

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS STUDY SESSION
Thursday, August 20, 2015
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL
6:00 pm

Board Members Present: President Phil Young, Commissioner Byrant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist

Staff Members Present: Executive Director Jason Mangum, Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Roger Huber, Athletics Supervisor Bill Ryder, Clubhouse Manager Jane Holdridge, Graduate Management Analyst Ryan Lineman

Call to Order

President Phil Young called the meeting to order at 6:02 pm.

Commissioner Irving motioned to approve the agenda and Commissioner Holliday seconded. Motion carried by voice vote.

Introduce Graduate Management Analyst

Executive Director Mangum introduced the Graduate Management Analyst, Ryan Lindeman. Lindeman introduced himself to the board and talked about his background.

Dog Park Status

Superintendent Emken referenced a memo from July 29th that went to the board regarding the dog park amenities. He reported that the results of a survey that went to dog park users were how the list of amenities was developed. The number one request was trees. Other things that respondents were looking for were water fountains and shade structures. The total cost of all amenities will be around \$59,000. There is \$75,000 budgeted. If the amenity items are ordered now they should be here in time for a soft opening in mid-October with a grand opening event scheduled for October 31. Most work will be done without shutting down the park, but there will be a time in mid-September when the park will most likely need to be shut down.

President Young reported that he hears questions about whether smoking will be allowed. Executive Director Mangum reported that the District park code does not address smoking in the park. If the District is going to address this, it will need to be done at the board level. Mangum indicated that this is something that staff can research and create a recommendation to the board based on industry best practices.

President Young asked whether the gates at the entrance be ADA accessible. Emken indicated that that they will be wide enough. President Young suggested that the concern is about ease of opening the gate.

President Young asked whether the District wants to have any limitations on entrance, such as requiring that users be residents, or show proof of rabies vaccinations. He asked whether it will be self-policed or monitored by District staff. Director Mangum reported that over half of the users indicated that they would be willing to pay something for use of the dog park. Mangum indicated that he did not think it would be cost prohibitive to develop some secure access, such as a key fob.

President Young expressed concern that the fence height of 5 feet is not sufficient, especially for bigger dogs. Superintendent Emken reported that the cost to increase the fence height to 6 feet is 13%. He surveyed several other area Districts and found that only one district had a fence height of 6 feet at their dog park. All other district dog parks were 4 feet or 5 feet tall.

Commissioner Irving said that he thinks that the dog park should definitely have a 6 foot fence. He also suggested that the rules should be closer to the door so that people have to read it when they enter. He indicated that a person that he talked to at the dog park said that the waste containers were full and that the District should check more often to make sure they are empty. He indicated that he thought that the District had already ordered the drinking fountains. Emken indicated that he was never given the go-ahead. Commissioner Irving also indicated that he is in support of people being required to come to the District office to get a permit to use the park.

Commissioner Grada indicated that he wanted to make sure that whatever benefit is gained by keying the park and having users pay for permits covers the District's costs for doing so.

Commissioner Holliday wanted to know if there are any plans to expand the park to the end of the District property. Superintendent Emken and Executive Director Mangum indicated that this is not out of the question for the future.

Conversation about the possibility of the secured access with a cost for a permit and how long it would take was had between the commissioners and Director Mangum. Director Mangum cautioned the board that because the District dog park is currently free that the District needs to be cautious about implementing a fee and would need to make sure that users are being educated. He also indicated that this would be a way for non-resident users of the park to pay their fair share of their costs as they are not currently paying taxes to the District.

Disc Golf Course Discussion

Commissioner Grada distributed information to the commissioners. He indicated that he had spoken to the board a number of years ago about his concerns for the design of the Disc Golf Course at Annie's Woods. That course has been taken out. He provided some additional history of disc golf in DeKalb. He indicated that while money has been spent on disc golf in DeKalb it has not been well used. He indicated that he would like to see at least one 18-hole course developed with modern course design. He requested that money be put in the budget for the upcoming fiscal year for disc golf course design.

Superintendent Emken asked if there is space at Prairie Park that would be enough. Grada indicated that there are 6 parks that have enough and that Hopkins and Prairie would be preferable.

Commissioner Holliday asked if Grada had an idea of where he would like it located. Grada indicated that Prairie Park north of the river and north of the Kensington Park subdivision would be his preference.

Commissioner Irving asked if any trees need to be removed. Grada indicated that no large trees would need to be removed. Most of the removal would be understory.

Commissioner Holliday asked how close would the course would be to the trail. Grada reported that it would be dependent upon the site.

Director Mangum indicated that there have been preliminary discussions with NIU about building a disc golf course on their property. Grada indicated that he has spoken with some NIU staff as well and it is possible to build on that site provided that they are willing to make that site work.

President Young expressed a concern about mixing disc golf with other activities such as the trail. He asked whether the staff should have meetings regarding site selection and determine whether there is board consensus to proceed. He also indicated that the conversation with NIU is a good thing and it should be continued.

Commissioner Nyquist indicated that he finds the presentation to be extremely problematic. While he is in favor of developing a disc golf course somewhere in the District he is not sure if Prairie Park is the right location. He indicated that he is concerned with the speed of the discs that are used when the game is played and mixing that with other uses, especially the trail, in the park. He indicated that he also found evidence of damage to the trees on the tee side in various locations in the park. He would not support putting an expanded disc golf course at Prairie Park.

Commissioner Grada indicated that there are multiple examples of mixed use parks that include disc golf. He indicated that the disc golf course at Prairie Park should not have been developed as it has so close to the trail. By changing the orientation of the hole or creating a buffer the risks can be considerably reduced.

Commissioner Holliday indicated that he has heard comments from a resident that they would not feel safe having a picnic in the park at Prairie if the disc golf course were expanded. Grada agreed that this could eliminate some space that are safe for having a picnic. Mangum indicated that staff will continue to educate themselves on disc golf and look at some of the courses that Commissioner Grada mentioned and continue discussions with NIU. Staff will work to get more information to the board so that a decision can be made.

Commisisoner Irving motioned to adjourn, Commissioner Nyquist seconded.

Meeting adjourned at 7:05 pm.

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
Thursday, August 20, 2015
Hopkins Park Community Center
1403 Sycamore Road, DeKalb, IL
7:00 pm

Board Members Present: President Phil Young, Commissioner Byrant Irving, Commissioner Dean Holliday, Commissioner Dag Grada, and Commissioner Keith Nyquist

Staff Members Present: Executive Director Jason Mangum, Superintendent of Recreation Amy Doll, Superintendent of Parks and Development Mat Emken, Superintendent of Golf Operations Roger Huber, Athletics Supervisor Bill Ryder, Clubhouse Manager Jane Holdridge, Graduate Management Analyst Ryan Lineman.

I. Meeting Called to Order, Roll Call, Pledge of Allegiance

President Phil Young called the meeting to order at 7:17 pm.

II. Action on the Agenda

Commissioner Irving made a motion to approve agenda, seconded by Commissioner Nyquist. Motion carried by voice vote

III. Action on Minutes from Previous Meetings

a. Study Session and Public Meeting of July 20, 2015

Commissioner Nyquist made a motion to approve the public meeting minutes of July 20, 2015, seconded by Commissioner Irving. Motion Carried by voice vote.

b. Executive Session Meeting of July 20, 2015

Commissioner Irving made a motion to approve the minutes of the executive session of July 20, 2015, seconded by Commissioner Nyquist. Motion Carried by voice vote.

IV. Public Comments

None

V. Old Business

None

VI. New Business

a. Action on Ordinance 15-16: Revision of Park Code, Encroachment on Park District Properties

Commissioner Irving motioned to approve Ordinance 15-16, amending section 8.14 of the DeKalb Park District Code of Ordinances, seconded by Commissioner Grada.

Director Mangum indicated that the District's current code on encroachment is weak and only one line in length. Staff worked with the District attorney to develop the new ordinance and a procedure for enforcement.

Commissioner Holliday asked if any of the individuals in violation have been warned or contacted about this. Mangum indicated that not since he has been employed, but that the District would start with education but would first need to verify that the encroachment exists. Commissioner Holliday indicated that he thought there was already mapping of encroachment. Mangum indicated that the District does have encroachment but that in order to enforce the new procedures it will need to be verified.

Commissioner Irving asked if people have been notified. Mangum said that the District would first inform and educate.

Commissioner Nyquist asked if this policy indicates how we would contact people and whether this would be approved by the board. Mangum, responded that the procedure for enforcement is an internal staff procedure. The board would approve only the ordinance. Nyquist asked about police assisting with ordinance. Mangum indicated that this is in effect for any ordinance. Nyquist asked if three policies need to be approved – the ordinance, the staff policy for enforcement and then the agreement with the police. Mangum indicated that the District could do it on its own but would like the cooperation of the police.

President Young asked if the District has engaged the City. Mangum indicated that the District has been in contact with the city staff on several topics.

Commissioner Nyquist asked about the fine structure and asked why there needed to be a minimum on the fine structure. Mangum indicated that the District wants there to be incentive for the violator to clean up the encroachment on their own because the District has limited resources for handling this.

Commissioner Nyquist made a motion to amend the ordinance regarding the minimum amount of the fine to take out the words in section i. "of not less than one hundred dollars (\$100.00)". Seconded by Commissioner Irving.

Commissioner Holliday indicated that he thought this was not necessary. Commissioner Grada indicated that it is mostly just semantics. Commissioner Nyquist disagreed, indicating that if the District does impose a fine it would have to be at least \$100.

Motion on the amendment carried by roll call vote: Aye: Nyquist, Irving, Young; Nay: Holliday; Abstain: Grada (3-1-1)

Motion on the ordinance carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

b. Action on Intergovernmental Agreement with Sycamore, Genoa, and Sandwich Park Districts for the Purchase of and Use of Projection Equipment.

Director Mangum indicated that the District was informed two days prior to the meeting that the Genoa Township Park District was pulling out of the agreement.

Commissioner Irving motioned to approve the resolution authorizing an intergovernmental cooperative effort with the Sandwich Park District and Sycamore Park District. Seconded by President Young.

Commissioner Irving asked if the District is purchasing the equipment of already owned it. Director Mangum indicated that the District will be purchasing it and this is a later agenda item. This intergovernmental agreement outlines the procedure for sharing the equipment. Commissioner Irving asked if the District will be responsible for the equipment and would it be housed with the DeKalb Park District. Mangum indicated that this is outlined in the agreement.

President Young asked if we currently rent the equipment. Mangum responded that the District currently rents the equipment and pays over \$2,000 per use.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

c. Action on Request from Boy Scout Troop 33 to Operate a Concession Stand at Kiwanis Park

Commissioner Irving made a motion to approve the request from BSA Troop 33 to operate a concession stand during AYSO games at DeKalb Kiwanis Park – Saturdays until October 24, 2015. Seconded by Commissioner Grada.

Commissioner Holliday asked if anyone is doing concessions now. Director Mangum reported that yes, they have done it for years.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

d. Action on Equipment Purchases or Projects over \$10,000

i. Paving Work at Hopkins, Katz, and Prairie Creek Parks

Commissioner Grada made a motion to approve the bid from Royer Asphalt Paving Inc., the low bidder, in the amount of \$43,397.30 for the Fiscal Year 2016 Paving Improvements. Commissioner Irving seconded.

Commissioner Irving asked when the work would start. Superintendent Emken reported that they have 20 days from notification to finish the project. Commissioner Irving asked this includes the pavement by the Hopkins playground. Emken reported that it does.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

ii. Shipman Playground Equipment

Commissioner Irving made a motion to approve the purchase of the option 2 playground equipment from NuToys Leisure Products in the amount of \$17,926.00. Commissioner Nyquist seconded the motion.

Commissioner Irving asked if it includes the zip line. Director Mangum reported that it does.

President Young asked this is part of the playground schedule replacement. Mangum reported that it is.

Commissioner Holliday asked if the equipment will all be new and Mangum reported that it is. He indicated that this playground will complement the new one at Lion's Park.

Commissioner Grada said that it is great to see new equipment and diversity in the playground in equipment.

Commissioner Nyquist expressed that he liked that the District was able to take public input into the design.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

iii. Hopkins Aquatic Center Consulting

Commissioner Nyquist made a motion to enter into an agreement with Stantec Inc in the amount of up to \$34,200 for existing pool condition consulting services. No second.

iv. Dog Park Fencing

Commissioner Irving made a motion to approve the purchase of the Katz Park Dog Park perimeter fencing supplies from Fence Sales of Sycamore Inc. in the amount of \$13,518.00. Seconded by Commissioner Grada.

Commissioner Irving said it should be said that he is concerned about the 5 foot fence and things that it should be 6 foot.

President Young asked if some of the fencing will be existing. Superintendent Emken responded that some of the existing posts. He also reported that if the District changes to 6 foot fence, all of the small dog fencing would also need to be replaced.

President Young said that he agrees with Commissioner Irving and that the District is not doing its due diligence if the District doesn't put up a tall enough fence and then dogs jump over the fence.

Director Mangum said that if the majority of the board feels that 6 foot fence is required then staff would need to get updated numbers and bring it back to the board at a special meeting.

President Young asked if the board were to delay this, how long it would take to get the quotes and how long would the delay take. Superintendent Emken said that staff was looking at doing the fence work in the first or second week of September. He indicated that he could probably have quotes by the end of the next week.

Commissioner Irving and President Young indicated they would support a special meeting.

Motion not carried by roll call vote. Nay: Holliday, Irving, Nyquist, Young; Abstain: Grada (0-4-1)

v. Movie Projection Equipment

Commissioner Irving made a motion to approve the purchase of movie projection equipment from Sunset Cinemas, Inc. in the amount of \$15,271.00 Seconded by Commissioner Holliday.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

VII. Financial Reports

a. Action on Invoices for Payment

Commissioner Irving made a motion to approve payment of July open invoices, totaling \$193,328.27. Seconded by Commissioner Nyquist.

Commissioner Irving questioned the cost of gloves purchased at Gordon's Hardware. Superintendent Emken reported that these were anti-vibration gloves for running the chainsaw.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

VIII. Committee and Staff Reports

a. Ellwood House

Director Mangum reported that the Ellwood House had a very successful Art and Ice Cream Social and that their biggest fundraiser of the year, Wine on the Terrace, is coming up in September.

b. Planning Commission

Commissioner Nyquist reported that last Wednesday the planning commission recommended that Chipotle be granted a variance to move into the old Q'doba location.

c. Trails & Trees Committee

Commissioner Nyquist reported that there was no meeting but a resident passed along gratitude to Superintendent Emken for a memorial bench going in so quickly.

d. Staff Reports

Commissioner Nyquist indicated that he had a great time at the stargazing party and he is looking forward to more events.

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

a. Discussing the minutes of Executive Sessions and semi-annual review of the Executive Session minutes as mandated by Section 2.06 and pursuant to Section 2(c)(21) of the Illinois Open Meetings Act

b. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act

Commissioner Irving made a motion to adjourn the public meeting to go into executive session for the purpose of

- a. Discussing the minutes of Executive Sessions and semi-annual review of the Executive Session minutes as mandated by Section 2.06 and pursuant to Section 2(c)(21) of the Illinois Open Meetings Act
- b. Discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.

Seconded by Commissioner Grada.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

Meeting closed to the public at 8:15 pm.

X. Reconvene Public Meeting

Commissioner Bryant Irving made a motion to reconvene the public meeting at 10:06 p.m. Commissioner Dean Holliday seconded the motion. All were in favor.

XI. Action on Resolution 15-17: Release of Executive Session Minutes

Commissioner Bryant Irving made a motion to approve Resolution 15-17: Release of Executive Session minutes. Commissioner Dean Holliday seconded the motion.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young (5-0-0)

XII. Adjourn Public Meeting

Commissioner Dean Holliday made a motion to adjourn the August 20, 2015 public meeting at 10:07 p.m. Commissioner Dag Grada seconded the motion. All were in favor.