



EXECUTIVE COMMITTEE MINUTES

OCTOBER 3, 2014

The Executive Committee meeting was held Friday, October 3, 2014, at 8:35 a.m. in the Administrative Offices of the Forest Preserve, 1996 S. Kirk Road, Suite 320, Board Room, in Geneva, Illinois.

MEMBERS PRESENT: Committee Members: President Hoscheit, Commissioners, Allan (late), Auger, Barreiro, Davoust (late), Ford, Gillam, Kenyon, and Wojnicki.

MEMBERS ABSENT: Donahue, Frasz, Lewis, and Vazquez.

ALSO PRESENT: *Staff:* Executive Director Meyers, Director of Finance Stanish, Director of Planning and Development Culp, Director of Natural Resources Ullberg, Director of Operations Goreth, Account Manager Petschke, and Executive Assistant Maglio, Public Safety Officer Rylko. *Audience members:* Attorney Gerald Hodge, Commissioner Smith, and Residents of Kane County.

MINUTES: Motion to approve the minutes from September 5, 2014, as read, was made by Commissioner Kenyon, and seconded by Commissioner Ford; motion carried.

PUBLIC COMMENT: *None*

BILLS: Motion to approve the bills as presented was made by Commissioner Ford, and seconded by Commissioner Wojnicki; motion carried.

FINANCE COMMITTEE REPORT:

- **Presentation and Approval of the Budget for the 2014 Tax Levy.** State Statute requires that a budget be created and available to the public for 30 days prior to approving a tax levy. Past practice for the District has been to approve a budget for levy purposes in October and then approve the tax levy in November. Per the Downstate Forest Preserve Act, the District has to have the levy approved by the first Monday in December and filed with the county clerk by the last Tuesday in December.

The attached budget is an estimate for the fiscal year beginning July 1, 2015 and ending June 30, 2016. Staff will begin to create the formal budget for this fiscal year in January and present it to the Commission for approval prior to the fiscal year start. Adjustments to the various funds have been made in order to meet fund balance requirements, per the fund balance policy approved by the Commission, and potential changes in expenditures. The budget assumes a flat operating levy as compared to last year.

Motion to approve the budget for the 2014 Tax Levy was made by Commissioner Auger, seconded by Commissioner Ford; motion carried.

Commissioner Allan enters at this time.

LAND ACQUISITION AND ENTERPRISE COMMITTEE REPORT:

- **Presentation and Approval of a Resolution Authorizing the Acceptance of Lands by Gift from Wells Fargo Bank N.A. in Aurora, Township.** Executive Director Meyers presented a resolution for the acceptance of lands from Wells Fargo Bank N.A. in Aurora Township. This property is approximately 2/10th of an area and is contiguous to Oakhurst Forest Preserve. This property is in the area that the City of Aurora is acquiring land and demolishing the buildings then selling the property to the District. This has been an ongoing process for approximately the last 20 years.

Motion to approve the acceptance of land by gift from Wells Fargo Bank N.A. in Aurora Township as presented was made by Commissioner Ford, and seconded by Commissioner Barreiro; motion carried.

Commissioner Davoust enters at this time.

- **Presentation and Approval of Sale of Property Located in St. Charles Township.** Executive Director Meyers presented the property in St. Charles Township along the Fox River the District will be sell, via a public auction service. Staff will be communicating with the adjoining property owners to advise them of the sale. A reserve price of \$15,000 will be placed on the property.

Motion by to approve the sale of property located in St. Charles Township as presented was made by Commissioner Davoust, and seconded by Commissioner Kenyon, motion carried.

PLANNING AND UTILIZATION COMMITTEE REPORT:

- **Presentation and Approval of a Bid for Roadway and Parking Lot Improvements at the Hampshire Forest Preserve.** The Commission approved funding in the 2014/15 fiscal year budget to improve the roadway and parking lot at the Hampshire Forest Preserve. The existing parking lot located to the west of the shelter was installed approximately 25 years ago using the past specifications that only called for two inches of finish course asphalt to be installed over the base material. The asphalt is breaking up, is beyond hot patch repair and does not meet the current ADA access specifications for the approaches to the shelter and new restroom. Consideration was given to resurfacing the current roadway and parking lot and adding the required accessible pathways to the existing shelter and restroom to be ADA compliant, unfortunately, the necessary grades could not be achieved due to the elevation differences between the parking lot and these amenities.

A new parking lot will be installed to the east of the shelter and restroom where elevations are closer to the existing amenities and ADA accessibility can be achieved. The project was bid with three parts as follows:

Base Bid- Construct new 20 car parking lot and ADA accessible paths to the shelter and restroom.

Alternate #1- Remove old parking lot and access drive and restore area.

Alternate #2- Overlay 7,000 square feet of existing roadway.

The bid was sent to 27 vendors and advertised with 4 responding. The qualified lowest bidder was Evans and Son Blacktop of West Chicago, Illinois with a total bid price of \$71,791.00 for the base bid, Alternate #1 and Alternate #2.

Motion to approve the bid for roadway and parking lot improvements at the Hampshire Forest Preserve as presented was made by Commissioner Kenyon, seconded by Commissioner Wojnicki; motion carried.

- **Presentation and Approval of a Bid for the Resurfacing of a Section of the Illinois Prairie Path in Geneva.** Throughout the past several years the commission has approved the resurfacing of (4) miles of bike trail annually throughout the District as part of an ongoing preventative maintenance program. This program has proven to be beneficial and has now allowed for the reduction of the distance of trail that requires resurfacing. This year's project consists of the resurfacing of a one (1) mile section of the Illinois Prairie Path, in Geneva, beginning at Kirk Road and ending at Kautz Road. The District sent the bid packet to 25 vendors, with 3 responding. The qualified lowest bidder was Evans and Son Blacktop of West Chicago, Illinois with a total bid price of \$81,059.

Motion to approve the bid for the resurfacing of a section of the Illinois Prairie Path in Geneva as presented was made by Commissioner Kenyon, seconded by Commissioner Wojnicki; motion carried.

- **Presentation for Approval of a Bid for Paving the Parking Lot at the Fox River Bluff West Forest Preserve.** The Fox River Bluff West Forest Preserve has become very popular in the past several years and within the last year has become even more popular with the construction of the new Red Gate vehicle and pedestrian bridges. As part of the bridge construction, a new trail connection was installed to provide access east across the river and to the North and South portions of this preserve. The construction of a new waterless restroom and an ADA accessible path was completed in July of 2014. The current parking lot surface is gravel and the path is limestone screenings. The paving of this parking lot will allow safer access onto Route 31 when exiting the preserve and make it easier for staff to maintain the lot during the winter months. The bid was sent to 22 vendors with 4 responding. The lowest qualified bidder was Champion Paving of Hampshire, Illinois with a total bid price of \$36,000.

Motion to approve the bid for paving the parking lot at the Fox River Bluff West Forest Preserve as presented was made by Commissioner Kenyon, seconded by Commissioner Davoust; motion carried.

- **Presentation and Approval to Purchase a Replacement Vehicle for the Public Safety Department through the Suburban Purchasing Cooperative.** As part of the vehicle replacement program the Commission approved funds to replace one vehicle, a 2009 Explorer with 115,000 miles this fiscal year. The Chevy Tahoe will now be purchased for the Police Department due to Ford modifying the Explorer police package and no longer meeting District specifications; reducing the undercarriage clearance, eliminating a protective frame and eliminating towing capability. The Chevy Tahoe meets the specifications at a comparable price to the Ford Explorer and within budget. One Chevrolet Tahoe Police Patrol Package vehicle will be purchased from the Suburban Purchasing Cooperative contract #147 bid from Currie Motors Chevrolet of Forest Park, Illinois in the amount of \$32,334.20 with factory equipment. Additionally new equipment and labor to switch over reusable equipment from the retired vehicle is \$4,272.90 from Communications Direct in Batavia. The total cost of the vehicle is \$36,607.10.

Motion to approve the purchase of a replacement vehicle for the Public Safety Department through the Suburban Purchasing Cooperative as presented was made by Commissioner Kenyon, seconded by Commissioner Ford; motion carried.

- **Presentation and Approval of a Site Use Agreement with the Clubs of Region 5 Association of Snowmobile Clubs.** Several preserves and the western section of the Great Western Trail are open to snowmobiling in the winter when conditions are appropriate. The District has worked with several snowmobile clubs for years in marking and maintaining trails. These clubs have been extremely helpful in the patrolling of snowmobile use areas to identify safety concerns which they communicate to Operations and Police staff. Many of the Club members are active participants in the District's Volunteer Snowmobile Corp.

The Clubs of Region 5 Association of Snow Mobile Clubs has specifically utilized various approved snow mobile trails positioned on the outer perimeters of the Burlington Prairie, Muirhead Springs and Hampshire Forest Preserves along with a section of the Great Western Trail west of LaFox Road for many years. The proposed renewal agreement has been updated in the areas of liability coverage and Illinois Department of Natural Resources regulations. The term of the agreement is for three years.

Motion by Commissioner Kenyon, seconded by Commissioner Wojnicki, to approve the site use agreement with the Clubs of Region 5 Association of Snowmobile Clubs; motion carried.

NEW OR UNFINISHED BUSINESS:

- Presentation and Approval of a Proposal for Facilities Evaluation. The District has numerous facilities within the county that are used for everyday operations and providing recreational opportunities. Over the past few years the District has invested time and funds in many of these facilities to improve the quality of services offered. The District budgets funds annually to continue to maintain these facilities in good condition, but as facilities age, a comprehensive plan is needed to maintain the facilities in good operating condition. \$50,000.00 was approved in the 2014-15 fiscal budget to hire a consultant to complete a full evaluation of 10 of the District’s facilities for the purposes of planning/budgeting for the long term maintenance. The following facilities are included in the evaluation:

Fifth Third Bank Ball Park	Johnson’s Mound Cabin	Settlers Hill Golf Clubhouse
Fox Valley Ice Rink	Belding Lodge at Brewster	Hughes Creek Golf Clubhouse
Tomo Chi Chi Lodge	Creek	Deer Valley Golf clubhouse
Strikers Soccer Facility	Creek Bend Nature Center	

An RFP was advertised with 7 vendors responding. Staff evaluated the proposals submitted and found Klubar Architects and Engineers of Batavia, IL the most qualified firm to complete the evaluation. The proposal included a fee of \$47,520.00 for the facilities evaluation.

Motion by Commissioner Kenyon, seconded by Commissioner Wojnicki, to approve the proposal for the facilities evaluation; motion carried.

- **Presentation and Approval of Executive Committee Executive Session Minutes February 2007 thru July 2014.** President Hoscheit called for a motion to approve the Executive Session Minutes from February 2007 thru July 2014.

Motion by Commissioner Kenyon, seconded by Commissioner Davoust to approve the Executive Session Minutes from February 2007 thru July 2014 as presented; motion carried.

EXECUTIVE SESSION:

President Hoscheit called for a motion to enter into Executive Session to discuss Personnel.

Motion by Commissioner Ford, seconded by Commissioner Davoust, to enter into Executive Session to discuss personnel. Commissioners voting in the affirmative: Allan, Auger, Barreiro, Davoust, Ford, Gillam, Kenyon, and Wojnicki; motion carried

Motion to exit Executive Session was made by Commissioner Wojnicki, seconded by Commissioner Auger; motion carried.

ATTACHMENTS: President Hoscheit called for a motion to approve and put on file the Bond and Investment Analysis Report and the Revenue and Expense Statement.

Motion – Motion to approve and put on file the Bond and Investment Analysis Report and the Revenue and Expense Statement, was made by Commissioner Davoust, seconded by Commissioner Allan; motion carried.

COMMITTEE COMMENTS: *Commissioner Wojnicki announced the Grand Victoria's 20th Anniversary Celebration to be held Saturday, October 4. This would be a great opportunity for the Commissioners to thank the Grand Victoria for all the River Boat Funds.*

Executive Director Meyers announced the Best of the Best Gala to be held October 24 beginning at 6:00 p.m. at the Chevy Chase Country Club. This year Commissioners Davoust and Kenyon will be receiving their 10 year service awards. The District is being awarded the Intergovernmental Cooperation Award Forest Preserve District of Kane County (Citizens Advocate Team, Community Unit School District 300, Dundee Township and Friends of the Fox River); Bob Lootens won the Outstanding Citizen Volunteer of the Year award. Mr. Lootens is a volunteer mainly at the Windmill, but he also volunteers throughout the District.

Information is being sent out for the Parks and Recreation magazine for the IPRA Conference in January. Details for the conference and workshops will be listed. Should anyone wish to attend the conference or a workshop, please contact the office to get registered.

Executive Director Meyers announced the management company is planning on replacing the front entrance drive to the Ice Arena sometime this fall and will be replacing the drive in front of the building in the spring, along with sealcoating and striping of the parking lot. Staff will notify the Commissioners when this will be taking place.

ADJOURNMENT: There being no further business to come before the Committee, the meeting was duly adjourned on a motion by Commissioner Kenyon, seconded by Commissioner Ford, to 9:00 a.m. on Friday, November 7, 2014 at the Administrative Offices of the Forest Preserve, 1996 S. Kirk Road, Suite 320, Board Room, Geneva, Illinois.

John Hoscheit - Chairman

Respectfully Submitted by,

Patricia Hestekin

Patricia Hestekin, Recording Secretary