



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: April 6, 2017
MEMO TO: S. Michael Rummel, Chair
Finance Committee
FROM: Alex Ty Kovach
Executive Director

RECOMMENDATION: Approve an engagement letter with Burke, Warren, McKay & Serritella, P.C. to provide legal representation as Corporate Counsel to the Lake County Forest Preserve District.

STRATEGIC DIRECTION SUPPORTED: Sustainability

FINANCIAL DATA: No impact.

BACKGROUND: Matt Norton became a partner at the law firm of Burke, Warren, MacKay & Serritella on March 6, 2017. Previous to March 31, 2017 Matt Norton was a partner at Holland and Knight. The Letter of Engagement defines the Lake County Forest Preserve District’s legal relationship with Burke, Warren Mackay & Serritella and states the terms and conditions of the engagement, principally addressing the scope of the engagement and the terms of compensation for the firm (*Exhibit B*).

The terms of compensation are restructured under the Letter of Engagement. Currently the monthly fee for General Services (retainer) is \$13,000. This amount has not changed since 2011. When the arrangement for the flat monthly fee of \$13,000 was set in 2011, the District did not have legal counsel attend Monday committee meetings and as a result, the District is now billed separately for those services. The new terms of compensation provide for a flat monthly fee of \$16,000 and the Monday meetings will be covered under General Services as well as Ethics Committee and ethics training. Under these terms, the flat monthly fee will remain basically unchanged since 2011. Under the engagement letter, Matt is also agreeing to freeze his hourly billing rate through the end of 2018.

REVIEW BY OTHERS: Board Secretary, Executive Director, Chief Financial Officer

APPROVED:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____

Voice Vote Majority Ayes; Nays: _____