



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Planning and Utilization Committee meeting was held Thursday, May 24, 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
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Present
Commissioner Ron Ford	Late
Commissioner Drew Frasz	Present
President Michael Kenyon	Present
Secretary Philip Lewis	Present
Commissioner Jarett Sanchez	Absent
Commissioner Thomas Smith	Absent
Commissioner Barbara Wojnicki	Present

Others Present:

Monica Meyers, Executive Director, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, Tracey Smith, Director of Human Resources, Mike Gilloffo, Director of Public Safety, Dave Petschke, Accounting Manager, Brittany Kovach, Communications Specialist, Caitlin Rodeghero, Administrative Assistant, Jerry Hodge, Meg Santillan, Community Affairs Intern, Katie Evans, Planning & Development Intern, Attorney, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from April 26, 2018

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

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

IV. Bids and Proposals *None.*

V. New or Unfinished Business

A. Presentation and Approval of a Project Adjustment for the Hoscheit Woods Forest Preserve RTP Grant Project

The Commission approved the District applying for an IDNR RTP Grant for the improvements to the Hoscheit Woods Forest Preserve. The total project costs were estimated to be \$230,000 for the installation of an entry drive/parking, well, restroom, shelter, trails and signage. To date, project expenses and encumbrances total \$238,000 (\$8,000 over the budgeted amount). Most of the project elements have P.O.'s established under contracts and are in the process of installation.

The largest item with a variable cost contract not yet complete is the well drilling. Depending on the depth that water is reached, the well cost will be between \$12,000 - \$22,000. The base bid was set at \$12,000 for 200 feet and an allowance provided for additional feet up to 400 feet/\$22,000.

The current expenditure amount includes the full \$22,000 cost for the well. A few additional expenses will be necessary for expanded drainage, such as infrastructure installation (culverts, gravel, etc.) and more of the farm road removed.

If less depth is needed for the well installation, less of the allowance will be used and the project may finish closer to the budgeted amount. However, with the District's current fiscal year ending on June 30th, staff is requesting to reserve funds remaining from another capital project that is complete in the case additional funding is needed.

Commissioner Ford enters.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/1/2018 8:30 AM
MOVER:	Deborah Allan, Commissioner
SECONDER:	Theresa Barreiro, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Ron Ford, Rebecca Gillam, Michael Kenyon, Philip Lewis, Barbara Wojnicki
ABSENT:	Jarett Sanchez, Thomas Smith

B. Presentation and Approval of Change Order #2 from UPRR for the Raymond Street Tunnel Project

Last month the Commission approved Change Order #1 in the amount of \$5,000 to bring the total contract to \$40,000. After paying an outstanding invoice of \$9,578.07, this contract had an available balance of \$2,941.70. The District has since received an invoice for \$3,194.81, which exceeds this amount. Staff is recommending to increase the contract by \$10,000, for a new total of \$50,000. This will cover the outstanding invoice and leave approximately \$9,700 available for any future invoices.

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: *Chairman Gillam asked when the project would actually have "shovels in the ground". Director Culp stated that the bids will go out in the fall with tree removal work to be done first.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/1/2018 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Ron Ford, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Barbara Wojnicki
ABSENT:	Jarett Sanchez, Thomas Smith

C. Presentation and Approval of an Intergovernmental Agreement with the City of Batavia to Install and Maintain Warning Signs Near the North Batavia Dam

The City of Batavia approached the District to enter into an intergovernmental agreement to install and maintain signs on District property along the shoreline near the North Batavia Dam. The new signs are part of the City's new signage and lighting plan for the North Batavia Dam. Two sign locations will be on District property between the shoreline and the Fox River Trail. The configuration of the sign assembly will be identical for both sign locations; ("Danger Dam Feet Ahead"), ("Portage - Prepare to Exit River"), and ("Exit River Feet"). The signs will be installed along the shoreline to be viewed from the water and shall be placed a minimum of two feet off the bike trail. Sign specifications shall follow the standards currently utilized by the District and neighboring agencies on all linear trails. The IGA indicates that the City of Batavia will be responsible for the sign fabrication and installation, as well as the ongoing maintenance of the signs and the surrounding area.

DISCUSSION: *Commissioner Allan asked why the project would be funded by the City of Batavia. Executive Director Meyers explained that the dam is owned and maintained by the City.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/1/2018 8:30 AM
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Ron Ford, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Barbara Wojnicki
ABSENT:	Jarett Sanchez, Thomas Smith

D. Presentation and Approval of the Plan Design for the Raging Buffalo's Clubhouse Improvements

Director Culp made a brief presentation showing the improvements planned with cooperation with the County for the Raging Buffalo Snowboard Park located in the Buffalo Park Forest Preserve in Algonquin. The current site has several outbuildings which will be removed as part of the project. The only building to remain is the maintenance building on the far northern edge. The lodge has been around since the 1950's and is beyond repair. Construction is scheduled to begin in Fall of 2019. The plan includes the snowboard hill, a sledding hill, a tubing hill, a parking lot with the entrance off of Route 31 and an additional parking lot for the free sledding hill and trail use. There will also be a restroom and shelter at the base of the hill. There were concept design plans for the lodge elevation and interior presented.

***DISCUSSION:** Commissioner Auger expressed the excitement of this project. Chairman Gillam added that the parking lot configuration may also resolve some of the congestion issues within the lot and onto Route 31. Commissioner Frasz asked for further explanation of the use agreement. Executive Director Meyers explained that the improvements to the hill will be made by the County the lodge concrete pad. The County will be providing \$500,000 to the District for the construction of the lodge. The District will bid the lodge construction summer of 2019 following the County's completion of the building pad. The current vendor will have the License Use agreement extended for one year and then an RFP will be distributed for potential vendors. Commissioner Frasz added that this is a great end product for users and residents. Commissioner Gillam suggested that several parking spots nearer to the entrance be limited time spaces in order to accommodate those users drop-offed by others. Commissioner Lewis asked about year round uses. Executive Director Meyers suggested that we would add that into the RFP.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 6/1/2018 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Deborah Allan, Margaret Auger, Theresa Barreiro, Ron Ford, Drew Frasz, Rebecca Gillam, Michael Kenyon, Philip Lewis, Barbara Wojnicki
ABSENT:	Jarett Sanchez, Thomas Smith

VI. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel None.

VII. Communications *None.*

VIII. Chairman's Comments

Chairman Gillam took a moment to thank Jerry Culp for his many years of service and good work for the District. She wished him well in his future endeavors.

IX. Adjournment

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

Rebecca Gillam, Chairman

Forest Preserve District Planning and Utilization Committee

Forest Preserve District of Kane County

Adjournment until: Thursday, June 28, 2018 at 9:30 am
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary