

**Lake County Forest Preserves
Finance and Administrative Committee Minutes – November 6, 2014**

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, November 6, 2014. The meeting was held at the General Offices, 1899 W. Winchester Road, Libertyville, Illinois.

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

Members Present:

Pat Carey *Chair*
Mike Rummel, *Vice Chair*
Sandra Hart
Aaron Lawlor
Audrey Nixon (8:42 am)
Linda Pedersen

Absent:

Diana O’Kelly

Also Present:

Ann Maine, *President*
Alex Ty Kovach
Steve Neaman
Randy Seebach
Mike Tully
Mary Kann
Katherine Hamilton-Smith
Rebekah Snyder

Ken Jones
John Nelson
Julie Gagnani
Matt Norton, *Holland & Knight*
Karl Camillucci, *Holland & Knight*
Mick Zawislak, *Daily Herald*
Greg Gruen, *Manhard Consulting, Ltd.*

2.0 Pledge of Allegiance –Chair Carey 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:

- The District is self-reporting errors made on the SEC’s municipal access website in 2010 and 2011, where the District’s financial statement was not attached to all the corresponding CUSIP numbers, some were missed. The corrections were made immediately and Finance Director Neaman explained the reporting process and details of how the errors occurred. Mr. Kovach added that the errors have been fixed and will not affect the District’s bond rating. Mr. Neaman responded to questions.
- District staff has been providing educational programs at the Waukegan Park District during the teachers strike, helping to replace previously scheduled programs cancelled due to the strike.
- Solar lighted trails at Old School and Lakewood have begun; trails are open until 9 pm through March 7.
- Culture Study values: Leadership, Communication, Collaboration, Respect, and Pride.
- Recent incident on Des Plaines River Trail summarized by Mike Tully and is still under investigation.
- President Maine commented on last month’s informative presentation on birding.

6.0 Correspondence – None

7.0 Finance Department

7.1 Payment Approvals – Motion by member Hart, second by member Pedersen to approve the Holland & Knight legal bills for September and October 2014; and the Quarles & Brady legal bill for September 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 3-month report ending September 30, 2014 and responded to questions from the committee. President Maine requested that Alex Eichman come to a meeting this winter to report on recently implemented golf programs. A general discussion ensued.

8.0 Consent Agenda

8.1 Approve Minutes – October 9, 2014 open and executive session.

8.2 Recommend approval of Resolution awarding Contract to purchase a John Deere Front Mower with cab, snowblower and rotary broom, and eight John Deere Gator Utility Vehicles with cabs with Deere & Company, Cary, NC via its agent, Buck Bros., Inc., Wauconda, IL in the Contract Price of \$170,679.90.

8.3 Recommend approval of Resolution approving one-year renewal of Contracts to purchase motor fuel for use by the District with Petroleum Traders Corporation, Fort Wayne, Indiana, and Avalon Petroleum Co., Antioch, IL.

8.4 Recommend approval of Resolution awarding Contract for Phase I Invasive Plant Control Project at Cuba Marsh Forest Preserve to Homer Tree Service, Inc., Lockport, IL in the Contract Price of \$258,475.00.

8.5 Recommend approval of Resolution awarding Contract for 2015 Invasive Plant Control Project at Fort Sheridan Forest Preserve to Native Restoration Services, Inc., Lake Bluff, IL in the Contract Price \$32,257.50.

Motion by member Nixon, second by member Pedersen to approve the consent agenda, items 8.1 through 8.5. Voice vote being had, the motion passed unanimously. The items were circulated for signatures and 8.2 through 8.5 were forwarded to the full Board for approval.

9.0 Administration Department

9.1 Personnel Actions – Director Mary Kann summarized a recommendation to approve adding the titles of Superintendent of Maintenance Operations and Superintendent of Natural Resource Operations, and adding new positions of Maintenance Worker and Natural Resources Technician. The Superintendent of Operations position will be unfunded due to a retirement and save about \$12,000 annually. Motion by member Rummel, 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.

9.2 Department Report – Ms. Kann gave a semi-annual summary of workers compensation claims, noting that there were 10 accidents reported during the period. A general discussion ensued.

9.3 Recommend adoption of Ordinance amending Personnel Policy 11.5 – Modified Duty

9.4 Approve amended Personnel Procedures for Policy 11.5 – Modified Duty.

Ms. Kann summarized revisions being made to Personnel Policy and Procedures 11.5 – Modified Duty, noting that after review with legal counsel, the policy is being revised to allow for modified duty based on any disability and not just work related injuries. This will be more consistent with the provisions in the Americans with Disabilities (ADA) Act. Motion by member Hart, second by member Nixon to approve both recommendations as presented. Voice vote being had, the motion passed unanimously. The recommendations were circulated for signatures and Item 9.3 was forwarded to the full Board for adoption.

9.5 Approve changes in Temporary Wage Schedule – Ms. Kann summarized a title change to reclassify the PGA Golf Management Intern position to a PGA Assistant Professional. Also, the Laborer position will be reclassified from a T14 to a T16 to assist in attracting a larger applicant pool in an improving job market. A general discussion ensued. Motion by member Lawlor, 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.

10.0 Education, Cultural Resources & Public Affairs Committee

10.1 Recommend approval of Resolution awarding Contract for Architectural Services for Archives and Collections Storage Area at General Offices to Perkins & Will, Chicago, IL in the Contract Price of \$223,650.00.

10.2 Recommend approval of Resolution awarding Contract for Professional Design Services for Archives and Collections Storage Equipment at the General Offices to Weatherston Bruer Associates, Toronto, Ontario, Canada in the Contract Price of \$26,290.00.

Director Hamilton-Smith presented and explained a conceptual plan of the lower level General Offices for the relocated Archives and Collections storage area. She responded to questions and a general discussion ensued. John Nelson added that these two contracts will be covered under the grant which has a project completion deadline of July 30, 2016. Motion by member Hart, second by member Nixon to approve items 10.1 and 2 as presented. Voice vote being had, the motion passed unanimously. The items were circulated for signatures and forwarded to the full Board for approval.

11.0 Operations & Public Safety Department

11.1 Department Report – Director Mike Tully summarized the report responded to questions. He noted that electronic gates are now being installed internally. President Maine asked that the committee be updated when projects like this are undertaken in-house at a savings.

11.2 Approve salvage, recycle and removal of various buildings on District property – Mr. Tully distributed photos and summarized the condition of buildings recommended for removal at Van Patten Woods, Wright Woods, and Duck Farm and a general discussion ensued. Motion by member Rummel, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously; the recommendation was circulated for signatures.

11.3 Approve Housing License Agreement fee increase for 2015

11.4 Approve Housing License Agreements for 2015

Mr. Tully noted that the fee increase for 2015 is 1.022% based on the federal index and recommended approval of the housing agreements for 2015. He responded to questions and a general discussion ensued. Motion by member Hart, second by member Lawlor to approve items 11.3 and 11.4 as presented. Voice vote being had, the motion passed unanimously; the recommendations were circulated for signatures.

11.5 For Information Only – Drone use in the Forest Preserves – Mr. Tully summarized the District's regulations for operating drones on forest preserve property. Drone owners are eligible to use the designated flying field at Van Patten Woods with an annual permit, however to date, no drone owners have applied for a permit. Drones are not allowed to be launched or landed at any other District location, however we do not control the air space above the preserves so it is possible that drones launching and landing on neighboring property could fly over District property, which we are not able to control. Mr. Tully added that the National Park Service has banned drones until they develop a policy, and a general discussion ensued.

12.0 Planning, Conservation & Development Department

12.1 Approve award of nine farm licenses to the highest qualified bidders – Director Seebach summarized the recommendation, noting that projected 2015 revenue is lower than 2014 due to a decrease in corn market prices. Motion by member Rummel, second by member Pedersen to approve the recommendations as presented. Voice vote being had, the motion passed unanimously; the recommendations were circulated for signatures.

13.0 Planning and Restoration Committee

13.1 Policy Direction regarding request from LCDOT to consider dedication of right-of-way and placement of stormwater detention area at Nippersink Forest Preserve, and to authorize negotiations between LCDOT and the District for Intergovernmental Agreement - Mr. Seebach summarized LCDOT plans for improvements to Cedar Lake Road between Route 120 and Nippersink Road, widening to 5 lanes. LCDOT is requesting additional right-of-way on the west side of Cedar Lake Road for the road widening, and permission to install a naturalized stormwater detention and storage area in Nippersink Preserve. There is an opportunity to complete a portion of the District's planned trail connection within the Cedar Lake Road right-of-way and restore a portion of the former RV sales site at no cost to the District in exchange for the dedicated land and easements. Staff is seeking permission from the committee to authorize continued discussions with LCDOT and to negotiate an intergovernmental agreement. A general discussion ensued and the consensus of the committee was to proceed.

13.2 Policy Direction regarding request from IDOT to consider permanent and temporary easements on IL Route 22 and Old McHenry Road at Heron Creek and Egret Marsh Forest Preserves, to authorize signing of Letter of Intent with IDOT, and to authorize negotiations for Intergovernmental Agreement. Planning Director Seebach summarized the Route 22 improvements planned at Egret Marsh and Heron Creek preserves. In order to complete the improvements, IDOT will need temporary easements for grading and tree mitigation planting, and permanent easements for a retaining wall and naturalized drainage swale. Mr. Seebach illustrated the easements and a general discussion ensued. Mr. Seebach also explained that the District may choose to sell fee-simple title to a portion of the property identified by IDOT as a permanent easement. A general discussion ensued and the consensus of the committee was to proceed.

13.3 Recommend approval of Resolution authorizing Lot Line Agreement with EES, LLC to allow portion of proposed subdivision driveway apron within the District's frontage of the State-owned Buckley Road right-of-way Mr. Seebach explained the driveway of a proposed subdivision off of Buckley Road adjacent to Wilmot Woods Forest Preserve. The driveway apron within IDOT's right-of-way will flare out 17.5 feet into that right-of-way fronting District property, therefore a lot line agreement is required by IDOT. A general discussion ensued. Motion by member Lawlor, second by member Rummel 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.

13.4 Recommend approval of Resolution awarding Contract for Engineering Services for the Dog Exercise Area at Waukegan Savanna Forest Preserve to Rezek, Henry, Meisenheimer and Gende, Inc., Mundelein, Illinois in the Contract Price of \$70,753.00 – Mr. Seebach noted that this dog exercise area was included in the master plan for Waukegan Savanna approved by the Board in 2010. Motion by member Lawlor, 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 approval

14.0 Land Preservation & Acquisition Committee

14.1 Recommend approval of Resolution approving Agreement for Vacation and Grant of Easements at Grassy Lake Forest Preserve – Mr. Kovach illustrated the planned vehicular entrance and parking lot for Grassy Lake. It would cross an existing easement and driveway used for access to the Schulz property. An agreement was reached with Schulz to vacate certain portions of their existing easement and relocate a portion of their driveway. A general discussion ensued. Motion by member Hart, 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.

14.2 Recommend adoption of Ordinance Vacating a Portion of Riviera Drive within Fourth Lake Forest Preserve - Mr. Kovach noted that this is a platted but unbuilt segment of Riviera Drive and is not part of a state or county highway. Attorney Norton noted that the wrong cover sheet was placed on the document at the Land Preservation and Acquisition Committee and a corrected cover sheet is being circulated today for signatures. Staff will have the Land Preservation and Acquisition Committee members re-sign the corrected cover page prior to the Board meeting. The correct motion was voted on and passed unanimously by that committee as the minutes will state. Motion by member Rummel, 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 approval.

14.3 Recommend approval of Resolution to purchase an approx. 20-acre parcel of property in Fremont Township known as the Wagner property for approx. \$600,000.00 as an addition to Ray Lake Forest Preserve. Mr. Kovach summarized the property and noted that the District's offer of \$30,000 per acre has been accepted by the owner. Motion by member Lawlor, second by member Rummel 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.

15.0 Old Business

15.1 For Information Only - Upper Des Plaines River Feasibility Study Phase II - In follow-up to the May 5 committee meeting, Mr. Kovach noted that staff was directed to engage an appraiser familiar with the yellow book process the Army Corps of Engineers uses because the ACOE will not certify the appraisal until after the partnership agreement is signed. Staff got fee proposals for appraisals for Raven Glen, Sedge Meadow, Prairie Stream and Dutch Gap. The total proposal amount is \$44,500, which is not in the budget. It could come from the special projects fund, or build it into the 2015-16 budget. In a recent meeting with the Army Corps, staff was told that the cost of the appraisal would be reimbursable but we would need a memo of understanding if the project moves forward and we get LEERD value. The next step will be for staff to meet with the new Colonel to ascertain whether or not we have the right process in place. Mr. Kovach responded to questions and a general discussion ensued.

16.0 **New Business** – Member Rummel and other committee members expressed their thanks to Chair Pat Carey for serving as committee chair for the past two years.

17.0 **Executive Session** – Motion by member Hart, second by member Lawlor to go into executive session for the purpose of discussing pending litigation, probable or imminent litigation, and collective bargaining matters. Roll call being had, the motion passed by a vote of AYES: 5, NAYS: 0. The committee went into executive session at 10:30 a.m. and returned to open session at 11:12 a.m.

Member Rummel left the meeting at 10:31 a.m.

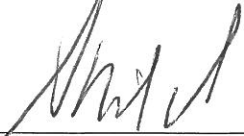
18.0 **Next Scheduled meeting** – to be determined

19.0 **Adjourn**– President Maine thanked Chair Carey and the committee members for their service to the committee over the past two years. Motion by member Lawlor, second by member Nixon to adjourn the meeting. Voice vote being had, the committee adjourned at 11:12 a.m.

APPROVED:

Yea Nay

Yea Nay



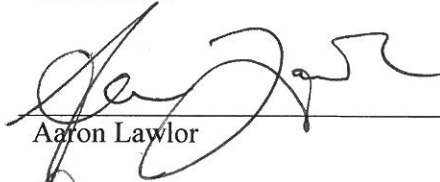
S. Michael Rummel, Chair



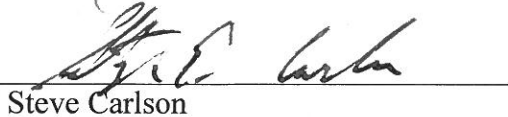
Sandra Hart



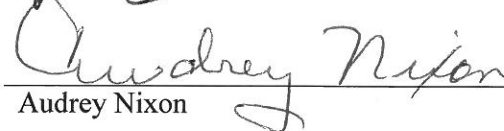
Linda Pedersen, Vice Chair



Aaron Lawlor



Steve Carlson



Audrey Nixon



Bill Durkin