



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Planning and Utilization Committee meeting was held Thursday August 28, 2014 at 8:30 AM in the 1996 S. Kirk Rd., Geneva, IL 60134. The meeting was opened by Chairman Michael Kenyon at 8:30 AM.

Members Present:

Attendee Name	Title	Status	Arrived
Michael Kenyon	Chairman	Present	
Margaret Auger	Commissioner	Present	
Drew Frasz	Commissioner	Late	8:50 AM
Rebecca Gillam	Commissioner	Present	
Joe Haimann	Commissioner	Present	
Philip Lewis	Commissioner	Present	
Myrna Molina	Commissioner	Absent	
Susan Starrett	Commissioner	Absent	
Melisa Taylor	Commissioner	Absent	
Barbara Wojnicki	President Pro Tem	Absent	
John Hoscheit	President	Present	

Staff Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Drew Ullberg, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffo, Police Chief, Patricia Hestekin, Administration, Ellen Maglio, Recording Secretary.

II. Approval of Minutes from July 24, 2014

Minutes were approved as read.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Margaret Auger, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

III. Public Comment (Each speaker is limited to three (3) minutes). *None.*

IV. Executive Session *None.*

V. Bids and Proposals

A. Presentation for Approval of Bid for Brush Mowing at the Pingree Grove Forest Preserve

Route 20, in the Village of Pingree Grove. Over 100 acres of this site was once farmland, but is currently being converted to tall grass prairie. Another significant feature here is the large wetland complex containing emergent marsh, sedge meadow and wet prairie.

Studies of terrestrial and aquatic animals began in earnest at this preserve in 2009. Breeding populations of Blanding's turtles, a State Endangered species, were found to use the wetland for food and cover, while in the prairie recreation zones are where eggs are laid below ground in late spring. Dense thickets of brush have become established in and around the wetlands used by the turtles and this needs to be thinned to allow unimpeded movement into and out of the nesting grounds.

Funding has been budgeted to hire a firm to mow invasive brush across approximately 14.9 acres of the preserve. Mowing will be timed to occur when the turtles are not active. Under the direction of staff, the contractor will be responsible for herbiciding brush stubs and stumps to prevent re-sprouting and creation of a new brush thicket.

The project is supported by a \$10,000 grant from the ComEd Green Region Program.

The bid was advertised and sent to 15 contractors with 6 responding. The qualified lowest bid was submitted by Central Tree of Hoffman Estates, IL in the amount of \$ 15,443.

Discussion: *Commissioner Lewis questioned the limited response. Director Stanish explained that some factors may be the size of the job, or the busyness of the vendor, as well as equipment uses. President Hoscheit commented that historically, the response is fairly typical for most District projects.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 9/5/2014 8:30 AM
MOVER:	Rebecca Gillam, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

B. Presentation for Approval of Bid for Tree Thinning at the LeRoy Oakes Forest Preserve

LeRoy Oakes Forest Preserve, located in St. Charles, encompasses 439 acres. This preserve contains important woodland, wetland and prairie plant communities, including a portion of the Ferson Creek. Within the preserve persists an extremely rare and important prairie relic, south of Dean Street. The high quality nature of this 3 acre Grade A prairie was recognized by the state biologists in the early 1970's and thus served as the benchmark used to grade all other similar prairie areas during the original Illinois Natural Areas Inventory.

Today, the *Grade A* prairie area, sometimes called the “Murray Prairie” after the long-time former land owner, suffers from brush and tree encroachment. Over a 15 year timespan, staff has completed numerous tree and brush clearing projects near the prairie, now an Illinois State Nature Preserve, but we have reached a point where the trees to be thinned are too large for staff to safely fell and handle.

Funding has been budgeted to hire a qualified firm to selectively cut and remove approximately 124 trees bordering the high quality prairie and adjoining wetland. The trees are unevenly scattered in an approximately 2 acre area. Trees to be removed are primarily large (>20” dbh) Norway maples, cottonwoods, and elms. Most of the cut trees will be processed into firewood and delivered to the Grunwald Forest Preserve - South Operations shop; an estimated 10 full cords of firewood could be produced. This firewood will be used at the campground in the Big Rock Forest Preserve.

Any tree material that is left over after firewood production and is of suitable grade (free from leaves and seeds) shall be chipped and delivered to the Aurora West Forest Preserve where it will be tub ground into landscape grade mulch.

The bid was advertised and sent to 10 contractors with 3 responding. The qualified lowest bid was submitted by Central Tree of Hoffman Estates, IL in the amount of \$ 39,735.

Discussion: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 9/5/2014 8:30 AM
MOVER:	Philip Lewis, Commissioner
SECONDER:	Rebecca Gillam, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

C. Presentation for Approval of Bid for Reforestation Contract at Four Forest Preserves

Thousands of acres of land now owned by the District were woodland prior to settlement, but today lack any resemblance of their historic condition. Many sites were cleared of trees long ago to make way for agriculture and timber was harvested for railway construction, steam engine fuel, and for building construction. As part of long-term land management plans, funding has been budgeted to continue reforestation efforts at these four sites, with trees to be planted in the spring of 2015:

- 1) Big Rock: Located approximately 5 miles west of Illinois Route 47 on Jericho Road. Reforestation work will occur across a 15 acre segment of the preserve located at the northwest corner of Raymond Street and Jericho Road. The contractor will be required to plant a total of 400 pot grown hardwood trees, 100 of which shall be provided from District grown stock. This project is located north of a 10 acre field where a contractor installed 200 oaks saplings in 2012.

- 2) **Bowes Creek Woods:** Located approximately 2.5 miles east of Illinois Route 47, between Plato and Silver Glen Roads. Before June 2015, a contractor will install 30 balled and burlap hardwood trees of the 2.0" diameter size class. Reforestation work will occur across 10 acres of hayfield in the western portion of the preserve, near Muirhead Road. A total of 45 large 3" diameter oak trees were planted across a portion of this hayfield in May of 2014.
- 3) **Fitchie Creek:** Located approximately 5 miles east of Illinois Route 47, between IL Rte. 20 and Bowes Road. This project entails a contractor planting 40 balled and burlap hardwood trees of the 2" to 2.5" diameter size class. Trees shall be spaced a minimum of 40 feet apart. Reforestation work will occur across 20 acres in the north-central portion of the preserve, near Russell Road. During the 2013 and 2014 Earth Day events at this preserve, over 1,400 pot grown oak saplings were installed by volunteers.
- 4) **Freeman Kame Forest Preserve:** Located approximately 2.5 miles east of Illinois Rte. 47, near IL Rte. 72 and Galligan Road. Reforestation work will occur across 20 acres in the north-central portion of the preserve along Powers Road. Most of the oaks will be planted on knolls, where staff has planted oak saplings in several phases starting in 2008. A contractor will be hired to plant 25 balled and burlap hardwood trees of the 2.0" diameter size class. Tree shall be spaced a minimum of 40 feet apart.

For each of the above projects, the respective contractor will be required to water each tree for all of 2015, apply a mulch layer at each tree the day of planting, and apply deer repellent on a regular basis from May through October 2015. Trees must be guaranteed for one year after installation.

- 1) **Big Rock:** Submitted by Midwest Seedling Supply, Meredosia, IL. In the amount of \$27,250.00
- 2) **Bowes Creek Woods:** Submitted by Midwest Seedling Supply, Meredosia, IL. In the amount of \$17,700.00
- 3) **Fitchie Creek:** Submitted by Midwest Seedling Supply, Meredosia, IL. In the amount of \$13,100.00
- 4) **Freeman Kame:** Submitted by Midwest Seedling Supply, Meredosia, IL. In the amount of \$15,375.00

Discussion: *Commissioner Auger asked why there was such a pricing variance; Director Stanish explained that there is more expense the larger the tree is and that the pre-bid meetings help to clarify questions from the vendors.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 9/5/2014 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Rebecca Gillam, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

VI. New or Unfinished Business

A. Presentation for Approval of a Request to Improve Fabyan Lighthouse

The District has been working on the rebuilding of the paths, bridge, shoreline boathouse and the lighthouse in the Fabyan Forest Preserve. Staff is currently working on documenting the construction of the boathouse and the lighthouse to allow for new drawings to be completed as part of the renovation. In order to protect the light structure on top of the light house, staff is requesting permission to remove it during this process. As-built drawings will be completed and a set of architectural plans will be developed and once the base structure is rebuilt, the light will be reinstalled.

Discussion: *President Hoscheit requested that signage explaining the project be put up for residents to see.*

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Philip Lewis, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

B. Presentation of the List of Relinquished Surplus Equipment

Starting in 2013, the District began using an on-line auction house to dispose its surplus vehicles and equipment. Attached is a report that shows the results of last year's auctions. Staff views these results as being very good with most items having numerous bids submitted.

The second attachment is the current listing of vehicles and equipment that staff is requesting the Committee to declare as surplus and approve disposing of them on the on-line auction service. Most of these pieces are scheduled to be replaced during the fiscal year. Staff is requesting permission now, so that when an item is taken out of service, it can be immediately put up for auction. This will allow the District to receive the maximum sale price. Every day a piece of equipment sits idle, it loses value.

All proceeds from the auction go into the General Fund under 01-00-00-3070 Sale of Material.

Discussion: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 9/5/2014 8:30 AM
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Margaret Auger, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

C. Presentation of the District's Campground Revenue and Expense Summary

Director Goreth presented the 2014 Campground Report detailing the revenues, occupancy, operations of the Paul Wolff Campground.

Discussion: *Commissioner Frasz inquired as to the possibility of a off leash dog area at the campgrounds. Commissioner Lewis commented that the campgrounds are a significant asset to the District and that he would like to confirm the management of such an asset. He stated that he was pleased that the staff is being creative with the programs and other activities and opportunities at the campgrounds. He also stated that he would like to see a mid-season report. Executive Director Meyers said she would make one available. Commissioner Gillam asked for a definition of an equestrian campsite. Director Goreth explained that they are closer to the trail system, are larger sites with limestone rather than asphalt, and that the sites have a water trough. Commissioner Frasz commented on the all-around cleanliness and well-kept grounds for both the campgrounds and the preserves as a whole in Kane County. Executive Meyers stated that this was a testament to the staff and the hard work all are dedicated to accomplishing. Chairman Kenyon stated that a neighbor of his attended the "movie night" and really enjoyed it.*

RESULT: INFORMATIONAL ONLY

D. Presentation of the 2014 Tree Planting by the Natural Resources Department

Director Ullberg made a presentation of the 2014 Tree Planting.

Discussion: *Commissioner Gillam stated that she has attended the Public Lands Days and how incredible the group that works is and how helpful the staff is.*

RESULT: INFORMATIONAL ONLY

VII. Executive Session. None.

VIII. Chairman's Comments - Announcements and Upcoming Events

The IPRA Best of the Best Gala is to be held on Friday, October 24 at Wheeling Park District's beautiful Traditions at Chevy Chase Country Club as we celebrate board member service anniversaries, agency anniversaries, intergovernmental cooperation, partnerships, businesses, media, citizen volunteers, best green practices, good sportsmanship and outstanding arts programs! Commissioner Davoust and Commissioner Kenyon will be celebrating service anniversaries.

IX. Adjournment

There being no further business to come before the Committee, the meeting was duly adjourned on a motion by Commissioner Haimann, seconded by Commissioner Lewis.

The meeting was adjourned to 8:30 AM on Thursday, September 25, 2014 at Forest Preserve Administrative Offices; 1996 S. Kirk Rd., Geneva, IL 60134.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Philip Lewis, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit
ABSENT:	Myrna Molina, Susan Starrett, Melisa Taylor, Barbara Wojnicki

Michael Kenyon, Chairman
Planning and Utilization Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Ellen Maglio
Recording Secretary