



FOREST PRESERVE PLANNING & UTILIZATION COMMITTEE

December 4, 2014

I. Call to Order

The Planning and Utilization Committee meeting was held Thursday December 4, 2014 at 8:30 AM in the 1996 S. Kirk Rd., Geneva, IL 60134. The meeting was called to order by Chairman Michael Kenyon at 8:34 AM.

Members Present:

<i>Attendee Name</i>	<i>Title</i>	<i>Status</i>
Michael Kenyon	Chairman	Present
Margaret Auger	Commissioner	Absent
Drew Frasz	Commissioner	Present
Rebecca Gillam	Commissioner	Present
Joe Haimann	Commissioner	Present
Don Ishmael	Commissioner	Absent
Philip Lewis	Commissioner	Present
Myrna Molina	Commissioner	Absent
Susan Starrett	Commissioner	Absent
Barbara Wojnicki	President Pro Tem	Present
John Hoscheit	President	Present
Deborah Allan	Board Member	Present
Ron Ford	Board Member	Present
TR Smith	Board Member	Present

Staff Present:

- | | |
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| Monica Meyers, Executive Director | Brittany Kovach, Marketing Communications Specialist |
| Ken J. Stanish, Director of Finance | Dave Petschke, Accounting Manager |
| Laurie Metanchuk, Director of Community Affairs | Anna Marano, Buyer |
| Tracey Smith, Director of Human Resources | Patricia Hestekin, Administration |
| John Goreth, Director of Operations | Ellen Maglio, Recording Secretary |
| Drew Ullberg, Director of Natural Resources | |
| Jerry Culp, Director of Planning and Development | |
| Mike Gilloffo, Police Chief | |

II. Approval of Minutes from October 30, 2014

Minutes approved as read.

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

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

IV. Bids and Proposals

A. Presentation for Approval of Bid to Purchase Fuel

The District worked with County staff to be included on the joint fuel bid that includes the City of Aurora, KDOT, and various other County departments. The agreement will be for a one-year period and allows District staff to call for fuel to be delivered at the various facilities on an as-needed basis. The bid is structured so that the base cost of the fuel is determined from the OPIS rack pricing on the date of delivery, plus the quoted per gallon mark-up contained within the bid. Due to the District having smaller tanks, (500-1,000 gallons), the mark-up quoted by the vendors is higher as compared to the County that takes full semi-loads each time due to the delivery cost.

Within the County bid, four vendors submitted pricing for the District's needs. The lowest bidder was Petroleum Traders, that has a mark-up \$0.1850 per gallon for unleaded gasoline, and a mark-up of \$0.1850 per gallon for the B5 bio-diesel.

Discussion: *Commissioner Frasz stated that the timing with fuel costs being lower right now was a good thing.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 12/5/2014 8:30 AM
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Rebecca Gillam, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit, Barbara Wojnicki
ABSENT:	Don Ishmael, Myrna Molina, Susan Starrett

B. Presentation for Approval of Change Orders 1-6 for the Barn at the Brunner Family Forest Preserve

The foundation and roof repair project on the barn at the Brunner Family Forest Preserve is nearly complete. The project has had a few unforeseen issues, which is common when completing construction repairs of an 80 year old dairy barn. Overall, even with the recent weather conditions the project has been proceeding on schedule. During the project staff has worked very closely with the contractor to monitor the construction phases and costs associated with the project. During the repairs to the foundation of the barn, the following items were discovered and need to be repaired to complete the project.

Foundation Repairs

- Replacement of two 16' sections of deteriorated wooden sill plates.
- Addition of 5/4 trim board and flashing at the sill plates and new foundation wall.
- Installation of 2"x 12" treated lumber and 2"x 6' decking in front of the two main sliding barn doors on the East side. Install rubber flashing at concrete ramp.

During the repairs to the barn roof, the following items were discovered and found to be deteriorated and in need of repair.

Roof Repairs

- Replacement of 20 - 1"x 6" x 12' = 120 sq. ft. Roof Decking
- Replacement of 73 - 1" x 8" x 12' = 578 sq. ft. Roof Decking
- Installation of 6 - 2" x 6" x 12' Sister Rafters

North Cupolas Repair

- Install 2 - 11 - 1/4" x 20' LVL (Laminated Veneer Lumber) beams to support rafters. Install 3 - 4" x 4" columns from the LVL (Laminated Land Beams) to rafters. Remove and replace deteriorated siding and trim. Structural repairs to the Cupolas as needed.

Middle and South Cupolas Repair

- Remove and replace deteriorated siding and complete structural repairs to the Cupolas as needed.

Discussion: *Commissioner Hoscheit commented that the project was a larger investment in the restoration than originally thought, but that he would not object to the item.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 12/5/2014 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, Barbara Wojnicki
ABSENT:	Don Ishmael, Myrna Molina, Susan Starrett

C. Presentation for Approval of Bid for the Construction of a Picnic Shelter at the Brunner Family Forest Preserve

The District received an Open Space Land Acquisition Development Grant (OSLAD) to assist with the proposed improvements for the preserve. The plans for the preserve include a multi-purpose trail from Buffalo Park to Carpentersville Dam, picnic area with shelter, restroom, accessible fishing areas, and wetland enhancements along the shores of the Fox River. The trail construction is under way and staff is currently working on the picnic area.

The bid for the shelter was advertised and sent to 26 vendors with 7 responding. The low responsive bidder was from Incredible Builders of Hampshire IL with a bid of \$73,490.00.

Discussion: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	Executive Committee Next: 12/5/2014 8:30 AM
MOVER:	Rebecca Gillam, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit, Barbara Wojnicki
ABSENT:	Don Ishmael, Myrna Molina, Susan Starrett

V. New or Unfinished Business

A. Presentation for Approval of a Use and License Agreement with Blackberry Township for Use of the Westlake Property

Blackberry Township has requested the use of a portion of the recently acquired Westlake Property. The Township currently operates a baseball field next to this property and wishes to expand its community's sports offerings. The Township plans to work with local youth sports organizations in the planning, improving, maintaining and operating of the expanded fields.

The District purchased the Westlake property this year (2014). The property is currently farmed and no improvement plans have been considered to date for this site.

The specifics of the agreement are as follows:

1. The term is for 20 years plus the mutual option of four 5-year extensions for a total of 40 years.
2. A concept plan is attached. Final designs and plans must be provided to the District for staff review/approval.

3. Improvements may be phased in with the establishment of a mowed-open space area initially and then program/sport specific amenities/fields designed later.
4. Township is responsible for the cost and coordination of all planning, designs, permits, construction, maintenance and operating of the site.
5. The Township and all youth organizations using the site shall hold the District harmless for any use of the site and shall provide the District with a Certificate of Insurance annually.

Discussion: *Commissioner Gillam asked what construction if any would be on site. Executive Director Meyers explained that the property would be used mainly for open space fields and that there may be some drainage work done and a restroom added at a later time. Commissioner Frasz relayed his appreciation to the Board for their support of this agreement. Commissioner Wojnicki stated that this type of agreement was made in Campton Township and it worked out well for all parties.*

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

VI. Executive Session. None.

VII. Chairman's Comments - Announcements and Upcoming Events

The Annual Employee Appreciation & Recognition Luncheon is December 12, Commissioners are invited.

VIII. Adjournment

There being no further business to come before this Committee, the meeting was duly adjourned until January 29 at 8:30 a.m.

RESULT:	ADJOURNMENT APPROVED BY VOICE VOTE [UNANIMOUS] at 9:55AM
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Barbara Wojnicki, Commissioner
AYES:	Michael Kenyon, Margaret Auger, Drew Frasz, Rebecca Gillam, Joseph Haimann, Philip Lewis, John Hoscheit, Barbara Wojnicki
ABSENT:	Don Ishmael, Myrna Molina, Susan Starrett

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

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary