



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Planning and Utilization Committee meeting was held Thursday, May 26, 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	Present	
Margaret Auger	Commissioner	Present	
Theresa Barreiro	Commissioner	Present	
Brian Dahl	Commissioner	Absent	
Drew Frasz	Commissioner	Present	
Joseph Haimann	Commissioner	Present	
Kurt R. Kojzarek	Commissioner	Absent	
Philip Lewis	Commissioner	Present	
Thomas Smith	Commissioner	Present	
Barbara Wojnicki	Commissioner	Present	

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, Sgt. William Glisson, Public Safety Department, Dave Petschke, Accounting Manager, Jerry Hodge, Attorney, Ellen Maglio, Recording Secretary

Other Commissioners Present: John Martin

Also present: CAMBr President Mike Angus.

II. Approval of Minutes from April 28, 2016 *Approved as read.*

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

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

IV. Bids and Proposals

A. Presentation and Approval of a Change Order for the Completion of the Building Evaluations by Kluber Architects and Engineers

The District has several facilities within the county that are used for everyday operations and providing recreational opportunities to residents. Over the past few years the District has invested time and funds in many of these facilities to continue to provide and improve the quality of services we offer. The District budgets funds every year to continue to maintain these facilities in good condition, but as facilities and buildings age, so does the material and equipment needed to maintain the facilities in good operating condition. In FY2014-15, the District completed an evaluation on ten of the District's buildings and in FY2015-16 completed the evaluation on an additional 16 buildings. \$50,000 was budgeted in FY2015-16 for the building evaluations. \$29,732 was used to complete the evaluation of the 16 buildings scheduled for this year leaving \$20,268 left in the budget for building evaluations. The following nine structures are scheduled for evaluations:

- South Operations Main Building
- South Operations Cold Storage
- Trades Mechanic Shop
- Trades Sign Shop
- Trades Carpentry Shop
- North Operations Main Building
- North Operations Equipment Storage
- LeRoy Oakes Durant House
- LeRoy Oakes Scholes School

Staff has requested and received a change order from Kluber Architects and Engineers in the amount of \$22,980. Approving the change order would complete the evaluation of the remaining nine main structures within the District. A total of 35 structure evaluations would be completed and included in the short and long term plan for facility maintenance.

DISCUSSION: *Chairman Gillam referenced the need to continue with this process.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 6/3/2016 8:30 AM
MOVER:	Deborah Allan, Commissioner
SECONDER:	Joseph Haimann, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Joseph Haimann, Philip Lewis, Thomas Smith, Barbara Wojnicki
ABSENT:	Brian Dahl, Kurt R. Kojzarek

V. New or Unfinished Business

A. Presentation and Approval of a 2nd Amended and Restated Joint Development and Maintenance Agreement with the Chicago Area Mountain Bikers, Inc. (CAMBr)

On July 10, 2012 a Joint Development and Maintenance Agreement was approved to allow the Chicago Area Mountain Bikers, Inc. (CAMBr) to develop and install approximately 1.5-miles of sustainable natural surface multi-purpose trail at Raceway Woods Forest Preserve. The original agreement was for a term of two years and it was scheduled to expire on July 10, 2014. In May of 2014, the Commission approved the development and installation of approximately 1.3-miles of extension to the original trail system, and an extension of the agreement from 2 - 10 years.

At this time CAMBr is requesting that the District approve an extension of approximately 1.5 miles of sustainable natural surface multi-purpose trail. CAMBr representatives and Staff have met on site to discuss and evaluate the area being requested for the new expansion. Staff believes that the multi-use/mountain bike trail is a positive use for this site, and appreciates the ongoing efforts and continued support from the Chicago Area Mountain Bikers, Inc.

The major terms of the Joint Development and Maintenance Agreement with CAMBr are as follows:

- CAMBr and District Staff will jointly develop the trail plan and any site improvements and signage.
- CAMBr will coordinate and fund all expansion development/improvements up to \$10,000.
- CAMBr will coordinate and fund all maintenance up to \$5,000 annually.
- CAMBr will provide \$5,000 in funding at such time the District moves forward with the parking lot improvements. CAMBr will provide this funding to the District by June 30, 2017, and no later than June 30, 2018.
- CAMBr will assist the District with the removal of trees and debris from the area North of the existing parking lot, to improve the aesthetics of the site, and to initiate the expansion of the gravel parking lot.
- CAMBr will coordinate public relations on site to eliminate off trail bike riding and recruit volunteers for trail maintenance and site restoration projects.

DISCUSSION: *Director Goreth provided some pictures of the improvements made to the trail system by the CAMBr organization. Chairman Gillam expressed her gratitude to the group for the improvements to the land and for the many volunteer hours spent working on the property.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 6/3/2016 8:30 AM
MOVER:	Joseph Haimann, Commissioner
SECONDER:	Margaret Auger, Commissioner
AYES:	Michael Kenyon, Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Joseph Haimann, Philip Lewis, Thomas Smith, Barbara Wojnicki
ABSENT:	Brian Dahl, Kurt R. Kojzarek

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

VII. Communications

Presentation of the May 19, 2016 Safety Rodeo Highlights

Director Goreth gave a slide presentation highlighting the 2016 Safety Rodeo. The rodeo took place on May 18th. There were stations, contests, and vendors. Great attention is spent refreshing tenured staff and acclimating new staff to the equipment and the safety related to using equipment and tools.

DISCUSSION: *Chairman Gillam stated that the training given to all employees at once then becomes standard, consistent training which is important that everyone have the same training.*

RESULT:	ANNOUNCED
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VIII. Chairman's Comments

Chairman Gillam stated that the Barrington Natural Farms, located at the Brunner Family Forest Preserve has their market open. They sell eggs, cheese, and meats. She was given a tour of the operation. It also encourages the County's Farm to Table initiatives.

Commissioner Smith wanted to publicly thank Natural Resource Director Ben Haberthur for the great Earth Day event.

IX. Adjournment

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

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

Rebecca Gillam
Committee Chair

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary