

DeKalb Park District
March 13, 2014
Study Session

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Dean Holliday, Keith Nyquist and Mike Teboda.

STAFF MEMBERS PRESENT: Interim Director Ochromowicz, Asst. Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Jane Holdridge, Colleen Belmont, Scott deOliveira, Roger Huber, Roger Olsen, Bill Ryder, Todd Bex, Josh Clark, and Dave Kessen.

OTHERS PRESENT: Katie Dahlstrom, Daily Chronicle, Dag Grada and Bryant Irving.

The March 13, 2014 study session was called to order by President Phil Young at 6:00 p.m.

Request for a Special Meeting to hold an Executive Session

Interim Director Ray Ochromowicz requested a date to hold a Special Executive Session meeting to discuss his recommendations on possible restructuring, changes in job descriptions, responsibilities and reporting.

The Board set a Special Executive Session meeting for Monday, March 31, 2014 at 6:00 p.m. at Hopkins Park.

Capital Improvement Priorities Assessment

Interim Director Ochromowicz reported that in his few weeks as Interim Director, he has heard of many capital project needs from both Park District staff and board. He suggested working together in identifying a new list of key projects by utilizing the District's Comprehensive Master Plan, community surveys, and suggestions from community groups and individuals. This list will take into consideration assets that cost a minimum of \$5,000 with a useful life of at least three years.

Ochromowicz explained that once the list is generated, it would be reviewed and then prioritized within the available budget. He noted that major/extensive renovations would also be defined as capital projects and requested that the Board provide him with their input prior to the March 31st Special Executive Session meeting.

Commissioner Teboda asked if the list would take into consideration grant projects. Ochromowicz replied that the list will identify the projects, and that staff would then identify the funding possibilities for each project.

Loan for River Heights Clubhouse Improvements

Interim Director Ochromowicz stated that the Board had made the decision to secure a bank loan for half of the cost of the bar renovation project at River Heights Golf Course. Ochromowicz recommended that in order to save on interest fees, the Board consider allowing the Golf Course Enterprise Fund to borrow money and pay back the General Fund.

Commissioner Per Faivre noted that the decision to have the golf courses obtain a loan was to give staff extra incentive to recover the cost of the renovation by generating additional concession/bar revenue to offset the loan.

The Board gave consensus for half of the River Heights bar renovation project cost to be borrowed and paid back from the General Fund.

River Heights Clubhouse bar Stools

Interim Director Ochromowicz noticed that the bar at River Heights had no bar stools and that in his opinion the intended purpose of having a bar is to welcome and service golf customers.

President Young explained that he voted against the funding of the bar stools, but was willing to revisit the topic.

Commissioner Faivre stated that the Board did not want to give the perception that the clubhouse was a bar.

Commissioner Teboda explained that he did not want young golfers to navigate between drinking patrons to order food and drinks and also felt that this would increase the District's liability exposure.

Commissioner Holliday stated that he had no feelings towards the issue, but noted that it was a wish of former Commissioner Don Irving and that the Board should take his wishes into consideration.

Commissioner Nyquist asked if staff was trained and aware of the proper protocol to follow when operating a bar. Clubhouse Manager Jane Holdridge stated that all staff was trained.

Ochromowicz recommended that the item be placed on the agenda next month for further discussion.

Status of Veterans Memorials

Interim Director Ochromowicz stated that this item was brought back for discussion because the Board was unclear about its status.

Asst. Director Small explained that the District had received a letter from Elks Club Secretary Lynne Kunde requesting that the District consider relocating the memorials from Veterans Park onto a portion of the Elk Club property.

Small noted that Commissioner Nyquist asked that staff contact the Donnelly family. Small stated that staff did additional research and noted that the land was donated to the Park District by Steve Milner, and that the Donnelly family donated money to purchase two memorials to honor family members who had died in war. The family, she noted, also requested that the park remain a nature preserve and wildlife refuge to honor veterans.

Small explained that she and Asst. Director Garrison had a face to face meeting with President Young and that she shared her reservations in contacting the Donnelly family and asking for the relocation of their memorials, since the subject could be a bit sensitive. President Young agreed and advised her to contact the Elks Club and inform them that the District was not ready to relocate the park or the memorials at this time.

Small noted that she contacted Lynne Kunde and also had a face to face conversation with her in Kunde's office after sharing her reservations with President Young.

Asst. Director Garrison provided specific information on the type of memorials located in Veteran's Park and read the inscription on the flag pole memorial as follows:

"Veteran's Park, Nature Preserve and Wildlife Refuge dedicated November 11, 1994 to honor the men and women of DeKalb County who have served in the armed forces of the United States of America. Memorial endowment donated to the DeKalb Park District by Martin E. Donnelly and Steve Milner."

Asst. Director Garrison then reviewed the timeline of events in conjunction with the park as follows:

- In 1993 the District accepted a land donation from Steve Milner and the board officially named the land Veteran's Park.
- In May 1994 the District received a check for \$1,000 and another check for \$5,000 from Martin Donnelly to establish park signage at Veteran's Park and to purchase memorials for David Donnelly who died in World War II and John Donnelly who died in Vietnam.
- On November 11, 1994 Veteran's Park was officially dedicated and officials from Viet now, Am Vets, VFW, American Legion, and DeKalb County Marine Corps League were present.
- On April 9, 1998 Steve Milner donated to the Park District an additional 2.5 acres of land adjacent to the park.
- 2003-2004: Park assessments and development of park development concept plans.
- 2004-2005: Veteran's Park improvements were put on hold to explore the creation of a Veterans Plaza at Hopkins Park.
- In November 2005 the District established the Hopkins Master Plan which included proposed development of a Veteran's Memorial Amphitheater.
- 2005-Present: the Veteran's Plaza/Amphitheatre proposed development was placed on hold due to lack of funding.

Commissioner Teboda inquired if staff had contacted the VFW and Viet Now groups to ask about their thoughts on the relocation of their memorials. Staff replied that they had not contacted either of those groups.

There were no additional comments or questions.

Status of Eden's Garden

Asst. Director Garrison reviewed a letter dated October 30, 2013 submitted to the Board by Don Kenney requesting permission to establish a community garden at Eden Park. Garrison stated that at this time a new playground replacement project was scheduled to commence this fiscal year which could interfere with the garden. Staff had requested that the garden project not be approved this year, but possibly re-visited next year.

Interim Director Ochromowicz noted that he had several other concerns. Ochromowicz noted that Community Garden Plots are very popular throughout several park districts and that they are typically available for rent and in a location with onsite water. Ochromowicz noted that Eden's Garden was not the proper site for such an endeavor and if the Board desired, staff could assess other park properties and recommend a better location for the establishment of community garden plots.

There were no additional comments.

**DeKalb Park District
March 13, 2014
Public Meeting**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Dean Holliday and Keith Nyquist. Commissioner Mike Teboda was absent.

STAFF MEMBERS PRESENT: Interim Director Ochromowicz Ochromowicz, Asst. Director Lisa Small, Asst. Director Brad Garrison, Josephine Knoble, Jane Holdridge, Colleen Belmont, Scott deOliveira, Roger Huber, Roger Olsen, Bill Ryder, Todd Bex, Josh Clark, and Dave Kessen.

OTHERS PRESENT: Katie Dahlstrom, Daily Chronicle, Dag Grada and Bryant Irving.

7:00 p.m. Public Hearing to Receive Public Comment Concerning the Proposed Budget for the DeKalb Park District, Fiscal Year 3/1/2014 to 2/28/2015

At 7:00 p.m. President Phil Young called a Public Hearing to Receive Public Comment Concerning the Proposed Budget for the DeKalb Park District, Fiscal Year 3/1/2014 to 2/28/2015 and asked if there were any comments or questions from the floor.

There were no questions or comments and President Young closed the Public Hearing at 7:01 p.m.

I. Meeting Called to Order and Pledge of Allegiance

President Phil Young called the March 13, 2014 public meeting to order at 7:01 p.m. All present recited the Pledge of Allegiance.

II. Action on the Agenda

Commissioner Per Faivre made a motion to approve the March 13, 2014 agenda. Commissioner Holliday seconded the motion.

President Young requested that the agenda be amended to discuss Grants and Park Board Policies under the New Business portion of the agenda.

Commissioner Keith Nyquist made a motion to approve the March 13, 2014 amended agenda. Commissioner Mike Teboda seconded the motion and all members voted unanimously in favor.

III. Action on Minutes from Previous Meetings:

A. Study Session and Public Meeting of February 13, 2014

Commissioner Nyquist made a motion to approve the February 13, 2014 study session and public meeting board minutes. Commissioner Teboda seconded the motion.

President Young noted that language be added on page 9 of the minutes under merit pool discussion noting that President Young also stated that the Board would be meeting in Executive Session to also discuss merit pay distribution.

Commissioner Faivre made a motion to approve the amended February 13, 2014 study session and public meeting minutes. Commissioner Nyquist seconded the motion.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.

IV. Correspondence

There was none.

V. Public Comments

DeKalb resident Bryant Irving thanked the Board and staff for the bar renovations at River Heights and expressed that he was in favor of equipping the bar with stools.

VI. Old Business

A. Action on Fiscal Year 2015 Budget

Commissioner Faivre made a motion to approve the Fiscal Year 2015 Budget. Commissioner Holliday seconded the motion.

Commissioner Faivre inquired why \$20,000 was budgeted for Nehring Center Improvements for FY2015 when only \$10,000 was spent of the \$29,800 budgeted last fiscal year. Garrison noted that this project was not completed due to other obligations, but was scheduled to be completed in FY2015.

Commissioner Faivre inquired about the \$65,000 budgeted for IT Upgrades/Equipment. Small noted that the phone system is old technology, non interactive with other district facilities and that numerous complaints have been received by the public. The recommendation to replace the system was made by the park board a couple of years ago.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor to approve the FY 2015 budget during a roll call vote.

B. Action on Ordinance 14-01: Budget and Appropriation Ordinance FY2015

Commissioner Nyquist made a motion to approve Ordinance 14-01: Budget and Appropriation Ordinance for FY2015. Commissioner Faivre seconded the motion.

Small noted that the Ordinance would be filed at the County.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.

C. Action on Sanitary District Lease

Commissioner Faivre made a motion to approve the Sanitary District Lease. Commissioner Holliday seconded the motion.

Commissioner Nyquist asked if there were numerous changes made to the lease. Asst. Director Small noted that there was a lot of discussion with the Sanitary District, but that the provisions have remained the same. Ancel Glink represented the Park District and the document was also reviewed by PDRMA, the District's risk management agency.

President Young asked about provision #9-Park District Option to Take Title to the Premises and inquired if the District would only have to pay the Sanitary District ten dollars to acquire the title for the land.

Small said that the Park District at any time during the term of the lease could exercise the option to accept title of said property for ten dollars.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.

D. Introduction of New Staff

Park Foreman Josh Clark introduced newly hired Dave Kessen. He noted that Kessen was a Maintenance Level II staff member and that his skills and experience was a great asset to the District.

David Kessen stated he was pleased to be a part of the Park District and gave a brief overview of his experience and thanked the Park Board for the invitation. President Young welcomed David Kessen to the District.

VII. New Business

A. Action on Tentative Amended Appropriations Ordinance FY2014

Commissioner Teboda made a motion to approve the Tentative Amended Appropriations Ordinance for FY2014. Commissioner Faivre seconded the motion.

There were no questions or comments.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.

B. Action on Fireworks Contract

Asst. Director Small noted that the proposed fireworks contract is for the same vendor the District has been utilizing since the mid 1990s. Small noted that the community has been pleased with the quality of the fireworks and that the local representative for the company was from DeKalb.

Small explained that this year, the vendor was proposing a one year contract or a three-year contract with 15% more product if the Board approved the three year contract.

Small noted that staff was recommending approval of a one year contract and that next year staff would be acquiring quotes from other companies.

President Young asked about the discount offered if the District decided to engage in the three year contract. Small noted that the vendor was offering 15% more product.

Small also explained that the City of DeKalb was responsible for half of the cost and that they would also have to agree with the terms of the three year contract.

Commissioner Teboda asked why staff would look for a new vendor if it was satisfied with the services being provided by the current company.

Interim Director Ochromowicz stated that he has directed staff to do so and felt that it was wise to test the markets and see what other companies and prices are available.

Commissioner Teboda recommended retaining the current company.

Commissioner Faivre noted that it was a good idea to obtain other quotes and that the Board did not have to accept a lower quote based only on the fact that it is lower.

Commissioner Nyquist made a motion to approve the one year fireworks contract for 2014. Commissioner Faivre seconded the motion.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.

C. Grant

President Young noted that at the February 13, 2014 park board meeting, the Board approved professional services in the amount of \$5,950 for preliminary designs and work to be completed in conjunction with the PARC grant.

Interim Director Ochromowicz noted that after 3D Design Architects contacted the Department of Natural Resources, it was learned that the grant was geared towards indoor capital projects and that the construction of a new band shell would most likely not be awarded.

Ochromowicz noted that staff would still be utilizing a portion of the approved funds to obtain preliminary drawings for the proposed new band shell and would be researching other funding possibilities.

D. Approve Schedule of Park Board Meetings

President Young noted that he has been reviewing the Park Board Policy manual and recommended the Board review the policies to make necessary changes. He spoke about Section 3.01 and how the Board does not follow the process described in that section.

VIII. Financial Reports

A. Purchase Orders

There were no questions.

B. Invoices

President Young noted that Asst. Financial Administrator Josephine Knoble had provided information on additional open invoices totaling \$17,550.44 and noted that the new total of open invoices to be approved was \$90,147.87.

Commissioner Nyquist made a motion to approve the financial reports, including the open invoices in the amount of \$90,147.87. Commissioner Holliday seconded the motion.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.

C. Budget/Actual Report

There were no questions.

IX. Committee and Staff Report

A. Ellwood House

No report.

B. Plan Commission

No report.

C. Pool Committee

Commissioner Faivre reported that the majority of the last pool committee meeting was spent discussing if staff should be directed to conduct another community wide survey, the format of the survey and the possible list of questions.

D. Trails & Trees Committee

Commissioner Nyquist reported that the committee continues working with the City on the bike trail project through Prairie Park.

E. Staff Reports

No reports.

X. Board Comments

President Young reported that City staff has asked the Park District to assist in a community wide effort to provide children at risk with summer programming at Welsh Park.

Interim Director Ochromowicz explained that he spoke with the Chief of Police and informed him that the District was in a position to provide programming this year, but will provide support by making additional steps to monitor and collect refuse from the park.

He noted that some of his concerns were that there was no information on the number of participants and no way to identify them since it would be an open camp. Ochromowicz noted that staff would look into possible involvement for next year.

Commissioner Nyquist reported that the Katz Dog Park was well attended despite the weather.

XI. Adjourn Public Meeting to go into Executive Session for the purpose of discussing

- a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2 (c)(1) of the Illinois Meeting Act**
- b. The purchase or lease of real estate property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2 (c)(5) of the Illinois Open Meetings Act**

President Young made a motion to adjourn the March 13, 2014 public meeting and to move into Executive session for the purpose of discussing:

- a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2 (c) (1) of the Illinois Meeting Act.
- b. The purchase or lease of real estate property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2 (c)(5) of the Illinois Open Meetings Act.

Commissioner Holliday seconded the motion.

Commissioners Mike Teboda, Keith Nyquist, Per Faivre, Dean Holliday and Phil Young voted in favor during a roll call vote.