

**Lake County Forest Preserves  
Finance Committee Minutes – August 8, 2024**

On Thursday, August 8, 2024, the Lake County Forest Preserve District’s Finance Committee met at the District’s General Offices in Libertyville, Illinois.

**1.0 Call to Order** – With a physical quorum present, Chair Gina Roberts called the meeting to order at 1:00 p.m. and confirmed remote attendance for member Michael Danforth.

**2.0 Roll Call** –Committee Secretary Gragnani called the roll and six committee members responded: Chair Gina Roberts, Vice Chair Paul Frank, Michael Danforth, Diane Hewitt, Sara Knizhnik, Ann Maine. Absent at roll call: Sandy Hart.

**Also Present:**

Angelo Kyle, President	Alex Eichman	Laurel Diver
Alex Ty Kovach, Executive Director	Alyssa Firkus	Julie Gragnani
Matt Norton, Corporate Counsel	Dan Stearns	Sandy Meyers
Mary Kann	Pati Vitt	Stephanie Bosack
Steve Neaman	Ron Davis	Beth Frederick
Rebekah Snyder		

**3.0 Pledge of Allegiance** – Vice Chair Frank led the Pledge of Allegiance.

**4.0 Addenda to the Agenda** – None

**5.0 Approval of Minutes** – Motion by member Knizhnik, second by member Frank to approve the minutes of May 9, 2024 open and closed sessions, and the June 3, 2024 joint meeting minutes. 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:

- Referendum training session for Commissioners on August 14<sup>th</sup> following the Board meeting;
- New education center at Ryerson has received Passive House Institute US certification;
- Donorship updates and sponsorships of Concerts in the Plaza; final concert was last week and an estimated \$55,000 was made for the season for the endowment;
- \$50,000 Grant from Gaylord and Dorothy Donnelley Foundation;
- Recap of Cicada events and exhibit; new Bob Ross exhibit opens August 31;
- Social media metrics, YouTube comment, and record-breaking media coverage from cicadas;
- Gospelfest recap and Afrofest at Greenbelt will be held on August 17;
- NACPRO awards to Stephanie Bosack and Nels Leutwiler; Communications & Design team awards for Horizons magazine.

**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 Knizhnik to approve the legal billing for the months of March, April, and May 2024. Voice vote being had, the motion passed unanimously and the invoices were passed for signatures.

10.2 Recommend approval of an Ordinance approving an amended Purchasing Policy establishing an Apprenticeship Program requirement for contractors bidding on certain public works contracts and other amendments – Motion by member Frank, second by member Knizhnik to approve the recommendation. Executive Director Kovach summarized the language added for an apprenticeship program requirement and a general discussion ensued. Member Maine opposed the requirement. Vice Chair Frank asked if staff has figured out how requests for a waiver to the requirement would be processed. Finance Director Neaman explained that the plan is that a bidder's certification of an apprenticeship program would be requested as part of the bid process, and any requests for a waiver would be analyzed and determined after the bids come in. Member Frank cautioned against granting a waiver after the fact and leaving a bid award open to being challenged; other than that, he was supportive. Mr. Neaman noted that staff will need time to work with Legal Counsel on the timing, bid form and process; that is why the effective date will be January 1, 2025. Discussion continued including capturing the documentation of the subcontractors' compliance as part of the process. At the end of discussion at 1:35 p.m., Chair Roberts asked for a roll call vote: AYES: 4, NAYS: 2. At this time, member Sandy Hart announced her presence on Zoom and requested to vote, but had not submitted a prior written request to attend the meeting remotely. Attorney Norton noted that unless there was a motion that she is not in compliance with the remote attendance policy, the committee could allow her to attend remotely due to personal illness. There were no objections and member Hart was declared present and voted "Aye". The final vote was AYES: 5, NAYS: 2. The motion passed and the recommendation was forwarded to the full Board for approval.

10.3 Recommend approval of an Ordinance establishing Fees and Charges for District Permits, Programs, Services and Facilities – Motion by member Knizhnik, second by member Hewitt to approve the recommendation. Facilities Director Dan Stearns summarized the recommended changes on each page of the document and responded to questions. With a voice vote being had, the motion passed unanimously (not including member Hart, who did not respond on Zoom) and the recommendation was forwarded to the full Board for approval.

10.4 Recommend approval of a Resolution approving an Annual Support and License Agreement for Financial Software to Tyler Technologies, Inc., MUNIS Division, in the Contract Price of \$125,746.06. Motion by member Frank, second by member Hewitt to approve the recommendation. Executive Director Kovach summarized the annual agreement and Finance Director Neaman responded to questions. Member Maine suggested aligning the annual agreement to get on a calendar year so that the contract doesn't run across two budget years. Staff will look into it. With a voice vote being had, the motion passed unanimously (not including member Hart, who did not respond on Zoom) and the recommendation was forwarded to the full Board for approval..

10.5 Recommend approval of a Resolution awarding a three-year Contract for the Rare Plant Recovery Project to Chicago Botanic Garden in the Contract Price of \$48,000.00 - Motion by member Frank, second by member Hewitt to approve the recommendation. Natural Resource Director Pati Vitt summarized the Rare Plant Recovery Project and noted that the project is funded by the Preservation Foundation. Director Vitt responded to questions and with a voice vote being had, the motion passed unanimously (not including member Hart, who did not respond on Zoom). The recommendation was forwarded to the full Board for approval.

Member Hart disconnected from Zoom at 2:02 p.m. Member Frank left the meeting at 2:05 p.m.

10.6 Policy direction regarding whether to solicit competitive bids for combined multi-year contracts for both woody and herbaceous species control, instead of soliciting competitive bids for separate, one-year contracts (one for woody control and one for herbaceous control) – Director Vitt explained how the timing for control of herbaceous invasive plants depends on their growth cycles. Climate change has caused, a significant mismatch between the timing of the contracts and actual conditions. Staff proposed entering into regionally appropriate invasive species control contracts to cover both woody and herbaceous species, as either one year or multi-year periods. The consensus of the committee was to proceed.

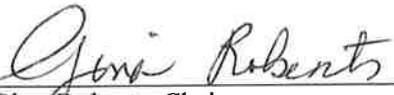


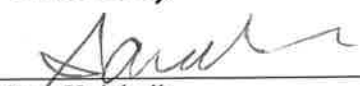

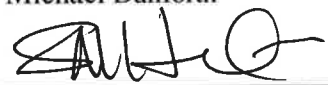
12.0 **Closed Session** – Motion by member Knizhnik, second by member Hewitt to go into closed session for the purpose of discussing collective negotiating matters between the District and its employees or their representatives; and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Roll call vote being had, the motion passed by a vote of AYES: 5, NAYS: 0. The committee went into closed session at 2:12 p.m. and returned to open session at 2:28 p.m.

11.0 **Miscellaneous Business** – None

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

14.0 **Adjournment** - Chair Roberts adjourned the meeting at 2:28 p.m.

**APPROVED:**

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
 Gina Roberts, Chair	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Ann B. Maine	<input type="checkbox"/>	<input type="checkbox"/>
 Sandy Hart	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>