



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Planning and Utilization Committee meeting was held Thursday December 1, 2016 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:

Attendee Name	Title	Status	Arrived
Michael Kenyon	President	Present	
Rebecca Gillam	Chairman	Present	
Deborah Allan	Commissioner	Absent	
Margaret Auger	Commissioner	Present	
Theresa Barreiro	Commissioner	Present	
Brian Dahl	Commissioner	Present	
Drew Frasz	Commissioner	Present	
Joseph Haimann	Commissioner	Present	
Kurt R. Kojzarek	Commissioner	Present	
Bill Lenert	Commissioner	Absent	
Philip Lewis	Commissioner	Absent	
Thomas Smith	Commissioner	Present	
Barbara Wojnicki	Commissioner	Absent	

Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Ben Haberthur, 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, Bill Graser, Wildlife Biologist, Anna Marano, Buyer, Dave Petschke, Accounting Manager, Michele Springer, Planner, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

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

III. Presentation and Approval of the Minutes from October 27, 2016

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Brian Dahl, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

IV. Bids and Proposals

A. Presentation and Approval of Purchase of Replacement Mowers for the Operations Department from the State Purchasing Contract

As part of the 2016/17 fiscal year budget, the Commission approved funds to replace four zero turn mowers. Zero turn mowers are the mainstay of the mowing operation for picnic areas and campgrounds. The mowers being replaced are four 2010 zero turn mowers #419 and #420 from the South Operations, and #311 and #312 from the North Operations with over 1,200 hours on each. The four zero turn Toro mowers, model 74915 will be purchased through MTI Distributors Inc. contracted with the State of Illinois, at a price of \$8,067 each for a total of \$32,268.

Sufficient funds totaling \$42,000 are available in the Operations and Maintenance Machinery & Equipment Account for this expense totaling \$32,268.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 12/9/2016 8:30 AM
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Thomas Smith, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Thomas Smith
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

B. Presentation and Approval of Purchase of Replacement Trucks for the North and South Operations Divisions from the State Purchasing Contract

The Commission approved funding in the 2016/2017 fiscal year budget for the purchase of three replacement vehicles for the Operations Department, two ¾ ton 4 x 4 pickup trucks for the North and South Operations Divisions, and one 1-1/4 ton 4 x 4 dump truck with snow plow and salt spreader for the South Operations. The total cost for all three trucks will be \$149,713. The trucks will be purchased through the state bid procurement program from Landmark Ford of Springfield, Illinois. Sufficient funds totaling \$110,000 are available in the South Division Automotive Equipment Account for the two vehicles at a cost of \$39,843 and \$69,777, for a total of 109,620. Sufficient funds totaling \$40,000 are available in the North Division Automotive Equipment Account for the F-250 purchase at a cost of \$39,808; for a combined total of \$149,428. This is within the budgeted amount of \$150,000.

DISCUSSION: *There was a brief discussion about the savings using the state bid, which allows the purchase to include accessories. The budget is prepared using market pricing in case the state bid is not available. In addition, Director Stanish explained that the retired vehicles are then put on the online auction that is held annually.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 12/9/2016 8:30 AM
MOVER:	Kurt R. Kojzarek, Commissioner
SECONDER:	Margaret Auger, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Thomas Smith
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

C. Presentation and Approval of a Bid for Trail Resurfacing within the Aurora West Forest Preserve

In 2006, the District began a trail resurfacing program, beginning with resurfacing four miles of asphalt bike trail each year, alternating between the North and South ends of the County. It was determined through this program, that the majority of the asphalt trail systems would be repaved within a ten-year period. This program has proven to be beneficial, which has allowed the Operations Department to concentrate on resurfacing the limestone linear and internal trail systems. This year's project consists of resurfacing approximately 1.7 miles of the limestone trail system connecting the Virgil Gilman Trail and Indian Trail Road, within the Aurora West Forest Preserve. The project was advertised and the bid packet sent to 29 vendors with six responding. The qualified lowest bid was from Prime Construction Inc. of Hampshire, Illinois with a total price of \$64,000. Sufficient funds totaling \$100,000 are available in the Construction Development Trail Resurfacing account for this expense totaling \$64,000.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 12/9/2016 8:30 AM
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Brian Dahl, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Thomas Smith
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

D. Presentation and Approval of an Architectural Services Change Order #2 with Williams Associates for the Natural Resources Facility Plans

As part of the 2013-2014 budget, \$1,200,000 was approved for the design and construction of a new Natural Resources facility. The project was bid in September of 2014 with three bidders responding the lowest bid from Hargrave Builders in the amount of 1,685,000; this was approximately \$500,000 over budget. The District put the project on hold until a full review could be done to determine if any cost savings could be realized. Staff worked with the architect to modify the building design and the new estimated cost of \$1,595,000 was budgeted in the 2015-16 budget.

In the interim, the District expanded the Mill Creek Forest Preserve with the acquisition of a parcel on the corner of Brundige Road and Route 38 which provided a more appropriate location for the Natural Resources facility.

The Planning and Utilization Committee approved a new conceptual site plan and staff was given direction to move forward with the new plan. In addition to the new site plan, changes are proposed for the building to help reduce costs. In order to update the drawings and prepare a new set of bid documents staff requested a cost estimate from Williams and Assoc. the architects on the project.

Williams submitted a change order request in the amount of \$26,000. This will cover the proposed building changes and prepare a new set of documents to bid the project. Funds totaling \$1,595,000 were budgeted in the 2015/16 fiscal year for this project. Sufficient funds totaling \$1,595,000 are available in the Construction Development Account for this expense totaling \$26,000.

DISCUSSION: *This item is the change order for a previous site design revision. Since the site location has changed new plans and bid document preparations are required.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 12/9/2016 8:30 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Thomas Smith
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

E. Conceptual Site Plan Options for Staff Direction

Director Culp introduced four options of site conceptual plans. These options were created after receiving feedback from Commissioners, the site neighbor, and KDOT staff. KDOT recommended that site access locate to the south or north of the existing access road. If the District were to use the current access road, it would be used by District staff only, a new entry access would be made for public use.

Option #1 only utilizes the southern access point and has a small public parking area, then the road marries up with the current access road to the proposed building. This option would require a revision to the grant submission currently with the IDNR.

Option #2 only utilizes the northern access point and would again curve to marry into the existing road to the proposed building, and it would also have a public parking area that would need to be established to the south on the grant parcel.

Option #3 utilizes the northern access point, it does not recess the proposed building from the road and the separated public parking is at the southern access point. The existing roadway is not utilized at all.

Option #4 utilizes the existing roadway, recesses the building and would allow for access to the barn structure. It would have a separate public access at the south with a parking lot adjacent to the roadway at the southern access point and the grant layout of trails would be accessible to the parking lot area.

DISCUSSION: *Chairman Gillam expressed her desire that a resolution to the site plan be made. This would allow the staff to move forward with the project in this next construction season. It was the consensus of the Committee that staff would proceed with Option #4. The Chairman also thanked everyone involved in the plan development and that this would mean that progress would be made on this project.*

V. New or Unfinished Business

A. Presentation and Approval of a Special Event Request for a Documentary Shoot at the Fabyan Windmill

Director Metanchuk introduced a short video from the Special Event requestor, musician and documentary filmmaker Mikel Paris. He has requested permission to film an episode of "TuneTrek" at the Fabyan Windmill. Mr. Paris explores historic landmarks and tells the stories of each place through pictures, videos and music. Each 3-5-minute episode begins with the words "Every song has its place ... and every place has a story."

Paris would like to feature the Fabyan Windmill in an episode and plans to interview Head Miller, Mark Rivecco. Our Volunteer Coordinator Robb Cleave will also be on hand for the filming. Each episode of "TuneTrek" includes an acoustic performance of an original song written and performed by Paris. The filming would require approximately six hours with a crew of up to three people.

The episode would credit the District and link to our Web site, at the end. The episodes are currently available on YouTube. Some have been shown on PBS.

District staff will work with Mr. Paris on the questions and information highlighted as part of the video.

More information and past episodes of the program are available at <http://www.mikelparis.com/tunetrek>.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 12/9/2016 8:30 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Thomas Smith
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

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

VII. Communications

VIII. Chairman's Comments

IX. Adjournment

RESULT:	APPROVED WITH VOICE VOTE [UNANIMOUS]
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Theresa Barreiro, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Thomas Smith
ABSENT:	Deborah Allan, Bill Lenert, Philip Lewis, Barbara Wojnicki

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

Adjournment until: Thursday, January 26, 2017* 9:30 a.m.
Forest Preserve Administration Offices Board Room
1996 S. Kirk Road, Suite 320 Geneva, IL

*** Pending Commission approval of the 2017 meeting calendar**

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary