



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### PLANNING AND UTILIZATION COMMITTEE MINUTES

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#### I. Call to Order

The Planning and Utilization Committee meeting was held Thursday, April 26, 2018 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:

Chairman Rebecca Gillam	Present
Commissioner Deborah Allan	Present
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Present
Commissioner Drew Frasz	Present
President Michael Kenyon	Present
Secretary Philip Lewis	Absent
Commissioner Jarett Sanchez	Present
Commissioner Thomas Smith	Absent
Commissioner Barbara Wojnicki	Present

#### Others Present:

Commissioner Mark Davoust. Staff: 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, Bill Graser, Wildlife Biologist, Mike Gilloffo, Public Safety Director, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Approval of Minutes from March 23, 2018

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah Allan, Commissioner
<b>SECONDER:</b>	Margaret Auger, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

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

#### IV. Bids and Proposals

##### A. Presentation and Approval of a Change Order for Review Fees by the Union Pacific Railroad for the Raymond Street Tunnel Project

The Raymond Street Fox River Trail Reroute project is located along the Fox River in South Elgin. The existing Fox River Regional Bike Trail along the Union Pacific Railroad runs parallel until it gets to the Raymond Street Forest Preserve where it crosses under a railroad bridge along the creek. The crossing under the bridge has been removed due to continual flood damage and the District is in the process of installing a tunnel under the tracks less than 100' south of this crossing. The project has been approved for grant funding through CMAP, which will require the district to pay for 20% of the cost of construction.

Union Pacific requires the engineering drawings to be reviewed by an outside consultant that the railroad hires and the District is responsible to pay for the fees associated with that review. At the start of the project the Union Pacific Railroad required the District to send them a letter authorizing up to \$10,000 to be used for the reviews. To date the District has already increased the review fees to \$35,000 and the latest invoice for \$9,578.07 will put the review fees over the approved amount by \$2,058.07 totaling \$37,058.30. The Union Pacific Railroad has approved the final engineering plans for the tunnel and should not have a significant amount of review fees to finalize phase II of this project. Staff is requesting an additional \$5,000, increasing the allowance to \$40,000 to ensure we have adequate funds for the railroad review fees.

The project is estimated to cost over \$2.3 million once completed. The District will be responsible to pay 20% of the actual construction costs, which are currently estimated at approximately \$460,000. The railroad review fees are not included in the grant portion of the project.

**DISCUSSION:** *Chairman Gillam stated that this project has been going for a long time and asked when construction would begin. Director Culp said he thought they would be letting bids in the fall and working on tree removal during the winter with construction to follow.*

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 5/4/2018 8:30 AM</b>
<b>MOVER:</b>	Margaret Auger, Commissioner
<b>SECONDER:</b>	Jarett Sanchez, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

##### B. Presentation and Approval of Change Order #1 from Carmichael Construction for the Fire Alarm System at the Natural Resources Building

The Natural Resources Facility designs were completed and the project bid with Carmichael Construction awarded the bid. During the process of reviewing submittals, the fire alarm contractor met with the fire district and received the approval for the fire alarm system, and

submitted a change order in the amount of \$19,993.46 for the system because what was approved by the fire district was not in the bid. Staff has reviewed this with the architect and engineer and the fire alarm plan was incomplete and unintentionally omitted from the bid specifications. The architect and engineer are evaluating the change order and amount that will be credited back to the District resulting from this omission.

**DISCUSSION:** Commissioner Frasz said that he understood how the mistake could have been made because some fire districts are more difficult to work with and the design and drawings seem to evolve. Director Culp explained that the building will have smoke and heat detectors but not a sprinkler system. President Kenyon asked how much a sprinkler system may cost. Director Culp explained that it could be quite costly, which is why a smoke and heat detection system was designed rather than sprinklers in the shop area.

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 5/4/2018 8:30 AM</b>
<b>MOVER:</b>	Jarett Sanchez, Commissioner
<b>SECONDER:</b>	Drew Frasz, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

**C. Presentation and Approval of Purchase of Wetland Plugs for a US Fish and Wildlife Service NAWCA Grant Restoration Project at the Pingree Grove Forest Preserve**

Director Haberthur presented the bid results for the Pingree Grove Forest Preserve restoration project. Pingree Grove Forest Preserve encompasses 455 acres and is located along IL Route 20, near the Village of Pingree Grove. The most notable features of the preserve are the vast tallgrass prairie recreation and the large natural wetland complex. The Commission approved \$75,000 of funding in the 2015/16 FY Budget to apply for a USFWS NAWCA Grant to support both wetland restoration and prairie recreation in the 42-acre addition and to conduct wetland enhancements in the original core wetlands. The grant has been awarded and the Commission approved an additional \$35,000 to cover the District's match for the project in the 2016/17 FY Budget for a total project budget of \$110,000.

Project components include drain tile mapping, installation of water control valves, giant reed control, native seed purchase and installation, wetland plant installation and large field woody and herbaceous weed control. This wetland creation and enhancement project, in addition to the upland restoration component, will benefit waterfowl, grassland birds, amphibians, and reptiles.

For the wetland plant installation portion of this restoration, bids were sought for the purchase and installation of wetland plant plugs in three areas totaling approximately 3.25 acres in the grant area. The District had \$33,333.33 in funds allocated for this portion of the project. The District defined the species and percent composition for the planting areas and contractors bid the quantity of plugs they would secure and install for the budgeted amount.

The bid was advertised and distributed to 23 vendors with 5 responding. The contractor who proposed the highest number of wetland plant plugs for purchase and installation was McGinty Brothers of Long Grove, IL with the quantity of 9,468 plugs for the budget of \$33,333.33. The contractor did not propose any species substitutions.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 5/4/2018 8:30 AM</b>
<b>MOVER:</b>	Margaret Auger, Commissioner
<b>SECONDER:</b>	Jarett Sanchez, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

#### **D. Presentation and Approval of an RFP for a Marsh Bird Study at the Dick Young and Pingree Grove Forest Preserves**

Wildlife Biologist, Bill Graser made a brief slide presentation introducing the types of secretive birds and their habitat. Recognizing the importance of preserving the plant and animal communities of these diverse preserves, the District and its Natural Resource Department have made two sites the focus of large-scale wetland restoration and enhancement projects that will begin in the next few years, Dick Young and Pingree Grove Forest Preserves.

One major goal of these projects is to improve nesting, foraging and migration habitat for priority species of waterfowl, priority non-game and wetland associated migratory birds, and state listed species that may occur at these sites by restoring wetland habitat and gaining control of hydrology.

Marsh bird species are often secretive and/or difficult to see, seldom observed and do not frequently vocalize. These factors make them difficult to monitor using typical bird survey methods. Marsh bird species can be indicators for assessing the health of wetland ecosystems and their presence can be used as a measure of the success of wetland restoration efforts.

In an effort to learn about these marsh bird species and help ensure that restoration and management efforts provide beneficial outcomes, staff solicited proposals for four years of marsh bird inventory and monitoring work at Dick Young and Pingree Grove Forest Preserves. The District specifically requested proposals that would include the following:

- Determine the presence and distribution of marsh birds, noting any endangered, threatened, rare or special concern species.
- Determine the diversity of marsh bird species and estimate their density.
- Evaluate the effects of management actions on marsh birds at the sites.

- Work with District staff on recommendations for future habitat management actions.

Public notice of the project was made and distributed to vendors with six responding. Vendors were independently evaluated by three staff on four criteria. The highest score of 3.7 was attained by Christopher B. Burke Engineering, LTD of Rosemont, IL.

**DISCUSSION:** *Chairman Gillam stated that this is an exciting project, that she will come back to see the results in the future. Commissioner Wojnicki asked if the pelicans were back at the Dick Young Forest Preserve this year. Wildlife Biologist Graser answered in the affirmative and that they just left last week, although there were not as many as in years past, he was glad to see them back. Commissioner Davoust asked about the reptiles that he referred to in the presentation. Graser said that was not the subject of this study but referred to them as an indicator of the quality of the habitat as a whole.*

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 5/4/2018 8:30 AM</b>
<b>MOVER:</b>	Drew Frasz, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

## V. New or Unfinished Business

### A. Presentation and Approval of a Request from Friends of Fabyan for Memorial Plaque Installations at the Fabyan Forest Preserve

Operations and Maintenance Director, Goreth introduced this project. The Friends of Fabyan are requesting permission to install two bronze plaques at two separate locations within the Fabyan Forest Preserve.

One bronze plaque would be to memorialize Carol and Robert Giertz, who were charter members (Carol is deceased) of the Friends of Fabyan. Carol was the Membership Chairman for 25 years, in addition to many other jobs, and Robert was the Treasurer for over 30 years. The Friends of Fabyan are requesting permission to attach the memorial plaque to a stone and have the stone placed on the ground by the North East corner of the grotto wall, near the Lilac Garden.

The second bronze plaque will be affixed to the new concrete pad of the drinking fountain at the Northeast corner of the Fabyan Villa. This plaque is to memorialize Marie and Ed Frasz, who were devoted curators of the Villa for many years and strong supporters of the restoration of the Fabyan historic sites.

There is no expense to the District for the plaques. The Friends of Fabyan is purchasing the plaques and the one display rock. There will be a dedication and celebration event on June 16, 2018, from 11:00 a.m. to 2:00 p.m.

**DISCUSSION:** Commissioner Frasz recalled how it was to run around at the Forest Preserve as a child. He is the son of Marie and Ed Frasz. He also stated that he is happy to see the restoration of the preserve and the structures.

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 5/4/2018 8:30 AM</b>
<b>MOVER:</b>	Jarett Sanchez, Commissioner
<b>SECONDER:</b>	Deborah Allan, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

## **B. Presentation and Approval of Housing and Structures Sub-Committee Recommendations**

Director Goreth had photos of each site and described the tour and recommendations made by the Sub-Committee. On Monday April 16, 2018 the District's Housing and Structures Sub-Committee (Philip Lewis, Mike Kenyon, Theresa Barreiro) visited sites for the purpose of evaluating existing structures

The first site visited was the Virgil Forest Preserve, the former Sauber Farms, which operated a swine confinement operation. The home is a small two story structure with three bedrooms and one bath. This home dates back to the early 1930's and is in need of considerable upgrades and repairs estimated at \$22,000 - \$25,000. The Sub-Committee recommends removal of this structure.

The second site was the Hampshire Forest Preserve home is situated on the property in a location, not readily accessible to the public. This home was utilized as a staff residence since 1980. The home is two stories, and has three bedrooms and one bath. This home also, dates back to the early 1930's, and is in need of considerable upgrades and repairs estimated at \$32,000 - \$34,000. The Sub-Committee recommends removal of this structure.

The third site visited was the Rutland Forest Preserve, where the Sub-Committee toured the house at this site. The Sub-Committee recommends that this structure is to remain secured and monitored, until a further in-depth evaluation of the structure can be completed.

The fourth site visited was the Brewster Creek Forest Preserve, where the Sub-Committee toured the last one room cabin remaining on site. The structure has not been used for any purpose since the District purchased the property in 2007. The Sub-Committee has recommended that this structure does not serve as a viable asset to the District.

**DISCUSSION:** There was further discussion regarding the condition of the house at the Rutland Forest Preserve since the recommendation at this time was to secure it and re-evaluate at a later time. Director Goreth is also working with several fire departments and police departments to have them use the structures for training which saves the District in demolition costs.

<b>RESULT:</b>	<b>MOVED FORWARD UNANIMOUSLY</b>
<b>TO:</b>	<b>FOREST PRESERVE EXECUTIVE COMMITTEE 5/4/2018 8:30 AM</b>
<b>MOVER:</b>	Jarett Sanchez, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Jarett Sanchez, Barbara Wojnicki
<b>ABSENT:</b>	Philip Lewis, Thomas Smith

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

**VII. Communications**

Executive Director Meyers shared that the Earth Day events were well attended and staff did a great job in planning and execution. President Kenyon stated that he was impressed and encouraged that at the Volunteer Dinner there were students involved in volunteering.

**VIII. Chairman's Comments**

Chairman Gillam also mentioned the Daily Herald Letter to the Editor - a thank you for the Dick Pond Clean Up day on the Great Western Trail last weekend.

Chairman Gillam stated that there is a Windmill Cleanup Day on Saturday, April 28 from 10am to 1pm and then the Windmill opens for the year on May 12, 2018. All are welcome.

**IX. Adjournment**

<b>RESULT:</b>	<b>ADJOURNED AT 10:20 AM BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Jarett Sanchez, Commissioner
<b>SECONDER:</b>	Barb Wojnicki, Commissioner
<b>AYES:</b>	Rebecca Gillam, Deborah Allan, Margaret Auger, Theresa Barreiro, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez, Thomas Smith, Barbara Wojnicki

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

**Adjournment until: Thursday, May 24, 2018 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