



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### FOREST PRESERVE EXECUTIVE COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve Executive Committee meeting was held Friday March 3, 2017 at 8:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by President Michael Kenyon at 8:30 AM.

#### Members Present:

Attendee Name	Title	Status	Arrived
Michael Kenyon	President	Present	
Deborah Allan	Commissioner	Late	8:45AM
Margaret Auger	Commissioner	Present	
Theresa Barreiro	Commissioner	Present	
Brian Dahl	Commissioner	Present	
Mark Davoust	President Pro Tem	Late	8:40 AM
Drew Frasz	Commissioner	Late	8:35 AM
Rebecca Gillam	Commissioner	Present	
John Hoscheit	Commissioner	Absent	
Philip Lewis	Commissioner	Present	
Thomas Smith	Commissioner	Present	
Barbara Wojnicki	Commissioner	Present	

#### Others Present:

Monica Meyers, Executive Director, Ken Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffo, Director of Public Safety, Anna Marano, Buyer, Caitlin Rodehero, Administrative Assistant, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Presentation and Approval of the Minutes from February 3, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Brian Dahl, Commissioner
<b>SECONDER:</b>	Philip Lewis, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Mark Davoust, Drew Frasz, John Hoscheit

#### III. Public Comments (Each speaker is limited to 3 minutes) *None.*

#### IV. Presentation of Bills from February 2017

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 3/14/2017 9:00 AM</b>
<b>MOVER:</b>	Brian Dahl, Commissioner
<b>SECONDER:</b>	Thomas Smith, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Mark Davoust, Drew Frasz, John Hoscheit

#### V. Land Acquisition Committee Report

#### VI. Planning & Utilization Committee Report

##### A. Presentation and Approval of a Proposal for Bridge Evaluations

The District has several bridges throughout the county that are used by the public for recreational purposes and which provide access to the trail systems for emergency and maintenance vehicles and equipment. The Commission approved \$121,200 in this current budget for the evaluation of the bridges. On December 8, 2016 a Request for Proposal (RFP) was sent out to 33 engineering firms with 11 responding. The 11 proposals were evaluated against four criteria consisting of the firm's experience, staff experience, availability and the location of the firm and the firm's approach to the project. The highest rated firm and proposal was from Alfred Benesch and Company from Naperville, Illinois for a total cost of \$84,968.

- Five (5) Steel bridges over roadways @ \$2,300/bridge= \$11,500
- Twenty-eight (28) Linear trail steel bridges @ \$1,047/bridge=\$29,316
- Twenty-two (22) Linear trail wooden bridges @ \$942/bridge=\$20,724
- Fifteen (15) Internal trail steel bridges @ \$1,029/bridge=\$15,435
- Seven (7) Internal trail wooden bridges @ \$901/bridge=\$6,307
- Two (2) Stored steel bridges @ 843/bridge=\$1,686

Funds totaling \$121,200 were budgeted in the FY2016/2017 for bridge evaluations.

Sufficient funds totaling \$121,200 are available in the Construction Development Account for this expense totaling \$84,968.

**DISCUSSION:** *President Kenyon asked when the last time this type of evaluation was done in the past. Director Goreth explained that Staff completes regular quarterly and monthly inspections on the bridges, but that this type of professional evaluation has not been done in the past and is being done to get a baseline for future maintenance. Kenyon followed up asking how old the bridges are within the District. Director Goreth responded that some of the bridges were railroad trusses historically so they may be older. Commissioner Smith asked if the vendors were from within Kane County. Commissioner Gillam stated that this was an RFP so the vendor was chosen on criteria including knowledge of bridge engineering rather than solely on pricing. She continued that this evaluation is set up similarly to the building evaluations that have been completed in the past. Commissioner Lewis clarified that this evaluation would define the weight loads of the bridges.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 3/14/2017 9:00 AM</b>
<b>MOVER:</b>	Philip Lewis, Commissioner
<b>SECONDER:</b>	Brian Dahl, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, Mark Davoust, John Hoscheit

## VII. Finance Committee Report

### A. Presentation and Approval of Change Order #4 with Martin Design Partnership, Ltd. for Architectural Services for the Settler's Hill Golf Course Driving Range Project

The Commission approved funding to evaluate the feasibility of adding a driving range to the Settler's Hill Golf Course and review other potential improvements to the facility. In October 2011, Martin Design was hired to develop a design for a new driving range for the golf course, which included an updated master plan for the entire course. The plan over the past few years has had several alterations as we continue to work with the County and Waste Management on the Master Plan for the Settlers Hill Landfill and stay within budget constraints.

The latest plan was approved by the Finance and Administration Committee in January of 2017. The plan created a hub of golf amenities including returning 9s, a driving range, new parking area, youth learning center and location for a modest clubhouse in the future. Based on the attached plan, Martin Design has submitted a proposal in the amount of \$24,000 to complete the construction drawings, bid documents and construction observation for the construction of the driving range.

Funds totaling \$850,000 were originally budgeted in the 2015-16 fiscal year for the Settler's Hill Golf Course Driving Range Project following the County's \$850,000 payment from the Settler's Hill Landfill Fund. Sufficient funds totaling \$814,990 are available in the Construction & Development Account for this expense totaling \$24,000.

An additional \$400,000 has been budgeted in the 2016-17 fiscal year for the youth learning center; bringing the total project budget to \$1,250,000. Funding has been requested from the County Landfill Fund for this project as well.

**DISCUSSION:** *Commissioner Frasz asked for more definition on the location of the driving range relative to the cross country course. Executive Director Meyers used the map to show the area that the driving range is proposed. Commissioner Frasz asked if this was part of the land fill and Director Culp answered that no the property in question is not part of the landfill at all. The land would have some cut and fill due to the reworking of the pond, but it would not have the same restrictions as property on the landfill itself. Executive Director Meyers also pointed out the silo area will be used for the proposed youth programming and those funds will be from the County's Land Fill Fund approximately \$400K. Commissioner Davoust stated that plans for this District improvement are in conjunction and in cooperation with the County and the cross country course development. There is a strong coordination of effort.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE COMMISSION 3/14/2017 9:00 AM</b>
<b>MOVER:</b>	Philip Lewis, Commissioner
<b>SECONDER:</b>	Margaret Auger, Commissioner
<b>AYES:</b>	Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	Deborah Allan, John Hoscheit

**B. Presentation and Approval of Authorizing Participation by Elected Officials in the Illinois Municipal Retirement Fund (IMRF)**

The Forest Preserve District Commission is a participant in the Illinois Municipal Retirement Fund (IMRF). District Commissioners may elect to participate in IMRF if they are in positions normally requiring performance of duty for 600 hours or more per year. On August 26, 2016, Public Act 099-900 was signed into law, requiring IMRF agencies to adopt and file a resolution with IMRF within 90 days after each election in which a member or members of the Commission are elected or re-elected. The resolution must certify that Forest Preserve District Commissioners, who elect to participate in IMRF, are required to work at least 600 hours annually to be eligible. P.A. 099-900 also requires that Forest Preserve Commissioners, who have elected to participate in the District's IMRF, submit a monthly time sheet to the District's fiscal officer. Commissioners receive IMRF contributions against their commission meeting attendance per diems. The per diem and the District's IMRF contribution portion are currently budgeted.

**DISCUSSION:** *Attorney Hodge stated that the statute does not apply to the Forest Preserve District entity, but the rules of administration that the IMRF plan has do apply to the District. These are that that the Commissioner participant log their hours, the District monitors the program and then IMRF execute the plan on behalf of the qualified participants. The plan calls for the 600 hours of documented time and that after two months recording if the hours are not met, IMRF has the right to ask the participant to opt out of the plan.*

*Commissioners Lewis and Davoust have reviewed the timesheet used at the County and have decided to use that time sheet to add the time for meetings at the Forest Preserve District onto that sheet since there is a column for other agency time. Commissioner Auger asked how many Commissioners excluding President Kenyon it affects. Executive Director Meyers stated that there are 12 Commissioner currently participating in the District's IMRF plan.*

*The consensus of the Committee was to table this item indefinitely and for the District to notify by memorandum the information regarding the plan and to include the "Opt Out" form, because other than President Kenyon it seemed that the District's Commissioners would be unable to meet the 600 hour qualification.*

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Smith, Commissioner
<b>SECONDER:</b>	Philip Lewis, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	John Hoscheit

**VIII. New or Unfinished Business** *None.*

**IX. Executive Session to Discuss Land Acquisition, Contracts, Litigation and Personnel** *None.*

**X. Communications**

Jerry Culp, Director of Planning and Development, gave a brief update on the Wolff property acquisition. The property was declared contaminated and remediation was required prior to the District taking ownership. The standard remediation is to test two to four feet down. These soils were shown a larger portion of the proposed acquisition than originally though.

The District will required prior to acquisition that the contaminated area be capped with a fabric liner as a barrier then stone will be added. This will be done at the cost to the seller prior to District acquisition and after a No Further Remediation (NFR) letter has been received.

Any future development - improvements such as benches or picnic area, would require that the soil that is removed be treated as contaminated and those protocols followed.

**DISCUSSION:** *Commissioner Auger asked how long the process may take. Director Culp explained that the work may only take about 2 weeks or so, but that the NFR letter from the IEPA may take up to as long as 8 months. Commissioner Gillam clarified that the area would not be left open for this time period, which Director Culp verified that no the area would be filled and seeded during this time.*

*Commissioner Lewis asked about the area with regards to flooding and the possibility of contaminated soils being washed into other areas. Director Culp addressed the question that the area is already "fill" and that the new fill will be stabilized with vegetation planted by the District. Also, the area is contained by the sea wall and that most of the issues were south of the dam.*

*Other Communications:* *Maple Sugaring will be held March 11 and 12 at the LeRoy Oakes Forest Preserve. All are welcome.*

**XI. President's Comments**

*President Kenyon opened the floor to Commissioner Smith who asked about the meeting time change from 8:30am to 9:00am to be more consistent with the County's schedule.*

*Commissioner Frasz agreed that it is difficult to get to the meeting on time. Commissioner Lewis and Commissioner Auger stated that they like the time differentiation between the two agencies.*

Consensus was not to change the time for any of the Forest Preserve District's meetings at this time.

## **XII. Reports**

Bond Investment Analysis Report  
Revenue & Expense Report through January 2017  
Cash & Investment Report Period Ending 1/31/17

<b>RESULT:</b>	<b>PLACED ON FILE BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Margaret Auger, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	John Hoscheit

## **XIII. Adjournment**

<b>RESULT:</b>	<b>ADJOURNED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Davoust, President Pro Tem
<b>SECONDER:</b>	Barbara Wojnicki, Commissioner
<b>AYES:</b>	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Thomas Smith, Barbara Wojnicki
<b>ABSENT:</b>	John Hoscheit

**Adjournment Until:      Friday, April 7, 2017 8:30 AM**  
**Forest Preserve District Administrative Offices**  
**1996 S. Kirk Rd., Suite 320**  
**Geneva, Illinois**

Respectfully Submitted,

*Ellen J. Maglio*

Recording Secretary