



FOREST PRESERVE DISTRICT OF KANE COUNTY

PLANNING AND UTILIZATION COMMITTEE MINUTES

I. Call to Order

The Planning and Utilization Committee meeting was held Friday, February 23, 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	Absent
Commissioner Margaret Auger	Present
Commissioner Theresa Barreiro	Present
Commissioner Brian Dahl	Present
Commissioner Drew Frasz	Present
President Michael Kenyon	Present
Secretary Philip Lewis	Present
Commissioner Jarett Sanchez	Present
Commissioner Thomas Smith	Absent
Commissioner Barbara Wojnicki	Absent

Others Present:

Commissioners Lenert and Martin. Staff: Executive Director Meyers; Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, John Goreth, Director of Operations, Mike Gilloffo, Director of Public Safety. Planner, Michele Springer, Administrative Assistant, Caitlin Rodeghero, Community Affairs Specialist, Brittany Kovach, Buyer, Anna Marano, Attorney, Gerald Hodge, and Recording Secretary Ellen J. Maglio.

II. Approval of Minutes from January 25, 2018

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

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

IV. Bids and Proposals

A. Presentation and Approval of a Change Order for Services from Gewalt Hamilton Associates for the Fabyan Bridge Project

Staff has been working on the replacement of the Fabyan concrete bridge that was removed a few years ago because it was in poor conditions. Originally, the District had planned to use one of the bridge structures that was from the I-90 pedestrian bridge replacement project, but the bridge sections were 8' wide and needed to be 10' wide to meet emergency vehicle requirements. Staff worked with the engineer to develop a new plan for a single span bridge over the Fox River that would meet the 10' wide requirements that the Fire District required.

Once the plans were completed the project was bid. All the bids came in considerably over budget and were rejected. Staff noticed the chord height of the bridge went from 5' high to 10' high due to the single span design as the bridge needed to be thicker to support the longer span. Because this is a scenic location and to realize the view from the bridge staff had the engineer change the deck height of the walking surface to the middle of the cord to provide a view from the bridge. In order to complete this, the engineer had to redesign the abutments to allow for the raised trail surface. The cost to complete the abutment redesign is \$8,350.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Philip Lewis, Secretary
SECONDER:	Margaret Auger, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Thomas Smith, Barbara Wojnicki

B. Presentation and Approval of Change Order #2 for Services from Williams Architects for the Natural Resources Facility

The District has been working with Williams Architects on the design and construction of the new Natural Resources Facility. The project bids were approved in August of 2017 for the construction of the facility with Carmichael Construction being awarded the bid.

The coordination of the building construction contractor and his engineers for the building final design and permit process has taken more time than originally expected and Williams Architects is requesting partial reimbursement for additional time spent coordinating the final design, submittals and work related to obtaining the permit. Williams Architects has spent an additional \$16,000 in time coordinating this work, but are only requesting a change order in the amount of \$6,000.

The Commission approved a change order for Williams in the amount of \$26,000 to complete the redesign and rebid documents when the facility was relocated to the Mill Creek Forest Preserve site, raising the total contract to \$102,200.

This would be change order number two for the redesign and rebid of the Natural Resource Facility architectural services in the amount of \$6,000 for the total contract for Williams to \$108,200 for these services.

DISCUSSION: *Chairman Gillam stated that this project was already on the books when she was first elected as a commissioner, two years ago. Since then we have continued with plans and moved locations, etc., but this will be done soon and all worth it to have the Natural Resources staff housed in a good facility. Director Culp went on to add that the weather event on Tuesday, a large wind damaged the walls at the site. They blew down. He said that the contractor has met with his insurance adjustor and that new trusses would need to be ordered, but other work could be accomplished in the meantime. This is under the contractor's liability.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Jarett Sanchez, Commissioner
SECONDER:	Margaret Auger, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Thomas Smith, Barbara Wojnicki

C. Presentation and Approval of a Contract with Patrick Engineering for Phase II Engineering Services for the Great Western Trail /CMAQ Grant Project

The Great Western Trail is a regional trail that extends for 15 miles east to west across the county and includes over 300 acres of forest preserve. The trail was originally constructed on right-of-way abandoned by the railroad. Currently, the Great Western Trail starts at LeRoy Oakes Forest Preserve and continues beyond the western edge of Kane County. Recently, additional railroad right-of-way through St. Charles was abandoned and the District teamed up with the City of St. Charles and the St. Charles Park District to work with the Union Pacific Railroad on acquiring the railroad right of way. Concentrating first on the section from LeRoy Oakes Forest Preserve to Randall Road, the Forest Preserve District applied for and received a Transportation Alternative Program grant through CMAP to assist in the acquisition and construction of the trail from the Great Western Trail to the bike trail on Randall Road.

Phase I engineering was completed during the grant application process and now the project is moving into phase II engineering to complete construction drawings, obtaining permits, preparing plats and legal descriptions, appraisals and negotiating for land acquisition. A Request for Proposals (RFP) was initiated for qualified engineering firms. Staff reviewed several proposals from engineering firms and found Patrick Engineering to be the most qualified to complete the phase II engineering for this project. Patrick Engineering submitted a proposal totaling \$163,027 to complete phase II engineering.

DISCUSSION: *Director Culp stated that Patrick Engineers have the experience working with the Railroads. Because of the acquisition, the District is not allowed to negotiate the land acquisition and will have to hire an independent negotiator through the engineering firm which is included in this proposal. This acquisition in conjunction with the development makes this project rather complex.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Brian Dahl, Commissioner
SECONDER:	Philip Lewis, Secretary
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Michael Kenyon, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Thomas Smith, Barbara Wojnicki

D. Presentation and Approval of a Bid for Herbicide Control of Wild Chervil at Lone Grove, Meissner Corron and the Bowes Creek Forest Preserves

Wild chervil (*Anthriscus sylvestris*) is a short-lived biennial weed. It forms a low-growing rosette in the first year of its life cycle, then flowers and produces seeds in the second year. As a heavy seed producer, it is easily spread to new locations. Wild chervil has few checks on its population in North America and can quickly take over an area, displacing native species and forming dense stands that are difficult to control. Shaded lowlands, especially near creeks, seem to be a favorite habitat for this invasive plant. Contractors were sought to bid on spring/summer 2018 control projects across three heavily-infested forest preserves.

The bids were advertised and sent to 27 vendors, with 7 responding. The qualified low bid for each option was Integrated Lakes Management of Waukegan, IL as follows:

Option 1. Lone Grove	(40.1 acres) Bid of \$4,850
Option 2. Meissner-Corron	(28.9 acres) Bid of \$3,870
Option 3. Bowes Creek Woods	(41.4 acres) Bid of \$5,394
Option 4. Bowes Creek Woods	(41.4 acres) Bid of \$1,784
Option 5. Bowes Creek Woods	(41.4 acres) Bid of \$3,075

Total bid amount of \$18,973.

DISCUSSION: *Commissioner Sanchez asked what method was used for this control project. Director Haberthur explained that it was a spot application, very specific targeting using a backpack sprayer.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Jarett Sanchez, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

E. Presentation and Approval of a Bid for Garlic Mustard Control at Bliss Woods, Johnson's Mound, Lone Grove, and Freeman Kame Forest Preserves

Garlic mustard (*Alliaria petiolata*) is a non-native plant that has become well established in most woodlands owned by the District. This plant can tolerate shady conditions and produces prodigious amounts of highly viable seed; these two traits couple to make this weed a rapid invader of the forest understory occupying land that would normally be filled with an entire complement of woodland grasses and wildflowers.

The bids were advertised and sent to twenty-six vendors with five responding. The qualified low bid for each option is as follows:

	<i>Location</i>	<i>Acres</i>	<i>Bid Amount</i>	<i>Qualified Bidder</i>
<i>Option 1</i>	Bliss Woods	(85.6 acres)	\$14,950	Semper Fi Land Services
<i>Option 2</i>	Johnson's Mound	(86.8 acres)	\$15,730	Integrated Lakes Mgmt.
<i>Option 3</i>	Lone Grove	(9.2 acres)	\$2,122	Integrated Lakes Mgmt.
<i>Option 4</i>	Freeman Kame	(29.5 acres)	\$7,257	Integrated Lakes Mgmt.
<i>Option 5</i>	Freeman Kame	(15.3 acres)	\$3,764	Integrated Lakes Mgmt.
	Semper Fi Land Services		\$14,950	Total Bid Amount
	Integrated Lakes Management		\$28,873	Total Bid Amount
	Control of garlic mustard at portions of Bliss Woods, Johnson's Mound, Lone Grove, and Freeman Kame Forest Preserves Totaling		\$43,823	

DISCUSSION: *None.*

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]**
TO: **FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM**
MOVER: Brian Dahl, Commissioner
SECONDER: Theresa Barreiro, Commissioner
AYES: Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT: Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

F. Presentation and Approval of a Bid for Reforestation at the Helm Woods, Dick Young, and Freeman Kame Forest Preserves

Thousands of acres of land now owned by the District were woodland prior to settlement, but today lack any resemblance of their historic condition. Many sites were cleared of trees long ago to make way for agriculture and timber was harvested for railway construction, steam engine fuel, and for building construction. As part of long-term land management plans, funding has been budgeted to continue reforestation efforts within the District this growing season.

The bid was advertised and sent to 26 vendors with 5 responding. The lowest qualified bid for each project was submitted by Midwest Seedling Supply, Inc. of Maredosia, IL in the amount of \$9,200 for the Helm Woods Forest Preserve planting, \$9,200 for the planting at the Dick Young Forest Preserve, and \$18,200 for the planting at the Freeman Kame Forest Preserve for a total bid amount of \$36,600.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Drew Frasz, Commissioner
SECONDER:	Philip Lewis, Secretary
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

V. New or Unfinished Business

A. Presentation and Approval of an Intergovernmental Agreement with the Village of Sugar Grove, Sugar Grove Township and the Sugar Grove Park District for the Blackberry Creek Bridge Project at the Bliss Woods Forest Preserve

In the fall of 2017, the Village of Sugar Grove requested the District partner with the Village, Township and Park District to install a bridge and trail connection across Blackberry Creek to connect Bliss Woods Forest Preserve/Great Western Trail to Park District property. The goal of the project is to improve travel and provide off-street access for pedestrians and bicyclists throughout the community to/from residential neighborhoods, schools, retail areas, forest preserves and parks and regional trail connections.

The request and project details outlining the phases and potential costs were presented to the Commission during the District retreat on December 11, 2017 for consideration in the District's Master Plan. The project was included in the Capital Project initiatives in the 2018 Master Plan Update as approved by the Full Commission on February 13, 2018.

The first element of the project is Phase I engineering for preliminary design and cost estimation for the consideration of continuing with the project and the submittal of a joint grant application. The agreement commits each of the four public bodies to equally share in the expense of the Phase I Engineering totaling \$109,976 (\$28,719 each). The District's payment shall be made immediately following July 1, 2018 as part of the 2018/19 Fiscal Year Budget. The Village shall be the lead on the project coordination and shall present the District the Phase I engineering report when complete for future project/budgeting consideration.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Brian Dahl, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

B. Presentation and Approval of Two RTP Grant Submissions for the Fox River Watertrail Project at the Buffalo Park Forest Preserve and the Interpretive Trail and Signage Project at the LeRoy Oakes Forest Preserve

The first grant proposed is for the LeRoy Oakes Forest Preserve Interpretive Trail and Signage Project, which is designed to enhance and expand the trail system in the LeRoy Oakes Forest Preserve. It will aide in the interpretation and explanation of the natural and historic resources within the preserve; providing for enhanced and expanded programs through the District at Creek Bend Nature Center and through Preservation Partners at the Durant Peterson Farmstead and Pioneer Sholes Schoolhouse. This project is estimated to cost \$350,000 and the RTP grant will reimburse the District up to 80% (\$280,000) of the project costs.

The second grant proposed is for the Fox River Watertrail Project, which will provide a new canoe launch, parking and floating dock area along the Fox River in the Buffalo Park Forest Preserve. The estimated cost for this project is \$275,000 and again the RTP grant will reimburse the District up to 80% (\$220,000) of the cost of the project.

DISCUSSION: *Chairman Gillam expressed her approval of the wayfinding project at LeRoy Oakes as a good project for the site. She also agreed with the Watertrail project and said it would fit nicely, as part of the greater Algonquin improvement, that the Village is working on currently. It would increase water activity. Commissioner Lewis asked where the nearest dock is on the river from this location. Director Culp answered that the next dock would be at the Fox River Shores Forest Preserve.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 3/2/2018 8:30 AM
MOVER:	Margaret Auger, Commissioner
SECONDER:	Drew Frasz, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

C. Presentation of Campground Rates Market Analysis and Approval of Proposed Rate Modifications

Director Goreth provided a brief summary of the campground fees analysis completed staff. The conclusion made was that the District's fees were lower than the average in this area. The last increase to the fees was completed in 2009. Each year staff evaluates the rates. The other campgrounds in our area have increased their rates in 2017. The recommendation from Staff was to increase fees 20% (not including equestrian sites) each year for the next four years until the average market rate was reached. The proposed 2018 20% increase would equate to (\$3) from \$15 to \$18 for the improved sites (Resident), (\$5) \$25 to \$30 for the Non-resident improved sites. Tent sites would increase \$2 for residents and \$3 for Non-resident.

DISCUSSION: *Commissioner Lewis suggested that we just increase the fees to the average at one time rather than in the increments as suggested. Chairman Gillam stated that she thought the public would react better to an incremental increase rather than a large one-time increase. Commissioner Frasz agreed that an initial (first year) larger increase seemed reasonable. Discussion led to a \$5 and \$10 increase on the RV Improved sites resident and nonresident respectively and a \$2 and \$3 increase for the Primitive (tent) sites resident/nonresident as proposed for 2018. Additionally, annual increases would then continue at 20% in all categories until the market average is reached.*

At this time, Chairman Gillam asked for an informal vote and the consensus was to increase fees as discussed. The information will be presented to the Finance & Administration Committee prior to going to the Executive Committee this month.

The motion was made by Commissioner Lewis and 2nd by Commissioner Frasz to increase fees (\$5) for the improved sites for residents from \$15 to \$20, (\$10) from \$25 to \$30 for the improved sites non-residents. Primitive (tent) sites (\$2) from \$10 to \$12 for residents and (\$3) from \$15 to \$18 for the primitive sites non-resident. The increases would then continue annually at 20% until market average is met. Staff and Commission will continue to review the campground's revenues and expenses on an annual basis and make any further recommendations at that time.

RESULT:	MOTION TO INCREASE FEES [UNANIMOUS]
MOVER:	Philip Lewis, Secretary
SECONDER:	Drew Frasz, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

Recommendation will be forwarded to the Finance and Administration Committee for further review.

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

VII. Communications

VIII. Chairman's Comments

Chairman Gillam stated that she had attended the Conservation Foundation Membership Luncheon and found it to be informative.

IX. Adjournment

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Philip Lewis, Secretary
SECONDER:	Jarett Sanchez, Commissioner
AYES:	Rebecca Gillam, Margaret Auger, Theresa Barreiro, Brian Dahl, Drew Frasz, Philip Lewis, Jarett Sanchez
ABSENT:	Deborah Allan, Michael Kenyon, Thomas Smith, Barbara Wojnicki

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

Adjournment until: *Friday, March 23, 2018 at 9:30 am
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

*** NOTE DAY CHANGE**

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary