering firm and its removal was not included in the project specs. A change order price greatly exceeded the project estimate and would put the project over the reimbursement cap under the IDNR agreement. The District will have to pay \$23,000 to the contractor for work they already did. Motion by member O'Kelly, second by President Maine to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

12.0 Planning, Conservation and Development Department

12.1 Approve amended Farm Management Program Procedures and License Agreement concerning the use and management of certain District property for agricultural uses - Mr. Seebach noted that last month the Board approved a revised Farm Management Policy. The amended procedures and license agreement form are in line with the approved Policy. Motion by member O'Kelly, second by member Pedersen to approve the

recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was circulated for signatures.

12.2 Approve amendment of license agreement to reduce licensed acreage of the Waukegan Savanna Farm License – Mr. Seebach noted that a reduction in the farmed acres is needed due to the construction of the new dog exercise area. Motion by member O’Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was circulated for signatures.

13.0 Legislative Committee

13.1 Resolution awarding Contract for Legislative Consulting Services to Kolkmeier Consulting, Springfield, Illinois in the Contract Price of \$27,000.00 – Motion by member O’Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.

14.0 Land Preservation & Acquisition Committee

14.1 Resolution authorizing temporary license agreement with Nagel’s Oasis LLC for the limited purpose of crossing Nagel’s property to access Middlefork Savanna for restoration purposes – Mr. Kovach summarized the easement. Motion by member O’Kelly, second by member Pedersen to approve the recommendation as presented. Voice vote being had, the motion passed unanimously. The recommendation was circulated for signatures and forwarded to the full Board for approval.


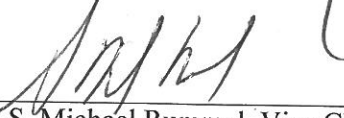
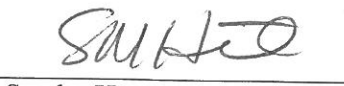
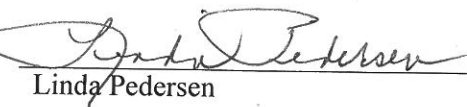
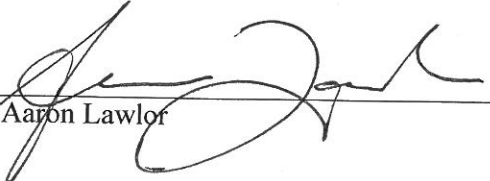
16.0 Old Business – None

17.0 **Executive Session** – Motion by member O’Kelly, second by member Pedersen to go into executive session for the purpose of discussing pending litigation and probable or imminent litigation. Roll call being had, the motion passed by a vote of AYES: 4, NAYS: 0. The committee went into executive session at 10:30 a.m. and returned to open session at 10:53 a.m.

18.0 Next Scheduled meeting – November 6, 2014

19.0 **Adjourn**– Motion by member Pedersen, second by member O’Kelly to adjourn the meeting. Voice vote being had, the committee adjourned at 10:53 a.m.

APPROVED:

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
 Pat Carey, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			Audrey Nixon		
 S. Michael Rummel, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			Diana O’Kelly		
 Sandra Hart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 Linda Pedersen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Aaron Lawlor	<input checked="" type="checkbox"/>	<input type="checkbox"/>			