

**KENDALL COUNTY FOREST PRESERVE DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES**

FEBRUARY 14, 2018

I. Call to Order

President Gilmour called the meeting to order at 5:35 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Cullick, Davidson, Flowers, Gryder, Prochaska, Purcell, and Gilmour all were present.

III. Approval of Agenda

Commissioner Prochaska made a motion to approve the agenda. Seconded by Commissioner Gryder. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by citizens present at the meeting.

V. Executive Director's Report

Director Guritz provided updates on priority projects.

Work is proceeding to identify the pump model for the Hoover lift station pump replacements, but the road condition may need to be addressed to allow proper equipment access.

Two of the District's plow assemblies need repairs, including the new truck's assembly. Grounds maintenance staff members have been doing a great job using existing equipment to handle snow clearing.

The Hoover lighting fixtures electrical inspection should be getting underway next week.

District staff met with the Kendall County Health Department to participate in a new iTick partnership to expand monitoring for Lyme disease within preserve areas. Out of all preserve areas tested, Maramech forest preserve had the highest number of ticks carrying Lyme disease, followed by Harris Forest Preserve. Spring burns within these preserve's grassland areas may open up the area for increased predation to reduce the population of white-footed deer mice, which represent the most significant vector for transmission of the bacteria and ticks that cause Lyme disease into preserve areas.

Additional public education information and signage will be posted in preserve parking areas.

Director Guritz suggested that the District should pay for rapid testing of ticks found on staff members to determine whether additional medical intervention is needed in order to avoid more significant health problems that could be considered compensable under workers' compensation.

The Committee of the Whole discussed the rise in incident rate for Lyme disease in Kendall County.

VI. Operations Committee Report

President Gilmour asked that the Operations Committee report be presented at the upcoming Commission meeting.

VII. Finance Committee Report

President Gilmour asked that the Finance Committee report be presented at the upcoming Commission meeting.

OLD BUSINESS

VIII. Millbrook Bridge Phase II (Bid Specifications) and Phase II (Construction Project Oversight) Proposal and Discussion

Director Guritz reported that HLR Vice President, Steve Megginson, was not able to attend the meeting as scheduled. Director Guritz reported that Mr. Megginson has been rescheduled to attend the March Committee of the Whole meeting, and that HLR concurs with the District's direction to bid the project in winter 18-19 to insure broader contractor participation.

The District will have two years to complete the project after the permit is received in June of this year. The expected timeframe for removal activities is 5.5 weeks as stated in the HLR construction phase proposal, but this should be carefully examined before entering contract to avoid cost overages if the work takes longer to complete.

IX. Fox River Bluffs Forest Preserve Phased Public Access Cost Report Discussion

Director Guritz presented Upland Design's revised phased plan for public access projects proposed for Fox River Bluffs Forest Preserve. The revised plan's first phase calls for the excavation, grading, and installation of a gravel road and parking area in fall 2018 following harvest. The second phase calls for the grant-funded installation of a 1.05 multi-purpose trail loop and spur, and installation of asphalt parking stalls to meet ADA requirements in fall 2019 following harvest.

Director Guritz reported that the RTP grant agreement, if awarded, will not be received until some point in 2019. In order to prepare for the cropland conversion project, the phased plan calls for completion of the access road and parking lot following harvest in 2018, which means

that the funds expended on the first phase will not be available for the project matching requirement.

The figures presented for the second-phase of work have been incorporated into the proposed resolution, and will include completion of ADA asphalt parking stalls, and the completion of the 1.05 mile trail loop and spur for a total cost of \$221,474, with future phases completing an additional spur and overlook deck(s).

Based on these costs, the RTP grant will fund 80% of the project, or \$177,179, with the District's required match totaling \$44,295 to complete public access projects for the preserve.

Director Guritz explained that the future spur leading to the eastern side of the preserve will parallel Eldamain Road at the point where the road will require a culvert for storm water drainage, which will remove the need for a bridge over the ravine that spans and bisects the entire south to north elevations of the property.

The Committee of the Whole discussed the phased plan and cost estimates.

Commissioner Purcell asked about the temporary public access drive. Director Guritz stated that the anticipated in-house cost for excavation, gravel, and grading is \$40,000, perhaps more with the proposed length of the access drive.

Commissioner Purcell asked what was budgeted for completion of the project. Director Guritz stated that the specific budget information for Fox River Bluffs would be sent to Commissioner Purcell before the next meeting. However, there are sufficient appropriations in the capital fund to apply for the grant. Each year, the District has scheduled appropriations that will far exceed actual capital expenditures in order to be able to take advantage of grant opportunities. Additional capital grants are needed for preserve access projects to leverage funds necessary to address the District's past land acquisition grant requirements, Commission's preserve access interests, cropland conversion requirements, and other District 3-5 year capital project priorities.

Director Guritz stated that the location of the temporary access drive and parking area configuration can be examined, and would not impact the amount of the RTP grant request.

X. Resolution #18-02-001 IDNR-FHA Regional Trails Program – Draft Resolution and Application Discussion

Director Guritz presented a revised draft resolution authorizing the District to apply for a 2018 IDNR-FHA Regional Trails Program grant. Director Guritz reported that the resolution will need to be approved at the February 20 Commission meeting in order to meet the 2018 funding cycle deadline for submission of the District's application.

Commissioner Purcell made a motion to forward Resolution #18-02-001 to Commission for approval. Seconded by Commissioner Gryder. All, aye. Opposed, none.

XI. Little Rock Creek Forest Preserve Acquisition Project Updates – IDNR Fair Market Value Appraisal Certification and Notice to Proceed

Director Guritz presented a draft Letter of Intent extending an offer to The Conservation Foundation to purchase the Little Rock Creek Forest Preserve. As part of the Letter of Intent the District is required to present the Land and Water Conservation Fund's Statement of Just Compensation form.

Director Guritz shared communications received from the IDNR, with the District expecting to receive the notification to proceed within the next few days. The Letter of Intent will be presented to Commission at the earliest opportunity following receipt of notification from the State.

The Letter of Intent presents the certified fair market value of \$1.3M, with the District's intention to purchase the property from The Conservation Foundation for \$650,000, which cost is fully reimbursable through the District's Land and Water Conservation Fund grant.

Commissioner Purcell asked if this includes the District paying for the closing costs. Director Guritz stated that this is something Commission can consider including in the final purchase Ordinance, and would be appreciated by The Conservation Foundation understanding that the agency is donating 50% of the land value as the District's 50% matching requirement, and will expend significantly more than this amount to cover their own costs, and the cost over the anticipated certified fair market value.

Commissioner Purcell asked what the anticipated closing costs would be. Director Guritz stated that closing costs should fall below \$12,000.

NEW BUSINESS

XII. Contracted Floristic Quality Surveys for Henneberry Forest Preserve, Including Reservation Woods, and Plants of Concern Relocates at Maramech Forest Preserve

Director Guritz presented a proposal from Scott Kobal of Wheaton, Illinois for completing of floristic quality surveys at Henneberry Forest Preserve, Reservation Woods, and plants-of-concern population relocations at Maramech Forest Preserve. Director Guritz reported that \$2,000 of the \$2,500 proposed cost will be offset by a contribution from the Forest Foundation of Kendall County.

Commissioner Purcell asked about the purpose of the study. Director Guritz stated that floristic quality studies help document the plant community, as well as identify threats to rare plant communities to establish natural resource management priorities. The studies also support

District grant applications, as well as providing justification for diverting other resources, like incidental take permit payments, to the District for natural resource management projects.

The studies also provide the baseline information needed to help inform future restoration projects on the types of species supported, and land management decisions.

Commissioner Purcell asked what fund would be used for the District's share of the proposal. Director Guritz stated that the expense would be coded to operations.

The Committee of the Whole provided direction to send a letter of appreciation to thank the Forest Foundation of Kendall County for their support of this, and other District projects.

Commissioner Purcell made a motion to forward the proposal to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XIII. Chamlin and Associates, Inc. Proposal for Preparation of ROW Legal Descriptions for Fox River Drive and Griswold Springs Road at Maramech Forest Preserve

The Committee of the Whole reviewed a proposal received from Chamlin & Associates, Inc. for completion of legal descriptions for the rights-of-way for Fox River Drive and Griswold Springs Road at Maramech Forest Preserve. Director Guritz reported that the proposal will be revised to only include completion of the legal descriptions, reducing the cost of the proposal to \$880.00.

Commissioner Gryder made a motion to forward the revised Chamlin & Associates, Inc. proposal for an amount not-to-exceed \$880.00 to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XIV. Motion to Forward Proposed Spring 2018 Public Program Fees and Charges to Commission

Director Guritz reported that the Operations Committee has reviewed and recommends approval of the spring 2018 public program fees and charges.

Commissioner Prochaska made a motion to forward the spring 2018 public program fees and charges to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

XV. Review of a Proposed Promotional Discount for 2018 Event Rentals at Ellis House and Equestrian Center

The Committee of the Whole reviewed a proposed \$500.00 promotional discount program for 2018 event rentals at Ellis House and Equestrian Center.

The promotional discount was discussed and recommended by the Operations Committee, and subsequently reviewed by the Finance Committee.

Commissioner Gryder made a motion to forward the proposed \$500.00 promotional discount program for 2018 event rentals at Ellis House and Equestrian Center as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

XVI. Conveyance of Title of the District's 1970 Homemade Flat Trailer and Wood Frame Stage Platform to the United City of Yorkville

Director Guritz presented a request to transfer the District's 1970 flat trailer and wood-frame stage to the United City of Yorkville.

Director Guritz reported that the trailer and stage are only used for support of the City of Yorkville's Memorial Day event.

Commissioner Gryder made a motion to forward the conveyance of title to the District's 1970 trailer, and wood frame stage to the United City of Yorkville to Commission for approval. Seconded by Commissioner Prochaska. Aye, all. Opposed, none.

XVII. West Bend Insurance – Property Damage Release and Settlement for Property Damaged at the District's Shuh-Shuh-Gah Canoe Launch Area

Director Guritz presented a property damage release and settlement agreement received from West Bend Insurance for Committee of the Whole consideration.

Direction was received to secure a proposal from an outside contractor to complete the repairs, and based on the costs of this proposal, notify West Bend Insurance of the costs for completing the work for amendment of the settlement amount.

XVIII. Executive Session

None.

XIX. Other Items of Business

Commissioner Gilmour reported on the progress of HB 4699 amending the Good Samaritan Act to include the administration of epinephrine by auto-injector to the law's protected citizen actions.

Director Guritz reported that the State budget may include opportunities for grant funding District capital projects through the Illinois State Museums capital grant program (Historic Courthouse); OSLAD (Pickerill-Pigott Forest Preserve); and PARC (Park and Recreational Facility Construction). Additional grants are needed in order to leverage the funding necessary to complete the District's identified priority capital projects.

XX. Summary of Action Items to be Taken

The Committee of the Whole provided direction to present the following items to Commission for consideration:

- Resolution #18-02-001 Authorizing participation in the 2018 IDNR-FHA Regional Trails Program
- Scott Kobal – Proposal to complete floristic quality inventories of Henneberry Forest Preserve and Reservation Woods
- Chamlin & Associates, Inc. proposal to complete ROW legal descriptions for Maramech Forest Preserve
- 2018 spring public program fees and charges
- 2018 promotional discount program for Ellis House and Equestrian Center weddings and special events
- Conveyance of the 1970 trailer and wood-frame stage to the United City of Yorkville

Direction was also received to request a contractor estimate for repairs at the Shuh-Shuh-Gah canoe launch.

XXI. Citizens to be Heard

No public comments were offered by citizens present at the meeting.

XXII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Flowers. Aye, all. Meeting adjourned at 6:22 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District