



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Planning and Utilization Committee meeting was held Friday January 22, 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 9:50 AM.

Members Present:

Attendee Name	Title	Status	Arrived
Michael Kenyon	President	Present	
Rebecca Gillam	Chairman	Present	
Deborah Allan	Commissioner	Present	
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	
Philip Lewis	Commissioner	Present	
Thomas Smith	Commissioner	Present	
Barbara Wojnicki	Commissioner	Present	

Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, 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, Jerry Hodge, Attorney, Brittany Kovach, Communications Specialist, Anna Marano, Buyer, Dave Petschke, Accounting Manager, Michele Springer, Planner, Ellen Maglio, Recording Secretary. Also present Commissioner John Martin.

II. Approval of Minutes from December 3, 2015

President Kenyon stated there was a correction required. Motion to approve with correction by Commissioner Haimann, second by Commissioner Dahl.

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

IV. Bids and Proposals

A. Presentation and Approval of a Bid for the Purchase and Construction of a Shelter at the Freeman Kame Forest Preserve

The District applied for a grant to construct a new access point off of Tower Hill Road to the south that included a new parking lot, drive, picnic shelter and restroom facility. The District was notified that we received the grant for the project. The estimated cost of the project is \$280,000 with the grant reimbursing the District 80% of the cost or approximately \$224,000.

The District has completed the parking lot and drive portion of the project and is now moving forward on the construction of the picnic shelter. Staff prepared the bid for the shelter, advertised, and sent the bid to 27 vendors with 5 responding. The lowest qualified bidder is Carmichael Construction from Marengo, IL with a bid price of \$50,561.

DISCUSSION: *Commissioner Wojnicki asked if this was a vendor that has been used in the past. Director Stanish said yes, this vendor has been used before with good results.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/5/2016 8:30 AM
MOVER:	Philip Lewis, Commissioner
SECONDER:	Thomas Smith, Commissioner
AYES:	Barbara Wojnicki, Michael Kenyon, Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Philip Lewis, Thomas Smith

B. Presentation and Approval of a Contract for Phase II Engineering Services at the Fox River Trail Raymond Street Re-Route Project

In the spring of 2014, the District moved forward with phase I engineering to start preparing drawings for the new underpass. Staff has also submitted the application and received a Transportation Alternative Program grant (TAP) that will fund up to 80% of the cost of the project including phase II engineering. The total project is estimated at \$2,325,179.12 and the TAP grant will reimburse the District up to \$1,774,896; this includes the balance of the engineering.

Phase I engineering is complete and the project is ready to move onto Phase II engineering. Wills Burke Kelsey is the engineering firm that completed the phase I engineering and they have submitted a proposal to complete Phase II engineering in the amount of \$136,173.09. Phase II engineering will include all necessary drawings, specifications, coordination and permit applications to meet all the requirements of the TAP grant and IDOT and will include preparing the project for bid.

DISCUSSION: *Chairman Gillam expressed her gratitude to staff for applying for the grant funds since this was an unexpected large expense and a safety hazard that needs to be corrected. Commissioner Lewis asked about the risk to grant funding and Director Culp stated that the grant funding is based on adhering to grant rules of deadlines for task timeline events.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/5/2016 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Barbara Wojnicki, Michael Kenyon, Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Philip Lewis, Thomas Smith

C. Presentation and Approval of the Purchase of Seed Mix for Woodland Restoration at the Freeman Kame Forest Preserve

Freeman Kame South has been the focus of several large, contracted woodland enhancement projects. Since 2012, tree and brush thinning and the removal of invasive species has been conducted on approximately 55 acres. Thirty acres will be cleared this winter in phase IV of this

project. Herbicide treatments have been conducted in the previously cleared areas to control invasive species that have re-sprouted or regenerated from the seed bank. To establish native vegetation in the understory, sowing seed will be necessary.

The seed mix will be supplied through Harrells, LLC. Contracted with the National IPA network, whose sole function is to provide member government agencies purchasing power through established contracts for materials, supplies, and machinery. We have purchased seed through the National IPA in years past.

The seed mix sought will cost \$1,750 per acre and contains 36 species. The mix contains 7.625 pounds of pure live seed per acre. The seed mix will be secured through Harrell's LLC., but the actual seed source is Genesis Nursery, Inc. Of Tampico Illinois.

DISCUSSION: *Chairman Gillam stated that if we neglect to seed the invasive weeds will return.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/5/2016 8:30 AM
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Deborah Allan, Commissioner
AYES:	Barbara Wojnicki, Michael Kenyon, Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Philip Lewis, Thomas Smith

V. New or Unfinished Business

A. Presentation and Approval of an Amendment to Exhibit A in the License Agreement with Barrington Natural Farms LLC for the Brunner Family Forest Preserve

Recently staff met with BNF to discuss the implementation of their organic garden which included a greenhouse and 6-12 acres of land that could be certified for organic vegetables. The farmer has provided a concept plan for planned production areas of the farmstead that is under the current license agreement, but also has requested an additional area that encompasses the former trap and skeet field and clubhouse. The consensus from the meeting was that the vegetable area that was proposed in area 1 would be relocated to area 5 once the lead remediation is complete on the trap field. This would reduce the possible conflicts between the preserve users and the farm operations as they move vegetables between the garden and farm store.

Staff agrees with the new layout and is requesting approval of an amendment to the original Exhibit A to include area 5 and the clubhouse in the license agreement with Barrington Natural Farms.

DISCUSSION: *Chairman Gillam stated that as the preserve continues to be used more heavily the entry route changes will assist with safety concerns. She also stated that the Dundee Township Park District's plans are progressing in a timely manner. Commissioner Lewis asked if there was a change in the acreage of the original agreement. Director Culp stated no, that there were just use modifications. Chairman Gillam added that the feedback from the public has been very positive. Commissioner Smith asked if the greenhouse was a hoop house or glass structure. Director Culp responded that the greenhouse will be a hoop house on a cement slab. There was further discussion regarding the Dundee Township Park District's restoration.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/5/2016 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Barbara Wojnicki, Michael Kenyon, Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Joseph Haimann, Kurt R. Kojzarek, Philip Lewis, Thomas Smith

B. Presentation of the 2015 Campground Season Final Report

Director Goreth made a brief presentation summarizing the 2015 camping season at the Big Rock and Paul Wolff campgrounds. Overall, the report was positive because the campgrounds are gaining positive revenue momentum as well as gaining in popularity and occupancy. He also reported that the programming staff is presenting, is to continue and develop further for the campground attendees. The survey results were reported. Staff reviews these and makes recommendations and improvements based on the survey comments.

DISCUSSION: *There was a brief question and answer period. Commissioner Dahl asked if there was a fishing pond at the Big Rock Campground. Answered yes, but only one compared to the two at the Paul Wolff Campground.*

Commissioner Lewis praised the report and how its results will drive further creativity in programs and management of the campgrounds. He did suggest that staff work on getting a better percentage of survey responses. Director Goreth responded that staff is working on developing an incentive program for survey respondents. Commissioner Lewis also suggested that revenues from the dump station use be leveraged as a campground amenity for camp attendees as well as pass through travelers.

RESULT:	PLACED ON FILE BY VOICE VOTE
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VI. Executive Session to Discuss Land Acquisition, Contracts, Litigation and Personnel *None.*

VII. Communications *None.*

VIII. Chairman's Comments - Announcements and Upcoming Events

Chairman Gillam requested information on the Volunteer Work Days schedule.

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 Smith.

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

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

Adjournment until: Thursday, February 25, 2016 9:30 a.m.
Forest Preserve Administration Offices Board Room
1996 S. Kirk Road, Suite 320 Geneva, IL

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary