

**DeKalb Park District  
October 10, 2013  
Study Session**

**BOARD MEMBERS PRESENT:** President Phil Young, Commissioners Per Faivre, Keith Nyquist and Mike Teboda. (Commissioner Don Irving arrived at 6:30 p.m.)

**STAFF MEMBERS PRESENT:** Interim Director Lisa Small, Asst. Director Brad Garrison, Colleen Belmont, Autumn Kelly, Josephine Knoble and Bill Ryder.

**OTHER MEMBERS PRESENT:** Janet Berkes, Steve Duchrow, and Dean Holliday.

President Phil Young called the October 10, 2013 study session to order at 6:00 p.m.

**Capital Planning Meeting**

President Young noted that discussion on capital planning was postponed from the September 12, 2013 meeting and that with the pool project on hold, the Board wanted information on the capital planning process and projects budgeted for next year.

Interim Director Small explained that the capital budget detail was established as part of the 5-year capital plan and that staff was working on the FY2015 proposed budget to be approved by the Board in January or February. Staff had begun working on the budget early, in order to allow time for discussion and input from the Board.

Small then proceeded to review each line item of the proposed capital project detail schedule for FY2015 and highlighted the trees/landscaping budget of \$5,000. Small stated that this line item is utilized for the purchase of trees that are planted throughout the District and for other landscaping projects. Garrison noted that in the past, the budget was always \$10,000 and proposed that it be increased back to \$10,000.

Small pointed out the need for a ½ ton truck in the Parks, Planning & Development Department and noted that it was part of the vehicle/equipment replacement schedule which determines items to be replaced annually.

Small noted that \$7,500 was budgeted to replace the stage at the band shell, \$10,000 was budgeted for sealing and striping of specific parking lots throughout the District and \$25,000 was budgeted for the paving of the Hopkins shelter parking lot and circle drive. The sealing, striping and paving projects were also part of a schedule.

Small also noted that \$400,000 was budgeted for the renovation project at Lions Park and that staff was hopeful the District would be approved for the grant.

As part of the Administration proposed budget, Small noted \$30,000 for the staggered replacement of 5 yr. old work stations, \$25,000 to replace the old phone system, \$91,000 for district wide ADA compliance improvements and \$10,000 for bond fees.

In the Recreation Department, \$5,000 was budgeted for improvements at Haish Gym and Program Director Colleen Belmont stated that she was in the process of acquiring quotes for a treadmill and other fitness equipment for the Wellness Center. She estimated the equipment to cost approximately \$7,500.

For athletics, \$10,000 was budgeted for ball diamond improvements, \$7,500 for the replacement of bleachers. Small noted that each year the District purchases two bleachers to replace the District's old fleet. As part of the District's paving schedule, 60% of the Sports & Recreation Center parking lot will be repaved next year and that \$80,000 was budgeted to cover that cost.

Athletic Director Bill Ryder explained that \$5,000 will have to be allocated to the soccer goals line item. Staff had not budgeting for that expense since it did not anticipate owning Kiwanis Park when the 5-year plan was prepared.

Ryder reported that the new synthetic turf looked great and that Asst. Director Garrison was now in the process of investigating the cost for a security system throughout the building. Ryder also reported that \$5,000 was budgeted in the building improvements line item to cover the cost of repainting the DeKalb Park District logo on the building.

Belmont explained that Haish Gym has poor air circulation and that the problem is often alleviated by keeping numerous doors open throughout the facility. However, this method of controlling the problem poses safety concerns since anyone could access the building without checking into the front desk. Staff will be researching ways to resolve this problem in FY2015.

Small explained that she, Garrison, Belmont and Ryder have met twice to discuss a Recreation Business Plan. The goal is to present some ideas for re-purposing some spaces and developing programming ideas for under-utilized facilities. One area of concern is the Haish Gym day camp. The plan will address possibly moving the camp to another location. Small noted that Ryder had a great idea to build a second indoor shelter adjacent to the tennis courts in Hopkins Park and to relocate the day camp. Camp staff and campers would then have access to the aquatic center, the tennis courts, the playground, the trails and Hopkins Park. There was also discussion on the possibility of relocating the Wellness Center from Haish Gym to the Sports and Recreation Center. Small noted that she was pleased with the sharing of ideas and that staff would be presenting the Board with a business plan in the future.

President Young expressed that in his opinion, Haish Gym was not the most appropriate location to host day camps and was pleased that staff was researching other facilities.

Small stated that Golf Superintendent Roger Huber and Food & Beverage Administrator Jane Holdridge were not able to attend the meeting, and reported that \$75,000 was budgeted for two triplex mowers for River Heights, \$30,000 for the lease/purchase of 30 golf carts for River, \$5,000 for HVAC improvements at River, \$15,000 for clubhouse improvements at River, and \$3,000 to repairs drainage issues at River.

For the Aquatic Center, \$5,000 was budgeted for pool repairs and a total of \$15,500 has accumulated for the future replacement of the HVAC system at the Hopkins Community Center.

Asst. Director Garrison then reviewed the information on the December 7, 2011 playground audit and replacement schedule. Small noted that the schedule was old and noted that the Robert's playground, originally scheduled to be improved in FY2014, was pushed back due to the proposed pool project.

Garrison stated that because the pool project was placed on hold, the playground audit & replacement schedule will be revised to include additional playground replacements in FY2015.

The Board asked that they be provided with the revised schedule at the next Capital Planning discussion.

Asst. Director Garrison explained that the School District was no longer utilizing the Chesboro School building and that due to the age of the Chesboro play structure and the significant reduction in use, district staff was considering eliminating the play structure or replacing it with a smaller one. Garrison also noted that PDRMA, the District's risk management agency, recommended that the play structure be eliminated due to its age and non compliance with current playground codes and ADA rules.

Interim Director Small stated that Park Staff will work with school district staff to create a proposed plan for a playground at that school. The playground will be geared toward a younger age population, as the school district is planning to locate its' Pre-K program to that location.

Small explained that the capital detail will be revised after recommendations from the Board.

Small also explained that a park by park schedule was available in the Board packet with information on all District wide projects to be completed. The report, which is from the District's Master Plan, identified projects within each park, the cost of each project, and the priority of each project.

Asst. Director Garrison reviewed the sealing and striping schedule and reported on the projects completed this year and the areas to be completed in FY2015. Garrison noted that having a schedule helps staff prioritize its projects. He also noted that the cost of sealing, stripping and paving increases every year, but that the District has to address a few of these issues yearly.

Commissioner Faivre noted that according to the paving schedule, the Sports & Recreation Center parking lot was to be repaved in FY2016, but that \$80,000 was proposed in the FY2015 capital budget for paving of the Sports & Recreation Center.

Asst. Director Garrison explained that it was important to re-evaluate the paving schedule in order to address ADA issues with the parking lots at River Heights Golf Course. He explained that it might be cost efficient to complete both parking lots at River Heights at the same time and that even though the parking lot at the Sports and Recreation Center was heavily utilized most of the year; it could be postponed until FY2016.

President Young asked that staff also look into the possibility of providing the community with a sledding hill and a dog park. Young stated that he has received numerous requests for a dog park.

Interim Director Small reported that a group of citizens had attended the September 9, 2010 study session to discuss the feasibility of developing a dog park in DeKalb. Small agreed with President Young in regards to a need in the community for a dog park and that she had also received several inquiries from DeKalb residents in the last two months

Small recommended that the Board consider a modest size dog park, 4 to 5 acres in size, and that staff be directed to research dog parks that have been developed in other communities, and present several options for the Board to consider.

Commissioner Teboda agreed and noted that in 2010 the Board was in favor of the development of a dog park.

### **River Heights Golf Course Clubhouse Improvements**

Interim Director Small reported that she and Asst. Director Garrison had met with Huber and Holdridge at River Heights to review their recommendations for renovation to the bar area in the clubhouse.

Small noted that their recommendation was to replace the floor of the bar area, reduce the height of the bar counter, install two flat screen TVs, replace the grill, and purchase the following: refrigerated bar cabinets, bottle display cases, freezers, equipment stand, grill toaster and bar stools.

Commissioner Teboda inquired why two refrigerated bar cabinets were needed. Small stated that they are requesting additional storage upstairs to minimize the number of times someone has to run downstairs to get additional product.

Commissioner Faivre asked about the refrigerator unit that is there currently. Asst. Director Garrison reported that they were requesting two shorter units. Small noted that the current unit is very loud and is often unplugged during events.

Small noted that the bar area is outdated and not functional and that Huber and Holdridge were requesting approximately \$30,000 to renovate it. Small noted that the \$30,000 would be renovating the bar area alone and not any other part of the clubhouse.

President Young asked about the removal of the electric grill. Small stated that the electric grill should have been replaced previously since it has posed safety issues. The grill also takes a long time to warm up and therefore is left on all day long. Small noted that it will be replaced with a gas grill.

President Young asked if the equipment quoted is new. Small replied that it is new equipment as opposed to purchasing used.

### **Pool Committee**

The Board decided to discuss the pool committee during the public meeting.

**DeKalb Park District  
October 10, 2013  
Public Meeting**

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

**STAFF MEMBERS PRESENT:** Interim Director Lisa Small, Asst. Director Brad Garrison, Colleen Belmont, Josephine Knoble and Bill Ryder.

**OTHER MEMBERS PRESENT:** Janet Berkes, Steve Duchrow, Dean Holliday, Kim Launer, Jim Launer, John Tobias, Valerie Freeman, and Jillian Duchnowski.

**I. Meeting Called to Order and Pledge of Allegiance**

President Phil Young called the October 10, 2013 public meeting to order at 7:00 p.m.

**II. Approval of Agenda**

Commissioner Keith Nyquist made a motion to approve the October 10, 2013 agenda. Commissioner Per Faivre seconded the motion.

Commissioner Mike Teboda asked that the Board be allowed additional time to make a decision on the Director Search Firm and requested that the item be tabled until the November meeting.

Commissioner Teboda made a motion to table Item A under the Old Business portion of the agenda and to approve the 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 September 12, 2013**

Commissioner Mike Teboda made a motion to approve the study session and public session minutes of September 12, 2013. Commissioner Per Faivre seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

Commissioner Nyquist reviewed a letter from the DeKalb Elks Club Lodge No. 765 requesting a meeting with the Board to discuss the possible relocation of the Veteran's Memorial Park from Harvestore Drive to a portion of land owned by the club.

President Young asked Interim Director Small and Asst. Director Garrison for their recommendation.

Interim Director Small explained that the land on Harvestore Drive was donated by Steve Milner and the Veteran memorials were donated to the District by the Donnelly family.

Small noted that Veteran's Park was a very beautiful and peaceful park full of wildlife and that other locations were discussed in the past. Small stated that she was in favor of meeting with the Elks Club to discuss their ideas, but recommended that staff first contact the Donnelly family.

The Board directed Interim Director Small to contact the Donnelly family and report back to the Board at the November meeting.

Commissioner Nyquist then reviewed a Certificate of Appreciation to the DeKalb Park District from the DeKalb County Partnership for the District's continued support towards a substance abuse free environment.

Commissioner Faivre reported receiving an email from the Rotary Club of Rochelle asking for a donation of 6 rounds of golf without carts to be auctioned at one of their events. Commissioner Faivre stated that in his opinion, this was a nice marketing opportunity for the District to showcase River Heights and Buena Vista to out of town golfers. The Board was in agreement and approved the request.

Lastly, Interim Director Small reported that the Park District was selected by the Illinois Department of Natural Resources to present the Lions Park proposed grant project. Asst. Director Garrison noted that grants will be awarded in January 2014.

**V. 7:15pm Public Hearing Concerning the Intent of the Park Commissioners of the DeKalb Park District to sell \$1,200,000.00 Limited Tax Park Bonds**

President Young opened the public hearing at 7:15pm concerning the intent of the Park Commissioners of the DeKalb Park District to sell \$1,200,000.00 limited Tax Park Bonds and noted that the following Commissioners were present: Young, Faivre, Nyquist, Irving, and Teboda. He then asked if anyone had comments in regards to the issuance of the bonds.

There were no comments from the Board and there were no comments from the floor.

Interim Director Small also noted that no comments were received via mail or email.

President Young closed the Public Hearing at 7:16pm.

**VI. Business from the Floor**

Resident Kim Launer introduced herself and her husband and noted that their home is located adjacent to Roberts Park on Fox Hollow. Launer explained that the park has become dangerous and is predominantly utilized by kids between the ages of 10-20.

Launer explained that she has spoken to Asst. Director Brad Garrison numerous times throughout the years about people trespassing on her property and that the District has been

very helpful in providing a landscape divider between her backyard and the park. She further explained that she often finds bottles and garbage in the park and expressed not feeling comfortable leaving items in her back yard for fear of them being stolen.

Launer also noted that the police have been contacted countless times throughout the years, but that the situation has become worst.

Launer asked that the Board consider adding shrubs as a barrier to her home or that the Board consider removing the park from that location.

The Board thanked Kim Launer and noted that discussion on the Roberts Playground was to take place during the New Business portion of the agenda.

Resident Janet Berkes asked that the Board consider providing residents with the same information the Board receives as part of their Board packet.

DeKalb resident John Tobias stated that he was part of the committee of residents interested in the development of a dog park in DeKalb. He noted that after discussing the plans with the DeKalb Park District Board of Commissioners in 2010, the committee realized that the plan was too vast, would cost thousands of dollars, and that they abandoned the idea not knowing how to proceed.

Tobias asked that the Board consider the development of a modest size dog park with a few amenities.

Valerie Freeman introduced herself to the Board as a dog owner and a DeKalb resident. Freeman explained that she lives in an apartment building with no back yard and that a dog park would be a great asset to the community and to dog owners who do not own a backyard. She encouraged the Park District to consider the development of a dog park.

President Young thanked everyone for their comments.

## **VII. Old Business**

### **A. Approve Engagement of Executive Director Search Firm**

This item was tabled.

Interim Director Small reported that Chapman and Cutler, the legal firm working on the District's bond, was requesting that the District hold a second public hearing.

The Board scheduled a special meeting on Wednesday, November 6, 2013 at 5:30 pm to discuss the following:

- A Public Hearing will be held at 5:30pm concerning the intent of the Park Commissioners of the DeKalb Park District to sell \$1,200,000.00 limited Tax Park Bonds
- Brian LeFevre of Sikich will be in attendance to review the District's audit and

- The Park Board will discuss the three firms that were interviewed to perform the Executive Director search.

## **B. Review River Heights Clubhouse Improvements**

President Young stated that renovations to the bar area at River Heights Clubhouse was discussed during the study session and asked if there were any questions.

Commissioner Teboda asked why the River Heights staff was requesting two grills. Small explained that they were requesting just one grill, but quotes were provided for a 24" wide gas grill and a 36" wide gas grill.

Small was not sure how urgent the bar renovation request was, but noted that this project was not currently in the budget or the five year plan.

Commissioner Faivre inquired about the sales revenue of the concessions and bar. Small reviewed the revenue and cost line items and the \$30,000 in concession wages. These figures, she noted, did not take into consideration Jane's salary. With an allocation of a portion of Jane's salary, the concessions and bar operations are approximately break-even.

Small recommended a commercial bank loan to fund the renovation project. The loan she stated would have to be paid back by the River Heights Enterprise Fund and should not be funded by the Capital Fund which is funded by the bond. Small noted that the District has a great relationship with numerous local banks and that a low interest loan would be her recommendation.

President Young recommended that the grill be replaced. Small noted that the current electric grill was a safety concern and should be replaced as soon as possible.

Commissioner Nyquist speculated that after the renovations, sales should increase by at least 10%.

Commissioner Nyquist asked Asst. Director Garrison about upcoming projects in the capital department. Garrison stated that the capital projects staff was busy with numerous projects and that he would have to assess the plumbing and electrical situation in the bar area in order to make any recommendations.

President Young directed staff to look at the details of the plan.

## **VIII. New Business**

### **A. Roberts Playground Discussion**

President Young explained that he has received numerous calls and emails regarding the Roberts playground. Numerous complaints have been made about the activities in the park

during all hours of the day and night. Young pointed out that this was a perfect example of how living next to a pocket park was most often a problem.

Interim Director Small explained that the land was part of Roberts School, but it was donated to Northern Illinois University when the school was removed. Small explained that she lived in the area years ago and that at the time residents requested the Park District update the playground for the kids in that neighborhood. Small noted that a committee of residents was involved in choosing the components of the playground structure.

President Young requested that staff engage NIU and the Chief of Police to determine solutions to the problems with the park.

President Young also asked if there was signage and lighting at the park. Asst. Director Garrison replied that the park did have signage with posted hours and also two light poles.

Asst. Director Garrison noted that similar issues used to take place at Kishwaukee Kiwanis Park until it was renovated. President Young asked when Robert's Park was scheduled for renovations. Garrison replied that it was originally considered for renovations this fiscal year, but that it was pushed back due to the pool project.

President Young also asked about the development of parks on land it did not own. Garrison replied that the District had developed several parks on land that is owned by the City and School District.

Garrison noted that typically people want to live by a park, but don't like some of the activities in the park.

Commissioner Nyquist asked if Roberts Park could be placed further away from the neighborhood.

The Board directed staff to contact NIU and the residents of the neighborhood and to make a recommendation to the Board.

Commissioner Faivre requested that staff also approach NIU about sharing the cost of the expenses of planting a landscape barrier between the park and the neighborhood before a more permanent decision is made.

Commissioner Teboda recommended that staff also approach NIU about sharing the cost of installing security cameras to monitor the park. Asst. Director Garrison stated that the installation of security cameras might be a good idea.

Lastly, President Young asked that staff look into moving the location of the playground to a different location in the park.

## **B. Approve Revision to Section 16 of the Board of Commissioners Park Board Policies**

President Young reviewed the language change in Section 16: Information Calls to Park District Attorney allowing the President of the Board to contact the District attorney without Board approval.

Commissioner Faivre made a motion to revise the Park Board Policy Section 16, adding the phrase "seek legal advice, or to", giving the Park Board President the authority to seek legal advice from the Park District Attorney. Commissioner Teboda seconded the motion.

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

## **C. Establish a Park District Pool Committee**

President Young explained that the Board would like to establish a Pool Committee to make a report of facts regarding the future of the Hopkins Park Aquatic Center.

Commissioner Faivre distributed information on the mission of the committee.

President Young noted that the goal of the committee is to present the Board with several recommendations. The Committee will have 6 months to gather data, analyze it, and compile final reports.

President Young also requested that the Pool Committee give a report to the Board at each month's regular scheduled Park Board meeting.

Small noted that she, Brad Garrison, Scott deOliveira, and Colleen Belmont were staff members interested in being part of the committee.

Commissioners Per Faivre and Keith Nyquist both expressed interest in being part of the committee. The Board agreed that Commissioner Faivre would Chair the Pool Committee.

Commissioner Nyquist made a motion to establish a Park District Pool Committee. Commissioner Faivre seconded the motion

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

## **D. Appoint Delegates(s) to the IAPD Annual Business Meeting**

Interim Director Small explained that each year IAPD member park districts send a delegate to the IAPD Annual Business Meeting and that the District is required to mail a Credentials Certificate to IAPD listing the name of a delegate and alternates.

Commissioner Faivre made a motion to appoint Phil Young as delegate, Keith Nyquist as first alternate and Lisa Small as second alternate to the IAPD Annual Business Meeting. Commissioner Teboda seconded the motion.

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

**IX. Financial Reports**

**A. Cash & Investment**

There were no questions.

**B. Purchase Orders**

President Young inquired about PO #20140189 to TBC. Small replied that the PO was to replace Colleen Belmont's old work station. This was part of the schedule replacement of computers district wide.

**C. Invoices**

Commissioner Teboda made a motion to approve the list of open invoices totaling \$149,274.03. Commissioner Faivre seconded the motion.

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

**D. Budget/Actual Report**

There were no questions.

**X. Committee and Staff Report**

**A. Ellwood House**

Asst. Director Garrison reported that the "Wine on the Terrace" event, held at the Ellwood House on Saturday, September 14, was very successful both in terms of attendance and revenue.

Garrison also noted that a draft audit report was submitted to the Ellwood House Board and that the Association was working on a draft Business Plan for museum programming, collections & exhibits, resource development and board relations and facilities.

Garrison also reported that the Ellwood House Holiday Open House was scheduled from December 6-8.

Lastly, Garrison reported that the Ellwood Association had received a \$15,000 donation to restore the Doll House.

## **B. Plan Commission**

There was no report.

## **C. Staff Reports**

Program Director Colleen Belmont noted that some of the District's fall recreation classes were doing well while others were struggling with low enrollment.

Belmont reported that Matt's Magic Show was scheduled for Saturday, October 19 and that the event was advertised to all local schools through a flier.

Belmont also reported that the District was co-sponsoring an indoor tennis program on Sunday, October 20 with the US Tennis Association (USTA).

Lastly, Belmont noted that numerous new programs will be featured in the upcoming Winter Program guide.

Interim Director Small noted that she was asked to be part of a committee to plan a DeKalb Municipal Band Holiday Celebration Concert to celebrate the holidays and the band's 160<sup>th</sup> anniversary.

Small also reported that the District will be participating in Red Ribbon Week sponsored by DCP/SAFE.

Small invited the Board to attend the Legal Symposium to be held on Thursday, November 7 and asked that they email her ASAP if interested in attending.

Athletic Director Bill Ryder reported that enrollment for fall softball was down and that staff was preparing for the indoor soccer season.

Asst. Director Garrison reported that staff has removed numerous diseased ash trees throughout the District, but would be planting a total of 91 trees in the next week and weather permitting will use the District's tree spade to plant an additional 40 trees taken from natural areas throughout the District.

Garrison reported on lighting repairs at the Hopkins ball field, winterization of the pool, prepping of district HVAC systems for the winter, and the planting of native plants on the SRC berm.

Garrison also noted that the Annes Woods Grant Project was complete and the Illinois Department of Natural Resources (IDNR) was scheduled to inspect the park on October 17.

Garrison also reported that the stone wall and Ellwood water tower masonry work was completed and the roofing project on the tower was scheduled to begin on

Monday, October 14. Garrison also noted that the plant materials, bench and sign design were selected for the butterfly garden, and landscape work was scheduled to begin once the roofing project was complete.

Garrison reported that staff completed drainage tile work on the north side of the mansion by installing underground piping and tied in downspouts to eliminate safety and aesthetic issues associated with erosion of the gravel drive, and staff was also in the process of painting the water tower and Visitor center doors, windows, and trim. Lupton Pro Painting will begin painting the Mansion East Portico next week.

Garrison further reported that the parking lot was sealed at Lions Park, the Taylor Street pathway kiosk would be completed by the end of the week and that tuck pointing work was completed at the Nehring Center.

Lastly, Garrison reported that Roger Olsen was selected for the Parks, Planning & Development Department Capital Projects Level II position and that the Maintenance Level II position was re-advertised and it was anticipated that the position will be filled by the November Park Board meeting.

#### **XI. Adjourn Public Meeting**

Commissioner Teboda made a motion to adjourn the October 10, 2013 public meeting at 8:46 p.m. Commissioner Nyquist seconded the motion and all members present voted unanimously in favor. Commissioner Irving was not present during this vote.