



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Planning and Utilization Committee meeting was held Wednesday, January 23, 2019 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 Theresa Barreiro at 9:32 AM.

<u>Attendee Name:</u>	<u>Status:</u>
President Michael Kenyon	Present
Chairman Theresa Barreiro	Present
Commissioner Deborah Allan	Present
Commissioner Drew Frasz	Present
Commissioner Barbara Hernandez	Present
Commissioner Mo Iqbal	Present
Commissioner Chris Kious	Present
Commissioner Jarett Sanchez	Present
Commissioner Steve Weber	Present
Commissioner Barbara Wojnicki	Absent

Others Present:

Commissioners Present: Davoust, Hoscheit, Martin, Molina.

Monica Meyers, Executive Director, Ken J. Stanish, Chief Financial Officer, Ken Anderson, Jr., Chief of Planning and Operations, Ben Haberthur, Director of Natural Resources Management, John Goreth, Director of Operations, Tracey Smith, Director of HR, Laurie Metanchuk, Director of Community Affairs, Officer Rick Clayton of Public Safety, Brittany Kovach, Community Affairs Specialist, Anna Marano, Buyer, Dave Petschke, Accounting Manager, Jerry Hodge, Attorney, Caitlin Rodeghero, Administrative Specialist, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from November 29, 2018

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Drew Frasz, Commissioner
SECONDER:	Jarett Sanchez, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Deborah Allan, Barbara Wojnicki

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

IV. Bids and Proposals

A. Presentation and Approval of a Bid for Seed Purchase to Restore Lands at the Hoscheit Woods and LeRoy Oakes Forest Preserves

This seed bid is the second and final seed bid of FY18/19. All of the seed specified in our bid is slated to go onto the ground this winter or spring to support ongoing restoration projects.

The bid was advertised and sent to 25 vendors with 2 replying. The bid had two options correlating with the mixes as detailed below:

Option 1: LeRoy Oakes (Imhoff/Kelly) Mix - A 111 species mix to be used to begin approximately 13 acres of bean field conversion. This area will also be planted with oaks in a subsequent project.

Option 2: Hoscheit Woods Mix - A 108 species mesic prairie mix to be spread across approximately 8 acres. This mix will be sewn in the area that was retired from agriculture to accommodate the picnic shelter, pit toilet, and trailhead creation.

The lowest qualified bid for all options was provided by Genesis Nursery, Inc of Tampico, IL in the following amounts:

Option 1: LeRoy Oakes (Imhoff/Kelly) Mix - \$10,868.91

Option 2: Hoscheit Woods Mix - \$5,791.50

The total cost for all mixes is \$16,660.41.

DISCUSSION: Director Habberthur mentioned that the structure for next fiscal year will be to buy seed rather than an already made mix, staff will do the mixing in-house. Commissioner Kious asked for a clarification on the comment. Commissioner Allan added that she was impressed by the culture to save money to make seed a core component of the management of lands.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/1/2019 8:30 AM
MOVER:	Deborah Allan, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

B. Presentation and Approval of Change Order #2 from Wills Burke Kelsey Engineering (WBK) for Additional Phase II Engineering Services on the Fox River Trail Under the UPRR Project

In the spring of 2014, the District moved forward with Phase I engineering to start preparing drawings for the new underpass. Staff also submitted and received Transportation Alternative Program grant (TAP) that will fund up to 80% of the cost of the project including Phase II and Phase III engineering and construction. The updated total construction cost is estimated at \$3,252,578.00. The District is responsible for the Phase I engineering cost and 20% of the Phase II and Phase III engineering and construction cost of the project.

Phase I engineering was completed near the end of 2015 and the District approved a contract for

\$136,173.09 with WBK for Phase II engineering in February 2016. Phase II engineering completes all the approvals through IDOT and the Union Pacific Railroad to finalize the construction drawings, specifications and permit applications before phase III (bidding and construction management) starts. Through this process, the approvals from the railroad have required additional drawings to ensure the existing railway lines will not be affected during the construction of the tunnel. WBK submitted a change order for \$24,993.72 to complete the additional work needed to satisfy the UPRR requests and the Commission approved Change Order #1 on November 14, 2017. This change order increased the total phase II engineering cost to \$161,166.81.

WBK has submitted Change Order #2 for \$50,000.00 to complete additional work required by the UPRR review and approval. This change order increases the total Phase II engineering services cost to \$211,166.81. The District will receive an 80% (\$168,933.45) reimbursement following completion of the project for the Phase II engineering services. Once Phase II is complete, IDOT bids and pays for Phase III engineering and construction of the project and then invoices the District for 20% of the project costs.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/1/2019 8:30 AM
MOVER:	Deborah Allan, Commissioner
SECONDER:	Barbara Hernandez, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

C. Presentation and Approval of Change Order #3 from Wills Burke Kelsey Engineering (WBK) for Additional Phase II Engineering Services on the Fox River Trail Under the UPRR Project

WBK submitted Change Order #2 for \$50,000.00 to complete additional work required by the UPRR review and approval. This change order will be presented for approval at the February 11, 2019 Commission meeting. Change Order #2 will increase the total Phase II engineering cost to \$211,166.81

WBK has submitted Change Order #3 for \$38,065.75 to complete additional work related to wetland mitigation, compensatory storage and tree protection. Change Order #3 will increase the total Phase II engineering services cost to \$249,232.56.

The District will receive an 80% (\$199,386.05) reimbursement following completion of the project for the Phase II engineering services. Once Phase II is complete, IDOT bids and pays for Phase III engineering and construction of the project and then invoices the District for 20% of the project costs.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/1/2019 8:30 AM
MOVER:	Jarett Sanchez, Commissioner
SECONDER:	Steve Weber, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

V. New or Unfinished Business

A. Presentation and Approval of Closed Session Minutes from March through December 2018

This item is a matter of house-keeping. Every 6 months the requirements are to review the closed session meetings and release or continue to keep the documents redacted. The released documents are posted to our website, those closed documents are available for review by the Commissioners upon request.

DISCUSSION: None.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jarett Sanchez, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

B. Presentation and Approval of a License Agreement with the St. Charles Park District for Use of the Soccer Fields at Dean and Peck Roads

For many years, the St. Charles Park District has worked with the Forest Preserve District to provide soccer programs through local soccer associations at Leroy Oakes Forest Preserve at the southeast corner of Dean and Peck Roads. The site holds four soccer fields and a gravel parking area. The current license agreement has expired and a new agreement drafted which details the property use, general maintenance and upkeep, insurance, and infrastructure repairs. The license agreement provides the use of the preserve through the park district for a 5-year term.

DISCUSSION: None.

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/1/2019 8:30 AM
MOVER:	Steve Weber, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

C. Presentation and Approval of Resolution Authorizing a Revision to Resolution FP-R-18-07-2656 Authorizing the Contract with Alfred Benesch & Co. for Phase III Engineering Services for the Fox River Trail Under the UPRR Transportation Alternatives Program (TAP) Grant Project

The purpose of this item is a revision to Resolution FP-R-18-07-2656 for the purposes of identifying the required local participation and indicating the Motor Fuel Tax (MFT), and the Federal and State Project numbers for the Fox River Trail Under the Union Pacific Railroad (UPRR) Project, otherwise known as the Raymond Street Tunnel Project as required by the Illinois Department of Transportation (IDOT) as part of the CMAQ Grant. Alfred Benesch and Company has been retained for Phase III Engineering Services Construction Observation for this project.

The District is in the process of submitting this project to IDOT for bid. IDOT requires documentation, which includes the proper citations related to the MFT, Federal and State Project numbers for the said project. The MFT Section Number for said project is 14-F3000-07-BT, the Federal Project number is IXET (751) and the State Job Number is C-91-222-16.

DISCUSSION: *Commissioner Iqbal pointed out that the Certificate of Insurance that is in the packet has expired. He wanted to confirm that the COI would be reissued prior to the project starting. Executive Director Meyers stated that this was part of the requirements of the project.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/1/2019 8:30 AM
MOVER:	Deborah Allan, Commissioner
SECONDER:	Barbara Hernandez, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

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

VII. Communications

There is a luncheon hosted by The Conservation Foundation held on February 12th at the Abbington Banquets in Glen Ellyn. This is their Winter Membership Luncheon. The District historically has purchased a table. Commissioners are invited and asked to RSVP by February 1st.

The Conservation Foundation is hosting their annual Earth Day Benefit which will be held on April 25th at Bobak's Signature Events in Woodridge. The District purchases a table and Commissioners are invited and asked to RSVP by April 4th.

VIII. Chairman's Comments

Executive Director Meyers and Zach Tegge, Landscape Architect for the District, traveled to the Illinois Department of Natural Resources in Springfield, to make a presentation about the Oakhurst OSLAD Grant. She said she felt good about the best outcome of grant funding. Grant approvals are expected by April.

The IAPD/IPRA is hosting their annual Soaring to New Heights Conference. It will begin on Thursday and conclude Saturday evening. Commissioner Hoscheit also serves as the outgoing IAPD Chairman. The conference has a Chairman's luncheon on Friday. The District on his behalf has invited several legislators and the Commission is also invited.

IX. Adjournment

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Drew Frasz, Commissioner
SECONDER:	Barbara Hernandez, Commissioner
AYES:	Michael Kenyon, Theresa Barreiro, Deborah Allan, Drew Frasz, Barbara Hernandez, Mo Iqbal, Chris Kious, Jarett Sanchez, Steve Weber
ABSENT:	Barbara Wojnicki

Theresa Barreiro, Chairman
Forest Preserve District Planning and Utilization Committee
Forest Preserve District of Kane County

Adjournment until: Thursday, February 23, 2019 at 9:30 am
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary