



FOREST PRESERVE DISTRICT OF KANE COUNTY

FOREST PRESERVE EXECUTIVE COMMITTEE MINUTES

I. Call to Order

The Forest Preserve Executive Committee meeting was held Friday, September 8, 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:

<u>Attendee Name:</u>	<u>Status:</u>
President Michael Kenyon	Present
President Pro Tem Mark Davoust	Present
Secretary Philip Lewis	Present
Commissioner Deborah Allan	Late
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Late
Commissioner Brian Dahl	Present
Commissioner Drew Frasz	Late
Commissioner Rebecca Gillam	Present
Commissioner John Hoscheit	Present
Commissioner Thomas Smith	Present
Commissioner Barbara Wojnicki	Absent

Others Present:

Staff:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Laurie Metanchuk, Director of Community Affairs, Tracey Smith, Director of Human Resources, Mike Gillofio, Director of Public Safety, Jerry Hodge, Attorney, Brittany Kovach, Community Affairs Specialist, Anna Marano, Buyer, Chuck Misner, Safety, Health & Training Coordinator, Dave Petschke, Accounting Manager, Caitlin Rodeghero, Administrative Assistant, Michele Springer, Planner, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from August 4, 2017

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

III. Public Comment (Each Speaker is limited to three minutes) *None.*

IV. Presentation and Approval of Bills from August 2017

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Mark Davoust, President Pro Tem
AYES:	Margaret Auger, Brian Dahl, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Deborah Allan, Theresa Barreiro, Drew Frasz, Barbara Wojnicki

V. Finance and Administration

A. Presentation and Approval of a Bid for a Replacement Vehicle for Use by the Public Safety Department

The purchase is a replacement vehicle, a 2018 Chevrolet, Silverado Crew Cab pick-up truck, from Miles Chevrolet of Decatur, Illinois, under the State Bid contract number PSD4018025. The total purchase price would be \$34,143. Note, the original budget request specified the purchase of Chevy Tahoes. This Chevrolet pick-up is being offered as a substitute with an approximate \$3,500 cost savings, and should meet the needs of patrolling our properties. Additionally, new equipment and labor to transfer reusable equipment from the retired vehicle is \$7,279.80 from Communications Direct in Batavia. This also includes transferring a light bar from the retired vehicle (218) to another vehicle being transferred for patrol officer use. An equipment box for the truck bed, to be installed by our District mechanic, is \$350. The total cost for the vehicle and equipment is \$41,772.80.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Mark Davoust, President Pro Tem
SECONDER:	Rebecca Gillam, Commissioner
AYES:	Margaret Auger, Brian Dahl, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Deborah Allan, Theresa Barreiro, Drew Frasz, Barbara Wojnicki

B. Presentation and Approval of a Neighbor Stewardship Agreement

Numerous homeowners that live adjacent to property owned by the Forest Preserve District have requested assistance in managing invasive vegetation present on District property. This has been of particular interest to individuals living along the Fox River Trail in Batavia, where homeowners would like to open the area up to create a better view of the river. The Natural Resources Department has consulted with many of these homeowners and found that the vast majority of them wish to remove non-native invasive species. Allowing interested neighbors to clear these species from District land would provide a large ecological benefit to the District while also satisfying the neighbor's viewshed concerns. This agreement allows that to happen by permitting interested landowners to become stewards

of these small, delineated areas of District property adjacent to their homes. Consultation with a representative of the District must take place before clearing could begin and the District would mark and document desirable species so that they are not removed. Additionally, signage would be placed on District property to inform the public of the agreement and to distinguish their work from any unauthorized encroachment issues.

DISCUSSION: *President Kenyon asked how many homes/residents were involved right now and how many do you expect annually. Director Haberthur explained that there are probably six homes interested at the moment and that the expectation would be about six per year along the river or adjacent to preserves within the County. Commissioner Auger confirmed that this agreement would help alleviate encroachments. Commissioner Davoust stated that this program works with the residents and educates them as well.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Brian Dahl, Commissioner
AYES:	Margaret Auger, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Deborah Allan, Theresa Barreiro, Barbara Wojnicki

C. Presentation and Approval of a Monetary Donation from ComEd for the Helm Woods Forest Preserve Woodland Restoration

ComEd is proposing to donate \$115,000 to the Forest Preserve District for a woodland habitat restoration project for migratory birds at Helm Woods Forest Preserve. The purpose of the donation is a voluntary action, in coordination with U.S. Fish and Wildlife Service (USFWS), to mitigate the loss of migratory bird forest habitat resulting from ComEd activities.

The District was asked to submit a possible migratory bird habitat restoration project to Stantec (on behalf of ComEd) for consideration in a competitive funding process. The Natural Resources Department submitted *A Potential Woodland Habitat Restoration Project for Migratory Birds at Helm Woods Forest Preserve* project for consideration. This project has been approved by the Commission as a priority within the District's Master Plan.

The project includes planting trees in 8.5 acres of old field to connect existing woodlands, as well as invasive brush clearing and chemical treatment across approximately 85 acres of existing oak hickory woodland. Additionally, follow-up in-house enrichment woodland seeding would occur and ongoing long-term maintenance of the areas for no less than 10 years. The initial clearing and tree planting would occur within 30 months of the donation and a written report must be submitted to ComEd annually as to completion of project elements, ongoing maintenance, and monitoring with a final project report submitted December 31, 2019.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	John Hoscheit, Commissioner
SECONDER:	Philip Lewis, Secretary
AYES:	Margaret Auger, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Deborah Allan, Theresa Barreiro, Barbara Wojnicki

VI. Land Acquisition

A. Presentation and Approval of a Change Order from WBK Engineering for Work on the CMAQ Grant for the Great Western Trail Extension Acquisition and Improvements

The project was presented to the Commission in February, 2017, providing the approval to apply for a CMAQ grant to assist with funding the project. Additionally, in February, 2017, the District hired Wills Burke Kelsey (WBK) as the engineer to complete the necessary documents for the grant. After the application was submitted, all attended the first meeting with IDOT to review the project and additional work needed which resulted in a change order in the amount of \$18,383.48 to comply with the grant requirements.

The second meeting with IDOT and the Federal Highway Authority resulted in additional work because the project was on railroad right of way and the site characteristics are presenting challenges to installing the trail on the existing railroad bed. WBK submitted a change order for \$9,537 for the second change order.

Change Order #2 from Wills Burke Kelsey in the amount of \$9,537 to complete the necessary drawings and documents for the Great Western Trail Extension CMAQ grant. This will increase WBK's contract to \$52,172.79

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Brian Dahl, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Margaret Auger, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Deborah Allan, Theresa Barreiro, Barbara Wojnicki

B. Approval of a Resolution for Land Acquisition in Plato Township Adjacent to the Bowes Creek Woods Forest Preserve

54 acres adjacent to the Bowes Creek Woods Forest Preserve.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Philip Lewis, Secretary
SECONDER:	Thomas Smith, Commissioner
AYES:	Margaret Auger, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Deborah Allan, Theresa Barreiro, Barbara Wojnicki

C. Approval of a Resolution for Land Acquisition in Burlington Township Adjacent to the Cardinal Creek Forest Preserve

120 acres adjacent to the Cardinal Creek Forest Preserve.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Thomas Smith, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Barbara Wojnicki

D. Approval of a Resolution for Land Acquisition in Plato Township Adjacent to the Muirhead Springs Forest Preserve

40 acres adjacent to the Muirhead Springs Forest Preserve.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Rebecca Gillam, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Barbara Wojnicki

VII. Planning and Utilization

A. Presentation and Approval of a Bid for Trail Resurfacing on the Fox River Trail in Dundee Township

This year's project consists of the resurfacing of a one mile section of the Fox River Trail in Dundee Township, from Covey Street, north of the I-90 bridge, continuing north to Williams Avenue, south of East Dundee.

The District advertised and sent the bid packet to 34 vendors, with four responding. The qualified lowest bidder was Evans and Son from West Chicago, Illinois with a total base bid price of \$80,827.24 plus option A at a price of \$4,600 for the removal of four traffic barrier devices for a total project cost of \$85,427.24.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Brian Dahl, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Barbara Wojnicki

B. Presentation and Approval of a Bid for the Construction of a Parking Lot at the Hoscheit Woods Forest Preserve as a Component of the RTP Grant

The District has received a Recreational Trails Program Grant (RTP) to complete the improvements. The estimated cost of the project is \$230,000 and the grant will reimburse the District up to 80% (\$184,000) of the actual cost of the project following completion. The bid for the construction of the parking lot and driveway was publicly advertised and sent to 34 vendors with eight vendors responding. The lowest qualified bid was from Abbey Paving in Geneva, IL with a bid amount of \$104,033.85. The District has worked with Abbey Paving on other projects in the past and is comfortable with the company and the bid amount.

DISCUSSION: Commissioner Auger was happy that the vendor is a local contractor.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Deborah Allan, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Barbara Wojnicki

C. Presentation and Approval of Review Fees from the Union Pacific Railroad for the Raymond Street Tunnel Project

Staff and the engineers have been working with the Union Pacific Railroad on approving the tunnel project as we move toward final acceptance by IDOT. The Union Pacific Railroad requires the engineering drawings to be reviewed by an outside consultant that they hire. The District is responsible to pay for the fees associated with that review. At the start of the project the Union Pacific Railroad required the District to send them a letter authorizing up to \$10,000 to be used for the reviews.

To date the District has spent \$18,817.52 on Union Pacific review fees, because of the complexity of the project the review fees are exceeding that amount and projected to go over \$25,000. After discussion with the UPRR, they are expecting the review fees to total when completed around \$35,000. Staff is submitting this to the Commission for review and approval to increase the review allowance to \$35,000. The project is estimated to cost over \$2.3 million once completed. The District will be responsible to pay 20% of the actual construction costs, which are currently estimated at approximately \$460,000. The railroad review fees are not included in the grant portion of the project.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	John Hoscheit, Commissioner
SECONDER:	Thomas Smith, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Barbara Wojnicki

D. Presentation and Approval of an Amendment to Use and License Agreement with the Valley Model Railroaders for the Use of the Clintonville Station in South Elgin

The District was approached by the Valley Model Railroaders with a request to extend the agreement as well as to provide \$10,000 in financial assistance to replace the flat portion of the roof of the Clintonville Station. The District approved a similar request for financial assistance of \$5,300 in 2007 for the repairs of the elevated cupola section of the roof. As part of the request in 2007, the Valley Model Railroaders reimbursed the District \$5,300 over a five-year period.

The group has shown that they are good stewards of the property and continue to make improvements. The current request for funds from the District of \$10,000 would be paid back to the District over a five-year period in the amount of \$2,000 each year beginning on September 12, 2018. As part of this request and the replacement of the roof, the Valley Model Railroaders have requested that the license agreement with the District be extended to a ten year term. All other terms of the previous agreement carry forth in this amendment.

DISCUSSION: *Commissioner Frasz stated that the building itself is historical and that upkeep may be hard for the District so this partnership is a win-win. Commissioner Davoust added that an occupied building is better than a vacant one. President Kenyon said the town historically was named Clintonville, but then it changed to South Elgin.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE COMMISSION 9/12/2017 9:00 AM
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Philip Lewis, Secretary
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Mark Davoust, Drew Frasz, Rebecca Gillam, John Hoscheit, Michael Kenyon, Philip Lewis, Thomas Smith
ABSENT:	Barbara Wojnicki

VIII. New or Unfinished Business

Commission Frasz asked for an update to the Natural Resources building construction. Executive Director Meyers explained that the construction has begun, staking and tree planting are underway. President Kenyon suggested photos be presented at the next meeting.

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

X. Communications

The Adopt-a-Turtle Program has been introduced, payments by credit card are now available online. There are three levels of membership and proceeds go towards the Kane Forest Preserve Foundation.

National Public Lands Day will be held on September 30 from 10am to 1pm at the Dick Young Forest Preserve.

There will be a cooperative workday with CAMBr at Raceway Woods on September 16 from 10am to 1pm.

On September 17, the *Pheasants Forever* will be hosting a dinner fundraiser at the Fisherman's Inn in Elburn. Tickets are available, please see Director Haberthur for further information.

Commissioner Gillam reported that the Village of Dundee hosted a Farm to Table Dinner which was highly successful. Cliff McConville provided the ingredients for the dinner. She added that it was nice he was getting more attention and that it also reflects well on the District as its participation from the farmer at the Brunner Family Forest Preserve.

XI. President's Comments

President Kenyon mentioned that we received a complimentary letter from the State of Illinois regarding their purchase of our bonds.

XII. Reports

July 2017 Bond & Investment Analysis Report

Cash and Investment Report, July 2017

Revenue and Expense Report through July 2017

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

XIII. Adjournment

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

Michael Kenyon, Chairman
Forest Preserve Executive Committee
Forest Preserve District of Kane County

Adjournment until: Friday, October 6, 2017 at 8:30 am
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,
Ellen J. Maglio
Recording Secretary