



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Planning and Utilization Committee meeting was held Thursday, January 25, 2018 at 9:30 AM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chairman Rebecca Gillam at 9:30 AM.

Members Present:

Chairman Rebecca Gillam	Present
Commissioner Deborah Allan	Present/Late
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Present
Commissioner Brian Dahl	Present
Commissioner Drew Frasz	Present
President Michael Kenyon	Present
Secretary Philip Lewis	Present
Commissioner Jarett Sanchez	Present
Commissioner Thomas Smith	Present
Commissioner Barbara Wojnicki	Present

Others Present:

Commissioner Martin. Staff: Executive Director Meyers; Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, John Goreth, Director of Operations, Mike Gilloffo, Director of Public Safety. Planner, Michele Springer, Administrative Assistant, Caitlin Rodeghero, Community Affairs Specialist, Brittany Kovach, Buyer, Anna Marano, Attorney, Gerald Hodge, and Recording Secretary Ellen J. Maglio.

II. Approval of Minutes from December 1, 2017

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

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

IV. Bids and Proposals

A. Presentation and Approval of a Bid for Replacement of Four Zero Turn Mowers for the Operations Department

Four seven-year old mowers are being replaced; two for the North Operations Division and two for the South Operations Division. The District is moving to propane fueled mowers due to their more efficient, less cost and cleaner operation.

Bids were sent to 10 vendors with 7 responding. AHW, LLC from Elburn, Illinois was the original low bidder. After review of the bid specifications, and the bid requirements requesting maintenance-free cast iron 9-inch spindles, the mower proposed by AHW, LLC did not meet these requirements. The proposed mower offered a raised ribbed cast aluminum spindle, with two locations, requiring ongoing penetrative grease maintenance.

The second low bid was from Ralph Helm Inc. from Elgin, Illinois. The mowers proposed in the bid did meet the specified requirements of providing maintenance free cast iron 9-inch spindles.

The four propane fueled zero turn Toro mowers, model 74933 will be purchased through Ralph Helm Inc. from Elgin, Illinois, with a price of \$10,500 each for a total of \$42,000.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Thomas Smith, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Jarett Sanchez, Thomas Smith, Barbara Wojnicki
ABSENT:	Deborah Allan, Commissioner
RECUSE:	Philip Lewis, Secretary

B. Presentation and Approval of a Bid for the Purchase of Two Pickup Trucks and Two Dump Trucks for the Operations Department

The new 1-¼ ton dump truck for the South Operations will replace truck #419, which is a 2008 dump truck with a snow plow and salt spreader, and will have over 65,000 miles on it at the time of replacement. The vehicle mileage replacement history for the larger trucks have averaged between 50,000— 60,000 miles. The cost of this vehicle will be \$83,527.

The total cost for all four trucks will be \$260,008. The trucks will be purchased through the state bid procurement program from Landmark Ford of Springfield, Illinois.

DISCUSSION: *Commissioner Frasz asked that the District give information of the old truck disposition to Don Biggs at KDOT.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM
MOVER:	Philip Lewis, Secretary
SECONDER:	Jarett Sanchez, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez, Thomas Smith, Barbara Wojnicki
ABSENT:	Deborah Allan

Presentation and Approval of a Bid for Repaving the Parking Lot and Preserve Entrance Drive at the Fabyan Forest Preserve

The bids were sent to 28 vendors with 9 responding. The qualified lowest bidder was Evans and Son, Inc., of West Chicago, IL.

The Commission approved \$88,350 in FY2017/2018 for the parking lot and restroom improvements at the Fabyan Forest Preserve. The restroom was completed in-house, by the District's Trades Division in October of 2018, at a cost of \$14,555, which left a remaining balance of \$73,795 to be utilized for the resurfacing of the parking lot.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM
MOVER:	Brian Dahl, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez, Thomas Smith, Barbara Wojnicki

C. Presentation and Approval of a Bid for the Replacement of Shelter #2 at the Hampshire Forest Preserve

This shelter was severely damaged by a fallen tree in the summer of 2016. An engineering assessment of the structure determined that 2/3 of the shelter was safe for public use, it was recommended at the time, that access to the last 1/3 of the shelter be restricted due to safety hazards. The two recommendations offered were to either replace the structure completely or to remove the last 1/3 of the shelter and keep the remaining portion.

The existing shelter has approximately 3' cinderblock walls, surrounding the perimeter, which traps leaves and debris and does not allow water from cleaning to be efficiently removed. It has also been a topic of concern for safety, as there is no visibility into the shelter from a safe distance. In addition to safety and maintenance, the new shelter will be smaller in size than the existing, matching the current available vehicle parking, while maintaining enough seating and covered area to meet the demands of reservations that consistently utilize this shelter.

The new shelter at this site will improve the aesthetics of the preserve to match the parking and ADA accessibility updates completed two years ago at the front of the preserve at shelter #1. The bid information was sent out to 10 vendors with 3 responding. Par Kreation from Prospect Heights, Illinois, was the lowest qualified bidder with a price of \$25,230. Remaining approved budgeted funds will be utilized for the in-house installation of the shelter.

DISCUSSION: *Commissioner Gillam mentioned that visibility would give better safety which is good.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Thomas Smith, Commissioner
AYES:	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez, Thomas Smith, Barbara Wojnicki

V. New or Unfinished Business

A. Presentation of the 2017 Season Campground Report

Director John Goreth provided a presentation summarizing the 2017 Campground season. Some highlights were the revenues, occupancy and the camper survey results.

The 3-year comparison for each campground shows that the revenues are up from 2016 and 2015. Occupancy is also up from previous years. The camper survey results show that the campgrounds scored with excellence in both overall satisfaction and our customer service.

Director Goreth also showed the comparison of the District's campground fees with other local governmental agencies' fees. It reflected the District was on the lower scale of the fees. The past position of the Commission has been to be in the mid-range of the fees of local agencies.

DISCUSSION: *Commissioner Barreiro suggested that staff add DeKalb to the comparison. There was also a discussion regarding a multiple year increase. Consensus was for Staff to suggest an incremental increase schedule and a trend revenue report and report back prior to May 2018.*

RESULT:	PLACED ON FILE
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VI. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel *None.*

VII. Communications

The Conservation Foundation Winter Membership and Awards Luncheon. Monarchs, Mergers, and More, will be held on Thursday, February, 15 from 11:30 am to 2 pm at the Abbington in Glen Ellyn. RSVP to Ellen Maglio - maglioellen@kaneforest.com by 2/9/18

VIII. President's Comments *None.*

IX. Adjournment

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Philip Lewis, Secretary
SECONDER:	Jarett Sanchez, Commissioner
AYES:	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez, Thomas Smith, Barbara Wojnicki

Rebecca Gillam, Chairman
Planning and Utilization Committee
Forest Preserve District of Kane County

Adjournment until: **Friday, February 23*, 2018 at 8:30 am**
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

*** NOTE DAY CHANGE**

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio, Recording Secretary