



## FOREST PRESERVE PLANNING AND UTILIZATION COMMITTEE

June 28, 2012

The Planning and Utilization Committee meeting was held Thursday, June 28, 2012, at 9:08 a.m. in the Board Room of the Administrative Offices of the Forest Preserve District, Fox Valley Ice Arena, 1996 South Kirk Road, in Geneva, Illinois.

**MEMBERS PRESENT:** President Hoscheit, Chairman Mitchell

Committee Members: Commissioners Auger, Davoust, Frasz, Lindgren, Taylor (late), and Wojnicki.

**MEMBERS ABSENT:** Kenyon, Kunkel and Reyna.

**ALSO PRESENT:** Executive Director Meyers, Director of Finance Stanish, Director of Planning and Development Culp, Public Safety Officer Harold Carter, Director of Operations and Maintenance Holan, Human Resource Manager Smith, and Land Preservation Planner Michele Springer. Also present: Attorney Pat Kinnally, Commissioner Van Cleave and Smith. Also present Ms. Liz Safanda of Preservation Partners, Ms. Darlene Larson of Friends of Fabyan, Mike Angus and Jerry Stoeckigt from CAMBr.

**MINUTES:** Motion to approve the minutes from May 24th, as read, by Commissioner Wojnicki and seconded by Commissioner Auger, motion carried.

**PUBLIC COMMENT:** None.

### BIDS AND PROPOSALS

- **Presentation of Bids for the Well at Big Rock Campground:** Currently staff is preparing for the construction of the campground near the corner of Granart and Camp Dean Roads. Part of the project includes the installation of a well for the proposed restrooms and dump stations for the campground.

The bid for campground well was distributed in May to six contractors with one contractor responding. The lowest qualified bidder is Will County Well and Pump of New Lenox, IL with a bid of \$16,317.78.

**Discussion – None.**

**Motion by –** Motion to approve Items A, B, C, and D together and to move to Executive Committee was made by Commissioner Wojnicki and second by Commissioner Frasz.

- **Presentation of Bids for the Septic System at Big Rock Campground and Creek Bend Nature Center Project at LeRoy Oakes Forest Preserve:** Staff prepared the bid specifications for both projects, combined them and advertised for bids. The bid for septic work was distributed in May to ten vendors with four responding. The lowest qualified, responsible bidder for both projects is Stark and Son from Hampshire, IL with a bid for the campground septic of \$31,444 and \$9,987 for Creek Bend Nature Center septic for a total project cost of \$41,431.

**Discussion – None.**

**Motion by –** Motion to approve Items A, B, C, D together and to move to Executive Committee was made by Commissioner Wojnicki and second by Commissioner Frasz.

- **Presentation of Bids for the Site Utilities at Big Rock Campground:** The bid for campground site utilities work was distributed in May to twenty contractors with nine contractors responding. The alternate for the equestrian campground was accepted for the electric and plumbing bids. The bids from the lowest qualified, responsible bidders are as follows:

Plumbing	Mendel Plumbing; St Charles, IL	\$108,194.00
Electrical	Daufenbach Electric; Elgin, IL	\$383,726.15
Drainage	J&L Excavating; Maple Park, IL	\$ 86,444.00
	<b>Total</b>	<b>\$578,364.15</b>

**Discussion** – None.

**Motion by** – Motion to approve Items A, B, C, D together and to move to Executive Committee was made by Commissioner Wojnicki and second by Commissioner Frasz.

- **Presentation of Bids for the Shelter and Restrooms at Big Rock Campground:** The bid for campground shelter and restroom construction was distributed in May to twenty contractors with seven responding. The lowest qualified, responsible bidder for the shelter is Incredible Builders of Hampshire, IL with a bid of \$95,552.00 and the low bidder for the restroom is Hargrave Builders of South Elgin, IL with a bid of \$133,000. The restroom bid includes the alternate for installing floor heat instead of a wall heater at a cost of \$4,100. Total cost for the shelter and restroom bid, including the Alternate #1, is \$232,652.

**Discussion** – Commissioner Wojnicki complimented Staff and expressed her admiration for use of local vendors.

**Motion by** – Motion to approve Items A, B, C, D together and to move to Executive Committee was made by Commissioner Wojnicki and second by Commissioner Frasz.

- **Presentation of an Amendment to the Contract with EEI for Site Work at Big Rock Campground:** Staff has been working through the review process and preparing the information to apply for permits for the development of the Big Rock Campground. Several changes have been proposed to the original plans as Staff has been gathering input for the permit submittals. The changes to the plans will require additional engineering to make sure we are following all the state and local regulations. Staff received a proposal from Engineering Enterprise Inc. (EEI) to increase their contract to cover the cost of additional engineering. The original proposal from EEI for the engineering services through design and construction totaled \$21,050. This included basic topographic survey work, final conceptual design, final engineering and construction staking. The proposal received from EEI to complete additional storm water engineering and design layout is \$1,200.00 making the total contract \$22,250.00.

**Discussion** – None.

**Motion by** – Motion to approve the Amended Contract with EEI for Big Rock Campground and to move to Executive Committee was made by Commissioner Lindgren and second by Commissioner Frasz.

- **Presentation of Bids for the Paving at LeRoy Oakes Forest Preserve:** Bids for the site work were prepared and sent to twenty vendors with five responding. The lowest qualified, responsible bidder is Abbey Paving of Aurora, IL with a base bid amount of \$389,070.16. Alternates to the bid were also included as follows:

<b>Alternate #1</b>	Connector Road	\$123,706.26
<b>Alternate #2</b>	Barn Parking lot and bus turn around	\$89,027.85
<b>Alternate #3</b>	Nature Center Circular Drive	\$32,221.67

Staff recommends accepting *Alternate #1* the construction of the road that will connect the nature center parking lot with the existing parking lots in LeRoy Oakes and *Alternate #3* repaving and improvement of the circular drive in front of the nature center. These two alternates will bring the bid total amount to \$544,998.09.

**Discussion – None.**

**Motion by –** Motion to approve the bid for paving from Abbey Paving and to move to Executive Committee was made by Commissioner Frasz and second by Commissioner Taylor.

- **Presentation of a bid for procurement of a replacement vehicle from the Kane County and Illinois State purchase program:** Within the 2012/13 budget, the District has five trucks that are scheduled to be purchased, four for Operations and one for Natural Resources. As has been done in the past, the plan is to purchase these vehicles (3 Ford F-150's and 2 Ford F-550's) from the State's bid. The current 3-year bid through the State is coming to an end, and orders need to be placed by June 30<sup>th</sup> to receive the current pricing. The new State bid will not be finalized until sometime in winter when prices are expected to increase.

In order to meet the June 30, 2012 order deadline, the District has submitted letters of intent to purchase these vehicles from the vendors with the caveat that the purchases are contingent on the fiscal year 2012/13 budget being approved.

The budget is for the replacement of Truck #62, a 2003 Chevy 1-ton truck for the Natural Resources Department. The current vehicle has 53,000 miles and several mechanical problems. Staff seeks to replace the 2003 Chevy 1-ton with a Ford F550 (diesel 4WD) to take over the same duties.

The North Operations Division will be replacing truck #308 and the South Operations Division will be replacing trucks #407 and #408; all are 2003 Chevy S-10 pickup trucks. Truck #308 has 128,000 miles on it, truck #407 has 155,000 miles and #408 has 138,000. Replacements for the trucks have been with ½ ton extended cab two wheel drive pickup trucks which can transport more personnel, and gear as well as handle the larger pay loads. The Trades Division will be replacing truck #102, which is a 2002 Chevy 3500 1-ton with a steel utility body. Truck #102 has 103,000 miles on it and is due for replacement.

Sufficient funds totaling \$169,000 will be available in the following accounts:

<b>01-21-22-7010</b>	Operations Maintenance North	\$24,000
<b>01-21-23-7010</b>	Operations Maintenance South	\$48,000
<b>01-21-24-7010</b>	Operations Maintenance Trades	\$55,000
<b>01-31-31-7010</b>	Natural Resources	\$42,000
<b>Total:</b>		<b>\$169,000</b>

The vendors that will provide the trucks are Morrow Brothers; 3 Ford F-150's for a total of \$73,055 and Badger Truck; 2 Ford F-550's for a total of \$81,229.

**Discussion** – None.

**Motion by** – Motion to approve the State Bid for replacement vehicles and to move to Executive Committee was made by Commissioner Auger and second by Commissioner Wojnicki.

## **NEW OR UNFINISHED BUSINESS**

- **Presentation of Use and License Agreement with the Fox Valley Wildlife Center:** The Fox Valley Wildlife Center has operated a wildlife rehabilitation center at Elburn Forest Preserve under a license agreement with the Forest Preserve District of Kane County since July, 2000. The Center provides hospital care for wild animals that are in need of help. Most of the animals have been impacted by man in some way. The Center's goal is to release these animals back in to the wild.

The Use and License Agreement provides for the following:

- A 5-year term that will expire July 2017.
- The Wildlife Center is responsible for the management and expense of the operation of the Wildlife Center.
- Criteria for the acceptance and releasing of specific wildlife species.
- 5 year maintenance plan for the structures and grounds to be coordinated and funded by the Wildlife Center.

**Discussion** – *Commissioner Wojnicki stated that funding comes from donations and minimal fund raising projects. Commissioner Mitchell stated that in DuPage County, the Willowbrook Wildlife Center, which is their wildlife refuge, is funded by county tax dollars through the forest preserve.*

**Motion by** – Motion to approve the Use and License Agreement with the Fox Valley Wildlife Center and to move to Executive Committee was made by Commissioner Frasz and second by Commissioner Wojnicki.

- **Presentation of Historic Structures Operating and Caretaking Agreement with Preservation Partners:** Preservation Partners has been managing the Villa Museum at Fabyan Forest Preserve and the Durant Peterson House in Leroy Oakes Forest Preserve since the mid 1990's. At Fabyan Forest Preserve Preservation Partners oversees the operation, program and tours of the Villa Museum and the District owned collection of Fabyan artifacts. They also coordinate programs and tours of the Japanese Garden. At Leroy Oakes Forest Preserve Preservation Partners oversees Wednesday and Sunday tours of the Durant-Peterson House.

The Historic Structures Management and Caretaking Agreement provides for the following:

- A two-year term that is renewable for one additional two-year term if both parties are mutually agreeable.
- Preservation Partners will provide the exclusive program management at the facilities, consisting of staffing for tours, placement and arrangement of exhibits, tour scheduling and content, and related programs and events.
- The District is responsible for the expense of facility maintenance and utilities of the structures.
- The District coordinates all of the rentals of the Japanese Garden and is responsible for all landscape maintenance.

The District will pay Preservation Partners \$74,000 annually; \$55,000 for the management of the Villa Museum and \$19,000 for the management of the Durant-Peterson House. This funding is remaining the same as expensed in the 2011/2012 fiscal year and is incorporated in the 2012/2013 fiscal year proposed budget.

**Discussion – None.**

**Motion by** – Motion to approve the Historic Structures Operating and Caretaking Agreement with the Fiends of Fabyan and to move to Executive Committee was made by Commissioner Wojnicki and second by Commissioner Lindgren.

- **Presentation of First Amendment to the License Agreement with Citizens Advocate Team, Friends of the Fox River and School District 300 for use of the kennel at the Schweitzer Woods Forest Preserve:** In October 2009, the District entered into a Use Permit and License Agreement with the Friends of the Fox River, Community Unit School District 300 and the Dundee Citizens Action Team to develop an Environmental Education Center in the Schweitzer Woods Forest Preserve. The three entities would renovate the home on the property as the main education center to operate office and classroom space. The preserve natural areas would act as the outdoor classroom and restoration projects for the Center.

Since entering into the agreement in 2009, the home has been renovated and the Friends of the Fox River maintain an office in the building. Representatives from the Environmental Education Center have had several planning meetings with District staff on the site restoration and have participated with the District on special events such as the 2012 May Earth Day Tree Planting and the June Grand Opening. For the upcoming 2012/2013 school season, the Center will begin hosting school groups and volunteer work days at the preserve to begin the site restoration.

The Center has requested the use of the kennel building next to the house for storage of restoration tools and equipment inside and plant/landscape material within the fenced area outside. In addition to the use of the kennel, the First Amendment expands the initial expiration date of the agreement from 5 years (2014) to 10 years (2019).

**Discussion –** *Commissioner Frasz stated that this would solve the problem of what to do with the structure. Commissioner Auger stated that the group has done a nice job restoring the other building.*

**Motion by** – Motion to approve the First Amendment to the License Agreement with the Citizens Advocate Team, Friends of the Fox River and School Community Unit District 300 for Use of the Kennel at Schweitzer Woods Forest Preserve and to move to Executive Committee was made by Commissioner Lindgren and second by Commissioner Wojnicki.

- **Presentation of Proposed Vending at Fabyan Windmill by the Friends of Fabyan:** The Friends of Fabyan have requested to sell Fabyan and Windmill related items inside the Fabyan Windmill for the remainder of the 2012 season. The Friends of Fabyan purchased a large number of trinket type items several years ago as a fund raising initiative for various Fabyan Forest Preserve related projects. They still have inventory left and would like the opportunity to sell the items in the windmill to eliminate the remaining inventory. Items include Fabyan Estate postcards, drawings and books, as well as windmill related Christmas ornaments, plates, and various ceramics.

The Geneva Fire Department toured the building with staff to discuss the operation of a sales area inside the windmill. The Fire Department will not approve a permanent sales area in the windmill due to existing occupancy concerns.

However, they were acceptable to a one-time, temporary set up for the 2012 season with the following restrictions:

- A table no larger than 3' x 4'
- A 44" clearance must be maintained around the table at all times
- No storage can take place in the windmill

In addition, Staff recommends that the inventory and table not be stored in the windmill when unattended by the Friends of Fabyan.

**Discussion** – Commissioner Frasz publically thanked Ms. Darlene Larson for all her dedication to the windmill. He also took a moment to publically thank Ms. Liz Safanda for her dedication at the Villa.

**Motion by** – Motion to approve the Vending at Fabyan Windmill for the remainder of the 2012 season and to move to Executive Committee was made by Commissioner Frasz and second by Commissioner Wojnicki.

- **Presentation of a Drainage and Maintenance Agreement with the Village of Big Rock at Big Rock Forest Preserve:** The Forest Preserve has been working with the Village of Big Rock on a drainage and erosion problem that crosses the west side of the Big Rock Forest Preserve near Jericho and Raymond Road. Currently an existing field tile that serves the upland land owners crosses the forest preserve and empties into Big Rock Creek. This tile has been an issue for years from erosion to creating a ravine at the edge of Big Rock Creek. The Village of Big Rock is proposing drainage improvements to the subdivision and instead of replacing the tile that crosses the Forest Preserve property, the Village is proposing to reroute the water flow and releasing it slowly using best management practices of level spreaders into a swale on the north edge of the Forest Preserve property. The proposed plans will benefit both the subdivision by improving existing drainage issues and the forest preserve by preventing the erosion and gullyng that is happening from the existing tile.

**Discussion** – None.

**Motion by** – Motion to approve the Drainage and Maintenance Agreement with the Village of Big Rock and to move to Executive Committee was made by Commissioner Frasz and second by Commissioner Auger.

- **Presentation of a Joint Use Development and Maintenance Agreement for Multi Use Recreational Access Trail and Mountain Bike Trail with CAMBr for Use of Raceway Woods Forest Preserve:** At the December 1, 2011 Planning and Utilization Committee meeting, Mike Angus, CAMBr North President, presented a proposal for CAMBr to install a sustainable natural surface multi-purpose trail at Raceway Woods Forest Preserve. In the presentation, CAMBr proposed the construction of a 1.5 mile trail at the far north end of Raceway Woods. The majority of the trail would be on District property with a small section of the southern end of the trail being located on a section of property owned by Dundee Township Park District. During the presentation CAMBr demonstrated that they are a certified not-for-profit organization with sufficient insurance and budget to build and maintain the trail with their own members. Their funding also includes monies to create any needed signage and some assistance with parking improvements. The Committee requested that the District Staff and CAMBr hold a public meeting to make a presentation to local residents and gather public input.

A public meeting was held in the evening of January 5, 2012 at Randall Oaks Golf Course in Dundee. CAMBr was represented by Mike Angus. Overall the presentation was well received with a few attendees expressing concerns. These concerns mainly related to public use, trail route within the preserve, and environmental impact. All questions and issues raised were addressed by CAMBr and District Staff during the meeting.

At the January 26, 2012 Planning and Utilization Meeting Staff provided the Committee with an update on the public meeting and discussions with the Dundee Township Park District for approval to place a portion of the trail on park district property. The Committee approved the concept of the multi-use trail and directed staff to develop and agreement(s) with CAMBr and the Dundee Township Park District for the project.

The major terms of the Joint Development and Maintenance Agreement with CAMBr are as follows:

- Two (2) year term.
- CAMBr and District Staff will jointly develop the trail plan and any site improvements and signage CAMBr will coordinate and fund all initial development/improvements up to \$10,000.
- CAMBr will coordinate and fund all maintenance up to \$5,000 annually.
- CAMBr will coordinate public relations on site to eliminate off trail bike riding and recruit volunteers for trail maintenance and site restoration projects.

**Discussion** – President Hoscheit complimented the CAMBR group as a whole on their professionalism with regards to the challenge and then solution approach to their organizational strategy. He also looks forward to a long term relationship with the group. Commissioner Smith complimented Director Holan on the communication with residents in the area at the December meeting.

**Motion by** – Motion to approve CAMBR agreement for use of Raceway Woods and to move to Executive Committee was made by Commissioner Auger and second by Commissioner Wojnicki.

- **Presentation of an Amendment to a License Agreement with Dundee Township Park District for Use of Raceway Woods Forest Preserve:** On November 20, 2009 the Forest Preserve District of Kane County (District) entered into an Intergovernmental License Agreement to Convey Real Estate with the Dundee Township Park District (DTPD) whereby the DTPD will allow the District to construct a pedestrian bridge and trail on their property to close a trail gap between two District parcels at Raceway Woods Forest Preserve and then convey the 50-acre DTPD parcel to the District in 2014.

A portion of the proposed CAMBr multi-use trail will be constructed on a portion of the 50-acre DTPD parcel. As such, the 2009 Intergovernmental License Agreement to Convey Real Estate has been modified to allow for the use and license of the DTPD parcel by the District until the property transfer occurs to the District in 2014.

**Discussion** – None.

**Motion by** – Motion to approve the State Bid for replacement vehicles and to move to Executive Committee was made by Commissioner Auger and second by Commissioner Lindgren.

**EXECUTIVE SESSION:** None.

**COMMITTEE CHAIR COMMENTS:** Events coming up are the Annual Golf Outing July 11 and the County Fair July 18-22.

**PRESIDENT COMMENTS:** None.

**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 Frasz, to 9:00 a.m. on July 26th, 2012, to the administrative offices of the Forest Preserve, 1996 S. Kirk Road, Suite 320, Board Room, Geneva, Illinois. Motion carried.

Respectfully Submitted by,



Ellen J. Maglio  
Recording Secretary