

DeKalb Park District
July 11, 2013
Study Session

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

STAFF MEMBERS PRESENT: Asst. Director Brad Garrison, Asst. Director Lisa Small, Colleen Belmont, Scott deOliveira, Jane Holdridge, Roger Huber, Autumn Kelly, and Josephine Knoble.

OTHER MEMBERS PRESENT: District Attorney Jim Rock, Dag Grada, Rich Rice, Steve Duchrow, and Debbie Huber.

President Young called the July 11, 2013 study session to order at 6:30 p.m.

Capital Projects Review

President Young requested that staff review the District's capital budget detail for FY 2014.

Asst. Director Lisa Small explained that the District's Budget and Appropriations Ordinance No. 13-01 was approved on March 21, 2013 and that the notes located adjacent to most line item numbers gave a good indication of what the budget would be utilized for. Small noted that department heads were also present to discuss their individual departments and to answer any questions the Board might have.

Asst. Director Garrison reviewed the Parks, Planning and Development budget by noting that the salary, wages and administration expenses line item was for 2.5 full-time, 2 part-time, 4 seasonal and allocated wages for capital projects.

Asst. Director Small noted that the capital budget is funded by the bond and that there are specific rules on how bond money can be spent.

Garrison noted that the administrative expenses budget covered health insurance premiums, computer supplies, education and telephone. The construction supplies budget was allocated for tools and fuel and the maintenance equipment budget was allocated for two z-turn mowers at \$7,500 each. Garrison also noted that \$5,000 was budgeted for trees and landscaping.

President Young inquired as to whether staff would be spending the entire \$5,000. Garrison stated that the entire budget would be spent, and reported that last year 90 trees were purchased and planted throughout the District. Asst. Director Small noted that in previous years the tree and landscaping budget was \$10,000 and that she would like to see that number increased back to \$10,000 for the FY 2015 budget.

Garrison noted that \$35,000 was budgeted for the purchase of a backhoe. Commissioner Nyquist asked if the backhoe would be purchased new or used. Garrison replied that the backhoe would be purchased used since the purchase of a new backhoe was not feasible for the District at this time. The backhoe will not only be utilized for maintenance and capital

projects, but will also serve to compact the garbage bin at the PPD building, saving the District approximately \$3,000 to \$4,000 per year.

No money was budgeted for maintenance vehicles, but \$35,000 was budgeted for a new 100' X 40' roof as part of the rehabbing project of the South building at the Parks, Planning and Development building located on Locust Street.

Garrison noted that \$3,000 was budgeted for park signage expenses, \$25,000 for fibar, picnic tables, park amenities and park repairs throughout the District, and \$10,175 for sealing and striping of the parking lots at Deprin, Haish, Lions, McCormick and Prather.

Garrison reported that last year the District spent \$180,000 on repaving the south parking lot and baseball parking lot at Hopkins, the south section also at Hopkins and the trail section west of 1st Street through Lucinda Avenue. This year, the District budgeted \$10,000 for the resurfacing of the Hopkins Park basketball courts and \$30,000 for paving the pathway link from Taylor Street to Annie Glidden Road in Prairie Park. Those bid results will be discussed during the public meeting.

Garrison explained that the Band Shell stage was in need of repairs and that \$7,500 was allocated for that project.

Lastly, \$70,000 was budgeted to complete the Annie's Woods Park renovation project. The project was 95% complete and \$25,000 was budgeted for the Lions Park grant project.

Asst. Director Small reviewed the capital projects for administration and noted that \$30,000 was budgeted for the replacement of computers and software upgrades.

Small noted that \$191,000 was budgeted for District-wide ADA compliance improvements while \$10,000 was budgeted for bond fees in conjunction with the annual \$1.1 million bond. Asst. Director Garrison stated that over 1,800 ADA issues were identified during a District-wide ADA Compliance Audit. The issues, both big and small, include projects from the relocation of a simple light switch to the complete renovation of bathrooms. Garrison noted that the bathrooms at Buena Vista Golf Course were just remodeled to meet ADA compliance.

President Young inquired as to whether the District would be on track to complete the ADA requirements by March 2015. Garrison replied that staff was a bit behind with the projects due to the weather this spring.

Commissioner Nyquist inquired as to whether the ADA projects were being completed by staff. Asst. Director Garrison replied yes and Asst. Director Small stated that, if necessary, staff would contract additional help in order to meet the March 2015 ADA Compliance deadline.

HPCC Director Scott deOliveira reported that \$6,000 was spent to refinish the wood flooring in the Community Center room and that \$72,000 was spent on a new roof and building repairs for the Community Center building. deOliveira also explained that \$5,000 was budgeted for HVAC expenses and \$10,000 for the replacement of the Hopkins Park gazebo. The gazebo, typically utilized for wedding ceremonies, will be replaced in the fall. He and Garrison were in the process of finalizing its new design.

Program Director Belmont explained that \$7,500 was budgeted for new treadmills.

President Young inquired as to whether extended warranties could be purchased with the new treadmills. Belmont stated that extended warranties were not typically offered with refurbished treadmills and that extra money was not budgeted for the cost of warranties.

Belmont also reported that \$5,000 was budgeted for improvements needed at Haish Gym, identified during a Facility Assessment, as part of the Facility Assessment Master Plan.

Asst. Director Small explained that \$10,000 was allocated for ball diamond improvements and \$7,500 for the replacement of bleachers. Asst. Director Garrison noted that two sets of new bleachers are purchased each year as part of the District's Bleacher replacement program. Garrison noted that, by code, all new bleachers that are composed of three rows or more are required to have a back.

Small noted that staff had budgeted \$50,000 for five years to accumulate the \$250,000 necessary to replace the original, synthetic turf at the Sports and Recreation Center.

Asst. Director Garrison reported that the work is scheduled to commence mid-July.

Small also noted that \$5,000 was allocated towards the repainting of the faded Park District logo on the south end of the Sports and Recreation Center.

Garrison noted that the Sports and Recreation Center opened in the year 2000 and that both the turf and logo were original to the building.

Golf Superintendent Roger Huber explained that \$60,000 was budgeted for the purchase of a fairway mower and tractor. Also, \$28,900 was budgeted annually for the lease/purchase of 30 golf carts for River Heights Golf Course.

Huber explained that the District entered into a golf cart lease agreement four year ago to replace an old fleet of carts. Roger noted that he is very satisfied with the program and hopes to continue with the lease program in the future.

Huber noted that the River Heights clubhouse heating system has always been adequate, but that \$25,000 was allocated to upgrade the inefficient A/C system. Also, \$9,000 was budgeted for fence repairs, \$5,000 for drainage issues at River, \$15,000 for sand trap improvements at River and \$5,000 for sand trap improvements at Buena.

Roger also explained that a mold issue was discovered at the Buena maintenance building and that \$6,000 was budgeted to remedy the problem.

Lastly, Asst. Director Small noted that \$10,000 was budgeted for general pool repairs and \$390,125 for the architect and engineering expenses of the Hopkins Pool Renovation project.

President Young thanked staff for their presentations.

**DeKalb Park District
July 11, 2013
Public Meeting**

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

STAFF MEMBERS PRESENT: Asst. Director Brad Garrison, Asst. Director Lisa Small, Colleen Belmont, Scott deOliveira, Jane Holdridge, Roger Huber, Autumn Kelly, and Josephine Knoble.

OTHER MEMBERS PRESENT: District Attorney Jim Rock, Dag Grada, Rich Rice, Steve Duchrow, and Debbie Huber.

I. Meeting Called to Order

President Phil Young called the July 11, 2013 public meeting to order at 7:03 p.m.

II. Approval of Agenda

Commissioner Young recommended the addition of Item F-Discussion of two TIF Project Proposals from the City of DeKalb and the addition of Item G-Set Date for Pool Workshop under the New Business portion of the agenda.

Commissioner Per Faivre made a motion to approve the July 11, 2013 amended agenda. Commissioner Keith Nyquist seconded the motion and all members voted unanimously in favor.

III. Approve Minutes from Previous Meetings:

a. Study Session and Public Meeting of June 13, 2013

Commissioner Nyquist made a motion to approve the study session and public session minutes of June 13, 2013. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

b. Public Meeting of June 21, 2013

Commissioner Nyquist made a motion to approve the public session minutes of June 21, 2013. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

IV. Correspondence

Commissioner Nyquist read a letter from Com Ed President & CEO Anne Pramaggiore thanking the District for working with Com Ed in order to restore the DeKalb Nature Trail.

V. Business from the Floor

Resident Steve Duchrow expressed that he was disappointed in the way the Park District Board handled the parting of the past Executive Director. Duchrow stated that, in his opinion, she was a hard worker and valuable to the community.

President Young thanked Duchrow for his comments.

VI. Old Business

A. Approve Bid and Award Contract for Paving Project

Asst. Director Garrison explained that the District provided bid packets to four interested parties for the paving of the Prairie Park pathway section from Taylor Street to Annie Glidden Road as well as the resurfacing of the Hopkins Park basketball court. Garrison noted that the District budgeted \$40,000 for the project and that two bids were received and opened at the Administration Office on Tuesday, July 9, 2013 at 3:00 p.m. Staff recommended that the project be awarded to the lowest bidder, Royer Asphalt Paving, in the amount of \$43,309.65.

Garrison also noted that this project was part of the District's Paving Replacement Schedule.

Commissioner Faivre made a motion to award the paving project contract discussed above to Royer Asphalt Paving in the amount of \$43,309.65. Commissioner Nyquist seconded the motion. Commissioners Faivre, Irving, Nyquist and Young voted in favor during a roll call vote.

VII. New Business

A. Approval to Seek Bids for Ellwood House Water Tower Roof Replacement (Museum Grant)

Asst. Director Garrison reported that the Park District had received an \$82,000 grant from the Illinois Department of Natural Resources Museum Capital Grant Program for improvements related to the Ellwood house water tower. Garrison noted that the grant would fund the water tower roof replacement, masonry work, iron-gate repairs and landscaping.

Garrison requested authorization from the Board to bid the roofing project.

Commissioner Nyquist made a motion to authorize staff to seek bids for the Ellwood House Water Tower Roof Replacement project. Commissioner Favor seconded the motion.

Commissioners Faivre, Nyquist and Young voted in favor during a roll call vote. Commissioner Irving voted not in favor during a roll call vote.

B. Consider Fencing Request from Greenview Townhomes Homeowners Association

Golf Course Superintendent Roger Huber stated that he received a letter from Ken Hafeman, President of the Greenview Townhomes Homeowner's Association, requesting assistance from

the District in the replacement of the south fence dividing the River Heights Golf Course parking lot from the Greenview Townhomes.

Huber noted that the District had recently replaced the fence to the north side of the parking lot and recommended that the District also replace the south fence with the same style fencing. The Greenview Townhomes Homeowners Association, Huber stated, was willing to take over the maintenance of the new fence.

Asst. Director Small noted that, as dictated by the Special Use Permit Ordinance No. 93-65, the Park District was required to have a fence on both side of the parking lot. Small also stated that staff would write a maintenance agreement and that Huber would work with the Association to confirm the style of fencing to be installed.

Commissioner Irving stated that he was pleased with the style of fence on the north side of the River Heights parking lot and recommended that the same style be erected on the south side. The Board was in agreement.

C. Establish a Park District Trails and Trees Committee

Commissioner Nyquist explained that the Board was interested in establishing a Park District Trails and Trees Committee to provide additional oversight and input on agency issues related to trails, pathways and trees throughout the District.

Asst Director Small noted that staff suggested the involvement of Asst. Director Brad Garrison and Park Foreman Josh Clark.

Commissioners Nyquist and Young also expressed interest in being a part of the committee.

Commissioner Nyquist made a motion to establish a DeKalb Park District Trails and Trees Committee with staff members Brad Garrison and Josh Clark and Park Board members Keith Nyquist and Phil Young. Commissioner Faivre seconded the motion and all members voted unanimously in favor.

D. PHN Contract and Payments

District Attorney Jim Rock recommended that the Board wait to make a decision after the pool workshop had taken place and once the Board has chosen a direction.

E. Set Date for Annie's Woods Dedication

Asst. Director Garrison recommended that the Annie's Woods dedication be scheduled for September 12, 2013 at 5:45 p.m., prior to the study session. The Board was in agreement.

F. Discussion of TIF Project

Asst. Director Small distributed materials on two proposed TIF projects from the City of DeKalb. Small noted that the first TIF proposal was for the renovation and redevelopment of South

Fourth Street, from Taylor Street to Fairlane Avenue, and the second TIF proposal was an area on Sycamore Road adjacent to the Nature Trail.

The South Fourth Street area EAV has been steadily declining and the City of DeKalb is requesting that the Park District forfeit approximately \$12,000 per year for twenty-three years in EAV money. Small noted that the District was at risk of having zero EAV growth for these areas if they continued to decline and if no action was taken by the City to revitalize them.

President Young asked if the District would be forfeiting \$12,000 per year from both proposed TIF Districts. Small replied that the \$12,000 in incremental taxes was for the South Fourth Street location and that the incremental taxes for the Sycamore location was approximately \$9,000 per year.

Asst. Director Small noted that once the infrastructure improvements were complete, the City would dissolve that TIF District and the Park District would then start collecting EAV money once again.

Small further noted that much of the proposed area on Sycamore Road was currently owned by Northern Illinois University and that the District was receiving no property tax on that land since NIU is tax exempt.

Small noted that in future plans for the Sycamore Road location, the City was considering the possibility of a hotel adjacent to the Nature Trail. Small reported that she informed the City that the Park District would not be in favor of a hotel development within close proximity to the Nature Trail. Small also noted that the City was in need of an answer from the Board by July 26, 2013, before the City Council meeting.

President Young asked that Asst. Director Small advise City staff that the Park Board was not in agreement with any type of hotel development adjacent to the Nature Trail, but that the Board was in support with the two proposed TIF projects.

Small noted that taxing bodies will be meeting with the City on July 24, 2013 and that she will share Board comments and concerns. The City will also be holding a Public Hearing on August 12, 2013.

G. Set Date for Pool Workshop

The Board scheduled a Hopkins Pool Workshop meeting for July 18, 2013 from 2-4 p.m. at the Hopkins Community Center.

Asst. Director Small noted that she would assemble materials for discussion and publicize the meeting to the public.

VIII. Financial Reports

A. Cash & Investment

There were no questions.

B. Purchase Orders

Commissioner Faivre asked about the purchase order to Gametime for a chain net. Asst. Director Garrison stated that the chain net at the Hopkins Park playground was cracking and could potentially be a pinch hazard. The chain net will be replaced by staff as soon as the new one is delivered.

C. Invoices

Commissioners Per Faivre, Don Irving, Keith Nyquist, and Phil Young voted in favor during a roll call vote to approve the list of open invoices totaling \$247,707.78.

D. Budget/Actual Report

There were no questions.

IX. Committee and Staff Report

A. Ellwood House

Asst. Director Garrison reported attending the June 25, 2013 Ellwood House meeting and noted that staff was looking forward to both the August 4, 2013 Ice Cream Social and the Wine on the Terrace event in September.

Commissioner Irving inquired as to when the Nehring House would be available for tours.

Garrison stated that the Nehring House connectivity and parking lot project was near completion and that staff was in the process of determining visitation/tour dates and times.

B. Plan Commission

There was no report.

C. Staff Reports

Program Director Colleen Belmont reported that, due to excessive spring rains, staff had to reschedule numerous first session swim and tennis dates.

Day camp registration participation was increasing steadily and this season campers were being introduced to a virtual trip around the world and learning about different countries and their culture, cuisine, etc. Belmont reported on day camp field trips and various activities.

Belmont reported that the 4th of July event at Hopkins Park went well and that the fall brochure was completed.

Belmont noted that she was working with the Kishwaukee Special Recreation Association and utilizing interpreters for several hearing impaired participants.

Lastly, Belmont reported that the District was the recipient of a \$2,500 Housing and Urban Development grant.

Asst. Director Small noted that Mike Mooney would be donating a check to the District, and invited the Board to attend the presentation scheduled for 5:45 p.m. on Monday, July 15, 2013 at the Brody Field in Hopkins Park.

Small reported that the District would be receiving proceeds from the Corn Classic Run.

Commissioner Nyquist thanked deOliveira for setting up the PA system. deOliveira noted that the PA demo was provided by NIU media services and that staff would be researching and purchasing a system in the near future.

Commissioner Irving requested that staff not erect additional gazebos throughout the District even though he noted that the gazebo was part of the District logo. In his opinion, the existing gazebos throughout the District are not utilized.

Asst. Director Garrison thanked the DeKalb Police and Fire Department for their assistance during the 4th of July celebration in Hopkins Park.

Lastly, Garrison reported that the Lions Park OSLAD grant application was submitted.

- X. Move to go into Closed Executive Session for the purpose of:**
- a. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section (C) (1) of the Illinois Open Meetings Act.**
 - b. Discussing the purchase or lease of real property for the use of the public body, including whether a particular parcel should be acquired pursuant to Section (C) (5) of the Illinois Open Meetings Act.**

Commissioner Faivre made a motion to move into Executive Session at 7:57 p.m. for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section (C) (1) of the Illinois Open Meetings Act, and for the purpose of discussing the purchase or lease of real property for the use of the public body, including whether a particular parcel should be acquired pursuant to Section (C) (5) of the Illinois Open Meetings Act. Commissioner Irving seconded the motion and all members voted unanimously in favor during a roll call vote.

XI. Reconvene Public Meeting

The Board reconvened into the public meeting at 8:30 p.m.

XII. Approve Items Discussed in Executive Session

Commissioner Irving moved to appoint Lisa Small to the position of Interim Executive Director. Commissioner Faivre seconded the motion, and all voted in favor.

Commissioner Nyquist moved to provide Interim Director Small with a stipend to compensate her for her additional duties. Commissioner Faivre seconded the motion, and all voted in favor.

XIII. Adjourn Public Meeting

Commissioner Irving moved to adjourn the public meeting at 8:32 p.m. Commissioner Faivre seconded the motion, and all voted in favor.