



FINANCE and ADMINISTRATIVE COMMITTEE
General Offices, 1899 W. Winchester Road, Libertyville, IL
Thursday, August 28, 2014
8:30 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 Comments**
- 6.0 Correspondence**
- 7.0 Finance Department – *Steve Neaman, Director***
 - 7.1 Payment Approvals – Quarles & Brady: June & July 2014; Holland & Knight: June 2014
 - 7.2 Monthly Financial Report
- 8.0 New Business**
 - 8.1 Museum Presentation
- 9.0 Consent Agenda**
 - 9.1 Approve Minutes – July 10, 2014 open session (joint meeting) and executive session
 - 9.2 [Approve a motion to \(i\) release Committee closed session minutes, \(ii\) retain as confidential all other Committee closed session minutes not previously released, and \(iii\) erase Verbatim Recordings](#), in accordance with the Open Meetings Act and the District’s Policy on Closed Meeting Minutes and Verbatim Records, as provided in Exhibit 1 to staff’s memo dated August 28, 2014.
 - 9.3 Recommend approval of [Resolution awarding Contract to purchase two 2015 Ford Interceptor Utility Vehicles from Morrow Brothers Ford, Inc., Greenfield, IL](#) in an amount not to exceed \$52,670.00.
 - 9.4 Recommend approval of [Resolution approving one-year renewal of Contract for Refuse and Recycling Collection Services with Advanced Disposal Services Midwest](#) (formerly Veolia Environmental Services, Waukegan).
 - 9.5 Recommend approval of [Resolution approving Five-Year Contract for routine maintenance and repair service for two General Office and one Operations and Public Safety elevators](#) to ThyssenKrupp Elevator, Lombard, Illinois.
- 10.0 Administration Department – *Mary Kann, Director***
 - 10.1 Personnel Actions
- 11.0 Operations & Public Safety Department – *Mike Tully, Director***
 - 11.1 [Department Report](#)
 - 11.2 Recommend approval of [Resolution authorizing Disposal of Surplus Equipment and Other Items](#) through a Public Auction Process.
- 12.0 Education, Cultural Resources and Public Affairs Committee**
 - ***Katherine Hamilton-Smith, Director, Cultural Resources***
 - 12.1 Recommend approval of a [Resolution Approving the Sale of Surplus Items from the Lake County Discovery Museum’s Collections](#) to the Robert R. McCormick Museum.

13.0 Planning and Restoration Committee – Randy Seebach, Director

- 13.1 Recommend adoption of [Ordinance Amending Sustainable Farming License Agreement](#) with Conserve Lake County at the Casey Trail and Greenway.
- 13.2 Recommend approval of [Resolution awarding Contract for Engineering Services for Des Plaines River Trail-Ryerson North Project](#) to Pearson Brown Associates, Inc., Libertyville, IL in the Contract Price of \$26,330.00.
- 13.3 Recommend approval of [Resolution awarding Contract for Engineering Services for Everett Road Trail Connection](#) to Gewalt-Hamilton Associates, Inc., Vernon Hills, IL in the Contract Price of \$143,040.00.
- 13.4 Recommend approval of [Resolution awarding Contract for Engineering Services for Des Plaines River Trail Bridge at Lake Carina](#) Forest Preserve to Civiltech Engineering, Inc., Itasca, IL in the Contract Price of 149,996.00.
- 13.5 Recommend approval of [Resolution awarding Contract for Phase IV Woody Invasive Clearing Project at Middlefork Savanna](#) Forest Preserve to Conservation Land Stewardship, Inc., Elmhurst, IL in the Contract Price of \$71,716.02.
- 13.6 Recommend approval of [Resolution awarding Contract for Oak Woodland Restoration Phase I Clearing Project at Captain Daniel Wright Woods](#) Forest Preserve to Integrated Lakes Management, Waukegan, IL in the Contract Price of \$166,621.08.
- 13.7 Recommend approval of [Resolution awarding Contract for Oak Woodland Restoration Phase III Clearing Project at Edward L. Ryerson Conservation Area](#) to Integrated Lakes Management, Waukegan, IL in the Contract Price of \$176,285.04.
- 13.8 Recommend approval of [Resolution awarding Contract for Oak Woodland Restoration Phase III Clearing Project at MacArthur Woods](#) Forest Preserve Integrated Lakes Management, Waukegan, IL in the Contract Price of \$203,044.22.
- 13.9 Recommend approval of [Resolution awarding Contract for Woody Invasive Phase III Clearing Project at Spring Bluff](#) Forest Preserve to Applied Ecological Services, Inc., Brodhead, WI in the Contract Price of \$84,686.44.
- 13.10 Recommend approval of [Resolution Ratifying and Authorizing Application for and Acceptance of USDA Forest Service Grant](#) for Reforestation at Fort Sheridan Forest Preserve.

14.0 Planning, Conservation and Development Department - Randy Seebach, Director

- 14.1 Recommend approval of [Resolution approving Cooperative Service Agreement for Deer Management with U.S. Department of Agriculture-Animal and Plant Health Inspection Service-Wildlife Services](#) in a Contract Price not to exceed \$50,000.00.
- 14.2 Recommend adoption of [an Ordinance approving a revised Farm Management Policy](#).

15.0 Land Preservation & Acquisition Committee – Ty Kovach, Executive Director

- 15.1 Recommend approval of [Resolution to purchase approximately 0.35-acre parcel of property in Waukegan Township known as the Hrvoj property](#) for \$107,000.00 as an addition to Greenbelt Forest Preserve.

16.0 Old Business

17.0 Executive Session

18.0 Next meeting – October 9, 2014

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 – August 28, 2014**

The Lake County Forest Preserves Finance and Administrative Committee met on Thursday, August 28, 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 8:30 am.

Members Present:

Pat Carey, *Chair*
Mike Rummel, *Vice Chair*
Sandra Hart
Aaron Lawlor
Audrey Nixon
Diana O’Kelly
Linda Pedersen

Also Present:

Ann Maine, <i>President</i>	Jim Anderson
Steve Mandel	Andrew Osborne
Alex Ty Kovach	Tim Preuss
Mike Tully	Heidi Wertner
Randy Seebach	Jim McConoughey, <i>Conserve Lake County</i>
Mary Kann	Nathan Aaberg, <i>Liberty Prairie Foundation</i>
Katherine Hamilton-Smith	Matt Norton, <i>Holland & Knight</i>
Nan Buckardt	Karl Camillucci, <i>Holland & Knight</i>
Sue Grant	Julie Gragnani

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:

- Two educational presentations were made last Monday between committee meetings;
- Forest Preserve Ranger revived a baby at a recent event at Greenbelt Cultural Center;
- Still waiting for toxicology reports on recent apparent suicide at Lyons Woods;
- Mr. Kovach and Director Mike Tully attended the recent IACFPD meeting and reported on discussions regarding trail congestion; noted that many boards are going back to their core missions.
- The District received a \$126,000 grant for planting trees at Fort Sheridan, and \$33,327 refund from the County for property taxes paid;
- Construction: Fairfield & 176 is completed; Rollins Road underpass set to open mid-September; Libertyville Fire Department will conduct training at the old general office building in September; Fort Sheridan repairs at bluff to be completed in September; Waukegan dog park survey is now on the website.

6.0 Correspondence – None

7.0 Finance Department

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

7.2 Monthly Financial Report – Mr. Kovach summarized the fiscal year-end report in Director Neaman’s absence. He noted that revenues were \$684,000 over the previous year; expenditures were \$2.4 million under the previous year. He also summarized the fund balances and golf course revenues. Mr. Kovach and Accounting Manager Sue Grant responded to questions regarding the status of changing the fiscal year to a calendar year.

8.0 New Business

8.1 Museum Presentation – Mr. Kovach gave a presentation outlining the issues and costs at the current museum site at Lakewood and in moving the Museum to the General Offices building. At either location an investment of \$8 to \$9 million would be needed. He noted that in keeping with current museum trends, he and Director Hamilton-Smith envision a smaller museum with rotating exhibitions only, eliminating permanent exhibit

space. He noted that the majority of the museum will still relocate to the General Offices—the collections and archives. This is already in progress, with a library, reading room and small exhibit space to be located on the first floor. For the main museum, a new building should be considered as an option, strategically located to target increased attendance and optimize a viewshed, and cited Independence Grove as an example. He outlined a 20-year plan for Cultural Resources that positions the District to address 12% of the current annual operating budget with one strategic move and how to achieve it. He summarized what we need to know in order to make an informed strategic decision in accordance with the District’s Strategic Plan. He recommended the next steps including resolving the special use permit requirements with the Village of Libertyville; working to amend the state statute to allow us to rent out our vacant office space, setting a budget, positioning ourselves for an educational accreditation through a museum learning building, exploring other locations, and be open to other decision making processes that involve outside perspectives. Following the presentation, a general discussion ensued. Mr. Kovach noted that there are donors ready to help fund the library, reading room and small exhibit space at the General Offices. President Maine added that this would come back to committees for formal direction so this phase can proceed right away and so far, there is a favorable consensus among Board members. Member Lawlor recommended doing an inventory of information regarding the museum move that has been given to the public.

9.0 Consent Agenda

- 9.1 Approve Minutes – July 10, 2014 open session (joint meeting) and executive session
- 9.2 Approve a motion to (i) release Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) erase Verbatim Recordings, in accordance with the Open Meetings Act and the District’s Policy on Closed Meeting Minutes and Verbatim Records, as provided in Exhibit 1 to staff’s memo dated August 28, 2014.
- 9.3 Recommend approval of Resolution awarding Contract to purchase two 2015 Ford Interceptor Utility Vehicles from Morrow Brothers Ford, Inc., Greenfield, IL in an amount not to exceed \$52,670.00.
- 9.4 Recommend approval of Resolution approving one-year renewal of Contract for Refuse and Recycling Collection Services with Advanced Disposal Services Midwest (formerly Veolia Environmental Services).
- 9.5 Recommend approval of Resolution approving 5-Year Contract for maintenance and repair service for elevators to ThyssenKrupp Elevator, Lombard, IL.

Motion by member Hart, second by member Nixon to approve the consent agenda, items 9.1 through 9.5. Voice vote being had, the motion passed unanimously. The items were circulated for signatures and 9.3 through 9.5 were forwarded to the full Board for approval.

10.0 Administration Department

10.1 Personnel Actions – Director Mary Kann noted that due to the growing use of GIS, she was recommending retitling and reclassifying the Researcher Database Technician position (grade 7) to GIS Analyst (Grade 11) and eliminate the Researcher Database Technician title. The position will remain part-time. A general discussion ensued. 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.

11.0 Operations & Public Safety Department

11.1 Department Report – Director Mike Tully summarized the report reported on recent car burglaries; a brief discussion ensued. He distributed the YCC annual report.

11.2 Recommend approval of Resolution authorizing Disposal of Surplus Equipment and Other Items through Public Auction Process –Motion by member Lawlor, second by member Hart 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 Education, Cultural Resources and Public Affairs Committee

12.1 Recommend approval of Resolution Approving Sale of Surplus Items from Lake County Discovery Museum’s Collections to the Robert R. McCormick Museum – Director Hamilton-Smith noted that a collection of Civil-War-era Chicago Tribunes was previously approved for sale, but they were not successfully sold. The

McCormick Museum is interested in these volumes to add to their collections and a price of \$200 has been agreed to. Motion by member Pedersen, second by member Hart 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.

13.0 Planning and Restoration Committee

13.1 Recommend adoption of Ordinance Amending Sustainable Farming License Agreement with Conserve Lake County at the Casey Trail and Greenway – Director Randy Seebach summarized the amendment to the license agreement. 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.

13.2 Recommend approval of Resolution awarding Contract for Engineering Services for Des Plaines River Trail-Ryerson North Project to Pearson Brown Associates, Inc., Libertyville, IL in the Contract Price of \$26,330.00 Motion by member O’Kelly, second by member Hart 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.

13.3 Recommend approval of Resolution awarding Contract for Engineering Services for Everett Road Trail Connection to Gewalt-Hamilton Associates, Inc., Vernon Hills, IL in the Contract Price of \$143,040.00 - Motion by member O’Kelly, 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 Des Plaines River Trail Bridge at Lake Carina Forest Preserve to Civiltech Engineering, Inc., Itasca, IL in the Contract Price of \$149,996.00 - 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.

13.5 Recommend approval of Resolution awarding Contract for Phase IV Woody Invasive Clearing Project at Middlefork Savanna Forest Preserve to Conservation Land Stewardship, Inc., Elmhurst, IL in the Contract Price of \$71,716.02.

13.6 Recommend approval of Resolution awarding Contract for Oak Woodland Restoration Phase I Clearing Project at Captain Daniel Wright Woods Forest Preserve to Integrated Lakes Management, Waukegan, IL in the Contract Price of \$166,621.08.

13.7 Recommend approval of Resolution awarding Contract for Oak Woodland Restoration Phase III Clearing Project at Edward L. Ryerson Conservation Area to Integrated Lakes Management, Waukegan, IL in the Contract Price of \$176,285.04.

13.8 Recommend approval of Resolution awarding Contract for Oak Woodland Restoration Phase III Clearing Project at MacArthur Woods Forest Preserve Integrated Lakes Management, Waukegan, IL in the Contract Price of \$203,044.22.

13.9 Recommend approval of Resolution awarding Contract for Woody Invasive Phase III Clearing Project at Spring Bluff Forest Preserve to Applied Ecological Services, Inc., Brodhead, WI in the Contract Price of \$84,686.44.

Director Seebach summarized 13.5 through 13.9 together as they were related projects. Motion by member Rummel, second by member O’Kelly to take and approve items 13.5 through 13.9 together in one vote. Voice vote being had, the motion passed unanimously. The recommendations were circulated for signatures and forwarded to the full Board for approval.

13.10 Recommend approval of Resolution Ratifying and Authorizing Application for and Acceptance of USDA Forest Service Grant for Reforestation at Fort Sheridan Forest Preserve - 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 and forwarded to the full Board for approval.

14.0 Planning, Conservation and Development Department

14.1 Recommend approval of Resolution approving Cooperative Service Agreement for Deer Management with U.S. Department of Agriculture-Animal and Plant Health Inspection Service-Wildlife Services in a Contract Price not to exceed \$50,000.00 – Manager Tim Preuss summarized the deer management program and responded to questions. 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.

14.2 Recommend adoption of an Ordinance approving a revised Farm Management Policy – Mr. Seebach outlined the changes made to provide improvements to the policy and responded to questions. After a brief discussion, motion by member Lawlor, second by member Hart 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 Land Preservation & Acquisition Committee – Ty Kovach, Executive Director

15.1 Recommend approval of Resolution to purchase approximately 0.35-acre parcel of property in Waukegan Township known as the Hrvoj property – Mr. Kovach summarized the property, noting that acquisition of the parcel will save the District maintenance costs and staff time for addressing fly-dumping. Motion by member Nixon, second by member Hart 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.

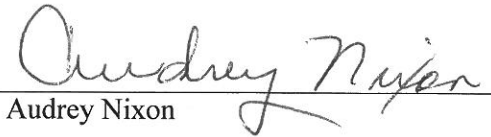
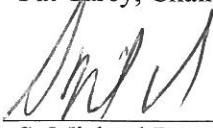
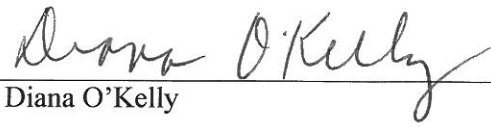
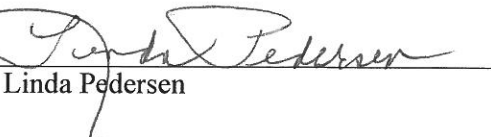
16.0 **Old Business** – None

17.0 **Executive Session** – None

18.0 **Next Scheduled meeting** – October 9, 2014

19.0 **Adjourn**– With no further business, motion by member O’Kelly, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously. The committee adjourned at 10:45 a.m.

APPROVED:

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